

# . Litcham Parish Council Community Car Scheme

## Risk Assessment

### 1. Activity Details

- **Activity:** Litcham Parish Council Community Car Scheme
- **Responsible Body:** Litcham Parish Council
- **Purpose:** To provide transport support to parish residents who are unable to access public or private transport
- **Area Covered:** Litcham Parish
- **Participants:** Volunteer drivers; passengers (often elderly or vulnerable residents)
- **Assessment Completed By:** 2<sup>nd</sup> February 2026
- **Date:** 2<sup>nd</sup> March 2026
- **Review Date:** March 2028

### 2. Hazard Identification and Risk Control Measures

Hazard	Persons at Risk	Likelihood	Severity	Risk Rating	Control Measures in Place	Residual Risk
Road traffic collision	Drivers, passengers, public	Low–Medium	High	Medium	Valid driving licence required; appropriate insurance; adherence to Highway Code; no driving when tired or unwell	Low
Vehicle condition or breakdown	Drivers, passengers	Low	Medium	Low	Annual MOT; regular servicing; vehicle checks undertaken by drivers	Low
Passenger mobility and access	Passengers	Medium	High	High	Drivers allow sufficient time; assist passengers where appropriate; no lifting of passengers; mobility aids encouraged	Medium
Manual handling injuries	Drivers	Medium	Medium	Medium	Drivers instructed not to lift passengers or heavy equipment	Low
Safeguarding of vulnerable adults	Passengers, drivers	Low	High	Medium	DBS checks for drivers; safeguarding policy adopted; reporting procedures in place	Low

<b>Hazard</b>	<b>Persons at Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Control Measures in Place</b>	<b>Residual Risk</b>
Lone working	Drivers	Medium	Medium	Medium	Journey details logged; coordinator contact available; emergency contact numbers provided	Low
Adverse weather conditions	Drivers, passengers	Medium	High	Medium	Weather conditions monitored; journeys postponed or cancelled where necessary	Low
Illness transmission	Drivers, passengers	Low	Medium	Low	Vehicles ventilated; hand hygiene encouraged; journeys not undertaken if unwell	Low

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### **3. Legal and Policy Framework**

The Parish Council has considered the following:

- Health and Safety at Work etc. Act 1974 (as applicable to volunteers)
- Parish Council Safeguarding Policy
- Data Protection requirements for handling passenger information
- Insurance policy requirements for volunteer drivers

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### **4. Control Arrangements**

- Volunteer drivers are registered with the Parish Council
- Driving licence, insurance, and MOT verified annually
- Induction guidance provided to all volunteer drivers
- Clear boundaries set regarding assistance to passengers

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### **5. Emergency Procedures**

- Emergency contact details provided to drivers
- Drivers instructed to contact emergency services where required
- All incidents reported to the Parish Council coordinator

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## 6. Approval

- **Adopted by Parish Council on:** 2<sup>nd</sup> March 2026
  - **Minute Reference:** 10.1
  - **Signed (Chair / Clerk):** D.K.Secker
  - **Date:** 2<sup>nd</sup> February 2026
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