

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:

TRANSPORTING CHILDREN/YOUNG PEOPLE IN CARS

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Charlesworth VC Primary School

Date of Assessment 03.05.18

Date of Issue 03.05.18

Assessment carried out by

Neil Flint

Signature



Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N
21.09.20	Neil Flint			✓

Affected persons:

Children/Young People

Staff

Visitors

Contractor

Others (specify) Parents/Volunteers

Name of Manager confirming and agreeing Assessment:

Neil Flint

Signature:



The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
B Howard					
K Barton					
J Streeter					
R Horner					
E Hampson					
H James					
C Brennan					
J Rayson					
J Davies					
M Medeley					
K Collier					
S Woodworth	<i>Absent due to ill health</i>				
C Kinnersley					
P. Denton	<i>Absent due to ill health</i>				

RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Vehicle Accident or Breakdown	All drivers to hold full valid UK Driving Licence.	✓	Office	<ul style="list-style-type: none"> ➤ Annual check of driving licences and online check for MOT/Tax of intended vehicle – as part of an annual request for volunteer drivers ➤ Visual check of vehicle by member of staff leading trip before leaving ➤ Breakdown cover not essential as vehicles only used for short journey and contingency plan in place to collect pupils if vehicle breaks down ➤ Routes agreed in advance with volunteer driver and drive in convoy when possible ➤ Code of Conduct for volunteer drivers given out and signed for each journey 		Start of Year
	Managers to check licences periodically and record checks.	✓				
	Vehicles have current valid MOT.	✓				
	Driver to ensure vehicle is in a roadworthy condition.	✓	Teacher			
	Vehicle will have suitable breakdown cover.	X				
	Sufficient time allowed for all journeys.	✓				
	Routes planned to avoid known accident black spots.	✓				
	Speed limits adhered to at all times.	✓	Teacher			
	Driver will not use mobile phone, eat, drink or smoke whilst driving.	✓				
	All drivers and passengers will wear seatbelts – driver to ensure this and that they are correctly adjusted where applicable.	✓				
	All headrests will be correctly fitted – driver to ensure this.	✓				
	Car or booster seats will be used for all children who require them (according to current guidelines) – if staff are using these they will know how to secure them.	✓				
	A plan will be in place to ensure children/young people are safely supervised in a safe location and that help can be summoned in the event of a breakdown or accident until help arrives.	✓	Head/SMT			
Adverse Weather	Driver to adapt driving to suit weather conditions.	X	Teacher	<ul style="list-style-type: none"> ➤ In extreme weather, visit will be cancelled and rescheduled 		
	In extreme weather, the journey will be re-scheduled where possible.	✓				
	In winter, drivers will carry suitable emergency equipment (shovel, spare clothes, boots etc.)	X				
<ul style="list-style-type: none"> ➤ Assault ➤ Medical Needs ➤ Behavioural Issues 	Staff will ensure they have all necessary information regarding any additional needs of passenger(s).	✓	Teacher			
	Staff to ensure they are aware of any history of violence relating to any passenger(s).	✓				
	Staff will not transport passengers with a known history of violence as a lone worker.	✓				

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Passenger (cont.)	Staff will obtain necessary information from Framework I, Partner Agencies, and Individual Care/Medical Plans etc. prior to transporting children/young people.	✓	Teacher	<ul style="list-style-type: none"> ➤ If there is a safeguarding risk around a child (SEN, behaviour or medical, a taxi or other mechanism of transport will be used (e.g., parent) and if needed more than one staff member accompanying ➤ Individual risk assessment will be produced for child transport of a child with significant safeguarding list and included as part of BSP, SSP or Health Plan 	Head/SMT	Action planned and reviewed as part of BSP, SSP or IHP
	Individual Risk Assessments will be carried out for all children/young people who present a significant risk of injury to the driver or are at significant risk of harm due to their medical needs.	✓				
	If it is deemed that the risk of transporting a child/young person in a staff member's car is unacceptable an alternative form of transport will be used.	✓				
Safeguarding	All staff transporting children/young people in cars have enhanced CRB.	✓	Teacher	<ul style="list-style-type: none"> ➤ Only required if children to be transported without a staff member being present ➤ Any communication with parents will record the journey start and end times ➤ School to hold a log of approved transported trips. 	Head/SMT	At start of school year and updated as required
	Staff avoid transporting individual children/young people in cars where possible.	✓				
	All journeys will have a fixed start and finish point with estimated departure / arrival times.	✓				
	Any unexpected delays which will affect these times should be reported as soon as it is safe to do so.	✓				
	Staff will report (to an agreed person) at the end of each journey and this will be recorded.	✓				
	All journeys will be pre-approved; ad-hoc journeys will not be undertaken.	✓				
	If individual children/young people are transported they will wherever possible sit in the back seat diagonally opposite the driver.	✓				
	Only those people scheduled to be transported will be. Friends, relatives, others will not be transported.	✓				
	Vehicles will have child locks – these will be used when transporting young people/children.	✓				
Moving & Handling	Children/young people who require assistance to move will have a suitable Risk Assessment carried out in accordance with DIAG guidance.	✓		➤		