



Elms Farm School: Risk Assessment for Transporting Pupils in Private Vehicles

Operations/Work Activities covered by this assessment:	Transporting Pupils by Private Vehicles - Generic	
Site Address/Location:	Elms Farm Primary School	
Note: A person specific assessment must be carried out for young persons, pregnant women and nursing mothers		

Hazards Considered	Who might be harmed and how	Existing Control Measures:	Risk Rating			Further action <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Risk Rating		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating
Consent	Staff, pupils, other road users	Has parental /carer's consent obtained?				Yes			
Competence of driver	Staff, pupils, other road users	Does the driver have a current driving licence? (Driving licences should be checked annually by Line Managers). Is an assessment / check required of the driver's safety on the road?	high	low	medium	Staff driving licence and business insurance documents will be checked.			
Suitability of vehicle	Staff, pupils, other road users	Is the vehicle roadworthy / has the necessary legal on the road requirements?	high	low	medium	All teaching staff have the required documentation-MOT, Service documents.			
Insurance	Staff, pupils, other road users	Is adequate motor vehicle insurance cover provided, i.e. is it insured for personal business use?	high	low	medium	Staff who transport children for work purposes have Fully comprehensive business insurance			
Lone working	Staff, pupils, other road users	Are lone working procedures being followed?				Yes			



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Restraint of occupants in vehicle	Staff, pupils, other road users	<p>Are seatbelts worn by all occupants of the vehicle at all times?</p> <p>Is each child restrained individually by a seatbelt?</p> <p>Are suitable restraints provided e.g. for young, small children?</p> <p>NB: the driver is legally responsible to ensure seatbelts are worn and may be prosecuted if a child under 14 does not wear a seatbelt. NB: unrestrained children must NOT be carried in the front seat of any vehicle. NB: all children under 12 or shorter than 135cm must use either a rear forward facing seat or a booster seat.</p>	high	low	medium	<p>Yes, seatbelts are worn.</p> <p>Yes children are individually restrained.</p> <p>Parents provide booster seats where necessary.</p>			
Child locks	Staff, pupils, other road users	Is there a need to use the child locks (rear seats) to prevent 'runners'?	high	low	medium	If children are known to be runners then parents will be asked to transport to out of school venues.			
Violence to employees	Staff, pupils, other road users	Has an individual risk assessment for the pupil been completed?	high	low	medium	No known children with violent dispositions.			
Distraction of the driver	Staff, pupils, other road users	Are additional control measures required e.g. is another adult required in the vehicle?	high	low	medium				



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Being struck by loose objects	Staff, pupils, other road users	Are loose objects secured, preferably hidden in the boot?	high	low	medium	Yes where possible			
Child protection	Staff, pupils, other road users	Has a CRB check been carried out where an adult has sole unsupervised access to children?	high	low	medium	Yes			
Abduction of children etc.	Staff, pupils, other road users	Will the child / children be delivered safely to their destination?	high	low	medium	Yes			
Emergencies, accidents	Staff, pupils, other road users	Are procedures in place e.g. emergency contacts, accident reporting? Is a means of communication available?	high	low	medium	Yes, all staff members can contact school and have contact details for the headteacher. Parents transporting children have contact details for school. We should make sure that on transportation letters we ask for a parent's mobile contact number so that they can be contacted if required by a member of staff. We should make sure that staff check that all parent transporters have a mobile phone and give their mobile phone numbers to the teacher in charge.			

ADDITIONAL SITE SPECIFIC HAZARDS NOT COVERED IN THE GENERIC RISK ASSESSMENT (ABOVE)

Are there any other foreseeable hazards associated with this activity?	Staff, pupils, other road users										
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** To determine if your control measures are adequate, that is, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. Another common approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.*