

<p>This is the statement of general policy and arrangements for:</p>	<p>Community Fleet Minibus</p>
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<p>Overall and final responsibility for health and safety is that of:</p>	<p>Shane Owen</p>
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<p>Day-to-day responsibility for ensuring this policy is put into practice is delegated to:</p>	<p>Drivers</p>
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<p>Policy goal</p>	<p>Responsibility of</p>	<p>Action / Arrangements</p>
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<p>As detailed within the Health & Safety Policy</p>	<p>HSE and all fleet drivers.</p>	<p>Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed regularly by HSC</p>
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<p>To provide adequate information and support to ensure drivers are competent to perform duties.</p>	<p>HSC and Administrator to ensure training and CPD is offered to drivers Training plan/matrix reviewed annually by HSC Administrator to provide induction / orientation to drivers</p>	<p>Drivers provided with necessary health and safety (HSG136) induction and provided with appropriate training. Additional guidance and information located within the Vehicle,(driver information pack stored in the minibus)</p>
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<p>To engage and consult with drivers regularly on health and safety conditions and provide advice and guidance on occupational health</p>	<p>HSC and Fleet Administrator</p>	<p>Drivers to be routinely consulted on health and safety matters as they arise via reporting/review of near misses and accidents. Driver information pack to be provided with all relevant printed documentation.</p>
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To implement emergency procedures - evacuation in case of accident, fire or other significant incident	Drivers provided with information on Fire Safety within the Vehicle (driver information pack stored in the minibus)	Escape routes well signed and kept clear at all times. Emergency lighting and fire warning system checked regularly. Evacuation plans are tested from time to time and updated as necessary
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To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	HSC with partnership from Brig Y Don Garage and DCC Fleet services (following S19 guidance)	All policies and guidance available both within the Vehicle and on-line (fleet website)
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Health and safety law posters are displayed:	N/A
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First-aid box and accident book are located:	In storage rack above seating /passenger area
Fire extinguisher is located:	Between drive and passenger seats and to the rear behind passenger seats

Signed:	SA Owen	Date:	02 - 06 - 2026
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Subject to review, monitoring and revision by:	HSC	Every:	52	weeks
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Community Fleet: Minibus Assessment

ACTIVITY	RISKS	POSSIBLE CONSEQUENCES	RISK SCORE	RISK RATING	PLANNED PRECAUTIONS
Getting on and off the minibus	Falling Accident with passing traffic	Minor injury	4	Low	Deployable side step Strip lighting on step Step overhead lighting Handrails provided Step warning signs provided Driver to Control guests into orderly queue, Enter and exit on pavement side, use power step for ease of access/egress
Travelling on minibus	Road traffic accident Bags /luggage on floor Illness Vehicle Breakdown (non motorway) Seatbelts on guests 135cm height or under 12 years of age	Injury or death Trips, slips, and falls Guest taken off vehicle Injury	6 4 2 4	Low Low Low Low	Seatbelts, approved driver, regular stops on long journey Regular servicing of vehicle Visual check seatbelts & vehicle stow baggage (ensure safe storage of light weight items only above head) Second member of staff advised: emergency mobile phone provided First aid box supplied Regular servicing of vehicle every 8 weeks, daily/pre journey Visual checks, use of red warning triangle, breakdown cover provided, emergency mobile phone provided, 2 x high vis provided, what to do information sheet within Vehicle folder Booster seats required for pupils Under 135cm height or 12 years of age and under.

Mini Bus breaking down on motorway	Hit by passing vehicle on the hard shoulder	Injury/Death	6	Low	Guests to leave bus and go to place of safety on the bank (behind barriers). Driver to do head count and phone emergency services and HSC
Inappropriate behaviour of guests	Damage to minibus Accident	Injury	3	Low	Monitor guests- Do not allow guests to change seats.
Minibus in motion	Falling during journey Opening doors while vehicle moving	Injury Injury/death	8 6	Med Low	Guests to stay in seat with belt on at all times. Minibus engine shuts down if side door opened.
Minibus evacuation	guests trapped or crushed	Injury	6	Low	Outline exit procedure to guest prior to journey - window breakers provided
Minibus aisles blocked by bags or legs	Pupils falling unable to exit vehicle	Injury	6	Low	Guests to sit in seats with belts on - driver to check belts are worn. Overhead and under seat storage to be used. Each seat also has coat hangers provided
Heavy items falling from overhead racks	Falling objects	Injury	6	Low	Do not store heavy items in racks. driver to brief guests and check