

# RISK ASSESSMENT

## Sherburn Visiting Scheme

**Task/ Process:** Transport of Service Users / Walking Aids in the Vito

**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 be over 25 years of age and hold a valid driving licence for the equipment 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.

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 Work Regulations 1999	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 Y	NONE  NONE NONE NONE		

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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		
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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 with other vehicles or objects.	Minor, Moderate, Serious or fatal injuries. Head trauma, cuts and	Driver, Service users on-board, Members of public	Highway Code  Health & Safety at Work Act 1974	1. All drivers are licence holders of the vehicle they are to use. 2. Ensure vehicle mirrors are cleaned thoroughly.	Y  Y  Y	NONE  NONE  NONE		

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		abrasions, Musculo skeletal injuries		Management of Health & Safety at Work Regulations 1999	3. Ensure lights are clearly visible at all times.				
1.5	Vito 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  Vehicle induction  Health & Safety at Work Act 1974  Management of Health & Safety at Work Regulations 1999	1. Pre-use checks to be completed by the driver/vehicle inspector prior to use paying particular attention to the safety aspect of lights, brakes, steering etc.  2. Unroadworthy vehicles are removed from service and reported to the Responsible Person	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  Vehicle induction  Health & Safety at Work Act 1974  Management of Health & Safety at Work Regulations 1999	1. Pre-use checks to be completed by the driver/vehicle inspector 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 followed when assisting service users on- boarding and off- boarding	Y          Y          Y          Y	NONE          NONE          NONE          NONE		

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					5. Make sure passengers do not rush getting in or out of the vehicle	Y	NONE		
					6. A safe area is to be identified for passengers to wait whilst other passengers get 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  Vehicle induction  Health & Safety at Work Act 1974  Management of Health & Safety at Work Regulations 1999	1. Pre-use checks to be completed by the driver/vehicle inspector prior to use  2. Ensure driver knows and fully understands the protocol of securing wheelchairs and walking aids in the vehicle.  3. Ensure driver understands the maximum capacity allowed of shopping bags, wheelchairs and walking aids.	Y  Y  Y	NONE  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	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	Y  Y	NONE  NONE		



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					(appropriate for service users with reduced mobility) may be used.				
					7. Step to be stored securely inside the vehicle during transit to avoid movement.	Y	NONE		
					8. Drivers/volunteers to receive a brief induction on correct positioning, safe use, and safe handling of the step.	Y	NONE		

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

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## 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.