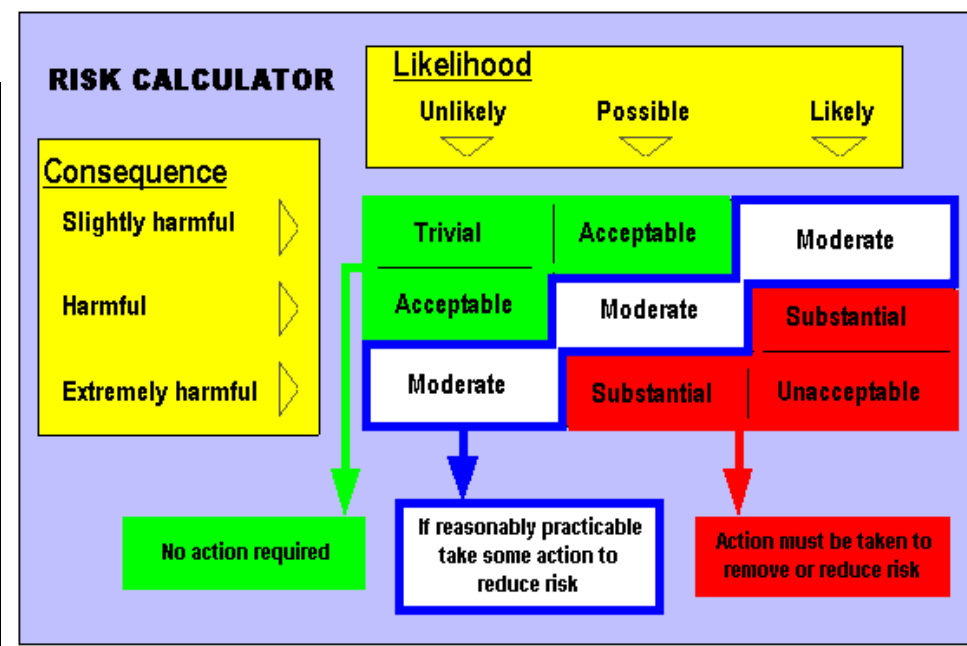


<b>SMS 3.4_3_6</b> School Assessment Number	<b>Generic Risk Assessment for Schools</b>						
	Assessment Title <b>Use of private vehicles for short journeys</b>  (Children, young people, parents, carers, colleagues, partners should not be transported in staff vehicles during the pandemic)						
	School Name: <b>Temple Newsam Community Partnership</b>						
Issued by: Rachel Lee		Approved by: L. Oxley		Issue Number:		Sheet Number: 1 of 3	

**SAFETY MANAGEMENT SYSTEM**

Legislation / Information Source:	<b>- Management of H &amp; S at Work Regulations 1999</b>		
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**

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.

<b>Hazard observed</b>	<b>Who may be harmed?</b>	<b>Risk rating before controls</b> Consequence x Likelihood =	<b>Control measures</b>	<b>Risk rating after controls</b> Consequence x Likelihood =	<b>Control measures by:</b> Initial
<b>Injury as a result of crossing the road</b>	Pupils, 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
<b>Injury as a result of road traffic accident</b>	Pupils, 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>◆ Pupils must not open vehicle doors/windows for the duration of journey.</li> <li>◆ Pupils 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
<b>Hazard observed</b>	<b>Who may be harmed?</b>	<b>Risk rating before controls</b> Consequence x Likelihood =	<b>Control measures</b>	<b>Risk rating after controls</b> Consequence x Likelihood =	<b>Control measures by:</b> Initial
<b>Falls from moving vehicles</b>	Pupils, 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>◆ Pupils to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped.</li> </ul>	<b>Moderate</b>	GS
<b>Falls in moving vehicle</b>	Pupils, staff and other adult helpers	<b>Moderate</b>	<ul style="list-style-type: none"> <li>◆ Stay seated whilst vehicle is moving.</li> <li>◆ All children to sit well back without leaning forward to avoid contact with seat in front.</li> </ul>	<b>Acceptable</b>	GS
<b>Struck by moving vehicles</b>	Pupils, staff and other adult helpers	<b>Substantial</b>	<ul style="list-style-type: none"> <li>◆ Strict supervision at all times.</li> <li>◆ Pupils to be appropriately supervised across any car parks / roads with stopping points chosen to minimise crossing car parks and / or roads.</li> <li>◆ Pupils to be made aware of safe collection points.</li> <li>◆ 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)</li> </ul>	<b>Acceptable</b>	GS
<b>Lost / abduction / assault</b>	Pupils Driver	<b>Substantial</b>	<ul style="list-style-type: none"> <li>◆ Headcount to be done at school 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>◆ Pupils to be collected and dropped off at pre-arranged points only.</li> <li>◆ Headcounts to be taken prior to escorting pupils back to the transport.</li> <li>◆ Staff to patrol areas pupils are in, especially if not under direct supervision.</li> </ul>	<b>Moderate</b>	GS
<b>Inappropriate attention from members of the public</b>	Pupils	<b>substantial</b>	<ul style="list-style-type: none"> <li>◆ Children to inform accompanying adult of unwanted attention.</li> <li>◆ Children informed not to talk to strangers</li> </ul>	<b>Moderate</b>	GS
<b>Sickness / medical conditions</b>	Pupils, staff and other adult helpers	<b>Substantial</b>	<ul style="list-style-type: none"> <li>◆ Be aware of any allergies / medical conditions that children suffer from before visit &amp; ensure that proper precautions are taken to deal with them before they occur on the visit.</li> </ul>	<b>Acceptable</b>	GS
<b>Vehicle Breakdown</b>	Pupils, 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 pupils.</li> <li>◆ 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.</li> </ul>	<b>Acceptable</b>	GS

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			<ul style="list-style-type: none"> <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> <li>◆ If vehicle to be exited follow controls as per being struck by moving vehicles.</li> </ul>		
<b>Hazard observed</b>	<b>Who may be harmed?</b>	<b>Risk rating before controls</b> Consequence x Likelihood =	<b>Control measures</b>	<b>Risk rating after controls</b> Consequence x Likelihood =	<b>Control measures by:</b> Initial
<b>Vehicle &amp; Driver</b>	Pupils, 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).</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 teaching staff.</li> </ul>	<b>Moderate</b>	GS

### SCHOOL/CENTRE IDENTIFIED RISKS: -

<b>Hazard observed</b>	<b>Who may be harmed?</b>	<b>Risk rating before controls</b> Consequence x Likelihood =	<b>Control measures</b>	<b>Risk rating after controls</b> Consequence x Likelihood =	<b>Control measures by:</b> Initial
Visiting unknown properties on attendance blitzes	Cluster Attendance Manager	Substantial	School to advise Cluster Attendance Manager of any risks before visiting the property. School to provide a staff member for a paired visit where possible. Cluster Attendance Manager not to enter the property if not accompanied by a member of school staff. To adhere to Cluster Home Visit and Lone Working Policy. To liaise with Safer Schools Police Officers or Early Help Hub Police Officers if appropriate/ necessary to gather further information or for support.	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
<b>COVID-19</b>	Cluster Attendance Manager/ parents/ carers/ children/ young people	Substantial	<ul style="list-style-type: none"> <li>• Staff can make home visits if they have received 2 x COVID-19 vaccines.</li> <li>• Staff to plan route in advance and share details with management/buddy in absence of sign in/out office procedure (electronic procedures in place during the pandemic/ periods of flexible home/ office working).</li> <li>• Homes to be well ventilated.</li> <li>• Online diaries to include home visit addresses/details in absence of office sign in/out procedure (electronic procedures in place during the pandemic).</li> <li>• Staff to always maintain 2metre social distancing with families/other staff members when completing visits.</li> <li>• Staff to wear appropriate PPE, where felt necessary.</li> </ul>	Acceptable	GS

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			<ul style="list-style-type: none"> <li>• Visits to be cancelled/terminated if aware that individual/ anyone within the household has COVID-19 symptoms, positive test result or isolating – staff to then follow Covid-19 government guidance.</li> <li>• In exceptional circumstances a more specific/detailed risk assessment may be required when home visiting families where there are safeguarding concerns.</li> <li>• Follow travel risk assessment as appropriate.</li> <li>• COVID-19 health screening to be undertaken before every home visit.</li> <li>• LFD testing to be undertaken and results submitted via RKL online portal twice weekly.</li> </ul>		
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