

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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?**  List the control measures already in place | **What is the risk rating – H, M, L?**  See section 5 | **What further action, if any, is necessary, if so what action is to be taken by whom and by when?** | **Action Completed**  State the date completed and sign. | What is the risk rating now – H, M, L?  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 If continued refusal student to be withdrawn from transport.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 mall 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 Signature of Centre Manager:**

**Print Name: Sarah Cox Print Name: Lucie Larke**

**Date Assessed:02.07.24 Review Date:02.07.26**

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.