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**Risk Assessment Transport by Taxi (6 Seater)**

Transport of pupils by taxi to and from Teamworks Karting, Letchworth

Date of Transport: 8th August

Time of Transport: 9.30am

Travel From: North Herts College, Monkswood Way, Stevenage SG1 1LA

Travel To: Teamworks Karting, Pixmore Avenue, Letchworth SG6 1JS

Return Trip: Same route, return to North Herts College

Staff Responsible: Roger Reeves / David Sutcliffe / Ameila Winks (All have clear Enhanced DBS with Barred List).

Number of Pupils:Up to 5

Number of Staff: 1

Transport Provider:Licensed Taxi (6-seater), pre-booked

| **Area/Activity** | **Hazard Identified** | **Who Might Be Harmed** | **Risk Level (Low/Med/High)** | **Control Measures in Place** |
| --- | --- | --- | --- | --- |
| Taxi breakdown or accident | Pupils, staff | Medium | • Reputable, licensed taxi firm used • Vehicle fully insured, maintained, and roadworthy • Staff member has mobile phone to contact emergency services if needed | Low |
| Child unwell during travel | Pupils | Low | • Staff member trained in safeguarding and basic response • Emergency contact details carried at all times | Low |
| Pupil goes missing | Pupils | Medium | • Staff member to supervise boarding/disembarking and remain with pupils at all times • Headcount before departure and return | Low |
| Inappropriate behaviour during trip | Pupils, staff | Medium | • Behaviour expectations set beforehand • Adult supervision throughout journey | Low |
| Taxi not arriving / delayed | Pupils, staff | Low | • Confirmation with taxi firm 24 hours in advance • Contact number held by staff | Low |
| Driver is unsuitable / unvetted | Pupils | High | • Only licensed taxi firms used • Firm must confirm driver holds Enhanced DBS or company follows strict safeguarding standards | Low |
| Safeguarding concerns | Pupils | Medium | • Staff member with Enhanced DBS & Barred List clearance travels with pupils • Staff member trained in safeguarding | Low |

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# Emergency Procedures

- In the event of a vehicle breakdown or incident, the staff member will:  
 - Contact emergency services (if needed)  
 - Contact the summer school organiser  
 - Remain with pupils at all times  
- All pupils will have emergency contact information readily available.  
- Any incidents will be logged and reported upon return.

# Additional Notes

- All parents/carers will be informed in advance of the transport arrangements.  
- Pupils will be reminded of safety procedures (e.g. seatbelts must be worn at all times).  
- Travel times are approximately 15–20 minutes each way.

Risk Assessment Completed By: Roger Reeves, Course Director

Date: 12/7/25

Review Date By: 15/7/25

Note: This is a working document and should be reviewed regularly or if any incidents occur.