

# RISK ASSESSMENT

## Sherburn Visiting Scheme

**Task/ Process:** Transport of Service Users in Private Vehicles

**Completed by:** M Rennison

**Completed on:** 20/01/2023

**People at Risk:** Staff & Volunteers, Service Users, Members of the public

**Reviewed by:** M. Rennison

**Review date:** 21/11/2025

**Next Review due:** 01/11/2026

### PPE Requirements

Hi-vis vests for drivers

### Overall control measures

Drivers are trained in Moving & Handling of people.  
 Drivers must hold a valid driving licence for the vehicle being driven.  
 Vehicle is inspected prior to use and deemed fit for intended purpose.  
 Only vehicles properly insured, taxed and tested can be driven on the road.  
 Drivers are to make sure Social, Domestic, Pleasure, Commuting AND Business (SDPC + Business Use) is one vehicle insurance. Records are kept by SVS.  
 MOT & Servicing records are kept and recorded by SVS.

Ref:	Hazard	Risk	Persons involved	Industry best practice/guidance	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
1.1	Injury resulting from drink or drugs (prescription or otherwise).	Minor, Moderate, Serious or fatal injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Driver, Service users on-board, Members of public.	Highway Code Health & Safety at Work Act 1974 Provision and Use of Work Equipment Regulations 1998 Management of Health & Safety at	1. All drivers are licence holders of the vehicle they are to use. 2. Regular breaks are taken. 3. Greater care taken in poor weather conditions. 4. SVS has a zero tolerance to drink and drugs.	Y Y Y	NONE NONE NONE		

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				Work Regulations 1999					
1.2	Injury resulting from poor driving ability.	Minor, Moderate, Serious or fatal injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Driver, Service users on-board, Members of public.	Vehicle induction Highway Code Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. All drivers are licence holders of the vehicle they are to use.	Y	NONE		

1.3	Injury resulting from hazardous driving conditions.	Minor, Moderate, Serious or fatal injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Driver, Service users on-board, Members of public.	Highway Code Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999	1. All drivers are licence holders of the vehicle they are to use. 2. Pay more attention to the road and surrounding in hazardous conditions. 3. Ensure vehicle mirrors are cleaned thoroughly. 4. Ensure lights are clearly visible at all times.	Y Y Y Y	NONE NONE NONE NONE		
1.4	Injury resulting from collision	Minor, Moderate,	Driver, Service users on-board,	Highway Code	1. All drivers are licence holders of the vehicle they are to use.	Y	NONE		

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	with other vehicles or objects.	Serious or fatal injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Members of public	Health & Safety at Work Act 1974  Management of Health & Safety at Work Regulations 1999	2. Ensure vehicle mirrors are cleaned thoroughly. 3. Ensure lights are clearly visible at all times.	Y  Y	NONE  NONE		
1.5	Vehicle not being fit for intended purpose	Minor, Moderate, Serious or fatal injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries.	Driver, Service users on-board, Members of public	Periodic vehicle inspections  Health & Safety at Work Act 1974  Management of Health & Safety at Work Regulations 1999	1. Pre-use checks to be completed by the driver prior to use paying particular attention to the safety aspect of lights, brakes, steering etc.  2. Unroadworthy must not be used for SVS activities.	Y  Y	NONE  NONE		
1.6	Injury caused by slips and trips entering the vehicle and exiting the vehicle	Minor, Moderate, or Serious Injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Driver, Service users on-board, Members of public	Periodic vehicle inspections  Health & Safety at Work Act 1974  Management of Health & Safety at Work Regulations 1999	1. Pre-use checks to be completed by the driver prior to use. 2. Ensure members of the public are not close to the vehicle when service users are entering or exiting the vehicle 3. Pay particular attention to the flooring in wet weather. 4. Ensure proper moving & handling protocol is	Y  Y  Y	NONE  NONE  NONE		

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					followed when assisting service users into and out of the vehicle. 5. Make sure passengers do not rush getting in or out of the vehicle.	Y	NONE		
1.7	Injury caused by movement of shopping, walking aids and wheelchairs travelling forward if left unsecured	Minor, Moderate, or Serious Injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Driver, Service users on-board.	Periodic vehicle inspections  Health & Safety at Work Act 1974  Management of Health & Safety at Work Regulations 1999	1. Pre-use checks to be completed by the driver prior to use 2. Ensure driver knows and fully understands the protocol of securing wheelchairs and walking aids in the vehicle.	Y  Y	NONE  NONE		
1.8	Personal Injury caused by violent outbursts from the driver or service user	Minor, Moderate, or Serious Injuries. Head trauma, cuts and abrasions, Musculo skeletal injuries	Driver, Service users on-board	Health & Safety at Work Act 1974  Management of Health & Safety at Work Regulations 1999  Human Rights Act 1998  Safeguarding Vulnerable Groups Act 2006	1. If a violent outburst happens, (verbal or physical), this is reported immediately following SVS Whistleblowing procedures. 2. If a Service User shows violent behaviour, the Driver is to stop the vehicle immediately and exit the vehicle ensuring they are away from danger and contact the Lead Safeguarding Officer (Ann Hudson)	Y  Y	NONE  NONE		

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This risk assessment will be monitored and reviewed annually to ensure the welfare of all persons is continually promoted in the organisation.

NB You should always review your risk assessment as soon as possible once you think it may no longer be valid (eg something has changed within the organisation, or an accident has occurred).

Risk Assessment reviewed by: Matthew Rennison (BA Hons, PGCE, Tech IOSH, MRSPH, MSET, GMIFPO, MIIRSM)

Date: 21<sup>st</sup> November 2025

### Document History

Date	Issue Number	Updated By	Reason for New Version
21/11/25	1.2	Matthew Rennison (BA Hons, PGCE, TechIOSH, MRSPH, MSET, GMIFPO, MIIRSM)	Annual Review

### Approved For Release

SVS policies are reviewed in line with the Policy Document Log and their effectiveness is measured during day to day monitoring of SVS operations. Any changes are made and communicated as necessary.