 <p>NORTH EAST LINCOLNSHIRE COUNCIL www.nelincs.gov.uk</p>	NELC Business Performance System		Internal Ref:	BPS 4.3.1.F1
			BS OHSAS 18001 Ref:	4.3.1
	ISO 9001 Ref:	N/A	Prepared By:	M. Smith
	General Risk Assessment Form		Approved By:	H. Isaacs
			Issue Date:	25.10.12
			Revision No.	03/12
			Review Date:	25.10.15

Section 1: Assessment Details						
Assessment No.	H2S/Generic		Directorate:	People	Location:	
Assessment Date:	4 July 2014		Review Date:	May 2015	Assessor/s Name:	John Oliver
Activity to be Assessed:	General home to school transport journeys. Applicable to all children and young people transported on education transport contracts, including in-house transport. This generic assessment is supplemented or replaced by individual risk assessments where necessary.					
Persons at Risk: (Delete as appropriate)	Employees	Children	Public	Contractors	Visitors	Others, (Detail)

Section 2: Key / Guidance			
L	Likelihood (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	ER	Existing Risk - Evaluation of the risk with existing control measure in place.
S	Severity (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	RR	Residual Risk - Evaluation of risk following implementation of additional actions required due to unacceptable level of existing risk.

Section 3: Risk Assessment

Identify the Hazards:	How Could Harm Result from the Hazard:	Current Control Measures:	Existing Risk: (L x S = ER)			Additional Control Measures Required:	Residual Risk: (L x S = RR)		
			L	S	ER		L	S	RR
Parent / Carer is not at home when pupil is collected / dropped off	Potentially vulnerable child not left in the care of a responsible adult	Parents / carers are advised of guide pick-up/drop-off times Parents / Carers to provide emergency contact details to the Education Transport Team PSO/driver to inform the Education Transport team and ask for advice.	2	1	2	Should this occur on more than one occasion the Education Transport Team will contact the parent/carer to reiterate their responsibility. For persistent occurrences the Education Transport team will consult with social services.			
Pupils are left alone on the vehicle	Pupils may cause damage to the vehicle / may require urgent attention / pupils may panic or abscond	PSO to remain on vehicle at all times	2	1	2	N/A			
Steps / doors not suitable to allow easy access for passenger	Pupils may have difficulty using steps. Risk of slip, trip or fall	Information provided on transport application form should ensure appropriate vehicle is provided	2	1	2	N/A			
Pupil not safely seated	Risk of injury in the event of accident impact or sudden braking	Appropriate restraint provided e.g. booster seat, child seat, seatbelt.	2	1	2	N/A			
Pupils cannot board / depart vehicle safely	Risk of injury if other vehicles are still in motion. Risk of slip, trip or fall.	Appropriate safe area identified on school grounds for drop off. School staff members, PSOs and drivers to wear Hi Viz garment at all times whilst unloading / assisting pupils on/off vehicles.	2	1	2	N/A			
Pupil and wheelchair could fall or roll off tail-lift	Risk of fall from height	Driver appropriately trained in the use of tail-lift procedures. Driver to ensure brakes are applied to wheelchair. Driver should travel on the tail lift whilst loading	2	1	2	N/A			

Wheelchair cannot be safely secured and / or transported	Risk of wheelchair rolling whilst vehicle is moving. Possible injury to pupils, PSO and a risk of driver distraction	Driver is trained to secure wheelchair. Correct securing method provided i.e. four point webbing. Wheelchair make and model checked to ensure it has been 'crash tested' prior to transport	2	1	2	N/A			
Vehicle involved in road traffic accident	Risk of injury to pupils, driver , PSO, other road users or pedestrians	Driver in possession of correct vehicle licence. Doors safely secured and PSO / driver aware of emergency evacuation procedures. Aisles and exits kept clear at all times. Regular servicing / maintenance of vehicle. Fully stocked first aid kit and fire extinguisher available on board	2	2	4	N/A			
Long journey	Risk that the journey time is too long / stressful for pupils. Pupils may become bored or agitated	For journeys in county the Transport Team aim for children to be on the bus no longer than 60 minutes. For journeys out of county and longer than two hours, a scheduled toilet stop if necessary and a PSO (if required) to keep the child entertained and observe behaviour	2	1	2	N/A			
Pupils special needs compromise health and safety of themselves / other passengers	Risk of injury to other pupils, PSO or driver	Provision of suitably trained PSO. Pupils appropriately seated on vehicle (seating plan). Individual risk assessment and control measures to be identified if required	2	1	2	N/A			
Pupil has emergency medical needs	Risk to pupil suffering medical emergency	Health Care plan obtained from school and a copy of relevant information given to PSO. Health care plan should give details of what procedure to follow in the event of an emergency.	2	3	6	Individual risk assessment to be carried out and additional controls put in place			

		Individual risk assessment required if known medical condition that may require emergency intervention during transport.							
Pupils behaviour distracts the driver	Risk of road traffic accident due to distraction	Driver to pull over and stop the vehicle where it is safe to do so. Passengers should not be allowed to eat or drink whilst on board the vehicle. The PSO is advised of techniques to keep pupils occupied during the journey	2	1	2	N/A			
Pupil undoes seat belt whilst on journey	Risk to pupil in the event of a road traffic accident	Driver to safely stop vehicle in order for seatbelt to be refitted. Advice given to PSO on distracting child from taking off seatbelt. Advice sought from school. Type of transport to be reviewed. Individual risk assessment to be carried out where necessary	2	1	2	If problem persists provision of Houdini Harness to be considered and parental consent obtained.			
PSO attacked by pupil	Risk of injury to PSO	Where resistance is met on securing a child safely in their seat, school staff/parent/carer/driver to assist immediately where appropriate. PSO to be made aware of triggers that may upset or lead to the pupil's behaviour and control measures to be put in place, with the advice of the school. Individual risk assessment to be carried out where necessary	2	2	4	In the event of an incident SHE report to be completed within the office.			
Driver attacked by pupil	Risk of injury to driver, potential for road traffic accident and damage to vehicle	Driver to be made aware that the pupil's behaviour could become volatile. A suitable PSO allocated to the vehicle. Individual risk assessment to be carried out where	2	2	4	In the event of an incident SHE report to be completed within the office.			

		necessary.						
--	--	------------	--	--	--	--	--	--


Section 4: Further Actions

Detail Additional Control Measures Identified in Section 3				
Action Ref:	Recommendation:	Responsible Person:	Target Date:	Close Out Date:

Section 5: Review

Revision:	Reason for Review:	Reviewed By:	Date of Review:
001			
002			
003			
004			
005			

Section 6: Risk Factor Scoring Matrix

 NORTH EAST LINCOLNSHIRE COUNCIL www.nelincs.gov.uk	Likelihood	Almost Certain	5	5	10	15	20	25	<div style="background-color: #00FF00; padding: 5px; margin-bottom: 5px;">1 to 4 = Low</div> <div style="padding: 5px; margin-bottom: 5px;"><u>Accept the Risk:</u> No further actions required, if current control measures are used.</div> <div style="background-color: #FFFF00; padding: 5px; margin-bottom: 5px;">5 to 8 = Medium</div> <div style="padding: 5px; margin-bottom: 5px;"><u>Review the Risk:</u> Review the assessment(s) to establish if further measures could be implemented</div> <div style="background-color: #FFA500; padding: 5px; margin-bottom: 5px;">9 to 12 = High</div> <div style="padding: 5px; margin-bottom: 5px;"><u>Reduce the Risk:</u> Ensure additional control measures are implemented to reduce the level of risk prior to carrying out activity.</div> <div style="background-color: #FF0000; padding: 5px; margin-bottom: 5px;">15 to 25 = Very High</div> <div style="padding: 5px;"><u>Unacceptable Risk:</u> Activity can not be</div>
		High	4	4	8	12	16	20	
		Medium	3	3	6	9	12	15	
		Low	2	2	4	6	8	10	
		Improbable	1	1	2	3	4	5	
				1	2	3	4	5	
		Minor	Low	Medium	High	Major			

		Severity	progressed until actions taken to reduce the level of risk to an acceptable level.
Likelihood:			
1	Improbable	Well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.	
2	Low	Generally well managed however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.	
3	Medium	Insufficient or sub-standard controls in place. Loss is unlikely during normal operation however, may occur in emergencies or non-routine conditions, (e.g. obstructed walkways or re-fresher training required).	
4	High	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor, (e.g. ladder not secured properly, oil spilled on floor or poorly trained personnel).	
5	Almost Certain	Absence of any management control. If conditions remain unchanged there is almost a 100% certainty that an accident will happen, (e.g. broken rung on a ladder, live exposed electrical conductor or un-trained personnel).	
Severity, (Consequences):			
1	Minor	Causing minor injuries, (e.g. cuts, scratches). No lost time likely other than for first aid treatment, superficial damage to assets	
2	Low	Causing significant injuries (e.g. sprains, bruises, lacerations). Minor damage to assets, fixtures or fittings.	
3	Medium	Causing temporary disability, (e.g. fractures). Some loss or damage to assets causing minimal disruption.	
4	High	Causing permanent disability, (e.g. loss of limbs, sight or hearing). Loss or damage could cause some business disruption.	
5	Major	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption, (e.g. major fire).	