

## Driver and Vehicle Risk Assessment

This Risk Assessment is for all Bangor University Students and Staff using Department X vehicles (Minibuses / MPVs) on official Bangor University related business / activities. It also covers Students using their own vehicles for official club activities and lease / hire vehicles.

What are the dangers/hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom	Action by when	Done
<ul style="list-style-type: none"> <li>• <b>Road Accidents arising from inexperience, inability of Driver to drive vehicles</b></li> </ul>	Serious Injury / Fatality - Driver, Passengers, Pedestrians, other Road Users	<p>Only Drivers whose licences have been checked by the Union's Insurers and have completed and passed the MIDAS and Theory test can drive the Union's vehicles.</p> <p>Ensure the driver holds the relevant qualification for driving the minibus on their licence i.e over 21, held clean licence for 3 years and has categories B or D1.</p> <p>Authorised drivers must report any change (e.g. points) or removal of their licence to the Department X.</p> <p>Authorised drivers must report any medical condition (in accordance with DVLA guidelines) which may affect</p>	<p>MIDAS Tests for driving the MPV.</p> <p>MIDAS trained University Staff to have health surveillance checks in accordance with University Policy.</p>	JB	Ongoing	

		<p>their ability to drive.</p> <p>Records of MIDAS trained drivers are held centrally.</p> <p>Authorised drivers must regularly read the Minibus Drivers Handbook and the Highway Code to remain up to date with relevant guidance / information.</p> <p>Drivers to follow best practice in respect of driving and rest hours as detailed in Driver's Handbook.</p> <p>Drivers must not take any substances which affect their ability to drive or drive whilst under the influence of alcohol.</p> <p>Drivers must report any medication being taken that may affect their ability to drive.</p> <p>Drivers must follow all highway rules e.g. speed limits, traffic flow etc...</p>				
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<p>• <b>Road Accidents due to mechanical failure of the Vehicle</b></p>	<p>Serious Injury / Fatality - Driver, Passengers, Pedestrians other Road Users</p>	<p>Authorised drivers must inspect and complete a Vehicle Check List before the journey to ensure the vehicle is roadworthy and mechanically sound to complete the trip.</p> <p>Information on checks can be found in the Minibus Drivers' Handbook.</p> <p>Driver vehicle check lists are monitored so maintenance issues can be addressed.</p> <p>Vehicles are checked daily by the Vehicle Service Officer.</p> <p>Vehicles are serviced and Mot'd in accordance with Manufacturer's guidelines and CTA recommendations e.g Safety Inspections.</p> <p>Drivers must report any vehicle defects immediately.</p> <p>Systems are in place to withdraw defective vehicles from service until the</p>	<p>MIDAS training to include how to carry out Vehicle Checks.</p> <p>Implement a vehicle replacement programme.</p>	<p>PH</p> <p>JB</p>	<p>Sept 08</p> <p>08/09</p>	
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		<p>problem is dealt with.</p> <p>Records of inspections / checks / MOTs are held centrally.</p>				
<p>• <b>Road Accidents or injury could result due to loads not being properly secured in trailers / on roof racks and shifting or coming lose</b></p>	<p>Serious Injury / Fatality - Driver, Pedestrians, Passengers, other Road Users</p>	<p>Drivers must check loads are secure and do not exceed the limits of the roof rack or the designed towing specification of the trailer.</p> <p>Roof racks and trailers are checked and maintained by the Vehicle Service Officer.</p>	<p>MIDAS training to include how to secure loads.</p>	JB	Sept 08	
			<p>Set up a system to remove defective roof racks / trailers from service.</p>	JB	Sept 08	
<p>• <b>Injuries could occur due to loads moving in the vehicle which have not been stored properly</b></p>	<p>Serious Injury - Driver, Passengers</p>	<p>Drivers must ensure items are stored safely within the vehicle.</p>	<p>MIDAS training to cover how to store items safely in a vehicle.</p>	JB	Sept 08	
<p>• <b>Road Accident could occur due to mechanical failure of trailers or as a result of trailers not being hooked up properly whilst towing</b></p>	<p>Serious Injury / Fatality - Driver, Passengers, Pedestrians, other Road Users</p>	<p>Drivers must have category D1E entitlement on their licence to tow with Minibuses.</p> <p>Drivers must have category B on their licence to tow with the MPV.</p> <p>Trailers are checked and maintained by the Vehicle Service Officer.</p> <p>Information on towing</p>	<p>Introduction of assessments on towing trailers with the MPV.</p>	JB	2009	
			<p>Records to be kept of trailer checks.</p> <p>Set up a system to remove defective trailers from service.</p>	JB	Sept 08	

		supplied in the Minibus Drivers' Handbook.				
<ul style="list-style-type: none"> <li>• <b>Road Accidents could arise as a result of passengers misbehaving / moving around in the minibus whilst it is moving</b></li> </ul>	Serious Injury / Fatality - Driver, Passengers, Pedestrians, other Road Users	<p>Trip Registration form to be completed prior to departing and copy given to reception. Drivers must ensure passengers remain seated when the vehicle is moving and wear their seatbelts.</p> <p>Aisles and emergency exits must not be obstructed.</p> <p>When carrying children in the minibus, trip organisers ensure that no more than ten children are carried at any one time. Allowing for three of the rear seats to be occupied by adults. One adult sits in the back to supervise the rear entrance to the bus. One adult sits in the middle of the bus and one near to the side entrance to the bus. These three adults ensure that all children remain seated t all times and that sound levels are kept to a minimum and no other disruptive behaviour takes place.</p>	Implement a system to ban people (who constantly behave inappropriately) from travelling in vehicles.	JB	2008	

		Further Advice given in the Guide for Minibus Users.				
<ul style="list-style-type: none"> <li>• <b>Road Accidents could arise due to Driver Ill Health / Fatigue</b></li> </ul>	Serious Injury / Fatality - Driver, Passengers, Pedestrians, other Road Users	<p>Information given as part of the MIDAS Training.</p> <p>Advice given in the Minibus Driver's Handbook i.e breaks should be built into the journey planning – 15 minutes break every 2 hours.</p> <p>Drivers must report any medical condition / medication that could affect their ability to drive.</p> <p>Main vehicle users fall within the 'Low Risk' age group.</p>	Insert emergency contact details on what to do if a driver can't drive the minibuses with the Fuel and Insurance cards.	JB	Sept 08	
<ul style="list-style-type: none"> <li>• <b>Road Accidents could occur as a result of severe weather conditions making it dangerous to drive</b></li> </ul>	Serious Injury/Fatality – Driver, Passengers, Pedestrians, other Road Users	<p>Check weather forecast so necessary arrangements can be made if driving in difficult weather eg allow more time, adjust speed and braking distances.</p> <p>Contact the Department X for assistance if weather conditions are too severe to continue with the journey.</p> <p>Guidance is provided in the</p>	Insert leaflet in Minibuses with advice on driving in bad weather and who to contact if there is a problem.	JB	Sept 08	

		Minibus Drivers' Handbook.				
<ul style="list-style-type: none"> <li>• <b>Accident - someone could be injured as a result of contact with a reversing / manoeuvring vehicle</b></li> </ul>	Serious Injury/ Fatality – Pedestrians, other Road Users	<p>Drivers are required to demonstrate their ability to reverse when taking the MIDAS Test.</p> <p>Drivers are to be guided whilst reversing into a parking bay.</p>	<p>Improve parking facilities at the Department X.</p> <p>Implement a safe system of work when reversing eg assistant to wear Hi-Vis vest, must not stand behind the vehicle.</p>	JB	Sept 08	
<ul style="list-style-type: none"> <li>• <b>Road Accidents could occur due to inexperience of driving abroad</b></li> </ul>	Serious Injury /Fatality – Driver, Passengers, Pedestrians, other Road Users	It is the Department X policy that the Union vehicles may not be taken abroad (includes Ireland).	No further action required.			
<ul style="list-style-type: none"> <li>• <b>Road Accidents – injuries could occur as a result of someone using their own car which is not suitable for use, properly maintained etc</b></li> </ul>	Serious Injury / Fatality – Driver, Passengers, Pedestrians, other Road Users	<p>The 'Use of Own Vehicles' statement has been issued to all clubs.</p> <p>All students using own vehicle must complete Use of Own Vehicle Form before the journey declaring they and their vehicle are fit for purpose.</p> <p>Club Captains must distribute Driver and Vehicle Risk Assessment to all club members.</p>	Emergency contacts to be supplied to drivers of own vehicles.	JB	Ongoing	
<ul style="list-style-type: none"> <li>• <b>Road Accident – injuries could occur as a result of a collision with another vehicle</b></li> </ul>	Serious Injury / Fatality – Drivers, Passengers, Pedestrians, other Road Users	If a collision occurs, driver to stop in a safe position and switch off the engine.	A second in command to be nominated for each journey to take charge if the driver is injured.	JB		

		<p>Driver to assess the immediate safety of the passengers.</p> <p>Normally neither the vehicle nor the passengers should be moved, but in the event of danger from fire, or further traffic accidents, the driver should get passengers off the vehicle and into a place of safety.</p> <p>Only if safe to do so, Driver to display a warning triangle to warn other motorists of the danger ahead.</p> <p>Emergency Services and Department X to be contacted to notify them of situation.</p> <p>Complete a Statement of Fact – Motor Vehicle Accident Form. This form is issued to the driver with the minibus keys.</p> <p>Further details on what to do in the event of a collision can be found in the Minibus Drivers' Handbook.</p>	<p>MIDAS training to include what to do in the event of a collision.</p> <p>Emergency contacts to be displayed in vehicle.</p>	<p>JB</p> <p>JB</p>	<p>Sept 08</p> <p>Sept 08</p>	
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<p>• <b>Injuries could occur as a result of a breakdown which leads to a road traffic accident</b></p>	<p>Serious Injury / Fatality – Drivers, Passengers, Pedestrians, other Road Users</p>	<p>If a breakdown occurs, driver to stop in a safe position and switch off the engine.</p> <p>If safe to do so, Driver and passengers to leave the vehicle and move to a place of safety.</p> <p>Only if safe to do so, Driver to display a warning triangle to warn other motorists of the danger ahead.</p> <p>Driver to contact breakdown service and Department X – details in vehicle.</p> <p>Guidance on what to do in a breakdown can be found in the Minibus Drivers' Handbook.</p>	<p>MIDAS training to include what to do in a breakdown.</p>	<p>JB</p>	<p>Sept 08</p>	
<p>• <b>Injuries could occur as a result of a delay in reacting to an emergency situation</b></p>	<p>Injury / Fatality – Drivers, Passengers, Pedestrians, other Road Users</p>	<p>Trip Registration Form completed which contains emergency contacts before each trip.</p> <p>Forms held within the Trip Registration File.</p> <p>Security know the location of the Trip Registration File in</p>	<p>Clear guidance on who to contact in an emergency to be displayed in each vehicle.</p> <p>Consider who needs to know the location of the Trip Registration File and inform all relevant parties of its location.</p>	<p>JB  JB</p>	<p>Sept 08</p>	

		case of an emergency.	MIDAS training to include emergency procedures.	JB	Sept 08	
<ul style="list-style-type: none"> <li>• <b>Road Accidents – injuries could occur as a result of someone using a Hired Minibus</b></li> </ul>	Injury / Fatality – Drivers, Passengers, Pedestrians, other Road Users	<p>Trip Registration Form to be completed which contains emergency contacts before each trip.</p> <p>Drivers must complete the Hired Company’s Vehicle Check List before taking the minibus out.</p> <p>Section 19 permit to be placed on the Hired Vehicle. Drivers must pass a MIDAS Test, are over 21 and held a Drivers Licence for 3 years.</p> <p>Drivers must regularly read the Minibus Drivers Handbook and the Highway Code to remain up to date with relevant guidance / information.</p>				