

Appendix 2:

Risk Assessment for the departure of the pupils. Old Park School 2020-2021

Activity/ Process/ Operation	What are the Hazards to Health and Safety? Risks posed and to whom	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L
Leaving the car park	Speed Lack of organisation Potential accidents – both human and vehicle due to volume of traffic	H	All drivers are issued with Transport Procedure and direction of traffic. Speed Limit 5mph on site Senior Management Team direct the traffic.	L
Pupil behaviour/health/anxiety levels	Unable to get on the vehicle due to behaviours/health.	H	A decision made not to allow the pupil to be transported.	L
Positioning of transport	Transport moving before there is clear space, causing disruption and congestion.	H	Transport waits in two queues as per the school procedures for the primary and secondary "Bubbles". A member of the Senior Management Team, wearing a high-visibility jacket, will beckon drivers on.	L
Handover of pupils to transport staff	Pupils have no sense of danger and could run into the car park and traffic, gates are open onto the main road at these times.	H	All pupils remain in their designated coach rooms where there is sufficient supervision. The pupils are not called to leave the building until their transport is positioned on the green lane. School staff will tick a register of names as students leave each of the Bubble doors before being taken to their vehicle. School staff will supervise students to their vehicle. Drivers and escorts remain with their vehicles.	L
Handover of pupils to transport staff	Pupil is not handed over to the transport. Changes of escort or driver and difficulty with spoken or written English.	H	The school office provides both exit doors with an 'evacuation report' which details which children are not in school, or are at clubs or are on respite. If an unknown driver or escort is sent, or communication in English is an issue, school will contact Transport Dept. for authorisation.	L
Two exit doors are open	Children could run off and into the road. People could come in to school.	H	There are members of staff on duty at the main exit doors. Pupils are not allowed to leave the school building without adult supervision. They also prevent people from entering the building.	L
Ensuring children are on the transport safely and ready to leave.	Not putting on safety belts. Not clamped on correctly (if in wheelchairs). Equipment safely stored. Behaviours are safe to travel.	H	Staff remain with their group until they feel that all the children are safe on the transport, and ready to move off. If staff do not feel that pupils are safe to leave on transport will report their concerns to an SMT member on duty. Concerns may be around wearing safety belts or secure clamping of wheelchairs etc.	L
Only authorised personnel from transport can transport the pupils	Unskilled/untrained people. Lack of training for emergency situations.	M	ID badges must be worn and school staff should ask to see them if unsure. Transport offer medical training to all of their staff.	L

Assessment completed by SLT September 2020 and is reviewed annually.