

# RISK ASSESSMENT FORM (RA 1)

<b>Directorate</b>	Education, Children's Services and Recreation		<b>Activity (Brief Description)</b>	Traffic Management on School Site	
<b>Service</b>	Schools		<b>People at Risk</b>	All persons on or visiting the School	
<b>Location / School</b>	St Ethelwold's VA School		<b>Date</b>	April 2024	<b>Review Date</b> April 2026
<b>Assessor</b>	Paul Oliver		<b>Issue Number</b>		
<b>Item No</b>	<b>Hazard (include effects)</b>	<b>RISK RATING (without controls) High/Medium/Low</b>	<b>Existing Control Measures</b>		<b>RISK RATING (with existing controls) High/Medium/Low</b>
1	<p><b>Parents entering school site with vehicle to drop off or pick up pupils (fatality, major injury, property damage)</b></p> <p>Parent moving /speeding / reversing vehicles coming into contact with pedestrians</p> <p>Parent vehicles colliding with other vehicles</p> <p>Parent vehicles come into contact with other object (gate post, fencing)</p> <p>Parents park in unauthorised places</p>	High	<p>Car Park gates are kept closed from 8.50am until 3.30pm</p> <p>Parents entering the school car park are told immediately that the car park is for school staff only</p> <p>School reminds parents of this procedure periodically through newsletters and letters</p>		<p><b>Med</b> (unfixed)</p> <p><b>Low</b> (fixed segregation)</p>
2	<p><b>Vehicles parked outside school entrance (fatality, major injury)</b></p> <p>Double parking impeding vision of pedestrians and other road users</p> <p>Parents ignoring safety signs and markings</p>	High	<p>School seeks co-operation of parents to park away from entrance</p> <p>School encourage parents to walk their children to school</p>		“

	<p><i>School gates blocked by parents preventing vehicles accessing or leaving the school site</i></p> <p><i>Danger to pedestrians crossing the road - reduced vision on coming vehicles, vehicles pulling out</i></p> <p><i>Vehicles parking on pedestrian walkway</i></p>		<p><i>Safe pick-up points established for parents to meet their children on foot</i></p> <p><i>Supervision of gates at start / finish of school</i></p>	
3	<p><b><i>Delivery Vehicles (fatality, major injury)</i></b></p> <p><i>May impinge on safe pedestrian walkways, play areas, etc to access certain areas of the school for delivery</i></p> <p><i>Reversing vehicles</i></p> <p><i>Large vehicles may have limited vision</i></p> <p><i>May enter during high pedestrian activity eg lesson changes, breaks etc</i></p>	High	<p><i>Clear rules / procedures for delivery drivers - by school arrangement wherever possible</i></p> <p><i>Deliveries restricted to avoid high pedestrian activity times eg lesson changes, breaks, start/finish school</i></p> <p><i>Reversing restricted to where it can be carried out safely, supervised only</i></p> <p><i>Access restricted during certain times of day by closure of gates</i></p> <p><i>School has designated delivery point(s)</i></p> <p><i>School retain option to turn delivery vehicles away when there is a risk to pedestrian safety</i></p>	

<p><b>4</b></p>	<p><b>Contractors Vehicles</b> (fatality, major injury)</p> <p><i>Reversing vehicles - poor rear visibility</i></p> <p><i>May enter the school during periods of high pedestrian activity</i></p> <p><i>Unattended vehicles may provide access to hazardous materials, equipment, substances etc</i></p>	<p><b>High</b></p>	<p><i>Clear rules and procedures for contractor vehicles agreed prior to commencement of work (safe routes, acceptable parking area, delivery access etc)</i></p> <p><i>Restricted movement of contractor vehicles for the duration of the work activity</i></p> <p><i>Restricted access to school grounds for contractor vehicles, deliveries etc during certain times of the day (by agreement prior to commencement of work) and by closing the school gates</i></p> <p><i>If one way system not an option, instruction should be given to ensure any need to reverse is supervised</i></p> <p><i>Restrict reversing to where it can be undertaken safely</i></p> <p><i>Ensure contractors are instructed to secure vehicles, loads and deliveries when they are parked up (if necessary agree safe compound arrangement)</i></p> <p><i>Certain works to be carried out during school holidays</i></p>	
<p><b>5</b></p>	<p><b>Staff Car Park</b> (fatality, major injury)</p> <p><i>Pedestrians have to access via car park, or use it for short cut to building</i></p>	<p><b>High</b></p>	<p><i>Staff advised of safe driving and parking procedures</i></p> <p><i>Supervision</i></p> <p><i>All children filtered straight into playground at the start of the day by means of gate system.</i></p>	
<p><b>6</b></p>	<p><b>Access Gates Left Open</b></p> <p><i>May lead to unauthorised parking</i></p> <p><i>Unauthorised access to school grounds for vehicles out of school hours</i></p>	<p><b>Med</b></p>	<p><i>Encourage pedestrians to use only designated pedestrian routes eg via signage, rules, monitoring, and to shut gate after them</i></p> <p><i>Close / lock gates at end of school day to dissuade intruders from driving their vehicles onto school premises</i></p>	

7	<p><b>High Pedestrian Activity (fatality, major injury)</b></p> <p><i>Pupils use main driveways to access school grounds rather than pedestrian entrance</i></p> <p><i>Poor visibility for both drivers and pupils due to numbers</i></p> <p><i>Crowds overflow onto roadways at the end of the school day</i></p>	High	<p><i>Close supervision of pupils</i></p> <p><i>Clear rules for deliveries, contractors, visitors, staff</i></p> <p><i>Speed restrictions implemented and signed</i></p>	
8	<p><b>Visitors</b></p> <p><i>Lack of clear rules for visitor parking</i></p> <p><i>Visitors unsure of parking arrangements</i></p> <p><i>Pedestrian route not clearly marked</i></p>	High	<p><i>Rules and arrangements conveyed to visitors when making appointment with the school</i></p> <p><i>Designated parking for visitors suitably signed</i></p> <p><i>Pedestrian gates and safe walking routes provided and suitably signed</i></p>	
9	<p><b>Pedestrians and Vehicles use same route</b></p> <p><i>Collisions due to insufficient segregation between them, lack of signage, speed restrictions</i></p>	High	<p><i>Segregation of pedestrians and vehicles eg adequate walking routes, barriers</i></p> <p><i>safe crossing areas (internally within school and/or school crossing patrol)</i></p> <p><i>speed restrictions</i></p> <p><i>restricted access for vehicles,</i></p> <p><i>supervision of pupils</i></p> <p><i>monitoring to ensure systems are working</i></p>	
	<b>Ultimate Risk</b>	<b>HIGH</b>	<b>Ultimate Existing Risk</b>	<b>MED / LOW</b>
<b>FURTHER ACTION REQUIRED TO REDUCE RISKS TO ACCEPTABLE LEVEL</b>				

No.	Further action necessary to control risk	Action By	Date Completed	RESIDUAL RISK (With further controls) High/Medium/Low
1	<i>Letter to be sent out termly to parents, raise awareness with staff and pupils</i>	<i>Headteacher</i>		

2	<i>Monitoring arrangements to be determined (supervision, safety inspections, accident/incident data, etc)</i>			
3	<i>Traffic management arrangements to be included in the school health and safety policy</i>			
		<i>Ultimate Residual Risk</i>		
<b>Assessor(s) Signature(s):</b>		<b>Managers Name:</b>	<b>Managers Signature</b>	
<b>Other relevant Risk Assessments:</b>				