

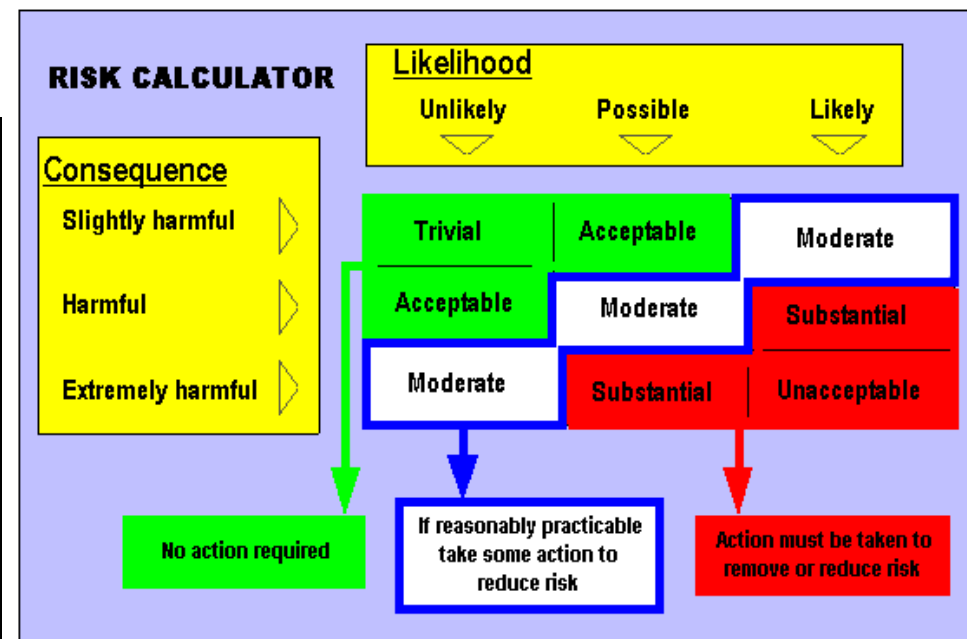


<b>SMS 3.4_3_6</b> School Assessment Number	<b>Generic Risk Assessment for Schools</b>						 Temple Newsam Community Partnership  <b>RED KITE</b> LEARNING TRUST
	Assessment Title <b>Use of private vehicles for short journeys</b>						
	School / Student Name: <b>TNCP Cluster Team: Transport of pupils, parents, carers, colleagues</b>						
Issued by:	A L Rushworth	Approved by:	A.Bradley	Issue Number:	1/2007	Sheet Number:	1 of 3

Legislation / Information Source:	<b>- Management of H &amp; S at Work Regulations 1999</b> <b>- TNCP Cluster</b>		
Date of Assessment:	10 <sup>th</sup> June 2020		
Assessor Signature:	G. Sargeant		
Assessment Frequency:	Before every new journey		
Follow up Assessment Dates:	Before every new journey		
Signed and accepted by Headteacher / Centre Manager:	L. Oxley		
Signed and Accepted by Chair of Governors:			



N.B. The aim of a risk assessment is to provide general information on the type of hazards employees and pupils as well as others who may be involved are exposed to. IF FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE **RISK RATING** IS STILL SUBSTANTIAL OR ABOVE, FURTHER ASSESSMENT & CONTROL MEASURES SHOULD BE CONSIDERED. - For further advice contact the Health and Safety Team.

**IF YOU AMEND THE RISK ASSESSMENT YOU MUST RE EVALUATE THE RISK RATINGS - IF YOU DO NOT AMEND THEM YOU ARE AGREEING THAT YOU WILL APPLY ALL THE CONTROL MEASURES THAT ARE IDENTIFIED**

<b>Hazard observed</b>	<b>Who may be harmed?</b>	<b>Risk rating before controls Consequence x Likelihood =</b>	<b>Control measures</b>	<b>Risk rating after controls Consequence x Likelihood =</b>	<b>Control measures by: Initial</b>
<b>Injury as a result of crossing the road</b>	Pupils, parents, carers, staff and other adult helpers	<b>Unacceptable</b>	<ul style="list-style-type: none"> <li>◆ Clearly defined pick up/drop off point.</li> <li>◆ Cross road in area of best visibility with adults.</li> <li>◆ Cars to park in designated pick up point for embarkation.</li> </ul>	<b>Moderate</b>	GS/ LO
<b>Injury as a result of road traffic accident</b>	Pupils, parents, carers, staff and other adult helpers	<b>Unacceptable</b>	<ul style="list-style-type: none"> <li>◆ All members to sit forward facing at all times.</li> <li>◆ All members and drivers must wear safety belts for the duration of the journey.</li> <li>◆ Appropriate child restraints used to comply with current legislation.</li> <li>◆ Those being transported must not open vehicle doors/windows for the duration of journey.</li> <li>◆ Those being transported are not to distract the driver in any way.</li> <li>◆ Driver not to use mobile phone whilst vehicle in motion.</li> </ul>	<b>Moderate</b>	GS/ LO
<b>Falls from moving vehicles</b>	Pupils, parents, carers, staff and other adult helpers	<b>Substantial</b>	<ul style="list-style-type: none"> <li>◆ Strict supervision at all times.</li> <li>◆ Vehicle doors to be locked for the duration of the journey.</li> <li>◆ Electric windows should be locked by driver for the duration of the journey if possible. Utilise child locks on doors.</li> <li>◆ Those being transported to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped.</li> </ul>	<b>Moderate</b>	GS/ LO
<b>Falls in moving vehicle</b>	Pupils, parents, carers, staff and other adult helpers	<b>Moderate</b>	<ul style="list-style-type: none"> <li>◆ Stay seated whilst vehicle is moving.</li> <li>◆ All those being transported to sit well back without leaning forward to avoid contact with seat in front.</li> </ul>	<b>Acceptable</b>	GS/ LO
<b>Struck by moving vehicles</b>	Pupils, parents, carers, staff and other	<b>Substantial</b>	<ul style="list-style-type: none"> <li>◆ Strict supervision at all times.</li> <li>◆ Those being transported to be appropriately supervised across any car parks / roads with stopping points chosen to minimise crossing car parks and / or roads.</li> </ul>	<b>Moderate</b>	GS/ LO

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	adult helpers		<ul style="list-style-type: none"> <li>◆ Those being transported to be made aware of safe collection points.</li> <li>◆ If disembarking on the road those being transported should be let out of vehicle from footpath side of vehicle one at a time (following instruction from driver).</li> </ul>		
<b>Lost / abduction / assault</b>	Pupils, parents, carers, driver	<b>Substantial</b>	<ul style="list-style-type: none"> <li>◆ Headcount to be done at collection point and after embarkation.</li> <li>◆ Vehicles should wherever possible travel in convoy.</li> <li>◆ A pre-arranged route should be used by all drivers.</li> <li>◆ Driver must not make unarranged breaks or take alternative routes.</li> <li>◆ Those being transported to be collected and dropped off at pre-arranged points only.</li> <li>◆ Headcounts to be taken prior to escorting those being transported back to the transport.</li> <li>◆ Staff to patrol areas those being transported are in, especially if not under direct supervision.</li> </ul>	<b>Moderate</b>	GS/ LO
<b>Inappropriate attention from members of the public</b>	Pupils, parents, carers	<b>Substantial</b>	<ul style="list-style-type: none"> <li>◆ Those being transported to inform accompanying staff of unwanted attention.</li> <li>◆ Children informed not to talk to strangers.</li> </ul>	<b>Acceptable</b>	GS/ LO
<b>Sickness / medical conditions</b>	Pupils, parents, carers, staff and other adult helpers	<b>Substantial</b>	<ul style="list-style-type: none"> <li>◆ Be aware of any allergies / medical conditions that those being transported suffer from before visit and ensure that proper precautions are taken to deal with them before they occur on the visit.</li> </ul>	<b>Acceptable</b>	GS/ LO
<b>Vehicle Breakdown</b>	Pupils, parents, carers, staff and other adult helpers	<b>Substantial</b>	<ul style="list-style-type: none"> <li>◆ To assess risks and decide on course of action dependant on weather, communications, position of breakdown, age of those being transported.</li> <li>◆ If possible, choose safe place to stop and get out of vehicle if appropriate to weather, age, behaviour of those being transported. Put hazard lights on and call 999 if on roadside and cannot disembark.</li> <li>◆ Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained.</li> <li>◆ Before setting off, ensure there is enough fuel in the vehicle for the whole journey.</li> <li>◆ Ensure group has means of summoning assistance in case of breakdown.</li> </ul>	<b>Acceptable</b>	GS/ LO

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			<ul style="list-style-type: none"> <li>◆ If vehicle to be exited follow controls as per being struck by moving vehicles.</li> </ul>		
<b>Vehicle &amp; Driver</b>	Pupils, parents, carers, staff and other adult helpers	<b>Substantial</b>	<ul style="list-style-type: none"> <li>◆ Vehicle must have current comprehensive insurance (Private vehicles should have business use insurance if used for transporting pupils, parents, carers, members of the community).</li> <li>◆ Driver must be known to teachers and children. (DBS checked).</li> <li>◆ Driver should be able to contact staff members in an emergency (either by pre-arranged signals or mobile phone only when vehicle is stationary).</li> <li>◆ Driver must not be under the influence of drugs/ alcohol.</li> <li>◆ If pupil's behaviour is distracting driver he/she must stop the car as soon as it is safe to do so and contact a member of staff.</li> </ul>	<b>Acceptable</b>	GS/ LO

<b>SCHOOL/CENTRE IDENTIFIED RISKS: -</b>					
Hazard observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
Covid-19	Staff	<b>Substantial</b>	Staff should not transport colleagues, parents, carers, children, young people under any circumstances during the Covid-19 pandemic	<b>N/A</b>	GS/ LO

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