

# St Christopher's School

A Member of the Brighton College Family of Schools

High Risk	<b>H</b>
Medium Risk	<b>M</b>
Low Risk	<b>L</b>

## Risk Assessment

Nature of Activity/Location Minibus School Run/Various locations

Assessment Date: 1/09/14

What are the Hazards?	Who might be harmed & how?	Risk Rating	Existing Control Measures	What further action is necessary? & by who and when	Risk Rating
Inadequate Management	Driver, pupils and any other person travelling on the minibus	<b>H</b>	An appropriate written records kept e.g. <ul style="list-style-type: none"> <li>• Vehicle documents and maintenance records</li> <li>• Operating log</li> <li>• List of authorised drivers</li> <li>• Training Records</li> </ul>		<b>L</b>
Driver error Road traffic accident	Driver, pupils and any other person travelling on the minibus	<b>H</b>	Driver/s must have a current, clean driving licence, with full D1 entitlement. Drivers must inform DVLA of any medical condition that affects their ability to drive. Drivers' driving licences checked every 12 months by responsible member of staff with delegated authority from head of establishment. Drivers may not use a mobile phone in the minibus unless the vehicle is parked safely. Driver/s must have a current, clean driving licence, with full D1 entitlement.	Using any phone, even hands-free, is a distraction from driving and is prohibited. If another adult is on board they can call if necessary when the vehicle is in motion. Each driver is told on induction	<b>L</b>
Driver Tiredness	Driver, pupils and any other person travelling on the minibus	<b>H</b>	<b>Arrangements in place for</b> Controlling drivers hours Maximum Driving time/maximum driving day Rest breaks Relief drivers etc.	Stop for <b>twenty</b> minute break after <b>two</b> hours driving <b>one</b> hour after <b>four</b> hours driving maximum driving day <b>eight</b> hours. Each driver is told on induction	<b>L</b>
What are the Hazards?	Who might be	Risk Rating	Existing Control Measures	What further action is necessary? & by who and	Risk Rating

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	harmed & how?		when		
Defective minibus	Driver, pupils and any other person travelling on the minibus	<b>H</b>	<p><b>Establishment-owned minibus(es)</b>            Vehicle is maintained in accordance with the manufacturer's instructions.            Effective vehicle defect reporting system in place with responsible member of staff to affect appropriate response.            Appropriate written records kept e.g.            The vehicle documents and maintenance records.            Operating log.            Operator possesses and will display "Section 19 Small Bus Permit" in minibus windscreen.            Vehicle is covered by membership of a motor recovery organisation, with details available for each journey.</p> <p><b>Leased Vehicles</b>            Vehicles controlled by the lease company, follow instruction pack in vehicle.</p> <p><b>Hired minibus from outside organisation</b>            Prior written assurance will be obtained from the hiring organisation that the organisation:            Has a current and appropriate PSV Operator's Licence (N.B. Standard (blue) or Small Operator &lt; 2 vehicles (orange) disc should be clearly displayed in windscreen adjacent to tax disc).            Has full insurance for all its vehicles.            Has suitable and sufficient breakdown cover to ensure that a replacement vehicle can be guaranteed if required.            Is not at present under investigation, pending possible disciplinary action by VOSA or possible prosecutions.</p> <p><b>All minibuses</b>            Vehicle is assessed regularly (at least annually) by VOSA (Vehicle and Operator Services Agency) and has a current MOT certificate.            Has been maintained and serviced regularly (and that records are available if requested for inspection).            Is fitted with fully operational seat belts (where fitted retrospectively seat belt anchors to meet "M2" standard).            Is fitted with BSI-approved fire extinguishers and a fully maintained first aid kit.            Has sufficient seats for each member of the group (i.e. group number does not exceed seating</p>	<p>Mobile phone available to contact establishment/parents, if needed. Only to be used when the vehicle is parked up and engine off. Drivers told on induction</p> <p><b>We need to place a Permit 19 into the hire vehicle.</b></p> <p>Outside hire companies rarely used.</p>	<b>L</b>

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			<p>capacity of minibus) so that no seat is shared.</p> <p>Pre-drive inspection carried out and record check sheet completed by driver.</p> <p>If faults are found, the driver will not use the minibus until the faults have been satisfactorily rectified.</p>		
<p>Passenger behaviour distracts driver</p>	<p>Driver, pupils and any other person travelling on the minibus</p>	<p><b>H</b></p>	<p>Young people briefed beforehand about required behaviour with reasons and consequences.</p> <p>It is the driver's legal responsibility to ensure that seat belts are fitted correctly on all young people aged under 14 years.</p> <p>The driver has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over..</p> <p>Wheelchairs to be appropriately secured. If user remains in wheelchair, appropriate seat belts, and wheel restraints, if required, will be fitted.</p> <p>Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the minibus.</p> <p>If child is under the regulated height booster seats must be used.</p> <p>Passengers must not eat or drink on the bus.</p>	<p>In event of an incident involving behaviour amongst young people on the minibus, the driver will pull over at the first appropriate opportunity (next service station/junction/lay-by) to deal with it. The hard shoulder should not be used, except in emergency. Each driver is told on induction</p>	<p><b>L</b></p>
<p>Collision with passing vehicle whilst getting on or off minibus</p> <p>Injury</p>	<p>Driver, pupils and any other person travelling on the minibus</p>	<p><b>H</b></p>	<p>The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus (e.g. car park, onto wide pavement).</p> <p>Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road.</p> <p>Side door to be used for boarding/alighting; rear door only to be used in emergency or when parked well away from the road.</p>		<p><b>L</b></p>
<p><b>What are the Hazards?</b></p>	<p><b>Who might be harmed &amp; how?</b></p>	<p><b>Risk Rating</b></p>	<p><b>Existing Control Measures</b></p>	<p><b>What further action is necessary? &amp; by who and when</b></p>	<p><b>Risk Rating</b></p>
<p>Have DBS checks been completed on the driver or</p>	<p>Children</p>	<p><b>H</b></p>	<p>All staff are DBS checked and are not allowed to drive any vehicle until the checks have been passed.</p>	<p>All interviewees for any driver vacancies are told the job is subject to a successful DBS check</p>	<p><b>L</b></p>

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person in charge of children					
In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation	Driver, pupils and any other person travelling on the minibus	H	<p>All doors must be unlocked when carrying passengers.</p> <p>Aisles and emergency exits will be kept clear of obstructions.</p> <p>Staff to ensure group members are aware of emergency procedures, as appropriate.</p> <p>All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles and appropriately supervised.</p> <p>Warning Tri-Angle to be placed between the vehicle and approaching traffic as soon as possible.</p> <p>Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible.</p>	Existing vehicles have warning Tri-Angles in the vehicles.	L
Driver not authorised to drive the minibus/ inadequate training	All group members, including leaders	H	<p>All drivers are responsible for</p> <p>The roadworthiness of the vehicle</p> <p>That they have booked and completed the relevant driving familiarisation for the vehicle</p> <p>Their own fitness to drive, e.g. affected by medicines, alcohol, drugs, too tired?</p> <p>Weight evenly distributed around the storage areas</p> <p>The maximum weight limit and capacity of the vehicle is not exceeded</p> <p>Seatbelts to be worn</p> <p>Luggage is securely stowed</p>	Familiarity driving tests completed on all new drivers, MIDAS training for School Run drivers, before they can take the vehicle out on the road alone	L
<b>What are the Hazards?</b>	<b>Who might be harmed &amp; how?</b>	<b>Risk Rating</b>	<b>Existing Control Measures</b>	<b>What further action is necessary? &amp; by who and when</b>	<b>Risk Rating</b>
Vehicle caught in heavy traffic and not being able to meet deadlines	All group members, including leaders	M	Drivers contact office if safe to do so.	Instructed to arrive at school as and when the traffic allows	M

## Items/Equipment carried on the vehicle

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	<p>First aid kit (contents checked)          Fire extinguisher          Means of communication (mobile phone not to be used whilst driving)          Insurance details          Contact details          Accident/incident forms          Medical details and medication for pupils          Defects report sheet          Accident/violent incident report sheets          Breakdown information          Emergency triangle</p>		
<b>Pick up and drop off points / reversing</b>			
Abduction	Only suitable pick up points are agreed		
Reversing	Children are not allowed to be used to assist the driver in reverse	Driver to ensure that they position the vehicle to prevent awkward reversing situations	
<b>What Action to take in the event of an emergency</b>			
	<p>Road traffic accident          Fire          Illness</p>	<p>List of contacts supplied to driver plus Clarioncall set up for group.          Training during the MIDAS</p>	

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	Breakdown Severe/adverse weather	assessment.  Action Plan discussed within the MIDAS training	
<b>REVIEWS:</b>			
<b>DATE OF REVIEW:</b> 1/9/16	<b>REVIEWED BY:</b> <i>Mary Campbell</i>	<b>COMMENTS:</b>	
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>	
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>	