

yelabus Risk Assessment

	Identified Risk	Existing control measures	Residual risk with existing control measures	Additional control measures required including by when and who will deal
1	Mechanical failure or defect causing an accident potentially resulting in injury to the driver or passengers and/or any other road users	<ul style="list-style-type: none"> a) Driver daily checks recorded on log sheet which are reviewed monthly and filed by the Operations Manager. b) Drivers contact Operations Manager via mobile phone to advise if an urgent issue. c) Identified defects recorded on daily log sheet and rectified or if affecting safety or legality, vehicle taken out of service until fixed. d) Vehicle check carried out 5 times pa for both vehicles Deepcut Garage. e) MOT test carried out by Deepcut Garage. 	Medium	
2	Mechanical failure or defect causing a breakdown in a hazardous location potentially resulting in injury to the driver or passengers and/or any other road users due to a collision occurring as a result of the vehicle's position.	<ul style="list-style-type: none"> a) Drivers' daily checks recorded on log sheet b) Vehicle check carried out 5 times pa for both vehicles at Deepcut Garage. c) MOT test carried out by Deepcut Garage. d) Identified defects recorded on daily log sheet and rectified or if affecting safety or legality, vehicle taken out of service until fixed. e) Drivers contact Operations Manager via mobile phone to advise if an urgent issue. f) Drivers carry their own mobile phones to alert Emergency Services and/or Breakdown Recovery in accordance with MiDAS recommendations. g) All drivers undertake MiDAS training which includes breakdown procedures. h) There is full breakdown cover including transporting passengers i) Each vehicle equipped with fluorescent tabard ("hi-viz vests") if exiting the vehicle for safety reasons 	Medium	
3	Failure or malfunction of lifts or steps potentially resulting in injury to users	<ul style="list-style-type: none"> a) Twice yearly servicing and yearly weight testing (of lift) carried out by contractor via Deepcut Garage. b) Identified defects recorded on daily log sheet and rectified or if affecting safety or legality, vehicle taken out of service until fixed. c) Drivers contact Operations Manager via mobile phone to advise if an urgent issue. 	Low	

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4	Boarding and alighting bus - potential for injury to driver or passengers when boarding and alighting bus	<p>a) MiDAS training advises selecting a safe place to park with hazard warning lights activated so that passengers only board on nearside of road unless entering via rear or to supervise boarding if unable to do this</p> <p>b) Yelabus buses are provided with 'hi-viz' vests for drivers</p>	Low	
5	Boarding and alighting - Accessible minibuses. Potential for injury to drivers or passengers when using equipment provided for those needing help to access buses.	<p>a) Specific MiDAS training provided for drivers who utilise 'accessible' equipment and only those who have completed this are authorised to use the equipment (normally ALL drivers)</p> <p>b) Users are asked at time of hiring whether they are conveying wheelchairs and if so that the wheelchairs satisfy the appropriate "crash testing" guidance.</p> <p>c) Instruction provided when authorised drivers request guidance on using equipment fitted to vehicle allocated to them to drive.</p>	Low	
6	Conveying passengers who remain in wheelchairs	<p>a) MiDAS training provided for all drivers</p> <p>b) Users are asked at time of hiring whether they are conveying wheelchairs and if so that the wheelchairs satisfy the appropriate "crash testing" guidance.</p> <p>c) Buses are fitted with tracking and equipment for correctly securing wheelchairs and occupants</p> <p>d) Tail lifts fitted to buses to allow wheelchairs to enter them are subject to checks as detailed elsewhere in this document.</p> <p>e) Any problems encountered by drivers in connection with wheelchair tracks and securing kit to be reported on daily sheet for rectification.</p>	Medium	
7	Supervision of passengers including children	<p>a) yelabus require hirer to provide supervision if needed.</p> <p>b) All drivers are DBS checked and yelabus has a Safeguarding policy in place.</p> <p>c) Trustees to review Safeguarding matters at least annually</p> <p>d) The duties of yelabus are to provide "kerb to kerb" assistance but we should not leave passengers unable to complete their onward journey – so we may assist a passenger to a doorway or other assistance provider. If a driver considers that a passenger may be unsafe at an outward destination travel may be refused unless adequate information on assistance is known to exist.</p>	Low	

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8	Drivers' fitness to drive, including tiredness, potentially contributing to some form of accident and injury to themselves, passengers or third parties	<p>a) MiDAS training covers advice on Fitness to Drive.</p> <p>b) yelabus driver registration requires existing medical conditions to be reported</p> <p>c) There is a legal requirement to notify the DVLA of specific illness and conditions.</p> <p>d) All drivers are covered by the UK domestic rules under the Transport Act 1968 which includes restrictions on driver hours.</p> <p>e) the DVLA require D1 licence holders to renew their licence every 3 years after reaching 70 years old and to submit to a medical examination.</p> <p>f) yelabus policy is for all drivers to have a MiDAS refresher course every 3 years</p> <p>g) Insurers ask for declaration from individual drivers before confirming that they can continue to drive.</p>	Medium	
9	Driving standards - poor standard of driving resulting in an accident with potential for significant injury.	<p>a) All drivers undertake MiDAS training and assessment before being allowed to drive to ensure they are of an acceptable standard.</p> <p>b) Operations Manager undertakes at least one annual in service operation with each driver to ensure standards maintained</p>	Medium	
10	Lone working - Driver at risk when alone of being subject of an attack or being unable to summon assistance in the event of being taken ill or suffering an injury	<p>a) MiDAS gives advice around general safety such as keeping vehicle doors locked.</p> <p>b) Drivers carry their own mobile phones in accordance with MiDAS recommendations</p>	Low	
11	Manual handling - risk of injury through incorrect technique	Manual handling guidance given on recruitment – in general steps should be taken to avoid process. A dolly to assist moving seats is provided and should be used by drivers	Low	
12	Spillages and disposal of hazardous waste such as urine, excreta or blood	Covered in guidance given to drivers	Low	

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13	Legality - of vehicles in respect of condition	<p>a) Drivers daily checks recorded on log sheet</p> <p>a) Vehicle check carried out 5 times pa by Deepcut Garage</p> <p>b) MOT test carried out by Deepcut Garage.</p> <p>c) Identified defects recorded on daily log sheet and rectified or if affecting safety or legality, vehicle taken out of service until fixed.</p> <p>d) Drivers contact Operations Manager via mobile phone to advise if an urgent issue.</p>	Low	
14	Legality - of drivers in respect of licensing and insurance	<p>a) Employees and regular drivers' licences are checked six monthly to confirm they have the right entitlements and have not incurred penalty points that would need reporting to yelabus insurers.</p> <p>b) Employees and regular drivers are fully aware that any changes to their licence; such as receiving penalty points, have to be reported to yelabus.</p> <p>c) Ad hoc drivers are required to produce their record from the DVLA database and MIDAS Certificate before they drive to ensure we comply with the conditions imposed by yelabus insurers in respect of penalty points and that they hold the correct category of licence for the vehicle being used.</p>	Low	
15	The risk of passenger illness or accident on the bus on their health, and on the welfare and comfort of other passengers.	Driver will use mobile phone to seek medical attention if necessary, contact Ops Mgr and make arrangements for conveying other passengers to their destination or home if the bus is delayed or diverted, and arrangement to notify passengers not yet picked up of delay or cancellation of the service		

This Risk Assessment should be reviewed on any change of Chairman or every year. Any review should be evidenced by signature and date:

T.R.W. Hithread
Chairman

13/8/24
Date