



RISK ASSESSMENT (RA)

Activity Category (Note 1):	Transport		Reference Documents/Comments (Note 8)
Sub Activities (Note 2):			SCR PART 3 - REGULATIONS & RULES CHAPTER 3 Ref: SCR 3.3 Issued: September 2023 SOP's
RA Ref No (Note 3):	RA14		
RA Type (Note 4):	GENERIC		
Date of RA (Note 5):	Sunday, 05 January 2025		Location/s Derwenthaugh Regional Boat Station
Review Frequency (Note 6):	ANNUAL		
Next Review Date (Note 7):	Thursday, 01 January 2026		

Activity Category- Sub Activities (Note 10)	Hazards (something with a potential to cause harm) (Note 11)	Consequences <i>Likelihood/Severity</i> (Note 12)	Who and/or What is at risk (Note 13)	Control Measures (CM) <i>Practical and evidence based, including assurance activities.</i> New CMs required in RED Text: (Note 14)
	Road Traffic Accident		Cadets and AV's	<ul style="list-style-type: none"> ▪ Driver to prepare route/map information and get an up-to-date weather forecast. When appropriate seek road information reports from national motoring organisations ▪ Vehicle and driver are to be covered by in-date insurance as required by the law ▪ The front passenger seats will not be used by cadets. ▪ All passengers wear seatbelts all the time the vehicle is in motion. ▪ Staff to be aware of Cadet Training Safety Precautions (CTSP) 'major incident' procedures. ▪ Nominal roll of all staff/cadets on vehicle to be left at the unit prior to start of the journey. ▪ Road speed limits and traffic instructions are to be observed. <p>Follow SCC Incident Online Reporting system if incident Occurs</p>
	Uncontrolled movement of equipment in the vehicle		Cadets and AV's	All bags and equipment should be properly stored under the seats
	Injury from other moving vehicles		Cadets and AV's	<ul style="list-style-type: none"> ▪ Staff / cadets to be assembled away from moving traffic and supervised when embarking / disembarking. ▪ Cadets to be escorted onto / off vehicle by adult supervisor ▪ Hazard warning lights will be used if cadets are boarding or leaving the vehicle near busy or hazardous sections of road.

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				Side door to be used for embarking / disembarking; rear door only to be used in emergency or when parked well away from the road.
	Inappropriate behaviour and horse play		Cadets and AV's	<ul style="list-style-type: none"> ▪ Cadets briefed about required behaviour with reasons and consequences at the start of the journey ▪ The adult supervisor will sit with the cadets in the main passenger section in order to maintain good order, and ensure cadets keep seat belts on, Cadet/Staff ratios are in accordance with SCR Chapter 8
	Driver Fatigue		Cadets and AV's	<ul style="list-style-type: none"> ▪ Driver of vehicle not to drive if feeling too tired or unwell to drive safely. ▪ Driver of vehicle not drive if under the influence of alcohol, drugs or medication ▪ Driver of vehicle to adhere to ASCR15 Chapter 3 Annex A. Designated driver not be involved in training activity outside permitted hours
	Driver incompetence resulting in RTA		Cadets and AV's	<ul style="list-style-type: none"> ▪ Driver holds a valid driving licence. ▪ Driver authorised to drive minibus by UMC Chairman. Drivers must not use a mobile 'phone or radio in the minibus unless the vehicle is parked safely

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	Overloading vehicle resulting in loss of control and accident		Cadets and AV's	<ul style="list-style-type: none"> Ensure that vehicle is never loaded beyond its gross vehicle weight. (GVW). <p>Ensure the minibus does not have more than 1 passenger per seat max 16</p>
	Un-roadworthy vehicle		Cadets and AV's	<ul style="list-style-type: none"> Vehicle has current MOT Certificate, is regularly serviced and maintained. The vehicle excise license has been paid. User Check completed before each journey. User check every time the mini bus is used <p>Monthly safety checks completed and recorded in the unit MT Log updated on Westminster</p>
	Lack of emergency equipment and procedures resulting in death or injury		Cadets and AV's	<ul style="list-style-type: none"> First aid kit. Fire extinguisher. Have a procedure in place to adopt in the event of breakdown or accident. Warning triangle. fluorescent jacket <p>Vehicle is covered by membership of a vehicle recovery organisation that in event of breakdown or accident provides alternative transport for Cadets/Staff</p>
	Defective fitting of trailer		Cadets and AV's	<ul style="list-style-type: none"> Check Defect Unit Log Trailer is securely and correctly connected to minibus before departure. Break-away cables are fitted and connected correctly before departure. All lights are fitted and operate correctly before departure.

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				<ul style="list-style-type: none"> ▪ Tyre tread and pressures are legal and as recommended (and spare tyre is carried) ▪ Brakes, where fitted are “off” and working effectively and evenly. ▪ Jockey wheel is stored securely and correctly before departure. ▪ The trailer is not overloaded (below specified limits for trailer, towing vehicle and gross train weight) ▪ All luggage is stowed securely and safely.
	Attaching and loading Trailers		Cadets and AV's	<ul style="list-style-type: none"> ▪ Driver will have had suitable prior experience of and/or training in towing trailers carrying passengers and has the necessary entitlement (D1+ E) or (B+E) on their driving licence. ▪ If towing trailers then you should ensure that emergency exit doors are not obstructed. ▪ Loading of trailer supervised by staff. <p>Use of correct manual handling techniques</p>
	Uncontrolled movement of bags and equipment inside the trailer		Cadets and AV's	<ul style="list-style-type: none"> • Bags and equipment should be correctly stowed and restrained when the trailer is in use
	Vehicle handling adversely affected by overloaded trailer		Cadets and AV's	<ul style="list-style-type: none"> • Care should be taken not to overload the trailer, ensuring that it is used for the purpose that it was designed for and kept within its permissive maximum weight

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	Risk of abduction / abuse		Cadets and AV's	<ul style="list-style-type: none"> ▪ Staff to supervise cadets at all times. - No cadet to be left unattended at drop off points. Staff to ensure handover to responsible adult as required
	Leaving Passengers		Cadets and AV's	<ul style="list-style-type: none"> • Head count taken on a regular basis especially when Cadets leave and re-board transport
	Launching boats		Cadets and AV's	<ul style="list-style-type: none"> • Ensure personnel are clear of the trailer when launching boats. • Do not trail with person on board but you may launch/recover. • Ensure slipway is clear of debris. • Use hazard lights when launching. • No passengers on board

ACCEPTANCE AND AUTHORISATION	Name	Role/Post	Comments	Date
Original Assessor (Note 15)	A Simpson	Principal		05/01/2025
Additional/Exceptional controls implemented by? (Note 16)				
RA Approval (Note 17)	A Simpson	Chairman		05/01/2025
RA Approval (Note 18)	D Finlay	Chief Instructor		07/01/2025

RA 1 Guidance Notes:

Note No	Text (From RA1 Form)	Aid Memoir (Refer definitions covered earlier in this guidance document)
1	Overall Activity	<ul style="list-style-type: none"> - This is overall activity e.g. Litter picking as a community project
2	Sub Activities	<ul style="list-style-type: none"> - Sub activities taking place as part of the overall activity Travelling to/from the location, litter picking, Stand Easy etc
3	RA Ref No	<ul style="list-style-type: none"> - Decide on a local document numbering convention and place the Ref No here, - It is also useful to have a RA Register with the number convention confirmed. - For Unit activities that are on Westminster, use the Westminster activity reference as part of the numbering convention.
4	RA Type	<ul style="list-style-type: none"> - Are you creating a new specific RA or using an existing generic version? A dropdown box is provided to choose Generic or Specific - If using a 'Generic' risk assessment, assessors are to satisfy themselves that it is valid for the task and that all significant hazards have been identified and assessed. - When additional hazards are identified they are to be recorded and the generic assessment updated. - Where a generic RA is not available, for example where it is a one-off task , a specific risk assessment should be conducted. - The RA may also identify the need to undertake specialist RA e.g. COSHH, Manual handling, Fire, Workstation, templates for these RAs are on the T&A
5	Date of RA	<ul style="list-style-type: none"> - Use date selector
6	Review Frequency	<ul style="list-style-type: none"> - A dropdown box is provided with Annual or 6 Monthly or Other. Where other is selected place some covering text in box next to the period. - Part of the RA Process requires that RAs are reviewed periodically. - Risk Assessments are to be reviewed: <ul style="list-style-type: none"> - At frequency that is appropriate to the level of risk of the activity (e.g., high risk - potentially each time the activity is to be conducted or at least 6 monthly; medium risk review control measures and improve if reasonably practicable to do so; 6 monthly or at least annually; low risk – annually) - As outlined by local instructions/procedures - If there is any reason to doubt the effectiveness of the risk assessment. - Following an Incident - Prior to use after additional control measures have been implemented and signed off. - Prior to significant changes to the task, process, or procedure. - Prior to the introduction of a vulnerable person(s).
7	Next Review Date	<ul style="list-style-type: none"> - Use date selector

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8	Reference Documents/Comments	<ul style="list-style-type: none"> - List any standards, regulations, procedures or guidance referenced during the RA process. - Add comments to support the risk assessment, make it clear what the activity is.
9	Location/s	<ul style="list-style-type: none"> - List location/s involved in the activity, this could include: <ul style="list-style-type: none"> - How you travel to/from the activity, where there several sites for the same activity, etc
10	Activity Category-Sub Activities	<ul style="list-style-type: none"> - Try to break the activity down in sub activity/s. - Example, could be: <ul style="list-style-type: none"> - Travelling to the location - Travelling back - Different activities at the location - Emergency planning
11	Hazards something with a potential to cause harm	<ul style="list-style-type: none"> - Defined as 'Something with a potential to cause harm'. - Carefully look at the activities involved and walk through each activity in detail, look for the hazards e.g. cable across a walkway, loose paving slab outside a unit, hazardous cleaning equipment, poorly maintained electrical equipment, lifting heavy equipment, etc. - You may need to talk to subject matter experts to fully understand the hazards
12	Consequences Likelihood/Severity	<ul style="list-style-type: none"> - Probably the most important step within the process, however this is a step that you undertake on regular basis as part of life, crossing the road, driving a car etc. - Likelihood - Look at the hazard and determine how likely is that someone could be harmed by the hazard. If we use an example above 'Loose slab', all the time there is no one using that walkway the likelihood is low, change this to parade night on a dark winters evening, and the likelihood of an injury has increased considerably. - Severity – Regardless of how likely it is, how severe will the outcome be from an injury point of view e.g. could it be fatal or lead to a major injury or would it be fairly minor?
13	Who and/or What is at risk	<ul style="list-style-type: none"> - Talk to those that may be involved in the activity, walk through the activity planning with them and ask them about their concerns. - Think about vulnerable people, young people, those with a disability or, medical condition and their capability to undertake the activity, - Think about those not directly taking part in the activity such as the public or the emergency services who may attend if something goes wrong.
14	Control Measures (CM) CMs not yet in place in RED Text:	<ul style="list-style-type: none"> - This section is all about controlling the identified risks - Look at what you're already doing, and the controls you already have in place. - Ask yourself: can I get rid of the hazard altogether? - If not, how can I control the risks so that harm is unlikely? It is always difficult to reduce the severity! - If you need further controls, consider:

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		<ul style="list-style-type: none"> - Redesigning the activity replacing the materials, equipment or process - Organising the activity to reduce exposure to the materials, equipment or process identifying and implementing practical measures needed to work safely - Providing personal protective equipment and making sure people involved wear it. - Control in Red Text, means these are controls that are not yet in place and need to progressed prior to the activity taking place. - What reasonably practicable means: <ul style="list-style-type: none"> - Put the controls you have identified in place. - You're not expected to eliminate all risks but you need to do everything 'reasonably practicable' to protect people from harm. - This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble
15	Original Assessor	<ul style="list-style-type: none"> - This is the person who is undertaking the risk assessment. This person should a competent person who is used to undertaking risk assessments. - Ideally the person should have completed some formal risk assessment training through the DLE (Managing Safely training course, MSSC Online training, or external training through their full time work.
16	Additional/Exceptional controls implemented by?	<ul style="list-style-type: none"> - Where additional control in Red Text have been identified, these measures need to be implemented prior to the activity commencing, they must be signed off by either the assessor or the person developing the control measures.
17	RA Approval	<ul style="list-style-type: none"> - The activity risk assessment must be approved by the chain of command, e.g. for unit-based activity the CO/OiC or for District activities the DO.
End		