

Risk Assessment

Section 1 - Risk Assessment – General Information

Assessment No:	EDU007		
Assessment Date:	August 2026	Review Date:	August 2028
Assessor Name:	Philip Rogers	Assessor Signature:	
Service:	Education Transport	Location:	Council depot, local schools and public highways
Activity/Task/Location to be Assessed:	General Risk Assessment for the passenger's journey to and from home, using North East Lincolnshire Council fleet.		
Persons at Risk: (Delete as appropriate)	Employees Children Public		

Section 2 - Risk Assessment

L = Likelihood (1 to 5) - See Section 4, Risk Factor Scoring Guidance.

S = Severity (1 to 5) - See Section 4, Risk Factor Scoring Guidance

* **ER** = Existing Risk - Evaluation of the risk with existing control measure in place.

Identify The Hazards	How Could Harm Result From The Hazard	Current Control Measures	ER* Likelihood	ER* Severity	ER* Rating	Risk Level (Low, Medium or High)
Driver: - Driver not competent - Driver Under the influence of drugs or alcohol. - Driver distraction through electronic device.	Road Traffic Accident leading to injury or death to one or more persons.	- Licence checks - Information, instruction, and training, including toolbox talks, risk assessments given to all drivers. - Driver to always observe highway code. - Driver to be familiar with the drug and alcohol policy. - Drivers to inform immediately if any circumstances change in relation to medication, endorsements or convictions that could affect their ability to drive safely. - Use of mobile phones policy - Refer to policy for use of Satellite Navigation systems. - No eating or drinking whilst driving. - Drivers not to make or accept any telephone calls, send, or read text messages whilst vehicle engine is running.	2	5	10	Medium

NO RESTRICTIONS

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Other Road Users: Inc drivers, cyclists, pedestrians and animals - Incompetent drivers/cyclists - Distracted pedestrians - Loose or uncontrolled animals Road Rage	- Physical attack - Verbal abuse - Road Traffic Accident leading to injury or death.	- Trackers fitted to vehicles. - CCTV cameras fitted to vehicles. - Drive to the conditions. - Always demonstrate courtesy and politeness to other road users.	3	5	15	High
Adverse Weather: - Heat - Snow/Ice - Wind	Heat Stress - Driver - Passenger Assistant - Passengers Slippery conditions - Driver - Passenger Assistant - Passengers Damage to vehicle or property.	General - Be aware of general weather conditions, or weather warnings. Summer - Increase ventilations, - If air conditioning is available for use, use it, ensure windows and doors are all closed when in operation. - Staff to stay hydrated in warm weather. Winter - Drive in accordance with road conditions. - Seek clarification in extreme conditions. - Route planning to avoid minor roads if possible.	2	5	10	Medium
Journey: - Roadworks - Route - Passengers	Road Traffic Accident leading to injury or death to one or more persons.	- Vehicle routes planned for suitability of vehicles. - Routes planned to avoid excessive journey times for passengers. - Passenger Assistants employed where	2	3	6	Medium

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- Distance - Driving on other sites	Personal injury to staff or passengers due to incident on the journey.	necessary to assist in journey. - Seating plans - Passengers to always wear seatbelts. - Additional restraints used where appropriate. - No eating or drinking whilst driving. - Individual risk assessments for passengers available on request. - Drivers to be made aware of any site-specific traffic management systems in place and always adhere to them				
Vehicle - Breakdown - Manoeuvring - Reversing	Anxiety and stress to staff or passengers. Injury to pedestrians or other road users. Damage to property or other vehicles	- Vehicle daily walk-round checks completed with a daily defect report to identify potential issues. - Vehicle inspection & maintenance schedule. - Breakdown cover provision - Use of banksman where necessary	3	3	9	Medium
Condition of steps	Slips trips and falls leading to personal injury. Fall from height leading to personal injury.	- All passengers to be assisted to board where and when necessary, by both driver and PA if required. - Handrails and grab rails fitted to vehicle to assist movement around vehicle. - Low access step on Trekka vehicles to be deployed. - General housekeeping of vehicle, aisles and steps to be kept clear of loose debris and puddles to avoid slips and trips.	3	3	9	Medium

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Door operation	Trapping in door leading to personal injury	• Driver of vehicle to operate door from control panel in drivers' area only. • Driver to check door area to ensure that it is clear and safe to open/close doors.	2	3	6	Medium
Lift operation	Injury or damage to user, driver and vehicle. Falls from height.	• Weight limit on passenger lift. Drivers aware of weight limits for passenger lifts, with limit clearly displayed. • Loler inspections every 6 months to ensure lifts are maintained and safe. • Report any defects with lift as soon as possible. If defected only use if approved to do so by competent person, garage or maintenance contractor. • Only competent/trained staff to use lift. • Information, Instruction, and training in lift operations given to all relevant staff. • Ensure vehicle is stationary, hand brake on and engine off. • Ensure doors are secured in open position. • Ensure safe and sufficient space for tail lift to be deployed including removing people from the area. • Ensure all guards are engaged before operating lift. • Ensure handbrake is on wheelchair before lifting or lowering lift. • Ensure PA is engaged with other passengers, and they are secured in seat. • Ensure adequate lighting in dark conditions. • Ensure rear doors are monitored whilst open, so nobody can walk out of vehicle.	3	3	9	Medium

NO RESTRICTIONS

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Uneven ground leading to vehicle not stable or lift unable to be deployed correctly	Injury to wheelchair passenger or lift operator. Lift failure stranding passenger.	- Information, Instruction, and training in lift operations given to all relevant staff. - Driver to check area after parking to ensure ground is suitable before lift operation. Move vehicle if not suitable. - Lift only to be operated by trained/competent people. - Handbrake should always be on. - Engine should be switched off. - Ensure sufficient space for tail lift to be deployed including removing people from the area.	2	3	6	Medium

Section 3 – Review

Revision:	Reason for Review:	Reviewed by:	Date of Review:
001	Annual Review	Phil Rogers	3/9/26
002			
003			
004			
005			

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Section 4 - Risk Factor Scoring Guidance

Likelihood Factors

How likely is it for the risk to occur?

1	Improbable	Unlikely to happen and/or have minor or negligible consequences. Well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.
2	Low	Possible to happen and/or to have moderate consequences
3	Medium	Likely to happen and/or to have serious consequences
4	High	Almost sure to happen and/or to have major consequences
5	Almost Certain	Sure to happen and/or have major consequences

Severity Factors

What is likely to happen if an accident occurs?

1	Minor	Causing minor injuries, (e.g. cuts, scratches). No lost time likely other than for first aid treatment, superficial damage to assets
2	Low	Causing significant injuries (e.g. sprains, bruises, lacerations). Minor damage to assets, fixtures or fittings.
3	Medium	Causing temporary disability, (e.g. fractures). Some loss or damage to assets causing minimal disruption.
4	High	Causing permanent disability, (e.g. loss of limbs, sight or hearing). Loss or damage could cause some business disruption.
5	Major	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption, (e.g. major fire).

Risk Rating Number & Level

Multiply the 'Likelihood' number by the 'Severity' number

SEVERITY	LIKELIHOOD				
	Improbable (1)	Low (2)	Medium (3)	High (4)	Almost Certain (5)
Minor (1)	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
Low (2)	Low (2)	Low (4)	Med (6)	Med (8)	Med (10)
Medium (3)	Low (3)	Med (6)	Med (9)	Med (12)	High (15)
High (4)	Low (4)	Med (8)	Med (12)	High (16)	High (20)
Major (5)	Low (5)	Med (10)	High (15)	High (20)	High (25)

RISK RATING	ACTION REQUIRED
Low (1-5)	Accept the Risk: No further actions required if current control measures are used.
Medium (6 – 12)	Review and Reduce the Risk: Review to establish if additional control measures can be implemented to reduce the level of risk prior to carrying out activity.
High (15 -25)	Unacceptable Risk: Activity cannot be progressed until actions taken to reduce the level of risk to an acceptable level.