# RISK ASSESSMENT

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| Company Name: | YMCA Sutton Coldfield | Date:  | 16/06/2020 | Review Date:  | 16/06/2021 | Assessment No: | SRA101 |
| Assessor:  | Kirsty Burden | Task:  | Minibus |

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| Haz No. | Significant HazardsLook only for hazards which you could reasonably expect to result in significant harm e.g. slips/trips, work at height, falling objects, vehicles, electricity etc.(STEP 1) | People AffectedList groups of people who may be at risk e.g. staff, Young people,, public etc.(STEP 2) | Existing ControlsList controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc.(STEP 3) | Level of RiskDecide on the level of risk remaining.(Likelihood x Severity) | Further Action RequiredList further action required to control significant risks. If there is lots to do, make an action list.(STEP 4) |
| High | Med | Low |
| 01 | Young people, children & staff entering & disembarking  | StaffYoung people & children | * Staff supervision
* Safe area to enter & disembark minibus
* one member of staff to sit in the rear of the bus with children/young people next to exit door
 |  |  | x | Monitor -& pre visit  |
| 02 | Seatbelts  | Staff, adults & young people & children | * Regularly checked
* staff supervision
* Checklist each time minibus is used
* 6 weekly check by qualified mechanic
 |  |  | x | . |
| 03 | Floor:* slips and trips
* cleaned regularly
 | Staff, adults & young people, children  | * Flooring secure and of non-slip surface, checked regularly
* Wet floor sign to be used when mopped
 |  |  | x |  |
| 04 | Doors and locks:* young people getting locked in
* finger trapping
 | Staff, adults & young people & children  | * Locks checked regularly
* Children / young people supervised if necessary
 |  | x |  | . |
| 05 | Windows  | Staff, young people & children | * Windows to be monitored by minibus escort
 |  |  | x |  |
| 06 | General minibus maintenance  | Staff, young people & children | * Refer to Sutton Coldfield YMCA policies & procedures
* All responsible staff to administer minibus clean up after every journey.
 |  |  | x | Follow Policy & Procedure  |
| 07 | Covid-19 update | Staff, young people & children | * Hand sanitiser to be administered to all accessing the bus upon every exit and entrance
* All occupants to provide and wear their own face masks/suitable face coverings for the duration of every journey
* Temperatures will be taken of every occupant using an infrared thermometer. Anyone exhibiting a high temperature (38C or above) will not be able to travel.
* Social distancing seating plan measures are in place, with clearly labelled signs visible on the bus. (see attached seating plan)
* A maximum of 11 persons are permitted on the bus in order to successfully adhere to social distancing. This may increase to 12 if carrying 1 set of siblings (to be seated at the front on the bus as indicated in the attached floor plan)
* Responsible staff to administer a deep clean of the bus, including seatbelts and touch points at the start and end of every journey.
* Sufficient and careful waste disposal carried out for masks and gloves
* All staff to wear gloves for the duration of the journey
* Where possible, windows must be left open to increase airflow and ventilation during transit.
* Travel sickness: Staff to wear full PPE including mask, gloves and apron to deal with any travel sickness incidents. Temperature of the sick person will be retake and if it is above 38C parents will be called to come and collect/person will be sent home
* Where normal practice would suggest a staff member sit in the rear of the van, during the Covid Pandemic, staff will be required to sit in the front of the vehicle to enable sufficient social distancing measures.
 |  | x |  |  |

Action Timescale Guidelines

High Risk – Action Immediately Medium Risk – Action within 2 months Low Risk – Reassess after any changes & at next review

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14. Passenger

15. Passenger

16. Empty

17. Passenger