



# Risk Assessment

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation) Home to School Transport and School to Home Transport

Service	Pupil and Student Services	Team / Section	Education Transport (School Runs)		
Assessment Date		Review Date	Next Review Due: 29th March 2024	Reference Number	

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to	Completed by whom & when
<p><b>School Runs</b></p> <p>Travelling to and from school / college by motorised vehicle by Pco Licenced taxis : mini bus / cars</p>	<p>Students, Driver, Passenger/ Assistant, Other road users.</p> <p>Road Traffic Accidents (RTA) leading to minor or major injury.</p> <p>Vehicle breakdown or other road incidents (Road works or road closures/ temporary traffic lights) causing delay in reaching destination.</p>	<ul style="list-style-type: none"> <li>Approved TfI/PCO operators and appropriately qualified and licensed drivers. (drivers qualified to the required legal standards –e.g. PCO Badge holders)</li> <li>Routes are planned to ensure that only suitable roads are used for the type of vehicle and journey</li> <li>Timetables are planned to ensure sufficient time to</li> </ul>	L	The process is active and monitored, thus subject to reviews when and if further information became available	The Duty Controller	The Company's Certified Risk Assessor and signed off by the Operations Manager

		<p>operate the route in a safe manner</p> <ul style="list-style-type: none"> <li>• In taxis, drivers will ensure that seat belts or appropriate restraints are worn.</li> <li>• Drivers are advised to encourage the wearing of seat belts.</li> <li>• All operators and drivers are aware of the emergency procedures in the event of a vehicle accident or breakdown.</li> <li>• Any variations from the agreed procedures is flagged up by the duty controller.</li> <li>• Regular in house inspections of cars in addition to statutory requirements are done to reduce the likelihood of breakdowns</li> </ul>				
Poor Student Behaviour	<p>Students, Driver, Passenger/ Assistant, Other road users.</p> <p>Road Traffic Accidents (RTA) leading to minor or major injury.</p> <p>Students not staying still i.e fidgeting, restless, standing up /moving around when vehicle is in motion.</p> <p>General student misbehaviour: placing dirty feet on the seat or and lying down while vehicle is in motion.</p> <p>Abuse of other students.</p>	<ul style="list-style-type: none"> <li>• Student's assistants provided where considered necessary following assessment.</li> <li>• The school and Operators do get together from time to time when issues or and incidents were identified and discuss any areas of concern, which are then passed to drivers to respond as appropriate.</li> <li>• Work with safer schools officer to deal with any behaviour issues.</li> <li>• Drivers are periodically given First Aid and Disability Awareness Training as a way of being in a position to understand and manage road</li> </ul>	L	The process is active and monitored, thus subject to reviews when and if further information became available	Operations Manager	

	Students not wearing their seat belts when required. All these could potentially lead to the driver being distracted	<p>traffic incidents and behavioural issues.</p> <ul style="list-style-type: none"> <li>We have in house periodic publications that flags up updates and current issues</li> </ul>				
Overcrowding of vehicle	<p>Students, Driver, Passenger Assistant.</p> <p>Students unable to be seated / transported safely,</p> <p>Minor Injury / Major injury.</p>	<ul style="list-style-type: none"> <li>Pupils / students assigned to pre allocated driver and car.</li> <li>Drivers to relay back to the office any concerns or issues arising with Transport operations/Journeys.</li> <li>Surveys carried out on drivers and schools regarding pickups and drop offs issues if any.</li> </ul>	L	The process is active and monitored, thus subject to reviews when and if further information became available	Operations Manager	
Extreme weather conditions (e.g. snow)	<p>Students Driver, Passenger Assistant, other road users</p> <p>Road Traffic Accidents (RTA) leading to minor or major injury.</p> <p>Students unable to be transported to / from school due to adverse weather conditions</p>	<ul style="list-style-type: none"> <li>The office to work with schools and parents to ensure that journeys only take place when appropriate or possible.</li> <li>Routes adjusted or advised as necessary in extreme weather.</li> <li>Routes are planned to ensure that only suitable roads are used for the type of vehicle and journey</li> </ul>	L	The duty controller	Operations Manager and Controller	
Specific needs of students (e.g. those with mental health, disabilities or medical conditions).	Injury or illness to student during journey to school.	<ul style="list-style-type: none"> <li>Drivers are periodically given First Aid and Disability Awareness Training as a way of being in a position to understand and manage road traffic incidents and behavioural issues.</li> <li>Work with safer schools officer to deal with any behaviour issues.</li> </ul>	L	The process is active and monitored, thus subject to reviews when and if further information became available	Duty Controller	
Student boarding the vehicle from	Student unable to board vehicle or be seated safely due to disability / medical condition / illness.	<ul style="list-style-type: none"> <li>Correct transportation is provided based on</li> </ul>	L	The process is active and monitored,	Duty Controller	

home /agreed pick up address		<p>assessment of student's needs.</p> <ul style="list-style-type: none"> <li>Office to raise any issues with parents and schools who will reassess the situation and need if necessary.</li> <li>Drivers and Passenger/ Assistants to receive information on safe handling if deemed necessary</li> </ul>		thus subject to reviews when and if further information became available		
Student disembarking vehicle at school or agreed drop off point	<p>Student disembarking at wrong school.</p> <p>Road Traffic Accidents (RTA) leading to minor or major injury.</p> <p>Abduction. Student absconding.</p>	<ul style="list-style-type: none"> <li>Drop off point to be as close to school as possible</li> <li>Drivers and Student Assistants are given information on the correct drop off point for each student and journey.</li> <li>Drivers to take reasonable steps to ensure students are met by an adult at drop off point</li> <li>Driver and duty controller aware of emergency procedures should an adult not be waiting for student at drop off point.</li> <li>Transport to be withdrawn if parent/carer regularly fails to abide by the agreed procedures</li> </ul>	L	The process is active and monitored, thus subject to reviews when and if further information became available	Duty Controller	

<b>Name of the Risk Assessor</b>	<b>Julius Ubochi, MBA, CSCS (CITB), SSSTS, IOSH</b>	<b>Review Date</b>	<b>28/03/2023</b>
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<b>Name of Manager responsible for activity / process</b>	<b>David Lane</b>	<b>Review Date</b>	<b>29/03/2023</b>
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