

PRO-ACTIVE ADVENTURE

HEALTH AND SAFETY PROCEDURE

Activity: Driving

Minimum Instructor Competence:
Full Driving Licence

Date Reviewed: 1/03/18
Next Review Date: 1/03/19
Completed by: Clive Richley
Competence: Full Driving Licence
Is the activity acceptably safe if managed as
below? YES
Signature:

Main Risks (numbered) People at risk: Participating staff and clients

1. Impact with other vehicles
2. Impact with pedestrians
3. Movement of equipment and personal belongings during transit
4. Break downs on busy roads or remote areas

How to manage/control/reduce these risk safely (corresponding numbers):

All staff operate within the guidelines of company policy and procedure, and hold a valid first aid certificate

- 1) In house driving test and on going training and assessment through MIDAS programme of the CTA. Regular routes will be risk assessed individually to identify potential hazards. Driver and all passengers will wear a safety belt. All vehicles will be subject of a daily safety check by the allocated driver. Where possible diesel vehicles will be used to reduce the risk of explosion.
- 2) In house driving test and on-going monitoring of ability. Drivers will be familiarised with regular routes and be advised on locations that present any specific risk.
- 3) Preferably the activity equipment will be transported separately. Where this is not possible it will be secured at the rear of the vehicle under a luggage net. Personal belongings and equipment will be stored under the seating. Overhead stowage is not preferable, however if it is used, the contents of the overhead stowage will be secured with a luggage net.
- 4) Company vehicles will be subject to a daily maintenance check and hire vehicles will only be hired from a reputable dealer. All vehicle drivers will carry a mobile phone and when practical radio contact will be maintained.

All drivers should file a route plan in the unit office and record their destination on the locations board before departing on any journey.

Summoning Help: A call out person is appointed before the activity takes place. This person is contacted on completion of the activity and if not contacted, will take appropriate action.

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MINIMUM EQUIPMENT TO BE CARRIED

Participants:

- 1) Individually fitted seat belts

Participants are to report all defects or damage to the driver immediately

Driver:

- 1) Company first aid kit
- 2) 2 X High visibility vests.
- 3) Mobile phone and where practical a company radio
- 4) Money for public pay phone
- 5) Road map
- 6) Company phone list

Note: The driver must inform a senior manager of any defects or damage immediately. Should they feel the vehicle is in any way dangerous, it should not be used.