

Annex 1

RISK ASSESSMENT MATRIX

Learner details		Companion details		
<ul style="list-style-type: none"> • Name • Age • Name of school 		<ul style="list-style-type: none"> • Name • Relationship to Learner 		
Route – A to B				
	Risk Severity*	Risk Level*	Control Measures	Mitigated Risk***
Learner concerns <ul style="list-style-type: none"> • Personal issues • Local issues • Hot spots • Other transport • Issues 				
Traffic levels				
Footpath details				
Footways				
Crossing points				
<ul style="list-style-type: none"> • Rivers • Canals • Ditches • Embankments • Vegetation 				

Planning impacts				
Social hazards				

*Scale of 1 very low → 5 very high

** Likelihood (scale of 1 → 5) multiplied by severity

*** Likelihood (scale of 1 → 5) after putting in place control measure multiplied by severity

Annex 2

Local Authorities' Risk Assessment Checklist

Before a Risk Assessment a local authority should ask:
<ul style="list-style-type: none">• To which category do the risks/dangers belong? Are the risks/dangers physical, topographical, geographic, environmental or social?
<ul style="list-style-type: none">• When was the route last risk-assessed?
<ul style="list-style-type: none">• What changes have been made to the route since the last risk assessment? (Note: Records should specify any changes, such as construction work; infrastructure changes; the introduction of traffic calming measures; new build developments; new road works).
<ul style="list-style-type: none">• Were learners consulted during the last risk assessment? If so, what were their views?
<ul style="list-style-type: none">• When would be the ideal time to conduct a risk assessment of the route in question? (Note: Usually, the best time would be when learners are using the route - that is, in the morning on the way to school and/or in the afternoon when learners are making their way home)
<ul style="list-style-type: none">• In the case of social dangers, who are the relevant partner organisations/agencies?
During the Risk Assessment process, a local authority should ask:
<ul style="list-style-type: none">• Whether the learners/parents/persons exercising parental responsibility would like to accompany the local authority Risk Assessor during the risk assessment? (Note: This often enables learners/parents/other persons to demonstrate exactly why they consider a route to be unsafe).
<ul style="list-style-type: none">• Should learners be consulted (particularly if they have not been consulted at all or for a long time)?
<ul style="list-style-type: none">• Which mechanism should be used to consult learners – for example School Councils etc.)?
<ul style="list-style-type: none">• In relation to social dangers, what kind of evidence will be supplied by the relevant partner organisations (the Police or LSCBs)? Is the evidence qualitative or quantitative?
<ul style="list-style-type: none">• When will the evidence (qualitative or quantitative) become available?
<ul style="list-style-type: none">• If working with partner organisations, have information-sharing protocols been put in place? Have local government lawyers been consulted?

Following Risk Assessment, a local authority should ask:

- Is the learner/parent/person exercising learner parental responsibility satisfied? If not, why?
- Does the route in question need to be assessed again?
- Are the correct complaints procedures in place?
- Has the evidence demonstrating the safety of the route been compiled so that it can be made available to the learner/parent/person exercising parental responsibility?