



TRANSPORT

Safety Guide

Youth Group

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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**

- | | |
|--|---|
| <input type="checkbox"/> Complete and review risk assessment for this activity | <input type="checkbox"/> Ensure all identified hazards have control measures in place |
| <input type="checkbox"/> Brief all staff on key risks and emergency procedures | |

Vehicle

- | | |
|--|--|
| <input type="checkbox"/> MOT current | <input type="checkbox"/> Insurance valid |
| <input type="checkbox"/> Seatbelts working | <input type="checkbox"/> Fuel sufficient |

Driver

- | | |
|--|---|
| <input type="checkbox"/> Licence checked | <input type="checkbox"/> Well rested |
| <input type="checkbox"/> Route planned | <input type="checkbox"/> Breaks scheduled |

Passengers

- | | |
|---|--|
| <input type="checkbox"/> Headcount done | <input type="checkbox"/> Seatbelts checked |
| <input type="checkbox"/> Medical info ready | <input type="checkbox"/> Rules briefed |

Emergency

- | | |
|---|--|
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> Breakdown cover |
| <input type="checkbox"/> Emergency contacts | <input type="checkbox"/> High-vis vests |



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