

CADET ACTIVITY RISK ASSESSMENT PROFORMA

Unit/Formation: **Staffordshire & West Midlands (NS) Army Cadet Force**

Assessor: **W. Dugmore**

Activity/Exercise: **Use of Minibus**

Date of Assessment: **01 Dec 15**

Instructor to Cadet Ratio: **N/A**

Instructors' Relevant Qualifications: **Minibus Licence**

Publications/Pamphlets/Procedures: **Cadet Training Safety Precautions JSP 535  
JSP800 - Defence Road Transport Regulations  
APC Syllabus**

Review Date: **N/A**

Generic Risk Assessment: **Yes**

All personnel driving or authorising vehicles are to be fully conversant with this Risk Assessment. All OIC's and drivers are to monitor and conduct the driving within the guidelines and controls as laid down in this Risk Assessment and the relevant publications listed.

- Steps relate to the Risk Assessment process.

Ser	Activity / Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Is the Residual Risk Acceptable Yes / No (Step 4)	Additional Controls Required (Step 5)	Is the Residual Risk Acceptable Yes / No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Carriage of ACF personnel in Minibus	Staff Competence	a. Driver must hold up to date civilian driving licence for type of vehicle (Cat D1 or D1E when towing a trailer) and be over 21 years old. b. Hold valid FMT 600 for type of vehicle. c. Carry Licence and FMT 600 at all times. d. All drivers must be assessed to be competent and current and have completed familiarisation/conversion training. e. Drivers must NOT exceed the laid down regulations with regard to driver's hours. f. Driver must complete work ticket correctly and have the journey authorised. g. Only the driver or responsible adult is authorised to refuel vehicle. h. No alcohol within 12 hours of driving mini-buses or hired vehicles, any adult with the smell of alcohol of their breath will be banned from driving County vehicles. i. No use of mobile telephones by the driver whilst driving.	Yes	a. All driving convictions/speeding points/.fines are to be reported to the county MT Rep.	Yes

			<p>j. No smoking in any County/hired vehicles.</p> <p>k. No driving at least 30 minutes after a period of sleep.</p> <p>l. Frequent 15 minute breaks at night if driving.</p> <p>m. Drivers must be encouraged to rest/sleep during their break periods.</p>			
2	Vocational drivers	Drivers Hours	<p>a. Limited to 15 days Annual Camp &amp; 10 Trg weekends per annum.</p> <p>b. Not to drive on consecutive weekends.</p> <p>3. Minimum of 11hrs rest between end of Trg weekend and normal work.</p> <p>c. Weekly rest period of 45hrs is taken no later than at the end of the 6<sup>th</sup> day following a period of weekend training.</p> <p>d. Complete Reserve Forces Certificate of Employment form which must be signed by the OC.</p> <p>e. Any driver, driving overseas in main land Europe must have passed the continental Highway Code test.</p> <p>f. Vehicles must be prepared for all eventualities including preparation of vehicles for the winter months/summer time and to include the continent, lights etc.</p> <p>g. OCs, vehicle commanders and drivers must be made aware of fatigue and must not drive if cadet safety is put at risk due to tiredness, any driver who is concerned must speak to the OIC.</p>			
3	Carriage of ACF personnel in Minibus	Overloading	<p>a. The driver is legally responsible for the vehicle and load, and is required to know the height, maximum load capacity, Gross vehicle weight and axle limits of the vehicle.</p>	Yes		
4	Carriage of ACF personnel in Minibus	Breakdown	<p>a. Vehicle to be serviceable and roadworthy.</p> <p>b. Driver to carryout first and last parade.</p> <p>c. Ensure breakdown procedures and telephone numbers are in the work ticket.</p> <p>d. In case of breakdown ensure all passengers embark safely to a safe area away from traffic or other hazards i.e. CFAV to place out warning triangle.</p> <p>e. Driver to put on 4 way flashers.</p> <p>f. There should be sufficient Hi-Vis Vests for all personnel.</p>	Yes		
5	Carriage of ACF personnel in Minibus	On or off Road collision/ accident.	<p>a. Driver to obey all road regulations and highway code.</p> <p>b. Due consideration to be paid to prevailing weather conditions and road conditions when selecting routes.</p> <p>c. Limitation of Drivers' hours: Daily driving limited to 9</p>	No	Restricted Speed limits imposed: Normal Roads: 50 MPH. Motorways / Dual	Yes

		<p><b>Escorts or Driver:</b></p>	<p>hours. After 4½ hours, Diver must take break (45 min).  d. Escorts suitably trained and properly briefed (CFAV).  e. Maximum-seating capacities must not be exceeded, no passengers to stand when vehicle is moving.  f. Display prominent sign in the front and back windows indicating cadets are on board.  g. Sufficient rest must be attained by the driver at the end of a training weekend prior to travelling back.  h. Stores and live loads are not to be mixed on the same vehicle.  i. The vehicle must be equipped with a fire extinguisher and First Aid kit, which must be regularly checked.  j. Vehicles are not to leave planned routes.  k. Vehicles are not to travel cross country.  l. Drivers are to drive defensively at all times.  m. Drivers are to adapt their driving to the driving conditions i.e. weather/terrain/light conditions.  n. When being reversed the vehicle must be guided back by a CFAV and the 4 way flashers must be in operation.  o. If possible the drop off point should not be on a main road.</p> <p>a. Ensure all doors are secured correctly before moving off.  b. All seat belts are worn at all times.  c. Ensure all cadets remain seated for the journey and do not distract the driver or other road users.  d. A CFAV must travel in the back to maintain discipline and order amongst cadets, so they do not distract the driver.  e. Ensure all cadets embark and disembark in a controlled manner.  f. All drivers in vicinity of exercising Cadets (camouflaged or otherwise), must be fully briefed on exactly where the cadets will be and where it will be safe to drive.  g. The vehicle must be walked in and out of areas where cadets are not clearly visible.  h. The CAA/QM is to be informed asap of any vehicle accidents/faults.  i. In case of an accident the correct documentation is to be completed and forwarded to the QM asap.</p>		<p>Carriageways 60 MPH</p>	
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6	Towing a Trailer	On or off road collision/ accident	a. Driver must hold a D1E licence to enable them to tow a trailer. b. Driver must ensure that the trailer is attached correctly. c. Driver must ensure all signal lights are working and that the trailer is in a roadworthy condition. d. Driver must ensure that the load is packed securely and all access doors locked. e. Driver must ensure that a number plate is secured to the trailer. f. Trailer is to be serviced annually.	<b>Yes</b>		
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	<b>Name</b>	<b>Position / Rank</b>	<b>Date</b>	<b>Signature</b>
Existing & Additional Controls Agreed	Dugmore	MTWO	01-12-15	
Additional Controls Implemented	Dugmore	MTWO	01-12-15	

**Fatigue:**

Tips for Drivers:

1. Don't start your journey if you're feeling tired.
2. Plan your journey to include breaks, factor this into your timings.
3. If you start to feel sleepy, find a safe place to stop (not the hard shoulder of a motorway)!
4. Share the driving if possible.
5. Avoid, if possible, making long trips between midnight and 0600hrs.