



## Melton Learning Hub/The Bungalow General Risk Assessment Record Form

1. **Section/Team** The Melton Learning Hub . **Assessor(s)** Sarah Cox

### 3. Description of Task/Activity/Area/Premises etc. Transport of Students

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.	<b>What is the risk rating now – H, M, L?</b> See Section 5
1. Insurance	Students and driver at risk as not insured	Two copies of insurance have been provided to the Hub and behaviour partnership	L	No further action/ driving licenses checked on a yearly basis.	n/a	L
2. Vehicle not being maintained	Students and driver at risk from vehicle failure	Vehicle is maintained regularly	L	NFA Serviced in accordance with Transportations scheme requirements. Weekly checks completed.	n/a	L

3. Exceeding maximum capacity for carriage	Excess carriage cause loss of vehicle control, potential harm to driver, passengers and other road users	Only number of passengers specified by manufacturer to be carried	L	NFA	n/a	L
4. Seat Belts not worn	Increased danger to other students and driver	All students must wear seatbelts	L	Nfa If student refuses to wear a seatbelt vehicle to be stopped. Letter sent to parents. If continued refusal student to be withdrawn from transport. Vehicle will not move until all passengers are wearing seatbelts.	n/a	L
5. Passenger Behaviour	Increased danger to driver and other students	All students must behave or be prohibited from travel	L	NFA Poor behaviour is notified to the partnership and letters sent to parents.	n/a	L
6. Single driver	Lack of ability to maintain behaviour of students	Dash cam to be on at all times Students to be seated in rear of vehicle	L	Dash cam to be used	n/a	L

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

### 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

### 6. Assessment

**Signature of Assessor(s):** Sarah cox  
**Print Name:** Sarah Cox

**Signature of Centre Manager:**  
**Print Name:**

**Date Assessed:**09.07.24

**Review Date:**09.07.25

### 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.