

## Risk Assessment Form

**Task/Activity:** Educational Visits – Travel by Car

**Location/Dept:** Keskowethyans MAT

**Date Assessed** 24<sup>th</sup> January 2017

**Issue Number:**

**Assessed by:** Susie Goodwill

**Review Date:**

**Reference Number:**

Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk Rating	Additional controls required
Driver capability	Pupils Staff General public	<ul style="list-style-type: none"> <li>• Drivers must have a current, clean driving licence,</li> <li>• Drivers must inform DVLA of any medical condition that affects their ability to drive</li> <li>• Drivers' driving licences checked annually</li> <li>• Drivers <u>must not</u> use a mobile 'phone unless the vehicle is parked safely</li> <li>• Appropriate written records kept e.g.               <ul style="list-style-type: none"> <li>○ list of authorised drivers</li> <li>○ completed authorised driver forms</li> </ul> </li> </ul>	5	2	10	
Driver tiredness	Pupils Staff General public	<ul style="list-style-type: none"> <li>• Group leader to discuss concerns with driver</li> </ul>	5	2	10	
Defective Vehicle	Pupils Staff General public	<ul style="list-style-type: none"> <li>• Vehicle is maintained in accordance with the manufacturer's instructions</li> <li>• Vehicle has an in date MOT certificate</li> <li>• all seats have fully operational seat belts</li> <li>• If faults are found, the driver will not use the car until the faults have been satisfactorily rectified</li> </ul>	5	1	5	

Pupil behaviour Driver distraction	Pupils Staff General public	<ul style="list-style-type: none"> <li>• Pupils briefed beforehand about required behaviour with reasons and consequences</li> <li>• It is the driver's responsibility to ensure that seat belts are fitted correctly</li> </ul>	5	2	10	In the event of an incident involving behaviour amongst pupils, the driver will pull over at the first appropriate opportunity (next service station / junction / lay-by) to deal with it.
Getting in and out of the vehicle	Pupils Staff	<ul style="list-style-type: none"> <li>• Access, egress and transfers will be carefully supervised (and assisted, if required)</li> </ul>	5	1	5	Vehicle should be parked to allow access and egress away from traffic flow where possible

	Pupils Staff General public	<ul style="list-style-type: none"> <li>• Driver to ensure that all bags are stowed securely</li> </ul>	5	2	10	
Breakdown or accident, additional collision with vehicle, or with passengers during evacuation	Pupils Staff	<ul style="list-style-type: none"> <li>• All doors must be unlocked when carrying passengers</li> <li>• Staff to ensure group members are aware of emergency procedures, as appropriate</li> <li>• 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</li> </ul>	5	2	10	

## Risk Rating Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK RATING PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-10	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so