

## Risk Assessment – General everyday traffic management

School	Department	Date	Version	Reviewed date	Assessor(s)	Next review date
Princethorpe	Estates Pastoral	25.10.16	1.5	16.01.18 & 27.08.18	Eddie Tolcher David Cotton	01.09.19

Description of task/activity	Area	Persons exposed e.g. staff, pupil, visitor etc.
<p><b>General everyday traffic management</b></p> <p>General/everyday traffic management of vehicles to and from the college during a normal working school day <b>with particular attention to start and end of the school day (8.20am to 8.45am and 3.0pm to 4.00pm).</b></p> <p>Note: changes to risk assessment against previous version are <b>in bold.</b></p>	<p>Driveway</p> <p>Front of School</p> <p>Road leading to playground</p> <p>Access to kitchens &amp; north car park</p>	<p>Teaching/non-teaching staff</p> <p>Pupils</p> <p>Contractors</p> <p>Public</p>

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**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**

- 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
Vehicle collision with another vehicle (all areas)	Injury/ death	<ul style="list-style-type: none"> <li>• Clear road markings directing traffic and informing the driver to control their speed</li> <li>• Clearly visible signage highlighting a strict 20mph speed limit on drive and 10 mph on campus.</li> <li>• Speed bumps in place to enforce speed restrictions.</li> <li>• Repainting of lines on road as required to ensure clear instructions.</li> <li>• Guidance to contracted bus drivers in annual briefing.</li> <li>• Guidance to parents in Parent Handbook</li> <li>• <b>Risk assessment published to parents via Flagpole.</b></li> </ul>	2	3	6	Grounds Bus contractors Drivers Parents
Vehicle collision with pedestrians at front of school	Injury/ death	<ul style="list-style-type: none"> <li>• Well maintained pedestrian walkways around the outside of the school.</li> <li>• Barriers surrounding walkways where possible serving as a buffer against vehicle collisions.</li> <li>• Speed control measures detailed above.</li> <li>• Supervision of pupils at arrival and departure on buses.</li> <li>• Sign warning visitors leaving the front door of reversing buses in evening.</li> <li>• Specified zone for deliveries away from front door.</li> <li>• Guidance to contracted bus drivers in annual briefing.</li> <li>• Guidance to parents in Parent Handbook.</li> <li>• <b>Risk assessment published to parents via Flagpole.</b></li> </ul>	2	5	10	Grounds Drivers Parents
Vehicle collision with building at front of school	Damage to property	<ul style="list-style-type: none"> <li>• Afore mentioned barriers and speed control measures in place to limit chances of collision.</li> <li>• Specified zone for deliveries away from front door.</li> </ul>	2	3	6	Grounds Drivers

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Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
Vehicle collision with pedestrians at rear of school (see also below)	Injury/ death	<ul style="list-style-type: none"> <li>Playground closed to traffic from 9am to 3.30pm daily.</li> <li>Pedestrian crossings and marked walkways.</li> <li>Red hatched area to indicate no stopping outside pupils' entrance.</li> <li>Traffic control signs and road markings.</li> <li>Road markings repainted as required.</li> <li>Teacher supervision at pupil collect time.</li> <li>Guidance in Parent handbook.</li> </ul>	2	5	10	Grounds Drivers Parents
Vehicle collision with pedestrians – sacristy, Tower and Chapel car park area		<ul style="list-style-type: none"> <li>Area access controlled by barrier other than 8am to 9pm and 3pm to 5pm.</li> <li>Bus drivers asked to take care when reversing.</li> <li>Supervisor on duty from 3.30pm to control any pupils who arrive in area early.</li> <li>This is not a through route.</li> </ul>				
Collision with pedestrians/ pupils/staff at rear of school – north car park including kitchen/ bin compound.	Injury/ death	<p><i>Council refuse lorry still has access during the school day on 3 days a week. Kitchen deliveries take place before 9am.</i></p> <ul style="list-style-type: none"> <li>Playground closed to traffic from 9am to 3.30pm daily.</li> <li>Pedestrian crossing between Art entrance and the Limes.</li> <li>Where kitchen/refuse deliveries do arrive after 9am a member of the Estates team are to escort them to and from the kitchen/refuse area closing the gate each time the delivery passes through.</li> <li>If kitchen delivery/refuse vehicles arrive during break times they are to be instructed to come back or wait until the breaks are finished and playground area is clear of pupils.</li> </ul>	2	5	10	

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Irresponsible driving on site – member of sixth form	Injury/ death	<ul style="list-style-type: none"> <li>Sixth formers can only park at the school when a permit to park issued.</li> <li>Permit requires parental permission, agreement of Head of Sixth Form, signing of code of conduct, proof of insurance.</li> <li>Access to parking requires a fob 9a, to 3.30pm.</li> <li>Sixth formers can only take other pupils in their cars with relevant parental permission.</li> <li>Sixth formers can only leave site with permission during the school day.</li> <li><b>Parents contacted on first occasion of breach and asked to cooperate with the school's measures to ensure safety on site. Students subsequently told not to park on site.</b></li> </ul>	2	5	10	
Unauthorised access	Damage to property, intruders, vandalism, pupil welfare	<ul style="list-style-type: none"> <li>Playground now closed to traffic from 9am to 3.30pm daily.</li> <li>Security barriers in place and operated by front of house personnel 9am to 3.30pm, requiring recognition or key fob to gain entry during school day.</li> <li>Signs advising access to rear of school is for staff and pupils only during the school day.</li> </ul>	2	2	4	
Unauthorised personnel on site	Damage to property, intruders, vandalism, pupil welfare	<ul style="list-style-type: none"> <li>All visitors must 'sign-in' at the front office and collect a visitor's badge.</li> <li>Visitors are then accompanied by a member of staff for the duration of their visit and escorted back to reception to 'sign-out'.</li> <li>Exceptions understood by reception staff.</li> <li>Signs advising access to rear of school is for staff and pupils only during the school day.</li> </ul>	2	2	4	

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