



Minibus Risk Assessment - Addendum



Date Created: 10/08/2020

Version: 1

Author: G Barwell

CastleView Enterprise Academy – Risk assessment form

Castle View Enterprise Academy	Department Facilities	Date of assessment: 10/08/2020 (addendum)	Date of previous assessment: 12/01/2020	Review date: 10/01/2021
Section: Mini Bus trip/Daily Pick up and drop offs	Description of trip: Transportation of pupils and/or staff using academy mini bus with qualified authorised driver	Persons involved in assessment: Gareth Barwell		Number of pages: 2
HAZARD AREA/ACTIVITY	PERSONS AT RISK	SIGNIFICANT RISKS TO HEALTH & SAFETY	CONTROLS	
Coach travel to resort Road traffic accident Vehicle mechanical breakdown Trip, slip, fall	All involved	Injury, death	<ul style="list-style-type: none"> ▪ Academy has procedures to follow in the event of a breakdown e.g. on a motorway ▪ Minibus is fitted with seat belts and staff ensure pupils use them ▪ Supervision/staffing within appropriate guidelines ▪ Suitable embarkation points ▪ Close supervision and headcounts during any breaks in journey and getting in and out of bus ▪ In event of breakdown contact & follow emergency services directions ▪ All must listen to explanations of emergency procedures ▪ Pupils warned about reckless behaviour e.g. walking not running, ▪ Remote supervision boundaries clearly set ▪ Meeting points shown ▪ Staff to be on duty at all times ▪ Inappropriate behaviour controlled ▪ Supervision/staffing within appropriate guidelines ▪ Staff to be seated amongst the students on board 	
Exposure to weather Cold Heat Rain Snow	All involved	Cold injury, heat injury, sunstroke, hypothermia	<ul style="list-style-type: none"> ▪ Consider possible weather conditions and plan appropriate programme, clothing and equipment ▪ Plan for pupils who may/do not bring suitable kit check before departure and/or bring spares (sun screen) ▪ Daily weather forecast obtained and plans adjusted accordingly 	

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<p>Public Child protection</p>	<p>Students</p>	<p>Psychological harm Physical harm</p>	<ul style="list-style-type: none"> ▪ Students closely supervised ▪ Students encouraged to report any unseemly or unacceptable behaviour from public ▪ Students briefed on how to behave around the public ▪ Students know where & how to contact staff at all times ▪ Changing rooms have member of staff near by ▪ Academy child protection policies and procedures followed
<p>Medical Conditions Asthma attack Diabetic related conditions</p>	<p>Certain students</p>	<p>Illness, injury or death</p>	<ul style="list-style-type: none"> ▪ At least 1 leader with each group to have first aid knowledge/training ▪ Leaders know how to call emergency services ▪ Pupils and parents are reminded to provide individual medication and this is kept securely & under the right conditions. ▪ Staff aware of student medical conditions ▪ First aid and travel sickness equipment carried ▪ Mobile phones carried if available and charged/numbers exchanged ▪ Emergency contacts with school/head teacher arranged
<p>Behaviour Drunkenness Child protection Trip, slip, fall</p>	<p>Students</p>	<p>Injury, death, illness</p>	<ul style="list-style-type: none"> ▪ Students briefed regarding no alcohol ▪ Agreed standards of behaviour ▪ Adequate supervision

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<p>Emergency action plan in relation to all above</p>	<p>All involved</p>	<p>Injury, death</p>	<ul style="list-style-type: none"> ▪ A member of school staff to attend all 1st aid situations ▪ A member of school staff to accompany any visit to hospital ▪ Minor incidents reported by Driver directly to parents ▪ Driver to inform Principal of any Major incidents. ▪ Driver will inform parents ▪ Driver will inform Principal who will instigate emergency procedures
<p>Staff illness/ injury</p>	<p>Staff</p>	<p>Injury, death, illness</p>	<ul style="list-style-type: none"> ▪ Where staff are unable to complete their supervisory roles in relation to the students Principal will be informed. ▪ School & Authority emergency procedure instigated by the Head of School ▪ An extra member of staff may be deployed if needed
<p>COVID 19 Addendum</p>	<p>Staff Students</p>	<p>Contraction of COVID 19 virus</p>	<ul style="list-style-type: none"> ▪ Protective screen erected to separate Students and Driver ▪ Hand sanitising facilities supplied and used by before entering and exiting the bus ▪ No unnecessary journeys ▪ Students to be allocated a seat and stick to same seat while pandemic continues ▪ Staff and students not to use bus or attend school if COVID-19 symptoms present ▪ Bus to be regularly cleaned/disinfected by drivers ▪ Students and driver to wear masks at all times while on bus
<p>Signed as adequate</p>		<p>Name and Title</p>	