

# Vehicle-Based Tour: Quick Risk Guide for Staff

**Purpose:** Fast reference for guides.

## Key Hazards & Controls

- **Driving Risks:** Keep vehicle maintained; obey speed limits; mandatory seat belts; adjust for weather.
- **Adverse Weather:** Check forecasts; change itinerary if needed; cancel in extreme conditions.
- **Historic Sites:** Manage group on steps, uneven surfaces; follow designated paths.
- **Coastal Areas:** Check tides; avoid cliff edges; maintain group cohesion.
- **Participant Health:** Confirm conditions discreetly; ensure medication carried; watch for fatigue or heat/cold issues.
- **Behaviour Management:** Provide clear briefings; enforce safety rules early.

## Emergency Procedures

- **Accident:** Pull over safely; check casualties; call 999; administer first aid.
- **Breakdown:** Move passengers to safe area; call breakdown provider; keep group informed.
- **Lost Participant:** Use head counts; return to last known point; call if needed.

## Essentials Leaders Must Carry

- First aid kit
- Charged phone & power bank
- Emergency contact list
- Breakdown details
- High-vis vest (if roadside assistance needed)

## Leadership Priorities

1. Safety first.
2. Clear communication.
3. Dynamic assessment—adjust plans early.
4. Document incidents.