|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Group:** *People* | **Department:** *Schools* | | **Reference:** | |
| **Activity:**  *Vehicle management on and around the school site.* | | **Site:** | | |
| **People at Risk:**  *All staff and students in the vicinity of moving traffic.* | | **Additional Information:** | | |
| **Contact Person**……………..…………..…………..**Job Title:**……………….………………..............**Date:**……..………… | | | | **Review Date:**…………..… |

**Risk Evaluation**

| **Hazard** | **Risk** | **Initial Rating**  **(L, M, H,)** | **Existing Control Measures** | **Final Rating**  **(L, M, H,)** | **Additional Action Required (action by whom and completion date)** |
| --- | --- | --- | --- | --- | --- |
| *Movement of vehicles within the school grounds*  *Movement of vehicles within the school grounds (cont’d)* | *Injuries resulting from contact with moving vehicles*  *Injuries resulting from contact with moving vehicles (cont’d)* | *H* | *A one-way system is in operation to avoid congestion and the need for reversing manoeuvres. Additionally, a 5 miles per hour speed restriction has been imposed within the school grounds. Signs stipulating these arrangements should be provided in strategic positions.*  *Access to the school site is restricted to staff vehicles only. Delivery vehicles may be allowed access after permission has been granted by school staff but, generally, this should be avoided.*  *The school gates will be kept closed during school hours. Access for staff vehicles will be allowed before 8.45 a.m. and after 15.30 p.m. Signs stipulating access arrangements are provided adjacent to the school gates.*  *Students only use the segregated pedestrian route when entering or leaving the school site. They are not allowed in the vicinity of the school car park*  *Parents bringing children to and from play group are allowed in the car park. For this reason, a sign should be displayed highlighting the danger from vehicles when the school gates are open*  *Members of staff should endeavour to reverse into parking spaces each morning. This will eliminate any reversing manoeuvres during school hours if staff needs to leave the school for any reason. If members of staff leave during working hours, safe egress should be monitored by another colleague.*  *Members of staff endeavour to park as close as possible to the school gates if they know in advance that they will be leaving the site during school hours.* |  |  |
| *Movement of parents and visitors vehicles outside the school site* | *Injuries resulting from contact with moving vehicles* | *M* | *Parents and students are encouraged to walk to school to eliminate congestion on the main road.*  *When transport by car is essential, parents and visitors are encouraged to park well away from the school gates and should not park on the ‘keep clear’ road markings under any circumstances. The Northumbria Police Authority assists the school to enforce this requirement whenever necessary. This should ensure safe access for pedestrians and prevent vehicles from obstructing both the main road and the school junction.* |  |  |
| *Movement of vehicles belonging to other site users.* | *Injuries resulting from contact with moving vehicles* | *H* | *Representatives of all groups discuss common traffic issues within an appropriate forum. These could include the Kitchen, Caretaker, Sure Start or Contractor.* |  | *HSC1 form to be used for contractors* |