|  |  |  |  |
| --- | --- | --- | --- |
| **RA reference** | *Enter your RA ref* | **Activity description** | **Embarking and disembarking school transport** |
| **Assessment date** | *Enter date* | **Assessor name** | *Headteacher/delegated lead* |
| **Assessment team members** | *List contributors to RA* | **Planned review date** | *Enter date* (reviewed to reflect any changes in national guidance) |
| **Location** | *Name of school* | **Number of people exposed** | *Enter no. exposed* |
| **Overall residual risk level following implementation of effective control measures** |  | **People exposed** | All employees Pupils Visitors  Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers |
| Link to [Risk Matrix](#_RISK_MATRIX) | | | |
| **Assessment last updated** | *Enter date* | **Is this an acceptable risk?** | **Yes/ ~~No~~** |
| **Training:** All staff will receive training and information proportionate and relevant to the activity that is being undertaken.  **Monitor and review:** This risk assessment and its implementation will be monitored regularly and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.  **Communication and consultation:** Regular updates will be provided to all staff thorough team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website. | | | |
|  | | | |

| **Hazard description**  **and how people are at risk** | **Potential risk** | **Current control measures (those that are in place)** | **Additional control measures (to be identified and implemented)** | **Residual risk** | **Action details by whom and by when** |
| --- | --- | --- | --- | --- | --- |
| **Contact with moving vehicles**. |  | * Transport operators will follow the procedures set out by the educational establishment. * Transport operators will follow the procedures of the contract issued by the Contracts Commissioning and Procurement Team at Cumbria County Council. * Transport operators will drop off and collect children from the school side of the road where possible. * Children will be supervised on and off the transport by a member of staff where appropriate. * Staff will be provided with hi-visibility jackets/waistcoats when carrying out transport duties. * Designated walkways or other suitable arrangements have been identified and put in place. * Parents, children and adults are instructed to keep to the designated walkways, paths and arrangements. * Transport operators have designated times and parking bays/locations agreed with the school. * Reversing of vehicles must only take place when agreed and is necessary. Suitable arrangements should be in place to safeguard pedestrians while this is happening. * Parking is not permitted on the yellow zig zag lines immediately outside of the school entrance. * Parking for staff and visitors is only permitted in designated zones on school sites. Staff, visitors and parents should be encouraged to park safely, responsibly and with regard to others when parking off the school site. * Speed restrictions are in place on site and signage is displayed. |  |  |  |
| **Illness due to lack of space on board** |  | * Arrange seating plan to maximise space between passengers, driver and PA. * Use of fixed teams of staff. * Face coverings to be worn by drivers/PA’s where appropriate and encouraged to be worn by passengers, where safe to do so. Special educational needs pupils and other individuals may be exempt for various reasons and this must be respected. * Ensure that a fresh air supply is consistently flowing through the vehicle where possible. * Appropriate cleaning regime in place in line with current guidance. Touch points (door handles, arm rests, etc.) cleaned after every trip. Seats sprayed with disinfectant. * CP and CM team issue all contractors with current guidelines and CCC current procedures regarding infection prevention control. |  |  |  |
| **Reporting and dealing with concerns/issues/ accidents/incidents/near misses** |  | * Any concerns/issues/incidents/accidents/ near misses to be reported through appropriate accident reporting system and. to CCC’s Commissioning, Procurement and Contracts Team (CP andCM) for action as appropriate. * For any special educational needs issues, email: [SEND.transport@cumbria.gov.uk](mailto:SEND.transport@cumbria.gov.uk) . For urgent issues tel. 01228 226428. * For mainstream transport issues, email: [transports@cumbria.gov.uk](mailto:transports@cumbria.gov.uk) . For urgent issues tel. 01228 226428. * CCC Transport Safety Officer should also be notified of any issues. Email: [howard.cain@cumbria.gov.uk](mailto:howard.cain@cumbria.gov.uk) or tel. 07901516905. * If school feels something is unsafe or looks unsafe, then they should prevent the vehicle from leaving and contact CP and CM for action and assistance. |  |  |  |
| **Injury due to incorrect methods for loading wheelchairs. Injury due to incorrect installation of safety equipment** |  | * If school feels something is unsafe or looks unsafe, then they should prevent the vehicle from leaving and contact CP and CM for action and assistance. * CCC Transport Safety Officer should also be notified of any issues. Email: [howard.cain@cumbria.gov.uk](mailto:howard.cain@cumbria.gov.uk) or tel. 07901516905. |  |  |  |
| **Road traffic accident/breakdown** |  | * Operators to have suitable procedures in place, CP a CM should confirm this through contractual procedures. |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To be completed by the individual undertaking the risk assessment:** | | | | | |
| **Name:** | |  | **Job title:** | |  |
|  | | | | | |
| **Signature** | |  | **Date:** | |  |
|  | | | | | |
| **To be completed by the headteacher:** | | | | | |
| I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities. | | | | | |
| **Name:** |  | | **Job title:** |  | |
|  |  | |  |  | |
| **Signature:** |  | | **Date:** |  | |

**Useful links and guidance:**

# RISK MATRIX

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Severity** | | | | | |
| **Likelihood** |  | **1**  **Insignificant** | **2**  **Minor** | **3**  **Moderate** | **4**  **Major** | **5**  **Most severe** |
| **5**  **Very likely** | 5 Low Risk | 10 Medium Risk | 15 High Risk | 20 High Risk | 25 High Risk |
| **4**  **Likely** | 4 Low Risk | 8 Medium Risk | 12 Medium Risk | 16 High Risk | 20 High Risk |
| **3**  **Possible** | 3 Low Risk | 6 Medium Risk | 9 Medium Risk | 12 Medium Risk | 15 High Risk |
| **2**  **Unlikely** | 2 Low Risk | 4 Low Risk | 6 Medium Risk | 8 Medium Risk | 10 Medium Risk |
| **1**  **Very unlikely** | 1 Low Risk | 2 Low Risk | 3 Low Risk | 4 Low Risk | 5 Low Risk |

**Likelihood:**

1. **Very unlikely, e.g., 1 in 1,000,000 chance of it happening**
2. **Unlikely, e.g., 1 in 100,000 chance of it happening**
3. **Possible, e.g., likely to occur during standard operations**
4. **Likely, e.g. has been known to happen before**
5. **Very likely, e.g., it is almost certain that something will happen**

**Severity:**

1. **Insignificant No injury**
2. **Minor Minor injuries requiring first aid**
3. **Moderate First aid/RIDDOR reportable incident**
4. **Major Serious injury/hospital attendance**

**Most severe Disabling injury, long term ill-health or fatality**

**15-25 Unacceptable**.

Stop activity **and make immediate improvements**

**6-12 Tolerable**

Look to improve within a specified timescale

**1-5 Acceptable**

No further action, but ensure controls are maintained