

Risk Assessment – Bus service to and from school

School	Department	Date	Version	Reviewed date	Assessor(s)	Next review date
Princethorpe	Pastoral	06.11.20	1.9	14.08.17, 14.02.18, 27.08.18, 09.11.18 & 27.08.19, 26.08.20, 06.11.20, 26.09.21	Eddie Tolcher Beth Sharpe	01.09.22

Description of task/activity	Area	Persons exposed eg staff, pupil, visitor etc
<p>Travelling to and from school by bus by dedicated school transport only used to transfer pupils to and from the College. These arrangements are relevant for travel by minibus and taxi.</p> <p>The bus service is operated by Catteralls and Riddleys.</p> <p>There is an annual briefing of bus drivers by the College.</p> <p>All drivers meet the requirements of the Foundation's Safeguarding: Contractors and Agency Staff policy.</p> <p>See also the following risk assessments & safe working procedures:</p> <ul style="list-style-type: none"> • school bus arrivals – start of day; • school bus departure – end of day. <p>Note: changes to risk assessment against previous version are in bold.</p> <p>The risk assessment reflects safety measures relating to COVID-19 virus.</p>	Pastoral	<p>Pupils</p> <p>Drivers</p> <p>Other road users</p>

Likelihood/Severity Risk Rating Chart

		Severity				
Likelihood		Nil 1	Minor 2	3-day 3	Major 4	Fatal 5
	Very likely 5	5	10	15	20	25
	Probably 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Remote 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5

Guidance for completion

- review how the activity is, or is going to be, undertaken;
- consider each step in the task, observing how the task is undertaken if possible;
- consult personnel who are involved;
- consider any relevant existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures);
- assess the likelihood & severity and calculate the overall risk rating and colour code the boxes;
- if no hazards are rated greater than five (5) then the risk assessment is complete;
- if there are hazards with a risk rating of greater than five (5) then consider additional risk control measures to reduce the risk level & recalculate the risk level.

Senior School
Princethorpe College
Princethorpe
Rugby CV23 9PX

Tel: 01926 634200
e-mail: post@princethorpe.co.uk

Junior School
Crescent School
Bilton, Rugby
CV22 7QH

Tel: 01788 521595
e-mail: admin@crescentschool.co.uk

Junior School & Nursery
Crackley Hall & Little Crackers
St Joseph's Park
Kenilworth CV8 2FT

Tel: 01926 514444
e-mail: post@crackleyhall.co.uk



Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
COVID-19 or similar risk	Death, illness	<p>Pupils</p> <ul style="list-style-type: none"> must wear face masks on the bus journey at all times must sit in the allocated seat should use the storage under the bus, where available otherwise store bags with them on their laps or under their seat hand sanitiser is available for use on boarding and disembarking the bus <p>Parents:</p> <ul style="list-style-type: none"> pupils must not travel to school or attend school if they show any symptoms of COVID-19 or has been self-isolating discuss the virus-specific safety measures with their children to ensure understanding and emphasise the importance of compliance at all times ensure their child has a supply of suitable face masks tell their child they must sit in the allocated seat use the bus on a regular basis to reduce risk of transmission <p>School:</p> <ul style="list-style-type: none"> clear communication to parents, pupils, staff, drivers and bus companies on the requirements and measures ongoing dialogue with staff, bus companies and drivers regarding the measures and compliance change in arrival and departure of buses to allow for increased social distancing face masks available for purchase by pupils in emergencies (premium price to discourage using the school as an on-going supplier) encourage pupils to use the bus on a regular basis to reduce risk of transmission arrivals and departures of the bus services will be split between the main drive and the back lane of the College (morning) and back drive only in the afternoon provide seating plans and allocate pupils to specific seats 	2	5	10	Parents Pupils Senior management Bus operator Drivers

Legend: L – Likelihood, S – Severity, O – Overall Risk Rating. $O = S \times L$

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
		<p>Drivers:</p> <ul style="list-style-type: none"> • wear appropriate face masks & other measures required by their employer • ensure as far as possible that pupils adhere to the procedures • report any concerns regarding pupil compliance with virus related behaviour to the schools as soon as possible • ensure the best ventilation possible on the bus according to circumstances <p>Bus companies:</p> <ul style="list-style-type: none"> • journeys dedicated to the College pupils only • provide current 'We're good to go' certificate, risk assessment • sanitisers to be on bus and with sufficient appropriate contents • vehicles to be cleaned between each journey in accordance with their risk assessment and virus-specific procedure using appropriate materials • where possible, to fit Air Purifier & Virus Killing systems to vehicles • where possible, to ensure a fully working CCTV on each bus • to use Vectare logging system arrangements on each bus • bins in place that allow good respiratory hygiene by using the 'catch it, bin it, kill it' approach • advise the school of the maximum number of seats and provide seating plans <p>School staff on bus duty:</p> <ul style="list-style-type: none"> • maintain social distancing of 2 metres • use screens where provided • wear face masks or screens when unable to maintain 2 metre social distancing eg going onto a bus 				
Pupil safety:	Assault, robbery, traffic accident	<p>Parents</p> <ul style="list-style-type: none"> • are responsible for ensuring that pupil reaches the bus in safety in the morning and returns home safely after leaving the bus in the afternoon 	2	4	8	Parents Pupils Senior management Bus operator Drivers

Legend: L – Likelihood, S – Severity, O – Overall Risk Rating. $O = S \times L$

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
<p>AM before getting on the bus</p> <p>PM: after getting off the bus</p>		<ul style="list-style-type: none"> are recommended to consider the appropriateness of the route if children not dropped off or collected considerations for route safety include pavements and footways, street lighting, road crossings, traffic volumes and traffic speed, road causality history of the route: see: https://www.think.gov.uk/thinkmap/ for guidance on walking to and from a bus stop see https://www.warwickshire.gov.uk/news/article/1254/does-your-child-know-the-warwickshire-road-safety-club-code- and https://www.care.com/c/stories/3239/when-can-my-child-walk-to-school-alone/en-gb/ considerations for children's pedestrian ability: practical pedestrian skills training, green cross code, road safety education, stranger awareness, high visibility garments or accessories <p>School:</p> <ul style="list-style-type: none"> will periodically brief pupils of how to keep safe including road safety <p>Pupils should</p> <ul style="list-style-type: none"> be observant not use phones when walking or standing in public stay in groups where possible avoiding any situation which looks suspicious by, for example, crossing the road when safe to do so not cross the road after getting off a bus until the bus has moved if there is a concern go into a shop or other public premises and ask for help if there is a concern making your way to the nearest most public place report any concerns to the bus driver and to the senior person on bus duty immediately <p>Bus drivers:</p> <ul style="list-style-type: none"> be vigilant for any signs of problems at bus stops or distressed pupils coming onto the bus report any concerns from pupils or their own observations about safety of security to the school 				

Legend: L – Likelihood, S – Severity, O – Overall Risk Rating. $O = S \times L$

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
--------	----------------	-------------------	---	---	---	-----------------------

		<ul style="list-style-type: none"> for serious concerns; stop the bus when safe to do so and advise the school immediately by phone (Eddie Tolcher or Beth Sharpe) 				
Extreme weather conditions (e.g. snow)	<p>Road Traffic Accidents (RTA) leading to minor or major injury.</p> <p>Pupils unable to be transported to / from school.</p>	<ul style="list-style-type: none"> School senior management work with operators to ensure that journeys only take place when appropriate. Bad weather procedure in place. Bus companies communicate early morning with school. Appropriate caution by driver on route. Routes adjusted as necessary in extreme weather. Driver/company to inform school of any problems or delays as soon as reasonably practicable. Communication to pupils and parents via website, twitter, text, email as appropriate. 	3	3	9	Senior management Bus operator Drivers
Overcrowding of vehicle	Major or minor injury	<ul style="list-style-type: none"> Pupils / pupils issued with passes. Bus company ensure clarity re maximum numbers and appropriately capacity bus on route. Driver to raise any concerns with school & not to drive overloaded. Surveys to check loadings. Additional transport arranged if bus over limit in the route into school (taxi, minibus sent from school). Buses not allowed to depart in evening if overcrowded. 	2	3	6	Senior management Bus operator Drivers Bus duty staff
Pupil inappropriate behaviour during journey	<p>Major or minor injury</p> <p>Upset pupils</p> <p>Driver distraction</p>	<ul style="list-style-type: none"> Inappropriate behaviour includes: standing up, moving around when the bus is moving, general misbehaviour, abuse of others, noise, driver distraction, not wearing seat belts, throwing items around the cabin, opening or interfering with the emergency door All pupils using the bus service asked to attend an annual briefing at the start of each year Clear behaviour expectations whilst on the bus Drivers briefed annually and asked to advise a member of staff of any behaviour issues 	3	3	9	Senior management Drivers Pupils

Legend: L – Likelihood, S – Severity, O – Overall Risk Rating. $O = S \times L$

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
--------	----------------	-------------------	---	---	---	-----------------------

		<ul style="list-style-type: none"> Any such issues are tackled immediately. Sanctions published to pupils regarding misbehaviour of a bus including banning from the bus. <i>In extremis</i> a bus on an outward journey can return to school for intervention by senior management. 				
Pupils not collected (delay, accident, arrival at stop after bus departure)	Exposure to weather, unsupervised concerned pupils	<ul style="list-style-type: none"> Bus companies to ensure service runs Driver/company to inform school of any problems or delays as soon as reasonably practicable. Communication to pupils and parents via twitter, text, email as appropriate Bus briefing advises: <ul style="list-style-type: none"> wait 20 minutes the most senior pupil at the stop to phone the bus company; if the bus does not arrive as advised then call the school; always wait at a bus stop Minibuses can be sent from school to collect some or all pupils on a route with a problem Pupils are also in contact with their parents and <i>in extremis</i> can return home 	3	2	6	Bus operators Drivers Senior management Parents Pupils
Pupils not collected (unapproved route variation, bus running ahead of schedule)	Exposure to weather, unsupervised concerned pupils	<ul style="list-style-type: none"> Drivers asked not to vary route without the school's agreement. Drivers asked not to leave stops before the scheduled time. 	2	3	6	Bus operators Drivers
Pupil boarding the vehicle at beginning of day	Pupil boarding incorrect vehicle and transported to wrong school.	<ul style="list-style-type: none"> Parent and pupil briefing prior to joining school. Parents are responsible for ensuring that pupil reaches the pick-up point in safety and that they board the correct vehicle. Pupils issued with passes. Drivers aware of possible problems at the start of an academic year and, to a lesser extent, whenever starting after a holiday including half-term. 	1	2	2	Senior management Parents Pupils

Legend: L – Likelihood, S – Severity, O – Overall Risk Rating. $O = S \times L$

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
Pupil not arriving at school	Abduction. Pupil absconding.	<ul style="list-style-type: none"> Drop off takes place on school premises. Parents advised by mid-morning where a pupil has not arrived at school. Bus met by member of staff on arrival who can deal with any concerns about a missing pupil. 	1	4	4	Senior management Parents Pupils
Pupil disembarking vehicle at the end of the day – wrong stop, careless crossing road.	Road Traffic Accidents (RTA) leading to minor or major injury. Abduction. Absconding.	<ul style="list-style-type: none"> Parents/carers are responsible for ensuring that pupil is collected from drop-off point at the end of the day. Parents are responsible for ensuring their children return home safely after disembarking the bus. Driver awareness that this is a higher risk at the start of term and to check if pupil appears concerned Where possible we would encourage parents to meet their children at the bus stop Pupils will be encouraged to wear high visibility clothing if they are required to walk a reasonable distance from the bus drop off point particularly if walking in an area without a pavement or good street lighting. Pupils are encouraged to carry a mobile phone to alert parents that they have disembarked the bus Where possible pupils are encouraged to walk home with other pupils. 	2	5	10	Parents Pupils
Pupils with injuries eg crutches	Trip	<ul style="list-style-type: none"> Pupils to sit at front to bus Seek support from driver and staff on bus duty at school Pupils in same year group to assist 	2	3	6	Drivers Bus duty staff Pupils
Road Traffic Accidents (RTA)	Major or minor injury	<ul style="list-style-type: none"> Approved operators and appropriately qualified and competent drivers. (drivers qualified to the required legal standards –e.g. MIDAS or PCV licence) Routes are planned to ensure that only suitable roads are used for the type of vehicle. Timetables are planned to ensure sufficient time to operate the route in a safe manner Pupils are briefed to stay seated at all times Pupils are briefed to wear seatbelts when they are fitted. 	2	5	10	Bus operators Drivers Senior management Pupils

Legend: L – Likelihood, S – Severity, O – Overall Risk Rating. $O = S \times L$

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
--------	----------------	-------------------	---	---	---	-----------------------

		<ul style="list-style-type: none"> All operators are aware of the emergency procedures in the event of a vehicle accident or breakdown. 				
--	--	--	--	--	--	--

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
--------	----------------	-------------------	---	---	---	-----------------------

Vehicle breakdown or accident	Delay in reaching later collection points and school or pupils' destination	<ul style="list-style-type: none"> • Driver to call emergency services in the event of an accident and advise them that pupils being carried • Driver to take appropriate action to ensure the safety of pupils if bus has to be evacuated • Driver able to contact company to arrange collection by another bus • Driver to communicate to the College • Procedure in place to communicate internally and to parents. • Pupils to remain with the vehicle under the supervision of the driver • Driver/company to contact school. • Communication to pupils and parents via twitter, text, email as appropriate. 	3	3	9	Bus operators Drivers Senior management Parents Pupils
-------------------------------	---	---	---	---	---	--