



RISK ASSESSMENT – Mentor using their personal vehicle to transport a young person

Project: Mentoring

Completed by: Matt Sheppard

Supervisor in charge: Mentor

Date completed: Sept 2023

Date for review: Sept 2024

Persons involved: Young Person taking part in mentoring session and Mentor responsible for the session.

Activity and Hazard (Identify hazards associated with task)	Initial risk rating			Control Measure (Measures to eliminate, reduce or control hazard or those requested by others)	Residual risk rating		
	Low	Med	High		Low	Med	High
General driving, night driving and driving on rurally isolated roads.		✓		<p>Mentoring Manager aware of driving plans and agreed the plan for session in advance. Route of journey planned in advance.</p> <p>Visual safety inspection of vehicle before setting off to ensure:</p> <ul style="list-style-type: none"> • lights are clean and working correctly to include headlights, rear lights, brake lights, indicator lights, reversing light and fog lights. • tyres are suitably inflated with no damage or signs of wear. • windscreen wipers are working and there is enough washer fluid. • horn is working. • no warning lights or messages are displayed on the dashboard. • no leaks under or round the vehicle. • enough fuel for the planned journey. <p>Mentor and passenger to use seatbelts and driver to follow traffic laws as specified in the Highway Code.</p> <p>Mobile phone carried by mentor and adequately charged and not used whilst driving.</p>		✓	

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				<p>All mentors to have Dash Cam fitted to protect all parties during the journey.</p> <p>First Aid kit carried in vehicle.</p>			
Road Traffic Accident			✓	<p>Mentoring Manager aware of driving plans and agreed the plan for session in advance. Route of journey planned in advance.</p> <p>Only mentors with experience of driving will be asked to transport young people – those with less than one year’s experience and under 21 years of age will not be asked to drive during mentoring sessions.</p> <p>Mobile phone carried by mentor and adequately charged and not used whilst driving.</p> <p>First Aid kit carried in vehicle.</p> <p>If possible, move vehicle to a safe place off the road. Contact emergency services if appropriate. Contact and follow advice from insurance company. Contact and regularly update the Mentoring Manager with the situation</p> <p>If not possible to move vehicle to a safe place off the road, then wait in a safe place away from the vehicle (if appropriate). Contact emergency services if appropriate. Contact and follow advice from insurance company. Contact and regularly update the Mentoring Manager with the situation.</p>			✓

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Mechanical Failure			✓	<p>Vehicle has valid MOT, tax, business use insurance, breakdown cover and mentor has completed a driver declaration form.</p> <p>Mentoring Manager aware of driving plans and agreed the plan for session in advance. Route of journey planned in advance.</p> <p>Visual safety inspection of vehicle before setting off to ensure:</p> <ul style="list-style-type: none"> • lights are clean and working correctly to include headlights, rear lights, brake lights, indicator lights, reversing light and fog lights. • tyres are suitably inflated with no damage or signs of wear. • windscreen wipers are working and there is enough washer fluid. • horn is working. • no warning lights or messages are displayed on the dashboard. • no leaks under or round the vehicle. • enough fuel for the planned journey. <p>Mobile phone carried by mentor and adequately charged and not used whilst driving.</p> <p>If possible, park vehicle in a safe place off the road. Contact breakdown service to await rescue. Contact and regularly update the Mentoring Manager with the situation</p> <p>If not possible to park vehicle in a safe place off the road, then wait in a safe place away from the vehicle and off the road. Contact</p>		✓	

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	Low	Med	High		Low	Med	High
				breakdown service to await rescue. Contact and regularly update the Mentoring Manager with the situation			
Driver Illness / tiredness – long working hours, personal commitments, family circumstances, etc.	✓			<p>Personal awareness of own limits and feelings and mentor should not feel obliged to drive if not up to it.</p> <p>Only mentors with experience of driving will be asked to transport young people – those with less than one year’s experience and under 21 years of age will not be asked to drive during mentoring sessions.</p>			✓
Other Road Users including pedestrians and animals		✓		<p>Only mentors with experience of driving will be asked to transport young people – those with less than one year’s experience and under 21 years of age will not be asked to drive during mentoring sessions.</p>		✓	
Adverse weather conditions		✓		<p>Only mentors with experience of driving will be asked to transport young people – those with less than one year’s experience and under 21 years of age will not be asked to drive during mentoring sessions.</p> <p>Drivers adhere to traffic laws as specified in the Highway Code, ensure appropriate seatbelt use, and drive appropriately for the weather conditions.</p> <p>Whenever possible mentor to check the route of the journey beforehand to check for road works, hazardous driving conditions, road closures, diversions etc.</p>	✓		

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				Whenever possible, mentor to check weather forecast beforehand to check for potentially hazardous conditions. Try to anticipate conditions and take on board any weather warnings / advisories. If caught out in adverse conditions, stop driving and park in a safe place until conditions improve and regularly update the Mentoring Manager with the situation.			
Passenger behaviour	✓			<p>Mentors will not be asked to transport a young person in their personal vehicle unless the Director / Mentoring Manager / Key worker feel it appropriate and safe to do so.</p> <p>Clear boundaries and rules agreed by young person.</p> <p>If mentor does not feel comfortable transporting young people, then they are not required to do this.</p> <p>If there are unresolved issues with behaviour do not continue with journey and call Mentoring Manger for support.</p>	✓		
Travel Sickness	✓			<p>The mentor will be advised in advance if the young person is known to suffer with travel sickness.</p> <p>Take breaks in journey and ensure there is good ventilation.</p> <p>Travel with cleaning materials and plastic gloves and sickness bags.</p>	✓		

All persons undertaking activities indicated on this risk assessment form must be made fully aware of its contents.



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