

## BERTIE BUS RISKS REVIEW FOR COMRIE, WEDNESDAY & FRIDAY CLUBS 2024

Area	Potential Risk	Likelihood	Impact	Risk	Mitigation	Current risk	Responsible
Passenger assistants	Insufficient passenger assistants to cope with the various disabilities				<ul style="list-style-type: none"> <li>• PAs are on rota, any illnesses and unavailability are covered by the PA group. Cancel if insufficient PA's</li> <li>• Regular recruitment drives</li> </ul>		PAs / Trustees
	Passenger assistants' limitations or incorrect handling of passengers leading to PA injury				<ul style="list-style-type: none"> <li>• Passenger Handling, dementia and other relevant training provided</li> <li>• PA rota ensures the appropriate PA skills and abilities</li> </ul>		Trustees/ Club organiser
Drivers	Not informed of number of walkers etc so incorrect seat arrangement blocking aisle when walkers loaded				<ul style="list-style-type: none"> <li>• Drivers informed of requirement</li> <li>• Passenger numbers reduced</li> </ul>		Bus convenor/ club organiser
	Driver does not contribute to helping at the destination, increases stress on PAs and potential passenger issues				<ul style="list-style-type: none"> <li>• ensure drivers are appropriately trained, informed and selected</li> </ul>		Bus convenor
	Insufficient space for walking aids				Careful planning of passenger aids, number of passengers and PAs		Bus convenor/ club organiser

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Passengers	Unable to navigate the payment systems causing delays and distress				<ul style="list-style-type: none"> <li>● Ensure sufficient PAs are on board to assist</li> <li>● Assist with cards and cash payments</li> <li>● Note any difficulties for next trip</li> </ul>		Club organiser/PA s
	Falls between bus and venue entrance Falls in venue				<ul style="list-style-type: none"> <li>● Bus drops off and picks up at the entrances</li> <li>● Checks made to ensure no obvious hazards</li> <li>● There are no steps into the venues</li> </ul>		Driver/ PAs
	Passengers who are frail are at high risk of injury  Passengers shopping Passengers' bags blocking the aisle.				<ul style="list-style-type: none"> <li>● Based on previous trips consideration is given to not allocating them a place on the bus</li> <li>● Discussions with family and carer about the appropriateness of continuing to use the trips</li> <li>● PA's and Drivers carry bags onto bus.</li> <li>● Ensure room, remove seats prior to trip if required.</li> </ul>		Club organiser driver/PA's
	Passengers with dementia having difficulties navigating the venue, paying, remembering the arrangements for the pick up and getting lost resulting in harm, difficulty in identifying passengers with dementia.				<ul style="list-style-type: none"> <li>● number of passengers allowed with dementia are limited</li> <li>● Matching number of PAs who are trained in dementia awareness</li> <li>● one to one PA to passenger as required</li> <li>● Venues are small</li> <li>● Venues have only one entrance</li> <li>● Fitness to travel document</li> </ul>		Club organiser driver/PA's

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Area	Potential Risk	Likelihood	Impact	Risk	Mitigation	Current risk	Responsible
Minibus incidents	Minibus involved in road traffic incident or accident				<ul style="list-style-type: none"> <li>Guidelines and training for Drivers and PAs in Red book, chapters 4 and 6. (Copy carried on minibus).</li> </ul>		Bus convenor Drivers
	Some injuries caused by accident may deteriorate before ambulance or professional help arrives				<ul style="list-style-type: none"> <li>First aid kit carried</li> <li>Some PAs&amp; Drivers first aid trained</li> </ul>		Pas Drivers

	High risk/impact/likelihood		Medium risk/impact/likelihood		Low risk/impact/likelihood
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