

# Risk Assessment

<b>Title</b>	RAAC School Travel to St Bede's Lanchester
<b>Version</b>	1

<b>Date</b>	18 <sup>th</sup> September 2023
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<b>School</b>
St. Benet's Catholic Primary School Ouston

<b>Task / Activity</b>	Transportation from St Benet's, Ouston	<b>Activity Description</b>	Transporting children from St Benet's Catholic Primary School, Ouston to St Bede's, Lanchester.
<b>Location / Area</b>	St Bede's Lanchester		

This document is to be read in conjunction with other assessments where appropriate e.g. COSHH assessment, Relevant Procedures / SSOW etc

REF	HAZARDS	RISK what injuries or ill health may result	WHO is at risk – either directly or indirectly	Existing Controls What we already have in place to reduce risk	Person Responsible	Existing Risk Rating			Additional Controls Required – if Risk Rating too high	Final Risk Rating		
						L	S	RR		L	S	RR
1	Meeting at Ouston Community Field Start/End of day drop off by Parents/Carers	Crowds Congestion of Cars.	Children Staff Parents	Letter communication to parents to explain arrangements for drop off/collection times. School Staff to take registers and line children up in alphabetical order in the field. Scattered times for KS1 and KS2 bus transport.	DSL Staff Class Teachers Teaching Assistants	2	2	2	SLT to Contact Durham LA to find out whether Road Crossing Patrol will be available all week?	2	2	2
2	Bus steps	Tripping/falling when climbing on board the coach or alighting from coach – grazes, bruises, breaks, head injury	Children Staff	An adult is at the bus steps to help the children board/alight safely All staff to be aware of which cohort they are supporting and to ensure head counts are carried out once all children have left the field and got onto	DSL Staff Class Teachers Teaching Assistants	2	2	2	First Aid Kits on all buses	2	2	2

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				the bus. First Aid Kits to be carried by staff on all buses.								
3	Seat belts not tightened or fastened, seatbelts loosened while travelling	Children could be thrown from seats – bruises, broken bones, head injuries	Children Staff	Adult helpers fasten children's seatbelts for them and adjust as necessary Children are instructed that they must not unfasten their seatbelts unless told to do so	DSL Staff Class Teachers Classroom Assistants	2	3	2		2	3	2
4	Proximity to the road while getting on/off the bus	Bruises, cuts, grazes, breaks, head injuries	Children Staff	Children are reminded about safety leaving the bus. Buses to drop off as close to school site as possible. Children are instructed to stay with their adult and follow instructions Children have been educated about road safety	DSL Staff Class Teachers Classroom Assistants	2	3	2	First Aid Kits for each bus.	2	3	4
5	Children being lost or left behind, or separated from the class	Children placed in danger	Children	Children are divided into class groups, each with an adult responsible for them. Children are instructed to stay with their adult and follow instructions Remind children prior to	Class teacher Classroom Assistants	3	3	3	Class Registers to be carried by teachers at all times. Ensure headcounts take place once on and off the bus before moving to the school site. EHCP children to have 1:1	3	3	3

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				<p>journey and again when arrived at school site about expectations of behaviour and ensure that they know which adult is supervising them.</p> <p>Ensure adults are fully aware of which children they are responsible for.</p> <p>Adults to count and monitor their small group of children. Class teacher to do a headcount before leaving</p> <p>Correct adult to child ratio to be observed, adults to supervise specific children and be briefed appropriately.</p> <p>Have an agreed procedure for toilet trip supervision.</p> <p>Ensure the adult to child ratio is appropriate.</p> <p>Ensure any intimate care is carried out by a trained member of staff.</p>					support.			
6	Getting from the bus to the school site and back again – hazard of traffic,	Children may become lost or separated from the group.	Children Staff	Park the bus as close to the School Site as possible (bus lane) Ensure an adult supervises children leaving	Class teacher All adults	2	3	5	N/A	2	3	5

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						L	S	RR		L	S	RR
	members of the public, crowds	Children may be run over or hit by a car. Children may cause a hazard to other pedestrians.		the bus and that each child is placed under the supervision of their designated adult immediately they alight from the bus. Ensure adult to child ratios are maintained to allow close supervision. Reiterate to both adults and children the expected procedure for alighting from the bus and making their way inside the School Building.								

Action	Details	Person Responsible	Target Completion Date	Sign & Date When Complete

**Names and position of people involved in Risk Assessment**

Claire Canham (Deputy Head teacher) Catherine Young (Head teacher)

**Risk Assessor**

**Name:** Claire Canham

**Signed:** *Claire Canham*

**Date:** 15-09-2023

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## Line Manager Acceptance

<b>Name:</b>	Catherine Young
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<b>Signed:</b>	<i>Catherine Young</i>
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<b>Date:</b>	15-09-2023
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<b>Review</b>	+ 1 year from Line Manager acceptance issue 1	<b>Review Date</b>	Weekly – depending on RAAC Plans
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Issue	Reason for Review	Date of Review

## RISK RATING TABLES

### LIKELIHOOD (L)

	Category	Description
1	Extremely unlikely	Extremely unlikely to occur at any time
2	Unlikely	Unlikely - A rare combination of factors would be required for an incident to occur
3	May happen	May happen, but considered unlikely under normal circumstances
4	Likely	Likely - not certain, but an additional factor may result in an incident
5	Very likely	Very likely / almost inevitable that an incident will result

### SEVERITY (S)

	Category	Description
1	Negligible	Negligible injury or no injury
2	Minor	Minor injury requiring First Aid
3	Moderate	Moderate - lost time injury requiring recovery.

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<b>4</b>	Major injury	Major injury - likely to result in hospitalisation and or health condition requiring ongoing / further medical attention
<b>5</b>	Catastrophic	Death(s) or life changing injury so serious person unlikely to continue working

## ACTIONS BASED ON RISK RATING (RR)

RR	Action
1 - 4	<b>Acceptable</b> – No further action but ensure controls are maintained
5 - 9	<b>Adequate</b> – Look to improve at next review if possible
10 - 15	<b>Tolerable</b> – Must improve within a specified timescale (action plan)
16 - 25	<b>Unacceptable</b> – Activity must <b>not</b> go ahead / stop activity immediate improvements required before activity can continue (action plan)