



Minibus Risk Assessment

Site / school name:	Park High School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Approved drivers ▪ Staff ▪ Students ▪ Volunteers 		
Tasks and activities covered by this risk assessment:	This assessment covers: <ul style="list-style-type: none"> ▪ Maintenance and use of school minibus ▪ Driver competency ▪ Permits and insurance 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ School minibus 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Journey routes 		
Name of person completing this risk assessment:	Dawn French – Facilities & Operations Manager	Date of completion:	22.08.2018
Risk assessment approved by:	Caroline Spence – Business Manager	Date of approval:	22.08.2018
Date risk assessment to be reviewed by:	August 2019	Risk assessment no:	2

Record of risk assessment reviews

Date of review:	21.08.19	Reviewed by:	Dawn French - Facilities & Operations Manager	Comments / date of next review:	▪ August 2020
Date of review:		Reviewed by:		Comments / date of next review:	▪

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
<ul style="list-style-type: none"> ▪ Minibus defects 	<ul style="list-style-type: none"> ▪ Vehicle users may be at risk of injury due to vehicle incidents related to the state of the minibus, including failure of safety components. 	<ul style="list-style-type: none"> ▪ The minibus will be subject to regular service and maintenance, in accordance with the manufactures guidance or at least annually. ▪ A 10-week safety check will be conducted by a competent person and documented. ▪ The minibus will be subject to full MOT annually where applicable, all comments and defects will be appropriately managed. ▪ A pre-drive safety check should be conducted every day the vehicle is used and repeated whenever another driver takes over. ▪ A formal defect reporting process is in place. Any defect resulting in the minibus bus been deemed unsafe will 	2	2	4	<ul style="list-style-type: none"> ▪ Regular services, MOTs and general maintenance is carried out by Lease Company – Castle Vehicle Leasing TA Castle Minibus (ARVAL BNP Paribas). ▪ Weekly minibus checks are carried out by the PHS Premises Team and records are kept – any defects found are reported immediately. ▪ 10-week safety checks are completed by Fleet Complete. ▪ Driver pre-checks are completed by the competent driver taking the minibuses off the premises. ▪ Minibuses comply with current statutory requirements – i.e.: seatbelts fitted to every seat. 	Castle Vehicle Leasing / Fleet Complete / PHS Premises Team	Ongoing	Next service booked in for 26.02.17 / Minibus checks completed weekly by Premises Team

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
		<p>result in its immediate removal from service.</p> <ul style="list-style-type: none"> All maintenance work will be undertaken by a competent person only, and all records maintained by the school. All minibuses will be fitted with seatbelts and instruction in their use provided to all occupants. Appropriate booster seats fitted in compliance with statutory requirements. 							
<ul style="list-style-type: none"> Driver competency Injuries to passengers whilst vehicle is in motion 	<ul style="list-style-type: none"> Vehicle occupants and other road users may be at risk of injury from poor driving and lack of driver competence. Fractures, abrasions 	<ul style="list-style-type: none"> Only competent staff approved by the head teacher will be permitted to drive the minibus. Records of delegated staff will be maintained. All approved drivers will submit by annual return a copy of their full clean UK drivers licence. The school will ensure records of driver's licenses are held within the school for inspection. All approved drivers who receive points or driving bans are required to notify the school immediately and cease 	2	2	4	<ul style="list-style-type: none"> All drivers must hold the relevant qualification for driving the minibus on their licence and have passed the MIDAS test. All drivers to follow best practice in respect of driving and rest hours. Drivers to pay attention to relevant speed restriction for the vehicle and roads travelled. Drivers must check the vehicle, before, use, to ensure roadworthiness. 	Designated Drivers / Facilities & Operations Manager / Business Manager	Ongoing	Ongoing / Refresher training scheduled for summer term

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
		<p>all driving activities on behalf of the school.</p> <ul style="list-style-type: none"> All approved drivers will receive MIDAS training as a minimum and hold the required classification on their licence. 				<ul style="list-style-type: none"> Move students to a safe location as soon as reasonably possible. Contact school as soon as possible. Contact emergency services/breakdown service as necessary. PHS breakdown services are provided by RAC through Castle. All passengers to have seat belts fastened at all times. All passengers to remain seated whilst vehicle is moving. Bags to be stored securely under seats. Exits and gangways to be kept clear at all times. Passengers must not distract the driver when the vehicle is in motion. 			
<ul style="list-style-type: none"> Minibus management 	<ul style="list-style-type: none"> There is a risk that students and staff may become stranded due to breakdown of minibus. 	<ul style="list-style-type: none"> The school will maintain suitable breakdown cover to assist in the event of vehicle failure. School to maintain appropriate permits and insurance as required. 	2	2	4	<ul style="list-style-type: none"> Breakdown cover provided by Lease Company - PHS breakdown services are provided by RAC through Castle. 	Castle Minibus / Arval / Fleet Complete	Ongoing	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
	<ul style="list-style-type: none"> Minibus or driver not legally permitted to be on the road 	e.g. section 19 permits				<ul style="list-style-type: none"> School hold relevant documentation and permits with the Lease Company. Keep students safe by remaining on vehicle if it is safe to do so. If it is not safe to remain on vehicle move students to a safe location protected from on-coming traffic. If on motorway get the party behind the side crash barrier as soon as possible. Put out warning triangle. Contact breakdown service as soon as possible. Contact school as soon as possible. 	/ PHS Premises Team / Designated Drivers		
<ul style="list-style-type: none"> Staff member ill or is injured Student becomes ill or is injured 	<ul style="list-style-type: none"> There is a risk of staff or students becoming stranded if driver becomes unwell and only licenced driver 	<ul style="list-style-type: none"> All minibuses are supplied with a First Aid kit and a First Aider should be on board for all trips. Students are briefed in what to do should an emergency arise and who to contact. Staff member must leave a contact number along with taking a mobile contact number with them for a staff 	2	2	4	<ul style="list-style-type: none"> Students to be informed of what to do in case of an emergency. Contact school as soon as possible. Supervision levels to take into account possible emergency. Staff to travel to site from school to assist if necessary. If appropriate drive to nearest hospital with the 	Designated Drivers	Every Trip	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
		member remaining in school in case an emergency arises.				casualty if not call emergency services.			

Sign off

- I confirm that I have read and understood this risk assessment.
- I have been provided with appropriate information, training and equipment to carry out the tasks covered by this risk assessment.
- I have had the opportunity to ask any questions and seek clarification on this risk assessment.

Name	Signature	Date

Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review existing controls and make any improvements identified within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.