

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Transporting vulnerable pupils in private vehicles**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Lack of provision of suitable information relating to pupil’s behaviour prior to journey taking place. Staff member or contractor vulnerable to hazards from pupil behaviour, allegations of inappropriate conduct, violent or aggressive conduct etc. |  | Personnel transporting pupil from home to school & return journey, shall be made aware of pupil’s behaviour patterns and likelihood of outbursts to enable preparation of response and enable alternative arrangements with school, social services and/or foster carer to provide transport. |  |  |  |  | Periodic reviews of transport arrangements involving child to be included in multiagency meetings or other relevant discussions. |  |
| Suitability of vehicle & insurance (Invalid insurance cover or road traffic incident resulting from poorly maintained vehicle). |  | * Business class insurance cover shall be in place as a prerequisite requirement of transporting any pupils on RMBC business. * Pre vehicle assessment to be made by driver to ensure roadworthiness. Ensure where appropriate a booster seat/cushion etc. are used to transport pupils (only emergency situations are exempt from this legal requirement). |  |  |  |  | Where the driver feels that the use of private vehicle is inappropriate, subject to damage sustained by pupil etc. if LAC social services will liaise with school and foster carer or parent/guardian if not to make alternate arrangements for transporting pupil. |  |
| Disruptive behaviour whilst vehicle is in motion, distraction to driver (Pupil becomes disruptive whilst vehicle is in motion can lead to road traffic collision, injury to driver or other road users. Use of sexualised behaviour towards driver, pupil leaving seat (seatbelt) and attempting/assaulting staff). |  | * Pre arranged procedure to ensure driver/pupil/other road users safety which includes vehicle stopping and immediate contact with foster carer, social services and or school where assistance will be offered to enable journey to continue via an escort. * Training to be offered to staff who are designated to transport pupil in de-escalation and restraint techniques as a priority. |  |  |  |  | Driver retains the right to terminate the journey at any time where they consider the pupils behaviour is placing themselves and others at serious or imminent risk of danger.  Means of contacting key workers (social services, foster carer or school) shall be made available via mobile phone & appropriate contact numbers. |  |
| Procedure for recording incidents on journey (Vulnerability from inappropriate behaviour or allegations of improper conduct occurring). |  | * Staff member shall ensure that contact is made prior to each journey with the carer to identify any unusual behaviour which may be identifiers to conduct which may occur during transit. * Records of journey start and journey termination times where this is required through changes to behaviour patterns in vehicle shall be made at the discretion of the driver.. * Any/all incidents must be recorded in daily interventions diary, with a debriefing to be made with school staff prior to teaching commencement. |  |  |  |  |  |  |
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