

Transporting pupils in private vehicles risk assessment

Magnus Church of England Academy

Assessment conducted by: Anna Martin	Job title: Principal.	Covered by this assessment: <u>Teachers, teaching assistants, members of the safeguarding/ pastoral team</u> and <u>pupils</u> .
Date of assessment: March 2023	Review interval: <u>3 years</u>	Date of next review: June 2029

Related documents

Health and Safety Policy, First Aid Policy, Behaviour Policy, Allegations of Abuse Against Staff Policy, Educational Trips and Visits Policy, Administering Medications Policy, Child Protection and Safeguarding Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or illhealth.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)

	Minor Causes physical or emotional discomfort.	M	L	L
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Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	<u>H</u>	Staff have due regard for all relevant documentation including, but not limited to, the following: - <u>Health and Safety Policy</u> - <u>First Aid Policy</u> - <u>Child Protection and Safeguarding Policy</u> - <u>Educational Visits and School Trips Policy</u> - <u>Administering Medications Policy</u> Pupils have due regard for all relevant documentation including, but not limited to, the following: - <u>Behaviour Policy</u> - <u>Allegations of Abuse Against Staff Policy</u>	<u>Y</u>	<u>Headteacher</u>	<u>March 2023</u>	<u>M</u>

Unsuitable driver		☐ 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.	<u>Y</u>	<u>Headteacher</u>	<u>March 2023</u>	<u>M</u>
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Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Unsafe driving		☐ 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. ☐ Where car parks are not available, safe places, away from busy traffic, are chosen for parking.	<u>Y</u>	<u>Headteacher</u>	<u>March 2023</u>	<u>M</u>

Unsafe vehicles		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 - 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	<u>Y</u>	<u>Headteacher</u>	<u>March 2023</u>	<u>M</u>
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Improper use of car seats and booster cushions		☐ ☐ ☐ 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 rearfacing car seat on the front seat. - 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.	<u>Y</u>	<u>Headteacher</u>	<u>March 2023</u>	<u>M</u>
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Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Breakdowns		☐ 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.	<u>Y</u>	<u>Headteacher</u>	<u>March 2023</u>	<u>M</u>

Accidents		☐ 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.	<u>Y</u>	<u>Headteacher</u>	<u>March 2023</u>	<u>M</u>
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Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action 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		Only drivers with an enhanced DBS and barred list check are permitted to transport pupils. ☐ All drivers are required to read and sign the <u>Staff Code of Conduct</u>. ☐ 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 members are present on all journeys. ☐ Pre-determined routes and timings for travel are arranged prior to the journey. ☐ The <u>headteacher</u> 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 <u>Allegations of Abuse Against Staff Policy</u> and the <u>Child Protection and Safeguarding Policy</u> will be followed.	<u>Y</u>	<u>Headteacher</u>	<u>March 2023</u>	<u>M</u>
Potential risks	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

Pupil misbehaviour	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. ☐ 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.	<u>Y</u>	<u>Headteacher</u>	<u>March 2023</u>	<u>M</u>
Inadequate insurance	☐ All members of staff who transport pupils have business 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.	<u>Y</u>	<u>Headteacher</u>	<u>March 2023</u>	<u>M</u>

Policy:	Transporting pupils in private vehicles risk assessment
Approved by:	Magnus Academy Board of Governors
Date:	March 2023
Review cycle:	Annual (with 3-year comprehensive audit)

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
1	March 2023	AMM	Policy created
2	June 2026	AMM	No changes made