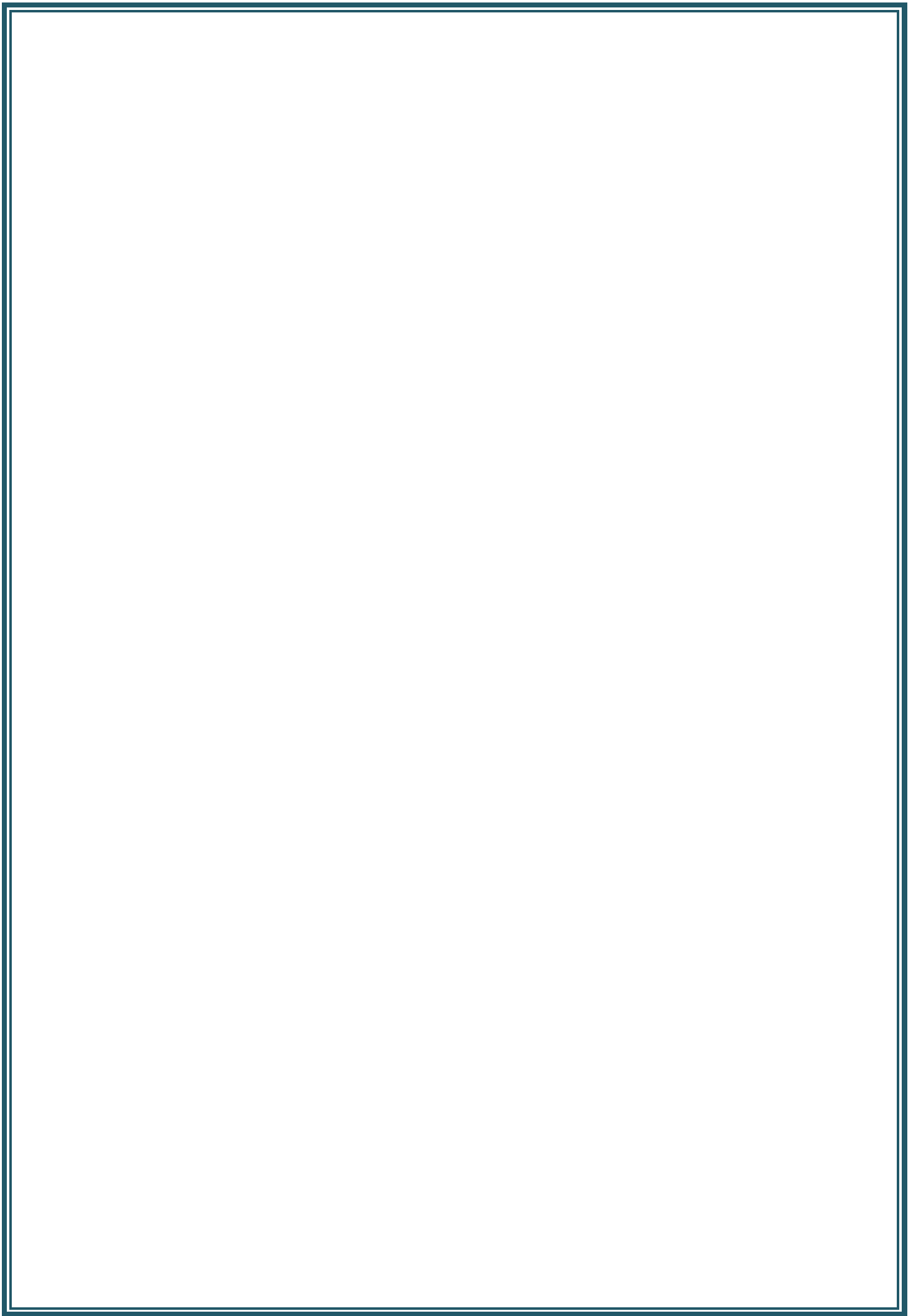




Transporting Pupils in Private Vehicles Risk Assessment



CYFLAWN I **TEGWCH** A RHAGORIAETH
MEWN **ADDYSG** A **GWELL LLES** I BAWB
EQUITY AND **EXCELLENCE** IN **EDUCATION**
AND ENHANCED **WELLBEING** FOR ALL

SCHOOL NAME Pontyclun Primary School

Assessment conducted by:	Job title:	Covered by this assessment:
Hugh Roberts	Head Teacher	Teachers, teaching assistants, members of the safeguarding/pastoral team and pupils
Date of assessment:	Review interval:	Date of next review:
1/10/24	1 year	1/10/25

Related Documents

Health and Safety Policy; First Aid Policy, Behaviour Policy; Educational Trips and Visits Policy; Administering Medications Policy; Safeguarding Policy

Risk Rating		Likelihood of Occurrence High (H) / Medium (M) / Low (L)		
		Probable	Possible	Remote
Likely Impact	Major Causes major physical injury, harm or ill health.	H	H	M
	Severe Causes physical injury or illness requiring first aid.	H	M	L
	Minor Causes physical or emotional discomfort.	M	L	L

Potential risks	Risk rating prior to controls put in place H / M / L	Recommended controls	In place? Yes / No	Risk rating following implementation of controls H / M / L
Awareness of policies and procedures	H	▪ Staff have due regard for all relevant documentation including, but not limited to, the following: - Health and Safety Policy - First Aid Policy - Child Protection and Safeguarding Policy - Educational Visits and School Trips Policy - Administering Medications Policy. ▪ Pupils have due regard for all relevant documentation including, but not limited to, the following: - Behaviour Policy - Safeguarding Policy	Yes	L
Unsuitable driver	H	▪ All members of staff transporting pupils have a full UK driving licence which is relevant for the type of vehicle they are driving. ▪ Drivers are not permitted to transport pupils if they have received a conviction for a driving offence, e.g. drink driving. ▪ Drivers are physically able to drive, and do not drive if they have any physical disabilities which affect their ability to drive safely.	Yes	L
Unsafe driving	H	▪ Members of staff do not drive if they feel tired or unwell. ▪ Members of staff do not drive under the influence of alcohol, drugs or medication, including over the counter medication that affects driving capability. ▪ Mobile phones or handheld devices are never used whilst driving, unless they are operated fully hands-free. ▪ The Highway Code and speed limits are adhered to at all times. ▪ Members of staff drive in a sensible and responsible manner at all times.	Yes	L

Potential risks	Risk rating prior to controls put in place H / M / L	Recommended controls	In place? Yes / No	Risk rating following implementation of controls H / M / L
		Where car parks are not available, safe places, away from busy traffic, are chosen for parking.		
Unsafe vehicles	H	- In order to ensure that vehicles are safe, the following documents are obtained before a member of staff is permitted to transport pupils: - A current MOT certificate - The date of the last service - Details of adequate motor insurance, including Class 1 Business Use cover. - Details of breakdown cover - Valid road tax. - Before use, vehicles are checked to ensure they have the following features: - Fully operational seatbelts - The appropriate booster cushions and/or car seats - Child safety locks.	Yes	L
Improper use of car seats and booster cushions	H	- All pupils below the age of 12 or below 135cm tall are required by law to use a car seat or booster. - Only EU approved car seats or boosters are acceptable; the label is checked to see if it is marked with a capital 'E' in a circle (indicating EU approved). - Weight-based car seat suitability is dependent on the weight of the child, and the relevant weight-based car seats are chosen in line with government child car seat laws. - Child car seats are only used if the vehicle has a diagonal seatbelt. - Diagonal seatbelts do not have to be used if one of the following criteria is met: - The car seat is specifically designed for use with a lap seatbelt - Front airbags are deactivated if a child is on a rear facing car seat on the front seat	Yes	L

Potential risks	Risk rating prior to controls put in place H / M / L	Recommended controls	In place? Yes / No	Risk rating following implementation of controls H / M / L
		- Car seats are not used in side-facing seats - At the start of the journey, and at the end of driving breaks, all seatbelts, booster cushions and car seats are checked to ensure they have been properly fitted.		
Breakdowns	H	▪ In the event of a breakdown, pupils are moved out of the vehicle to a safe space away from passing vehicles. ▪ Where evacuation is not possible, pupils are instructed to move to the side of the vehicle which is furthest away from traffic. ▪ Contact is made with traffic patrol officers as soon as is practicable. ▪ The breakdown cover provider is also contacted as soon as is practicable. ▪ Emergency services are contacted if the driver deems it to be necessary, and established emergency procedures are followed. ▪ The parents of the pupils travelling are informed as soon as is practicable. ▪ Pupils are never driven by a lone member of staff to ensure that, in the event of a breakdown, there is a sufficient staff to pupil ratio.	Yes	L
Accidents	H	▪ If a road accident takes place, the driver pulls over immediately to assess any damage. ▪ All passengers disembark the vehicle when the driver deems it safe to do so. ▪ Where possible, details of other drivers involved in the incident are taken immediately, e.g. their registration plate, name, phone number and insurance company. ▪ If necessary, the supervising staff member calls the emergency services immediately. ▪ The Headteacher is informed of the incident as soon as possible, and passes this information on to the parents of all pupils involved.	Yes	L

Potential risks	Risk rating prior to controls put in place H / M / L	Recommended controls	In place? Yes / No	Risk rating following implementation of controls H / M / L
		▪ A red warning triangle is displayed to warn other drivers of the dangers ahead. ▪ Fluorescent vests for the driver and each passenger are stored in vehicles, and these are worn to ensure they are clearly visible. ▪ Passengers disembark from the passenger side of the vehicle.		
Ineffective safeguarding procedures	H	▪ Only drivers with an enhanced DBS check are permitted to transport pupils. ▪ Pupils are grouped together in terms of how close they live to each other, with pupils living in close proximity being driven together. ▪ Pupils are never driven by a lone member of staff – two staff members are present on all journeys. ▪ Pre-determined routes and timings for travel are arranged prior to the journey. ▪ The Headteacher regularly reviews travel arrangements. Pupils are made aware of the reporting structures which are in place if they have any safeguarding concerns. ▪ Prior to travel, parental consent is obtained. ▪ In the event of a pupil raising an allegation of abuse against a member of staff, the relevant procedures in the School's Safeguarding Policy will be followed.	Yes	L
Pupil misbehaviour	H	▪ Pupils are informed of the acceptable forms of behaviour before travel. ▪ If a pupil has been identified as potentially disruptive, drivers are informed prior to travelling. ▪ The Headteacher has the final say as to whether a pupil is potentially disruptive. ▪ Drivers are capable of handling disruptive behaviour. ▪ Drivers are informed of any medical conditions that pupils may have, including the methods for administering medications. ▪ Only drivers who are fully trained to administer medication to pupils will do so.	Yes	L

Potential risks	Risk rating prior to controls put in place H / M / L	Recommended controls	In place? Yes / No	Risk rating following implementation of controls H / M / L
		▪ Pupils are instructed not to throw any items out of the vehicle, and not to make gestures to other road users. ▪ Pupils are instructed not to open windows or doors without permission from the driver.		
Inadequate insurance	H	▪ All members of staff who transport pupils have Class 1 business class cover insurance. ▪ Any changes in vehicle usage are communicated to the insurance provider. ▪ Drivers are required to provide evidence of their insurance to the Headteacher before they are permitted to transport pupils.	Yes	L