

SMS 3.4_3_6 School Assessment Number	Risk Assessment for Schools/ Cluster							
	Assessment Title Use of private vehicles for short journeys including home visits, food bank deliveries and transporting children/families							
	School / Student Name: TNCP/ Harrogate Cluster Team							
	Issued by:		Approved by:		Issue Number:		Sheet Number:	1 of 3



Legislation / Information Source:	<ul style="list-style-type: none"> <li>- Management of H &amp; S at Work Regulations 1999</li> <li>- Highway Code</li> <li>- The Health &amp; Safety at work Act 1974</li> <li>- TNCP/ Harrogate Cluster team</li> </ul>		
Date of Assessment:	1 <sup>st</sup> September 2024		
Assessor Signature:	Gemma Sargeant/ Lisa Oxley: <i>G. Sargeant / L Oxley</i>		
Assessment Frequency:	Before every new journey or following a change in legislation, government guidance or after an incident.		
Follow up Assessment Dates:	01/09/25		
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 and how?	Risk rating before controls Severity x Likelihood =	Control measures	Risk rating after controls Severity x Likelihood =	Control measures by: Initial
<b>Injury as a result of crossing the road</b>	Staff, members of the public  Fatality or serious injury from collision with a vehicle, cycle or motorised	<b>High</b>	<ul style="list-style-type: none"> <li>◆ Cross the road at a designated crossing point, in an area of best visibility checking for road users approaching in either direction or from behind obstructions</li> <li>◆ Cars to be parked in a designated pick up point for embarkation.</li> <li>◆ Clearly defined pick up/ drop off point.</li> </ul>	<b>Low</b>	GS/ LO
<b>Injury as a result of road traffic accident as a driver or passenger</b>	Staff, members of the public  Fatality or serious injury/injury	<b>High</b>	<ul style="list-style-type: none"> <li>◆ All members to sit forward facing at all times</li> <li>◆ All passengers and drivers must wear seat belts for the duration of the journey.</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 any electronic devices whilst the vehicle is in motion.</li> <li>◆ Driver to observe speed limits and road traffic signage along the route</li> <li>◆ Do not drive the car if you do not feel safe and confident to do so. Inform your responsible person/manager if you are under the influence of any alcohol, drugs or medication that may affect your ability to drive.</li> <li>◆ Vehicle and driving license checks carried out on all staff, including annual driving licence check codes to ensure staff are qualified to drive</li> </ul>	<b>Medium</b>	GS/ LO
<b>Falls from moving vehicles</b>	Staff/ child/ parent  Fatality or serious injury	<b>High</b>	<ul style="list-style-type: none"> <li>◆ Passenger and driver to remain in the car whilst the vehicle is in motion.</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> <li>◆ Individual child/parent RA if any concerns regarding the behaviour of child/family in a vehicle. To avoid transporting if risk is deemed too high and look at alternative options.</li> <li>◆ Car seats to be used where appropriate.</li> </ul>	<b>Medium</b>	GS/ LO

<b>Struck by moving vehicles as a pedestrian</b>	Staff/ child/ parent  Fatality or serious injury	<b>High</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> <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>Medium</b>	GS/ LO
<b>Loss / abduction / assault</b>	Pupils, parents, carers, Staff  Fatality or serious injury	<b>High</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>◆ The most direct and safest route should be used by 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>◆ Where possible 2 members of staff transport child/family</li> <li>◆ Headcounts to be taken prior to escorting those being transported back to the transport.</li> <li>◆ Use of team whats app/lone working policy and processes. Check in/out with buddy</li> <li>◆ Use of electronic diary to add e.g the appointment attending with parents such as GP or home address of child transporting</li> </ul>	<b>Medium</b>	GS/ LO
<b>Inappropriate attention from members of the public</b>	Pupils, parents/ carer, staff, members of the public  Public disturbance	<b>Medium</b>	<ul style="list-style-type: none"> <li>◆ All staff to inform responsible person/manager of any unwanted attention, from the public or anyone in the household.</li> <li>◆ Children informed not to talk to strangers.</li> <li>◆ Use of team whats app/lone working policy and processes. Check in/out with buddy</li> <li>◆ Use of electronic diary to add e.g the appointment attending with parents such as GP or home address of child transporting</li> <li>◆ Risk assessments completed in advance</li> <li>◆ Information gathered regards community tensions from Police, services etc via muti agency working/sharing of information</li> </ul>	<b>Low</b>	GS/ LO
<b>Sickness / medical conditions</b>	Pupils, parents/ carer, staff  Spread of illness if contagious  Traffic accident due to impaired driving	<b>Medium</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> <li>◆ Drivers to declare before starting any journey if they are unwell or incapable of doing so safely</li> <li>◆ Further risk assessment required for ongoing medical conditions</li> </ul>	<b>Medium</b>	GS/ LO

<p><b>Vehicle Breakdown</b></p>	<p>Staff/ parents/ child</p> <p>Stranded or injury to pupils, parents, carer, staff whilst broken down</p>	<p><b>Medium</b></p>	<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> <li>◆ If vehicle to be exited, follow controls as per being struck by moving vehicles.</li> </ul>	<p><b>Low</b></p>	<p>GS/ LO</p>
<p><b>Vehicle and Driver</b></p>	<p>Staff, pupils, parents, carers, Staff</p> <p>Fatality or serious injury</p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>◆ Vehicle must have current comprehensive insurance for business use purposes and be fully serviced/maintained</li> <li>◆ Driver must have full DBS check</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 stationery).</li> <li>◆ Driver must not be under the influence of drugs/ alcohol.</li> <li>◆ 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.</li> </ul>	<p><b>Medium</b></p>	<p>GS/ LO</p>