**Taxi Risk Assessment**

1. **Section / Team/ Company:** …………  **Assessor(s)** :
2. **Description of Task/Activity/Area/ Premises:** Transportation of Students

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| --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What are you already doing? List the control measures in place. | What is the risk rating – H, M , L? | What further action, if any, is necessary, if so what action is to be taken by whom and by when? | Action completed  State the date completed and sign. | What is the risk rating now – H, M, L |
| 1. Insurance | Students and Driver at risk as not insured | Signed agreement from company owner.  Licences from the LA Licencing Agency | L | No further action / licencing checked annually or sooner if needed. | N/A | L |
| 1. Vehicle not being maintained | Students and driver at risk from vehicle failure | Vehicle is maintained regularly | L | NFA  Vehicles serviced in accordance with transportations scheme. Weekly checks completed | N/A | L |
| 1. Exceeding maximum capacity for carriage | Excess carriage causes loss of vehicle control, potential harm to driver, passengers and other road vehicles | Only number of passengers specified by manufacturer to be carried. | L | NFA | N/A | L |
| 1. Seat belts not worn | Increased risk and danger to driver and other passengers | All students expected to wear seat belts. | L | Poor behaviour is notified to LNCIP and letter sent to parents.  Continued refusal to wear seatbelts may lead to refusal to transport. | N/A | L |
| 1. Passenger Behaviour | Increased danger to driver and other students | All students must behave safely or be prohibited from travel. | L | NFA Poor behaviour is notified to LNCIP and letters to parents | N/A | L |
| 1. Single Driver | Lack of ability to maintain behaviour of students | Students to be seated in rear of vehicle | L | Any refusal to sit where requested will lead to refusal to transport. | N/A | L |

If any are ticked then a specific risk assessment form must be completed separately. For example, a COSHH form must be completed if a hazardous substance is used.

1. **Risk Rating**

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

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| Risk Rating | Description | Action Priority |
| High | Where harm is certain or near certain to occur and/or major injury or ill health could result. | Urgent Action to be taken without delay |
| Medium | Where harm is possible to occur and/ or serious injury could result. Eg off work for over 3 days | Action needs to be taken as soon as is practically possible |
| Low | Where harm is unlikely or seldom to occur abd/or minor injury could result. Eg cuts, bruises, strains | No action or low priority action |

1. **Assessment**

Signature of Assessor…………… Company Name:…………ADT Transport……

Print Name ………………… Signature:…………………………………………….

DATE Assessed: ………… Review Date: SEPT 2023

1. **Communication and Review:**

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessments must be reviewed annually or following a significant change, accident or violent incident.