

## BERTIE BUS RISKS REVIEW FOR LIBRARY TRIP 2024

Area	Potential Risk	Likelihood	Impact	Risk	Mitigation	Current risk	Responsible
Passenger Assistants	PA unable cope with the various disabilities. Potential cancelation outing on groups.				<ul style="list-style-type: none"> <li>Any illness and unavailability covered by all PAs.</li> <li>Publicise through all groups</li> <li>Organiser plan and decide on required number of Pas based on their knowledge of passenger ability (access issues etc).</li> <li>Cancel trip if not enough PA's</li> </ul>		PAs and Trustees
	PA limitations or incorrect handling of passengers leading to PA injury				<ul style="list-style-type: none"> <li>Passenger handling, dementia and other appropriate training provided</li> </ul>		Trustees and club organiser
Drivers	Not informed of number of walkers etc. so incorrect seat arrangement leading to blocking of the aisle when walkers loaded				<ul style="list-style-type: none"> <li>Drivers are informed of requirement</li> <li>Passenger numbers reduced if necessary</li> </ul>		Bus convenor and club organiser driver PA's
	Driver does not contribute to helping at the destination, increased stress on Pas and potential passenger issues.				<ul style="list-style-type: none"> <li>Ensure that drivers are properly trained, informed and selected</li> </ul>		Bus convenor
	Insufficient space for walking aids				<ul style="list-style-type: none"> <li>Careful planning of passenger aids, number of passengers and PAs</li> </ul>		Bus convenor and club organiser

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							Driver/PA's
	Falls between bus and venue entrance or falls in the venue				<ul style="list-style-type: none"> <li>• Where possible bus drops off at venue entrance</li> <li>• Checks are made to ensure that there are no obvious hazards</li> </ul>		Driver and PAs
	Some passengers who are frail may be at high risk of injury				<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 or carer about the appropriateness of continuing to attend</li> <li>• One to one Passenger/PA if required.</li> </ul>		Organiser driver/PA
	Passengers with dementia having difficulties navigating the venue, paying, remembering the arrangements for the pick-up, and getting lost resulting in harm				<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 Passenger/PA if required.</li> </ul>		Organiser driver/PA

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Passengers (cont)							Organiser
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 first aid trained</li> </ul>		Drivers, PAs

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