

## SI Risk Assessment For Driving - updated 02/05/2020

<p>General Requirements</p>	<p>Applies to: The Professional Staff, Scouter or volunteer who drives on Scouting Ireland business, carrying scouts and scouters, equipment and trailers to scouting events. It also includes driving vehicles and rider mounted machinery at Scout Centres and Campsites. Scouting Ireland Staff: Scouting Business does not include the daily commute from home to the Scouting Ireland employees normal place of work. Volunteers/ Scouts Parents: Scouting business does not include driving scouts to and from regular weekly meetings or driving your own child(ren) to Scouting events.</p>	<p>Before undertaking any driving activity on behalf of a scouting activity the Scouter or other volunteer about to undertake the driving should possess the following: A valid current Driver's licence for the vehicle or vehicle and trailer combination about to be used. Appropriate Motor Insurance cover for the vehicle and or vehicle and trailer combination about to be used. Scouting Ireland professional staff who drive their own private vehicle on Scouting Ireland business must hold appropriate motor insurance for use in connection with their employment. Appropriate emergency/ breakdown equipment for the vehicle or vehicle and trailer combination and contents about to be used. For use of machinery at SI Scout Centres and other locations where such machinery is insured through the SI insurance broker, it must only be operated by approved persons between the ages of 25 and 70.  Approval to use machinery means the person has a valid drivers licence, has signed a driving status declaration and has satisfactorily undertaken training in the safe use of the particular machine(s).  All collisions other than those that occur while bringing scouts to and from regular meetings and commuter collisions must be reported to Scouting Ireland on the Accident/ Incident Form.</p>
	<p>Resources:</p>	<p><a href="http://www.rsa.ie">www.rsa.ie</a> <a href="#">RSA Safe Driving for Work Handbook</a>  <a href="#">RoSPA Volunteer drivers handbook</a></p>

SI Risk Assessment For Driving – updated 02/05/2020

Hazard (What can cause harm?)	Risk (Who might be harmed and how?)	Level of Risk (High, Medium, Low?)	Control Measure/Remedy (What will be done to ensure that either no-one get harmed or any harm can be recovered from)	Responsibility (who will ensure the control measures are implemented and by when)
----------------------------------	--	---------------------------------------	---	--

Driver	Driver, Scouts, Scouters and other road users Driver Competence, Behaviour, Qualification and Fitness to Drive, Insurance.	Possible x Moderate = Medium Risk	Clearly state the driver competence required for the driving activity. If towing a trailer the driver must possess the appropriate qualification on their driving licence. Consider the age and attitude of the driver. Newly qualified drivers might not be suited to carrying scouts or loads to events. Drivers should be advised not to drive if medicated or fatigued. Valid Motor Insurance should cover the period during which the vehicle is being driven on scouting activities. SI Scout Centre rider operated machinery must only be driven by persons approved. The holding of a driving licence does not automatically grant approval.	Driver responsible for appropriate licence, insurance and fitness to drive. Scout Centre Operations Manager must limit access and use of machinery to approved persons only.
Vehicle	Driver, Scouts, Scouters and other road users. Vehicle roadworthiness, suitability, distractions, familiarity, load.	Possible x Moderate = Medium Risk	SI Vehicles must be roadworthy and suitable for the work expected of them. They must have appropriate roadworthiness certification and be maintained according to the manufacturer’s instructions and schedules. Privately owned vehicles are the responsibility of the owner and the insured. They should be maintained in a safe working condition and comply with all statutory roadworthiness requirements. The driver should be familiar with the vehicle about to be driven including its safety features and any load security and load restrictions. Pre journey vehicle safety check should be carried out. Drivers should be familiar with any possible in-vehicle distractions such as sat nav, blue tooth phones and passengers. Sat Nav systems should only be adjusted by a driver when the vehicle is stationary. Hands free phone calls should be avoided or at most kept to short duration when driving.	SI responsible for SI owned vehicles and trailers.  Owner of private vehicle responsible for its roadworthiness and use.

LEVEL OF RISK MATRIX		Potential severity of harm		
		Minor Injury (e.g. hazard can cause illness or injury but the results would not be expected to be serious)	Moderate Injury (e.g. hazard can result in serious injury and/or illness, requiring hospitalisation)	Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	Unlikely (injury rare, though possible)	Very Low	Low	Medium
	Possible (injury could occur occasionally)	Low	Medium	High
	Probable (injury likely to occur, can be expected)	Medium	High	Extreme

SI Risk Assessment For Driving – updated 02/05/2020

Hazard (What can cause harm?)	Risk (Who might be harmed and how?)	Level of Risk (High, Medium, Low?)	Control Measure/Remedy (What will be done to ensure that either no-one get harmed or any harm can be recovered from)	Responsibility (who will ensure the control measures are implemented and by when)
----------------------------------	--	---------------------------------------	---	--

Work Vehicles	Driver, Scouters and other work vehicle users and others in the vicinity of the work vehicle. Vehicle maintenance, suitability, distractions, familiarity, load. Driver training and competence. Being struck or run over by a vehicle; Falling from vehicles; Vehicles overturning; Vehicles running out of control; Vehicles touching power-lines; Vehicles driven by untrained drivers.	Possible x Moderate = Medium Risk	1. Work should be planned and organised; 2. Relevant Risk Assessments must be conducted; 3. Only appropriate workplace transport equipment should be selected for use; 4. People operating workplace transport equipment and machinery must be Approved 5. Workplace transport equipment used must be properly inspected and maintained. More information available at <a href="http://www.hsa.ie/eng/Publications_and_Forms/Publications/Work_Related_Vehicles/WTS_Safe_Vehicle1.pdf">http://www.hsa.ie/eng/Publications_and_Forms/Publications/Work_Related_Vehicles/WTS_Safe_Vehicle1.pdf</a>	SI Centre Manager
---------------	--	---	--	-------------------

LEVEL OF RISK MATRIX		Potential severity of harm		
		Minor Injury (e.g. hazard can cause illness or injury but the results would not be expected to be serious)	Moderate Injury (e.g. hazard can result in serious injury and/or illness, requiring hospitalisation)	Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	Unlikely (injury rare, though possible)	Very Low	Low	Medium
	Possible (injury could occur occasionally)	Low	Medium	High
	Probable (injury likely to occur, can be expected)	Medium	High	Extreme

SI Risk Assessment For Driving – updated 02/05/2020

Hazard (What can cause harm?)	Risk (Who might be harmed and how?)	Level of Risk (High, Medium, Low?)	Control Measure/Remedy (What will be done to ensure that either no-one get harmed or any harm can be recovered from)	Responsibility (who will ensure the control measures are implemented and by when)
----------------------------------	--	---------------------------------------	---	--

Work vehicles (Continued)			<p><b>Operator/ Driver Selection, Training &amp; Supervision</b>                  Drivers and other types of employee – including volunteers and contractors - should be capable of performing their work activities in a safe and responsible manner. For example:</p> <ol style="list-style-type: none"> <li>1. The operation of SI machinery in Scout Centres and other Scout locations to which SI Insurance applies must only be undertaken by Approved persons.</li> <li>2. Provide training on how to do the job and information about particular hazards. Only approved persons permitted to operate self-propelled work equipment.</li> <li>3. Organise a planned programme of refresher training for drivers and other employees (an essential element of a safety programme) to ensure their continued competence.</li> <li>4. Do drivers drive with care, e.g. use the correct routes, drive within the speed limits at the site and follow any other site rules?</li> <li>5. Are employees (incl volunteers and contractors) using safe working practices, e.g. when loading/unloading, securing loads, carrying out maintenance etc.?</li> <li>6. Are supervisors, drivers and other employees, including contractors and visiting drivers, aware of their responsibilities in terms of maintaining a safe workplace and safe working practices?</li> <li>7. Is everyone at the workplace supervised and held accountable for their responsibilities, and is there a clear system of controls when employers, contractors etc., fail to maintain standards?</li> </ol>	
------------------------------	--	--	--	--

LEVEL OF RISK MATRIX		Potential severity of harm		
		Minor Injury (e.g. hazard can cause illness or injury but the results would not be expected to be serious)	Moderate Injury (e.g. hazard can result in serious injury and/or illness, requiring hospitalisation)	Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	Unlikely (injury rare, though possible)	Very Low	Low	Medium
	Possible (injury could occur occasionally)	Low	Medium	High
	Probable (injury likely to occur, can be expected)	Medium	High	Extreme

SI Risk Assessment For Driving – updated 02/05/2020

Hazard (What can cause harm?)	Risk (Who might be harmed and how?)	Level of Risk (High, Medium, Low?)	Control Measure/Remedy (What will be done to ensure that either no-one get harmed or any harm can be recovered from)	Responsibility (who will ensure the control measures are implemented and by when)
----------------------------------	--	---------------------------------------	---	--

Journey	Driver, Scouts, Scouters and other road users. Route, Distance, Duration, Time of travel, Weather	Possible x Moderate = Medium Risk	The driver should be familiar with the route to be undertaken, have sufficient time for the journey, allowing for: 1. Any rest breaks that may be necessary (at least 15 mins every 2 hours), 2. Weather conditions that affect journey times or route options, 3. Using the safest routes where possible, 4. Driving during busy periods such as rush hour, 5. Breakdowns or other hold ups. 6. Tachographs record speed, distance, time and driver hours, unless exempt. The main exempted cases are: a) A passenger vehicle constructed and equipped to carry not more than nine people, including the driver b) A vehicle whose gross vehicle weight is not more than 3.5 tonnes c) A vehicle with between 10 and 17 seats (including driver's seat) used exclusively for the non-commercial carriage of passengers d) A vehicle with a maximum authorised speed not exceeding 40kph	Scouter planning the activity to advise driver of driving task, location, load and expected arrival time. Driver to plan and execute a safe journey.
---------	--	-----------------------------------	--	--

LEVEL OF RISK MATRIX		Potential severity of harm		
		Minor Injury (e.g. hazard can cause illness or injury but the results would not be expected to be serious)	Moderate Injury (e.g. hazard can result in serious injury and/or illness, requiring hospitalisation)	Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	Unlikely (injury rare, though possible)	Very Low	Low	Medium
	Possible (injury could occur occasionally)	Low	Medium	High
	Probable (injury likely to occur, can be expected)	Medium	High	Extreme

SI Risk Assessment For Driving – updated 02/05/2020

Hazard (What can cause harm?)	Risk (Who might be harmed and how?)	Level of Risk (High, Medium, Low?)	Control Measure/Remedy (What will be done to ensure that either no-one get harmed or any harm can be recovered from)	Responsibility (who will ensure the control measures are implemented and by when)
----------------------------------	--	---------------------------------------	---	--

Scout centres and large scouting events (more than 1,000 persons expected)	Driver, Scouts, Scouters and other scout centre road users. Risk of collision with pedestrians or other vehicle if traffic management plan is not in place and observed.	Possible x Moderate = medium risk	<p>A site Traffic Management Plan should be in place. (In the case of large scouting events, in consultation with Local Gardaí/ PSNI).</p> <p>Routes should indicate any speed restrictions, rights of way, pedestrian and vehicle separation and parking arrangements.</p> <p>Are vehicles and pedestrians kept safely apart?</p> <p>Are there suitable walkways for pedestrians?</p> <p>Are there suitable parking areas for all parking needs?</p> <p>Do the vehicle routes avoid sharp or blind bends?</p> <p>Is there scope for introducing a one-way system on vehicle routes within the scout centre to reduce the risk of collisions?</p> <p>Are the lighting arrangements adequate?</p> <p>Suitability of traffic routes;</p> <p>Are they wide enough?</p> <p>Are they well constructed and maintained?</p> <p>Are they free from obstructions and other hazards?</p> <p>Suitability / provision of safety features;</p> <p>Are roadways marked where necessary e.g. to indicate the right of way at road junctions?</p> <p>Is there a need for direction signs, speed limit signs, and, where applicable, signs such as ‘Give Way’, ‘No Entry’ etc.?</p> <p>Is there a need for features such as fixed mirrors to provide greater vision at blind bends, road humps to reduce vehicle-speeds, or barriers to keep vehicles and pedestrians apart?</p> <p>Is there adequate warning at the interface of the site with public areas?</p>	Scout Centre Manager/ Campsite chief. Event Project Team Leader
--	---	-----------------------------------	--	--

LEVEL OF RISK MATRIX		Potential severity of harm		
		Minor Injury (e.g. hazard can cause illness or injury but the results would not be expected to be serious)	Moderate Injury (e.g. hazard can result in serious injury and/or illness, requiring hospitalisation)	Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	Unlikely (injury rare, though possible)	Very Low	Low	Medium
	Possible (injury could occur occasionally)	Low	Medium	High
	Probable (injury likely to occur, can be expected)	Medium	High	Extreme

SI Risk Assessment For Driving – updated 02/05/2020

Hazard (What can cause harm?)	Risk (Who might be harmed and how?)	Level of Risk (High, Medium, Low?)	Control Measure/Remedy (What will be done to ensure that either no-one get harmed or any harm can be recovered from)	Responsibility (who will ensure the control measures are implemented and by when)
----------------------------------	--	---------------------------------------	---	--

Emergencies	Driver, Scouts, Scouters and other road users. Also Scouting Ireland – reputational risk if the emergency is perceived as not being well managed	Possible x Moderate = medium risk	All injuries associated with driving and road use while working on behalf of Scouting Ireland or participating in scouting activities must be reported to Scouting Ireland. Serious and life threatening injuries must be reported immediately by phone. All other injuries must be recorded on the Accident/ Incident Report Form and sent to the Scouting Ireland national office within seven days. Minor injuries should be investigated by the local group/ scouter in charge of the activity to determine what can be done to prevent such injuries in future. Serious and life threatening injuries and incidents shall be investigated by Scouting Ireland. Comply with own motor insurance reporting requirements. Is there sufficient access to sites for emergency services? If you are involved in a collision – see next panel for advice	Scouting Ireland to provide information to drivers. Drivers responsible for managing immediate emergency.
-------------	--	-----------------------------------	--	---

LEVEL OF RISK MATRIX		Potential severity of harm		
		Minor Injury (e.g. hazard can cause illness or injury but the results would not be expected to be serious)	Moderate Injury (e.g. hazard can result in serious injury and/or illness, requiring hospitalisation)	Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	Unlikely (injury rare, though possible)	Very Low	Low	Medium
	Possible (injury could occur occasionally)	Low	Medium	High
	Probable (injury likely to occur, can be expected)	Medium	High	Extreme

SI Risk Assessment For Driving – updated 02/05/2020

Hazard (What can cause harm?)	Risk (Who might be harmed and how?)	Level of Risk (High, Medium, Low?)	Control Measure/Remedy (What will be done to ensure that either no-one get harmed or any harm can be recovered from)	Responsibility (who will ensure the control measures are implemented and by when)
----------------------------------	--	---------------------------------------	---	--

Emergency Procedure in the Event of a Collision	<p>If you are involved in a collision you should:</p> <ul style="list-style-type: none"> <li>✓ Stop your vehicle at the scene or as close to it as possible. If possible do not obstruct traffic. If you are injured or think you might be injured, do not move, stay calm and wait for assistance.</li> <li>✓ Ensure your own safety first. If exiting the vehicle wear a high visibility jacket or vest, which should be readily accessible in the vehicle</li> <li>✓ Help any injured person. Call the Gardaí/ PSNI and emergency services if someone is hurt – dial 999 on a landline or 112 on a mobile phone</li> <li>✓ Provide the following information to the other vehicle driver or property owner <ul style="list-style-type: none"> <li>✓ The name and address of the driver in charge of the vehicle</li> <li>✓ The name and address of the owner of the vehicle</li> <li>✓ The registered number of the vehicle</li> <li>✓ The vehicle insurance details</li> </ul> </li> <li>✓ Record the details of the collision on the Incident Recording Form</li> <li>✓ Contact your supervisor or manager as soon as you can to tell them about the collision. You should carry these contact details or keep them in the vehicle when you are working</li> <li>✓ Take pictures of the scene, if possible</li> <li>✓ Report the collision to the HSA (Rep. Ireland), or HSE (NI) where relevant – for example, if someone is seriously injured or killed due to the collision. Details can be found at <a href="http://www.hsa.ie">www.hsa.ie</a> (ROI) and <a href="http://www.hseni.gov.uk">www.hseni.gov.uk</a> (NI)</li> </ul>			
Driving in another jurisdiction/ driving Overseas	Driver, Scouts, Scouters and other road users. Lack of familiarity with the road system, rules of the road/ highway code/ driving on the opposite side of the road.	Possible x Moderate = medium risk	Before driving in another jurisdiction or overseas a scouter must: <ol style="list-style-type: none"> <li>1. Familiarise themselves with the requirements for driving in those jurisdictions,</li> <li>2. Satisfy themselves that they are capable of legally complying with the local rules of the road/ highway code,</li> <li>3. Ensure the vehicle being driven complies with local laws,</li> <li>4. Be aware of what to do in the event of a breakdown or accident.</li> </ol>	Any Scouting Ireland employee or volunteer who intends to drive in another jurisdiction.

LEVEL OF RISK MATRIX		Potential severity of harm		
		Minor Injury (e.g. hazard can cause illness or injury but the results would not be expected to be serious)	Moderate Injury (e.g. hazard can result in serious injury and/or illness, requiring hospitalisation)	Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	Unlikely (injury rare, though possible)	Very Low	Low	Medium
	Possible (injury could occur occasionally)	Low	Medium	High
	Probable (injury likely to occur, can be expected)	Medium	High	Extreme

SI Risk Assessment For Driving – updated 02/05/2020

Hazard (What can cause harm?)	Risk (Who might be harmed and how?)	Level of Risk (High, Medium, Low?)	Control Measure/Remedy (What will be done to ensure that either no-one get harmed or any harm can be recovered from)	Responsibility (who will ensure the control measures are implemented and by when)
----------------------------------	--	---------------------------------------	---	--

Safeguarding	Scouts, Driver/ Scouter	Possible x Moderate = medium risk	<p>All adults involved in Scouting should ensure that they and their team have completed the relevant training and are familiar with Scouting Ireland policies and the legal requirements in relation to the protection of children/vulnerable adults in the jurisdiction in which they operate; Republic of Ireland (ROI) or Northern Ireland (NI).</p> <p><a href="https://www.scouts.ie/Scouter/Management-Resources/Policies-Procedures/All-Official-Policies/SID-39-05-Code-of-Good-Practice.pdf">https://www.scouts.ie/Scouter/Management-Resources/Policies-Procedures/All-Official-Policies/SID-39-05-Code-of-Good-Practice.pdf</a></p> <p>In relation to driving and carrying scouts to and from scouting events in particular, no Scouter (18 years old or older) must find themselves in a situation where they are alone with an unrelated scout under 18 years of age.</p>	All scouters 18 years old and older.
--------------	-------------------------	-----------------------------------	---	--------------------------------------

LEVEL OF RISK MATRIX		Potential severity of harm		
		Minor Injury (e.g. hazard can cause illness or injury but the results would not be expected to be serious)	Moderate Injury (e.g. hazard can result in serious injury and/or illness, requiring hospitalisation)	Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	Unlikely (injury rare, though possible)	Very Low	Low	Medium
	Possible (injury could occur occasionally)	Low	Medium	High
	Probable (injury likely to occur, can be expected)	Medium	High	Extreme