



# Minibus Risk Assessment

Establishment: Huxley C.E Primary School

Risk Assessment for: Minibus

Carried out by: Site Maintenance Officer

Date: 17 February 2023

Any previous assessment for this activity carried out: **Yes**

Risk	Risk of Occurrence H M L	Severity of Risk H M L	People at Risk	What we can do to keep ourselves safe?	Comments / Action	Remaining Risk Occurrence Rating H L M
Fingers being trapped in doors (especially sliding ones).	M	M	All- but more children.	<ul style="list-style-type: none"><li>• Adults only to close sliding doors on the bus.</li><li>• Adults to remind children to keep their hands/limbs in whilst the door is being closed.</li><li>• Driver to ensure the bus First Aid kit has an instant ice pack.</li></ul>		L

Children opening doors whilst the vehicle is moving.	L	H	Children	<ul style="list-style-type: none"> <li>• The driver to ensure that children are positioned in the bus appropriately e.g. placing certain children away from the back, doors or near certain other children.</li> <li>• The driver to ensure that the doors are properly closed each time after they are opened (all doors can be quite stiff).</li> </ul>		L
The bus doors not closing properly.	H	H	Children			L
Children exiting/entering the bus straight into/from traffic/the road.	M	H	Children	<ul style="list-style-type: none"> <li>• Always try and park so that the sliding door is on the pavement side. When this is not possible use the back door to enter/exit the bus.</li> </ul>		L
Children getting from the bus to the ground (there is quite a height difference).	H	L/M	Children	<ul style="list-style-type: none"> <li>• Always deploy step where possible and member of staff to stand by side of door when children leaving.</li> </ul>		M
Children not wearing seatbelts correctly.	L	M	Children	<ul style="list-style-type: none"> <li>• Member of staff driving the bus to make sure all children have their seatbelts on before moving the bus and do a check.</li> <li>• When transporting any child known to struggle with putting on a seat belt the bus driver must ensure that each child's seatbelt is fastened and worn correctly.</li> </ul>		L

<p>Poor/distracting behaviour from passengers.</p>	<p>M</p>	<p>M/H</p>	<p>All passengers</p>	<ul style="list-style-type: none"> <li>• Any child whose behaviour is cause for concern on the bus is warned about their behaviour. If their behaviour continues the driver to pull over and wait until the child is behaving appropriately. If this is a recurring problem the child's use of the minibus will be considered.</li> <li>• The member of staff organising trips/use of the minibus needs to decide if a member of staff needs to travel in the back of the minibus with the children.</li> </ul>		<p>M</p>
<p>Drivers assessment training.</p>	<p>M</p>	<p>M</p>	<p>All drivers</p>	<ul style="list-style-type: none"> <li>• All drivers have completed a driver assessment training by Mervyn's driver training.</li> <li>• All drivers will need to be reassessed every 4 years.</li> </ul>		<p>L</p>

Mini bus safety for being on the road.	L	L	All passengers	<ul style="list-style-type: none"> <li>• MOT will be renewed annually in October before expiry at the end of the month 30<sup>th</sup> October.</li> <li>• Vehicle Road Tax will be renewed on the 1<sup>st</sup> of December annually.</li> <li>• Insurance will be renewed on the 1<sup>st</sup> of April annually.</li> <li>• Weekly safety checks will be carried out by site officer (oil, water, lights, tyres, seatbelts,ect).</li> <li>• Bus will be filled up with diesel when needed.</li> <li>• All drivers will fill out a journey log with mileage from and to the destination.</li> <li>• Bus will be washed and cleaned when needed.</li> </ul>		L
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Signed: A.Thelwell	Date for review:17/02/2024	Copies passed to: All staff at schools (and a copy in the minibus file).
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