


**The Khalsa Academy Wolverhampton: Risk Assessment for staff travelling with pupils in cars Policy**

	<b>Name of School</b>	<b>The Khalsa Academy Wolverhampton</b>
	<b>Policy Date</b>	<b>August 2015</b>
	<b>Date of next Review</b>	<b>Summer 2017</b>
	<b>Who reviewed this policy?</b>	<b>Jaswinder Sangha &amp; Sharon Nicholson</b>

**Policy**

**Writing and reviewing Risk assessment for staff travelling with pupils in cars Policy**

The Risk assessment for staff travelling with pupils in cars policy consists of the use of cars to transport staff, pupils and young people as a work activity.

The Risk assessment for staff travelling with pupils in cars policy and its implementation will be reviewed in Summer term 2017 and thereafter annually.

The Risk assessment for staff travelling with pupils in cars Policy was revised by:	
It was approved by the Lead Teacher on:	
It was approved by Governors on:	



**The Khalsa Academy Wolverhampton:** Risk Assessment for staff travelling with  
**Introduction** THE KHALSA ACADEMY

**Risk assessments for Staff travelling with pupils in cars**

Travel by Car

This assessment covers the use of cars to transport staff, children and young people as a work activity.

Hazard Risk	Control /safety measure	Notes
<p><b>1 Road traffic accident</b></p> <p>1.1 Vehicle condition</p> <p>1.2 Driver distraction</p> <p>1.3 Driving conditions</p> <p>1.4 Other road and pedestrian users of the highway</p>	<p>1 Road traffic accident</p> <p>1.1 Vehicle conditions will be confirmed on the declaration form, through checks by staff prior to the journey and via notes to drivers including guidance about roadworthiness not covered by MOT.</p> <p>Children and young people will be briefed about their conduct as passengers and specifically this will include not distracting the driver.</p> <p>Some extreme conditions such as can be encountered in the winter for example that should lead to a decision, by the Party Leader, not to or to delay travel.</p> <p>Drivers should be briefed on the potential for an accident to occur as a consequence of other road and pedestrian activity. An emergency procedure should cover this eventuality.</p>	<p>MOT status can be confirmed by internet.</p> <p>Notes need to include the actions to take in the event of an accident and give advice on when to evacuate a vehicle for example.</p>



**The Khalsa Academy Wolverhampton:** Risk Assessment for staff travelling with

<p><b>2 Child protection</b></p> <p>2.2 Failures of procedures to confirm adults suitability to work with children.</p> <p>2.3 No volunteers briefing or induction covering professional expectations</p>	<p>2 Child protection</p> <p>2.2 All regular adults who support the school are to be inducted as members of the extended staff with enhanced DBS and other references. In the notes to other drivers, who only occasionally volunteer or do so only once and for a short duration, the use of sampling procedures will be used, Headteacher or discretionary guidance of the child protection officer.</p> <p>2.3 All drivers will be given information that constitutes a briefing to ensure that there are always more than two children in a car unless this is the carriage, by a parent, of their own child.</p>	
<p><b>3 No vehicle/ driver travel plan</b></p> <p>3.1 Hours become excessive or drivers have insufficient sleep or rest before driving</p>	<p>The travel plan must eliminate excessive hours without breaks, provide communications arrangements and facilities for contingencies like breakdowns and give guidance on fitness to drive issues.</p>	<p>Notes need to include some mention of the causes of loss of concentration whilst driving in a vehicle with a single driver.</p>



**The Khalsa Academy Wolverhampton:** Risk Assessment for staff travelling with

<p><b>4 Failure of legal compliance</b></p> <p>4.1 Insurance</p> <p>4.2 Vehicle condition including seatbelts</p> <p>4.3 Highway Code violation</p> <p>4.4 Driver fitness</p>	<p>4.1 Drivers of cars will need to confirm that they are compliant with current legislation. School staff will need to provide evidence that they have the necessary insurance cover.</p> <p>4.2 School staff to check from time to time on the use of seat belts and other measures in force to ensure the effectiveness of seatbelts.</p> <p>4.3 Driving within the legal requirements and with regard for the highway code will be included in notes for drivers.</p> <p>Sample checks on driving licences will be conducted to ensure that the driver has a good driver history</p>	<p>A form with tick boxes for each aspect to be signed by each driver and kept on record.</p> <p>No excessive speeding or other convictions for failing to maintain a vehicle.</p> <p>Height boosters</p>
---	--	---



**The Khalsa Academy Wolverhampton:** Risk Assessment for staff travelling with

<p><b>4.5 Uncertainty over whether any transport arrangement is a work activity or not.</b></p>	<p>4.5 When it is decided that a work activity does not include travel to the venue, parents are asked to bring their child to the location and potentially asked to consider other children, then the school or youth centre is not responsible for this. If advice is circulated to potential drivers about best practice then this can be done.</p>	<p>4.5 When an activity takes place at the weekend or at any other time when there is a clear break between the activity start time and the end of school time then it is reasonable to ask parents to provide transport at their own risk. This would not be the case if an activity was artificially broken to absolve any school or youth centre from responsibility for arranging safe transportation. At all other times the Party Leader must take reasonable steps to ensure the safety of transport provided by cars.</p>
<p><b>5 Other accidents and illness</b></p>	<p>5. When cars travel in convoy to a venue then at least one member of the adults should have a first aid certificate. Communications potentially via a mobile phone should be agreed so that the first aider can be contacted. Facilities are agreed to contact the emergency services. Medical information that may be required during a journey is available and drivers are briefed if this affects or could affect them.</p>	<p>First aid requirement applies to Category B activities.</p>
<p><b>Operational procedures for the use of cars to transport children and young people</b></p>	<p>The Party Leader will decide when travel by car constitutes a legitimate work activity and when it is deemed outside of the council's responsibility.</p>	



**The Khalsa Academy Wolverhampton:** Risk Assessment for staff travelling with

<p><b>Drivers fitness</b></p>	<p>All drivers of vehicles will be asked to confirm that they are legally entitled to drive by indicating this on the form. Regular drivers will be asked to bring in their driving licence twice a year to help ensure that they have an appropriate driver history.</p> <p>Guidance notes for drivers provide information about physical fitness to drive and the factors that could affect it. Drivers who make a regular commitment will be given an appropriate induction to ensure that they are aware of their responsibilities and adequately supported to discharge these effectively. This will include the Criminal Records Bureau (CRB) enhanced checks for working with children.</p> <p>Occasional drivers will be CRB checked on a sample basis. Drivers are briefed on emergency and/or procedures for: Accidents, illness, breakdown, passenger behaviour.</p> <p>Headteacher, manager or child protection staff will exercise their discretion over driver or young person.</p>	
<p><b>Vehicles Fitness</b></p>	<p>The school should ask driver to confirm that they are complying with legal requirements. Notes given to drivers cover the regular checks on vehicle safety. Staff will observe cars and the management of passengers as they arrive and depart.</p>	



**The Khalsa Academy Wolverhampton:** Risk Assessment for staff travelling with

<b>Journey Plan</b>	All travel by vehicle will be planned in advance so that there is agreement over: communications emergency procedures including first aid arrangements, lost or missing person/s, vehicle breakdown routes and breaks in the journey contingencies for extreme weather.	
<b>Care of passengers</b>	Passengers will be briefed on expectations for their behaviour whilst in the car . Information will identify any likelihood of travel sickness. On all but Category A trips, a person with first aid responsibility will be present. Other staff with first aid capability will be known to all adults. Ventilation will be adjusted to meet conditions and appropriate	



**The Khalsa Academy Wolverhampton:** Risk Assessment for staff travelling with

	<p>breaks planned to enable toilets to be accessed.</p> <p>Use of public toilets will be covered by briefing. The Party Leader will make it clear when they are taking charge of the party and when this is handed back to drivers of independent vehicles.</p>	
--	---	--