

# ASSESSMENT OF RISK FOR

**BRAESIDE  
EDUCATION  
CENTRE**

Assessment of:  
**Minibus Driving – Braeside Minibus**

Location: N/A

Assessor (please print): R TABLEY

Date: Jan 2021

Review Date: Jan 2022

HAZARDS	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?
List Hazards here:	List specific groups of staff / other people that are risk, e.g. visitors, young people, expectant mothers etc:	List existing control measures / systems and state how individuals at risk are notified of the control measures / systems in place:	List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more:
<ul style="list-style-type: none"> <li>• All road traffic</li> <li>• Pedestrians</li> <li>• Obstructions (kerbs, walls etc)</li> <li>• Street furniture</li> <li>• High steps into bus</li> <li>• Doors</li> <li>• Fuel</li> <li>• Moving items</li> <li>• Mechanical failure</li> <li>• Trailer dangers (unattached, rolling, crushing etc)</li> <li>• Additional hazards: Road conditions, horse play, lack of training, flammable liquids</li> </ul>	<ul style="list-style-type: none"> <li>• Braeside staff</li> <li>• Visiting staff</li> <li>• Students</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Trained persons only allowed to drive bus (MIDAS or full D1)</li> <li>• Keep register of trained persons allowed to drive bus</li> <li>• Minibus regularly inspected (Vehicle Workshop quarterly, 13-week checks) and serviced once a year.</li> <li>• Strict rules about children's behaviour and supervision in the bus</li> <li>• Minibus check list to be completed by driver before using bus. Checklist complete and mileage noted at end of journey.</li> <li>• Drivers using trailers must follow <u>SAFE</u> coupling/decoupling procedures – info card in vehicle</li> <li>• Section 19 permit required and displayed, as necessary.</li> <li>• First aid kit and fire extinguisher carried.</li> </ul>	