

## **Health and Safety Risk Assessment –Staff and students travelling by taxi cabs or similar service providers for attendance at school, between sites or on school business**

<b>Academy / School</b>	St George's catholic Primary			<b>Assessment No.</b>	
<b>Site</b>	Bell's Close NE156XX	<b>Location</b>	Lemington		
<b>Subject of Assessment</b>	Staff and students travelling by taxi cabs or similar service providers for attendance at school, between sites or on school business				
<b>Assessed by</b>		<b>Date</b>		<b>Review date</b>	
<b>Details of workplace activity</b>	Staff travelling between sites using taxis (e.g., attending staff meetings or other school business). Travelling for work purposes, other than attending school sites. Students travelling to and from school or between school sites.			<b>Persons Affected</b> (Who may be harmed)	
				Students, Employees, Employees not based in the school, Contractors, and Visitors.	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Risk of injury due to collisions with vehicles, pedestrians, or other objects potentially causing death or injury to drivers or members of staff or other members of the public.	<ul style="list-style-type: none"> <li>Staff and students book taxis through recognised suppliers provided by the school.</li> <li>Staff and students will check travel updates.</li> <li>The school will make all necessary checks to ensure the designated taxi companies are fully licensed, insured, and suitable for school use.</li> <li>Contractor clearly advised of vehicle requirements. Students are not transported until a suitable vehicle is identified.</li> <li>Problems reported to the school and are investigated and solved.</li> </ul>		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> <li>• Recognised suppliers will be appropriately licensed through the local authority, or transport for London, where appropriate.</li> <li>• All drivers will have enhanced DBS checks, will be deemed medically fit to drive, be at least 21 years of age or over and have a suitable driving license.</li> <li>• The taxis have booster seats for children that are under 12 years old or under 135 centimetres tall.</li> <li>• Arrangements are made to ensure students with disabilities or medical conditions has a seat belt or restraint designed for their needs.</li> <li>• If a student or staff is a wheelchair user, a moving a handling risk assessment will be completed.</li> <li>• Staff plan their journey and choose the most direct route where possible.</li> <li>• Staff and students wear a seatbelt at all times.</li> <li>• Staff and students plan ahead by identifying alternative routes and options in case of unexpected disruptions or poor road conditions due to weather.</li> <li>• Staff check travel information before leaving home or work.</li> <li>• A fully charged mobile phone is taken at all times on journeys by staff and students in an event of needing to seek medical assistance or to call emergency services.</li> <li>• Staff and students will not disrupt the driver, and incidents of poor behaviour will be dealt with appropriately.</li> <li>• Pick up and drop off points and the timings are discussed before the taxis are booked. These points are communicated to the taxis supplier when a taxi is booked.</li> <li>• Taxis only pick up or drop off students and staff in suitable lay-bys or pull in areas.</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>• Appropriate safe areas have been identified on school grounds or as close to the entrance as possible so these can be used as drop off points.</li> <li>• The drivers ensure all doors and windows are secured before the vehicle sets in motion.</li> <li>• Taxi drivers use hazard warning lights while the vehicle is stationary at the roadside during boarding and alighting.</li> <li>• Taxis do not move away until all persons are seated.</li> <li>• Taxi drivers do not pull away from the stop until it is safe to do so.</li> <li>• Vehicle doors to remain closed until the vehicle is stationary.</li> <li>• Vehicles to arrive at the school before closing time to reduce the potential pedestrian vehicular conflict.</li> <li>• The taxi supplier has a vehicle breakdown cover.</li> <li>• In the case of an emergency, staff will get to a place of safety with the student and will contact the school when safe to do so.</li> <li>• The supplying company provide drivers that meet all the following criteria: <ul style="list-style-type: none"> <li>– Has a suitable and in date driving license.</li> <li>– Has been briefed on the routes</li> <li>– Has completed all relevant training. (Midas as a minimum).</li> <li>– Can communicate effectively with all passengers</li> <li>– Wears an ID badge</li> <li>– Carries a mobile phone</li> </ul> </li> </ul>		
2.	Risk of infection when travelling to the school	<ul style="list-style-type: none"> <li>• Staff can check travel updates via their work phones.</li> <li>• Vehicles are not shared with people from other households.</li> <li>• If staff have to make a stop and get out of the car, they wash their hands for 20 seconds using soap and water or hand sanitiser (if soap and water are not available) before leaving the vehicle and before getting back in the vehicle to prevent the transmission of viruses.</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>Stopping at welfare facilities during the trips are avoided.</li> <li>Companies regularly clean the vehicle using standard cleaning products, with particular emphasis on handles, keys and other surfaces which may be touched during the journey.</li> <li>Staff are required to maintain safe working practices and consistent of ways of working, that are in line with current government advice.</li> <li>Staff monitors the cleanliness of the taxis and reports back to the school office any issues identified.</li> <li>.</li> </ul>		
3.	Kidnap, physical or verbal assault or Theft.	<ul style="list-style-type: none"> <li>Travel route is planned, including breaks, before setting out.</li> <li>A fully charged mobile phone is taken at all times on journeys.</li> <li>Staff book taxis through recognised suppliers provided by the school where possible or using a reputable firm, which is fully checked – as per the school’s Managing Contractors or Procurement Process - before travel.</li> <li>Staff and students plan ahead by identifying alternative routes and options in case of unexpected disruptions.</li> <li>Staff and students should be mindful of their environment and be vigilant at all times reporting anything suspicious to the appropriate personnel.</li> <li>Only essential items are taken on journeys.</li> <li>Staff and students refrain from carrying valuables, but if these need to be transported, valuables are kept out of sight.</li> <li>All payments are made by the school’s office or by contactless payment.</li> <li>Staff and students have received personal safety training or advice.</li> <li>A manager is informed of all travel arrangements.</li> <li>Staff and students meet a member of staff upon arrival to the site.</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
4.	Becoming unwell or unable to seek medical advice when out.	<ul style="list-style-type: none"> <li>• If staff or students become ill whilst out, they will contact staff and seek medical advice, contacting emergency services where appropriate.</li> <li>• If the student has a Care Plan, arrangements are made to ensure the necessary arrangements are in place whilst travelling.</li> <li>• Staff and students have a fully charged mobile phone at all times.</li> <li>• Staff will discuss with their line manager if they need additional support or assistance or if they have further concerns.</li> <li>• Students and/or parents will have care plans in place where needed and discuss issues with the school, where they have concerns.</li> </ul>		
5.	Vulnerable staff and students	<ul style="list-style-type: none"> <li>• The parents of students that have a Care Plan in place will have a meeting with the school to discuss needs and to ascertain if an individual risk assessment needs to be completed.</li> <li>• Staff or visitors can raise their concerns with their line manager or the school.</li> <li>• Issues raised will be risk assessed where needed.</li> <li>• Vulnerable children will be supported by appropriate staff where required.</li> <li>• New and expectant mother risk assessments are completed when required.</li> <li>• Staff have access to employee support services.</li> <li>• To ensure all staff are engaged and consulted, risk assessments are consulted, and staff have time to review these documents and to provide feedback.</li> <li>• Completed risk assessments are communicated to staff and all relevant people.</li> <li>• Trips are planned and include stops to access welfare facilities where needed.</li> </ul>		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<ul style="list-style-type: none"> <li>For wheelchair users: <ul style="list-style-type: none"> <li>The school identifies the type of wheelchair to be carried and provides information to the supplier. The booking will be made when the supplier confirms that the wheelchair can be safely transported. If no vehicle is available, then passenger is not transported.</li> <li>Correct securing method identified on route sheet and provided on vehicle e.g., four-point webbing etc.</li> <li>The driver is trained to secure all types of wheelchairs.</li> <li>There is appropriate space on the vehicle identified to accommodate passengers and the wheelchair user. All minibus/wheelchair vehicles have yellow reflective signs in place on front and rear.</li> </ul> </li> </ul>		

**Please note:**

The hazards and controls noted above are an example of that which may be present when completing such a task. This assessment template is an example only and should either be used as a reference only or amended to reflect the actual hazards and controls identified on-site by the assessor.

Following assessment, if no further actions are assessed to be required, please mark an **X** in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a **✓** in the box and note the action in the action plan.

<b>ACTION PLAN</b> <b>(Additional Control Measures Required/Recommended Actions)</b>				
Hazards and Risks	Recommended Actions	Target Date	Completed by	Date Completed


*Any further actions identified should be completed before the assessed task is carried out.*

<b>Reviewed / Approved By</b>		<b>Job Title</b>		<b>Date</b>	
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***By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.***

## Appendix – Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium, High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

**Reportable Injury** is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR).