
Specialised Home To School Transport – Generic Risk Assessment

Notes for Guidance

- The Education Transport Service contributes to each of the outcomes of the “Every Child Matters” framework. The aim of this Generic Risk Assessment is to ensure that each pupil is provided with a safe and secure transport service which protects them from harm and enables pupils to be happy and healthy and achieve what they want in life.
- All home to school transport is provided in accordance with the terms and conditions of contract and the Home to School Transport Code of Good Practice. Numbers of adults / pupils on vehicles may vary considerably.
- If additional individual control measures need to be identified for a pupil which are not stated in this Generic Risk Assessment then it may be necessary to complete an Individual Risk Assessment Form. In these circumstances you will need to contact the Education Transport Service for further advice before making a home to school transport request.

Guide to abbreviations below: L = Low Risk; M = Medium Risk; H = High Risk

- Section 1 [Home to Vehicle](#)
- Section 2 [Boarding / Departing the Vehicle – from Home](#)
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Section 1: Home to Vehicle

Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Pupil may abscond and / or may suffer injury when leaving home to board vehicle 	M / H	<ul style="list-style-type: none"> Parent / Guardian accompanies pupil to the vehicle. 	L / M	Parent / Guardian	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Pupil may stumble or fall over when walking to vehicle. footpaths, kerbs could cause pupil to fall pupil may have to cross road to board vehicle 	M / H	<ul style="list-style-type: none"> Parent / Guardian accompanies pupil to the vehicle. 	L / M	Parent / Guardian	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Pupil does not come out of their house. 	M / L	<ul style="list-style-type: none"> Parent / Guardian looks for arrival of vehicle. 	L / L	Parent / Guardian	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Other pupils have journey delayed. 	M / L	<ul style="list-style-type: none"> Driver advised to wait 2 minutes. 	L / L	Driver	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Parent / Guardian not at home when pupil is off. collected / dropped 	M / H	<ul style="list-style-type: none"> Driver / Pupil Guide aware of details of emergency drop off procedure and addresses for Social Care and Health Area Offices. "Interagency Protocol For Schools and Social Care to be followed (See eBriefing Doc No 7592) 	L / L	Parent / Guardian School and LA	<ul style="list-style-type: none"> No additional control measures required at present

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<ul style="list-style-type: none"> Parent / Guardian not at home when pupil is off. collected / dropped 	M / H	<ul style="list-style-type: none"> Parents / Carers provide emergency contact details to Education Transport Service annually or as required. Use of Impulse Database 	L / M	LA	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Parent / Guardian not at home when pupil is collected / dropped off. 	M / H	<ul style="list-style-type: none"> All staff briefed on Emergency Protocol including school based staff 	L / L	LA / Pupil Guides / Schools / Contractors / Drivers	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Parent / Guardian not at home when pupil is off. collected / dropped 	M / H	<ul style="list-style-type: none"> Emergency Protocol maintained and updated accordingly 	M / H	Head of Transitions	<ul style="list-style-type: none"> Audit recommendation – Emergency Protocol policy to be reviewed. 2011 / 2012. Until new procedure established existing guidelines to be followed.
<ul style="list-style-type: none"> Pupils are left alone on vehicle. Pupils may panic. Pupils may cause damage to vehicle. Pupils may require urgent attention. 	M / H	<ul style="list-style-type: none"> Pupil Guide / Driver always remain on vehicle. Pick up - Parents / carers to bring pupil to vehicles. Return Journey -Schools based staff to bring pupils to vehicles. 	L / M	Driver / Pupil Guide / Parents / Carers	<ul style="list-style-type: none"> No additional control measures required at present

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Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> • Pupil not collected as a result of driver / escort error or vehicle breakdown. • Risk that child may miss school. 	M / M	<ul style="list-style-type: none"> • Driver / Pupil Guide advised of pupil address and contact details on transport route sheet. • Replacement vehicle should be available. • Driver has access to mobile phone and has radio contact with depot. • Driver has relevant emergency telephone numbers available; ie: depot / school / parents / carers as appropriate. 	L / L	LA / School	<ul style="list-style-type: none"> • No additional control measures required at present

Section 2: Boarding Departing The Vehicle – From Home

Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Steps / doors not suitable to allow easy access. Pupils have difficulty using steps. 	M / H	<ul style="list-style-type: none"> Information received from school ensures appropriate vehicle is provided. Contract Compliance visits to schools etc Specific vehicle requirements stated in Contract Specification. Lower step provided where necessary or alternative vehicle considered. Individual Risk Assessment and control measures identified 	L / M	LA / Contractor / School	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Pupil has to step into the road and places him / herself at risk when boarding or leaving vehicle. 	M / H	<ul style="list-style-type: none"> Vehicle to be parked kerb side or as close to entrance as possible. 	L / H	Driver / Pupil Guide	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Pupil cannot be safely seated. Risk of injury in the event of accident impact or sudden braking 	M / H	<ul style="list-style-type: none"> Appropriate restraints are provided; eg: booster cushions, child safety seats and seatbelts. If information and / or equipment not available then pupil denied transport. LA / Contractor contacted for advice. Driver and Pupil Guide trained in use of vehicle restraints. All loose equipment to be tied down in the vehicle. 	L / H	LA / School / Contractor / Driver Driver / Pupil Guide Driver	<ul style="list-style-type: none"> No additional control measures required at present

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Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> • Pupil has to be lifted / assisted to board / leave vehicle. • Risk of injury to Pupil being inappropriately assisted. • Risk of injury to Pupil Guide lifting and assisting pupil without adequate training. 	M / M	<ul style="list-style-type: none"> • Type of transport to reviewed. Pupil to be transported in Wheelchair to and from vehicle fitted with necessary access ramps etc. • Annual survey of Pupil Guides and schools to identify where assistance is required • ½ day people movement and handling course provided for all permanent and relief Pupil Guides • Individual Risk Assessment and control measures identified 	L / L	LA / School / Contractor	<ul style="list-style-type: none"> • No additional control measures required at present

Section 3: Boarding / Departing the Vehicle – from School

Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> • Pupils cannot board / depart vehicle safely. • Risk of injury from other vehicles if bus or transport vehicle parks away from school entrance. • Risk of injury if other vehicles are moving whilst vehicles are loading. • Risk of injury if wheelchairs pushed between moving vehicles without drivers seeing them. 	L / H	<ul style="list-style-type: none"> • Appropriate safe area identified on school grounds or as close to the entrance as possible. • Where appropriate school identifies member of schools based staff to manage transport operation on a daily basis • Individual Route sheets identify any special instructions for collection of pupils from school sites. • Advice sought from the Health and Safety Team - Asset Management where necessary. 	L / L	School / LA	<ul style="list-style-type: none"> • No additional control measures required at present

Section 4: Wheelchair Passengers

Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Vehicle provided does not have tail-lift facility. Pupil(s) not able to travel 	M / M	<ul style="list-style-type: none"> Contractor clearly advised of vehicle requirements. Pupil is not transported until a suitable vehicle is identified. 	L / L	LA / Contractor	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Unsafe use of tail-lift / ramp. Risk of passenger entrapment or fall from height. 	L / H	<ul style="list-style-type: none"> Driver trained in use – accredited training (Midas as minimum). Manufacturer's instructions available on vehicle. 	L/L	LA / Contractor / Driver	<ul style="list-style-type: none"> Ongoing review of all contractors training programmes. NVQ level2 training for drivers – continuing.
		<ul style="list-style-type: none"> Driver to wear safe and sensible footwear. Adequate guards and hand rails provided on lift. Passengers never left unattended on lift. Lift never left unattended whilst on ground. 		Contractor / Driver	
<ul style="list-style-type: none"> Pupil and wheelchair could fall or roll off tail-lift. Risk of pupil entrapment or fall from height 	M / H	<ul style="list-style-type: none"> Driver to ensure brakes are applied to wheelchair and stands next to tail-lift whilst wheelchair is being loaded. 	L / H	Driver	<ul style="list-style-type: none"> No additional control measures required at present
		<ul style="list-style-type: none"> Compliance with VSE 87 / 1. 		Contractor / Driver	

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Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Wheelchair cannot be safely secured and / or transported. Risk of wheelchair rolling whilst transport vehicle moving. Possible injury to pupils and escort. Risk of driver distraction. 	M / H	<ul style="list-style-type: none"> Transport request form identifies type of wheelchair to be carried. School provides confirmation that wheelchair can be safely transported. If not available then passenger is not transported. 	L / L	Primary Care Trust / LA / School / Parent / Carer	<ul style="list-style-type: none"> Ongoing review of all contractors training programmes. NVQ level2 training for drivers – continuing.
		<ul style="list-style-type: none"> Correct securing method identified on route sheet and provided on vehicle i.e. four point webbing etc. 		LA / Contractor	
		<ul style="list-style-type: none"> Driver is trained to secure wheelchair. Appropriate space on vehicle identified. Compliance with VSE 87 / 1. 		Contractor / Driver	
<ul style="list-style-type: none"> Pupil Guide unable to gain easy access to all pupils whilst vehicle is on route. Risk of delay where medical or other attention is required. 	M / M	<ul style="list-style-type: none"> Pupil Guide sits with pupils and not in front of vehicle. 	L / L	Pupil Guide / Driver	<ul style="list-style-type: none"> No additional control measures required at present
		<ul style="list-style-type: none"> Appropriate seating arrangements planned to allow ease of access. 		LA / Contractor / Driver	
		<ul style="list-style-type: none"> Vehicle has adequate space Compliance with VSE 87 / 1. 		Contractor / Driver	
<ul style="list-style-type: none"> Driver fails to safely secure wheel chair compromising pupil safety. Risk of wheelchair rolling whilst transport vehicle moving. Possible injury to pupils and escort. Risk of driver distraction. 	M / H	<ul style="list-style-type: none"> Driver is provided with accredited training (Midas as minimum) and is trained to safely secure all forms of wheelchair. 	L / L	Contractor	<ul style="list-style-type: none"> Ongoing review of all contractors training programmes. NVQ level2 training for drivers – continuing.

Section 5: Vehicles / Journey

Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Pupil safety is compromised whilst on vehicle 	H / L	<ul style="list-style-type: none"> Pupil Guide is provided on all vehicles, which have primary aged pupils on board and on every other vehicle where pupils special needs require it. 	L / L	LA / School	<ul style="list-style-type: none"> No additional control measures required at present
		<ul style="list-style-type: none"> Fully stocked first aid kit to be kept and maintained on vehicle. Pupil Guide trained to give basic first aid – Pupil Guide Induction Course 		Contractor / Driver / LA	
		<ul style="list-style-type: none"> Ensure all doors and windows are secured before vehicle sets in motion. All loose items to be safely secured in vehicle Driver uses hazard-warning lights on vehicle whilst vehicle is loading / unloading. 		Driver	
		<ul style="list-style-type: none"> All minibus / wheelchair vehicles have yellow reflective signs in place to front and rear. 		Contractor / Driver	
		<ul style="list-style-type: none"> Where wheelchair access / egress is required on vehicles, warnings to rear of vehicle relating to space required allowing for tail lift operations displayed on outside of vehicle. 		Contractor	

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Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Driver unable to contact depot or school. Not able to report concerns. 	M / M	<ul style="list-style-type: none"> All vehicles / drivers have mobile phone or radio contact with depot. 	L / L	Contractor / Driver	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Vehicle has breakdown or is delayed. Risk pupil unable to attend / delayed arrival at school. 	M / M	<ul style="list-style-type: none"> Replacement vehicle should be available. Driver has access to mobile phone and / or has radio contact with depot. Driver has relevant telephone numbers available 	L / L	Contractor Driver / Pupil Guide / LA	<ul style="list-style-type: none"> LA to continue to remind all contractors on an annual basis.
<ul style="list-style-type: none"> Vehicle does not meet health and safety standards. Risk of breakdown. 	M / H	<ul style="list-style-type: none"> Detailed contract specification including maintenance checks and regular servicing. Daily walk round checks of vehicle by driver – defect reports. Any faults reported before vehicle is put into use. All PSVs have Certificate of Initial Fitness (COIF) / Class V1 MOT. Problems reported to LA / School – Transport Query Forms 	L / L	LA / Contractor / Driver / Pupil Guide Driver Contractor Pupil Guide / Parents or Carers.	<ul style="list-style-type: none"> No additional control measures required at present

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Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> • Vehicle involved in road traffic accident. • Risk of driver error. • Risk of injury to pupils, driver and pupil guide. • Risk of injury to other road users or pedestrians. 	M / H	<ul style="list-style-type: none"> • Driver received accredited training 	L / L	Contractor	<ul style="list-style-type: none"> • Ongoing review of all contractors training programmes. • NVQ level2 training for drivers – continuing.
		<ul style="list-style-type: none"> • All doors safely secured and pupil Guide / Driver aware of emergency evacuation procedures. 		Pupil Guide / Driver	
		<ul style="list-style-type: none"> • All aisles and exits kept clear. Doors should be secure. • Driver / Pupil Guide advised of reporting procedures in the event of a road accident. 		LA / School / Pupil Guide / Driver	
		<ul style="list-style-type: none"> • Driver / Pupil Guide have access to mobile phone and have pupil / school contact numbers readily available. 		Contractor / Driver / LA / School	
		<ul style="list-style-type: none"> • Pupils should remain on the vehicles unless it is unsafe for them to do so. 		Contractor / Driver / Pupil Guide	
		<ul style="list-style-type: none"> • Regular servicing / • Maintenance of vehicle. • Fully stocked first aid kit to be available and usable. 		Contractor / Driver	

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Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
		<ul style="list-style-type: none"> All minibus / wheelchair accessible vehicles to have British Standard fire extinguishers as defined in contract specification and Code of Good Practice. Pupil Guide / Driver trained in use. 		LA / Contractor / Driver / Pupil Guide	
<ul style="list-style-type: none"> Long journey. Risk that journey time is too long / stressful for pupils. 	M / M	<ul style="list-style-type: none"> In general journeys to Birmingham Schools should be no longer than 1 hour or re-assessment of routings should take place. Individual Risk Assessment identifies control measures 	L / L	LA / School	<ul style="list-style-type: none"> Ongoing co-operation with schools essential to identify 'triggers', travel sickness etc.
<ul style="list-style-type: none"> Personal attack on Driver / Pupil guide by other road user or member of the public either whilst vehicle is stationary or in motion. 	M / L	<ul style="list-style-type: none"> Driver to have mobile phone / radio contact. Driver to use vehicle alarm. Pupil Guide trained to avoid confrontational situations by de-escalation ('Team Teach' programme). Pupil Guide to have personal alarm. 	L / L	Contractor / Driver / Pupil Guide Driver LA	<ul style="list-style-type: none"> Ongoing review of all contractors training programmes. NVQ level2 training for drivers – continuing.

Section 6: Pupils

Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Pupil's special needs compromise health and safety of themselves / other passengers. 	M / M	<ul style="list-style-type: none"> Provision of trained Pupil Guide e.g. LA Induction Course / Team Teach as required. Pupil Guide to be provided with mobile phone and emergency contact details. Individual Risk Assessment and control measures identified. Use of Behaviour Management Contracts. 	L / L	LA / School	<ul style="list-style-type: none"> No additional control measures required at present
		<ul style="list-style-type: none"> Pupils to be appropriately seated.(seating plans where appropriate). 		LA / School Pupil Guide / Driver	
<ul style="list-style-type: none"> Pupil requires assistance or support to board or leave vehicle. Risk of injury to Pupil Guide where pupil lifting or assistance is required. Risk of injury to pupil where inappropriate lifting or support is given by untrained Pupil Guide. 	M / M	<ul style="list-style-type: none"> Joint LA / School Risk Assessment identifies appropriate vehicle required i.e. vehicle with tail-lift for wheelchair users. 	M / M	LA / School	<ul style="list-style-type: none"> Assistance is sometimes unavoidable. All Pupil Guides to be given appropriate person lifting and assistance training. Person movement and Handling training programme ongoing.
		<ul style="list-style-type: none"> People lifting / support training course delivered to all escorts 		LA	

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Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Pupil has emergency medical needs. Risk to pupil suffering medical emergency. 	M / H	<ul style="list-style-type: none"> Individual Care Plan to be made available to Pupil Guide. Copy to be carried on vehicle to include roles responsibilities and liabilities for normal day-to-day care as well as emergency care. Route sheet to indicate child has ICP. 	L / L	School / Primary Care Trust / Pupil Guide / LA	<ul style="list-style-type: none"> No additional control measures required at present
		<ul style="list-style-type: none"> Driver / Pupil Guide aware of which nearest appropriate hospital they should go to and what procedure to follow. 		Driver / Pupil Guide	
<ul style="list-style-type: none"> Pupil safety compromised by driver / escort not having a satisfactory CRB check. 	L / H	<ul style="list-style-type: none"> Enhanced Disclosure Check before commencement of employment all drivers. Termly monitoring procedure by Education Transport Service. Collection of data from all drivers regarding positive information. Copies of CRB Disclosure Certificates provided by PH Operators. 	L / L	LA / Contractor	<ul style="list-style-type: none"> Termly monitoring procedure - ongoing.
		<ul style="list-style-type: none"> Referral to Children's Safeguarding Panel when positive information is provided 		LA	
<ul style="list-style-type: none"> Pupil is not able to wear seatbelt due to medical needs 	M / H	<ul style="list-style-type: none"> Individual Risk Assessment carried out. Parent to provide written evidence of dispensation 	M / H	LA / School / Parent / Guardian	<ul style="list-style-type: none"> No additional control measures required at present

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Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Pupil's behaviour distracts driver. Risk of road traffic accident due to distraction 	M / H	<ul style="list-style-type: none"> Behaviour Contract implemented for pupil. 	L / L	Parent / Guardian / School	<ul style="list-style-type: none"> Continuing co-operation with schools to identify 'triggers' and pacifying techniques - ongoing.
		<ul style="list-style-type: none"> Driver instructed to pull over and stop vehicle where it is safe to do so. 		Pupil Guide / Driver / Contractor	
		<ul style="list-style-type: none"> Driver and passengers should not be allowed to use mobile phones, nor smoke, eat or drink etc. whilst on board vehicle. 		School / Pupil Guide / Driver	
		<ul style="list-style-type: none"> Pupil Guide to be advised of techniques to keep pupils occupied during journey. 		LA / School	
<ul style="list-style-type: none"> Pupil undoes seat belt whilst on journey. Risk to pupil in the event of a road traffic accident. 	M / H	<ul style="list-style-type: none"> Provision of Houdini Harness. Parental consent required. 	L / L	LA / School / Parent / Guardian	<ul style="list-style-type: none"> No additional control measures required at present
		<ul style="list-style-type: none"> Training provided to pupil guide – Education Transport Service / Escort Liaison Service. 		Driver / Pupil Guide	
		<ul style="list-style-type: none"> Individual pupil RA where necessary. Driver to safely stop vehicle immediately in order for seatbelt / Harness to be fitted safely. Type of transport provided to be reviewed. 		LA / School	

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Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Pupil has restricted mobility and is unable to use car or minibus vehicle. 	M / H	<ul style="list-style-type: none"> Provision of tail-lift vehicle to accommodate wheelchair. 	L / L	LA / School / Parent / Guardian	<ul style="list-style-type: none"> No additional control measures required at present

Section 7: Drivers

Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Poor driving skills Risk of road traffic accident 	L / H	<ul style="list-style-type: none"> Driver appropriately licensed i.e. PH / HC / PSV. All PCV licensed drivers must have a Certificate of Professional Conduct (CPC) - rollout to existing drivers up to 2013. 	L / L	Contractor / Driver	<ul style="list-style-type: none"> Ongoing review of all contractors training programmes. NVQ level2 training for drivers – continuing.
		<ul style="list-style-type: none"> All drivers received accredited RoSPA driver training. Licence checked by contractor before driver commences work. 		Contractor / LA	
		<ul style="list-style-type: none"> “Transport Query Form” completed by Pupil Guide when required and returned to Education Transport Service for investigation 		LA / Pupil Guide / School	
<ul style="list-style-type: none"> Regular driver not available. Relief driver used who is not licensed / trained. 	M / H	<ul style="list-style-type: none"> 	L / L	Contractor / Driver	<ul style="list-style-type: none"> Contractor to be reminded of the importance of using regular drivers - annual basis or as required
		<ul style="list-style-type: none"> PSV licensed drivers receive accredited driver training (Midas as minimum) 		Contractor / LA	

Section 8: Pupil Guides

Activity and Hazards identified	Risk Factor Likelihood / Consequence	Control Measures in Place	Residual Risk Likelihood / Consequence	Responsibility	Additional Control Measures Required
<ul style="list-style-type: none"> Pupil Guides may need to offer assistance to pupil when he / she is being seated in vehicle. Risk of manual handling injury to Pupil Guide 	M / H	<ul style="list-style-type: none"> People lifting / support training course programme is being provided for all Pupil Guides 	M / H	LA	<ul style="list-style-type: none"> Where assistance becomes unavoidable then Pupil Guide to be given appropriate person lifting and assistance training.
<ul style="list-style-type: none"> Pupil Guide attacked by pupil Risk of injury to Pupil Guide 	M / H	<ul style="list-style-type: none"> Where resistance is met on securing a child safely in his / her seat, driver to assist immediately where appropriate. Driver to be made aware of triggers and control measures in place to ensure safety of all passengers. In the unlikely event that a biting injury occurs, the City Council's Occupational Health Department provide immediate guidance and assistance. Individual Risk Assessment provided identifying appropriate control measures. Guidelines provided by LA on completion of documentation including sample control measures 	L / M	LA / Contractor / Driver	<ul style="list-style-type: none"> Ongoing Co-operation with schools to identify 'triggers' and pacifying techniques.

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		<ul style="list-style-type: none"> “Transport Query Form” completed by Pupil Guide when required and returned to Education Transport Service for investigation 		L A / Pupil Guide / Occupational Health	
<ul style="list-style-type: none"> Pupil Guide finds it difficult to assist pupils climbing or descending steps or on minibus tail- lift. 	M / H	<ul style="list-style-type: none"> People lifting / support training course programme is being provided for all Pupil Guides Pupil Guides advised to wear suitable footwear i.e. low and enclosed shoes with a sensible sole. 	L / H	LA Pupil Guide / LA	<ul style="list-style-type: none"> No additional control measures required at present
<ul style="list-style-type: none"> Personal attack on Driver / Pupil guide by other road user or member of the public. 	L / M	<ul style="list-style-type: none"> Pupil Guide trained to avoid confrontational situations by de-escalation (‘Team Teach’ programme) 	L / L	LA	<ul style="list-style-type: none"> No additional control measures required at present

