

School pick up on mini bus / number of children using bus on a weekly basis 22 children						RISK ASSEMENT COMPLETED BY Manger	
Number of children in each age range:-						DATE 01 <sup>st</sup> September 2021	TIME 3 .00 on wards
0-2 Nil	2-3 Nil	4-5 04	6-8 12	9-11 06	2 Adults	STAFF RATIO 2	NO. Consent forms. all

**SETTING NAME: Ellergreen out of School Club Bus Pick up School, St Mathews, Leamington, and Broad Square.**  
**NUMBERS VARIY ON A DAILY BASIS**

1. Hazard	Person at risk	H/M/L	Risk to consider	How can the risk be reduced?	Who is responsible?
LOST CHILD CROSSING ROADS SEAT BELT PARKING	CHILDREN	MEDIUM	Keeping children safe ,	Collect all children on list from designated area at school, escort them to mini bus, making sure all roads are crossed safely, make sure all children. Put seat belt on and remain seated when mini bus is in motion. Make sure parking is in a safe place	The Manager and All staff
MINI BUS PARKS SAFELY ROAD SAFTY COLLECTION OF CHILDREN	CHILDREN ADULTS	MEDIUM LOW	Stop children running into road	Line children up when exiting mini bus Make sure seat belts are wore by staff and children	ALL STAFF

SLIP OVER	Everyone children	Medium Medium	If weather is wet road and sidewalks become slippery	Make Sure children do not run and stay with the member of staff collecting them	ALL STAFF
HOT WEATHER  OPEN WINDOWS	Everyone	Medium	Stings	Make sure children do not but hands out of open windows. Remain seated at all times watch for flying insect	ALL STAFF

**FIRST AID BOX CARRIED ALL THE TIME CHECKED EVERY YEAR AND RESTOCKED BY DRIVER**

**St Mathews - children from side gate (where collected form hall before covid )**

**Leamington children meet in reception area**

**Broad Square children meet in reception area**