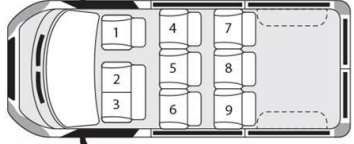


## MANAGEMENT RISK ASSESSMENT

Department:	Activity:	Assessors Name:	Assessment Date:	Associated paperwork:
Teaching and support staff	School transport	Tom Scantlebury	21.10.2021  Review: 13/12/21	Safeguarding and Child Protection Policy Home School Transport

STEP 1	STEP 2	STEP 3	STEP 4		STEP 5		STEP 6			
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>Ensure face coverings are worn.</p>	<p>Staff and Pupils</p>	<p>The vehicles are designed for nine occupants including driver. The seats in the back of the vehicle to be used first. Seats 2 and 3 should only be used if the other 6 seats are occupied.</p> <p>Face coverings or shields are a must on the buses for all staff and pupils over the age of 11. Face coverings will not be required if medically exempt. A face covering will be offered if the child requires one.</p> <p>If a pupil is exempt from wearing a face covering, this will be by agreement between the college and parent, the pupil must not be discriminated against.</p> <p>If a pupil refuses to wear a face covering, parents will be asked to make alternative transport arrangements.</p>	3	2	6	L	<div style="text-align: center;">  </div> <p>As additional pupils join the college and require college transport, the two bus routes may need reviewing. Taxis may be required</p>	All	ongoing	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>Driver to offer hand sanitiser before the pupil enters the vehicle.</p> <p>It is important to ensure vehicles are well ventilated when occupied, particularly by opening windows and ceiling vents. You should balance the need for increased ventilation while maintaining a comfortable temperature.</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>Fogger will be used for deeper cleaning if the minibus is able to stand unused for 10 mins</p>	3		2		6	L		Driver	Immediately	Ongoing
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<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, they should not board dedicated transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). Parents are to be advised of the illness and the pupil is returned home. If pupil falls ill at college, parents to be contacted and in line with “dedicated transport to school COVID-19” they must collect from Foundry. Transport will not be provided.</p> <p>Driver to notify SLT which pupil has been declined transport due to covid symptoms. If a child has entered the bus and returned before arriving at school, the bus must be cleaned.</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 Contact Foundry request staffing assistance.</p> <p>In an emergency, for example, an accident or fire, the emergency services must be called first and then SLT.</p>	3		2		6	L		All	Immediately	Ongoing
<p><b>Exposure to Covid-19</b></p> <p>Interacting with parents</p>	<p>Staff and Pupils</p>	<p>Driver to knock the door keep a safe distance and do not enter the premises. Or call the parents and make them aware they are outside.</p>	3		2		6	L		Driver	Immediately	Ongoing

Parents securing pupils into the vehicle	Staff and Pupils  Transmission may occur when providing personal or intimate care	<b>It is the law that all must wear a seatbelt.</b> Driver must wear face coverings when assisting pupils with the securing of the seat belt. Driver must wait until safety instruction has been observed. If pupil refuses to wear seat belt, parental assistance may be sought, 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. Detailed records must be kept on the pupil's file on s-drive.	3		3		9	M	Driver to follow hygiene procedures after assisting with seatbelt. Driver to log and report pupils who are refusing to wear seatbelts. Vehicle only to be driven once all occupants are wearing their seatbelts.	Driver	Immediately	Ongoing
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### Step 7

Signature of Assessor

Name: Tom Scantlebury

Date: 21.10.2021

Signature of Headteacher

Name: Iain Thomas Date: 22/10/2021

### Risk Assessment Distribution

	Name	Signature	Date
All relevant staff	Louise Brookes		22/10/2021
Chair of Management Committee	Suzanne Richards		
Management Committee i/c Health and Safety	John Bayes		

## 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
<b>15-25</b>	<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.
<b>8-12</b>	<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
<b>1-6</b>	<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