

## RISK ASSESSMENT FORM

**Part A**

<b>DEPARTMENT/ SERVICE</b>				BAPA				
<b>Assessor/ Person(s) assisting with the assessment</b>			N Frear		<b>DATE</b>	21.09.2020		
<b>TASK / ACTIVITY</b> <small>(Include duration and frequency of task activity)</small>			<b>Minibus Risk Assessment with COVID-19</b>			<b>REVIEW DATE</b>	13.04.2020	
<b>Likelihood of Occurrence</b>	<b>Severity of Outcome</b>					<b>Persons / groups at risk</b>		
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	<b>A</b>	Employees	
	1 Very Unlikely	<b>LOW (1)</b>	<b>LOW (2)</b>	<b>LOW (3)</b>	<b>LOW (4)</b>	<b>LOW (5)</b>	<b>E</b>	General Public / Pupils
	2 Unlikely	<b>LOW (2)</b>	<b>LOW (4)</b>	<b>LOW (6)</b>	<b>MEDIUM (8)</b>	<b>MEDIUM (10)</b>	<b>F</b>	Visitors
	3 Possible	<b>LOW (3)</b>	<b>LOW (6)</b>	<b>MEDIUM (9)</b>	<b>HIGH (12)</b>	<b>HIGH (15)</b>	<b>G</b>	Volunteers
	4 Probable	<b>LOW (4)</b>	<b>MEDIUM (8)</b>	<b>HIGH (12)</b>	<b>HIGH (16)</b>	<b>HIGH (20)</b>	<b>H</b>	Clients / Service users
5 Very Likely	<b>LOW (5)</b>	<b>MEDIUM (10)</b>	<b>HIGH (15)</b>	<b>HIGH (20)</b>	<b>HIGH (25)</b>	<b>Likelihood of occurrence X Severity of outcome = Risk Rating</b>  <b>Example:</b>  <b>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</b>		

**Mobile phone to be carried by a member of staff in case of emergencies**

**Part B**

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating <small>(refer to chart)</small>	Further action required to eliminate or reduce the risk <small>(who by and Date)</small>	Residual risk rating <small>(refer to chart)</small>
Seating – less than 1m+ between	Pupils Staff	1 pupil per double seat Maximum 10 persons on minibus	3x3=9	Staff to double check seating arrangements prior to commencement of journey	
Spread of COVID-19	Pupils Staff	Facemasks to be worn on journey Hand washing / sanitizer prior to journey Spray of fabric with appropriate viral cleaning spray Wiping of high-touch areas i.e handles,	3x3=9		

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		steering wheel, windows after journey. Temperature taking before starting journey			
Development of symptoms during visit	Pupils Staff	Any staff or pupil who may develop symptoms during a visit to be isolated and not return on the vehicle with other staff and pupils. Alternative arrangements to be made.	3x3=9		
Deep-cleaning of Minibus	Pupils Staff	In addition to cleaning of minibus on a daily basis, the fogging machine is to be used to thoroughly sanitize on a weekly basis. Additional aerosol anti-viral spray to be used on soft fabrics and all high-risk areas between journeys.	3x3=9		
Refusal to put seat belt on or removal of seat belt mid journey, seat belts incorrectly worn	Pupils	Remind pupils of the rules for the minibus. Check seatbelts before departure. Staff to manage pupil seating and to sit strategically to monitor behaviour etc.	3x3=9	High staff to pupil ratio. Staff aware of pupil need. Higher supervision for specific pupils. Stop the bus.	1x3=3
Poor behaviour such as; sticking hands out of the windows, being rude to passing traffic, becoming a hazard to the driver, ignoring instructions from staff members.	Pupils	Remind pupils of rules for the minibus and the need for good behaviour. Staff to manage pupil seating and to sit strategically to monitor behaviour etc.	3x3=9	Stop the minibus if behaviour becomes disruptive. Separate unruly pupils. Contact the office or the out of hours designated person for advice.	1x3=3
Breaking down.	Pupils Staff	Minibus is in good working order and is serviced regularly. Weekly maintenance checks are made. Complete pre safety checks before using the minibus. Driver to carry mobile phone to contact BAPA	1x2=2	Assess the situation relating to any risks relating to the injury or illness. Wear high visibility vests if in traffic/hazardous situation. Inform the BAPA office or the out of hours designated person.	1x2=2

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		BAPA aware of the journey and journey times.		Arrange for breakdown assistance. Ensure all passengers remain on the bus if in a safe area. Remove passengers from the bus if the area is classed as hazardous e.g. Motorway, dual carriage way etc.	
Road traffic collision	Pupils Staff	Minibus is in good working order and is serviced regularly. Weekly maintenance checks are made. Complete pre safety checks before using the minibus. All drivers are fully qualified and hold a an appropriate driving licence and a council passenger vehicle (minibus) certificate. All drivers have read Bradford Council's Safe Driving at Work Framework Policy. The driver is in a fit state to drive the minibus. All precautions to promote safety have been taken. These will include using seatbelts etc. Minibus is appropriately equipped in case of accident. This will include fire extinguisher, emergency contact numbers, first aid kit etc.	1x5=5	Assess the situation relating to any risks relating to the injury or illness. Wear high visibility vests if in traffic/hazardous situation. Inform the BAPA office or the out of hours designated person. If necessary, arrange for breakdown assistance. Ensure all passengers remain on the bus if in a safe area. Remove passengers from the bus if the area is classed as hazardous e.g. Motorway, dual carriage way etc. Obtain any other parties details including vehicle reg. number and contact details. Obtain witnesses details. If necessary contact the emergency services.	1x5=5
Injury or illness	Pupils Staff	There is a first aid kit on the minibus. Ensure staff are aware of any medical conditions prior to the journey. Contact details are available for the	2x3=6	Assess the situation relating to any risks relating to the injury or illness. If necessary, contact appropriate	2x3=6

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		BAPA office, the out of hours designated person (for residential pupil home contact details will also be required).		medical advice/support. If necessary, inform the BAPA office or the out of hours designated person. If necessary, contact families of pupils etc. If the injury or illness relates to someone external to the party obtain their details.	
Travel sickness during the journey.	Pupils Staff	Ensure staff are aware of any medical conditions prior to the journey. Carry sick bags, cleansing wipes and anti-bacterial wipes or gel. Request that families manage any travel sickness medication in line with BAPA policy.	$2 \times 2 = 4$	Request medication be given prior to the journey. Sit pupils at risk near the front of the vehicle. Have sick bags ready to hand.	$2 \times 2 = 4$
Slipping on minibus steps.	Pupils Staff	Complete pre safety checks before using the minibus. Driver to check for slip hazards before allowing pupils and staff to enter.	$2 \times 3 = 6$	Staff to closely supervise people on entry and exit from the minibus.	$1 \times 3 = 3$
Falling items or items blocking exit and entry points (e.g. luggage).	Pupils Staff	Ensure all items are securely and appropriately stored, i.e. not blocking doors, gangways or exit points. A member of staff to monitor items.	$2 \times 2 = 4$	Stop the vehicle if luggage becomes loose or causes a hazard. Any items that fall/move to be repositioned safely.	$1 \times 2 = 2$
Fatigue of drivers.	Staff	All drivers are fully qualified and hold an appropriate licence and have undertaken the council passenger vehicle (minibus) certificate.	$2 \times 4 = 8$	Swap drivers regularly. Stop for breaks if necessary. Monitor and observe performance.	$1 \times 4 = 4$

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		All drivers have read Bradford Council's Safe Driving at Work Framework Policy. The driver is in a fit state to drive the minibus.		Never drive for longer than the maximum driving time of 4 ½ hours.	
Extreme Weather Conditions	Pupils Staff	All drivers are fully qualified and hold an appropriate licence and have undertaken the council passenger vehicle (minibus) certificate. All drivers have read Bradford Council's Safe Driving at Work Framework Policy. Gain appropriate weather and traffic advice e.g. follow 'weather warnings' on 'Met Weather' website. Check 'AA' website. Check 'Travel Assistance' website.	2x3=6	Follow weather and traffic advice. Take suitable precautions. Plan alternative routes. Abandon/cancel the trip if necessary.	1x3=3
Delays and Road Closures	Pupils Staff	Plan travel/route which includes checking for major road works and potential road closures. Use internet planning sites, traffic updates, and radio travel updates.	3x2=6	Follow traffic advice. Plan activities for the journey. Plan alternative routes before the journey. Find alternative route using GPS on mobile phones.	3x2=6

### Part C

<b>Links to other risk assessments and or safe working instructions - please state</b>	Lone car journey.	
<b>Name and Sign</b> When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented	<i>Nicola Frear</i>	<b>Date</b>
	Nicola Frear	21.09.2020
<b>Review</b> - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid.		

For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?

Please record any changes required and or action taken, then date and sign

<b>Reviewer Name &amp; Date</b>	Nicola Frear 13/04/2021	<b>Notes</b>	New – additional weekly deep-cleaning of minibus
<b>Reviewer Name &amp; Date</b>		<b>Notes</b>	
<b>Reviewer Name &amp; Date</b>		<b>Notes</b>	
<b>Reviewer Name &amp; Date</b>		<b>Notes</b>	