

Risk Assessment Title		Bus service to and from school				
School	Department/Area	Assessment date (dd/mm/yyyy)	Version (x.x)	Date(s) of review (dd/mm/yyyy)	Assessor(s) (F Surname)	Date of next review (dd/mm/yyyy)
Princethorpe College	Operational Travel & Transport	06/11/2020	1.13	14/08/2017 14/02/2018 27/08/2018 09/11/2018 27/08/2019 26/08/2020 06/11/2020 26/09/2021 08/08/2022 15/08/2023 01/08/2024 27/08/2025	E Tolcher  B Sharpe   S Young S Young	27/08/2026
<b>Description of task/activity (including location if relevant)</b>						<b>Persons at risk</b> e.g. staff, pupil, visitor etc

Travelling to and from school by bus by dedicated school transport only used to transfer pupils/students to and from the College. These arrangements are relevant for travel by minibus and taxi.

The bus service is operated by Catterall's Coaches, Ridleys **and Godiva Travel**.

There is an annual briefing of bus drivers by the College.

All drivers meet the requirements of the Foundation's Safeguarding: Contractors and Agency Staff policy.

**See also the following risk assessments & safe working procedures:**

- **school bus arrivals – start of day;**
- **school bus departure – end of day.**

Note: changes to risk assessment against previous version are **in bold**.

Pupils/students  
Drivers  
Other road users  
**Parents**

#### Guidance for completion

- review how the activity is, or is going to be, undertaken;
- consider every potential hazard including any behaviour relating to how the task is undertaken;
- consult personnel who are involved;
- consider any relevant existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures);
- assess the likelihood & severity and calculate the overall risk rating and colour code the boxes;
- if no hazards are rated greater than five (5) then the risk assessment is complete;
- if there are hazards with a risk rating of greater than five (5) then consider additional risk control measures to reduce the risk level & recalculate the risk level;
- complex areas may require more detailed risk assessments for which there is a separate form.

Likelihood/Severity Risk Rating Chart

		Severity				
		Nil 1	Minor 2	Medium 3	Major 4	Fatal 5
Likelihood	Very likely 5	5	10	15	20	25
	Probably 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Remote 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5

Hazard	Potential risk	Safety procedures and control measures to reduce risk	L	S	O	Person(s) responsible
<p>Pupil/student safety:</p> <p>AM: before getting on the bus</p> <p>PM/Late: after getting off the bus</p>	<p>Assault, robbery, traffic accident, physical and/or emotional harm</p>	<p>Parents</p> <ul style="list-style-type: none"> <li>are responsible for ensuring that pupil reaches the bus in safety in the morning and returns home safely after leaving the bus in the afternoon</li> <li>are recommended to consider the appropriateness of the route if children not dropped off or collected</li> <li>considerations for route safety include pavements and footways, street lighting, road crossings, traffic volumes and traffic speed, road causality history of the route: see: <a href="https://www.think.gov.uk/thinkmap/">https://www.think.gov.uk/thinkmap/</a></li> <li>for guidance on walking to and from a bus stop see <a href="https://www.warwickshire.gov.uk/news/article/1254/does-your-child-know-the-warwickshire-road-safety-club-code-">https://www.warwickshire.gov.uk/news/article/1254/does-your-child-know-the-warwickshire-road-safety-club-code-</a> and <a href="https://www.care.com/c/stories/3239/when-can-my-child-walk-to-school-alone/en-gb/">https://www.care.com/c/stories/3239/when-can-my-child-walk-to-school-alone/en-gb/</a></li> <li>considerations for children's pedestrian ability: practical pedestrian skills training, green cross code, road safety education, stranger awareness, high visibility garments or accessories</li> </ul> <p>School:</p> <ul style="list-style-type: none"> <li>will periodically brief pupils/students of how to keep safe including road safety</li> </ul> <p>Pupils/students should</p> <ul style="list-style-type: none"> <li>be observant</li> <li>not use phones when walking or standing in public</li> <li>stay in groups where possible</li> <li>avoiding any situation which looks suspicious by, for example, crossing the road when safe to do so</li> <li>not cross the road after getting off a bus until the bus has moved</li> <li>if there is a concern go into a shop or other public premises and ask for help</li> <li>if there is a concern make their way to the nearest most public place</li> <li>report any concerns to the bus driver and to the senior person on bus duty immediately</li> </ul>	2	4	8	<p>Parents Pupils/students Senior management Bus operator Drivers</p>

Hazard	Potential risk	Safety procedures and control measures to reduce risk	L	S	O	Person(s) responsible
		Bus drivers: <ul style="list-style-type: none"> <li>• be vigilant for any signs of problems at bus stops or distressed pupils/students coming onto the bus</li> <li>• report any concerns from pupils/students or their own observations about safety of security to the school</li> <li>• for serious concerns; stop the bus when safe to do so and advise the school immediately by phone</li> </ul>				
Extreme weather conditions (e.g snow, heavy rain likely to cause flooding)	Road Traffic Accidents leading to injury.  Pupils/students unable to be transported to or from school – physical and/or emotional harm.	<ul style="list-style-type: none"> <li>• School senior management work with operators to ensure that journeys only take place when appropriate.</li> <li>• Bad weather procedure in place and communicated to relevant persons.</li> <li>• Bus companies communicate early morning with school.</li> <li>• Appropriate caution by driver on route.</li> <li>• Routes adjusted as necessary in extreme weather.</li> <li>• Driver/company to inform school of any problems or delays as soon as reasonably practicable.</li> <li>• Communication to pupils/students and parents via website, twitter, text, email as appropriate.</li> <li>• Weather conditions monitored throughout the day and early closing departure arrangements in place.</li> </ul>	3	3	9	Senior management Bus operator Drivers
Exceeding maximum permitted passenger numbers	Injury	<ul style="list-style-type: none"> <li>• Pupils/students issued with passes.</li> <li>• Bus company ensure clarity re maximum numbers and appropriate capacity bus on route.</li> <li>• Driver to raise any concerns with school and not to drive overloaded.</li> <li>• Surveys to check loadings.</li> <li>• Additional transport arranged if bus over limit in the route into school (taxi, minibus sent from school).</li> <li>• Buses not allowed to depart in evening if overcrowded.</li> </ul>	2	3	6	Senior management Bus operator Drivers Bus duty staff
Pupil/student inappropriate behaviour during journey	Injury, physical and/or emotional harm, driver distraction	Inappropriate behaviour includes: standing up, moving around when the bus is moving, general misbehaviour, abuse of others, noise, driver distraction, not wearing seat belts, throwing items around the cabin, opening or interfering with the emergency door <ul style="list-style-type: none"> <li>• All pupils/students using the bus service asked to attend an annual briefing at the start of each year</li> </ul>	3	3	9	Senior management Drivers Pupils/students

Hazard	Potential risk	Safety procedures and control measures to reduce risk	L	S	O	Person(s) responsible
		<ul style="list-style-type: none"> <li>• Pupils/students are briefed to stay seated at all times</li> <li>• Pupils/students are briefed to wear seatbelts when they are fitted.</li> <li>• Clear behaviour expectations whilst on the bus and communicated to pupils/students using the service.</li> <li>• Drivers briefed annually and asked to advise a member of PC staff of any behaviour issues</li> <li>• Any such issues are tackled immediately.</li> <li>• Sanctions published to pupils/students regarding misbehaviour on a bus including banning from the bus.</li> <li>• <i>In extremis</i> a bus on an outward journey can return to school for intervention by senior management.</li> </ul>				
Pupils/students not collected AM only - bus delayed, pupil arriving after bus departure	Exposure to weather leading to illness, physical and/or emotional harm	<ul style="list-style-type: none"> <li>• Bus companies to ensure service runs</li> <li>• Driver/company to inform school of any problems or delays as soon as reasonably practicable.</li> <li>• Communication to pupils/students and parents via twitter, text, email as appropriate</li> <li>• Bus briefing to pupils/students advises: <ul style="list-style-type: none"> <li>○ wait 20 minutes the most senior pupil at the stop to phone Vectare on 0115 777 3185;</li> <li>○ if the bus does not arrive as advised then call the school;</li> <li>○ always wait at a bus stop</li> </ul> </li> <li>• Minibuses can be sent from school to collect some or all pupils/students on a route with a problem</li> <li>• Pupils/students are also in contact with their parents and <i>in extremis</i> can return home if told to do so by the school</li> </ul>	3	2	6	Bus operators Drivers Senior management Parents Pupils/students
Pupils/students not collected (unapproved route variation, bus running ahead of schedule)	Exposure to weather leading to illness, unsupervised concerned pupils/students	<ul style="list-style-type: none"> <li>• Drivers asked not to vary route without the school's agreement.</li> <li>• Drivers asked not to leave stops before the scheduled time.</li> </ul>	2	3	6	Bus operators Drivers

Hazard	Potential risk	Safety procedures and control measures to reduce risk	L	S	O	Person(s) responsible
Pupil/student boarding the vehicle at beginning of day	Pupil/student boarding incorrect vehicle and transported to wrong school.	<ul style="list-style-type: none"> <li>• Parent and pupil/student briefing prior to joining school.</li> <li>• Parents are responsible for ensuring that pupil/student reaches the pick-up point in safety and that they board the correct vehicle.</li> <li>• Pupils/students issued with passes.</li> <li>• Drivers aware of possible problems at the start of an academic year and, to a lesser extent, whenever starting after a holiday including half-term.</li> </ul>	1	2	2	Senior management Parents Pupils/students
Pupil/student not arriving at school	Abduction, pupil/student absconding.	<ul style="list-style-type: none"> <li>• Drop off takes place on school premises.</li> <li>• Parents advised by mid-morning where a pupil has not arrived at school.</li> <li>• Bus met by member of staff on arrival who can deal with any concerns about a missing pupil.</li> </ul>	1	4	4	Senior management Parents Pupils/students
Pupil/student disembarking vehicle at the end of the day – wrong stop, careless crossing road.	Road Traffic Accidents leading to injury, abduction, absconding.	<ul style="list-style-type: none"> <li>• Parents are responsible for ensuring their children return home safely after disembarking the bus.</li> <li>• Parents and pupils/students to ensure they are aware of the correct stop – if they disembark at the wrong stop they should: <ul style="list-style-type: none"> <li>○ phone the college and parents/carers;</li> <li>○ avoid any situation which looks suspicious by, for example, crossing the road when safe to do so;</li> <li>○ if they have any concerns go into a shop or other public premises and ask for help or make your way to the nearest most public place;</li> </ul> </li> <li>• Driver awareness that this is a higher risk at the start of term and to check if pupil appears concerned.</li> <li>• Parents are encouraged to meet their children at the bus stop</li> <li>• Pupils/students will be encouraged to wear high visibility clothing if they are required to walk a reasonable distance from the bus drop off point particularly if walking in an area without a pavement or good street lighting.</li> <li>• Pupils/students are encouraged to carry a mobile phone to alert parents that they have disembarked the bus</li> <li>• Where possible pupils/students are encouraged to walk home with other pupils/students.</li> </ul>	2	5	10	Parents Pupils/students

Hazard	Potential risk	Safety procedures and control measures to reduce risk	L	S	O	Person(s) responsible
Pupils/students with injuries e.g. crutches	Trip	<ul style="list-style-type: none"> <li>Pupils/students to sit at front to bus</li> <li>Seek support from driver and staff on bus duty at school</li> <li>Pupils/students in same year group to assist</li> </ul>	2	3	6	Drivers Bus duty staff Pupils/students
Incompetent or inadequately trained driver	Road Traffic Accidents leading to injury	<ul style="list-style-type: none"> <li>School only use approved operators, and appropriately qualified and competent drivers.</li> <li>Operators are responsible for checking their drivers are qualified to the required legal standards.</li> <li>Routes are planned in conjunction with operators to ensure that only suitable roads are used for the type of vehicle; route physically reviewed by school if concerns raised by any party.</li> <li>Timetables are planned to ensure sufficient time to operate the route in a safe manner in all seasons.</li> <li>All operators and relevant school staff are aware of the emergency procedures in the event of a vehicle accident or breakdown.</li> </ul>	2	5	10	Bus operators Drivers Senior management Pupils/students