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**ENSA Hire Vehicle General Risk Assessment**

This form should be submitted along with the vehicle request form and any further information added.

|  |  |
| --- | --- |
| **Club/Society Name:** |  All Clubs and Societies  |
| **Activity:** | Transport using hire vehicles – cars to 15 seat minibus  |
| **Driver name:** |  | **Risk Assessment Agreed to** | Yes/No  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Risk Rating = Severity x Likelihood** | **Likelihood** |  |  |  |
| **Potential Severity** |   | **1** | **2** | **3** | **4** | **5** |   | **Likelihood** |
| 1 | Minor, first aid or minimal loss - treated on site |   | **Severity** | **1** | **1** | **2** | **3** | **4** | **5** |   | 1 | Very unlikely |
| 2 | Minor, some damage - off site treatment required  |   | **2** | **2** | **4** | **6** | **8** | **10** |   | 2 | Unlikely |
| 3 | Substantial loss or damage - some hospital stay  |   | **3** | **3** | **6** | **9** | **12** | **15** |   | 3 | Likely |
| 4 | Long Term injury requiring rehab, major loss |   | **4** | **4** | **8** | **12** | **16** | **20** |   | 4 | Very Likely |
| 5 | Catastrophic, Fatality, disablement |   | **5** | **5** | **10** | **15** | **20** | **25** |   | 5 | Almost certain |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazards Identified** | **Who may be harmed and how?** | **Existing Controls** | S | L | RR | **Additional Controls****(If low risk none required)** | **Owner****(Who is doing the controls/ additional control?)** |
| Embarking or Disembarking – trips or falls  | Driver/passenger may trip or fall when getting in and out the vehicle  | * Ensure there is enough space for passengers to get into/out of the vehicle
* Ensure doors are clear of trip hazards such as bags and rubbish
* Ensure the outside is clear of trip hazards before exiting the vehicle.
 | 1 | 2 | 3 | N/A | Driver/ Passengers  |
| Breakdown while traveling  | Passengers/Driver may be harmed standing on roadside or remaining in vehicle. | * If possible pull over in layby, hard shoulder or on verge
* All passengers and driver exit the vehicle away from the traffic
* Standing away from vehicle and road behind barrier if possible.
* Phone recovery number in driver pack
* **Do not** return to the vehicle
 | 5 | 1 | 5 | No reasonable further controls can be put in place or a needed due to extremely low likelihood if controls are followed.  | Driver  |
| Vehicle collision while traveling  | Passengers or drivers maybe injured through a collision with another vehicle or roadside object | * All drivers have experience of driving for over 2 years
* Drivers to change every 3 hours of driving and regular breaks taken.
* Driver to be aware of how the extra weight effects the speed of the vehicle at junctions
 | 5 | 2 | 10 |  | Driver |
| Misbehaviour of passengers | Injury to passengers or driver on the bus or accident leading from inappropriate or rowdy behaviour  | * Passengers have agreed to ENSA code of conduct requiring acceptable behaviour when traveling
* Driver has authority to report any such behaviour to ENSA even if it doesn’t result in injury or accident.
 | 2 | 2 | 4 | N/A | Driver/ Passengers |
| Passengers left stranded  | Passengers left behind in remote location could sustain injury from weather conditions | * Activity leader ensures all passengers are back on bus as per the clubs safety document
 | 2 | 1 | 3 | N/A | Activity Leader  |
|  |  |  |  |  |  |  |  |

Committee Members Signature: Date:

Student Activities Coordinator Signature: Date:

Head of Student Communities & Engagement: Date: