**Centre Vehicles**

Document last updated 22/05/17 by: Jenny Lantry

General Safety procedures

* All vehicles to have undergone regular servicing and safety checks.
* Mini bus drivers will hold an up to date Midas licence.
* All passengers to be briefed on seatbelts and also correct behaviour whist inside centre vehicles.
* In addition to the driver, groups should have an additional person who will be in charge of the group whilst in the centre vehicles where appropriate.
* Driver will check vehicle and any other equipment such as trailers, roof racks, bike racks and make sure they are secure.
* For more information on Vehicle procedures please refer to the Isle of Man Government’s “Drivers Handbook 2007”

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| **Hazards** | **Who’s at risk** | **Control measures** | **Risk (minimal, manageable, unacceptable)** |
| Collision | All | The driver will drive to the conditions of the road and other influences such as weather and traffic.  All persons to wear seat belts.  No one to distract the driver. | Manageable |
| Entrapment in a disabled vehicle | All | Driver to brief all passengers of the exists  Doors to be unlocked whilst travelling | Manageable |
| Being hit by another vehicle if bus breaks down. | All | All passengers to stand in a safe area outside of the vehicle, especially on fast roads and motorways, when appropriate.  Hi-vis vest to be worn by all. | Manageable |
| Travel sickness | Passengers | Regular breaks and personal travel sickness medication to be brought for long journeys | Minimal |
| Driver fatigue | All | Regular breaks and for long journeys more than one driver. | Manageable |

This Risk Assessment is reviewed each year as a matter of course, but is also reviewed & amended subject to any changes that occur to Ardwhallan Outdoor Education Centre’s Normal Operating Procedure.