

## BERTIE BUS RISKS REVIEW FOR TEA DANCES 2024

Area	Potential Risk	Likelihood	Impact	Risk	Mitigation	Current risk	Responsible
Passenger Assistants	Insufficient PAs to cope with the various disabilities. Potential cancelation outing on groups that run with too few				<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 insufficient 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> <li>PA rota ensures the appropriate PA skills and abilities.</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 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

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	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 driver/PA's
Car Drivers	Insufficient room on Bertie for number of passengers, restricting number attending.				<ul style="list-style-type: none"> <li>Car drivers requested across all volunteers including PAs.</li> </ul>		Club Organiser
Passengers	If a payment system needs to be used at the venue some passengers may experience difficulties.				<ul style="list-style-type: none"> <li>Ensure that PA is able to assist and that a note of these difficulties is kept for future trips.</li> </ul>		Organiser and PA
	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> </ul>		Organiser

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	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 so that there is one PA per affected passenger</li> <li>Matching number of PAs who are trained in dementia awareness</li> </ul>		Organiser
Passengers (cont)	Difficulty moving around venue, disrupting dancers				<ul style="list-style-type: none"> <li>Designated seating area is arranged with dance organisers prior to arrival ensuring passengers have easy access to and from door and to toilet.</li> </ul>		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 PAs 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 and drivers first aid trained</li> </ul>		Drivers, PAs

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