**Written March 2019**

**PenPych Community Primary School**

**Traffic Risk Assessment**

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| **Hazard Identification** | | | | **Form RA/02** | | | | |
| **RA Ref No.** | | **Work Activity: Traffic Management** | | **Date:** | | | | |
| **ItemNo.** | **Hazards associated with activity** | | **Is the hazard:** | | | **Degree of**  **harm** | | |
| **Likely** | | **Unlikely** | **H** | **M** | **L** |
| A1 | Parents were observed reversing their vehicles and dropping off pupils on the road outside the main reception during the morning pupil drop off period. | | ✓ | |  | ✓ |  |  |
| A2 | Refuse and recycling vehicles coming into contact with pedestrians whilst collecting waste especially during reversing manoeuvres. | | ✓ | |  | ✓ |  |  |
| A3 | Although pedestrian access and walkways are clearly signposted, parents continue to use the drive and encourage pupils to walk with them | |  | |  |  |  |  |
| A4 | Contractors’ vehicles coming into contact with pedestrians. | | ✓ | |  | ✓ |  |  |

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| --- | --- |
| **Key to risk factor** | **Risk Factor** |
| **Likely** to occur x **High** degree of harm | **H** |
| **Unlikely** to occurx **High** degree of harm | **M** |
| **Likely** to occur x **Medium** degree of harm | **M** |
| **Unlikely** to occur x **Medium** degree of harm | **M** |
| **Likely** to occur x **Low** degree of harm | **L** |
| **Unlikely** to occurx **Low** degree of harm (insignificant/trivial) | **L** |

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| **RA Ref:** | **Work Activity Risk Assessment** | | **Form RA/03** |
| **Assessment Date** | 11.3.19 | **Work Activity being assessed: Traffic Management** | **Assessors: PCP** |
| **Review Date** | 11.3.20 |

| Item No. | **Main Hazards**  (Something with the potential to cause harm) | **Risk**  [H,M,L] | **Reason**  (Explain the reasons why you have decided on either a H,M,L risk rating in the previous column. Include the person(s) at risk and the seriousness of the injuries they may sustain) | **Current Control Measures**  (What are you doing already to control the hazard and risk? These controls must be in place and working effectively) | **Residual Risk**  [H,M.L] | **Further Action Required** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes | No |
| A1 | Parents were observed reversing their vehicles and dropping off pupils on the road outside the main reception during the morning pupil drop off period.  Parents park on the pavement blocking access to parents wioth pushchairs.  Parents park behind the crossing barrier on a wide pavement.  Parents park and block the view for the crossing patrol | H | There is no designated drop off point on the road outside reception. Therefore pupils are being dropped off in the road which is in close proximity to other vehicles in the area.  This could result in vehicle on vehicle accidents as well as pedestrians being hit by vehicles resulting in injuries to pedestrians such as fractures, bruises or even death if they are knocked over. | * Parents constantly advised to park appropriately. Work alongside local PCSOs and RCT traffic management van. * Parents reminded via newsletters and text around appropriate parking * Parking behind the barrier reported by Road Safety team on a recent school visit. | L | **✓** |  |
| A2 | Refuse and recycling vehicles coming into contact with pedestrians whilst collecting waste | M | Refuse is collected during the school day. Although vehicles do enter site they are supervised by the caretaker | Refuse and recycling is collected from the school and the vehicles do access the site. Vehicles encouraged to use the area by back of the school parking yard to leave access for pedestrians and other vehicles. | H | ✓ |  |
| A3 | Parents continue to use the drive as an access point instead of the pedestrain walways | M | Parents are using the drive as a walkway particularly at the end of the day | * Parents reminded via newsletters and text around using the pedestrian walkways to access the site. | M |  |  |
| A4 | Contractors’ vehicles coming into contact with pedestrians. | H | Contractors do need to enter site for work or to deliver to the kitchen or reception. The vehicles need to either reverse into the site or out onto the main road. | * Vehicles are encouraged to drive in to the site and turn as it is illegal to reverse onto a main road. * Staff and pupils t remain inside the building when vehicles are reversing. | M | ✓ |  |

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| **RA Ref: A** | **Traffic Management Risk Assessment – Action Plan** | | **Form RA/04** |
| **Resp. Person:** |  | **Work Activity: Traffic Management** | **Date:** |
| **Designation:** |  |

| **Item No.** | **Main Hazards** | **Action (s) Required** | **Date Action to be taken by** | **By Whom** | **Date Completed** |
| --- | --- | --- | --- | --- | --- |
| A1 | Parents were observed reversing their vehicles and dropping off pupils on the road outside the main reception during the morning pupil drop off period. | 1. Write to parents informing them that they should only drop off and collect pupils in the designated drop off |  | Head Teacher |  |
| A2 | During the morning drop off period the home to school transport buse were observed driving in through the school gates at the north entrance at speed in excess of approximately 5 MPH. | 1. SMT to discuss this issue with the drivers of the buses at the time of the observation. 2. Contact Corporate Maintenance and request a surveyor to call to provide advice regarding the enhancing of the existing road markings and introduction of additional signage. | Immediately  Within 1 week  By the end of the week | SMT  Head Teacher  Head Teacher |  |
| A3 | Refuse and recycling vehicles coming into contact with pedestrians whilst collecting waste especially during reversing manoeuvres. | Encourage vehicles to drive in and turn and drive out after pick up | Ongoing | Caretaker  Head Teacher |  |
| A4 | Pupils coming into contact with home to school transport vehicle at the end of the school day in the bus bay area. | 1. Although various control measures have been introduced these have not been formalised. It is therefore recommended that school management should develop a Traffic Management Plan that records all the traffic management arrangements at the school. This document can then be used to inform all relevant people of the traffic management arrangements at the school. | Within 3 months | Head Teacher |  |
| A6 | Parents driving onto school grounds in preperation to collect pupils at the end of the day. Parents sometimes park inappropriately and driving out of the School entrance at speed. | 1. Introduce lock down procedure where no vehicles are moving during collection times. 2. Consider introducing barriers / bollards to areas where illegal / haphazard parking occurs. | Within 4 months | Head Teacher |  |
| A7 | Contractors’ vehicles coming into contact with pedestrians. | 1. Inform / remind contractors that the school operates a lock down type procedure for the morning drop off and afternoon collection periods. 2. SMT to monitor compliance with site traffic arrangements. | By the end of the week  Ongoing | Head Teacher  SMT |  |
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