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|  | **Transporting Pupils by Private Vehicles Risk Assessment (H&S Update – Aug 2017)** |  |

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| Operations/Work Activities covered by this assessment: | **transporting pupils by private vehicles** | | |
| Site Address/Location: |  | Department/Service/Team: |  |
| **Note:** A person specific assessment must be carried out for young persons, pregnant women and nursing mothers | | | |

| Hazards  Considered  *Step 1 (Clause 3.1)* | Who might be  harmed and how  *Step 2*  *(Clause 3.2)* | Existing Control Measures:  *Step 3*  *(Clause 3.3)* | | Risk Rating | | | | Further action *Step 3*  *Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)* | Actions Step 4 (Clause 3.4) | | | | Risk Rating | | | | |
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| Likelihood | Severity | Risk Rating | | who | when | | complete | Likelihood | | Severity | Risk Rating | |
| *(Name)* | *(Date)* | | *(Date)* |
| **Competence of driver** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | Driver(s) have a current, clean driving licence which is checked annually.  Drivers are made aware of their overall personal responsibility for providing a safe service by ensuring; the road worthiness of the vehicle, personal fitness to drive (effected by medication, alcohol, drugs or tiredness), weight is evenly distributed, the maximum weight capacity of the vehicle is not exceeded, seatbelts are worn and luggage is securely stowed. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **The vehicle – legal requirements** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | The minibus MUST be fitted with seatbelts  The vehicle is correctly licensed.  A valid tax disc is displayed in the vehicle.  The vehicle is maintained in accordance with the manufacturer’s instructions.  Where the vehicle is over one year old it will have a valid MOT certificate.  Adequate motor vehicle insurance provided i.e. business / personal use. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Lone working** | Staff and pupils could experience physical or psychological harm / abuse. | Specific lone risk assessment to be in place.  Procedures for managing lone working are implemented. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Restraint of**  **occupants in vehicle** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | Seatbelts to be worn by all occupants of the vehicle at all times.  Each child restrained individually by a seatbelt.  Suitable restraints provided e.g. for young, small children.  NB: the driver is legally responsible to ensure seatbelts are worn and may be prosecuted if a child under 14 does not wear a seatbelt.  NB: unrestrained children must NOT be carried in the front seat of any vehicle.  NB: all children under 12 or shorter than 135cm must use either a rear forward facing seat or a booster seat. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Violence to employees** | Staff and children may suffer stress, bruising and potentially fractures if violent incidents occur. | An individual risk assessment for the pupil been completed.  Adequate supervision and awareness of pupil behaviours at all times.  Staff received MAPA training as necessary.  Staff aware of safeguarding reporting procedures and designated safeguarding officer. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Distracting the driver** | Staff, pupils and other road users may be involved in road accidents / collisions causing bruises, cuts, fractures and death. | Passengers are aware of their expected behaviour e.g. not to district the driver and to remain seated whilst the vehicle is in motion etc.  In some circumstances an additional adult may be required to be present. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Being struck by loose objects** | Staff and pupils could experience cuts, blows and bruises. There is also a risk of road traffic accident which may cause death or serious injury to pupil, staff and other road users. | Loose objects and luggage to be stored securely, preferably in the boot. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Child Protection** | Staff and pupils could experience physical or psychological harm / abuse. | Driver(s) / Escort(s) will receive a DBS check prior to work.  Staff aware of safeguarding children reporting procedures and designated safeguarding officer.  Consent to be obtained from parent / carer prior to journey.  Is there a need to use the child locks (rear seats) to prevent ‘runners’? | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Abduction** | Staff and pupils could experience physical or psychological harm / abuse. | Only suitable and agreed pick up points are used.  Procedures are in place as regards collection of children, i.e. are children being safely met i.e. they must be met or a pre-arranged agreement must be given in writing by parent / carer. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Emergency situations** | In an emergency situation staff, pupils and members of the public may be subject to serious injury / death. | Are drivers aware of the actions to take in the event of an emergency e.g.: Road traffic accident, fire, illness, breakdown, adverse weather. | |  |  |  | |  |  |  | |  |  |  | | |  |
| Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions | | | | | | | | | Review Date (*Step 5*) : | | | | | | | | |
| Assessors Signature: | | | Date: | | | | Authorised By: | | | | Date: | | | | | | |

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| **Risk Definitions** | |
| **Low** | Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed. |
| **Medium** | Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy. |
| **High** | Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category **must** have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy. |

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| **Potential Severity of Harm** | High **(e.g. death or paralysis, long term serious ill health)** | Medium | High | High |
| Medium **(an injury requiring further medical assistance or is a RIDDOR incident)** | Low | Medium | High |
| Low **(minor injuries requiring first aid)** | Low | Low | Medium |
|  |  | Low  **(The event is unlikely to happen)** | Medium  **(It is fairly likely it will happen)** | High  **(It is likely to happen)** |
|  |  | Likelihood of Harm Occurring | | |