



RISK ASSESSMENT FORM

1. **Section/Service/Team:** HOME TO SCHOOL TRANSPORT

2. **Assessor(s):** MRS S MORGAN, BUSINESS MANAGER

3. **Description of Task/Activity/Area/Premises etc:** TRANSPORTING STUDENTS HOME TO SCHOOL DURING COVID-19 PANDEMIC

Students on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	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? See Section 5
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Travelling in coach/bus	Driver Students	<ul style="list-style-type: none"> • Ensure driver has a valid permit and licence to drive the minibus • All students sit forward facing and wearing seatbelts (if fitted) • Driver to have a valid first aid certificate • Students are not to distract the driver in any way. • Driver only to use mobile phone when safely parked, with engine off. • Ensure that vehicle is driven within statutory / regulated speed limits at all times. 	L	N/A	29.07.2020	N/A
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Contracting COVID-19	Driver Students	<ul style="list-style-type: none"> • Parents/carers and students advised that to help keep driver and students safe, they should not travel if they: <ul style="list-style-type: none"> - are experiencing any coronavirus symptoms - are self-isolating as a result of coronavirus symptoms or sharing a household or support bubble with somebody with symptoms - are clinically extremely vulnerable and cannot shield during the journey - have been advised by the NHS test and trace service that you should self-isolate • Driver and students must wear face masks, covering mouth and nose at all times 				
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		<p>(students masks to be supplied by parents/carers)</p> <ul style="list-style-type: none"> • Students should avoid physical contact, face away from others, and keep the time spent near others as short as possible. • No physical contact should be made with any unnecessary surface. • Students advised to refrain from touching eyes, nose and mouth. • Students to sanitize hands on entry to all vehicles (provided by transport operator) and then, on entrance and exit to school building. • Transport providers to operate services in line with a COVID-19 risk assessment, approved by the Executive Headteacher prior to the full opening of schools from 1 September 2020. 				
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		<ul style="list-style-type: none"> • Transport operators to ensure all vehicles are cleaned before and after each school journey. • Safer travel guidance for passengers information sheet https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/890273/covid-19-passenger-guidance-infographic.pdf 				
Alighting / disembarking from vehicle	Students	<ul style="list-style-type: none"> • Students should maintain 1m + social distancing when waiting to board the vehicle at bus stops. • Students to be supervised at the end of each school day on main car park (by bus bays), ensuring 1m + social distancing is maintained when waiting to board the vehicle. • Students will disembark on the pavement outside of the main building (using bus stop) and must enter the school site safely, via pedestrian access. 	L	N/A	29.07.2020	N/A

Falls in moving vehicle	Driver Students	<ul style="list-style-type: none"> Students to remain seated with seatbelts fastened (where fitted) whilst vehicle is moving. 	L	N/A	29.07.2020	N/A
Struck by moving vehicle	Driver Students Other road users	<ul style="list-style-type: none"> Students will be appropriately dropped off in designated bus stop, where they can disembark onto pavement, outside student entrance. Students will be made aware collection point is main car park, using bus bays as normal. Supervision arrangements will be in place. 	L	N/A	29.07.2020	N/A
Lost / abduction	Students	<ul style="list-style-type: none"> Ensure the bus driver is aware of route to be taken before setting off. Students only to be dropped off at designated drop of points, agreed with parents/carers only. 	L	N/A	29.07.2020	N/A

Sickness / medical conditions	Students	<ul style="list-style-type: none"> • Driver to report any sick/bodily fluid to the schools business manager. • Driver to contact 999 in the event of a medical emergency. First aid box to be located on board each vehicle. 	L	N/A	29.07.2020	N/A
Vehicle breakdown	Students	<ul style="list-style-type: none"> • Put hazard lights on and call 999 if on roadside and cannot disembark. • Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained. • Before setting off, ensure there is enough fuel in the bus for the whole journey. • Ensure driver has means of summoning assistance in case of breakdown. 	L	N/A	29.07.2020	N/A

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:



Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. 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
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):

Signature of Line Manager:



Print Name: Mrs S Morgan

Print Name: Dr S Jones

Date Assessed: 29.07.2020

Review Date: 11.08.2020

7. 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 assessment must be reviewed annually or following a significant change, accident or violent incident.