



INVICTA MOUNTAINEERING CLUB RISK ASSESSMENT FOR TRANSPORTATION

Event name	IMC "Have a go" event	Event location	
Event description	Hill walking, mountaineering, wild camping, scrambling	Event base	
Event dates		Scout sections involved	All leaders from any section, Network, Explores, Scouts
Event Leader	Neil Pickford (ML Summer)	Risk Assessment written by	Neil Pickford, Judy Young (IMC Team Leader)

Hazard: Risk	Who is at risk?	Likelihood/ Seriousness	Control Measures	Review and Revise
Safeguarding:	All Participants	Possible/ Serious	<ul style="list-style-type: none">• Ensure that suitable adult:child ratios are maintained• Ensure there is an adult in the back of the bus• Keep a register of bus occupants and check it/numbers every time before setting off• Ensure First Aider and serviceable first aid kit are on all vehicles• Also see Service Station breaks	
Illegal motoring	All Participants	Possible/ Serious	<ul style="list-style-type: none">• Coaches / minibuses sourced from reputable source regularly serviced with seat belts fitted, valid tax, MoT and appropriate permits.• Check roadworthiness of the vehicle before driving: tyres, fluids, steering, controls, wipers, lights and seatbelts• Vehicle must not be overloaded and suitable for towing (as appropriate)• Driver has suitable valid licence, permits and insurance• Driver must not use a mobile phone while the engine is running• Driver must not be under the influence of drugs or alcohol• Driver must keep to speed limits	
Safe driving & route choice: <i>Lost, delays</i>	All Participants	Possible/ Serious	<ul style="list-style-type: none">• Ensure all drivers knows the proposed route, especially when travelling in convoy• Carry suitable maps/ sat nav.• Check for delays, diversions, closures and that the route is suitable for the vehicle (low bridges, narrow roads, unmade roads etc.)• Check the weather forecast and road conditions and only set off if safe to complete the journey. Take suitable emergency equipment is required (e.g. snow shovel)• Do not allow passengers to distract the driver.	
Accident on vehicle	All Participants	Possible/ Serious	<ul style="list-style-type: none">• No heavy objects in overhead racks• Bags not blocking gangways or escape routes• Rubbish bags provided to dispose of waste	
Travel sickness or medical conditions	All Participants	Possible/ Not serious	<ul style="list-style-type: none">• Identify potential issues from health forms• Leaders / driver to be informed of potential issues and any medication required	



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Service station breaks: <i>Loss or abduction, Struck by vehicle in carpark</i>	All Participants	Possible/ Very Serious	<ul style="list-style-type: none">• Roll call / head count before continuing journey• Identifying any lone participants on a weekend so they can be visually identified during any search at service station• Under 18s should be in minimum group sizes of 3• Choose suitable parking and supervise [dis] embarkation in small groups• Ensure that a muster point and time is communicated to all passengers	
Kit and equipment from vehicles: <i>Heavy bags and boxes or sharp equipment</i>	All Participants	Possible/ Serious	<ul style="list-style-type: none">• Ensure heavy bags are picked up by two people• Driver to supervise safe loading and unloading• Ensure all sharp equipment - crampons & ice axes - are in strong bags or plastic boxes.• Ensure that all equipment is securely loaded/strapped down and cannot move• Ensure that vehicle is not over-loaded	
Towing	All Participants	Possible/ Serious	<ul style="list-style-type: none">• Driver must have a suitable, valid licence, permits and insurance• Vehicle must be suitable for the kerb weight of the trailer• Lights and breaks must always be checked before proceeding• Driver to supervise safe loading and unloading• The must <u>always</u> be a responsible second to assist the driver when towing	
Vehicle involved in RTA en-route	All Participants	Possible/ Very Serious/ fatal	<ul style="list-style-type: none">• Ensure drivers have sufficient breaks during journey - maximum 2 hour shift between breaks/ driver change (this is especially important on the return journey if drivers have been on the hills)• Passengers must sit facing forwards and wear a seatbelt while the vehicle is moving• First Aider and first aid kit on the vehicle• Driving alone or single drivers is to be discouraged and avoided if at all possible.• Be aware of Accident procedures (see page 3)	
Breakdown: <i>Delays</i>	All Participants	Possible/ Very Serious	<ul style="list-style-type: none">• Vehicles should carry High-vis jackets for drivers (and supervisors) in case of an incident• Ensure there is means of summoning assistance• Stop in as safe a place as possible and turn on hazard lights• Unless unsafe to do so, passengers should disembark and move to a safe place away from the vehicle (ie.e behind barriers on motorway) – under strict supervision.• Be aware of mechanical breakdown procedures (see page 3)	



Copies to all drivers and in vehicle for reference

Accident procedure:

- Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be dynamically assessed.
- If on motorway, get the party behind the side crash barrier as soon as possible
- Deal with casualties as best as you can until emergency help arrives.
- Contact home contact as soon as possible and [attempt to] control communications with parents by the young people via mobile phones
- Co-operate with the emergency services. At least one leader should accompany an injured young person to hospital and remain there until parents or guardians arrive.

Mechanical breakdown procedure: motorways and dual-carriageways

- Get the party behind the side crash barrier as soon as possible
- Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.
- Check systems are in place to cover such circumstances i.e. RAC, AA or similar.

Mechanical breakdown procedure: other roads

- On non-motorway roads passengers should remain on the transport if it is safe to do so.
- Otherwise move the passengers to a safe location protected from oncoming traffic.
- When moving follow the highway code and leaders to supervise the young people to avoid danger.
- Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.
- Check systems are in place to cover such circumstances i.e. RAC, AA or similar.

Ensure Accident and Breakdown procedures known to all Leaders and young people
Keep log [time, place etc] of any accident – check for injuries – witnesses if possible.