

Prifysgol **BANGOR** University

RISK ASSESSMENT FORM

Risk Assessment (RA) Title Remember to complete Footer details	Driver and Vehicles Risk Assessment	Date RA Created and/or Reviewed	May 2026	Version Number	V11
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Summary of Activity RA Covers
This Risk Assessment is for all Bangor University students and staff using Students' Union vehicles (Minibuses / MPVs) on official Bangor University related business / activities. It also covers students using their own vehicles for official club activities and lease / hire vehicles

Location(s) RA Covers	Vehicles	Person(s) RA Covers	Bangor University Students and Staff
College / Service	Undeb Bangor	School / Section	
RA Assessor(s)	Llinos Gashe	Contact Details	llinos.gashe@undebbangor.com

Actions to be Reviewed By	Llinos Gashe	Next RA Review Date	May 2027
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RA Title	Driver and Vehicle Risk Assessment	Version Number	V11
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Ref No	What are the Hazards?	Who/What is at Risk?	Existing Controls	Further Controls	Action By	Action Complete
1.	Driver Actions / Competence – road accidents due to inexperience of driving vehicles, driver ill health / fatigue	Serious Injury/Fatality - Driver, Passengers, Pedestrians, other Road Users Damage to other vehicles or asset	- Only drivers who have completed and passed the SU Driving assessment can drive the SU Vehicles and external hired minibuses - Checks carried out of minibus drivers to confirm hold relevant qualification for minibuses on their licence i.e over 21, held clean licence for 3 years etc. For the MPV over 18 held a clean licence for 1 year. - All students using own vehicle must complete Use of Own Vehicle Form before the trip. - Authorised drivers must report any change (e.g. points), removal of licence, medical conditions (as per DVLA guidelines) to the SU immediately. - Drivers must not take substances which could affect their ability to drive or drive if influenced by alcohol. - Drivers must report any medication being taken that may affect their ability to drive. - Authorised drivers must regularly read the Highway Code and Undeb Bangor Driver and Passenger Handbook to remain up to date with details.	Periodically remind students about key requirements eg reporting changes to license, medical conditions, emergency arrangements, monitoring weather, ensuring passengers wear seat belts, journey planning and need for 2 drivers etc	SU /Drivers	Ongoing

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			- Drivers must follow Highway Rules e.g. wear seat belts, follow speed limits, not use phone whilst driving. - Relevant information available on Website and provided as part of booking process. - Breaks should be built into the journey planning – 15 minutes break every 2 hours. - Two drivers are required for journeys over 200 miles.			
2.	Overseas Driving - road accidents due to driver inexperience of driving abroad	Serious Injury/Fatality - Driver, Passengers, Pedestrians, other Road Users	- NOTE: It is the SU's policy that SU vehicles may not be taken abroad (includes Ireland) - All Clubs, Societies, Volunteering groups and the University informed of this.			,
3.	Contact with a Reversing / Manoeuvring Vehicle – person,	Serious Injury / Fatality – Pedestrians, other Road Users	- Drivers are required to demonstrate their ability to reverse when taking the Practical Driving Assessment. All vehicles are installed with parking sensors. - Drivers not 'passed' if cannot demonstrate ability.		Driving Assessor/ Drivers	Ongoing

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	other vehicle, or asset (eg property) being hit	Damage to other vehicles or asset	Drivers are to be guided whilst reversing into a parking bay – the person guiding must always remain clearly visible to the driver.			
4.	Mechanical Failure of Minibus – leading to road accidents (<i>SU owned and hired</i>)	Serious Injury/Fatality - Driver, Passengers, Pedestrians, other Road Users	NOTE: - Section 19 permit to be placed in all minibuses. <u>Students' Union Vehicles</u> - SU vehicles are serviced and MOT'd as per manufacturers guidelines. - Weekly Safety Inspections carried out on SU vehicles. - Drivers must report vehicle defects immediately. - Systems are in place to withdraw defective vehicles from service until problem is dealt with. - Records of inspections, services, MOTs kept centrally. - Authorised drivers must inspect and complete a Vehicle Check List before each trip to ensure the vehicle is roadworthy and mechanically sound. <u>Hired Minibuses</u> - Minibuses will be hired from a reputable supplier.	a. Replace Section 19 permits as required	SU/Driver	Ongoing

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			- Staff monitor hire-company with regards to vehicle condition, customer service to ensure remain the best/safest supplier for minibus hire. - Drivers must complete the Hired Company's Vehicle Check List before taking the hire vehicle out.			
5.	Loads in Minibus / Use of Trailers - accidents if loads fall from minibus / trailer hitting persons / other vehicles and / or minibuses / trailers are overloaded, or driver does not have competence to tow a trailer	Serious Injury/Fatality - Driver, Passengers, Pedestrians, other Road Users	- Drivers must check loads are secure and do not exceed the limits of the designed trailer towing specification. - SU provides straps etc to secure loads. - Trailers and associated equipment are checked regularly and maintained by the SU. Records kept. - In December 2021 the towing law was amended, and drivers are no longer required to take an additional towing test based on the following: Category B - if you passed your test on or after 1 January 1997 You can drive vehicles up to 3,500kg MAM with up to 8 passenger seats (with a trailer up to 750kg). You can also tow heavier trailers if	a. SU to check licences before approving towing b. Ensure new minibus / trailer drivers instructed in securing loads	SU/ Driver	Ongoing

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			the total MAM of the vehicle and trailer is not more than 3,500kg. • Category BE - You can drive a vehicle with a MAM of 3,500kg with a trailer. • The size of the trailer depends on the BE 'valid from' date shown on your licence. If the date is: • before 19 January 2013, you can tow any size trailer within the towing limits of the vehicle • on or after 19 January 2013, you can tow a trailer with a MAM of up to 3,500kg within the towing limits of the vehicle			
6.	Passengers Misbehaving / Moving Around – distracting the driver, potentially leading to a road accident	Serious Injury/Fatality - Driver, Passengers, Pedestrians, other Road Users	• Drivers must ensure passengers wear seatbelts and remain seated when vehicle is moving. • Aisles and Emergency Exits must be kept clear. • Passengers must not be under the influence of alcohol or substance which could affect behaviour in a vehicle. • If carrying children, trip organisers to ensure: – No more than 13 children carried at any one time. Allowing for 3 rear seats to be occupied by adults:		Driver	Ongoing

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			one adult supervises the rear bus entrance; one sits in the middle and one near the bus side entrance. Adults monitor behaviour and ensure children remain seated with seat belts worn at all times.			
7.	Severe Weather – leading to unsafe driving conditions and road accidents	Serious Injury/Fatality - Driver, Passengers, Pedestrians, other Road Users	- Drivers must check weather forecast so arrangements can be made if driving in difficult weather eg allow more time, adjust speed braking distances, cancel trip. - If severe weather forecast, SU cancel all bookings. Guidance is provided in the Undeb Bangor Driver and Vehicle booklet.	a. Remind drivers they are responsible for monitoring weather (once trip is 'live') and cancelling a trip in poor weather.	SU/ Driver	Ongoing
8.	Use of Own Vehicle – road accidents if someone uses their own car which is not suitable for use, maintained etc	Serious Injury/Fatality - Driver, Passengers, Pedestrians, other Road Users	'Use of Own Vehicles' statement issued to all Groups. - All students using own vehicle must complete Use of Own Vehicle Form before the journey declaring they and their vehicle are fit for purpose, insured etc. - Complete online Trip Registration Form		Driver	Ongoing

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			Captains / Project Leaders must distribute Driver and Vehicle Risk Assessment to all members.			
9.	Emergency - injuries could occur and / or worsen as a result of a delay in reacting to an emergency situation	Serious Injury/Fatality - Driver, Passengers, Pedestrians, other Road Users	- Trip Registration Form completed before each trip which includes emergency contacts. - Form taken on trip, with a copy given to Security. - Practical Driving Assessment includes emergency procedures and action to take in a breakdown, accident. - Appropriate emergency equipment provided in SU vehicles eg warning triangle, hi-vis, First Aid Kit which is checked during weekly vehicle inspection.	a. Check all emergency equipment are in the vehicles and in date	SU/Driver	Ongoing
10.	Vehicle Breakdown / Unusable Vehicle following an Accident – road traffic accident as a result of vehicle being ‘stuck’ in an	Serious Injury/Fatality - Driver, Passengers, Pedestrians, other Road Users	- Breakdown cover in place / displayed in all SU vehicles. - Breakdown arrangements checked with any hire firm. - Students informed of Trip Registration Form and Accident & Incident Reporting procedures. - SU to be notified of all incidents. Students instructed to contact Emergency Services if needed.	a.	SU / Driver	Ongoing

Ref No	What are the Hazards?	Who/What is at Risk?	Existing Controls	Further Controls	Action By	Action Complete
	unsafe position on the public highway		After an incident, drivers to complete a Statement of Fact – Motor Vehicle Accident Form. Forms kept in the minibuses.			

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