

Outdoor Education Department
King Henry VIII Senior School, Coventry.

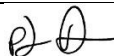

COVID Risk Assessment – Minibus travel (Geography Fieldwork)

This document has been compiled to manage and reduce the risks involved regarding COVID in relation to Minibus travel and Geography Fieldwork. It is reviewed continuously. In addition, an annual review of this document is conducted at the beginning of each academic year by the **Geography Department Staff**.

Dynamic risk assessments are undertaken during all activities and risk assessment documents are updated after an expedition if any changes are required following dynamic risk assessment decisions.


King Henry VIII Senior School – COVID Specific Risk Assessment – Geography Fieldwork

COVID in relation to Minibus travel.		Location: Coventry		
Date of Assessment: 15.09.20	Review Date: 15.09.21	Name of Assessor: James Carlyle	First Aid: ✓	PPE: ✓
Minimum staff qualification: MIDAS training and assessment certification.		Other Relevant information:	Ratio: 1:12	
<p>Benefit Statement:</p> <p>Transport by minibus has the potential for risk to transmit COVID. The complete elimination of risk is not possible, and therefore guarantees of safety cannot be given, but assurances can be given that all reasonable care and sensible preparatory arrangements have been taken through the process of undertaking risk assessments and sharing them and will continue to be taken throughout the duration of the activities.</p>				
Summary of significant risks where action is required:		Summary of controls to be implemented:		
Transmission of COVID -touching surfaces -not socially distancing (front and back of minibus not separated to keep staff 2m apart from participant). -not wearing PPE (masks) -not following best practice		<ul style="list-style-type: none"> • Participants and staff briefed regarding COVID transmission and procedures prior to travelling in a minibus. • Appropriate sanitization on minibus journey. • Encouraged not to touch face (incl. mouth, nose, eyes, ears) as far as possible. • Social distancing to be maintained (staff stay 2m away from participants as far as possible). • Participants are permitted to be in their year group bubble. To reduce the risk • No sharing of equipment in the minibus unless an emergency. • Face masks to be worn on minibus (unless stated medical reason). • Participants and staff to keep the sit in the same seat on the minibus for all journeys as far as possible. 		
First Aid Situations / Emergencies		<ul style="list-style-type: none"> • Participants to deal with personal first aid issues where possible. • Participants carry own first aid kit and personal medication. • Staff to wear full PPE (masks, face shields and aprons) to deal with any first aid situation in an emergency. 		
Reviewed/Approved by Senior Manager:	Senior Manager's Name: P.Dearden	Senior Manager's Signature:	Date: 15.09.20	

						
Assessor.		Assessor's Name: James Carlyle	Assessor's Signature: 		Date: 15.09.20	
What are the hazards?	Who will be affected?	What is the risk? (possible harm) Unmanaged risk	Control Measures.		Who By?	Who By? Date Risk after Measures. Managed risk.
			Control Measures (to reduce risk)		Name	
Transmission of COVID	Group of Young People/ Adults	High	<ul style="list-style-type: none"> Participants and staff briefed regarding the transmission of COVID and procedures prior travelling in a minibus. Transport by minibus has the potential for risk to transmit COVID. The complete elimination of risk is not possible, and therefore guarantees of safety cannot be given, but assurances can be given that all reasonable care and sensible preparatory arrangements have been taken through the process of undertaking risk assessments and sharing them. Participants and staff to wear masks on the minibus (unless known medical reason why not). Participants and staff to sanitize before getting onto a minibus. All PPE (mask, face shields, sanitizers to be provide by KHVIII School). Participants are reminded regularly about best practice regarding reducing the risks of transmission of COVID on minibus. 		All	Low
Transmission of COVID when touching /sharing equipment/spaces on the minibus.	Group of Young People/ Adults	High	<ul style="list-style-type: none"> Participants and staff to bring own sanitizers where possible. KHVIII School to provide additional sanitization products. Avoid touching surfaces on the minibus where possible. Participants and staff to sit in the same seats in the minibus as far as possible. Participants and staff reminded not to touch face (incl. mouth, nose, eyes, ears in particular) as far as possible. Minibus keys to be sanitizer and any equipment used on the minibus to be sanitized. Students must only use their own equipment. 		All	Medium
Transmission of COVID when social distancing does not take place.	Group of Young People/	High	<ul style="list-style-type: none"> Participants do not necessarily need to social distance on a minibus as they are in their year group bubble. Participants and staff to wear mask on the minibus (unless known 		All	Medium

	Adults		<p>medical reason why not).</p> <ul style="list-style-type: none"> • All participants and staff to face forwards when seated in the minibus. • Encourage ventilation in the minibus by opening windows when possible. • Participants and staff reminded not to touch face (incl. mouth, nose, eyes, ears in particular) as far as possible. • When minibus is parked in a car park, on a road side etc, participants are reminded that they need to socially distance from staff when alighting from the minibus and from any other members of the public whom may also be using the same car park/outdoor space. 		
Transmission of COVID when carrying out first aid.	Group of Young People/ Adults	High	<ul style="list-style-type: none"> • Participants to deal with personal first aid issues where possible. • Participants carry own first aid kit and personal medication. • Staff to wear full PPE (masks, face shields and aprons) to deal with any first aid situation in an emergency on the minibus. • Mask, Face Shield, Apron to be carried by staff when on minibus with participants and these will remain with them when walking or when in the minibus when remotely supervising participants. Drivers to have the same PPE in case they are required to provide first aid if deemed necessary or in an emergency. • First aid kits to be wiped down after use. • Participants have received basic first aid training and will be briefed prior to walk/expedition about dealing with first aid situations or emergencies. • Some staff have First Aid qualifications and First aid qualifications have been extended by the Government by three months 	All	Medium
If a participant or staff member becomes unwell and presents with COVID symptoms whilst on a minibus journey.	Group of Young People/ Adults	High	<ul style="list-style-type: none"> • Staff to observe participants as far as possible regarding their wellbeing and participants encouraged to buddy up and keep an eye on each other. • If a participant becomes unwell and presents with COVID symptoms whilst on a minibus journey the journey must be stopped in a safe manner and in a safe location if not near their intended destination. • Supervisor/Deputy Supervisor to contact parent/carer to collect participant from location. • Rest of group continue with journey once participant has been collected. • Supervisor/Deputy Supervisor to contact KHVIII (SMT) and inform of event. • Participant to get tested and result (positive or negative) to be communicated with KHVIII (SMT). • If positive test, SMT to contact parents/carers of rest of the participants the group/on expedition as they will be required to self-isolate on their return to school. Staff may also be required to self-isolate. SMT to contact Department of Health for clarity. • If a staff member becomes unwell and presents with COVID symptoms 	All	Medium

			arrangements to collect staff will need to be made from our location. Same protocol followed as above.		
Transmission of COVID (sneezing, coughing occasionally)	Students/ Adults	High	<ul style="list-style-type: none"> • Catch it, bin it, kill it. Use a tissue where possible or sneeze/cough into or use arm if no tissues. • Dispose of tissues appropriately. 	All	Low

2: Transport: Minibus Journey		Location: Off-site - Coventry			
Date of Assessment: 15.09.20		Review Date: 15.09.21	Name of Assessor: James Carlyle		First Aid: ✓
Minimum staff qualification: MIDAS training and assessment certification.			Other Relevant information: For every activity a dynamic risk assessment takes place at the beginning of the activity and continues throughout the activity.		Ratio: 1:12
Benefit Statement: Transport by minibus has the potential for risk. The complete elimination of risk is not possible, and therefore guarantees of safety cannot be given, but assurances can be given that all reasonable care and sensible preparatory arrangements have been taken through the process of undertaking risk assessments and sharing them.					
Summary of significant risks where action is required:			Summary of controls to be implemented:		
Reviewed/Approved by Senior Manager.		Senior Manager's Name: P. Dearden	Senior Manager's Signature: 		Date: 15/09/2020
Assessor.		Assessor's Name:	Assessor's Signature:		Date:



	<i>JM Cayle</i>	15/09/2020
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What are the hazards?	Who will be affected?	What is the risk? (possible harm) Unmanaged risk	Control Measures.	Who By?	Risk after Measures. Managed risk.
			Control Measures (to reduce risk)	Name	
Minibus & Minibus drivers	Group of Young People/ Adults	Medium	<ul style="list-style-type: none"> • Drivers are fit and competent to drive a minibus. • Drivers have taken part in the Coventry City Council CPD day and have received a certificate of competence (as far as possible). • Drivers of minibuses to carry out a pre-check before driving the minibus where possible. Pre-check as per the minibus 'pre-check' procedure. • Check fuel levels. Fill up with fuel before embarking on a long journey if necessary. • Drivers to log date, starting mileage and finish mileage and sign minibus logbook where possible. • Drive in convoy or smaller convoys if several minibuses where possible, so staff can support drivers/participants if necessary. • Drivers are not permitted to consume alcohol/drugs when driving a minibus. • At least two drivers not to consume any alcohol when staying on campsite in case of emergency during the night. 		Low
Lost minibus keys	Group of Young People/ Adults	Low	<ul style="list-style-type: none"> • On arrival at start points of walks, minibus keys to be left in the minibuses, with drivers, which are used to provide support whilst other staff/external volunteers are walking with groups. Occasionally, staff may need to take them with them whilst walking (minibus logistics at the end of the day after a walk). • Any minibus not being used to be locked before it is left in a car park/ on a campsite/at the roadside etc where possible. • Minibuses to be locked in the evenings on campsites where possible. • Minibus keys stored in an appropriate place in the gazebo/alternative place which is made known to all staff in case of an emergency during the night. 		Low

Road traffic accident / injury whilst on transport	Group of Young People/ Adults	High	<ul style="list-style-type: none"> • Everyone to wear seatbelts. • Driver to take adequate breaks (a 15-minute break every 2 hours or as close to this as possible). • Where possible have a second adult in the minibus to keep an eye on the driver and they can operate mobile 'phone if required. It is recognized that this is not always possible. • If there are more than two adults on the minibus it is recommended that they do not sit together and instead sit scattered throughout the vehicle in case of a front or back impact and to provide easier access to whole team. • Supervisor or Deputy Supervisor to discuss requirements with driver(s) before departure and cover the route to be followed, appropriate speed and driver's use of mobile 'phone. • Participants/staff permitted to have a small rucksack and small essential items of equipment on the minibus filled with adults and participants. However, large rucksacks and larger items of camping equipment must travel on a separate minibus with kit only on it (no passengers in the back) that is appropriately secured down as far as possible. 		Medium
Road traffic accident concerning other vehicle not in collision/accident with school minibus. /Fatalities	Group of Young People/ Adults	Medium	<ul style="list-style-type: none"> • Continue to drive past the accident, if possible, so that passengers are not mentally and physically affected by what they see. • Monitor wellbeing. 		Low
Road conditions	Group of Young People/ Adults	Medium	<ul style="list-style-type: none"> • Drivers should check local weather conditions before undertaking any journey. If weather forecast is extreme or potentially dangerous, due to the road surface/terrain and conditions, then delay or cancel journey. • If conditions worsen whilst driving, get to a safe point if safe to continue in the short term, stop and delay continuing journey. • Contact Supervisor/School (SMT) if unable to continue with a journey. 		Medium
Breakdown	Group of Young People/ Adults	Medium	<ul style="list-style-type: none"> • If breakdown on a carriageway/motorway, stop, and when safe to do so, all passengers to alight from the vehicle and move to a place of relative safety (e.g. grass verge) away from the vehicle and roadside. • Contact roadside recover for assistance and wait for recovery vehicle. • Contact school (SMT) to inform them of break down. • Arrange transport for participants/staff if appropriate. 		Medium

			<ul style="list-style-type: none"> • Monitor wellbeing of participants/staff/external volunteers. • If breakdown at a campsite/another location other than roadside, contact recovery service and follow above procedures above if deemed necessary. 		
Injury/lost participants when Lighting and alighting minibus / walking to and from service station / stopping for rest breaks.	Group of Young People/ Adults	Medium	<ul style="list-style-type: none"> • Participants to take care when lighting and alighting the minibus. • Head counts of all passengers to take place, in a safe place, as they light and alight from the minibus. • If stopping for rest breaks and using the service stations, participants to stay together in pairs (minimum) and participants have an awareness of other moving and stationary vehicles when walking to and from the service station. Where possible staff/external volunteers supervise participants safe passage to and from the service station building. • Participants are given a time to re-group at a specific meeting point or at the minibus. • Head counts completed after participants have re-grouped and again when lighting the minibus before continuing with journey. • If a participant(s) is missing, staff/external volunteers to look for participant and if not found to contact the emergency services and school (SMT). 		Low
Use of mobile 'phones when driving	Group of Young People/ Adults	Medium	<ul style="list-style-type: none"> • Drivers do not use mobile 'phones when driving unless using a hands-free set. • If a second adult is sat next to the driver in the front of the minibus, they can ensure that this procedure is followed, and they can answer a call using a mobile 'phone if necessary. 		Low
Fire on minibus	Group of Young People/ Adults	Medium	<ul style="list-style-type: none"> • Arrange for the safe removal of all passengers as quickly as possible. • Put out fire if possible. • Contact emergency services if required. • Ensure safety and wellbeing of passengers. 		Low
Travel sickness	Group of Young People/ Adults	Low	<ul style="list-style-type: none"> • All medical details of participants are known in advance and participants to take the appropriate medication prior to travelling if they suffer from travel sickness. • Participants are reminded before leaving about travel sickness. • Participants advised to sit near the front of the minibus (but in the back of the minibus) and near a window if they suffer from travel sickness. • Travel sickness bags, bin bags, water, wipes and first aid kits are carried on minibuses with participants. • Driver will only stop at a suitable point if a participant is sick and requires some fresh air. • Sick bags and other soiled products to be placed in another bin bag or suitable bag and stored in the minibus until they can be discarded in an 		Low

			<p>appropriate bin at an appropriate time.</p> <ul style="list-style-type: none"> • Staff/external volunteers to log travel sickness incident at an appropriate time. 		
Medical emergency	Group of Young People/ Adults	Low	<ul style="list-style-type: none"> • Driver to stop the minibus at a safe point and passengers to alight if deemed necessary. • Medical emergency addressed. • First kits carried on minibuses. • Spare inhaler, where possible, carried on one minibus. Any additional medications relating to participant care plans are carried on appropriate minibus. • Participants with specific medical conditional travel on minibuses with staff who have a first aid qualification as far as possible. • Emergency services called if required and school (SMT) contacted. • Monitor wellbeing of participants/staff/external volunteers. • Supervisor and Deputy Supervisor carry emergency contact information of all DofE participants. 		Low

3: Fieldwork on school site	Location: Onsite - KHVIII		
Date of Assessment: 15.09.20	Review Date: 15.09.21	Name of Assessor: James Carlyle	First Aid: ✓
Minimum staff qualification: N/A		Other Relevant information: For every activity a dynamic risk assessment takes place at the beginning of the activity and continues throughout the activity.	Ratio: 1:24
Benefit Statement: Taking students out of the classroom to practice fieldwork techniques. This is to enable them to understand and evaluate said techniques that will be written up for their GCSE coursework.			
Summary of significant risks where action is required:		Summary of controls to be implemented:	
<ul style="list-style-type: none"> • Transmission of Covid 19 		<ul style="list-style-type: none"> • Follow procedures for hand sanitizing. • Masks to be worn in corridors • No sharing of equipment • Social distancing from member of staff 	
Reviewed/Approved by Senior Manager.	Senior Manager's Name: P. Dearden	Senior Manager's Signature: 	Date: 15/09/2020
Assessor.	Assessor's Name:	Assessor's Signature: 	Date: 15/09/2020

What are the hazards?	Who will be affected?	What is the risk? (possible harm) Unmanaged risk	Control Measures.	Who By?	Risk after Measures. Managed risk.
Transmission of Covid 19	Young people/adults	High	<ul style="list-style-type: none"> • Follow one-way system around school to access school field. • Once on the field stay away from other groups. • Students to socially distance from member of staff. • Masks to be worn in corridors used to access the field. • Staff members to wear facemasks/shields whilst instructing students. • Students only use their own equipment. • Students instructed not to touch any surfaces unnecessarily. • Students to wash hands/sanitize once re-entering the school building. 	All	Low

