



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

Guidance on Home to School Transport Risk Assessments

November 2009





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1. INTRODUCTION.....	2
<i>Local authority responsibilities</i>	<i>2</i>
<i>Operators' responsibilities</i>	<i>3</i>
2. RISK ASSESSMENT PROCESS.....	4
<i>Stage 1.....</i>	<i>4</i>
<i>Stage 2.....</i>	<i>5</i>
<i>The Risk Matrix.....</i>	<i>6</i>
3. RISK ASSESSMENTS	7
<i>Form A - Route.....</i>	<i>7</i>
<i>Form B - Identified Pick-up and Drop-off Points</i>	<i>9</i>
<i>Form C - Identified School Drop-off and Pick-up Points.....</i>	<i>11</i>
<i>Form D - Driver and Passenger Assistant.....</i>	<i>13</i>
<i>Form E - Vehicle.....</i>	<i>17</i>
4. MONITORING	21
<i>Form F - Sample Check Report Form</i>	<i>21</i>
ANNEX A – EXAMPLES OF COMPLETED RISK ASSESSMENT FORMS	23
<i>Cover Sheet</i>	<i>24</i>
<i>Form A - Route.....</i>	<i>25</i>
<i>Form B - Identified Pick Up / Drop Off Points.....</i>	<i>28</i>
<i>Form C - Identified School Drop-off / Pick up Points</i>	<i>30</i>
<i>Form D - Driver and Passenger Assistant.....</i>	<i>32</i>
<i>Form E - Vehicle.....</i>	<i>34</i>
<i>Form F - Sample Check Report Form</i>	<i>36</i>
ANNEX B - RISK ASSESSMENT FORMS.....	37
<i>Cover Sheet</i>	<i>38</i>
<i>Form A - Route.....</i>	<i>39</i>
<i>Form B - Identified Pick Up / Drop Off Points.....</i>	<i>42</i>
<i>Form C - Identified School Drop-off / Pick up Points</i>	<i>44</i>
<i>Form D - Driver and Passenger Assistant.....</i>	<i>46</i>
<i>Form E - Vehicle.....</i>	<i>48</i>
<i>Form F - Sample Check Report Form</i>	<i>50</i>

1. Introduction

A risk assessment is an important tool in ensuring the safety of young people travelling to and from school, and also to protect drivers and passenger assistants. Health and Safety legislation requires risk assessments to be undertaken. The law does not expect us to be able to eliminate all risks but to protect people as far as 'reasonably practicable'.

This guidance has been developed to assist local authorities and operators in carrying out risk assessments on home to school transport. It is for use by bus, coach, minibus and taxi operators who undertake local authorities' home to school contracts.

The risk assessment should be used for all school transport service contracts, but can also be modified for use on public services that carry school pupils or for contracts carrying pupils with specific travel requirements.

The risk assessment has been broken down into five key areas :-

- A Route
- B Pick-up / Drop-off points
- C School Site(s)
- D Drivers and Passenger Assistants
- E Vehicle

A general cover sheet, risk assessment forms for each area and a sample check report form are provided in Annex B of this guidance.

Local authority responsibilities

The Welsh Assembly Government expects local authorities to ensure that **all** home to school transport contracts are risk assessed by the end of the 2010-11 school term (i.e. August 2011). This will ensure that local authorities and bus operators comply with the statutory requirements within a reasonable time.

It is for each local authority to determine when and how risk assessment forms are sent out. One approach might be for an authority to send out the forms for particular routes rather than asking the operator to carry out all the assessments together at the same time. A risk assessment for drivers, passenger assistants or vehicles that are not associated to a particular route could be conducted afterwards.

A cover sheet (Annex B), with section 1 completed, should accompany each batch of forms that are sent to operators. Local authorities should keep a log of when risk assessment forms are sent and when they are returned. Local authorities should also record any follow-up action required and

when it has been completed.

When current contracts come up for renewal the Welsh Assembly Government would expect local authorities to make the completion of risk assessments a general condition in their contracts for providing home to school transport.

Operators' responsibilities

The operator should complete the risk assessment forms, make copies of them and then submit the originals to the local authority within 6 weeks of receiving them.

The completed risk assessments should be reviewed annually, immediately after an incident, or whenever there are any changes to the school transport provision.

2. Risk Assessment Process

2.1 A risk assessment needs to be completed:

- for every route undertaken as part of the contract;
- for every pick-up / drop-off point on the route that is considered to require a separate risk assessment;
- for every school pick-up / drop-off point that is considered to require a separate risk assessment.
- for every driver and passenger assistant employed for the provision of school transport; and
- for every vehicle used for the provision of school transport.

2.2 The risk assessment should be completed in two stages. This staged approach will allow operators to use any risk-assessed vehicle with any risk-assessed driver or passenger assistant on any contracted risk assessed route, therefore avoiding the need to assess each different driver on each different vehicle for every route.

Stage 1

2.3 Operators must complete a risk assessment for every Route (Form A), every Driver or Passenger Assistant (Form D), and every Vehicle (Form E).

Stage 1:

If the operator has two routes, two drivers and two buses the operator would need to complete:

- | | | |
|-----------------------|------------------------|----------|
| ➤ One Risk Assessment | for route number one | (Form A) |
| ➤ One Risk Assessment | for route number two | (Form A) |
| ➤ One Risk Assessment | for driver number one | (Form D) |
| ➤ One Risk Assessment | for driver number two | (Form D) |
| ➤ One Risk Assessment | for vehicle number one | (Form E) |
| ➤ One Risk Assessment | for vehicle number two | (Form E) |



Total Six Risk Assessments

The operator would **not** have to assess each different driver, with each different vehicle on each different route:

- | | | |
|--------------|-----------------------|---------------------|
| ➤ Driver one | on vehicle number one | on route number one |
| ➤ Driver one | on vehicle number two | on route number one |
| ➤ Driver one | on vehicle number one | on route number two |
| ➤ Driver one | on vehicle number two | on route number two |
| ➤ Driver two | on vehicle number one | on route number one |
| ➤ Driver two | on vehicle number two | on route number one |
| ➤ Driver two | on vehicle number one | on route number two |
| ➤ Driver two | on vehicle number two | on route number two |



Total 24 Risk Assessments

Stage 2

2.4 When completing the risk assessment for a contracted route, operators are also required to consider the risks associated with the pick-up/drop off point(s) and school/college site(s) served by the route.

2.5 If the operator considers that a pick-up/drop-off point or a school/college site along the route poses a greater than reasonably acceptable risk, the operator will need to complete:

- one assessment for every pick-up/drop-off point that is identified as requiring a separate risk assessment (Form B); and
- one assessment for every destination school/college that is identified as requiring a separate risk assessment (Form C).

2.6 If the operator considers that the situation at any particular pick-up/drop-off point or school site becomes more hazardous during the operation of the contract, the operator must complete and submit a new risk assessment to the contracting local authority at the earliest possible opportunity.

Stage 2:

On route one the operator has 20 on route pick-up points with 3 that the operator considers poses a greater than reasonable risk; also the route serves 2 schools one whose site the operator considers poses a greater than reasonable risk.

In this instance the operator would need to complete:

- Three Risk Assessment B forms
- One Risk Assessment C form



Total Four Risk Assessments

The operator would **not** have to assess every pick-up/drop off point and every school/college site served along the contracted route:

- 20 Risk Assessment B forms (one for every pick-up point)
- Two Risk Assessment C forms (one for every school site)



Total 22 Risk Assessments

The Risk Matrix

2.7 The following risk matrix should be used for all five different risk assessments to assess the identified risks.

2.8 The risk matrix is based on the likelihood that an injury can take place magnified by the severity of that injury, this will give an overall risk level posed by that particular hazard.

E.g.

	Likelihood	X	Severity	=	Risk level
Road traffic collision	2	X	5	=	10 Undesirable
Slips, trips and falls	3	X	2	=	6 Acceptable

2.9 If any hazard presents a risk level that is considered undesirable or unacceptable then control measures must be put in place to reduce the risk.

Risk Matrix		
Key		
Likelihood	Severity	Risk Level
1 Improbable	1 Negligible	Acceptable without review
2 Remote	2 Marginal	Acceptable with review
3 Occasional	3 Significant	Undesirable
4 Probable	4 Critical	Unacceptable
5 Frequent	5 Catastrophic	

Likelihood	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
		Severity				

3. Risk Assessments

Form A - Route

This section covers risks related to the route being used for the school transport provision.

The operator should create a unique 'Risk Assessment Number' which should be noted on the Cover Sheet (Annex B) and entered into the 'Risk Assessment Number' Box on the risk assessment form.

On the cover sheet, enter 'A' into the box called 'Risk Assessment Type' and enter the relevant route number into the box called 'Route Number'.

1. Assessed section specifics

This section asks for details of the route. Enter the relevant details into each box.

2. Safety Checklist

This section identifies what safety measures are being used in relation to the route. Enter Yes or No as required into the box.

School Traffic Management Policy - Refers to a written policy undertaken by schools in relation to the management of traffic on or within the school site. An essential part of this policy is the risk assessment of the school site, which schools and LEA's have a legal duty to undertake.

3. Categories of people potentially affected by or undertaking the risk

Operators should identify who might be affected by potential risks associated with the route. Enter Yes or No as required into each box.

Other Pupils: Nursery, college etc.

Third party public: Any other road users or pedestrians etc.

4. Identified hazards

This section identifies the potential hazards associated with the route, their likelihood, severity and risk level. When calculating the risk posed by each hazard, operators should use the Risk Matrix. The example risk assessment form in Annex A includes a selection of potential hazards although this list is not exhaustive.

5. Control measures to mitigate risks

This section identifies the control measures that will be implemented in order to reduce the effect of the hazards identified in section 4, to a more acceptable level.

If any of the measures identified have already been implemented then enter 'In place'. If new measures are planned, then enter the target date and the person responsible.

If any identified hazards have a 'Risk Level' of Undesirable or Unacceptable, then enter 'Yes' into the relevant box on the Cover Sheet.

6. Reassessment of identified hazards

The hazards identified in section 4 should be reassessed once the control measures in section 5 have been implemented. This may in some cases (but not all) lead to a reduction in the risk level.

7. Identified Pick-up/Drop-off Points

Provide details of any Pick-up/Drop-off Points that need to have full risk assessments completed.

8. Identified School Drop-off/Pick-up Points

Provide details of the School Drop-off/Pick-up Points that need to have full risk assessments completed.

9. Follow-up action required by local authority

If there are any hazards that are out of the operator's control then these must be identified here and also on the cover sheet.

10. Any additional comments/details

If there are any additional comments/details that need to be included, do so in this section.

11. Assessor details

The person completing the assessment form should complete this section.

12. Review details

This section should be completed every time the risk assessment is reviewed. They should be reviewed annually or whenever there are any changes to the school transport provision.

Form B - Identified Pick-up and Drop-off Points

This section covers risks related to the pick-up/drop-off points along the route. Not all pick-up and drop-off points need to be assessed individually. Only those identified on Form A require such consideration. A separate form needs to be completed for each pick-up/drop-off point identified.

The operator should create an unique 'Risk Assessment Number' which should be noted on the Cover Sheet (Annex B) and entered into the 'Risk Assessment Number' Box on the risk assessment form.

On the cover sheet, enter 'B' into the box called 'Risk Assessment Type' and enter the relevant route number into the box called 'Route Number'.

1. Assessed section specifics

This section asks for details of the route. Enter the relevant details into each box.

2. Safety Checklist

This section identifies what safety measures are being used in relation to the pick-up/drop-off point. Enter Yes or No as required into each box.

Home Zone - Home Zones work through the physical alteration of streets and roads in an area. These alterations force motorists to drive with greater care and at lower speeds.

3. Categories of people potentially affected by or undertaking the risk

Operators should identify who might be affected by potential risks associated with the pick-up/drop-off point. Enter Yes or No as required into each box.

Other Pupils: Nursery, college etc.

Third party public: Any other road users or pedestrians etc.

4. Identified hazards

This section identifies the potential hazards associated with the route, their likelihood, severity and risk level.

When calculating the risk posed by each hazard, operators should use the Risk Matrix. The example risk assessment form in Annex A includes a selection of potential hazards although this list is not exhaustive.

5. Control measures to mitigate risks

This section identifies the control measures that will be implemented in order to reduce the effect of the hazards identified in section 4, to a more acceptable level.

If any of the measures identified have already been implemented then enter 'In place'. If new measures are planned, then enter that target date and the person responsible.

If any identified hazards have a 'Risk Level' of Undesirable or Unacceptable, then enter 'Yes' into the relevant box on the Cover Sheet.

6. Reassessment of identified hazards

The hazards identified in section 4 should be reassessed once the control measures in section 5 have been implemented. This may in some cases (but not all) lead to a reduction in the risk level.

7. Follow-up action required by local authority

If there are any hazards that are out of the operator's control then these must be identified here and also on the cover sheet.

8. Any additional comments/details

If there are any additional comments/details that need to be included, do so in this section.

9. Assessor details

The person completing the assessment form should complete this section.

10. Review details

This section should be completed every time the risk assessment is reviewed. They should be reviewed annually or whenever there are any changes to the school transport provision.

Form C - Identified School Drop-off and Pick-up Points

This section covers risks related to the school site. There is a legal duty for schools and LEAs to undertake assessment of the risks from transport activities and to implement suitable control measures. The assessment undertaken under the process outlined in this guidance however is to be conducted from the operators' perspective. Not all school drop-off and pick-up points require a separate risk assessment to be undertaken. Only those identified on Form A require such consideration.

The operator should create a unique 'Risk Assessment Number' which should be noted on the Cover Sheet (Annex B) and entered into the 'Risk Assessment Number' Box on the risk assessment form.

On the cover sheet, enter 'C' into the box called 'Risk Assessment Type' and enter the relevant route number into the box called 'Route Number'.

1. Assessed section specifics

This section asks for details of the school site. Enter the relevant details into each box.

2. Safety Checklist

This section identifies what safety measures are being used in relation to the school site. Enter Yes or No as required into each box.

School Traffic Management Policy - Refers to a written policy undertaken by schools in relation to the management of traffic on or within the school site. An essential part of this policy is the risk assessment of the school site.

3. Categories of people potentially affected by or undertaking the risk

Operators should identify who might be affected by potential risks associated with the school site. Enter Yes or No as required into each box.

Other Pupils: Nursery, college etc.

Third party public: Any other road users or pedestrians etc.

4. Identified hazards

This section identifies the potential hazards associated with the route, their likelihood, severity and risk level.

When calculating the risk posed by each hazard, operators should use the Risk Matrix. The example risk assessment form in Annex A includes a selection of potential hazards although this list is not exhaustive.

5. Control measures to mitigate risks

This section identifies the control measures that will be implemented in order to reduce the effect of the hazards identified in section 4, to a more acceptable level.

If any of the measures identified have already been implemented then enter 'In place'. If new measures are planned, then enter that target date and the person responsible.

If any identified hazards have a 'Risk Level' of Undesirable or Unacceptable, then enter 'Yes' into the relevant box on the Cover Sheet.

6. Reassessment of identified hazards

The hazards identified in section 4 should be reassessed once the control measures in section 5 have been implemented. This may in some cases (but not all) lead to a reduction in the risk level.

7. Follow-up action required by local authority

If there are any hazards that are out of the operator's control then these must be identified here and also on the cover sheet.

8. Any additional comments/details

If there are any additional comments/details that need to be included, do so in this section.

9. Assessor details

The person completing the assessment form should complete this section.

10. Review details

This section should be completed every time the risk assessment is reviewed. They should be reviewed annually or whenever there are any changes to the school transport provision.

Form D - Driver and Passenger Assistant

This section covers risks related to the driver and passenger assistant(s) used for the school transport provision.

The operator should create an unique 'Risk Assessment Number' which should be noted on the Cover Sheet (Annex B) and entered into the 'Risk Assessment Number' Box on the risk assessment form.

On the cover sheet, enter 'D' into the box called 'Risk Assessment Type' and enter the relevant route number into the box called 'Route Number'.

In the box called 'Operator name' enter the name of the company or local authority that employs the driver/passenger assistant.

1. Assessed section specifics

This section asks for details of the driver/passenger assistant being employed. Enter the relevant details into each box.

2. Safety Checklist

This section identifies what safety measures are being used in relation to the driver/passenger assistant. Enter Yes or No as required into each box:

Appropriate Drivers Licence - The driver must have the appropriate driving license that is legally required to drive the vehicle that is used for the route.

A Passenger Carrying Vehicle (PCV) / Public Service Vehicle (PSV) licence, Driver CPC and a full EU driving licence are required in order to drive a vehicle with more than eight seats. The driver must also meet the medical, eyesight and health requirements.

A full EU driving licence is required to drive any vehicle with 8 seats or less.

Relevant Training - This covers any training that the driver/passenger assistant may have undertaken which is relevant to their job. Examples may include accredited qualifications such as Midas, Advanced Driving Test, NVQ's etc and non-accredited training such as route training, induction courses, emergency procedures etc.

Criminal Records Bureau checks - Under the terms of the Safeguarding Vulnerable Groups (SVG) Act 2006 a new vetting and barring Scheme for England and Wales covering those who work or volunteer, or seek to work or volunteer with children or vulnerable adults, will be introduced. The Scheme will start from 12 October 2009 and will be phased in over a period of time to allow for a smooth transition to the new requirements. The full go-live for the Scheme is 26 July 2010.

From October 2009 all the existing Protection of Vulnerable Adults (PoVA), Protection of Children Act (PoCA) and List 99 barred lists will be replaced by two

new Independent Safeguarding Authority (ISA) lists containing full details of all those individuals barred from working with children or with vulnerable adults in any setting. This extends safeguarding to the full range of activities outlined in the SVG Act with added protections for thousands of additional vulnerable people.

Additionally employers, social services departments, professional regulators and register holders will be under a new statutory duty to refer information to the ISA about individuals who may pose a risk to vulnerable groups.

The next stage of the phasing process will be in July 2010 when applications from the relevant workforce will commence along with the monitoring elements of the scheme.

The new Scheme will cover passenger assistants and those people who drive a vehicle that is being used only for the purpose of carrying children or vulnerable adults. This will include taxi drivers who are used by schools and care homes to transport children. It will also include minibuses and bus drivers who take children on school trips.

The new Scheme does not include bus drivers who drive public service vehicles that may or may not pick up children or vulnerable adults on a route. It also excludes taxis hailed or hired by children or vulnerable adults independently. Further information on the new vetting and barring scheme can be found at www.isa-gov.org.uk

The Welsh Assembly Government expects all staff employed on contracted school transport services to comply with the enhanced disclosure procedures of the Criminal Record Bureau. The level of the enhanced disclosure check should feature in the contract between the local authority and the service operator.

Local authority Code of Practice - A Code of Practice outlines acceptable behaviour for those that work on school transport. Drivers and Passenger Assistants should be aware of the local authority's Code of Practice and agree to abide by it.

Travel Behaviour Code - The Welsh Assembly Government All Wales Travel Behaviour Code will come into force in January 2010. It establishes a common standard of behaviour, discipline and enforcement for children and young people travelling to and from school. It applies to all learners between the ages of 5 and 19. The Code requires drivers and passenger assistants to report incidents of bad behaviour to the bus operator.

School Traffic Management Policy - Refers to a written policy undertaken by schools in relation to the management of traffic on or within the school site. An essential part of this policy is the risk assessment of the school site, which schools and LEA's have a legal duty to undertake. Drivers and Passenger Assistants need to be aware of any school traffic management plans appropriate for their routes.

3. Categories of people potentially affected by or undertaking the risk

Operators should identify who might be affected by potential risks associated with the driver/passenger assistant. Enter Yes or No as required into each box.

Other Pupils: Nursery, college etc.

Third party public: Any other road users or pedestrians etc.

4. Identified hazards

This section identifies the potential hazards associated with the driver or passenger assistant along with their likelihood, severity and risk level.

It is important to remember that details completed earlier will impact on the risk level associated with each hazard i.e. a driver who has more experience or who has had more extensive training such as the CPC may present a reduced risk of driver error. A driver or passenger assistant who has been correctly trained in how to lift correctly may reduce the risk level presented by any lifting or manual handling.

If a driver has any licence endorsements or convictions then these should be identified as potential hazards.

When calculating the risk posed by each hazard, operators should use the Risk Matrix in Section 2. The example risk assessment in Annex A includes a selection of potential hazards although this list is not exhaustive.

5. Control measures to mitigate risks

This section identifies the control measures that will be implemented in order to reduce the effect of the hazards identified in section 4, to a more acceptable level.

If any of the measures identified have already been implemented then enter 'In place'. If new measures are planned, then enter the target date and the person responsible.

If any identified hazards have a 'Risk Level' of Undesirable or Unacceptable, then enter 'Yes' into the relevant box on the Cover Sheet.

6. Reassessment of identified hazards

The hazards identified in section 4 should be reassessed once the control measures in section 5 have been implemented. This may in some cases (but not all) lead to a reduction in the risk level.

7. Follow-up action required by local authority

If there are any hazards that are out of the operator's control then these must be identified here and also on the cover sheet.

8. Any additional comments/details

If there are any additional comments/details that need to be included, do so in this section.

9. Assessor details

The person completing the assessment form should complete this section.

10. Review details

This section should be completed every time the risk assessment is reviewed. They should be reviewed annually or whenever there are any changes to the school transport provision.

Form E - Vehicle

This section covers risks related to the vehicle that is being used for school transport provision. A separate form must be completed for every vehicle that is used for the provision of school transport.

The operator should create an unique 'Risk Assessment Number' which should be noted on the Cover Sheet (Annex B) and entered into the 'Risk Assessment Number' Box on the risk assessment form.

On the cover sheet, enter 'E' into the box called 'Risk Assessment Type' and enter the relevant route number into the box called 'Route Number'.

1. Assessed Section Specifics

This section asks for details of the vehicle being used. Enter the relevant details into each box.

Vehicle type: E.g. car, people carrier, minibus, coach, bus, double deck bus etc.

Vehicle Age: i.e. from date of manufacture not from UK registration.

Licence/Disc type: E.g. taxi, PCV, PSV.

2. Safety Checklist

This section identifies what vehicle safety measures are in place. Enter Yes or No as required into each box.

Seatbelts - For the purpose of these risk assessments, and in line with new legislation concerning the use of seatbelts, the following definition applies :-

- a child is a person who is between 3 and 14 years of age;
- a seat belt is a minimum of a lap belt.

The seat belts provided should meet, as a minimum, the relevant legislation for the type of vehicle used and the local authorities' minimum contract specifications. All seatbelts provided must be maintained in accordance with daily vehicle defect checks.

Although current legislation does not make it a requirement for all vehicles to have seat belts and child restraints the Welsh Assembly Government recommends that:

- Contracts to Infant/Junior and Primary Schools should utilise vehicles with 3 point all-age seat belts as a minimum requirement; and
- Contracts to Secondary Schools and Further Educational Establishments should utilise vehicles with lap belts as a minimum requirement.

A 3-point all age seat belt restrains the upper and lower parts of the torso, is anchored at not less than 3 points, includes a lap belt and is designed for use

by an adult. The position of the shoulder strap can be adjusted to suit the size of the passenger.

A 3-point seat belt restrains the upper and lower parts of the torso, is anchored at not less than 3 points, includes a lap belt and is designed for use by an adult. The position of the shoulder strap is fixed.

A Lap belt passes across the front of the passenger's pelvic region and is designed for use by an adult.

Child restraint - where seat belts are fitted in vehicles with 8 seats or less, children aged between 3 years and 11 years old or less than 135cms in height (approx 4ft 5ins) MUST use the appropriate child restraint.

Three exceptions allow these children to travel in the rear and use an adult belt:

- in a taxi, if the right child restraint is not available;
- for an occasional journey over a short distance, if the right child restraint is not available; and
- where 2 occupied child seats in the rear prevent the fitment of a 3rd child seat.

All child restraints must comply with the **UN ECE 44.03** standard (or UN ECE 44.04 from June 2006 onwards). It is the responsibility of the transport operator to ensure that the appropriate child restraint is provided.

A Child seat is a forward facing child restraint, used in conjunction with a fitted seat belt, for children weighing between 9kgs and 18kgs.

A Booster seat is used in conjunction with a fitted seat belt, for a child weighing 15kgs to 25kgs.

A Booster cushion is for a child weighing 22kgs to 36kgs.

Closed Circuit Television (CCTV): A security system using cameras that transmit visual information over a closed circuit through electrically conducting cable or wireless transmitter and receiver. The use of such a system must comply with the requirement of the Data Protection Act 1998. Any CCTV equipment provided must be maintained in accordance with daily vehicle defect checks. Further guidance can also be found at www.ico.gov.uk.

Global Positioning System (GPS) is a radio navigation system that allows land, sea, and airborne users to determine their exact location, velocity, and time 24 hours a day, in all weather conditions, anywhere in the world. Any GPS equipment provided must be maintained in accordance with daily vehicle defect checks.

First Aid Kits - The Road Traffic Act 1986 requires all PCV's/PSV's to carry a first aid kit that must contain:

1. 10 antiseptic wipes

2. one conforming disposable bandage
3. two triangular bandages
4. three large sterile un-medicated ambulance dressings
5. two sterile eye pads
6. 12 assorted safety pins
7. one pair of rustless blunt edged scissors.

Body Spillage Kits - these kits contain all that is needed to deal efficiently and effectively with body fluid spills. With this kit the user can contain and deodorise fluid spills whilst effectively cleaning and disinfecting the soiled area, therefore reducing the risk of cross-infection. If body spillage kits are provided with vehicles, drivers/passenger assistants must be trained in the correct use of the kit.

Fire Extinguisher - all PCV's/PSV's must carry extinguishers marked with the British Standard Institute No. BS5423 or EN3.¹ They must have a minimum test rating of 8A or 21B and contain either water or foam.

Adequate Safe Storage - this refers to safe storage for passenger items such as musical and sporting equipment. This should be provided and used to reduce the impact, in the event of road traffic collisions, of the movement of unsecured objects in the cabin.

Daily Vehicle Defect Check - these are the checks that are mandatory and should be undertaken before the vehicle begins its designated route every day.² These checks should include tyres, wipers, lights, fluids (brake, oil, water, windscreen wash), cleanliness, presence of first aid kit, fire extinguisher, display of tax disc, operator licence number and route number as well as listing any new interior and exterior damage.

Communications Systems - the vehicle must be able to communicate with the operator's depot. Use of a mobile phone or a 2-way CB radio must be in accordance with current legislation.

3. Categories of people potentially affected by or undertaking the risk
Operators should identify who might be affected by potential risks associated with the vehicle. Enter Yes or No as required into each box.

Other Pupils: Nursery, college etc.

Third party public: Any other road users or pedestrians etc.

4. Identified hazards

Operators must identify all potential hazards associated with the vehicle and assess the likelihood of this happening, the severity and risk level. Risks

¹ Regulations 42 and 43 and schedule 7 of the Construction and Use regulations 1986

² Section 1 (General Principals) of the VOSA Service Level Agreement

associated with driver error are assessed in the Driver Risk Assessment. Risks involving other vehicles are assessed in the Route Risk Assessment.

It is important to remember that the details completed earlier will impact on the risk level associated with each hazard i.e. an older vehicle or a particular model may be more prone to breakdowns, or have a lower crash test rating and therefore present a greater risk in the event of a collision.

If the Traffic Commissioner or VOSA have imposed penalties or are taking action against the operator that relate to the operators vehicle, then these should be identified as potential hazards.

When calculating the risk posed by each hazard, operators should use the Risk Matrix in Section 2. The example risk assessment in Annex A includes a selection of potential hazards although this list is not exhaustive.

5. Control measures to mitigate risks

This section identifies the control measures that will be implemented in order to reduce the effect of the hazards identified in Section 4, to a more acceptable level.

If any of the measures identified have already been implemented then enter 'In place'. If new measures are planned, then enter the target date and the person responsible.

If any identified hazards have a 'Risk Level' of Undesirable or Unacceptable, then enter 'Yes' into the relevant box on the Cover Sheet.

6. Reassessment of identified hazards

The hazards identified in section 4 should be reassessed once the control measures in section 5 have been implemented. This may in some cases (but not all) lead to a reduction in the risk level.

7. Follow-up action required by local authority

If there are any hazards that are out of the operator's control then these must be identified here and also on the cover sheet.

8. Any additional comments/details

If there are any additional comments/details that need to be included, do so in this section.

9. Assessor details

The person completing the assessment form should complete this section.

10. Review details

This section should be completed every time the risk assessment is reviewed. They should be reviewed annually or whenever there are any changes to the school transport provision.

4. Monitoring

On receiving completed risk assessment forms the local authority will review the cover sheet, update their records and send a date stamped copy of the cover sheet to the operator as acknowledgement.

The local authority has the responsibility to ensure that any identified 'Follow-up Action required by local authority' is undertaken appropriately.

If the action recommended by the local authority is not acceptable to the transport operators then a joint meeting between both parties should be arranged so that an agreeable solution can be found. If the 'Follow-up Action required by local authority' relates to the school site, then the school will also need to be involved.


Form F - Sample Check Report Form

This section details local authorities' responsibilities for carrying out sample checks of risk assessments. These responsibilities are separate and in addition to any actions identified as part of the original risk assessment process.


The Welsh Assembly Government recommends that local authorities undertake a sample check of risk assessments of **no less** than 15% of the total for each risk assessment category. E.g. Category A = Route, Category B = Identified Pick Up / Drop Off Points etc.

E.g.

If the local authority has the following portfolio of risk assessments, it must:

	Sample Check	%	
➤ 100 Risk Assessment A forms	15	15	
➤ 100 Risk Assessment B forms	15	15	
➤ 100 Risk Assessment C forms	15	15	
➤ 100 Risk Assessment D forms	15	15	
➤ 100 Risk Assessment E forms	15	15	
<u>Total 500 Risk Assessment Forms</u>	<u>75</u>	<u>15</u>	

The local authority **cannot** sample check less than 15% of the forms in any individual category:

	Sample Check	%	
➤ 100 Risk Assessment A forms	10	10	
➤ 100 Risk Assessment B forms	10	10	
➤ 100 Risk Assessment C forms	25	25	
➤ 100 Risk Assessment D forms	25	25	
➤ 100 Risk Assessment E forms	5	5	
<u>Total 500 Risk Assessment Forms</u>	<u>75</u>	<u>15</u>	

1. Sample check details

This section asks for details of the risk assessment being sample checked.

The 'Risk Assessment Number' entered here should correspond to the 'Risk Assessment Number' entered on the risk assessment being sampled.

2. Assessment checklist

This section checks that the risk assessment being sampled is fit for purpose. If any anomalies are identified they should be explained here.

3. Recommendations

This section recommends any action to be taken if there are omissions or if areas of the assessment are not fit for purpose.

4. Form completed by

This section should be completed and signed by the person completing the form.

Annex A – Examples of completed Risk Assessment Forms

Cover Sheet

Local authority		Operator Name		
Pembrokeshire C.C.		Roberts Travel		
1. Issue details				
Date issued	16.03.2009		Issued by C. Jones	
2. Details of risk assessments				
Risk Assessment Number	Route Number (If Applicable)	Risk Assessment Type (A,B,C,D or E)	Undesirable or Unacceptable Risk Level in Section 4 (Yes or No)	Follow-up action required by local authority (Yes or No)
000001	634	A	Yes	Yes
000002	634	B	Yes	No
000003	634	C	No	Yes
000004	634	D	No	No
000005	Various	E	No	No
3. Acknowledgement of Receipt				
Date received	14/07/09		Received by C.Jones	

Form A - Route

Risk Assessment Number		Operator Name		
00001		Roberts Travel		
1. Assessed section specifics				
Route name/number	634	Route distance	12 miles	
Number of pupil stops	12	Number of schools	1	
Number of pupils	59	Age range	11-18	
Are there any pupils with special requirements?	No	<i>If yes, identify risks separately</i>		
2. Safety checklist (indicate Yes or No)				
Route map showing stops and black spots (if yes, attach copy)				Yes
3. Categories of people potentially affected by or undertaking the risk				
Employees	Yes	Primary Pupils		
Service Users (public)		Secondary Pupils	Yes	
Third party public	Yes	Other Pupils e.g. nursery		
4. Identified hazards (use matrix)				
If unsure some definitions of hazards are included within the relevant section of the guidelines				
		Likelihood X	Severity	= Risk Level
1	Road traffic collision caused by third party	1	5	5
2	Road traffic collision caused by bad behaviour	1	5	5
3	Overhanging trees	4	2	8
4	Narrow roads	5	1	5
5	Difficult turns	5	2	10
6	Reversing manoeuvre required	5	3	15
7	Adverse weather conditions	4	2	8
8	Pupil with severe epilepsy	4	5	20
9	Long-term road closure	5	3	15
5. Control measures to mitigate risks				
specify target date for action and person to action				
A detailed route map showing stops and black spots is kept on the vehicle at all time			01.09.09 – Dave Roberts	
Local authority to cut down any overhanging trees			01.08.09 – LA	
Driver attends a first aid training course in order to be in a position to assist the pupil with severe epilepsy if necessary			24.08.09 – Dave Roberts	
Route to be diverted for duration of road closure. New risk assessment required for temporary route			01.09.09 – Dave Roberts	
6. Reassessment of identified hazards				
Once some control measures have been put in place it may be possible to reduce the risk level of the hazard				
		Likelihood X	Severity	= Risk Level
1	Road traffic collision caused by third party	1	5	5
2	Road traffic collision caused by bad behaviour	1	5	5

3	Overhanging trees	2	2	4
4	Narrow roads	5	1	5
5	Difficult turns	5	1	5
6	Reversing manoeuvre required	5	3	15
7	Adverse weather conditions	4	1	4
8	Pupil with severe epilepsy	4	3	12
9	Long-term road closure	5	1	5

7. Pick-up / Drop-off point(s) Identified

provide details of any pick-up or drop-off point(s) on this route that have been identified as having greater risk of hazards



For every pick-up/drop-off point you detail here you will need to complete a Risk Assessment B form



1 Willow Mill – stopping brow of hill and no formal bus stop

2

3

4

5

8. School Drop-off / Pick-up point(s) Identified

provide details of any school drop-off/pick-up point(s) on this route that have been identified as



For every school drop-off/pick-up point you detail here you will need to complete a Risk Assessment C form



1 St Helens High School – not sufficient supervision

2

9. Follow-up action required by local authority

Overhanging trees at various locations along the route. Local authority has been informed and now waiting for action to be taken.

--

10. Any additional comments/details

A “buddy” should be identified from the other pupils travelling on the bus who can provide assistance for the pupil with severe epilepsy if necessary

11. Assessor Details

Name: Dave Roberts Signature: *D.G.Roberts* Date: 07.04.09

Position within organisation: Operations Manager

12. Review Details

Review Date	Reviewed by	Comments/Amendments	New risk assessment required

Form B - Identified Pick Up / Drop Off Points

Risk Assessment Number		Operator Name		
000002		Roberts Travel		
1. Assessed section specifics				
Route name/number: <u>634</u>		Stop name/number <u>Willow Mill</u>		
Usual number of pupils picked up at stop		<u>1</u>		
2. Safety checklist (indicate Yes or No)				
Sheltered waiting	No	Lay-by/pull in area	No	
Lighting	No	Clear line of visibility	No	
Pavement	No	Stop away from junction	Yes	
Scheduled stop	No	Bus lane	No	
Home Zone	No	Parking restrictions	No	
3. Categories of people potentially affected by or undertaking the risk				
Employees	Yes	Primary Pupils		
Service Users (public)		Secondary Pupils	Yes	
Third party public	Yes	Other Pupils e.g. nursery		
4. Identified hazards (use matrix)				
If unsure some definitions of hazards are included within the relevant section of the guidelines				
		Likelihood	X	Severity = Risk Level
1	Stopping on brow of hill	5		2 = 10
2	Stopping on highway	5		1 = 5
3	Uneven paving surface	5		2 = 10
4	Slips, Trips and Falls	2		3 = 6
5				
6				
7				
8				
5. Control measures to mitigate risks				
specify target date for action and person to action				
Drivers use hazard warning lights while the vehicle is stationary at the road side during boarding and alighting			In place	
Vehicle arrives at designated pick-up / drop-off point on time and does not depart early			In place	
Driver does not pull away from the stop until it is safe to do so			In place	
Pupils are to be briefed at the start of every term as to how to safely enter and exit the vehicle			20.04.09 – Steven Roberts	
The vehicle does not move away until all children are seated			In place	
6. Reassessment of identified hazards				
Once some control measures have been put in place it may be possible to reduce the risk level of the hazard				
		Likelihood	X	Severity = Risk Level
1	Stopping on brow of hill	5		2 = 10

2	Stopping on highway	5	1	5
3	Uneven paving surface	5	1	5
4	Slips, Trips and Falls	1	3	3
5				
6				
7				
8				

7. Follow-up action required by local authority

8. Any additional comments/details

9. Assessor Details

Name: **Dave Roberts** Signature: *D.G.Roberts* Date: **07.04.09**
 Position within organisation: **Operations Manager**

10. Review Details

Review Date	Reviewed by	Comments/Amendments	New risk assessment required

Form C - Identified School Drop-off / Pick up Points

Risk Assessment Number		Operator Name		
000003		Roberts Travel		
1. Assessed section specifics				
Route name/number <u>634</u>		School name <u>St Helens High School</u>		
2. Safety checklist (indicate Yes or No)				
Drop off areas are clearly defined				No
Drop off points clear of obstructions				No
Are other vehicles restricted from school grounds				No
Policy in place if school site cannot be accessed				No
Segregated vehicular and pedestrian access				No
Procedures in place for safe transfer of pupils				No
Conflict between pedestrians and reversing vehicles				No
3. Categories of people potentially affected by or undertaking the risk				
Employees	Yes	Primary Pupils		
Service Users (public)		Secondary Pupils	Yes	
Third party public	Yes	Other Pupils e.g. nursery		
4. Identified hazards (use matrix)				
If unsure some definitions of hazards are included within the relevant section of the guidelines				
		Likelihood	X	Severity = Risk Level
1	Pupil being hit by moving vehicles	3		5 = 15
2	Bus being hit by moving vehicles	2		4 = 8
3	Stationary vehicles	4		2 = 8
4	Slips, trips and falls	2		3 = 6
5	Blocked access to school site	1		4 = 4
6				
5. Control measures to mitigate risks				
specify target date for action and person to action				
School site adequately supervised				01.09.09 - LA
Vehicle doors to remain closed until the vehicle is stationary				In place
Vehicle does not pull off until the driver is sure it is safe to do so				In place
The vehicle is not to move away until all the children are seated				In place
Pupils are instructed to stay in their seat until the vehicle pulls to a stand still				In place
Vehicles to arrive at the school before closing time to reduce potential pedestrian vehicular conflict				In place
Operator to liaise with the local authority to obtain a copy of the School Traffic Management Policy and School Travel Plan				01.09.09 - LA

6. Reassessment of identified hazards

Once some control measures have been put in place it may be possible to reduce the risk level of the hazard

		Likelihood	X	Severity	=	Risk Level
1	Pupil being hit by moving vehicles	2		4		8
2	Bus being hit by moving vehicles	1		3		3
3	Stationary vehicles	4		1		4
4	Slips, trips and falls	1		3		3
5	Blocked access to school site	1		4		4
6						

7. Follow-up action required by local authority

A copy of the School Traffic Management Policy and School Travel Plan is required.

School Site is not being adequately supervised.

8. Any additional comments/details**9. Assessor Details**

Name: Dave Roberts Signature: D.G.Roberts Date: 07.04.09
 Position within organisation: Operations Manager

10. Review Details

Review Date	Reviewed by	Comments/Amendments	New risk assessment required

Form D - Driver and Passenger Assistant

000004	Roberts Travel		
1. Assessed section specifics			
Driver/Passenger assistant name	Steven Roberts		
Badge ID Number	N/A		
Issuing authority	Pembrokeshire		
ISA Registration number			
CRB Disclosure no.	001364758697		
2. Safety checklist (indicate Yes or No)			
Appropriate driving licence	Yes (PCV)	Relevant training	Yes
Enhanced CRB Checked	Yes	ID badge worn	Yes
Staff have seen the local authority's Code of Practice			Yes
Staff have seen the Travel Behaviour Code			
Staff have seen any relevant School Traffic Management Policies			Yes
Able to communicate effectively with all passengers			Yes
Specialist Training (specify)			
3. Categories of people potentially affected by or undertaking the risk			
Employees	Yes	Primary Pupils	Yes
Service Users (public)		Secondary Pupils	Yes
Third party public	Yes	Other Pupils e.g. nursery	
4. Identified hazards (use matrix)			
If unsure some definitions of hazards are included within the relevant section of the guidelines			
		Likelihood X Severity = Risk Level	
1	Road traffic collision caused by driver error	1	5
2	Violence/Aggression from passengers	3	3
3	False allegations from passengers	2	4
4	Unfamiliarity with route	1	3
5	Inappropriate behaviour by driver	2	4
6	Driver distracted by passengers	2	4
7			
8			
5. Control measures to mitigate risks			
specify target date for action and person to action			
Driver is fully briefed on the routes that he drives			In place
Driver to attend the Council's School Transport CPC Course			31.08.09 – Steven Roberts
Driver to wear his ID Badge			In place
Driver to carry a mobile phone			In place
Driver to check pupils passes every time they use the bus			In place
Driver to ensure that pupils are seated and belted before driving away			In place
6. Reassessment of identified hazards			
Once some control measures have been put in place it may be possible to reduce the risk level of the hazard			
		Likelihood X Severity = Risk Level	

1	Road traffic collision caused by driver error	1	5	5
2	Violence/Aggression from passengers	2	2	4
3	False allegations from passengers	1	3	3
4	Unfamiliarity with route	1	3	3
5	Inappropriate behaviour by driver	1	3	3
6				
7				
8				

7. Follow-up action required by local authority

8. Any additional comments/details

9. Assessor Details

Name: Dave Roberts Signature: D.G.Roberts Date: 07.04.09
 Position within organisation: Operations Manager

10. Review Details

Review Date	Reviewed by	Comments/Amendments	New risk assessment required

Form E - Vehicle

Risk Assessment Number		Operator Name	
000005		Roberts Travel	
1. Assessed section specifics			
Vehicle Registration	T432 MXK	Vehicle Type	Coach
Vehicle Make	Volvo	Vehicle Age	10 years
Vehicle Model	B7R	Vehicle Mileage	174,495
Licence/Disc type	PCV	Tax Disc Renewal Date	01.06.09
MOT Renewal Date	03.05.09	Insurance Renewal Date	12.03.10
Operator licence number	OB1234567	Seating Capacity	70
2. Safety checklist (indicate Yes or No)			
First aid kit	Yes	Body spillage kit	No
Fire extinguisher	Yes	Adequate safe storage	Yes
Communications system	Yes	CCTV	Yes
GPS	No	High backed seats	Yes
3-point all age seat belts	No	3-point seat belts	Yes
Lap belts	No	Child seats	No
Booster seats/cushions	No	Daily vehicle defect check	Yes
3. Categories of people potentially affected by or undertaking the risk			
Employees	Yes	Primary Pupils	Yes
Service Users (public)		Secondary Pupils	Yes
Third party public	Yes	Other Pupils e.g. nursery	
4. Identified hazards (use matrix)			
If unsure some definitions of hazards are included within the relevant section of the guidelines			
		Likelihood X	Severity = Risk Level
1	Vehicle breakdown	2	2 = 4
2	Road traffic collision caused by vehicle malfunction	1	5 = 5
3	Slips, trips and falls due to unclean vehicle	2	3 = 6
4			
5			
6			
5. Control measures to mitigate risks			
specify target date for action and person to action			
Daily vehicle defect check			In place
Vehicle serviced regularly			In place
A high visibility jacket onboard vehicle for use by driver in the case of a collision/breakdown			In place
School Transport signs clearly displayed			In place
Driver to keep the vehicle clean and dry			In place
A body spillage kit will be purchased for use on the vehicle			31.05.09 – Dave

6. Reassessment of identified hazards

Once some control measures have been put in place it may be possible to reduce the risk level of the hazard

		Likelihood	X	Severity	= Risk Level
1	Vehicle breakdown	2		2	4
2	Road traffic collision caused by vehicle malfunction	1		5	5
3	Slips, trips and falls due to unclean vehicle	1		3	3
4					
5					
6					

7. Follow-up action required by local authority

8. Any additional comments/details

9. Assessor Details

Name **Dave Roberts** Signature *D.G. Roberts* Date: **07.04.09**
 Position within organisation: **Operations Manager**

10. Review Details

Review Date	Reviewed by	Comments/Amendments	New risk assessment required

Form F - Sample Check Report Form

1. Sample check details:

Transport operator name	Roberts Travel				
Transport operator address	Narberth Industrial Estate				
Risk assessment reference number	00004				
Risk assessment being checked (circle as appropriate):	A	B	C	D X	E

2. Assessment checklist (indicate Yes or No):

1	Is the risk level posed by the identified hazards acceptable	Y
2	Are the control measures listed applied in practice	Y
3	Has the transport operator signed and dated the assessment	Y
4	Is the risk assessment a fair reflection of what it is being assessed	Y

If 'No' is the answer to any of the above explain here:

3. Recommendations (indicate Yes or No):

1	Are there any other potential hazards that have not been identified	N
2	Are there any extra control measures that need to be adopted	N
3	Is a new risk assessment required	N

If 'Yes' is the answer to any of the above explain here:

4. Form completed by:

Name:	I Thomas	Signature:	
Position within organisation:	H&S Officer	Date:	10/05/2009

Annex B - Risk Assessment Forms

Cover Sheet

Form A Route

Form B Identified Pick-up / Drop-off Point

Form C Identified School Drop-off / Pick-up Point

Form D Driver and Passenger Assistant

Form E Vehicle

Form F Sample Check Report Form

Form A - Route

Risk Assessment Number	Operator Name			
1. Assessed section specifics				
Route name/number _____	Route distance _____			
Number of pupil stops _____	Number of schools _____			
Number of pupils _____	Age range _____			
Are there any pupils with special requirements? _____	<i>If yes, identify risks separately</i>			
2. Safety checklist (indicate Yes or No)				
Route map showing stops and black spots (If yes, attach copy) <input style="float: right;" type="checkbox"/>				
3. Categories of people potentially affected by or undertaking the risk.				
Employees <input style="width: 100px;" type="text"/>	Primary Pupils <input style="width: 100px;" type="text"/>			
Service Users (public) <input style="width: 100px;" type="text"/>	Secondary Pupils <input style="width: 100px;" type="text"/>			
Third party public <input style="width: 100px;" type="text"/>	Other Pupils e.g. nursery <input style="width: 100px;" type="text"/>			
4. Identified hazards (use matrix)				
If unsure some definitions of hazards are included within the relevant section of the guidelines	Likelihood X Severity = Risk Level			
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
5. Control measures to mitigate risks				
specify target date for action and person to action				

6. Reassessment of identified hazards

Once some control measures have been put in place it may be possible to reduce the risk level of the hazard

Likelihood X Severity = Risk Level

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

7. Pick-up / Drop-off point(s) Identified

provide details of any pick-up or drop-off point(s) on this route that have been identified as having greater risk of hazards

For every pick-up/drop-off point you detail here you will need to complete a Risk Assessment B form



1

2

3

4

5

8. School Drop-off / Pick-up point(s) Identified

provide details of any school drop-off/pick-up point(s) on this route that have been identified as having greater risk of hazards

For every school drop-off/pick-up point you detail here you will need to complete a Risk Assessment C form



1

2

9. Follow-up action required by local authority

10. Any additional comments/details

11. Assessor Details

Name: _____ Signature: _____ Date: _____
Position within organisation: _____

12. Review Details

Review Date	Reviewed by	Comments/Amendments	New risk assessment required

Form B - Identified Pick Up / Drop Off Points

Risk Assessment Number	Operator Name		
1. Assessed section specifics			
Route name/number: _____	Stop name/number _____		
Usual number of pupils picked up at stop _____			
2. Safety checklist (indicate Yes or No)			
Sheltered waiting		Lay-by/pull in area	
Lighting		Clear line of visibility	
Pavement		Stop away from junction	
Scheduled stop		Bus lane	
Home Zone		Parking restrictions	
3. Categories of people potentially affected by or undertaking the risk			
Employees		Primary Pupils	
Service Users (public)		Secondary Pupils	
Third party public		Other Pupils e.g. nursery	
4. Identified hazards (use matrix)			
If unsure some definitions of hazards are included within the relevant section of the guidelines		Likelihood X Severity = Risk Level	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
5. Control measures to mitigate risks			
specify target date for action and person to action			

6. Reassessment of identified hazards

Once some control measures have been put in place it may be possible to reduce the risk level of the hazard

Likelihood X Severity = Risk Level

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

7. Follow-up action required by local authority

8. Any additional comments/details.

9. Assessor Details

Name: _____ Signature: _____ Date: _____
 Position within organisation: _____

10. Review Details

Review Date	Reviewed by	Comments/Amendments	New risk assessment required

Form C - Identified School Drop-off / Pick up Points

Risk Assessment Number	Operator Name					
1. Assessed section specifics						
Route name/number _____	School name _____					
2. Safety checklist (indicate Yes or No)						
Drop off areas are clearly defined	<input type="checkbox"/>					
Drop off points clear of obstructions	<input type="checkbox"/>					
Are other vehicles restricted from school grounds	<input type="checkbox"/>					
Policy in place if school site cannot be accessed	<input type="checkbox"/>					
Segregated vehicular and pedestrian access	<input type="checkbox"/>					
Procedures in place for safe transfer of pupils	<input type="checkbox"/>					
Conflict between pedestrians and reversing vehicles	<input type="checkbox"/>					
3. Categories of people potentially affected by or undertaking the risk.						
Employees	<input type="checkbox"/>	Primary Pupils	<input type="checkbox"/>			
Service Users (public)	<input type="checkbox"/>	Secondary Pupils	<input type="checkbox"/>			
Third party public	<input type="checkbox"/>	SEN Pupils	<input type="checkbox"/>			
		Other Pupils e.g. nursery	<input type="checkbox"/>			
4. Identified hazards (use matrix)						
If unsure some definitions of hazards are included within the relevant section of the guidelines						
		Likelihood	X	Severity	=	Risk Level
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
5. Control measures to mitigate risks						
specify target date for action and person to action						

6. Reassessment of identified hazards

Once some control measures have been put in place it may be possible to reduce the risk level of the hazard

Likelihood X Severity = Risk Level

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

7. Follow-up action required by local authority

8. Any additional comments/details.

9. Assessor Details

Name: _____ Signature: _____ Date: _____
 Position within organisation: _____

10. Review Details

Review Date	Reviewed by	Comments/Amendments	New risk assessment required

Form D - Driver and Passenger Assistant

Risk Assessment Number	Operator Name
1. Assessed section specifics	
Driver/Passenger assistant name _____	
Badge ID Number _____	Issuing authority _____
ISA Registration number _____	CRB Disclosure number _____
2. Safety checklist (indicate Yes or No)	
Appropriate driving licence <input type="checkbox"/>	Relevant training <input type="checkbox"/>
Enhanced CRB Checked <input type="checkbox"/>	ID badge worn <input type="checkbox"/>
Staff have seen the local authority's Code of Practice <input type="checkbox"/>	
Staff have seen the Travel Behaviour Code <input type="checkbox"/>	
Staff have seen any relevant School Traffic Management Policies <input type="checkbox"/>	
Able to communicate effectively with all passengers <input type="checkbox"/>	
Specialist Training (specify) _____	
3. Categories of people potentially affected by or undertaking the risk.	
Employees <input type="checkbox"/>	Primary Pupils <input type="checkbox"/>
Service Users (public) <input type="checkbox"/>	Secondary Pupils <input type="checkbox"/>
Third party public <input type="checkbox"/>	Other Pupils e.g. nursery <input type="checkbox"/>
4. Identified hazards (use matrix)	
If unsure some definitions of hazards are included within the relevant section of the guidelines	
	Likelihood X Severity = Risk Level
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
5. Control measures to mitigate risks	
specify target date for action and person to action	

6. Reassessment of identified hazards

Once some control measures have been put in place it may be possible to reduce the risk level of the hazard

		Likelihood	X	Severity	= Risk Level
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

7. Follow-up action required by local authority

Blank area for follow-up action required by local authority.

8. Any additional comments/details.

Blank area for additional comments/details.

9. Assessor Details

Name: _____ Signature: _____ Date: _____
 Position within organisation: _____

10. Review Details

Review Date	Reviewed by	Comments/Amendments	New risk assessment required

Form E - Vehicle

Risk Assessment Number	Operator Name		
1. Assessed section specifics			
Vehicle Registration	_____	Vehicle Type	_____
Vehicle Make	_____	Vehicle Age	_____
Vehicle Model	_____	Vehicle Mileage	_____
Licence/Disc type	_____	Tax Disc Renewal Date	_____
MOT Renewal Date	_____	Insurance Renewal Date	_____
Operator licence number	_____	Seating Capacity	_____
2. Safety checklist (indicate Yes or No)			
First aid kit	_____	Body spillage kit	_____
Fire extinguisher	_____	Adequate safe storage	_____
Communications system	_____	CCTV	_____
GPS	_____	High backed seats	_____
3-point all age seat belts	_____	3-point seat belts	_____
Lap belts	_____	Child seats	_____
Booster seats/cushions	_____	Daily vehicle defect check	_____
3. Categories of people potentially affected by or undertaking the risk.			
Employees	_____	Primary Pupils	_____
Service Users (public)	_____	Secondary Pupils	_____
Third party public	_____	Other Pupils e.g. nursery	_____
4. Identified hazards (use matrix)			
If unsure some definitions of hazards are included within the relevant section of the guidelines			
		Likelihood X	Severity = Risk Level
1			
2			
3			
4			
5			
6			
7			
8			
5. Control measures to mitigate risks			
specify target date for action and person to action			

6. Reassessment of identified hazards

Once some control measures have been put in place it may be possible to reduce the risk level of the hazard

Likelihood X Severity = Risk Level

1				
2				
3				
4				
5				
6				
7				
8				

7. Follow-up action required by local authority**8. Any additional comments/details.****9. Assessor Details**

Name: _____ Signature: _____ Date: _____
 Position within organisation: _____

10. Review Details

Review Date	Reviewed by	Comments/Amendments	New risk assessment required

Form F - Sample Check Report Form

1. Sample check details:					
Transport operator name					
Transport operator address					
Risk assessment reference number					
Risk assessment being checked (circle as appropriate):	A	B	C	D	E
2. Assessment checklist (indicate Yes or No):					
1	Is the risk level posed by the identified hazards acceptable				
2	Are the control measures listed applied in practice				
3	Has the transport operator signed and dated the assessment				
4	Is the risk assessment a fair reflection of what it is being assessed				
If 'No' is the answer to any of the above explain here:					
3. Recommendations (indicate Yes or No):					
1	Are there any other potential hazards that have not been identified				
2	Are there any extra control measures that need to be adopted				
3	Is a new risk assessment required				
If 'Yes' is the answer to any of the above explain here:					
4. Form completed by:					
Name:		Signature:			
Position within organisation:		Date:			