

Establishment: Copnor Primary School

Leader: varies Date: When required

Location: Portsmouth Local Area

Other staff : varies (but always 2 staff)

Group size: 9

Ratio: 1:5

Benefits (aims, objectives, intended outcomes...)

Who might be at risk? (Yes as appropriate)

- To prevent late attendance
- To reduce absence

Participants _Y_ Staff Y__ Volunteer Adults _ Others (specify) _____

Identifying the hazards – assessing the risk

NB: The walking bus is being replaced by a minibus service except during exceptional circumstances e.g. the collecting of a child who is too late for the minibus collection or they live close to the school.

Control measures – reducing the risk

Risk rating
Outcome
(H/M/L)

<p>Site and its environment</p> <ul style="list-style-type: none"> • Risk of road traffic incidents (RTI) e.g. child being hit by a car. • Risk of trips and falls • Poor weather: risk of slips when snowing/icy or when windy risk of debris falling onto the walkers • Road works: changes to original route 	<ul style="list-style-type: none"> • Crossing of roads made at points where good visibility and/or recognised crossing. At the Burrfield Bridge traffic lights, use the lights to cross rather than attempting to cross Copnor Road in one go. When on the island (where cross from one set of traffic lights to another) waiting to cross, children to be between the adults. • Good ratio of pupil to adult • Clear routine and expectations • Route taken regularly by the children • Hi-vis jackets worn • Weather conditions considered, using BBC weather report (or similar media output which uses the MET Office's forecasting service). If there is a red weather warning, as determined by the National Severe Weather Warning Service (shortened to NSWWS) then the walking bus will not function and parents will be informed as soon as practically possible. If there is amber, then the conditions will be assessed before the bus operates. If it is yellow, extra caution will be taken e.g. extra care when icy see below • Extra care taken when travelling in icy conditions. Main routes in city are cleared by PCC. If too icy, then school would be closed as unsafe for children to attend. Where the side roads are icy but the school is still open, then a risk assessment of the conditions to be completed by a member of SLT before the walking bus is permitted to happen. • Extra care taken when it is very windy e.g. watching for empty bins being moved by the wind etc. • Appropriate footwear worn by children and adults • Adults to walk closest to the road when accompanying the children • Walking only: no running/skipping etc. • When road works impact upon the route, the leader is to calculate a new route and ascertain whether there are new hazards. To seek support from SLT with regards to such hazards –an alternative risk assessment will then be completed. If hazards do not constitute a new plan, then children will be informed of the change to the route and expectations reiterated. 	<p>Low</p>
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<p>Group / special needs / accommodation / down time/ safeguarding</p> <ul style="list-style-type: none"> Group has no specific needs with regards to behaviour. SEN needs do not require additional support with regards to this activity. <p>Register taken every day.</p>	<ul style="list-style-type: none"> Good ratio of staff to pupils Medical conditions have been ascertained and relevant medication available for the children if applicable (see below for medical needs) Hi-vis jackets worn Clear expectations and routine e.g. walking in pairs <p>Children in Year not to travel on the bus without discussion with the EVC and welfare team.</p>	<p>Low</p>
<p>Leader and activity arrangements</p> <ul style="list-style-type: none"> See above for risks linked to activity (walking to school) 	<ul style="list-style-type: none"> Experienced leader who completes daily Same route daily 	<p>Low</p>
<p>Transport</p> <ul style="list-style-type: none"> See previous boxes due to the nature of this activity. 	<ul style="list-style-type: none"> 	<p>Low</p>
<p>First aid arrangements</p> <ul style="list-style-type: none"> Possible grazes from trips and falls whilst on the walking bus. 	<ul style="list-style-type: none"> Recognised First Aider who carries first aid kit Good ratio and clear instructions on behaviour reduce the risk of trips and falls occurring in the first place. 	<p>Low</p>

Other factors

E.g. Medical needs

Alternative plans (Plan 'B'/Plan 'C')

- In heavy rain, children and adults to wear appropriate clothing. See above regarding ice.

Emergency contacts – take the emergency action cards with you! Group details – ensure you have full details close to hand.

Base contacts: 1) Name ___ Office _____ No. ___02392 661191_____ 2) Name Darran Cowell _____ No. ___07947444487_____

<p>Ongoing risk management</p> <p>1 Apply the control measures</p> <p>2 Monitor how effective they are</p> <p>3 Change, adapt, revise as required</p>	<p>Examples</p> <ul style="list-style-type: none"> • monitor the weather • monitor water/river levels • monitor traffic on road • monitor conditions underfoot 	<ul style="list-style-type: none"> • monitor group and leaders response and motivation • monitor behaviour • assess group risk awareness in different environments • monitor the response of your supporting adults
<p>Completed:</p>	<p>Date -----</p>	
<p>Signed:</p>	<p>Group leader -----</p>	<p>Head of establishment or EVC -----</p>

This document is based upon the HSE 5 Steps to Risk Assessment:

- 1) Identify the hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risks and decide on precautions
- 4) Record your significant findings
- 5) Review your assessment and update if necessary