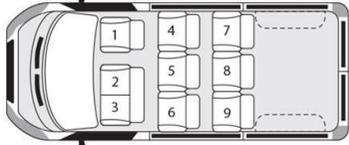


**MANAGEMENT RISK ASSESSMENT**

<b>Department:</b>	<b>Activity:</b>	<b>Assessors Name:</b>	<b>Assessment Date:</b>	<b>Associated paperwork:</b>
Teaching and support staff	School transport	Tom Scantlebury	05/11/2020 Review: 08/01/2021	Safeguarding and Child Protection Policy Home School Transport

<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>		<b>STEP 5</b>		<b>STEP 6</b>			
What are the hazards?	Who might be harmed?	What control measures are already in place?	Likelihood	Severity	Risk Score	Risk Band	What other control measures might be necessary?	Action by who?	Action by when?	Action done
<p><b>Exposure to Covid-19</b></p> <p>Number of occupants, vehicles do not enable adherence to social distancing measures</p>	<p>Staff and Pupils</p> <p>Transmission may occur through sharing spaces</p>	<p>The vehicles are designed for nine occupants including driver.</p> <p>Nine pupils currently require transport and these have been split between two vehicles.</p> <p>The pupils must use seats 3,4,6,7,9</p> <p>All pupils and staff are part of the same bubble, which has shown to reduce the risk. Pupils must sit in the same position and a daily seating plan must be retained on the s-drive for track and trace purposes</p> <p>Ventilation in the bus is a must and the windows are to be open during journeys.</p> <p>All occupants must wear a own face covering and must ensure they follow the hygiene routine..</p> <p>Driver to offer hand sanitiser before the pupil enters the vehicle.</p> <p>Appendix 1 The Hygiene Routine must be followed if using a mask.</p>	3	2	6	L	 <p>As additional pupils join the college and require college transport, the two bus routes may need review.</p> <p>Taxis may be required</p> <p>May be necessary to limit bus use to either primary or secondary phase (mini bubble)</p> <p>If a pupil is exempt from wearing a face covering, this will be by agreement between the college and parent; their seating in the bus will need careful consideration, but the pupil must not be discriminated against.</p> <p>If a pupil refuses to wear a face covering, parents may need to be asked to make alternative transport arrangements.</p>	Tom	9th November	Weekly review

<p><b>Exposure to Covid-19</b></p> <p>Insufficient hygiene routine and ventilation</p>	<p>Staff and Pupils</p> <p>Transmission may occur when providing personal or intimate care*, first aid</p> <p>*no current pupils need intimate care</p>	<p>Restrict different staff driving each bus</p> <p>Daily cleaning routine after each journey.</p> <p>Cleaning cycle at the start of the day using hospital grade multi-surface cleaner– Exterior/interior handles, steering wheel, gear stick, dashboard, hand brake, sun visors, seat belts and keys.</p> <p>Ventilation provided using the windows.</p>	3		2	6	L	<p>Fogger may be used for deeper cleaning if minibus is able to stand unused for 10 mins</p> <p>Investigate the purchase of wind deflectors to enable windows to remain open when raining etc</p>	Driver	Immediately	Ongoing
<p><b>Exposure to Covid-19</b></p> <p>Transporting Pupil with symptoms of Covid-19</p>	<p>Staff and Pupils</p> <p>Transmission may occur when providing personal or intimate care*, first aid</p>	<p>If pupil presents as unwell at point of collection, driver checks temperature and enquires of other Covid-19 symptoms. Driver declines to transport pupil if any Covid-19 symptoms are demonstrated and returns pupil home if the pupil presents as unwell in transit. Parents are to be advised of the illness and action being taken.</p> <p>If pupil falls ill at college, parent is to collect from Foundry wherever possible</p> <p>If the pupil presents with Covid-19 symptoms the emergency hygiene kit must be worn by the driver.</p> <p>Upon returning to Foundry, the driver is to dispose of the kit into a clinical waste bag and complete a deep clean of the vehicle with the fogger, followed by their own necessary hygiene measures</p> <p>The emergency hygiene kit must be restocked immediately.</p> <p>SLT must be advised and contact trace and self-isolation advice will be issued by SLT promptly. Daily records of who sits where in the bus need to be kept on the s-drive</p>	3		2	6	L		Driver	Immediately	Ongoing

<p><b>Exposure to Covid-19</b></p> <p>Emergency event such as – accident, fire or breakdown</p>	<p>Staff and Pupils</p> <p>Transmission may occur when providing personal or intimate care*, first aid</p>	<p>Driver manages the situation, takes measures to safeguard all passengers and follow procedures to ensure the necessary authorities are there to support</p> <p>Contact Foundry to request staffing assistance</p>	3		2	6	L	<p>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe – driver to instruct all to follow hygiene procedures once it is possible to do so.</p> <p>Out of hours, emergency contact with be SLT members.</p>	All	Immediately	Ongoing
<p><b>Exposure to Covid-19</b></p> <p>Interacting with parents</p>	<p>Staff and Pupils</p> <p>Transmission may occur through sharing spaces</p>	<p>Driver to call the parent and make them aware they are outside. Driver to stay in their vehicle where this does not compromise their safety</p> <p>If driver touches the pupils’ front door, hand sanitizing must follow</p>	3		2	6	L	<p>If necessary to knock on door or other assistance is required, assistance should be given and then hygiene procedures must be followed</p>	Driver	Immediately	Ongoing
<p>Parents securing pupils into the vehicle</p>	<p>Staff and Pupils</p> <p>Transmission may occur when providing personal or intimate care</p>	<p><b>It is the law that all must wear a seatbelt.</b></p> <p>Driver assists the pupil with the securing of the seat belt only when clearly necessary.</p> <p>Driver must wait until safety instruction has been observed. If pupil refuses to wear seat belt, parental assistance may be sought, but the Introduction of parents into the vehicle exposes others to unnecessary germs. Failure to wear a seat belt will result in the pupil not being transported and parents being required to make alternative arrangements for their child to get to college on that occasion. Detailed records must be kept on the pupil’s file on s-drive.</p> <p>Driver to follow hygiene procedures after assisting.</p>	3		3	9	M	<p>Follow up with parents over expectations for all making use of the college buses.</p>	Driver	Immediately	Ongoing

**Step 7**



## Completing a Risk Assessment

<b>Why are we doing this?</b>	All employers are required to undertake risk assessments in order to assess what the School needs to do to comply with health and safety legislation. What is important is to identify risks and to act reasonably to eliminate or minimise this risk.
<b>Who should be the assessor?</b>	The assessor should be someone with experience and knowledge of the work activities in the school and the tasks that are under assessment and with training in risk assessment.
<b>What is a hazard?</b>	A hazard is anything with the potential to cause harm to a person or damage to property.
<b>Who might be harmed?</b>	This shows all those who may be affected by the activity or hazard, this may not just be school employees.
<b>What control measures are already in place?</b>	Existing controls cover reasonable measures already in place to reduce the overall risk, e.g. PAT, staff training, window restrictors
<b>Likelihood</b>	The allocation of this score looks at the chance of something happening and is based on the risk matrix below.
<b>Severity</b>	The allocation of this score looks at the severity of the injury should the hazard be realised and is based on the risk matrix
<b>Risk</b>	This score takes into account likelihood x severity and should be used to prioritise the level of risk, based on the risk matrix below, and set appropriate control measures.
<b>What other control measures might be necessary?</b>	Depending on the level of risk allocated against each task or activity, reasonable additional control measures may be required. The aim is to minimise the risk as much as possible.

<b>Step 1</b>	Identify the hazard/s, e.g. trailing leads, slips & trips, electricity, no staff training
<b>Step 2</b>	Write down who might be harmed by the listed hazard/s, e.g. pupils/staff/visitors
<b>Step 3</b>	Against each hazard, list what control measures are already in place to reduce the overall risks
<b>Step 4</b>	Calculate a total score to the likelihood and severity of each hazard. Refer to the risk rating matrix for guidance
<b>Step 5</b>	Based on the risk matrix, allocate a risk rating – High, Medium or Low. Refer to the risk banding matrix below for guidance
<b>Step 6</b>	Decide if any other control measures might be necessary to minimise the risk. Confirm who will ensure the additional actions are completed and by when. Whoever is responsible for the implementation should sign off these actions once complete
<b>Step 7</b>	The risk assessment should be signed off by the Headteacher and circulated to those involved with the activity. You should review your risk assessment annually or if you think it may no longer be valid, such as the introduction of new equipment or new work activities, or if there are any significant changes to the hazards.

Risk Assessment Risk Rating Matrix					
Severity	Likelihood				
	Improbable	Remote	Possible	Probable	Very likely
Accident or incident where no harm arises	1	2	3	4	5
Minor injury	2	3	6	8	10
Injury resulting in more than 7 days off work	3	6	9	12	15
Major injury	4	8	12	18	20
Fatality	5	10	15	20	25

Risk Banding Matrix & Action Guidance		
Level of risk		Action and timescale
15-25	<b>HIGH</b>	You should not start work until the risk has been reduced. You may have to set aside resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk, even with significant resources, the work must be stopped.
8-12	<b>MEDIUM</b>	You should seek to ensure that the risk is reduced as low as reasonably practicable by introducing further risk control measures within a reasonable timescale
1-6	<b>LOW</b>	You do not need to take further action at this time by introducing additional measures. Monitoring is necessary to make sure that the controls are still effective and being used by those involved

## Appendix 1 – Wearing face coverings

If you wear face coverings, you should follow these steps below:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- practice social distancing wherever possible