

Risk Assessment – General everyday traffic management

School	Department	Date	Version	Reviewed date	Assessor(s)	Next review date
Princethorpe	Estates Pastoral	16.01.18	1.7	16.01.18, 27.08.18, 27.08.19 & 28.08.20	Eddie Tolcher David Cotton	01.09.21

Description of task/activity	Area	Persons exposed e.g. staff, pupil, visitor etc.
<p>General everyday traffic management</p> <p>General/everyday traffic management of vehicles to and from the college during a normal working school day with particular attention to start and end of the school day (8.20am to 8.45am and 3.0pm to 4.00pm).</p> <p>Changes in bold</p> <p>2020-21 – increase in pedestrians using zebra crossing by playground entrance; additional location for buses in morning and evening.</p>	<p>Driveway</p> <p>Front of School</p> <p>Road leading to playground</p> <p>Access to kitchens & north car park</p>	<p>Teaching/non-teaching staff</p> <p>Pupils</p> <p>Contractors</p> <p>Public</p>

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Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
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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.

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COVID-19	Illness/death	<ul style="list-style-type: none"> Additional locations for buses to allow for social distancing Wearing of facemasks at the beginning and end of the school day <p><i>These are the COVID-10 measures relevant to this risk assessment. The College has issued detailed guidance on COVID-19 safety.</i></p>	2	3	6	Pupils Staff
Vehicle collision with another vehicle (all areas)	Injury/ death	<ul style="list-style-type: none"> Clear road markings directing traffic and informing the driver to control their speed Clearly visible signage highlighting a strict 20mph speed limit on drive and 10 mph on campus. Speed bumps in place to enforce speed restrictions. Repainting of lines on road as required to ensure clear instructions. Guidance to contracted bus drivers in annual briefing. Guidance to parents in Parent Handbook Risk assessment published to parents via Flagpole Traffic marshals managing bus movements 	2	3	6	Grounds Bus contractors Drivers Parents
Vehicle collision with pedestrians at front of school	Injury/ death	<ul style="list-style-type: none"> Well maintained pedestrian walkways around the outside of the school. Barriers surrounding walkways where possible serving as a buffer against vehicle collisions. Speed control measures detailed above. Supervision of pupils at arrival and departure on buses. Sign warning visitors leaving the front door of reversing buses in evening. Specified zone for deliveries away from front door. Guidance to contracted bus drivers in annual briefing. Guidance to parents in Parent Handbook. Risk assessment published to parents via Flagpole. 	2	5	10	Grounds Drivers Parents
Vehicle collision with building at front of school	Damage to property	<ul style="list-style-type: none"> Afore mentioned barriers and speed control measures in place to limit chances of collision. Specified zone for deliveries away from front door. 	2	3	6	Grounds Drivers

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"> Playground closed to traffic from 9am to 3.30pm daily. Pedestrian crossings and marked walkways. Red hatched area to indicate no stopping outside pupils' entrance. Traffic control signs and road markings. Road markings repainted as required. Teacher supervision at pupil collect time. Guidance in Parent handbook. Pupil marshal at zebra crossing to manage traffic and pupils using the crossing due to increase in numbers using this route 	2	5	10	Grounds Drivers Parents
Vehicle collision with pedestrians on back lane	Injury/ death	<ul style="list-style-type: none"> Supervision and control of pupils in this location when buses using the back lane No access to playing fields car park after 8am Access to Orchard car park controlled by traffic marshals during bus arrival and departure times 	2	5	10	Grounds Drivers Parents
Vehicle collision with pedestrians – sacristy, Tower and Chapel car park area		<ul style="list-style-type: none"> Area access controlled by barrier other than 8am to 9pm and 3pm to 5pm. Bus drivers asked to take care when reversing. Supervisor on duty from 3.30pm to control any pupils who arrive in area early. This is not a through route. 	2	5	10	
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"> Playground closed to traffic from 9am to 3.30pm daily. Pedestrian crossing between Art entrance and the Limes. 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. 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. 	2	5	10	

Hazard	Potential harm	Safety Procedures	L	S	O	Person(s) Responsible
Irresponsible driving on site – member of sixth form	Injury/ death	<ul style="list-style-type: none"> • Sixth formers can only park at the school when a permit to park issued. • Permit requires parental permission, agreement of Head of Sixth Form, signing of code of conduct, proof of insurance. • Access to parking requires a fob 9am, to 3.30pm. • Sixth formers can only take other pupils in their cars with relevant parental permission. • Sixth formers can only leave site with permission during the school day. • 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. • Sixth form safety briefing by Head of Sixth Form as part of process to gain permit to park on Campus 	2	5	10	
Unauthorised access	Damage to property, intruders, vandalism, pupil welfare	<ul style="list-style-type: none"> • Playground now closed to traffic from 9am to 3.30pm daily. • 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. • Signs advising access to rear of school is for staff and pupils only during the school day. 	2	2	4	
Unauthorised personnel on site	Damage to property, intruders, vandalism, pupil welfare	<ul style="list-style-type: none"> • All visitors must 'sign-in' at the front office and collect a visitor's badge. • Visitors are then accompanied by a member of staff for the duration of their visit and escorted back to reception to 'sign-out'. • Exceptions understood by reception staff. • Signs advising access to rear of school is for staff and pupils only during the school day. • Back drive: staff awareness and prsence of staff from 8.15am 	2	2	4	