

## Bishop Ullathorne Catholic School – Transportation of Students in staff vehicles

Activity being assessed:	Staff having to transport a student(s) in own vehicle	Location(s) affected:	Public highways
Person(s) completing assessment:		Date original assessment completed:	
Date of review:		Review completed by:	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Occupational road risk	Staff or students may be injured as a result of an accident while driving at work. Such accidents may result in bumps, blows, strains and potentially fatality	<ul style="list-style-type: none"> <li>All personal vehicles used for business that may transport students have a valid MOT and are deemed to be roadworthy.</li> <li>Staff members are responsible for ensuring their vehicles are suitable for the journey / route being undertaken e.g. enough water/oil/fuel/tyre pressures.</li> <li>Seat belts always to be worn, this is the drivers responsibility and journey must not commence unless confirmed.</li> <li>Driving licences, insurance certificates and MOT (if applicable) are checked upon appointment and annually thereafter.</li> <li>Staff are aware of the Safe Use of Mobile Phones guidance <a href="https://www.gov.uk/using-mobile-phones-when-driving-the-law">https://www.gov.uk/using-mobile-phones-when-driving-the-law</a></li> <li>Highway code including speed limits to be observed at all times.</li> <li>Staff are responsible for reporting any potential problems they have that may effect driving e.g. if taking medication that causes drowsiness, if feeling unwell or significant deterioration in eyesight.</li> </ul>			

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Inability to summon help in an emergency e.g. accident or breakdown	Staff or students may risk their personal safety or health if they are unable to summon help in an emergency. Staff may suffer anxiety, serious injury or death	<ul style="list-style-type: none"> <li>• Staff have use of a mobile phone (either personal or works) to be used as a means of emergency contact which should be charged.</li> <li>• Signing in &amp; out procedure will be adhered to so that colleagues are aware of other team members' whereabouts.</li> <li>• Staff keep a list of emergency contact numbers handy e.g. in their car, or on their mobile phone.</li> <li>• Journey details to be left with colleague.</li> <li>• Details of recovery organisation to be held in the vehicle. Recovery to be called and office to be informed of situation.</li> <li>• If on rural or town road, lock car doors and remain in car until recovery vehicle arrives.</li> <li>• If on motor way/dual carriageway other busy road, switch off engine and wait in a safe place away from the hard shoulder e.g. behind the barrier, embankment.</li> </ul>			
Transporting students	Safeguarding	<ul style="list-style-type: none"> <li>• Always two staff in vehicle unless specific approval by Headteacher</li> <li>• Students are not be left unattended in a vehicle.</li> <li>• Maximum seating must not be exceeded.</li> <li>• Student medical needs checked prior to travel, any required medicines taken in vehicle</li> <li>• Student behaviour to be reviewed prior to journey</li> </ul>	Record student(s) names and any specific needs here		
Signature of Senior Leadership Team:			Date:		
Date review required: <b>Spring 2024</b>					