

Assessment Title:	Mini Bus to Scott Hall Swimming Pool– staff driver is Hazel Core	Ref. Number	N/A
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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:
1.09.2023	CHLOE O'DWYER	01.09.2023	01.09.2024

This Risk Assessment has been shared, read, and understood by the following staff members joining the visit (initials):	CB, VK, JC, HC.	Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - Health & Safety at Work Act 1974. - Management of H & S at Work Regulations 1999.
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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)
Injury as a result of road traffic accident	Pupils, staff and other adult helpers	<ul style="list-style-type: none"> ◆ Driver must be MIDAS trained – check permit. ◆ 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. ◆ Driver to complete pre journey checks. ◆ Ensure drivers do not exceed specified driving periods. ◆ All to sit forward facing and wearing seatbelts at all. ◆ Members of staff to be positioned adjacent to emergency exit of vehicle as appropriate. ◆ Pupils sat behind driver must not speak to or distract the driver in any way. ◆ Driver not to use mobile phone whilst vehicle in motion. 	N/A	C'OD and CB
Falls from moving vehicles	Pupils, staff and other adult helpers	<ul style="list-style-type: none"> ◆ Strict supervision at all times ◆ Pupils to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped. ◆ Members of staff to be positioned adjacent to emergency exit where appropriate. ◆ Pupils should be broken down into smaller groups for embarkation/disembarkation. ◆ 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. ◆ Staff to be seated at varied locations throughout mini bus as appropriate to ensure effective supervision. 	Staff will wear high visibility vests	C'OD and CB

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Falls in moving vehicle	Pupils, staff and other adult helpers	<ul style="list-style-type: none"> ♦ Group members to stay seated with seatbelts fastened whilst vehicle is moving. 		C'OD and CB
Struck by moving vehicles	Pupils, staff and other adult helpers	<ul style="list-style-type: none"> ♦ Strict supervision at all times. ♦ Pupils to be appropriately supervised across any car parks / roads with stopping points chosen to minimise crossing car parks and / or roads. ♦ Pupils to be made aware of safe collection points. ♦ Pupils to disembark in small groups rather than one long stream. 	<p>High visibility vest to be worn by staff</p> <p>The children will disembark from the minibus and cross the leisure centre car park road (school staff to stop traffic if necessary): they will then line up outside the leisure centre accompanied by an adult. This will be repeated on the second shuttle run.</p>	C'OD and CB
Sickness / medical conditions	Pupils, staff and other adult helpers	<ul style="list-style-type: none"> ♦ Sick bags / buckets & 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 & should sit towards the front. They should make themselves known to staff members. ♦ If medication for travel sickness is taken prior to journey, ensure teachers are aware of this. ♦ Be aware of any allergies / medical conditions that children suffer from before visit & ensure that proper precautions are taken to deal with them before they occur on the visit. 		C'OD and CB
Vehicle Breakdown RTA Evacuation	Pupils, staff and other adult helpers	<ul style="list-style-type: none"> ♦ Group Leader to assess risks and decide on course of action dependant on weather, communications, position of breakdown, age of pupils. ♦ 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 	High Vis to be worn	C'OD and CB

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		<p>the emergency services if on roadside and cannot disembark.</p> <ul style="list-style-type: none"> ◆ Vehicle to have current MOT, be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained. ◆ Before setting off, ensure there is enough fuel in the mini bus for the whole journey. ◆ Ensure group has means of summoning assistance in case of breakdown. <p>If vehicle to be exited follow controls as per being struck by moving vehicles.</p>		
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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).

If the visit can not proceed the swimming pool will be informed as will parents as soon as possible.

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.

The minibus should take the directed route: Green Road, left onto Stonegate Road, right onto Stainbeck Ave, straight onto Potternewton Lane, across the roundabout and then left into the leisure centre car park.

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

If there is a serious incident the emergency services will be contacted along with the school and involved parents.

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