



**Policy 16A– Risk Assessment
Including EYFS
(Review annually from 2015)**

Date	Reviewed by	Date approved SMT	Date approved Governors	Next review date
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1. Purpose

This policy details Barrow Hills approach to Risk Assessment as part of the overall management of Health, Safety and Wellbeing of pupils, staff, visitors and members of the public.

The policy is intended in respect of the safety of pupils, in particular, to emphasise that risks need to be considered in the widest context in order to ensure their safety.

Other related policies include: 7 Safeguarding Policy, 13A First Aid Policy, 11 Health and Safety, and 12A Fire Risk Assessment.

2. Aims

The School's Governors are committed to effectively manage risks and promote the safety and welfare of all members of the School community. The Governors aim to ensure that all operations within the School environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice.

It is recognised that risks are inherent in everyday life and it is our aim to adopt a 'whole school' approach to the management of such risks with an emphasis on pupil safety.

'Risk Assessment' is one tool that the School will employ to identify, evaluate and manage risks. The Risk Assessment process will be robust, responsive to change and complement the School's operations. As Risk Assessments are continually reviewed and revised, all relevant parties will receive ongoing training to maintain competency and confidence in the process.

3. Definitions

Risk Assessment: A risk assessment is a tool for conducting a formal examination of the risks a hazard poses to people (or an organisation) that could result from a particular activity or situation.

At the School this includes slipping, falling, property (fire), strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

Hazard: A hazard is something with the potential to cause harm.

Risk: The evaluation of the probability (or likelihood) and severity of harm from a hazard occurring.

High Risk Individuals include:

- Female workers of child-bearing age
- Pregnant or nursing mothers
- Young persons under the age of 18

High Risk Activities include:

- Lone/out of hours working
- Working in confined spaces
- Working at height
- Manual handling
- Off-site visits

Hazards Induced by People include:

- Working on a one-to-one basis
- Working in secluded areas
- Risks resulting from irrational behaviour
- Risks resulting from poor anger management

Risk Control Measures include:

- Following the Eliminate, Reduce, Isolate and Control (ERIC) hierarchy for risk management
- Substitution by something less hazardous and risky
- Enclosures for isolating hazards and risks
- Emergency off controls
- Lock-out/tag-out
- Guarding/segregation of people
- Safe systems of work that reduce the risk to an acceptable level
- Written procedures that are known and understood by relevant parties
- Adequate supervision
- Induction training
- Identification of training needs
- Training and periodic refresher training/toolbox talks
- Information
- Personal protective equipment
- Feedback and reporting mechanisms
- Hazard identification and hazard registers

4. Responsibilities

4.1 Management

Overall responsibility for Risk Assessments lies with the School Governors and Senior Management.

4.2 Training

In line with the Health and Safety at Work, etc. Act 1974, the School will provide adequate information, instruction, training and supervision to enable staff to discharge their responsibilities and to work safely.

Risk Assessment Training will be delivered at the following stages of employment:

- Induction
- At the beginning of a new work activity, if necessary
- Whenever there is a significant change in work activity
- Possibly following prolonged absence
- Ongoing as refresher training to ensure competence is maintained

In addition to the basic Health and Safety training all staff receive about their workplace, role specific Health and Safety training will be identified and delivered to individuals in specific roles and departments. The level and amount of Risk Assessment training will therefore be appropriate to an individual's role, knowledge and experience. Training records will be maintained.

Temporary employees will receive induction and be informed of appropriate risk assessments.

4.3 Assessment

The responsibility for assessing risks within each department lies with the Head of Department. They are responsible for identification of hazards, the assessment of subsequent risk and the implementation of appropriate control measures.

4.4 Support

The internal Health and Safety Manager and third party advisors support Health and Safety activities. Support activities include training and development, risk assessment, inspections, spot checks, advice and communication.

4.5 Staff

While staff members receive appropriate training to discharge their duties in a safe manner, they are still responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Health and Safety Manager, Operations Supervisor and other members responsible for Health and Safety in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Operations Manager on a day-to-day basis.

5. What areas require Risk Assessments?

All departments require General Risk Assessment of the workplace. Where specific hazards are identified, Specific Risk Assessments will be used to manage risk.

In addition to both Academic and Support departments, there are numerous activities carried out at the School, each of which requires its own separate risk assessment. Areas in which Risk Assessments are of particular importance are:

- Asbestos control
- Educational visits and trips
- Fire safety
- Health and Safety
- Swimming Pool safety
- Water safety
- Drop off and pick up of children

The following departments are deemed higher risk and thus Specific Risk Assessments would be expected:

Academic

- Art
- Design Technology
- Drama
- Food Technology
- Music
- Science
- Sport and PE

Support

- Domestic
- Maintenance
- Laundry
- First Aid

The School makes use of model or generic Risk Assessments for educational activities and visits where possible.

Support Areas

Catering

Catering is outsourced. As a specialised area of Health and Safety, the provider manages the School's catering and food Health and Safety and Risk Assessments. However, it is important to the School that there is integration of Health and Safety activities and Catering staff are invited to take part in School Health and Safety training; the Catering Department offer reciprocal food Health and Safety training; the Catering Manager has regular meetings with the Operations Supervisor. The Operations Supervisor and Health and Safety Manager will conduct periodic inspections of the Catering Department to ensure standards are being met.

Cleaning

Risk Assessments are in place to cover all significant risks. These are reviewed on an annual basis or after any significant changes to people, activities, equipment or materials referred to in the Risk Assessment. Specific training is given to cleaning staff on hazard identification, relating particularly to the areas of emergency procedures, manual handling, fire prevention, lone working, safe work practices, security and chemical handling. Staff are encouraged to identify, report and seek remedial action to potential hazards and risks.

Staff are made aware of the need to keep cleaning materials locked and out of reach of children. Equipment is purchased in order to reduce manual handling across different buildings and floors.

Security Generally

The site is secured including an alarm system and nightly patrols and is usually occupied. There are good relationships with neighbours who hold the Operations Supervisor office number. Communication is made with the local community police when appropriate.

Risk Assessments are in place to cover all significant risks. These are reviewed on an annual basis or after any significant changes to people, activities, equipment or materials referred to in the Risk Assessment. Risk Assessment training relating to security focuses on the identification of hazards and reporting those hazards for remedial action and assessment.

Maintenance (Estates)

Risk Assessments and training cover all significant risks and are reviewed on an annual basis or after any significant changes to the people, activities, equipment or materials referred to in the Risk Assessment. Particular emphasis in training is given to hazards and risks surrounding manual handling, slips, trips and falls, working at height, ladder safety, lone working, asbestos, confined spaces, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH).

Grounds

The care of the grounds is in-house with professional external resources used for a range of areas including asbestos, electrics, fire, trees and water.

Independent safety audits are conducted when necessary.

Administrative Staff

Display Screen Equipment (DSE) assessments are required for all staff that work daily on display screen equipment for an hour or more.

Unsupervised Access by Pupils

The School ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories and the art/design technology rooms. Doors to these areas are kept locked at all times when not in use. Pupils do not have access to the Maintenance; again kept locked when not in use, and Catering areas of the School. Additionally, children are not allowed to access the playing fields and Forest School areas without a member of staff present. All flammables are kept securely locked.

Safeguarding

The School's Safeguarding policy, together with training for all staff, form the core of the child protection risk management. Safer recruitment policies and procedures ensure that the School is not exposed to the risk of employing staff who are barred from working with children, or are not allowed to work in the UK and comply with the prevailing legislation in this area.

By extending this regime to Governors and volunteers, and by ensuring that everyone in the community receives regular child protection training, this risk is managed to an acceptable level.

Pupil Welfare

The School recognises its responsibilities to safeguarding and matters related to the welfare of pupils in its care, including, but not limited to, medical need, supervision, mental health, anxiety, eating disorders, child on child abuse and bullying. Further details of which are outlined within the Positive Mental Health and Well Being Policy.

Where a concern about a pupil's welfare is identified, the risk to the pupils welfare will be assessed, appropriate action will be taken to reduce the risks identified, which will be recorded and regularly monitored and reviewed.

The format of risk assessment for pupil welfare may vary and may be included as part of the School's overall response to a welfare issue or by using a risk assessment form. Regardless of the form used, the School's approach will be systematic with a view to promoting pupil welfare.

The information obtained through this process and the action agreed will then be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular pupil or of pupils generally.

6. The Risk Assessment Process

The School adheres to the principle of doing what is 'reasonably practicable' to protect people from harm.

Responsibility for each department lies directly with the Head of Department who is responsible for the creation and maintenance of all Risk Assessments within their own department. Support and training are delivered both internally and externally. Fire hazard spotting is the day-to-day responsibility of Fire Marshalls and the School uses professional external support for the Fire Risk Assessment process.

The School has adopted the Health and Safety Executive Guidance on Risk Assessment and the 'Five Steps to Risk Assessment' approach, shown below:

Step 1 - Identify hazards

Step 2 - Identify who could be harmed and how

Step 3 - Evaluate the risks and decide on the precautions

Step 4 - Record your findings and implement them

Step 5 - Review your assessment and update if necessary

a. Identify Hazards

Adopting a 'whole school' approach, all staff and relevant parties are trained in Hazard Identification on an ongoing basis. The 'whole school' approach aims to identify dynamic hazards and risks such as ice, broken steps, faulty lighting, etc.

On an annual basis, Heads of Departments (HODs) will inspect their own departments with a view to identifying hazards and ensuring previous Risk Assessment management and control measures are still effective and relevant. A checklist is provided to aid the HOD when inspecting, and support and guidance are available on request from Health and Safety professionals (see Policy 11).

After inspection, the risk assessment must be reviewed and updated.

Hazards are categorised as:

- Places
- Activities, processes, tasks
- Plant, equipment, materials
- People

For departments, a *General Risk Assessment* is conducted which concentrates the assessor on the immediate work place. Where hazardous equipment, materials, activities and vulnerable people

are identified in that general environment, a *Specific Risk Assessment* will be conducted on that item.

b. Identify 'who' may be harmed

Who may be harmed can be categorised as:

- Pupils
- Staff
- Visitors
- Parents
- Contractors
- Public

c. Evaluate the Risks

The Risk Assessor must evaluate the Likelihood and Severity of risk from an identified hazard. Where risks are already controlled, the Assessor must monitor the effectiveness of the control to decide whether they are sufficient. Where there is residual risk, additional control measures must be considered and the resulting risk rating must be satisfactory.

The 'risk matrix' approach is to be used to estimate and evaluate risk.



Likelihood:

- 1 (low) – it is unlikely that the event will happen
- 2 (med) - fairly likely
- 3 (high) – it is likely that the event will happen

Consequence:

- 1 (low) - minor injuries requiring first aid e.g. graze, minor cut

2 (med) - an injury requiring further medical assistance e.g. cuts needing stitches, broken bone

3 (high) - major injuries, such as amputations, dislocation of bones, or death

6.4 Review of Risk Assessments

Where Risk Assessments are reviewable, the minimum period will be the lesser of:

Annually; or

After any change that could affect the content of the Risk Assessment (e.g. refurbishment, relocation, upgrade).

The School maintains a copy of completed Risk Assessments and these are available for reference by staff.

The School is committed to a process of continuous improvement and, as such, the Risk Assessment process is organic and develops over time to meet the needs of a dynamic workplace.

7. Workplace Checklists

The Senior Management Team (SMT) will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations can work. Employees play an important role in ensuring that any site-wide health and safety hazards and any related requirements are reported to the Operations Supervisor on a timely basis. In addition, employees' periodic review of their individual workplaces is a necessary and valuable contribution to ensuring a safe workplace.

List of Workplaces and their Responsible Owner

Building	Room Number	Floor	Room Name	Person Responsible
Albertus Magnus	AM01	g	Junior Science Laboratory	TJB
Albertus Magnus	AM02	g	Junior Science Store	TJB
Albertus Magnus	AM03	g	Senior Science Prep Room	TJB
Albertus Magnus	AM04	g	Chemical Store	TJB
Albertus Magnus	AM05	g	Senior Science Laboratory	TJB
Albertus Magnus		g	Boys Toilets	TJB
Albertus Magnus		g	Girls Toilets	TJB
Albertus Magnus	NB04	g	Changing Room - Pupils (Girls)	MKB
Albertus Magnus	NB05	g	Dance Studio	AG
Albertus Magnus	NB06	1	Back Stage	LJM
Albertus Magnus	NB06	g	Hall/Gymnasium	MKB
Albertus Magnus	NB07	g	PE Store	MKB
Albertus Magnus	NB08	g	Boiler Room	PRM
Albertus Magnus	NB09	g	Changing Room - Pupils (Boys)	JJC
Albertus Magnus	NB10	g	Changing Room - Pupils (Boys)	JJC

Albertus Magnus	NB101	1	Costume Room	LJM
Albertus Magnus	NB102	1	Sports Office	MKB
Albertus Magnus		1	Teachers Toilet	MKB
Great Roke	01	g	Classroom	NWB
Great Roke	02	g	Classroom	LJC
Great Roke	03	g	Classroom	RMH
Great Roke	04	g	Classroom	RMH
Great Roke	05	g	Classroom	CRJ
Great Roke	06	g	Classroom	REH
Great Roke	07	g	Office - Secretary/PA	JLS
Great Roke	08	g	Medical Room	JLS
Great Roke	09	g	Operations Supervisor	KLH
Great Roke	10	g	Office - Bursary	KEH
Great Roke	11	g	Kitchen	HH
Great Roke	12	g	Sacristy	PDC
Great Roke	13	g	Kitchen Store	HH
Great Roke	14	g	Office - Kitchen Staff	HH
Great Roke	15	g	Refectory	KLH
Great Roke	101	1	Office - Head of Pre-Prep	REH
Great Roke	102	1	Office - Head	PJO
Great Roke	103	1	Office - Deputy Head	PDC
Great Roke	104	1	Pre-Prep Library	REH
Great Roke	105	1	Pre-Prep Resources	REH
Great Roke	106	1	Classroom	EPH
Great Roke	107	1	Wash Room	EPH
Great Roke	108	1	Classroom	EPH
Great Roke	109	1	Classroom	KVE
Great Roke	110	1	Staff Room	PDC
Great Roke	112	1	Girls toilet & cloakroom	REH
Great Roke	113	1	Classroom	JCJ
Great Roke	114	1	Classroom	TJB
Great Roke	115	1	Classroom	LJM
Great Roke	201/202	2	Prep Library	LJE
Great Roke	203	2	Special Needs	PMG
Great Roke	204	2	Prep Resources	KEH
Great Roke	205	2	Classroom	ARM
Great Roke	206	2	Office - Marketing	TEB
Great Roke	207	2	Office - IT	AMW
Great Roke	208	2	Classroom	ARM
Great Roke	209	2	Classroom	JJC
Great Roke	210	2	Office - DoTL	SEP
Great Roke		2	Toilet - Boys	JJC
Great Roke		1	Choir loft	PDC
Great Roke		1	Ladies Toilet	SEP
Great Roke		1	Gents Toilet	PJO
Great Roke		1	Boys toilet -urinals	PDC
Great Roke		1	Boys toilet	PDC

Great Roke		2	Boys Toilet	JJC
Great Roke		g	Chapel	PDC
Great Roke		g	Visitors Toilet	JLS
Great Roke		g	Boys Toilets	LJC/RMH
Great Roke		g	Girls Toilets	LJC/RMH
Great Roke		g	Disabled Toilet	LJC/RMH
St Cecilia	C01	g	Laundry Room	KLH
St Cecilia	C02	g	Laundry Room	KLH
St Cecilia	C03	g	BHCC cupboard	N/A
St Cecilia	C04	g	Practice Room	SS
St Cecilia	C05	g	Music	SS
St Cecilia	C06	g	Music	SS
St Joseph	J01	g	Textiles	SEP
St Joseph	J02	g	DT	JJC
St Joseph	J03	g	Kitchen	JCL
St Joseph	J04	g	Art	CMG
St Joseph	J05	g	Kiln	CMG
St Joseph	J11	1	Store	JJC
St Joseph			Maintenance Workshop	PRM
St Thomas More Centre	TM01	g	Classroom	JEP
St Thomas More Centre	TM02	g	Cloakroom - Pupils (Unisex)	BAW
St Thomas More Centre	TM03	g	Classroom	JEP
St Thomas More Centre	TM11	1	Classroom	BAW
St Thomas More Centre	TM12	1	Office	BAW
St Thomas More Centre	TM13	1	Classroom	HTE
St Thomas More Centre	TM14	1	Computer Room	HTE
St Thomas More Centre		g	Boys Toilet	BAW
St Thomas More Centre		g	Lift - Blocked off (not working)	KLH
St Thomas More Centre		g	Girls Toilet	JEP
St Thomas More Centre		g	Disabled Toilet	HTE

Process for Workplace Reviews

Responsible owners will be contacted via email and asked to complete a Google form which requests responses on a variety of health and safety matters relating to the rooms for which they are responsible. An example of the form is included at the end of this Section.

The Operations Supervisor will review the Google responses sheet generated from the reviews and take any relevant action.

In the event that any individual workplace should not have been reviewed, the Operations Supervisor will remind the relevant employee, with any further delay being reported to the Head and/or Health and Safety Officer for action.

This checklist covers the most common areas of concern/risk in ordinary classrooms, but is not exhaustive. You should identify any other hazards associated with the daily use of the classroom or area in the additional issues section at the end of this form.

If an issue is not relevant to a classroom or area, simply mark it as N/A and move to the next question.

Areas not covered by this checklist area:

- Asbestos - comprehensive records are kept by the Operations Supervisor.
- Portable Appliance Testing (PAT) - the school undertakes PAT on an annual basis.

- Computers, similar devices and display screen equipment (DSE) - workstations have been set up in line with legislation. However, as teachers and pupils will not be deemed users under the DSE regulations no assessment has been undertaken. Assessments for all other staff are undertaken if requested or required by legislation.

Room:		
Completed by:		
Completed on:		
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?	
	Are there any changes in floor level or type of flooring that need to be highlighted?	
	Are gangways between desks kept clear?	
	Are trailing electrical leads/cables prevented wherever possible?	
	Is lighting bright enough to allow safe access and exit?	
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?	
	For stand-alone classrooms: <ul style="list-style-type: none"> ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails? 	
	Further action needed:	
Work at height (falls)	Do you have an 'elephant-foot' step stool or stepladder available for use where necessary?	
	Is a window-opener provided for opening high-level windows?	
	Further action needed:	
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?	
	Is furniture in good repair and suitable for the size of the user, whether adult or child?	
	Are all drawers of filing cabinets near walkways kept closed?	
	Is portable equipment stable, e.g. a TV set on a suitable trolley?	
	Are window restrictors fitted to upper-floor windows?	
	Where window restrictors are fitted to upper-floor windows, are they in good working order?	
	Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?	
Further action needed:		
Storage	Are good storage methods adopted that will eliminate or minimize accidents (heavy objects stored between mid-thigh and shoulder height)?	
	Are free standing shelves/cupboards, lockers secured to ensure stability?	
	Are all flammable material stored and handled in a safe manner?	
	Further action needed:	
Manual handling	Has a manual handling risk assessment been undertaken and is this available to view?	
	Has manual handling training been provided?	
	Further action needed:	
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?	
	Are all plugs and cables in good repair?	
	Further action needed:	
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and 	

	<ul style="list-style-type: none"> ■ easy to open from the inside? 	
	Are fire evacuation procedures clearly displayed?	
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?	
	Further action needed:	
Workplace (ventilation and heating)	Does the room have natural ventilation?	
	Can a reasonable room temperature be maintained during use of the classroom?	
	Are measures in place, for example blinds, to protect from glare and heat from the sun?	
	Further action needed:	
Additional Issues		

Action Taken	
Date	
By Whom	

Appendix 2 – Risk Assessment sample



Minibus - Risk Assessment

Activity being undertaken: Driving MiniBus

All persons undertaking Driving duties, will have read the Schools Minibus Policy and agreed to follow and comply with the entire content of the document Minibus Policy

A folder containing the following information is held in all Minibuses. Minibus Policy, Pre and Post Driver Safety Checks inspection form, Breakdown/Insurance Information and Emergency Procedures

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Lack of knowledge	Driver/other road users may suffer serious injury	A HSE leaflet titled " <u>Driving at Work, Managing work-related road safety</u> " has been provided and is also available to view electronically on the schools website				
Driver feeling unwell	All	Staff member will not drive if feeling too tired or unwell to drive safely Will not drive if under the influence of alcohol, drugs or medication				
Not having the correct Licence to drive a vehicle. Being disqualified from driving for any reason	All	Drivers 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 are checked regularly				



Minibus - Risk Assessment

		Drivers Must not use a mobile phone in the minibus unless the vehicle is parked safely. Appropriate written records are kept of authorised drivers together with any training records				
Non-compliance with Drivers hours	All	All drivers will adhere to the UK Domestic Drivers Hours rules				
Faulty vehicle	All	Vehicles are maintained and serviced regularly (with records being available for inspection if requested) Are fitted with fully operational seat belts A British Standard fire extinguisher, as required by Regulation 43, Schedule 7 of the Road Vehicle (Construction and Use) Regulations 1986 is carried and all drivers have been trained in their use A fully maintained first aid kit is provided on all minibuses Minibus has sufficient seats for each member of the group (i.e. group number does not exceed seating capacity of minibus) so that no seat is shared				



Minibus - Risk Assessment

		<p>Pre-drive inspection carried out and record sheet completed by driver. Items for inspection to include: -</p> <ul style="list-style-type: none">o tyres – condition and pressureo windscreens are clean (outside and inside), mirrors adjusted, all brakes (inc. handbrake), lights (inc. indicators and brake lights) and washer / wipers operate correctlyo all seats have fully operational seat beltso fire extinguisher and first aid kit are present and correct <p>If faults are found, the driver will not use the minibus until the faults have been satisfactorily rectified</p>				
Passenger behaviour distracts driver		<p>Pupils are briefed beforehand about required behaviour It is the driver's legal responsibility to ensure that seat belts are fitted correctly on all young people aged under 14 years</p>				



Minibus - Risk Assessment

		<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>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>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.</p> <p>The hard shoulder should not be used, except in emergencies.</p>				
Collision with passing vehicle whilst getting on or off minibus Injury		<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</p>				



Minibus - Risk Assessment

		to be used in emergency or when parked well away from the road.				
In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation	All group members, including leaders	All doors must be unlocked when carrying passengers. Aisles and emergency exits will be kept clear of obstructions 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 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				
Injury whilst vehicle is in motion	All group members, including leaders	All pupils will be briefed to stay seated during journey Pupils will be instructed to use and fit seat belts correctly at all times during journey All luggage will be stowed securely				
Travel sickness	All Children Passengers	Check medical reports prior to travel for known travel sickness, have child near exit and check for sick bags				

Minibus - Risk Assessment

Pupil becomes ill during journey		Carry appropriate First Aid – sick bags, gloves, plastic bags, wet wipes, kitchen roll, air freshener, bucket and bottled water				
Medical emergency	All children	Check medical reports prior to travel, collect epipens, inhalers to be carried by asthmatics, first aid kit on bus and action as appropriate by a qualified person.				

Compiled by Phillip Sanders - Health and Safety Manager

Agreed as suitable, sufficient and fit for purpose

This Risk Assessment **MUST** be reviewed within one year of the date above or earlier if significant changes take place