

Assessment Title:	Mini Bus to Away football Fixtures– staff driver is Jamie Chapman, Jack Martin, Amanda Johnson, Ella Parker, Jon Cashon and Hazel Core	Ref. Number	
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School Name:	Meanwood C of E Primary School	School Address:	Green Road Meanwood LS6 4LD
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Date Assessment Undertaken:	Name of Assessor (Visit leader):	Date of visit:	Date of return:
01.09.2023	JAMIE CHAPMAN		01.09.2024

This Risk Assessment has been shared, read, and understood by the following staff members joining the visit (initials):	JC , JM, AJ, HC, EP, JC	Main Legislation and/or Information Source:	<ul style="list-style-type: none"> <li>- Health &amp; Safety at Work Act 1974.</li> <li>- Management of H &amp; S at Work Regulations 1999.</li> </ul>
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**Guidance:**

This is a **Model Risk Assessment (MRA)** and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in orange above must be completed with the required details.
2. LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check.
3. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
4. The signature boxes above may be typed when uploading to EVOLVE.
5. The control measures identified below **MUST** be either complied with **or AMENDED** to reflect the establishment's control measures.
6. The Visit Leader is responsible for completing the **Person responsible for control measures and any further control measures identified column.**

Once criteria 1-6 have been satisfied, you should remove the 'MRA' watermark. **Design tab – Watermark – Remove Watermark.**

Risk Assessment for Children's Services (Schools).

What are the hazards?	Who might be harmed?	Control Measures. What are you already doing?	Any further Control measures Identified by School:	Person responsible for control measures and any further control measures identified: (Initials)
<b>Injury as a result of road traffic accident</b>	Pupils, staff and other adult helpers	<ul style="list-style-type: none"> <li>◆ Driver must be MIDAS trained – check permit.</li> <li>◆ Each MiDAS certificate currently issued is valid for 4 years from the date of issue. There is also a degree of flexibility regarding a 'period of grace' immediately after the end of the four year period.</li> <li>◆ Driver to complete pre journey checks.</li> <li>◆ Ensure drivers do not exceed specified driving periods.</li> <li>◆ All to sit forward facing and wearing seatbelts at all.</li> <li>◆ Members of staff to be positioned adjacent to emergency exit of vehicle as appropriate.</li> <li>◆ Pupils sat behind driver must not speak to or distract the driver in any way.</li> <li>◆ Driver not to use mobile phone whilst vehicle in motion.</li> </ul>		JC , JM, AJ, HC, EP, JC
<b>Falls from moving vehicles</b>	Pupils, staff and other adult helpers	<ul style="list-style-type: none"> <li>◆ Strict supervision at all times</li> <li>◆ Pupils to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped.</li> <li>◆ Members of staff to be positioned adjacent to emergency exit where appropriate.</li> <li>◆ Pupils should be broken down into smaller groups for embarkation/disembarkation.</li> <li>◆ If disembarking on the road (especially if abroad), pupils should be led off in single file with adults at the front and rear of group. This should be done in small groups rather than one long stream.</li> </ul>	Staff will wear high visibility vests	JC , JM, AJ, HC, EP, JC

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		<ul style="list-style-type: none"> <li>◆ Staff to be seated at varied locations throughout mini bus as appropriate to ensure effective supervision.</li> <li>◆ Where travel is abroad, clear safety instructions to be given to pupils/staff by group leader prior to disembarkation relating to opposite flow of traffic.</li> <li>◆ If driving aboard check that vehicle complies with country's (ies') traffic laws.</li> </ul>		
<b>Falls moving vehicle</b>	<b>in</b> Pupils, staff and other adult helpers	<ul style="list-style-type: none"> <li>◆ Group members to stay seated with seatbelts fastened whilst vehicle is moving.</li> </ul>		<b>JC , JM, AJ, HC, EP, JC</b>
<b>Struck moving vehicles</b>	<b>by</b> Pupils, staff and other adult helpers	<ul style="list-style-type: none"> <li>◆ Strict supervision at all times.</li> <li>◆ Pupils to be appropriately supervised across any car parks / roads with stopping points chosen to minimise crossing car parks and / or roads.</li> <li>◆ Pupils to be made aware of safe collection points.</li> <li>◆ Pupils to disembark in small groups rather than one long stream.</li> </ul>	<p>High visibility vest to be worn</p> <p>The children will disembark in a safe place. The children will be escorted to the venue by the staff member in charge.</p>	<b>JC , JM, AJ, HC, EP, JC</b>
<b>Sickness medical conditions</b>	<b>/</b> Pupils, staff and other adult helpers	<ul style="list-style-type: none"> <li>◆ Sick bags / buckets &amp; appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, children who are prone to travel sickness should avoid sitting near the wheels of the bus &amp; should sit towards the front. They should make themselves known to staff members.</li> <li>◆ If medication for travel sickness is taken prior to journey, ensure teachers are aware of this.</li> <li>◆ Be aware of any allergies / medical conditions that children suffer from before visit &amp; ensure that proper precautions are</li> </ul>	<p>First Aid box will be available in the minibus.</p> <p>Staff member to be aware of any allergies and medical conditions. Ensure that inhalers and epi-pens etc are taken to the match.</p>	<b>JC , JM, AJ, HC, EP, JC</b>

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		taken to deal with them before they occur on the visit.		
<b>Vehicle Breakdown RTA Evacuation</b>	Pupils, staff and other adult helpers	<ul style="list-style-type: none"> <li>♦ Group Leader to assess risks and decide on course of action dependant on weather, communications, position of breakdown, age of pupils.</li> <li>♦ If possible, choose safe place to stop and get group out of vehicle if appropriate to weather, age, behaviour of pupils. Put hazard lights on and call the emergency services if on roadside and cannot disembark.</li> <li>♦ Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained.</li> <li>♦ Before setting off, ensure there is enough fuel in the mini bus for the whole journey.</li> <li>♦ Ensure group has means of summoning assistance in case of breakdown.</li> </ul> <p>If vehicle to be exited follow controls as per being struck by moving vehicles.</p>	<p>High Vis to be worn. Staff will have a mobile phone. Contact school to arrange collection by parents.</p> <p>Staff to have a list of children who are attending.</p>	<b>JC , JM, AJ, HC, EP, JC</b>

ALTERNATIVE ACTIVITIES, PLAN B – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s).

ON-GOING / DYNAMIC RISK ASSESSMENT – Remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

EMERGENCY PLANNING – What is your plan for dealing with an accident or serious incident?

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