

CLASP RISK ASSESSMENT – CAR AID

What are the hazards?	Who might be harmed and how?	Risk rating	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom? when?
Illegal motoring	Service user or volunteer – accident	Low	• Vehicle has tax, insurance, MOT. • Driver has valid driving licence and enhanced DBS check • Driver does not use mobile phone while vehicle is in motion. • Driver is not under the influence of drugs or alcohol. • Driver keeps to speed limits.	• Ensure volunteers are briefed accordingly	Car Aid Coordinator
Pick-ups and drop offs	Service user – trips, slips and falls causing injury	Medium	• Pick-ups and drop offs are pre-arranged and should occur on the nearside. • Passengers are seated with seat belts fastened before the vehicle moves off.		
Vulnerable adults' protection	Service user – bullying or inappropriate behaviour	Low	• Drivers are aware of and adhere to CLASP's safeguarding policy	• Ensure volunteers are trained accordingly.	Car Aid Coordinator
Vehicle breakdown or is involved in an accident	Service users, volunteers, other road users Injury/death	Low	• Park as far to the left side of the road as possible in the safest possible position. • Put hazard lights on and call 999 if emergency services are required. • Next of kin/emergency contact details for volunteers and service users are held by the CLASP secretary (07805 047350) • Driver to advise Car Aid Coordinator (CAC) of any accident involving a CLASP service user and CAC to advise Chairman.		

Approved by the Management Committee: 20 October 2025/Approved by the Board of Trustees: 20 March 2026