

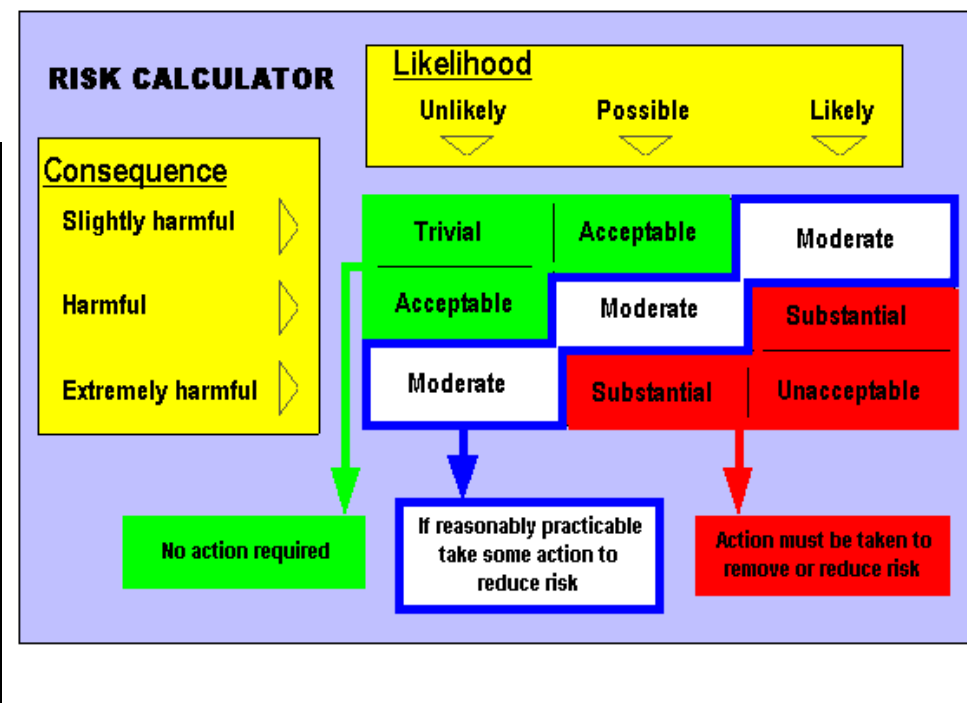


SMS 3.4_3_6 School Assessment Number	Generic Risk Assessment for Schools/ Cluster							 Temple Newsam Community Partnership  Harrogate Cluster Support Team
	Assessment Title		Use of private vehicles for short journeys					
	School / Student Name:		TNCP/ Harrogate Cluster Team: Transport of pupils, parents,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

Legislation / Information Source:	- Management of H & S at Work Regulations 1999 - TNCP/ Harrogate Cluster		
Date of Assessment:	1st September 2022		
Assessor Signature:	Gemma Sargeant: <i>G. Sargeant</i>		
Assessment Frequency:	Before every new journey		
Follow up Assessment Dates:	Before every new journey		
Signed and accepted by Headteacher / Centre Manager:	Lisa Oxley: <i>L. Oxley</i>		
Signed and Accepted by Chair of Governors:	Caroline Johnson: <i>C. Johnson</i>		



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, parents, carers, 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/ LO
Injury as a result of road traffic accident	Pupils, parents, carers, 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. ◆ Those being transported must not open vehicle doors/windows for the duration of journey. ◆ Those being transported are not to distract the driver in any way. ◆ Driver not to use mobile phone whilst vehicle in motion. 	Moderate	GS/ LO
Falls from moving vehicles	Pupils, parents, carers, 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. ◆ Those being transported to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped. 	Moderate	GS/ LO
Falls in moving vehicle	Pupils, parents, carers, staff and other adult helpers	Moderate	<ul style="list-style-type: none"> ◆ Stay seated whilst vehicle is moving. ◆ All those being transported to sit well back without leaning forward to avoid contact with seat in front. 	Acceptable	GS/ LO
Struck by moving vehicles	Pupils, parents, carers, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> ◆ Strict supervision at all times. ◆ Those being transported to be appropriately supervised across any car parks/ roads with stopping points chosen to minimise crossing car parks and/ or roads. ◆ Those being transported to be made aware of safe collection points. ◆ 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). 	Moderate	GS/ LO
Lost / abduction / assault	Pupils, parents, carers, driver	Substantial	<ul style="list-style-type: none"> ◆ Headcount to be done at collection point 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. ◆ Those being transported to be collected and dropped off at pre-arranged points only. ◆ Headcounts to be taken prior to escorting those being transported back to the transport. 	Moderate	GS/ LO

			<ul style="list-style-type: none"> ◆ Staff to patrol areas those being transported are in, especially if not under direct supervision. 		
Inappropriate attention from members of the public	Pupils, parents, carers	Substantial	<ul style="list-style-type: none"> ◆ Those being transported to inform accompanying staff of unwanted attention. ◆ Children informed not to talk to strangers. 	Acceptable	GS/ LO
Sickness / medical conditions	Pupils, parents, carers, staff, and other adult helpers	Substantial	<ul style="list-style-type: none"> ◆ 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. 	Acceptable	GS/ LO
Vehicle Breakdown	Pupils, parents, carers, 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 those being transported. ◆ 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. ◆ 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. ◆ If vehicle to be exited, follow controls as per being struck by moving vehicles. 	Acceptable	GS/ LO
Vehicle & Driver	Pupils, parents, carers, staff and other adult helpers	Substantial	<ul style="list-style-type: none"> ◆ Vehicle must have current comprehensive insurance (Private vehicles should have business use insurance if used for transporting pupils, parents, carers, members of the community). ◆ Driver must be known to staff 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 pupil's behaviour is distracting driver, they must stop the car as soon as it is safe to do so and contact a member of staff. 	Acceptable	GS/ LO

COVID-19

- Asymptomatic testing is no longer required in any educational setting
- Staff with a positive COVID-19 test result are advised to try to stay at home and avoid contact with other people for five days, which is when they are most infectious.
- Pupils and young people under 18 with a positive test are advised to try to stay at home and avoid contact with other people for three days.
- Schools should ensure all eligible groups are enabled and supported to take the offer of national vaccination programmes including COVID 19 and flu.
- Schools/ Cluster should continue to ensure occupied spaces are well-ventilated.
- Schools/ Cluster should continue to reinforce good hygiene practices such as hand washing and cleaning.

For any pregnant staff or pupils, we do still require that a covid risk assessment is undertaken given the ongoing risk identified by the Royal College of Midwives.