

Chad Vale Primary School Risk Assessment (Appendix H)

Lead Assessor Paul Sansom Date 19/01/09

Ref No	Identify the Hazard (Briefly describe the how the hazard is encountered and the type of harm that can arise) ➤ Taking Pupils in Teachers Cars
1	Child Protection (1-2-1)
2	Road Traffic Accident
3	Illness/injury to driver
4	Sickness/1 st Aid issues of passengers/driver

Who might be harmed? (Number of people)	Severity/worst case outcome?	Probability/Likelihood?	Risk Factor (see key)
Employees <input checked="" type="checkbox"/>	Major injury 4 <input checked="" type="checkbox"/>	Certain 4 <input type="checkbox"/>	8
Pupils <input checked="" type="checkbox"/>	High injury 3 <input type="checkbox"/>	Probable 3 <input type="checkbox"/>	
New/Expectant Mothers <input checked="" type="checkbox"/>	Moderate injury 2 <input type="checkbox"/>	Possible 2 <input type="checkbox"/>	
Contractors(C) <input type="checkbox"/>	Minimal injury 1 <input type="checkbox"/>	Improbable 1 <input type="checkbox"/>	
Visitors <input type="checkbox"/>			

Recommended Precautions and/or Risk Controls	Priority (see key)
<p><i>Taking pupils in teacher's cars should be seen as a 'last resort' situation, and should be avoided where possible. Where a planned or emergency situation arises the following Risk Controls MUST be in place;</i></p> <ul style="list-style-type: none"> -Another adult in addition to the driver (with CRB and driving licence) undertakes a 'chaperone' role. -At least ONE adult is first aid trained and trained in emergency medication administration for child being carried (if required) -Driver has full UK licence and 'Business Use' insurance cover, car is taxed, MOT'd, and has enough seatbelts for children/adults being carried. -A copy of driver's licence is held in school and is updated with any changes (SAG to monitor drivers endorsements and approve 'fitness to drive') -Driver/chaperone carries 1st Aid Kit and mobile phone in case of accident/emergency. -Parents to sign 'Permission to Travel' document (attached) in planned journeys and are contacted by telephone to give verbal permission in an emergency. -A booster seat is used (if possible) for children under 1.35m in height and child passengers travel in rear. -Seatbelts must be worn in all circumstances by all passengers. <p>Risk Factor with recommended Workplace Precautions and/or Risk Controls</p>	<p>Final Risk Factor 4x1=4</p>

PRIORITY KEY: I = Immediate M = Medium L = long term (consult risk level evaluator)
 ACTIONS KEY: Eliminate, Substitute, Reduce, Isolate, Control, Personal Protective Equipment, Discipline
 RISK FACTOR: Likelihood x Severity = Risk Factor
It is strongly recommended that the section on Risk Assessment in the Safety Manual be consulted

Name person responsible for action (if required):	By when:
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Date of review: 19/01/10 Signed:



Permission to Travel in teacher's car

Name of child:

Date:

I have read the attached Risk Assessment for Taking Pupils in Teacher's cars.

I understand the Hazards and Risk Controls that have been put in place by Chad Vale Primary School to minimise any risk.

I give permission for my child.....(name) to be taken to/from..... (place) in the car belonging to and driven byon the date of.....

Signed:.....(parent/guardian)

Date:.....