

Glenfield Transport Risk Assessment Sept 22-Sept 24

Please note it is HBEP policy that staff DO NOT transport pupils in their own cars unless in an emergency

If staff have to use a personal vehicle it must have a valid MOT and business insurance and two staff must attend the journey

The pupil must sit in the back and the staff must take a First Aid Kit; parent must be informed that a staff car is being used for the journey

Risk Assessment – Transport				
Hazard	People Harmed	Risk Rating 1 – 10	Risk Control	Further Action
Road Accident - driver	All	3	<p>The driver holds an appropriate licence and insurance cover for carrying the pupils.</p> <p>The driver is responsible for making sure that pupils have a seat belt and use it at all times.</p> <p>Vehicles without seat belts should not be used.</p> <p>The driver pays attention to relevant speed restrictions for the vehicle and roads travelled.</p>	Regular document checks.
Road Accident - vehicle	All	1	<p>The vehicle is roadworthy.</p> <p>The vehicle is not overloaded.</p>	Regular document checks.
Road Accident – injuries to passengers	All	3	<p>Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion.</p> <p>Young people must not distract the driver when the vehicle is in motion.</p>	Staff supervision to ensure that this is complied with throughout the journey.
Road Accident	All	3	<p>If the accident is not serious.</p> <p>On normal road keep pupils safe by remaining in the vehicle if it is safe to do so.</p> <p>If not move the young people to a safe location protected from oncoming traffic.</p> <p>When moving follow the highway code and supervise the young people to avoid danger.</p> <p>Administer First Aid where appropriate and follow First Aid Policy.</p>	Control communications with parents. Contact school as soon as possible.

Glenfield Transport Risk Assessment Sept 22-Sept 24

Please note it is HBEP policy that staff DO NOT transport pupils in their own cars unless in an emergency

If staff have to use a personal vehicle it must have a valid MOT and business insurance and two staff must attend the journey

The pupil must sit in the back and the staff must take a First Aid Kit; parent must be informed that a staff car is being used for the journey

			<p>If the accident is serious</p> <p>Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time.</p> <p>Deal with casualties as best as you can until emergency help arrives.</p> <p>Follow First Aid Policy procedures.</p> <p>Complete accident and First Aid forms on return to provision.</p>	<p>Control communications with parents.</p> <p>Contact school and Crisis Line as soon as possible.</p> <p>Co-operate with the emergency services and at least one member of staff accompanies an injured young person to hospital. They remain there until parents or guardians arrive.</p>
Mechanical breakdown - motorway	All	3	<p>Get the party behind the side crash barrier as soon as possible.</p>	<p>Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.</p> <p>Check systems are in place to cover such circumstances i.e. RAC, AA or similar.</p>
Mechanical breakdown - normal roads	All	3	<p>On normal road keep pupils safe by remaining in the vehicle if it is safe to do so.</p> <p>If not move the young people to a safe location protected from oncoming traffic.</p> <p>When moving follow the highway code and use staff to supervise the young people to avoid danger.</p>	<p>Keep the young people in a safe position until either the problem is fixed or replacement transport arrives.</p> <p>Check systems are in place to cover such circumstances i.e. RAC, AA or similar.</p>
Young person becomes ill or is injured	Young People	2	<p>Young people informed what to do in the case of emergency.</p> <p>If appropriate drive to the nearest hospital with the casualty if not call emergency services.</p>	

Glenfield Transport Risk Assessment Sept 22-Sept 24

Please note it is HBEP policy that staff DO NOT transport pupils in their own cars unless in an emergency

If staff have to use a personal vehicle it must have a valid MOT and business insurance and two staff must attend the journey

The pupil must sit in the back and the staff must take a First Aid Kit; parent must be informed that a staff car is being used for the journey

			Member of staff identified to accompany the injured or ill young person to hospital if necessary. First Aid Policy followed. Staff will remain there until parents/guardians arrive or the patient is released.	Arrangements to return the member of staff and young persons if necessary either to school or the intended venue.
Member of staff becomes ill or is injured	Staff	3	Supervision reorganised to take into account the member of staff now missing. Contact made with establishment so that next of kin can be informed as soon as possible. Plan B brought into play if supervision levels now prevent the original activities from taking place. Additional / replacement member of staff to join the venture to maintain supervision levels. Group return home early if supervision levels fall below the required standard for safety to be maintained.	Plan B prepared and fully risk assessed. Contact Outdoor Education Adviser for advice.
Young Person gets lost	Young People	2	Head count taken on a regular basis especially when young people leave and re-board transport.	
Child Protection	Young People	1	Taxi firm and driver used are DBS cleared and authorised by Transport at Leicestershire County Council.	If there is not same sex supervision for this use the unisex disabled toilet for the sex without direct supervision.