

Risk Assessment – Minibus & Vehicle Travel

Name of activity, event, and location	8 th Chelmsford Scouts – Minibus/Vehicle travel	Date of risk assessment	08/07/2026	Name of person doing this risk assessment	Stuart Collett/ Chris Birt
		Date of next review	08/07/2027	Version	1.0

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Illegal Motoring::	Driver(s)	Drivers will: • Check tax, insurance, MoT and bus permits are current and valid. Vehicle to be regularly serviced. • Driver has a valid driving licence for minibuses • Driver not to use mobile phone whilst vehicle in motion. • Driver not under the influence of drugs or alcohol • Driver must keep to speed limits	
Child protection	All	• Correct ratios to be followed for specific section requirements • Two adults to be present when travelling with young people • Do not plan to be alone with a young person	
Unsafe Vehicle: Injury /Death	Driver(s)/All	• Check tyres, steering, oil & water, wipers, washer water (including antifreeze) and seat belts/anchors and speed limiter before setting off if fitted. • Vehicle is not to be overloaded (Both weight and number of persons onboard)	
Lost	Driver(s)/All	• Ensure the driver (s) are aware of the route to be taken before setting off. Appropriate maps/Sat Nav to be taken • Check that the vehicle is capable of travelling the chosen route. E.g. narrow roads, low bridges	
Safe Driving/Route	Driver(s)/All	• Check weather forecast and road conditions beforehand and only set off if safe to complete the journey. Take emergency equipment – e.g. shovel if snow is forecast. • Obey all police/local warnings and diversions • Young People are not to speak to or distract the driver in any way. • Non-driving adult responsible for managing and maintaining young persons behaviour	
Vehicle/passenger recovery	Driver(s)	• Be aware of procedures and carry details and communication numbers for breakdown recovery companies.	

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

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Breakdown: Injury/death	Driver(s)/All	• Ensure group has means of summoning assistance in case of breakdown or accident • Section leader(s) to assess risks and decide on course of action dependent on weather, communications, position of breakdown, age of passengers • Choose a safe place to stop and get the group out of the vehicle if appropriate to weather, age, behaviour of young people. Put hazard lights on and call 999 if on roadside and cannot disembark. • Strict supervision at all times • Young People to be given clear safety instructions prior to disembarkation and told to stay seated until the vehicle has stopped. • Disembark in single file, leader first. • If stopped on a motorway the assembly point is to be safely behind the hard shoulder barrier. • Hazard triangle to be carried and positioned safely • Post a 'look out' if a roadside wheel change is necessary	
Injury as a result of road traffic accident: Injury/Death	Driver(s)/All	• Ensure drivers have regular and adequate driving rest periods. • All passengers sit forward facing and wear seatbelts at all times. • Leaders to be positioned adjacent to exits • First Aid kit to be carried to treat minor injuries • In the case of non-minor injuries contact 'Home Contact' with clear details of the incident	
Struck by moving vehicles in car parks: Injury/Death	Driver(s)/All	• Strict supervision at all times. • Young People to be appropriately supervised across any car parks / roads with stopping points chosen to minimise the need to cross car parks and / or roads. • Young People to be made aware of safe collection points. • Young People to disembark in small groups rather than one long stream • Contact 'Home Contact' with clear details of the incident	
Lost/Abduction	Young People	• Ensure the driver is aware of the route to be taken before setting off. Appropriate maps/Sat Nav to be taken • During rest breaks Young People are given clearly defined areas in which to stay. • Young People to be in groups never on their own (minimum of three). • Young People should not go to the toilet without the knowledge/supervision of a leader. • Leaders to be positioned where they can see toilet entrances and to avoid possible abduction / absconsion. Head counts to be taken prior to escorting Young People back to the transport and again when seated on the coach, • Leaders to patrol areas Young People are in, especially if not under direct supervision	

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Sickness / medical conditions	All	- Sick bags / buckets and appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, children who are prone to travel sickness should avoid sitting near the wheels of the bus and should sit towards the front. They should make themselves known to leaders. - If medication for travel sickness is taken prior to journey, ensure leaders are aware of this. - Be aware of any allergies / medical conditions that children suffer from before visit and ensure that proper precautions are taken	
Toilet Breaks	All	Drivers to ensure the planned route includes stop points for bathroom breaks for all.	

DOCUMENT VERSION CONTROL

Version Number	Changes Made	Changes Made By	Date
1.0	Document Version Control Log Created	Kyla Flack	16/09/2026

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