

Wolfson College

Linton Road, Oxford, OX2 6UD

Location: City centre to and from Wolfson College

Title : Mini Bus	Date of Assessment : 09/08/2017	Risk Assessor : Janice Tirda
Risk Assessment Reference : WOLFLODGE	People involved in making this assessment : Barry Coote	
Task/ Process : The use of the College owned Minibus to transport college members and staff and associated families to and from Oxford City Centre	People at Risk : Employees, Members of the Public, Students, College Guests, Family members	

Hazard : Public or Visitor Access Drivers and users of the vehicle/College minibus could be harmed when entering or alighting from the vehicle. This may be slips or trips or coming into the path of passers by or other road users particularly cyclists.

Control Measures:

1. Vehicle always collects and drops off at kerbside
2. Driver alerts passengers to cyclists when alighting from the bus
3. Driver checks the bus on each journey for any spillages or items that may lead to a slip trip or fall.
4. At the drivers discretion, the driver will assist individual's on or off the bus, for example if the passenger has a pushchair or is an expectant mothers.

Hazard : Workplace Transport Harm or accidents may occur due to vehicle defects; Drivers capabilities; other road users; dealing with passengers and members of the public.

Control Measures:

1. Driver reserves the right to refuse any person on the bus who is under the influence of alcohol or mind changing substance; or becomes aggressive or verbally abusive.
2. Minibus is serviced annually
3. Minibus has a valid MOT and is scheduled in annually for this to take place
4. A valid certificate is renewed annually and covers any driver entitled to drive it in accordance with college insurance policy of usage.
5. Regular vehicles checks are carried out by the driver using the Peninsula vehicle checklist and Drivers Handbook.
6. Driver license checks are carried out and recorded on an annual basis and drivers are instructed to inform the Home Bursar if anything affects their ability to drive.
7. All drivers have signed as having read and understood this risk assessment.

Further Control Measures Required:	Added Documents	Assignee	Due Date	Status
1. No longer required		Marie Johnson	31/12/2019	Overdue

Hazard : Transportation of goods and non definable items in the vehicle Heavy or loose objects in the vehicle may cause harm if not tethered down; Food and hot drinks may be brought on board leading to spillages, slips trips and falls, or burns.

Control Measures:

1. As a general rule, other than small cases and shopping bags, objects, particularly large items, are not permitted on the bus when passengers are likely to be on board.

2. Passengers are responsible for handling their own items on and off the bus.

Further Control Measures Required:	Added Documents	Assignee	Due Date	Status
1. To review the situation with brining hot food and drinks onto the bus		Marie Johnson	31/12/2019	Overdue

Hazard : Transporation of children Children conveyance in vehicles has the potential to cause harm or even death if appropriate measures are not taken to adequately restrain them.

Control Measures:

1. All seats are fitted with seat belts.

2. Passengers aged 14 years or above are told to wear seat belts. Anyone aged 3 to 13 years do not have wear seat belts, but are strongly advised to wear a seat belt, or to use a child restraint if one is available.

Hazard : Driver distraction and fitness to work Collision and injury

Control Measures:

1. No mobile phone use or food consumption in minibus.

2. Service suspended if driver unwell unless a relief driver is available.

Further Control Measures Required:	Added Documents	Assignee	Due Date	Status
1. Provide 'Please do not distract the driver' notice in minibus		Janice Tirda	04/12/2019	Overdue

Hazard : Journey duration and time of day Can cause fatigue, followed by collision and injury

Control Measures:

1. Only operates during working hours. Regular breaks.

2. The minibus follows prescribed short routes on a regular basis.

Hazard : Relief Vehicle unfamiliarity Collision and injury

Control Measures:

1. Only experienced drivers to use relief vehicles

Hazard : Adverse weather conditions Potential accident and injury

Control Measures:

1. Service suspended in extreme weather conditions

Hazard : Road rage; work-related violence Violence and harassment

Control Measures:

1. Driver awareness. College harassment policy.

Hazard : Defective Vehicle

Control Measures:

1. Bus driver has mobile phone to contact breakdown recovery and the College in such a situation. Minibus is serviced regularly and driver to do vehicle checks before taking vehicle out.

Hazard : Lapse of vehicle Tax, Insurance, MOT Uninsured use, breach of RTA, prosecution

Control Measures:

1. Annual renewal notices received and renewed by College Administration

Further Control Measures Required:

1. Encourage drivers to take IAM Course, minibus awareness scheme (MIDAS) or be otherwise qualified

Added Documents	Assignee	Due Date	Status
	Janice Tirda	03/12/2019	No Longer Required

Hazard : Collision whilst in use Harm to passengers, driver or other road users. Damage to vehicle. Disruption to service.

Control Measures:

1. Driver carries mobile phone to be able to contact emergency services, the College, breakdown services. All passengers to use seatbelts for every journey. Driver to attend First Aid training.

Hazard : Infectious Diseases Contracting COVID-19

Control Measures:

1. Social distancing reminders: Posters and guidance signs will be made visible in the minibus, to prompt all as reminders about maintaining social distance and following the current COVID-19 control measures.

2. Cleaning: Drivers are responsible to clean areas of the minibus (Steering wheel, door handles, seatbelts) with anti-bac wipes before and after use and to check/top up of antibacterial gel on the minibus.

3. Hand Hygiene: All Minibus users must wash/sanitise their hands before they use the minibus.

4. Face Covering: All users must wear face covering while on the minibus. Signs will be in place.

5. PPE: Drivers will be provided with appropriate PPE for use where social distancing cannot be maintained.

6. Seating: Not all seating can be used for social distancing purposes, so to maintain this, seats would need to be taken out of use. Use tape on the seats and signs

Documents Associated with this Risk Assessment:	
Review Date : 25/10/2020	Reviewer : Chris Licence