

# Adventure Sunderland



## Activity Risk Assessment

### Minibus Travel

**Location: UK Wide**

Any areas outside of this need a site specific risk assessment and management approval

Hazard	Potential harm	To Whom	Control Measures
Inexperienced driver	Death or serious injury	Driver and passengers	All drivers must hold a full D1 entitlement, and E entitlement when towing a trailer over 750kg.
Lack of emergency equipment	Exasperation of situation.	Driver and passengers	Drivers must carry <ul style="list-style-type: none"><li>• Fire Extinguisher</li><li>• First Aid Kit.</li></ul>
Road traffic Accident	Death or serious injury	Driver and passengers	All passengers must be wearing seat belts before departure. The mini-bus must not carry more than its stated capacity people including the driver. The minibus must not be overloaded – either the vehicle or vehicle and trailer. Drivers must ensure the exits are not blocked with luggage or equipment, or that equipment may move in the event of accident and cause injury. At all times the mini-bus must travel within the national speed limits, and must not exceed 60 m.p.h. at any time. When boarding or de-bussing the driver ensure the passengers enter and leave from the kerb-side.
Driver fatigue	Death or serious injury	Driver and passengers	No driver to drive for more than 9 hours in any 24, for longer journeys two drivers must be deployed.

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Tyre blow out or puncture	Death or serious injury	Driver and passengers	<p>When tyres are replaced they must be appropriate for use and in compliance with the manufacturers recommendation.</p> <p>Tires to be visually checked prior to every trip.</p>
Mechanical breakdown	Death or serious injury	Driver and passengers	<p>The Centre Manager must ensure the mini-bus is maintained and serviced in accordance with manufacturer's guidelines.</p> <p>Bi Weekly check of oil, water, tyre pressures, tread and any damage to the walls by any member of staff assigned to do so.</p> <p>Pre-use check of oil, water, tyres, lights etc. must be carried out by the driver.</p> <p>In the event of breakdown, priority is to keep the passengers safe by remaining on the mini-bus only if it is safe to do so by pulling into a layby.</p> <p>If not evacuate the vehicle and remove the passengers to a safe area protected from other traffic.</p> <p>When evacuating follow the highway code and ensure the young people are supervised at all times to avoid danger.</p> <p>If on a motorway get the party safely behind the side crash barriers as soon as possible.</p>
Driver distracted	Death or serious injury	Driver and passengers	<p>Before travelling the driver must have established a route.</p> <p>Should the driver need to consult a map the mini-bus must be parked in a safe location.</p> <p>In no circumstances may the driver use any mobile devices whilst moving.</p> <p>Apart from the driver ideally the mini-bus should also carry at least one other responsible adult.</p> <p>Visiting staff are responsible for the conduct and behavior of students while the mini bus is in transit, this includes the correct use of seat belts.</p> <p>In the event that the behavior of the passengers deteriorates to the point it becomes distracting, the mini-bus must be stopped in a safe location until the control of the passengers has been restored.</p>
Weather	Death or serious injury	Driver and passengers	<p>As for activity sessions weather forecast to be obtained and displayed in office and checked before traveling.</p> <p>If in doubt do not undertake the journey and/or change plans for the day.</p> <p>No journeys may take place if there is an amber or red weather warning from the met office in force for the area.</p>

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			In the case of a yellow weather warning drivers must consult Centre Manager/CEO before travel.
Rear doors opening while travelling	Death or serious injury	Driver and passengers	All as above plus ensure that the rear doors are properly closed before departure.
Rear doors blocked by trailer	Delay in egress from mini-bus	Passengers	Ensure that when the trailer is connected the jockey wheel is not in such a raised position to obstruct the opening of the rear doors.

Risk assessments are to be reviewed on an annual basis unless an incident occurs, which then dictates immediate review of the risk assessment.

This Review completed by: Mike Clapham

Signed: *Mike Clapham*

Date: 06/01/2026

This version checked by: Mike Clapham

Signed: Mike Clapham

Date: 06/01/2026

To be completed by Centre Manager:

I consider this risk assessment to be suitable to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Mike Clapham

Signed: *Mike Clapham*

Date: 06/01/2026