

Hazards, Risks, and Control Measures

What is a hazard? – ***Something with the potential to cause harm.***

What is a risk? – ***The likelihood of harm occurring and its severity***

What are Control Measures? – ***Actions taken to reduce the risks as far as are reasonably practicable.***

Typical Hazards	Possible Control Measures
Staff exceeding limits of responsibility	<ul style="list-style-type: none"> • Passengers are not collected from inside or returned into residences. • Parents/carers are responsible for bringing passengers to vehicle for boarding. • Drivers/passenger to adhere to councils Code of Conduct
Individual absconding en-route to vehicle	<ul style="list-style-type: none"> • Parents are responsible for bringing passengers to vehicle for boarding. • Drivers/passenger to adhere to councils Code of Conduct • Individual risk assessment
Passenger slips, trips, falls en-route to vehicle	<ul style="list-style-type: none"> • Parents are responsible for bringing passengers to vehicle for boarding. • Drivers/passenger to adhere to councils Code of Conduct
Parent/carer not at home when child is collected.	<ul style="list-style-type: none"> • Driver / Passenger Assistant to inform council immediately • Child taken to school • School staff informed • Safeguarding training
Passenger having to cross roads to access vehicle	<ul style="list-style-type: none"> • Drivers to only collect passengers from kerbside, pavement. • Strict use of designated collection points. • Any deviation must have prior council approval. • Drivers/passenger to adhere to councils Code of Conduct
Unsuitable Vehicle	<ul style="list-style-type: none"> • Individual risk assessments highlighting needs • Vehicles used must meet requirements of Schedule 2 Contract. • Council Compliance Team assessments • Risk Assessment inspections
Vehicle breakdown	<ul style="list-style-type: none"> • Driver to notify school / home immediately. • Driver or escort must stay with passengers. • Summon help via mobile telephone. • If telephone is not in operation then request assistance form a passing motorist, pedestrian or householder. • Keep the passengers informed and calm. • Unless it is not safe to do so all passenger should remain in the vehicle. • If vehicle evacuation is required then passengers must be taken to a place of safety. • Vehicle should be evacuated in order of most to least mobile. • In the event that breakdown is in a remote area and no assistance can be summoned the driver must take every precaution to ensure passengers safety before leaving the vehicle to seek assistance. • Contingency plans in place for replacement vehicle
Road Traffic Collision	<ul style="list-style-type: none"> • Health and safety of all passengers is the first priority of transport staff. • First aid training. • Firs aid and fire extinguisher carried in vehicle. • Driver to notify council as soon as it is safe to do so. • Driver or escort must stay with passengers. • If telephone is not in operation then request assistance form a passing motorist, pedestrian or householder. • Keep the passengers informed and calm. • Unless it is not safe to do so all passenger should remain in the vehicle. • If vehicle evacuation is required then passengers must be taken to a place of safety. • Vehicle should be evacuated in order of most to least mobile. • In the event that accident is in a remote area and no assistance can be summoned the driver must take every precaution to ensure passengers safety before leaving the vehicle to seek assistance. • Contingency plans in place for replacement vehicle
Environmental hazards	<ul style="list-style-type: none"> • Fluorescent jackets/vests should be used.

	<ul style="list-style-type: none"> • Allow more time for journey. • Where fitted vehicle internal passenger lights are used. • Consider passenger safety and escorting may be necessary. • Drivers/escorts aware of increased risk of slipping. • Appropriate footwear must be worn. • Aware of increased risk of slipping. • Report any concerns regarding road conditions. • Contact passengers/families/Council to obtain up to date reports of road conditions. • Alternative pick-up points arranged when road conditions prevent access. Alternative pick-up point must not present other roads users or pedestrian with negotiation hazard. • Driver must advise Council of any changes to collection / drop-off points. • Staff must only attempt to negotiate routes where they consider it reasonably safe to do so. • If stuck follow Breakdown procedures.
Mechanical Hazards	<ul style="list-style-type: none"> • Only authorised staffs are to operate ramps. • Ramps to be operated as per manufacturers instructions. • When deploying ramps ensure any footpath is not impeded creating a trip hazard. • Only authorised staffs are to operate hydraulic lifts. • Lifts are to be operated as per manufacturers instructions. • Safety shoes worn when operating hydraulic equipment. • Working at height training. • Where fitted safety rails must be used.
Hazard warning signs	<ul style="list-style-type: none"> • Geneva sign to be displayed on all school routes • Hazard warning signs used for vehicle carrying oxygen • Vehicle hazard warning lights used when collecting or dropping off.
Access to vehicle does not meet the needs of the passenger.	<ul style="list-style-type: none"> • Individual's risk assessment identifies needs. • Use of ramps or passenger lifts • Manual handling training • Allocation of a suitable vehicle as per contact
Length of Journey	<ul style="list-style-type: none"> • Journey time kept to a minimum. • Wherever possible journey's are inside 75 minute guidelines. • Journey times exceeding 75 minutes are in agreement with parents/carers/council. • Individual risk assessment • Use of single occupancy vehicles
Absconding from vehicle	<ul style="list-style-type: none"> • When passengers are alighting driver or passenger assistant to be positioned to absconder • Use of a one-to-one passenger assistant • Use of child door and window locks (where fitted) • Use of harness
Not wearing or refusal to use seatbelts.	<ul style="list-style-type: none"> • Individuals will not be transported unless using seatbelts. • Driver or passenger assistants check all passengers to ensure seatbelts are used and fitted correctly. • Minimum standard of a lap strap is required. • Harness is not a substitute seatbelt.
Seatbelt not fitted on individual correctly	<ul style="list-style-type: none"> • Lap strap to be across the hips • Diagonal strap to across chest and over shoulder. • Seatbelt extensions used where required. • Seatbelt to be used in accordance with legislation. • Use of shoulder slides where fitted.
Child seat not fitted correctly	<ul style="list-style-type: none"> • Child seat to be fitted in accordance with manufacturers instructions. • Route inspections
Child seat incorrect for individual.	<ul style="list-style-type: none"> • Seating aids to be used in accordance with Seatbelt and Child Seat legislation. • Individual risk assessment to identify height/weight. • Report any concerns to council • Special seats for individuals requiring postural support
Insecure loads	<ul style="list-style-type: none"> • Baggage and mobility aids are stored in designated area/compartment; where available. • Use of restraints • Smaller loads placed on floor under seat • Aisles to remain free from obstruction • Emergency routes not to be impeded
Not wearing or refusal to use seatbelts.	<ul style="list-style-type: none"> • Individuals will not be transported unless using seatbelts. • Driver or passenger assistants check all passengers to ensure seatbelts are used and fitted

	<p>correctly.</p> <ul style="list-style-type: none"> • Minimum standard of a lap strap is required. • Harness is not a substitute seatbelt.
Seatbelt not fitted on individual correctly	<ul style="list-style-type: none"> • Lap strap to be across the hips • Diagonal strap to across chest and over shoulder. • Seatbelt extensions used where required. • Seatbelt to be used in accordance with legislation. • Use of shoulder slides where fitted.
Child seat not fitted correctly	<ul style="list-style-type: none"> • Child seat to be fitted in accordance with manufacturers instructions. • Route inspections
Leaving seat before vehicle has stopped	<ul style="list-style-type: none"> • Rules of conduct on transport • Remain seated until ready to depart • Passenger Assistant • Behaviour management plan • Bucklesafe® • Harness
Accident whilst parking/leaving site	<ul style="list-style-type: none"> • Where applicable marshalled traffic control to and from premises • Dedicated bays for loading / unloading • Dedicated bays for vehicle types • Dedicated bays for non-ambulant passengers
Passenger requiring to be lifted in/out of seat.	<ul style="list-style-type: none"> • Individual's risk assessment identifies needs • Manual Handling training • Individual may need transporting in wheelchair • Driver / passenger assistant to report any concerns.
Refusal to leave or board vehicle	<ul style="list-style-type: none"> • Gentle persuasion / encouragement provided • Support from school / home is sought • Wheelchair used if individual is unwilling to walk • Team Teach training
Hit by passing vehicle	<ul style="list-style-type: none"> • Code of conduct • Vehicle parked in marked loading/unloading bays • Controlled vehicle movement and speed in loading / unloading area. • High Visibility safety vest/jacket worn by escorts/drivers • Children remain in vehicle until collected • All individuals will be escorted by driver or passenger assistant
Absconding	<ul style="list-style-type: none"> • Individual risk assessment • Remain on vehicle until collected • Bucklesafe® • Harness • Escorted to/from school or Individual may be collected/brought to vehicle by teaching staff • Handover to teaching staff/transport staff
Staff exceeding limits of responsibility	<ul style="list-style-type: none"> • Parents/carers are responsible for collecting passengers from vehicle. • Passengers are not taken into residences.
Individual absconding en-route to home	<ul style="list-style-type: none"> • Parents are responsible for collecting passengers from vehicle. • Doors remain closed until parent/carer arrives
Passenger slips, trips, falls en-route to home	<ul style="list-style-type: none"> • Parents are responsible for collecting passengers from vehicle.
Parent/carer not at home when passenger is returned.	<ul style="list-style-type: none"> • Driver / Passenger Assistant to inform council immediately. • Emergency contact numbers held • Wait 5 minutes • Continue with route if possible and return when completed. • If no alternative take passenger to police station • Safeguarding training
Passenger having to cross roads to access vehicle	<ul style="list-style-type: none"> • Drivers to only collect passengers from kerbside, pavement. • Strict use of designated collection points. • Any deviation must have prior council approval. • Drivers/passenger assistants to adhere to councils Code of Conduct
Suitability of Driver employed to work with vulnerable people.	<ul style="list-style-type: none"> • Drivers are CRB cleared prior to employment. • Driving licence checks through local authority compliance team. • Driving assessment; if applicable • Code of Conduct

	<ul style="list-style-type: none"> Complaints procedure
Replacement driver not authorised	<ul style="list-style-type: none"> Operator to only provide licenced and CRB cleared staff. Driver must be registered with authority Code of conduct Schedule 2 Contract
Inappropriate behaviour	<ul style="list-style-type: none"> Licenced and CRB cleared staff. Driver must be registered with authority Code of conduct Schedule 2 Contract
Suitability of Passenger Assistants employed to work with vulnerable people.	<ul style="list-style-type: none"> Passenger Assistants are CRB cleared prior to employment. Contractor to follow provisions in Schedule 2 Contract Code of Conduct Complaints procedure
Passenger Assistants capability to perform duties.	<ul style="list-style-type: none"> Recruitment process Observation by operator Performance reviews Code of Conduct
Inappropriate behaviour	<ul style="list-style-type: none"> Passenger Assistant is provided with a Code of Conduct. Observation by operator Complaints procedure
Passenger Assistant not on transport	<ul style="list-style-type: none"> Individual risk assessment Route inspections Reporting of issues
Lack of training	<ul style="list-style-type: none"> Individual risk assessment Training provided as required
Not qualified to administer medication	<ul style="list-style-type: none"> Individual risk assessment Written Parental authority Annual medical protocol/care plan Specialist training Annual refresher training
Individuals with Special Needs whose behaviours present health & safety risks for themselves or others.	<ul style="list-style-type: none"> Individual risk assessment based on input from school, home and other specialists. Triggers, indications and methods used to reduce stress. Maintain routine Advance warning of change where possible. Use of child door and window locks No eating or drinking on transport Passenger assistant allocated. Use of distraction techniques Non-verbal communication Manual Handling Behaviour management plan created using input from school/home. Review of seating plan Review of transport appropriateness Use of harness (only with home approval)
Injury to passenger or transport staff through lifting or supporting	<ul style="list-style-type: none"> Individual risk assessment Vehicle appropriate to needs Use of wheelchair and seat transfer Travelling in wheelchair
Misuse of seatbelts by individual	<ul style="list-style-type: none"> Individual risk assessment Vehicle will not be driven if seatbelts are not used. Adoption of school behaviour management plan.

	<ul style="list-style-type: none"> • Bucklesafe® • Where Bucklesafe® is used; a seatbelt cutter must be carried. • Provision of passenger assistant. • Harness
Passenger leaves seat whilst vehicle is in motion.	<ul style="list-style-type: none"> • Individual risk assessment • Vehicle to stop, individual seated and seatbelt is re-fastened. • Adoption of school behaviour management plan. • Parental/carer agreement to use harness. • Where harness is used; a seatbelt cutter must be carried. • Harness is not a substitute for a seatbelt • Provision of passenger assistant.
Sensory Impairment	<ul style="list-style-type: none"> • Individual risk assessment • Passenger assistant allocation • Manual handling training • Non-verbal communication • Liaising with home/school to develop a management plan.
Wheelchair user transferring to seat	<ul style="list-style-type: none"> • Passengers who transfer must be able to support their own weight. • Seat plan reviewed to provide aisle seat or single seat. • Transport staff will provide verbal guidance • Manual handling training • Assessment of suitability to transfer
Wheelchair insecure	<ul style="list-style-type: none"> • 4 point approved wheelchair restraints used • Restraints are not “crossed” but are attached in-line • Restraints routinely inspected as part of the vehicle defect checks • Driver / passenger assistant to undergo wheelchair clamping training.
Wheelchair user not restrained correctly	<ul style="list-style-type: none"> • Wheelchair use must not travel facing sideways • 3 point seatbelt to be used • Wheelchairs postural support or harness is not used as a substitute seatbelt. • Prone or semi prone passengers must use a minimum of a lap strap. • Only passengers with a valid medical exemption certificate are permitted to travel without a seatbelt. • Passenger assistant may be required to ensure seatbelt remains positioned safely.
Wheelchair user falling from passenger lift	<ul style="list-style-type: none"> • Use of lift in accordance with manufactures instructions. • Individual risk assessment • Escorted on lift. • Powered wheelchairs are set in “freewheel” mode.
Wheelchair user falling from ramp	<ul style="list-style-type: none"> • Use of lift in accordance with manufactures instructions. • Individual risk assessment • Assistance to negotiate ramp if required
Loading an electric wheelchair with motor disengaged.	<ul style="list-style-type: none"> • Use of winch for wheelchairs with resistance when in freewheel mode.
Medical emergency	<ul style="list-style-type: none"> • Individual risk assessment • Passenger assistant • First aid training • Specialist medical response training; if necessary • Care plan or protocols supplied • Diversion to nearest hospital; A & E • Emergency services 999