

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	<p>Speed Lack of organisation Potential accidents – both human and vehicular due to volume of traffic. Drivers who are not familiar with the car park layout and operations. Pedestrians not looking before crossing roads. Unknown visitors on site.</p>	H	<p>Speed limit of 5 mph on the car park. Two cones restrict entry road and enforce one-way system. All drivers are issued with Old Park School Transport Procedure and route map that must be followed by staff, drivers and passenger assistants. Local Authority Transport ID badges are to be worn and shown whenever challenged by a member of school staff. Signage and directions to be followed by vehicles and pedestrians. A member of the Senior Management plus a team of staff, all wearing high-visibility jackets, direct the traffic. Drivers are issued with a route number on a coloured card: yellow or blue. These colours correspond with the two queues of traffic and two exit doors from the school. Engines are switched off when vehicles are parked and keys are removed from ignition. School staff supervise pupil transfers from the main building to vehicles parked on the green lane. The school has CCTV on the car park and infringements of procedures can be checked afterwards and action taken. The school immediately challenges any errors either by addressing them directly with families/operators and/or by contacting L.A. Transport Department. Agency staff do not assist with transport duties during first 6 weeks. The only support when lanyard colour changes to green.</p>	L
Pupil behaviour/health/anxiety levels	<p>Pupil unable to board the vehicle due to challenging behaviours, anxiety, medical issues, inappropriate safety belt or wheelchair clamps, tail-gate breakdown etc.</p>	H	<p>A decision may be made not to allow the pupil to be transported. Family will be contacted and requested to collect. The option of Transport company providing an alternative vehicle will be considered first. School issues passenger assistants and drivers with Aided Language Displays and symbol fans for lanyards to support MORE communication. School offers annual training in communication for drivers and passenger assistants to support SEND pupils. Communication training is also available for families.</p>	L

Positioning of queuing transport to maximise space on car park and reduce the risk or tail-backs onto the dual carriageway	Transport moving before there is clear space, causing disruption and congestion.	H	Transport waits in two queues as per the school procedures for the yellow and blue routes. The first vehicles to arrive on site park on the appropriate part of the green lane. A member of the SMT wearing a high-visibility jacket will beckon drivers on from 2.45pm onwards. Drivers wait at their lines to be called and are asked to vacate the green lane as soon as they have collected pupils as this will create spaces for queuing vehicles. Pupils exit school from 2.50pm.	L
Handover of pupils to transport staff	Pupils have no sense of danger and could run into the car park. Main gates are open onto the road at end of the day.	H	All pupils remain in their own classrooms where there is sufficient supervision. The pupils are not called to leave the building until their transport is safely parked on the green lane and their route number is called via Walkie-Talkie and Microsoft Teams. School staff will check off a register of names as pupils leave each of the doors before being taken to their vehicle. School staff will supervise pupils to their vehicles. Drivers and passenger assistants remain with their vehicles. Pupil initials are used instead of names as part of Safeguarding.	L
Handover of pupils to transport staff	Pupil is not handed over to the correct passenger assistant or route. Last minute changes of passenger assistant or driver and difficulty with their level of spoken or written English.	H	School office staff on duty at both doors register pupils as they leave site. If an unknown driver or passenger assistant is sent, or communication in English is an issue, school will contact Transport Dept. for advice and authorisation. Where pupils are being collected by an unfamiliar family member or friend, then it is the responsibility of the parent to contact school in advance, to inform us of the name of the person collecting and to set a password.	L
Two exit doors are open	Children could run off and into the road. Unknown people could come into 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. Staff on duty also challenge people attempting entry to site.	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. Ensuring pupil is safe to travel. Bags and coats hung on back of wheelchair	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 they will report their concerns to SMT member on duty. Concerns may be around wearing safety belts or secure clamping of wheelchairs etc. All pupils to have a 3-point safety belt fitted. All bags and coats removed from back of wheelchairs and stored securely. There are no exceptions unless LA Transport Office/school authorise this on presentation of a hospital consultant's letter.	L

Only authorised personnel from transport can transport the pupils	Unskilled/untrained people. Lack of training for drivers and passenger assistants in emergency procedures during journeys.	M	ID badges must be worn and school staff should ask to see them if unsure. Transport to provide medical training to all of their staff. Transport to provide updated care plans to all passenger assistants.	L
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Assessment completed by Head Teacher and is reviewed annually. Signature: Miss Jodie Colbourne

Date: 31.07.2022