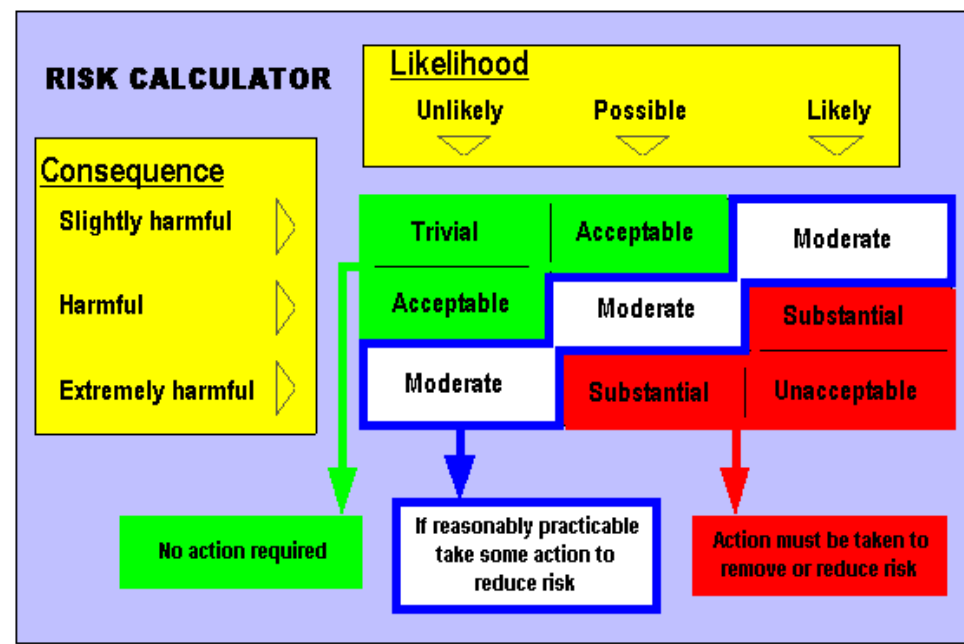


SMS 3.4_3_6 School Assessment Number	Generic Risk Assessment for Schools						SAFETY MANAGEMENT SYSTEM
	Assessment Title Use of private vehicles for short journeys (Children, young people, parents, carers, colleagues, partners must not be transported in staff vehicles at any point during the COVID-19 pandemic) <i>Garden visits only from week commencing 29th March 2021</i>						
	School Name: Temple Newsam Community Partnership						
Issued by:	Rachel Lee	Approved by:	L. Oxley	Issue Number:		Sheet Number:	1 of 3

Legislation / Information Source:	- Management of H & S at Work Regulations 1999		
Date of Assessment:	Reviewed in line with COVID-19 Government guidance associated with three tier approach		
Assessor Signature:	G. Sargeant		
Assessment Frequency:	Before every new attendance blitz		
Follow up Assessment Dates:	Before every new blitz		
Signed and accepted by Headteacher / Centre Manager:	G. Sargeant/ L. Oxley		
Signed and Accepted by Chair of Governors:			



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

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
Injury as a result of crossing the road	Pupils, staff and other adult helpers	Unacceptable	<ul style="list-style-type: none"> Clearly defined pick up/drop off point. Cross road in area of best visibility with adults. Cars to park in designated pick up point for embarkation. 	Moderate	GS

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Injury as a result of road traffic accident	Pupils, staff and other adult helpers	Unacceptable	<ul style="list-style-type: none"> ◆ All members to sit forward facing at all times. ◆ All members and drivers must wear safety belts for the duration of the journey. ◆ Appropriate child restraints used to comply with current legislation. ◆ Pupils must not open vehicle doors/windows for the duration of journey. ◆ Pupils are not to distract the driver in any way. ◆ Driver not to use mobile phone whilst vehicle in motion. 	Moderate	GS
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
Falls from moving vehicles	Pupils, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> ◆ Strict supervision at all times ◆ Vehicle doors to be locked for the duration of the journey. ◆ Electric windows should be locked by driver for the duration of the journey if possible. Utilise child locks on doors. ◆ Pupils to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped. 	Moderate	GS
Falls in moving vehicle	Pupils, staff and other adult helpers	Moderate	<ul style="list-style-type: none"> ◆ Stay seated whilst vehicle is moving. ◆ All children to sit well back without leaning forward to avoid contact with seat in front. 	Acceptable	GS
Struck by moving vehicles	Pupils, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> ◆ Strict supervision at all times. ◆ Pupils to be appropriately supervised across any car parks / roads with stopping points chosen to minimise crossing car parks and / or roads. ◆ Pupils to be made aware of safe collection points. ◆ If disembarking on the road pupils should be let out of vehicle from footpath side of vehicle one at a time. (following instruction from driver) 	Acceptable	GS
Lost / abduction / assault	Pupils Driver	Substantial	<ul style="list-style-type: none"> ◆ Headcount to be done at school and after embarkation ◆ Vehicles should wherever possible travel in convoy. ◆ A pre arranged route should be used by all drivers. ◆ Driver must not make unarranged breaks or take alternative routes. ◆ Pupils to be collected and dropped off at pre-arranged points only. ◆ Headcounts to be taken prior to escorting pupils back to the transport. ◆ Staff to patrol areas pupils are in, especially if not under direct supervision. 	Moderate	GS
Inappropriate attention from members of the public	Pupils	substantial	<ul style="list-style-type: none"> ◆ Children to inform accompanying adult of unwanted attention. ◆ Children informed not to talk to strangers 	Moderate	GS
Sickness / medical conditions	Pupils, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> ◆ Be aware of any allergies / medical conditions that children suffer from before visit & ensure that proper precautions are taken to deal with them before they occur on the visit. 	Acceptable	GS
Vehicle Breakdown	Pupils, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> ◆ To assess risks and decide on course of action dependant on weather, communications, position of breakdown, age of pupils. ◆ If possible, choose safe place to stop and get out of vehicle if appropriate to weather, age, behaviour of pupils. Put hazard lights on and call 999 if on roadside and cannot disembark. ◆ Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained. ◆ Before setting off, ensure there is enough fuel in the vehicle for the whole journey. ◆ Ensure group has means of summoning assistance in case of breakdown. 	Acceptable	GS

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

SCHOOL/CENTRE IDENTIFIED RISKS: -

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
Visiting unknown properties on attendance blitzes	Cluster Attendance Manager	Substantial	<p>School to advise Cluster Attendance Manager of any risks before visiting the property.</p> <p>School to provide a staff member for a paired visit where possible.</p> <p>Cluster Attendance Manager not to enter the property if not accompanied by a member of school staff.</p> <p>To adhere to Cluster Home Visit and Lone Working Policy.</p> <p>To liaise with Safer Schools Police Officers or Early Help Hub Police Officers if appropriate/ necessary to gather further information or for support.</p>	Moderate	RL/ GS
Transporting unknown children to school on attendance blitzes	Cluster Attendance Manager	Moderate	Only to be done when a member of school staff is present and is comfortable with the child.	Acceptable	RL/ GS
COVID-19	Cluster Attendance Manager/ parents/ carers/ children/ young people	Substantial	<p style="text-align: center;"><i>Garden visits only from week commencing 29th March 2021</i></p> <ul style="list-style-type: none"> • Staff to plan route in advance and share details with management/buddy in absence of sign in/out office procedure. • Online diaries to include home visit addresses/details in absence of office sign in/out procedure. 	Acceptable	GS

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			<ul style="list-style-type: none"> • Staff to maintain 2metre social distancing at all times with families/other staff members when completing visits. • Staff to wear appropriate PPE, including use of visors/masks where appropriate, be responsible for cleaning own vehicle and change/wash clothing on return home from visits. • Visits to be completed outdoors. • Visits to be cancelled/terminated if aware that individual/ anyone within the household has COVID-19 symptoms – staff to then follow Covid-19 government guidance. • Contact to be completed by telephone wherever possible to reduce the amount of time exposed to risk. • In exceptional circumstances a more specific/detailed risk assessment may be required when home visiting families who have safeguarding. • Follow travel risk assessment as appropriate. • COVID-19 health screening to be undertaken before every home visit. • Face to face sessions and visits spreadsheet to be completed for any 1:1 work as an additional risk assessment and to facilitate track and trace. 		
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