

## Risk Assessment – Everyday School Traffic

School	Department	Date	Version	Reviewed date	Assessor(s)	Next review date
Crackley Hall	Estates/Pastoral	08/03/2018	2.1	29/04/2021	D Cotton; R Duigan	10.08.2021

Description of task/activity	Area	Persons exposed eg staff, pupil, visitor etc
<p><b>General/everyday traffic management of vehicles to and from the school during a normal working school day.</b></p> <p><b>2.1 reviewed as a result of an incident on 29/04/2021; review carried out by David Cotton and Robert Duigan; previous review was 11/08/2020</b></p>	<p>Driveway</p> <p>Front of school</p> <p>Bottom Playground</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Parents</p>

**Likelihood/Severity Risk Rating Chart**

		Severity				
		Nil 1	Minor 2	3-day 3	Major 4	Fatal 5
Likelihood	/Very likely 5	5	10	15	20	25
	Probably 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Remote 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5

**Guidance for completion**

- ensure there is a summary of the activity detailing what is involved in the task or activity; review how the activity is, or is going to be, undertaken;
- consider each step in the task, observing how the task is undertaken if possible;
- consult personnel who are involved;
- consider any relevant existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures);
- assess the likelihood & severity and calculate the overall risk rating and colour code the boxes;
- if no hazards are rated greater than five (5) then the risk assessment is complete;
- if there are hazards with a risk rating of greater than five (5) then consider additional risk control measures to reduce the risk level & recalculate the risk level.

*Legend: L – Likelihood, S – Severity, O – Overall Risk Rating. O = S x L.*

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
Main car park: Vehicle collision with another vehicle at front of school	Death/Injury	<ul style="list-style-type: none"> <li>• Clear road markings and signage directing traffic and informing the driver to control their speed.</li> <li>• Clearly visible signage highlighting a strict 5mph speed limit.</li> <li>• Speed bumps in place to help enforce speed restrictions.</li> <li>• One-way system in place to control flow of traffic around a small roundabout.</li> <li>• Guidance to parents in Parent Handbook.</li> <li>• Lighting on the roundabout.</li> </ul>	1	5	5	All staff Drivers Parents
Main car park: Vehicle collision with pedestrians at front of school	Death/Injury	<ul style="list-style-type: none"> <li>• Well maintained pedestrian walkway into the school with chain link fence to segregate pedestrians from the road.</li> <li>• A marshall on duty, from 08:00 to 08:45, to supervise students leaving their cars and to monitor direction and speed of traffic.</li> <li>• An additional marshall to be on duty from 08:15 to 08:35.</li> <li>• At least 3 members of staff are on duty at afternoon carline (from 15:30 to 16:00) with at least one staff member on duty, arriving to car line with the first class; at least 2 members of staff are on duty from 16:00 until the last student has left, or has been taken to aftercare.</li> <li>• Speed control measures in place to limit chances of collision.</li> <li>• Clear road markings to show safe route of traffic.</li> <li>• Guidance to parents in Parent Handbook.</li> <li>• Bottom Playground is opened up for drop off and pick up times and then pupils make their way up to the school through the play area away from any traffic.</li> <li>• Pupils' play areas are fenced off to prevent them having access to the roads, double gates closed and locked.</li> </ul>	1	5	5	All staff Drivers Parents

Legend: L – Likelihood, S – Severity, O – Overall Risk Rating.  $O = S \times L$ .

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
		<ul style="list-style-type: none"> <li>• Children at Front of school held behind coned area, back away from traffic by staff until parent arrives</li> <li>• Delivery drivers informed not to deliver during start and end of school day</li> <li>• Portable chain-link fencing purchased to help demarcate areas for pupils – they will need to walk behind this fencing once leaving cars or on way to entering cars</li> <li>• Risk assessment and expectations made available to parents each year</li> </ul>				
Lower playground and car park: Vehicle collision with pedestrians at front of school	Death/Injury	<ul style="list-style-type: none"> <li>• Well maintained pedestrian walkway around the perimeter of the car park/playground.</li> <li>• Parents are responsible for bringing their child safely to the lower playground gate and see them through the gate and onto the playground area.</li> <li>• During the busier time, a staff member is on duty near the gate, with oversight of the lower playground/car park; from 07:45 to 08:20.</li> <li>• Nursery, Reception and Junior 1 parents may arrive after 08:20; they are requested to bring their child onto the school site, through the lower playground gate. Reception and Nursery parents may escort their child to the school building. A staff member from Nursery to Junior 1 will welcome the pupils at the school building at the stated times.</li> <li>• Two members of staff are usually on duty at afternoon carline (from 15:30 to 16:00) with at least one staff member on duty throughout this time, normally arriving to car line with the first class; at least 1</li> </ul>	1	5	5	All staff Drivers Parents

Legend: L – Likelihood, S – Severity, O – Overall Risk Rating. O = S x L.

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
		<p>member of staff is on duty from 16:00 until the last student has left, or has been taken to aftercare (at 16:15).</p> <ul style="list-style-type: none"> <li>• Staff members allow pupils through the playground gate when parents are able to receive their child. Parents should leave their car to greet their child and escort them safely to their car, using the pavement perimeter of the playground/car park whenever possible.</li> <li>• Speed control measures in place to limit chances of collision - signage.</li> <li>• Guidance to parents in Parent Handbook.</li> <li>• Once on site, through lower playground gate, pupils make their way up to the school through the play area away from any traffic.</li> <li>• Children being dismissed via lower playground are held back away off the playground, behind the gate, by staff until parent arrives.</li> </ul>				
Both car parks: Vehicle collision with building at front of school	Damage to property	<ul style="list-style-type: none"> <li>• Afore-mentioned speed control measures in place to limit chances of collision, clear road markings to show safe route of traffic.</li> <li>• Marked parking areas for staff and visitors.</li> </ul>	1	3	3	All staff Drivers Parents
Unauthorised personnel on site	Damage to property, intruders, vandalism, student welfare	<ul style="list-style-type: none"> <li>• All visitors must 'sign-in' at the front office and state the reason for visiting to the front office staff.</li> <li>• Visitors are then accompanied by a member of staff for the duration of the visit and escorted back to the reception to sign out.</li> </ul>	1	4	4	All staff

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Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
Pupils, parents and staff contracting Covid-19 at drop-off and collection	Serious illness, Death, School closures	<ul style="list-style-type: none"> <li>• Staggered drop-off and collection times implemented (September 2020) until further notice</li> <li>• Additional school staff on duty at these times</li> <li>• Additional drop-off and collection point added (lower playground/carpark)</li> <li>• Pupils and staff enter school via different doors; routes to these doors from main car park are monitored by duty staff</li> <li>• Parents responsible for walking their children between their car and lower playground gate</li> <li>• All cars on lower playground to be switched off on arrival and whilst waiting for children at the end of the day</li> </ul>	1	5	5	All staff Parents Drivers

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