# Risk Assessment – General everyday traffic management

<table>
<thead>
<tr>
<th>School</th>
<th>Department</th>
<th>Date</th>
<th>Version</th>
<th>Reviewed date</th>
<th>Assessor(s)</th>
<th>Next review date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Princethorpe</td>
<td>Estates</td>
<td>16.01.18</td>
<td>1.7</td>
<td>16.01.18, 27.08.18, 27.08.19 &amp; 28.08.20</td>
<td>Eddie Tolcher, David Cotton</td>
<td>01.09.21</td>
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<tr>
<td></td>
<td>Pastoral</td>
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## Description of task/activity

### General everyday traffic management

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 3.00pm to 4.00pm).

### Changes in bold

2020-21 – increase in pedestrians using zebra crossing by playground entrance; additional location for buses in morning and evening.

<table>
<thead>
<tr>
<th>Area</th>
<th>Persons exposed e.g.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driveway</td>
<td>Teaching/non-teaching staff</td>
</tr>
<tr>
<td>Front of School</td>
<td>Pupils</td>
</tr>
<tr>
<td>Road leading to playground</td>
<td>Contractors</td>
</tr>
<tr>
<td>Access to kitchens &amp; north car park</td>
<td>Public</td>
</tr>
</tbody>
</table>
### 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.

### Likelihood/Severity Risk Rating Chart

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Nil 1</th>
<th>Minor 2</th>
<th>3-day 3</th>
<th>Major 4</th>
<th>Fatal 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very likely 5</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Probably 4</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Possible 3</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Remote 2</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Improbable 1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Hazard</td>
<td>Potential harm</td>
<td>Safety Procedures</td>
<td>L</td>
<td>S</td>
<td>O</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</table>
| COVID-19                                                              | Illness/death        | • Additional locations for buses to allow for social distancing  
• Wearing of facemasks at the beginning and end of the school day  
These are the COVID-10 measures relevant to this risk assessment. The College has issued detailed guidance on COVID-19 safety. | 2 | 3 | 6 | Pupils Staff         |
| Vehicle collision with another vehicle (all areas)                    | Injury/ death        | • 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 Drivers Parents |
| Vehicle collision with pedestrians at front of school                  | Injury/ death        | • 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   | • 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      |
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<tr>
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<th>Safety Procedures</th>
<th>L</th>
<th>S</th>
<th>O</th>
<th>Person(s) Responsible</th>
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</table>
| Vehicle collision with pedestrians at rear of school (see also below) | Injury/ death | • 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 | • 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 | | • Area access controlled by barrier other than 8am to 9am 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 | Council refuse lorry still has access during the school day on 3 days a week.  
Kitchen deliveries take place before 9am.  
• 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 | |
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| Irresponsible driving on site              | Injury/ death                       | • 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 | • 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 | • 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 presence of staff from 8.15am | 2 | 2 | 4 | |