

Ysgol Gorslas



Procedure for Safe Vehicle Movements at the School

March 2017

Introduction

A safe school

It is a legal requirement that our risk assessment considers all **foreseeable** vehicle risks at our school.

When considering hazards and risks with respect to traffic movement in our school we took into account that drivers, vehicles and pedestrians rarely behave perfectly, hence adequate safety margins were built in wherever practicable.

We recognise that a well-designed and maintained workplace will make transport accidents less likely.

Our school will endeavour to embrace the hierarchy of hazard control principles wherever practicable ERIC PD

- Eliminate
- Reduce
- Isolate
- Control
- Personal Protective Equipment
- Discipline

We will aim to keep vehicles and pedestrians separate whenever possible. We will think about what kind of vehicles move around your school, including less-common vehicles and how much room they need to move safely and we will do what is practicable to embrace the hierarchy of hazard control principles.

We understand that reversing vehicles are a major source of accidents, and the best way of preventing reversing accidents is to make reversing unnecessary.

With respect to our school the L.E.A. is the landlord, and we will consult with the L.E.A and other professional bodies within Carmarthen County Council to ensure that all actions are taken to reduce risk to the lowest practicable level possible.

2. Why We Need To Manage Traffic Safety

Vehicles moving around on the school site could pose a hazard to pupils, staff, visitors, pedestrians, premises and equipment. At our school we do not have a large number of vehicle movements, but we do have a legal duty to identify traffic risks and take steps to manage any risks on the school premises.

3. Our Responsibilities

Our school is responsible for:-

- Carrying out a risk assessment of traffic hazards at the school
- Implementing measures to minimise the risk of injury from traffic
- Keeping records of the significant findings of any risk assessment.
- Consulting and informing the LEA and CCC of issues outside the control / scope of the school that have an impact pupils, parents, staff, visitors to the school

4. Risk Assessment

As with other aspects of the school the risk posed by traffic on the school needs to be specifically assessed.

Note: The school is only legally responsible for traffic at the school – however given the proximity of the public pavement and highway to the school entrance the school has considered issues that could impact on the safety of pupils, parents, staff and visitors.

Our risk assessment has considered the following points:

- **What vehicles come onto site and at what times**
- **How many vehicles come onto site and what type**
- **Site congestion**
- **Site Management including Access and Egress**
- **Reversing vehicles**
- **Pedestrian routes**
- **Vulnerable users including young pupils**
- **Existing control measures**

5. Traffic Measures

Ideally the school would like to ELIMATE all traffic movement, but it does recognise that on an infrequent basis some traffic movement inside the school premises is necessary and this is on an infrequent basis and hence poses additional risks in its self, therefore our traffic measures are realistic and have considered the hierarchy of risk.

5a. Traffic Measures - Normal Conditions

Normal conditions in this context the school refers to time when pupils are in school or when pupils are on the school premises.

ELIMINATE

For the majority of time and when pupils are at the school a decision has been taken to ELIMINATE all traffic movement when practicable. If Elimination is not practicable then the measures outlined in Reduction and Isolation apply.

REDUCE and ISOLATE

Periodically traffic movement is necessary within the school whilst the pupils are at the school. But unless the following conditions are strictly applied without exception when pupils are at the school all traffic movement will be prohibited.

Authorisation to enter the school will must be given by a member of staff who will then take responsibility to ensure that the following counter measures are followed :-

1. All pupils, parents, staff, and visitors to be physically segregated i.e. to be in another area of the school when there is NO traffic movement
2. All traffic movement to be fully supervised using a 'banksman' to guide all traffic during movement. The banksman to be at least 5m away from the vehicle when moving and to remain in full visibility of the driver at all times.
3. Traffic movement to be limited to one vehicle moving at a time and the speed is not to exceed 5mph.
4. Vehicle lights must be adequate and working if applicable
5. Drivers to be made aware of that all spills must be reported and cleaned up quickly (this includes checking the parked area)

5b. Traffic Measures - Abnormal Conditions

Abnormal conditions in this context refers to time when pupils are NOT in school and NOT on the school premises.

During these time vehicles may be required to enter the school premises for a variety of reasons e.g. school maintenance or repairs, staff parking for courses etc. during these extraordinary events the person who organised the work / event is responsible to carrying out a

dynamic risk assessment on site traffic management and to communicate this.

It is not possible to foresee the volume or type of traffic in these situations hence the person carrying out the dynamic risk assessment must consider all the points mentioned in point 4 (Risk Assessment) and those mentioned below before authorising any vehicles to enter the school.

The person carrying out the dynamic risk assessment must inform drivers that :-

1. Traffic speed is not to exceed 5mph.
2. Vehicle lights must be adequate and working if applicable
3. All spills must be reported and cleaned up quickly (this includes checking the parked area).
4. Retain good visibility at all times especially when reversing.

5c. CONTROLS

In addition to the Measures outlined in 5a and 5b with respect to Elimination, Reduction, and Isolation the following Control elements were considered.

- **Signs** - however given the infrequent nature of traffic movement and the measures put in place for abnormal conditions, it was considered that signs would not support further risk reduction.
- **Speed Control** - given the infrequent nature of traffic movement and the measures put in place for abnormal conditions, included verbal instruction of the 5mph limit it was considered that signs to display a speed limit would not support further risk reduction
- **Vehicle Access and Parking** - Our aim is to keep vehicular movement within the grounds to a minimum as outlined in 5, 5a and 5b. Hence, **Parking** on the school grounds will only be considered in Abnormal Conditions (5b) and on a temporary basis. In such circumstances a dynamic risk assessment will have to be carried out and this will have to be communicated to all affected people.
- **Pedestrian Routes** - We recognise that pupils at the school can be unpredictable and therefore by adopting the Elimination, Reduction and Isolation we have negated the need to create dedicated / segregated walk ways with the school.

6. Safe Routes to School including Access and Egress

The school run accounts for significant numbers of car trips leading to congestion around the school gate and increasing parents' fears about their children's involvement in road traffic accidents.

Having carried out a risk assessment the school has identified the following risks.

- Access and Egress
- Traffic Speed
- Traffic Parking

The school has been in touch with Transport and Engineering Division who engaged with the School Patrol section on the school's behalf.

By applying the hierarchy of hazard control principles the school has identified significant issues. The information below details the concerns and highlights some of the agreed countermeasures.

- Access and Egress - the main gate to the school is located approx 1m from a very busy main road, and there is significant risk that a pupil could come into contact with road transport. School staff have pulled pupils back in the past hence the risk is **HIGH**.

The school is concerned that from a hierarchy of hazard control point of view the highest level of control with respect to Access and Egress is **DISCIPLINE**.

Thus, when consideration is given to the fact that pupils as young as 4 years old attend the school, and for the majority these their Road Traffic Awareness / Discipline would be is low or at best developing, the school has identified the control measures as **inadequate**.

The school will make both the Local Education Authority and the Health and Safety Dept aware of its concerns.

- Traffic Speed - the school is located on a busy main road and there is a perception that traffic exceed the 20mph speed limit. Mr Mike Jacob a Road Safety Engineer has agreed to set up survey to determine facts. Based on this information actions will be considered.
- Traffic Parking - some cars park outside the school in unauthorised areas, hence increasing risks due to reduced visibility. The school patrol officers remind drivers but this is having limited impact. The school patrol supervisor has agreed to monitor the situation and put in a range of counter measures aimed at stopping this practice.

The school is very appreciative of the support from Mr Mike Jacob.

Risk Assessment

Location:

Name of Assessor:

Area/Activity:

Designation:

Signature:

Date:

Date for Review:

<u>Item</u>	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
1.	Vehicles on site including. <ul style="list-style-type: none"> • Staff • Deliveries • Visitors 	Pupils Staff Visitors (including parents)	The school has a procedure for Safe and Vehicle Movements in both normal and abnormal conditions	Low	Monitor controls to ensure they are working effectively.	Head Teacher
2.	Struck by road traffic vehicles - pedestrian route into the school from the main road has no segregation and traffic exceeding 20mph speed limit	Pupils Staff Visitors	Green cross code. Crossing patrol in place at the start and end of every day Speed ramps Pupils are handed to parents on school site to supervise when on highway.	High	Pupils to receive Kerbcraft training from CCC's Road Safety Unit	Head Teacher - April 2017

<u>Item</u>	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
3.	Struck by road traffic vehicles - As a result of poor visibility due to some people parking from time to time in non authorised areas.	Pupils Staff Visitors	<ul style="list-style-type: none"> • “No Parking” areas clearly marked/ signed • School patrol reminds people verbally with limited impact 	Low / Medium	School Patrol supervisor to monitor and implement a range of countermeasures to remind drivers of the hazards and risk.	School Patrol Supervisor April 2017