

## RISK ASSESSMENT

Risk Assessment for:	TRAVELLING ON THE MINIBUS	Prepared by:	H&S Co-ordinator – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL	Date of Assessment	May 2024
		Review Date:	May 2026

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Minibus	Employees, Learners, third parties	Elements of the bus failing - ramp, handset failure, engine failure resulting in trip not taking place or accidents during.	High -20	Plan & prepare bus internal layout. Complete bus daily checks form and sign you have done so.	Bus serviced yearly & MOT in date.	Low-5
Using the ramp	Employees, Learners, third parties	Chair & learner falling off the ramp, mobile learner and staff falling off the ramp causing impact injury from a height. All causing varying impact injuries.	High - 24	No electric wheelchairs used on minibus. Chair positioned and brakes on. Bus/ramp serviced yearly. Only staff trained in using ramp. Staff & mobile learners to use handrail when ramps in motion. Staff, third parties and learner to exit the ramp when the ramp is fully on the floor. Utilise other staff for receiving /delivering to and from the ramp to reduce need for driver to stand behind chairs.		Med - 8
Securing/ clamping wheelchairs on the bus	Employees, Learners, third parties	Not enough clamps on bus. Wrong fittings. Damaged clamps or wheelchair fixtures. Untrained staff. Chair not being secured efficiently and chair unsafe in vehicle causing impact injury. All causing chairs to be unsafe during a journey and propelling the chairs out of position.	High - 24	Wheelchair restraints folder with manual information to be taken on trip. Always use matching clamps. Any faulty fixture to be reported & replaced. Staff trained in clamping chairs. Abort trip if clamping system is not suitable.		Med - 8

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During the journey	Employees, Learners, third parties	Blocking fire escape exits doors. Personal belonging being propelled causing impact injury.	High - 24	Clear floor of obstacles – bags, suction machines. Store belongings in a safe manner using the buses storage area. Objects such as bags with medication or suction machines should be kept with escorts preferably under their chair in case of emergency.	Good house keeping	Med – 8
During the journey	Employees, Learners, third parties	Bumps in the road. Temperature on bus. Long journeys. Medical emergency.	Med - 15	Driver to take safest route – plan & prepare. Be mindful of speed to ensure best possible comfort for all passengers. Escort to be mindful of safe temperature for the journey. Trip to be to a safe distance and take breaks when necessary. Escort/Staff trained in medical intervention Sufficient staff ratios to manage a situation.	Staff will have knowledge of Learner's needs and accompanying paperwork	Low - 5
Being the escort	Employees, Learners	Poor escort position on bus. Dealing with an emergency situation. Medical emergency of the escort.	Med - 15	Knowledge of the learner. To be able to assist driver as to where to place the learner in bus if medical needs may arise. Allow plenty of room around the learners to be able to deal with a situation. Escorts trained to deal with an emergency situation. Sufficient staff ratios to manage a situation. Escort to be familiar of chair clamps, seat belts & restraints.	Individual Risk Assessment to ensure suitability of staff member to be escort	Low - 5

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Being the driver	As above	Untrained driver. Not completing bus safety checks. Medical emergency of the driver.	Med - 15	Drivers all hold a valid driving licence(including necessary part for school buses) and Midas certificate. Safety check form to be completed prior to going on the trip. Check fuel levels. Driver to be safe & fit to drive.		Low - 5
Parking	Employees, Learners, third parties	Not enough space to park safely. Not leaving room at the back of the bus for exiting. Traffic – busy area. Other parked vehicle Pedestrians – busy area. All causing a collision.	High - 20	Drivers all hold a valid driving licence (including necessary part for school buses) and Midas certificate. 2 <sup>nd</sup> person to direct from outside the mini bus if safe to do so. Plan & prepare parking & safe spots as part of risk assessment prior to trip. Caution of pedestrians when parking & exiting. Allow safe access from ramp when the ramps down.		Med - 10
Mini bus breakdown	Employees, Learners, third parties	Breaking down at destination or during trip causing varying delays – medication, lunch in turn trauma.	Low - 4	Breakdown cover in place and number made available in the glove compartment. Sufficient staff ratios to manage a situation. School and learners family phone numbers to be taken out.		Low - 2
Minor accident	As above	Other vehicles & pedestrians. Weather conditions. Sunlight. Driver being distracted. Varying injury – during or post-accident.	Med - 15	Drivers all hold a valid driving licence & Midas certificate. Abort the trip if weather conditions are too hazardous. If necessary, call an ambulance. Competent staff members to be present on the trip.	School & families contacted & informed.	Low - 5

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Serious accident	As above	Other vehicles & pedestrians. Weather conditions. Sunlight. Varying injury – during or post-accident.	High - 24	Drivers all hold a valid driving licence(including necessary part for school buses) and Midas certificate. Emergency services called. Competent staff members to be present on the trip.	School & families contacted & informed.	Med - 8
Airbag	Employees	Airbag being deployed causing softened impact injury and other associated injuries.	Med - 15	If airbag is deployed the driver or and passenger is advised to go to hospital to be checked out. Airbags to be replaced before further trips.		Med - 15
Medical emergency on the minibus	As above	Seizures, aspirating, sickness etc. Not taking medication/correct medication/rescue meds/oxygen/suction out with the learner.	Med - 16	Plan & prepare. Learners personalised risk assessments completed before trip. Driver to position chairs on the bus to allow escorts to be able to access learners who may have specific needs safely from preferably their seating position. Competent staff members to be present on the trip. Return back to school before situation escalates or call an ambulance	School & families contacted & informed.	Low - 8
Oxygen on the bus	Employees, Learners, third parties	Oxygen not being secured safely for the journey and being propelled during the journey.	High - 24	A visible badge/sticker needs to be present on the bus exterior if oxygen is being transported. Oxygen needs to be either strapped securely on the learner's chair, stored in the overhead store or behind the front passages seat.	Check every time and monitor throughout trip.	Med - 8
Motorised wheelchairs	Employees, Learners, third parties	Wheelchair out of control, misuse, poor control causing impact injury, fall from a height.	High - 24	No motorised wheelchairs on the school minibus.		0

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Poor housekeeping	Employees, Learners, third parties	Poor housekeeping causing trouble clamping chairs down, debris causing impact injuries.	Low - 4	Drivers' responsibility to ensure the minibus is left in a safe, clean & tidy manor. This may include using the cleaning box provided and discarding soiled cloths, gloves or rubbish off the bus. Alongside this visually checking and then possibly brushing debris from the clamping chambers.		Low - 2
<b>High</b> likelihood of risk – Likely to occur immediately or in the near future <b>Medium</b> likelihood of risk – will occur in time if no preventative action is taken <b>Low</b> likelihood of risk – Remote or unlikely to occur						

Date Reviewed	Comments
May 2019	Initial assessment
May 2020	Annual update
September 2020	Addition of Covid 19 for full school reopening
Nov 2021	Amended – Covid change
May 2022	Annual update
May 2024	Two yearly update
Oct 2024	Added poor housekeeping hazards