RISK ASSESSMENT WIZARD



TRANSPORT

Safety Guide

Youth Group

4	16	19
Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Safety

Ensures safe and reliable movement of participants to and from events.

Punctuality

Promotes punctuality and time management through scheduled transport.

Social Time

Provides opportunities for social interaction during transit.

Accessibility

Ensures accessibility and inclusivity for all participants.

KEY HAZARDS & CONTROL MEASURES

Road Traffic Accidents

- ✔ Qualified, experienced driver
- ✔ Vehicle roadworthy and insured
- ✔ Seatbelts worn by all
- ✔ Journey breaks for long trips

Vehicle Breakdown

- ✔ Vehicle checked before journey
- ✔ Breakdown cover in place
- ✔ Emergency kit carried
- ✔ Contingency plan ready

Service Station Stops

- ✔ Clear meeting point set
- ✔ Buddy system enforced
- ✔ Time limit communicated
- ✔ Headcount before departure

Driver Fatigue

- ✔ Regular breaks scheduled
- ✔ Shared driving if possible
- ✔ Journey length limits observed
- ✔ Driver rested before trip

PRE-SESSION SAFETY CHECKLIST

Risk Assessment

- [ ] Complete and review risk assessment for this activity
- [ ] Ensure all identified hazards have control measures in place
- [ ] Brief all staff on key risks and emergency procedures

Vehicle

- [ ] MOT current
- [ ] Insurance valid
- [ ] Seatbelts working
- [ ] Fuel sufficient

Driver

- [ ] Licence checked
- [ ] Well rested
- [ ] Route planned
- [ ] Breaks scheduled

Passengers

- [ ] Headcount done
- [ ] Seatbelts checked
- [ ] Medical info ready
- [ ] Rules briefed

Emergency

- [ ] First aid kit
- [ ] Breakdown cover
- [ ] Emergency contacts
- [ ] High-vis vests

RISK ASSESSMENT WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

Customizable

Add your branding & tailor to your needs

- ✔ Instant PDF & print-ready documents
- ✔ Store and update assessments online
- ✔ Add your logo & organization details
- ✔ Reuse and duplicate assessments
- ✔ Works on any device

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