



# Heathfield Community School (585)

## Risk Management - Assessment Report

**Risk Area:** COVID-19  
**Assessment Framework:** September 2020 COVID-19: Travel and Transport  
**Work Area or Activity:** Covid 19 September Travel and Transport  
**Competent Person:** Karl Husband  
**Groups Affected:** all groups  
**Notes:**

This is a review of an assessment carried out on 24/08/2020

This is a review of an assessment carried out on 09/11/2020

**Assessed on:** 09/11/2020  
**To be Reviewed on:** 09/11/2021

<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Are arrangements in place for parents and guardians to collect and drop off students e.g. staggered times, maintaining social distancing outside school gates, minimising adult to adult contact?	Parents and Carers will be requested to follow social distancing when collecting and dropping off students.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
Have parents, staff and pupils been encouraged to walk or cycle to school wherever possible, use 'walking buses' and safer cycling routes?	Yes, all are encouraged to wherever possible travel independently, walking, cycling or driving to school.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have travel arrangements been adjusted (where necessary) in line with the guidance for Covid-19? Please see Government Advice when using dedicated transport <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</a>	Arrangements around the wearing of facemasks on public transport will be passed on to the school community before term starts in line with guidance.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Have you contacted your local transport operator to discuss and agree arrangements for collection and drop-off of pupils where dedicated school transport is provided?	Transport operators will be operating the usual routes and times.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Is there an efficient record system in place to register the names of pupils and supervising adults (including the driver) using designated school transport?	Transport and school will liaise with regard to maintaining records of persons on designated school transport.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
Are there procedures in place for the removal of face coverings, for those who wear them, when pupils and staff arrive at school? This can include indicating the correct removal procedures, handwashing and disposal/plastic bags for re-use.	Persons will be encouraged to remove any face coverings and place them in a plastic bag and only remove it before accessing transport home at the end of the day. Handwashing will be recommended following removal of face coverings. A Powerpoint presentation has been shown to students about how to wear a mask, the importance of doing so and how to look after the mask correctly to avoid it becoming contaminated.	Yes	Severity:2 Likelihood:3 <b>Risk Rating:6</b>
Has the school's transport provider shared a copy of the risk assessment with the school and concerns raised (if any)?	Transport providers have not yet issued a RA.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
What procedures are in place for drivers/escorts to report to a member of staff any child who they deem to be unwell on the journey to school?	Transport escorts and drivers will be asked to report any observed illness to reception at school.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
Will the school be responsible for additional cleaning of vehicles that they use and, if so, how often will cleaning take place?	Vehicles will be cleaned between uses.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
What procedures are in place to instruct drivers and escorting staff not to pick up students displaying symptoms?	Transport operators should follow their own guidance in such situations. We would expect parents and carers to be informed should this happen.	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>

Karl Husband                      Signed .....

Dated .....

Co-ordinator                      Signed .....

Dated .....

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