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| HEALTH AND SAFETY 2024 AUDIT DOCUMENTS – TRANSPORT **Revision 4 March 2024** | |
| **DOCUMENTATION CHECKS** | |
| **You will be asked to provide copies of the following documents which will be photographed or scanned by the auditor:** | |
| **RISK ASSESSMENTS** |  |
| VTRA: 001A – GROUPS THAT OWN VEHICLES – a copy of the full risk assessment reviewed within last 12 months (full February 2023 version)   * If actions needed – listed on action plan with timescales for completion * If no actions needed – action plan signed off and dated stating this | All groups |
| VTRA: 005A – LENDING GROUP VEHICLES TO MEMBERS – a copy of the full risk assessment reviewed within last 12 months   * If actions needed – listed on action plan with timescales for completion * If no actions needed – action plan signed off and dated stating this | If applicable |
| **VEHICLE CHECKS** |  |
| **Photographs of the following will be taken:** |  |
| Inside - Fire extinguishers | All groups |
| Inside - HSV: 021 – VEHICLE EMERGENCY PROCEDURE CARD: displayed | All groups |
| Outside – Rear of vehicle with tail lift down or deployed ramp - as appropriate | If applicable |
| Outside – Section 19 permit (for minibuses) displayed in windscreen | If applicable |
| Outside – front of vehicle | All groups |
| Outside – both sides of vehicle with whole of vehicle in picture, with steps deployed (if applicable) and doors open if safe to do so | All groups |
| **The following will be checked but no photo taken:** |  |
| Fuel cut off location displayed | If applicable |
| HSV: 122/ 123 – ACCIDENT/ INCIDENTS REPORT FORM: Dec 2023 version available for use and previous blank versions destroyed | All groups |
| Instructions for use of any equipment (e.g. hoists, wheelchair restraints) displayed in the vehicle | If applicable |
| Wheelchair restraint straps and equipment in good order (NOTE: any metal ratchet clamp systems must have been disposed of) | If applicable |
| Tail lift, ramp, seats, release mechanisms and tracking are clean and well lubricated | If applicable |
| System in place to contact passengers relatives in an emergency | All groups |
| Hi visibility waistcoat | All groups |
| First aid kit – complete and contents in date | All groups |
| Windscreen washer fluid checked | All groups |
| **Photographs of the following will be taken:** |  |
| **DRIVER CHECKS** |  |
| HSV: 013 – LOG BOOK SYSTEM: copies for journeys in October 2023, January and April 2024 | All groups |
| (If a group uses its own version of log book, it must contain exactly the same information: copies for same months) |
| HSV: 014 – MONTHLY SAFETY CHECKLIST: October 2023, January and April 2024 | All groups |
| (If group pays for 12 week instead of using HSV: 014: copies of last 3 certificates will be requested) |
| HSV: 015 – DEFECT REPORT FORM: 2 copies from 2nd half 2023/ from 1st half 2024 where created | All groups |
| **TRAINING RECORDS** |  |
| Review the training records table provided | All groups |
| HSV: 132 - PROPERTY INDUCTION FORM: provide copies for any volunteers where the induction is out of date (not completed within the last three years) and all new volunteers involved in transport | All groups |
| MiDAS CERTIFICATES: all minibus drivers and those who drive a vehicle with a tail lift must have MiDAS certificates dated within last 4 years. | All groups |
| If there is an arrangement for external drivers and passenger assistants to drive and manage the vehicles when in use – provide a copy of the Service Level Agreement. | All groups |
| **CERTIFICATION PROVIDED BY SPECIALISTS** |  |
| For each fire extinguisher: copy of the service record, copy of label on extinguisher (signed and dated) or receipt if new extinguisher bought | All groups |
| Insurance certificate – valid for vehicle and in date | All groups |
| LOLER certification for lifts, hoists etc. - 2 documents, dated 6 months apart and within the last 12 months:   * One Statutory Thorough Examination report plus weight test * One Statutory Thorough Examination report on its own | If applicable |
| LOLER certification for winches, pulley systems or associated equipment – two Statutory Thorough Examination reports dated six months apart and within the last 12 months | If applicable |
| MOT certificate – include actions needed prior to next MOT for each vehicle | All groups |