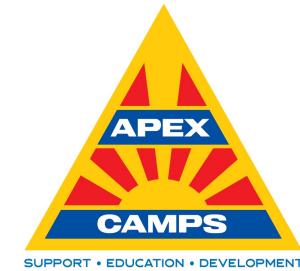


Risk Assessment			
Apex Camps - Vehicles			
Completed by:	Created date:	Approved by:	Approved date:
Laura Juniper Operations Manager	June 2024	Keith Fullerton CEO – Apex Camps	June 2024



Risk Level	Action required/approval
LOW – Little chance of injury of incident or injury	

**Description:**

Apex Camps have some activities that are conducted ‘off site’.  
We use work vehicles such as the Bus and the Ute to transport clients to these activities.

**Supervision:**

Any form of transport within Apex camps will require 1 Supervisor and 1 Apex camps staff member to be present in the transportation of children.  
Both these persons must have their Blue Card.

**First Aid/Accidents/Incidents and Injuries:**

All Apex Camps vehicles have a portable First Aid kit and Fire Extinguisher.  
There are incident reports available in the vehicles, and instructions on what to do if an incident occurs.

Listed below are the indicative hazards/risks and the control measures:

Hazards/Risks	Control Measures
<p><b>Child Safety:</b></p>	<ul style="list-style-type: none"> <li>• All staff to have obtained a Blue Card and have read and abide by our Child Safety Policy.</li> <li>• Children are transported with an Apex Staff member (driver) and their Supervisor.</li> <li>• Children to use the seat belts and the Supervisor to ensure all children have secured them correctly.</li> <li>• Children to keep their arms/ heads inside the vehicle at all times.</li> <li>• Aside from the driver there is a person supervising the children. (Supervisor)</li> <li>• Head counts are to be used on entering and leaving the bus.</li> </ul>
<p><b>The Driver:</b></p> <ul style="list-style-type: none"> <li>• Inexperience</li> <li>• Inappropriate driving techniques</li> <li>• Decreased driving ability (distractions etc)</li> <li>• Driving ability impaired (Medical/ alcohol/ drugs)</li> </ul>	<ul style="list-style-type: none"> <li>• An assessment of the persons driving ability and driving history has been carried out. A copy of the correct licence has been sighted, filed and checked.</li> <li>• The driver must have and carry a valid driver licence correct for the vehicle class. The driver must be alcohol and drug free before and while driving the vehicle.</li> <li>• Ongoing assessments in driving tasks are completed to ensure appropriate driving technique is being used, the drivers conduct is correct, and safety protocols are being adhered too.</li> <li>• Any staff member driving an Apex vehicle is given adequate information on what is expected of them and what guidelines, rules they need to follow. (Apex Drivers Rules and Guidance document.)</li> <li>• Anyone who is asked to drive is informed that they must not drive while using a mobile phone.</li> <li>• Supervisor to control the behaviour of the children whilst in transit to ensure the driver is not distracted.</li> <li>• Anyone who is asked to drive is sufficiently fit and healthy to do so safely and not put themselves or others at risk.</li> </ul>
<p><b>The Journey:</b></p> <ul style="list-style-type: none"> <li>• Driver unfamiliar with the route and area</li> <li>• Poor time planning</li> <li>• Unsafe routes</li> <li>• Adverse weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Apex Staff to be familiar with the routes, destination, area and parking availability prior to driving a vehicle with passengers.</li> <li>• Journey and routes all planned in advance.</li> <li>• Apex Staff to regularly check for change of traffic conditions and/or road works that might affect the journey.</li> <li>• Journey scheduling allows sufficient time for drivers to take account of reasonably foreseeable weather and traffic conditions.</li> </ul>

	<ul style="list-style-type: none"> <li>Driving in adverse weather conditions e.g. fog, very high winds, flooding etc is actively discouraged. Schedules and routes are rearranged/cancelled where necessary. Employees are never pressurised to complete journeys where weather conditions are exceptionally difficult.</li> <li>The driver will have a mobile phone and list of emergency contacts available during transportation.</li> <li>Store any other necessary equipment securely. – items such as: bags, activity equipment, etc.</li> </ul>
<b>The Vehicle:</b> <ul style="list-style-type: none"> <li>Vehicle in poor condition</li> <li>Mechanical failure of vehicle</li> <li>Driver unfamiliar with the vehicle</li> </ul>	<ul style="list-style-type: none"> <li>Regular service of the vehicles is mandatory.</li> <li>Drivers are given time to familiarise themselves with the vehicle, if need information and training is provided.</li> <li>Drivers are informed that they need to carry out a basic vehicle safety check before they begin their journey, as outlined in the Apex Drivers Rules and Guidance document.</li> <li>Drivers to report any damages to management as a matter of urgency, and if the damage effects the safety or use of the vehicle then the vehicle is not to be used.</li> </ul>

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity.

The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury
Medium	Some chance of incident and injury requiring First Aid
High	Likely chance of a serious incident and injury requiring medical treatment
Extreme	High chance of a serious incident resulting in highly debilitating injury