

## HBEP Taxi Risk Assessment 2023-4

A. **Company:**..... **Assessor(s) :** .....

B. **Description of Task:** Transportation of Students for HBEP

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures in place.	What is the risk rating – H, M, L?	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action completed State the date completed and sign.	What is the risk rating now – H, M, L
1. Insurance	Students and Driver at risk as not insured	Signed agreement from company owner. Licences from the LA Licencing Agency	L	No further action / licencing checked annually or sooner if needed.	N/A	L
2. Vehicle not being maintained	Students and driver at risk from vehicle failure	Vehicle is maintained regularly	L	NFA Vehicles serviced in accordance with transportations scheme. Weekly checks completed	N/A	L
3. Exceeding maximum capacity for carriage	Excess carriage causes loss of vehicle control, potential harm to driver, passengers and other road vehicles	Only number of passengers specified by manufacturer to be carried.	L	NFA	N/A	L
4. Seat belts not worn	Increased risk and danger to driver and other passengers	All students expected to wear seat belts.	L	Poor behaviour is notified to HBEP and letter sent to parents. Continued refusal to wear seatbelts may lead to refusal to transport.	N/A	L

5. Passenger Behaviour	Increased danger to driver and other students	All students must behave safely or be prohibited from travel.	L	NFA Poor behaviour is notified to HBEP and letters to parents	N/A	L
6. Single Driver	Lack of ability to maintain behaviour of students	Students to be seated in rear of vehicle	L	Any refusal to sit where requested will lead to refusal to transport.	N/A	L

### B. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill health could result.	Urgent Action to be taken without delay
Medium	Where harm is possible to occur and/ or serious injury could result. Eg off work for over 3 days	Action needs to be taken as soon as is practically possible
Low	Where harm is unlikely or seldom to occur and/or minor injury could result. Eg cuts, bruises, strains	No action or low priority action

### C. Assessment

Signature of Assessor .....

Company Name:.....

Print Name .....

Signature:.....

Date Assessed: .....May 2023

Review Date: May 2024

### D. Communication and Review:

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessments must be reviewed annually or following a significant change, accident or violent incident.