

Risk Assessment- Monksley Limited

Transporting Pupils in Private Vehicle

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	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

Potential Risk	Recommended Controls	Risk Rating Following Action H/M/L
Unsuitable Driver	<p>All members of staff transporting pupils have a full UK driving licence which is relevant for the type of vehicle they are driving.</p> <p>Drivers are not permitted to transport pupils if they have received a conviction for a driving offence, e.g. drink driving.</p> <p>Drivers are physically able to drive, and do not drive if they have any physical disabilities which affect their ability to drive safely.</p>	M

<p>Unsafe vehicles</p>	<p>Members of staff do not drive if they feel tired or unwell.</p> <p>Members of staff do not drive under the influence of alcohol, drugs or medication, including over the counter medication that affects driving capability.</p> <p>Mobile phones or handheld devices are never used whilst driving, unless they are operated fully hands-free.</p> <p>The Highway Code and speed limits are adhered to at all times.</p> <p>Members of staff drive in a sensible and responsible manner at all times.</p> <p>Where car parks are not available, safe places, away from busy traffic, are chosen for parking.</p>	<p>M</p>
<p>Unsafe vehicles</p>	<p>In order to ensure that vehicles are safe, the following documents are obtained before a member of staff is permitted to transport pupils:</p> <ul style="list-style-type: none"> - A current MOT certificate - The date of the last service - Details of adequate motor insurance - Details of breakdown cover - Valid road tax <p>Before use, vehicles are checked to ensure they have the following features:</p> <ul style="list-style-type: none"> - Fully operational seatbelts - The appropriate booster cushions and/or car seats - Child safety locks 	<p>M</p> <p>M</p>

<p>Improper use of car seats and booster cushions</p>	<p>All pupils below the age of 12 or below 135cm tall are required by law to use a car seat or booster.</p> <p>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).</p> <p>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.</p> <p>Child car seats are only used if the vehicle has a diagonal seatbelt.</p> <p>Diagonal seatbelts do not have to be used if one of the following criteria is met:</p> <ul style="list-style-type: none"> - 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. - 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. 	<p>M</p>
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<p>Breakdowns</p>	<p>In the event of a breakdown, pupils are moved out of the vehicle to a safe space away from passing vehicles.</p> <p>Where evacuation is not possible, pupils are instructed to move to the side of the vehicle which is furthest away from traffic.</p> <p>Contact is made with traffic patrol officers as soon as is practicable.</p> <p>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.</p> <p>The parents of the pupils travelling are informed as soon as is practicable.</p>	
<p>Pupil misbehaviour</p>	<p>Pupils are informed of the acceptable forms of behaviour before travel.</p> <p>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.</p> <p>Drivers are capable of handling disruptive behaviour.</p> <p>Drivers are informed of any medical conditions that pupils may have, including the methods for administering medications.</p> <p>Only drivers who are fully trained to administer medication to pupils will do so.</p> <p>Pupils are instructed not to throw any items out of the vehicle, and not to make gestures to other road users.</p> <p>Pupils are instructed not to open windows or doors without permission from the driver.</p>	<p>M</p>

Inadequate insurance	<p>All members of staff who transport pupils have business cover insurance.</p> <p>Any changes in vehicle usage are communicated to the insurance provider.</p> <p>Drivers are required to provide evidence of their insurance to the headteacher before they are permitted to transport pupils.</p>	M
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Updated January 2024 Ann Swift