

Risk Assessment for Transportation of children

Document ref: RATC

Abbreviations; Likelihood of Occurrence L = Low, M = Medium, H = High. Consequence m = minor Injury, M = Major Injury, F = Fatal

Activity / Process	Location	Risk Identified	People at Risk	Likelihood	Consequence	Control Measures	Notes	Date Reviewed
Transport to/from destination	All vehicles	Traffic Accident	All & Other Drivers	M	F	1. All passengers to have and use a seatbelt. (lap belt min)		04/01/17
Transport to/from destination						2. Luggage to be stored securely in adequate lockers		04/01/17
Transport to/from destination						3. Aisles & exits to be kept clear. Doors secure but unlocked		04/01/17
Transport to/from destination						4. All drivers to have adequate rests & breaks. (Teachers need a break before driving)		04/01/17
Transport to/from destination						5. Comply with highway code		04/01/17
Transport to/from destination	Breaking Down on Motorway	Collision from passing vehicles	All & other drivers	H	F	1. Nurse vehicle to slip road if possible	Only if vehicle safe to move	04/01/17
Transport to/from destination						2. Evacuate carefull to behind crash barrier & up slopesand supervise	DO NOT place warning triangles	04/01/17
Transport to/from destination						3. Use hazard lights or flashing amber torch	DO NOT shine bright white light towards oncoming vehicles	04/01/17
Transport to/from destination						4. Get location of marker posts & use mobile phone for help	Always be vigilant of oncoming traffic	04/01/17
Transport to/from destination	Breakdown on non motorway	Collision from passing vehicles	All & other drivers	M	F	1. Nurse vehicle to slip road if possible	Only if vehicle safe to move	04/01/17
Transport to/from destination						2. In a coach; Move passengers forward. In cars, consider evacuating to a safe spot		04/01/17
Transport to/from destination						3. Use hazard lights or flashing amber torch & position warning triangle(s)		04/01/17
Transport to/from destination						4. use mobile phone for help if possible.	Carry breakdown service number & school number	04/01/17

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Activity / Process	Location	Risk Identified	People at Risk	Likelihood	Consequence	Control Measures	Notes	Date Reviewed
Transport to/from destination	Breakdown	Hypothermia when stranded	All	M	F	In poor weather ensure sleeping bags travel with their owners		04/01/17
Transport to/from destination	Hired Coaches	Malfunction of unroadworthy vehicles	All & other drivers	L	m-F	Use reputable firm with PCV operators licence	Prefer a COP scheme operator	04/01/17
Transport to/from destination	School Transport	Malfunction of unroadworthy vehicles	All & other drivers	M	m-F	Ensure MOT, servicing, periodic checks & drivers checks completed		04/01/17
Transport to/from destination	Parents/ Teachers vehicles	Malfunction of unroadworthy vehicles	All & other drivers	M	m-F	Ensure MOT & long journey checks are made		04/01/17
Transport to/from destination	Rest Stops	Student left behind	All except driver	H	m-	Full head counts before moving off	Beware confusion when people swap vehicles	04/01/17
Transport to/from destination	Embarking/ Disembarking	Hit by passing car	All	H	F	1. Choose sensible site to load / unload		04/01/17
Transport to/from destination						2. Staff to disembark 1 st & supervise students		04/01/17
Transport to/from destination	En Route	Illness or injury	All	L	m-	1. 1 staff stays with casualty, 1 staff stays with group	Minimum 2 staff needed	04/01/17
Transport to/from destination						2. carry contact no.s, medical & consent forms	Always Confirm identity of person	04/01/17
Transport to/from destination	En Route	Misbehaviour distracting drivers, objects or student falling from vehicle	All & other drivers	M	m-F	1. Keep students occupied	Only if vehicle safe to move	04/01/17
Transport to/from destination						2. 2 Staff per vehicle minimum (1 at back of vehicle)	In addition to coach driver	04/01/17
Transport to/from destination	Refuelling	Fire, lost passengers	All	M	m-F	Coach should refuel when all passengers are not onboard/ at venue	Ensure coach is fully fuelled for the trip prior to collecting group	04/01/17