**Next Generation Nursery and Schoolies Club**

**Risk assessment of driving for school pick up and drop off**

1. Route

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| Identified hazard | Who is at risk? | Control measures in place | Further control measures | Person responsible | Completion date |
| Traffic build up causing late arrival, due to road works, accident | Driver/Children | -Driver will leave at 2:50pm giving extra time to get to the schools.  -Driver takes a charged mobile phone in case they do get stuck on route and can therefore contact the school to notify them and alert nursery. | Write up a school pick/drop off procedure identifying an alternative route should a diversion not already be in place by authorities | ZM/MH/RA | 4.11.16 |
| Bad weather conditions | Driver/children | -Drivers adhere to all driving laws, sticking to speed limits and reacting appropriately to such weather conditions.  -In bad weather conditions the most experienced and confident driver will be sent on the journey.  -The driver will carry through a general vehicle check before each use ensuring lights and brakes are in full working order.  -Monthly full vehicle checks will be carried out (by Rick Atherton) to ensure full safety of vehicle.  -In extreme weather conditions whereby the road is unsafe, nursery will not provide the school escort service and will contact parents/carers as necessary and in good time. | - Adverse weather conditions will be risk assessed separately on the day when needed. A decision will be made as to whether to carry through the escort service or not | Driver  Management  RA |  |
| Lone working | Driver/Children | -Practitioners will follow nurseries child protection and safer working practices policy at all times  -Personal mobile phones will not be taken on school runs, staff will use the nurseries mobile phones | -Lone working policy to be put in place | ZM/MH | 26/9/16 |
| Parking | Driver/Children/  Pedestrians/Other road users | -Practitioners will leave nursery in due time in order to get a parking space on school runs  -Drivers will park to the best of their ability leaving the car in a safe place, not causing obstruction to others |  |  |  |
| Accident or sudden illness of child | Children | -Staff are all first aid trained  -Manual handling training in place should a child need to be carried  -Driver will have a mobile phone to contact nursery to then contact parents if needs be  -Practitioner to educate children daily on staying safe around roads & busy places. | First aid kit neds adding to car | ZM/MH | 10/10/16 |
| Missing child | Children | -Practitioners will follow our nursery policy on what to do in the event of a missing child.  -Mobile phones carried to contact the setting who can then inform relevant people/services.  -Staff member will walk behind the children when making their way off the school premises/to the car to ensure they continue to be in sight | Review policy | ZM | 17/10/16 |
| Challenging behaviour | Children/other children not being collected by ourselves/practitioners | -Practitioners will follow nurseries policy and procedure in behaviour management.  -Ratios are maintained  -Practitioners will educate children daily on safe behaviours around the roads, school premises and in the cars | Possibly cover behaviour as a topic in Schoolies | RC/ZM | Dec 16 |
| Suitability of the driver, safe driving, ill health, vehicle safety | All | -Practitioners will follow nursery risk assessment for Driving at work and the use of nursery vehicle  -Vehicle safety checks  -Licence checks via DVLA |  |  |  |
| Forgetting a child | Children | -Clip board taken on each school run listing the children to be picked up  -Schoolies numbers kept on top of and verified by Schoolies staff | Update policy on school escort service; to include children already collected by others and a procedure should we ever need to return to school for a forgotten child | ZM | 17/10/16 |

**Policy reviewed and amended 27.2.2020 by Zoe Morgan**