

# DERBYSHIRE COUNTY COUNCIL

<b>RISK ASSESSMENT FOR      MINIBUS TRAVEL</b>
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**Name of School/Centre:**                    WHITE HALL CENTRE

**Visit to:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed and Accepted by Headteacher/Centre Manager):** \_\_\_\_\_

The purpose of this form is to encourage working practices that enhance pupil safety.

This Generic Assessment needs to be adapted to suit the visit. You will need to delete the control measures that do not apply to your visit, and additional hazards/control measures need to be added as appropriate.

This front sheet needs to be signed by the two appropriate people.

The person(s) responsible for implementing the control measures needs to sign the final column.

Hazard Observed	Risks Before Control Measures Implemented	Control Measures to be Considered  School to adapt measures as appropriate	Risk Rating if Controls Implemented	Person who will ensure control measures are implemented
Road traffic	Medium	The current Derbyshire Education Service Guidance for	Low	White Hall Staff

Hazard Observed	Risks Before Control Measures Implemented	Control Measures to be Considered  School to adapt measures as appropriate	Risk Rating if Controls Implemented	Person who will ensure control measures are implemented
accident  Fall from moving vehicle	Low	Minibus use will be followed.  Member of staff to supervise wearing of seat belts.  Safe locations chosen for embarkation/disembarkation, clear safety instructions to be given to pupils/staff by group leader when traffic flow is in opposite direction.	Low	White Hall Staff and Visiting Staff
Struck by moving vehicle  Pupils getting lost  Pupils abducted	Low  Low  Low	Pupils to be appropriately supervised across any car parks/roads.  Pupils to be made aware of a meeting point for any problems, which is to be permanently staffed.  Pupils to be given clearly defined areas in which to stay.  Pupils to be in groups never on their own (ideally pupils should go to the toilet in a minimum of pairs).  Staff to patrol areas in which pupils are.  Where possible staff to be positioned where they can see toilet entrances and exits to avoid possible abduction.  Headcount to be taken prior to escorting pupils back to	Low  Low  Low	White Hall Staff and Visiting staff

<b>Hazard Observed</b>	<b>Risks Before Control Measures Implemented</b>	<b>Control Measures to be Considered</b> <b>School to adapt measures as appropriate</b>	<b>Risk Rating if Controls Implemented</b>	<b>Person who will ensure control measures are implemented</b>
		minibus, and before the minibus leaves.		