**Susan's Farm Transport Risk Assessment**

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| Hazard | Risk | Potential to cause harm | Controls in Place | Monitor Outcome |
| Adults or young people don't wear a seat belt | Adults or children are not held in place if there is a collision | high | Susan's Farm staff, particularly the driver, remind passengers to put on their seat belt |  |
| Very young children don't use a car seat | The child is not adequately protected in the event of a collision | high | All adults supporting children ensure that the car seat is in place |  |
| Adults or young people mess around | Adults or children distract the driver causing an accident | medium | Seating arrangements are considered before setting off; particular attention to be given to motorway journeys; driver to pull over if there is an issue; phones not to be used by adults or children in vehicles except by designated person |  |
| No child locks on landrover | A child may try to get out of the vehicle whilst it's moving | high | Young people to be supervised;  Use childlocks on little car if applicable |  |
| Attaching trailer to a vehicle | Adults or young people may get trapped | medium | Where there are people around, at least one person to guide the driver in and ensure that no one gets caught between the vehicle and trailer. |  |
| Getting out of the vehicle | Visitors could be hit by passing traffic | high | Driver to consider the safety of the parking area; visitors to get out of the car on the passenger side if on a main road; driver to remind passengers. |  |
| In the event of a road traffic accident, relatives of those involved will need to know | Those involved in an accident may not be able to contact their next of kin. | low | Contact details are kept securely in Susan’s Mess and are accessible to farm staff; the size of the groups mean all those travelling in the car will be known to Susan’s Farm staff. |  |
| COVID 19 | Passengers contract COVID 19 from each other or from the vehicle. | medium | Face masks are worn.  Vehicles are sanitised before and after use. |  |
| Poor vehicle maintenance | Vehicle faults lead to accidents | high | Vehicles are MOT’d annually as required and are maintained. Vehicles are visually checked before driving. See Driving policy |  |
| Drivers are not qualified to drive | Unqualified drivers may cause accidents | high | All drivers hold appropriate categories on driving licences which are checked as per Driving Policy. |  |

Approved by Jane Sullivan General Manager