

Green Acres Rural Enterprise CIC -

Risk assessment - Transportation of students

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Activity/ process	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Risk level
<u>Type of vehicle</u>	Private car	<ul style="list-style-type: none"> Fuel and breakdown RTA 	<ul style="list-style-type: none"> Vehicle maintained and serviced on a regular basis and checks made prior to journey Mobile phone available Roadworthy condition and other legal requirements Clean license, valid MOT and insurance Staff must have business cover on insurance 	Under the current law the driver is responsible for the roadworthiness of the vehicle	M
		<ul style="list-style-type: none"> Adult alone with student 	<ul style="list-style-type: none"> Student to sit in rear. Parent needs to be aware 		H
Passenger safety and supervision	Insufficient supervision	<ul style="list-style-type: none"> Inappropriate behaviour 	<ul style="list-style-type: none"> Staff are appropriately qualified and experienced to supervise travel Child protection measures are fully implemented 		
Prior to departure	Parent/carer permission	Parents/carers aware of details such as contact no's, timings, and collection point	Procedure in place for late change of details	Check with students that parents/carers are fully aware of transport plans	L

The journey	The vehicle / other road users	Road traffic accident leading to minor or severe injury / death	<ul style="list-style-type: none"> Competent drivers used Students not to distract the driver Speed limits adhered to at all times Route is planned in advance 		M
	Body fluids	Infection through contact with blood, vomit, urine or faeces	<ul style="list-style-type: none"> Plan route to allow sufficient breaks for toilet facilities Contingency plans to be in place to deal with travel sickness 		M
	Students moving around while the vehicle is moving	Minor injury risk	<ul style="list-style-type: none"> Seat belts are fitted and worn at all times whilst the vehicle is moving 		M
	Students opening doors when vehicle is moving	Severe injury risk through falling through open doors	<ul style="list-style-type: none"> Students instructed to stay in seats until directed to move Where fitted, child-lock devices should be activated 		H
	Students opening windows and throwing object out of vehicle	Risk of injury to pedestrians or other road users	<ul style="list-style-type: none"> Window restrictors used if possible Instructions given to students as part of Code of Conduct 		H
Arrival at destination	Students disembarking	Risk of injury from other vehicles in car park	<ul style="list-style-type: none"> Adult to disembark first to direct students 		M

Disembarkation	Students dropped off along the route	Parents may be unaware of plans Students dropped in unsafe location	<ul style="list-style-type: none"> • Parental permission for dropping off at preferred location • Staff to stay with students until responsible person takes over 	Make sure drop off is made safely	L
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Last assessment review date: 3rd November 2025 (usually within one year, or earlier if working habits or conditions change)