

## Risk Assessment – Bus service to and from school

School	Department	Date	Version	Reviewed date	Assessor(s)	Next review date
Princethorpe	Pastoral	24.10.16	1.2	14.08.17 & 14.02.18	Eddie Tolcher Beth Sharpe	01.09.18

Description of task/activity	Area	Persons exposed eg staff, pupil, visitor etc
<p>Travelling to and from school by bus and also 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><b>See also the following risk assessments &amp; safe working procedures:</b></p> <ul style="list-style-type: none"> <li>• <b>school bus arrivals – start of day;</b></li> <li>• <b>school bus departure – end of day.</b></li> </ul>	Pastoral	<p>Pupils</p> <p>Drivers</p> <p>Other road users</p>

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**Likelihood/Severity Risk Rating Chart**

		Severity				
		Nil 1	Minor 2	3-day 3	Major 4	Fatal 5
Likelihood	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.

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

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
Extreme weather conditions (e.g. snow)	Road Traffic Accidents (RTA) leading to minor or major injury.  Pupils unable to be transported to / from school.	<ul style="list-style-type: none"> <li>School senior management work with operators to ensure that journeys only take place when appropriate.</li> <li>Bad weather procedure in place.</li> <li>Bus companies communicate early morning c6am with school.</li> <li>Appropriate caution by driver on route.</li> <li>Routes adjusted as necessary in extreme weather.</li> <li><b>Driver/company to inform school of any problems or delays as soon as reasonably practicable.</b></li> <li>Communication to pupils and parents via website, twitter, text, email as appropriate.</li> </ul>	3	3	9	Senior management Bus operator Drivers
Overcrowding of vehicle	Major or minor injury	<ul style="list-style-type: none"> <li>Pupils / pupils issued with passes.</li> <li>Bus company ensure clarity re maximum numbers and appropriately capacity bus on route.</li> <li>Driver to raise any concerns with school &amp; not to drive overloaded.</li> <li>Surveys to check loadings.</li> <li>Additional transport arranged if bus over limit in the route into school (taxi, minibus sent from school).</li> <li>Buses not allowed to depart in evening if overcrowded.</li> </ul>	2	3	6	Senior management Bus operator Drivers Bus duty staff
Pupil inappropriate behaviour during journey	Major or minor injury Upset pupils Driver distraction	<ul style="list-style-type: none"> <li>In appropriate 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</li> <li>All pupils using the bus service asked to attend an annual briefing at the start of each year</li> <li>Clear behaviour expectations whilst on the bus</li> <li>Drivers briefed annually and asked to advise a member of staff of any behaviour issues</li> <li>Any such issues are tackled immediately.</li> <li>Sanctions published to pupils regarding misbehaviour of a bus including banning from the bus.</li> </ul>	3	3	9	Senior management Drivers Pupils

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Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
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		<ul style="list-style-type: none"> <li><i>In extremis</i> a bus on an outward journey can return to school for intervention by senior management.</li> </ul>				
Pupils not collected (delay, accident, arrival at stop after bus departure)	Exposure to weather, unsupervised concerned pupils	<ul style="list-style-type: none"> <li>Bus companies to ensure service runs</li> <li><b>Driver/company to inform school of any problems or delays as soon as reasonably practicable.</b></li> <li><b>Communication to pupils and parents via twitter, text, email as appropriate</b></li> <li>Bus briefing advises:               <ul style="list-style-type: none"> <li>wait 20 minutes the most senior pupil at the stop to phone the bus company;</li> <li>if the bus does not arrive as advised then call the school;</li> <li>always wait at a bus stop</li> </ul> </li> <li>Minibuses can be sent from school to collect some or all pupils on a route with a problem</li> <li>Pupils are also in contact with their parents and <i>in extremis</i> can return home</li> </ul>	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"> <li>Drivers asked not to vary route without the school's agreement.</li> <li>Drivers asked not to leave stops before the scheduled time.</li> </ul>	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"> <li>Parent and pupil briefing prior to joining school.</li> <li>Parents are responsible for ensuring that pupil reaches the pick-up point in safety and that they board the correct vehicle.</li> <li>Pupils issued with passes.</li> <li>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.</li> </ul>	1	2	2	Senior management Parents Pupils

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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"> <li>Drop off take place on school premises.</li> <li>Parents advised by mid-morning where a pupil has not arrived at school.</li> <li>Bus met by member of staff on arrival who can deal with any concerns about a missing pupil.</li> </ul>	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"> <li>Parents/carers are responsible for ensuring that pupil is collected from drop-off point at the end of the day.</li> <li>Parents are responsible for ensuring their children return home safely after disembarking the bus.</li> <li>Driver awareness that this is a higher risk at the start of term and to check if pupil appears concerned</li> <li>Where possible we would encourage parents to meet their children at the bus stop</li> <li>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.</li> <li>Pupils are encouraged to carry a mobile phone to alert parents that they have disembarked the bus</li> <li>Where possible pupils are encouraged to walk home with other pupils.</li> </ul>	2	5	10	Parents Pupils
Road Traffic Accidents (RTA)	Major or minor injury	<ul style="list-style-type: none"> <li>Approved operators and appropriately qualified and competent drivers. (drivers qualified to the required legal standards –e.g. MIDAS or PCV licence)</li> <li>Routes are planned to ensure that only suitable roads are used for the type of vehicle.</li> <li>Timetables are planned to ensure sufficient time to operate the route in a safe manner</li> <li>Pupils are briefed to stay seated at all times</li> <li>Pupils are briefed to wear seatbelts when they are fitted.</li> <li>All operators are aware of the emergency procedures in the event of a vehicle accident or breakdown.</li> </ul>	2	5	10	Bus operators Drivers Senior management Pupils

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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"> <li>• Driver to call emergency services in the event of an accident and advise them that pupils being carried</li> <li>• Driver to take appropriate action to ensure the safety of pupils if bus has to be evacuated</li> <li>• Driver able to contact company to arrange collection by another bus</li> <li>• Driver to communicate to the College</li> <li>• Procedure in place to communicate internally and to parents.</li> <li>• Pupils to remain with the vehicle under the supervision of the driver</li> <li>• Driver/<b>company</b> to contact school.</li> <li>• <b>Communication to pupils and parents via twitter, text, email as appropriate.</b></li> </ul>	3	3	9	Bus operators Drivers Senior management Parents Pupils

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