

## Risk Assessment – School bus departure – end of day

School	Department	Date	Version	Reviewed date	Assessor(s)	Next review date
Princethorpe	Estates	September 2015	1.5	29.01.18	Eddie Tolcher	01.09.18

Description of task/activity	Area	Persons exposed eg staff, pupil, visitor etc
<p><b>School bus departure – end of school day</b></p> <p>School buses arrival – earliest 3.00pm, last can be after departure of other buses.</p> <p>11 coaches ferrying pupil from the College. This risk assessment details the hazards involved with the final stage of their journey and highlights various control measures in place to deal with such issues, as well as potential solutions to reduce the risk of harm to persons even further.</p> <p>This is a high risk procedure which could see potential harm to any and all persons involved. It is therefore essential that the persons charged with co-ordinating this task are made familiar with the safe working procedure so as to minimise the likelihood of any incidents that may or may not arise.</p> <p>Please see safe working procedure for bus/coach arrivals/departures.</p>	Front of School	Pupils Parents Staff Visitors Coach drivers

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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 x L.*

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
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Traffic	Vehicle collision with staff members/pupils and/ or other vehicles	<ul style="list-style-type: none"> <li>• Minimum of 3 personnel ('marshals') overseeing traffic and pupils at all times..</li> <li>• <b>One person on duty from 3.30pm to marshal pupils who arrive early whilst buses reverse on arrival.</b></li> <li>• <b>Pupils not to walk in front of buses parked in the bus bay.</b></li> <li>• Traffic calming measures in place – speed limit, road humps and signs.</li> <li>• Provision of reflective jackets to all marshals.</li> <li>• Each marshal is familiar with the safe working procedure.</li> <li>• <b>Supervisor oversees process and undertakes on-going 'dynamic' risk assessment and issuing instructions as required.</b></li> <li>• Control of pedestrians <b>by Supervisor</b> and Pupil Marshals <b>as directed by Supervisor.</b></li> <li>• Bus drivers only to enter or exit coach stopping areas when traffic and pupils stopped.</li> <li>• <b>Bus drivers not to depart until the Supervisor indicates that they may do so.</b></li> <li>• Annual bus briefing to drivers states requirements for contracted bus drivers.</li> <li>• Pupil briefing.</li> <li>• Guidance to parents in Parent Handbook.</li> </ul>	1	5	5	Senior management Grounds Marshals Drivers Parents Bus drivers Pupils
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Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
Pupils unsure of bus numbers & walking in front of buses whilst traffic passes	Vehicle/ pedestrian collision	<ul style="list-style-type: none"> <li>• <b>Pupils not to walk in front of buses parked in the bus bay.</b></li> <li>• Pupil briefing.</li> <li>• Traffic marshals in control of the situation and anticipate and immediately tackle any hazardous situation before it develops.</li> <li>• Marshals do not allow pupils to walk in front of buses (unless accompanied).</li> <li>• Bus companies asked to put bus number on rear of bus.</li> <li>• Buses drivers to ensure no pupils near to bus prior to moving.</li> <li>• <b>Supervisor oversees process and undertakes on-going 'dynamic' risk assessment and issuing instructions as required.</b></li> </ul>	2	3	6	Senior management Marshals Pupils
Bus reversing	Collision with pedestrians walking behind the bus	<ul style="list-style-type: none"> <li>• Pupil briefing.</li> <li>• All marshals behind buses wearing reflective jackets.</li> <li>• No pupils allowed behind buses whilst reversing.</li> <li>• Pupils should not be in area before marshals.</li> <li>• Ask all bus companies to fit 'reversing warning sounders'.</li> <li>• Timing of arrival set early so that buses should be present and ready to go before the end of school bell rings.</li> <li>• Ask all bus companies to fit 'reversing warning sounders'.</li> <li>• Buses drivers to ensure no pupils near to bus prior to moving.</li> <li>• <b>Supervisor oversees process and undertakes on-going 'dynamic' risk assessment and issuing instructions as required.</b></li> </ul>	2	4	8	Senior management Marshals Bus drivers Pupils
Traffic marshals under-trained	Issuing of un-clear instructions to all parties leading to congestion and potential collisions	<ul style="list-style-type: none"> <li>• All marshals <b>have training including a visit to the area and</b> are familiar with the safe working procedure.</li> <li>• Marshals are consistently the same and as such are well experienced in the process and risks involved.</li> <li>• <b>Supervisor oversees process and undertakes on-going 'dynamic' risk assessment and issuing instructions as required.</b></li> </ul>	1	3	3	Senior management Marshals Drivers

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Weather	Slips/trips. Poor visibility	<ul style="list-style-type: none"> <li>Icy/snowy weather conditions - gritting salt distributed, driveway <b>snow-ploughed</b> and free of snow <b>as far as possible</b>.</li> <li>Management of pupils according to conditions e.g. keep inside until time to board.</li> <li>Appropriate driving.</li> </ul>	2	2	4	Senior management Grounds Driving Bus drivers Pupils
Poor signage – especially when buses reversing past the entrance to the front office	Collision with pedestrians leaving the main building via the front office.	<ul style="list-style-type: none"> <li>Warning sign on the inside of the main door to warn pedestrians of potential reversal vehicles at the end of the school day.</li> <li>Bus companies asked to fit ‘reversing warning sounders’ wherever possible.</li> </ul>	1	3	3	Senior management Bus contractors
Non-scheduled traffic blockages e.g. parcel deliveries etc.	Changes to existing procedures may lead to collisions and traffic build-up	<ul style="list-style-type: none"> <li>Avoid the delivery of goods during bus arrival/departure times.</li> <li>Control parking if it occurs unexpectedly</li> <li><b>Supervisor oversees process and undertakes on-going ‘dynamic’ risk assessment and issuing instructions as required.</b></li> </ul>	1	2	2	Senior management Estates Marshals

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