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| \\groundworkuk\gw01\home\angus.vinicombe\Desktop\auto-skills-logo.jpg | **RISK ASSESSMENT – Transporting Students by Car** |  |
|  | **Establishment: Auto Skills (Reading) CIC** |

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| **Assessment by: Angus Vinicombe**  | **Date: 17.05.2020** | Target Date for review: May 2022 |
| **Approved by: Angus Vinicombe**  | **Position: Managing Director** | **Date: 17.05.2020** |
| **Significant Hazards and Associated Risks**Those hazards which may result in serious harm or affect several people | **Those who might be harmed**Persons at risk from the significant hazards identified | **Control Measures (CM’s):**Controls, including relevant sources of guidance(e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM’s not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors) | **Additional CM’s required?**If existing CM’s cannot be met or circumstances have changed | **Residual Risk Rating**(**H / M / L**) |
| Driver error | Staff, Students, Volunteers, Members of public. | The driver: - * has a current driving licence for the type of vehicle s/he will be driving (driving licences should be checked annually by designated “responsible person”)
* is an experienced driver who has held a full driving licence for at least 2 years
* has no past convictions (in the last 5 years) for, and is not facing impending prosecution for, any significant driving offences (e.g. drink driving)
* is healthy and fit to drive
* is aware of and agrees to implement the following:
* to share the driving with an accompanying adult on longer journeys (essential for journeys over 100 miles)
* to adhere to strict working/driving hours and rest periods
* not to drive if feeling too tired or unwell to drive safely
* not to drive if under the influence of alcohol, drugs or medication
* Not to use a mobile ‘phone or radio in the car unless the car is stationary or the equipment is fully “hands–free” operated.
* to adhere to national speed limits and the highway code
* to drive in a responsible and sensible manner
* to choose safe locations, away from busy traffic, for passengers to get in/out of car (e.g. car park, onto wide pavement)
* will check and ensure that seat belts are fitted correctly on all young people before departure and after all breaks in the journey
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| Defective or unsuitable vehicle |  | * The following documents must be checked as evidence the vehicle is roadworthy.
* current MOT certificate
* adequate motor vehicle insurance policy in force
* Breakdown insurance policy including recovery in force.
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|  |  | * The following requirements must be met:
	+ the vehicle must be fitted with a fully operational 3 point seat belt for each passenger.
	+ booster cushions must be available for use when appropriate (children under 1.35m)
	+ the vehicle has sufficient capacity for each passenger to have their own seat and own seatbelt
	+ if younger children are being transported, child-safe locks must be operational on the doors to ensure that they cannot be opened accidentally
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| Safeguarding issues |  | Prior to any staff member or volunteer being permitted to drive, the following procedures will be carried out:* Personal references will be requested.
* All Staff and Volunteers will be subject to an enhanced DBS check.
* Prior arrangements will be made to ensure where possible that young people do not need to be transported alone.
* The driver will have contact details of parents/carers and will inform them immediately of any delay to intended timings.
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| Driver distracted by misbehaviour or illness in car  |  | Staff will ensure that: -* young people who are likely to present challenging behaviour are appropriately supervised by staff who are aware of and capable of handling their behaviour
* volunteer drivers are informed beforehand of any individuals who might present challenging or difficult behaviour, and are considered sufficiently capable of dealing safely and appropriately with any disruptive behaviour
* a second adult accompanies the main driver on long journeys, or with young people who might be disruptive, in order to maintain good order, ensure young people keep seat belts on, and attend to any needs
* young people are briefed beforehand regarding required conduct/behaviour
* young people are briefed not to open vehicle windows without permission, and not to place hands/heads out of open windows
* young people are briefed not to throw anything inside or from the vehicle, or to make signs to passing road users
* the driver will be informed of any significant medical conditions (including propensity for travel sickness) and relevant medication carried
* any travel sickness equipment is provided
* young people are briefed to eat/drink sensibly
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| In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation |  | Staff will instruct drivers:* if breakdown or accident occurs, to evacuate all passengers away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles
* if above is not possible, to instruct passengers to sit on side of vehicle furthest from moving traffic and remain wearing seat belts
* Inform police immediately if vehicle is in a dangerous location and request assistance.
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