



Traffic Management Risk Assessment Checklist: Vehicle movements & pedestrian safety

SCHOOL NAME: St John Lloyd RC		YES	NO	NOTES
1. Design & layout of pedestrian walkways and pavements				
1. Are suitable and sufficient pedestrian walkways or pavements provided, being free from tripping hazards etc?	Yes*			<p>Pathways and walkways are generally in a good condition.</p> <p>There is a designated walkway with pavement from the rear pedestrian gate (adjacent to vehicle gates) to breakfast club/ KS2 entrance.</p> <p>There is a pavement and designated walkway from the main pedestrian entrances at the front of the school, leading to the main entrance, the separate year 2 entrance and the side gate (single silver).</p> <p>*It was observed that parents and pupils cut through the onsite car parks between 8.00 to 8.30am from the front entrance through the (small visitors car park, in via the double silver vehicle gates) to infant play yard and through to the staff car park, at the same time as staff are arriving at work.</p> <p>It is recommended that the double vehicle gates (silver gates) between the visitor's car park at the front of the school and the infant yard are closed between 8.00 – 8.30am to stop pedestrians from cutting through the car parks when vehicles are moving in the same areas.</p> <p>The car park gates are closed prior to pupils attending site so there is no traffic movement during this period.</p> <p>Gates are closed at 8am and no vehicle traffic from 8:30 am until 3:30pm in junior area (2023)</p> <p>Parents are regularly reminded via newsletter to use the pedestrian gates at the/ side rear of the school for breakfast club entry.</p> <p>Consideration needs to be given to barrier running the length of the pavement to the school building (from rear pedestrian gate to KS2</p>

		<p>building) to segregate vehicles and pedestrians using the walkway 8.00- 8.30am to access breakfast club, as staff are driving onto school site: Referral put to asset board. School have now erected a fence to prevent pedestrian's accidentally running into the road area. (2023)</p> <p>It is also recommended that for peak times 8.45 – 9.15, 2.45 -3.15 the green vehicle gates at the front of the school are closed. This will stop vehicles driving onto site when pedestrians are in the area. At this time the silver vehicle gates between the visitor's car park and infants play yard can be re-opened to allow pedestrian free flow access to the classrooms at the rear of the school for start/ end of the day.</p> <p>The car park gates are closed prior to pupils attending site so there is no traffic movement during this period.</p> <p>Infant green vehicles gates are closed from 8 am. No traffic from 8:30am until 3:30pm (2023)</p> <p>Flying start provision is also on site located at the side of the school with access provided to parents and children via the visitor car park at the front of the school – the provision starts at 9.10am with parents waiting outside from 9am. The green vehicle gates should remain closed until 9.15 or the last parent has left site.</p> <p>Visitors, deliveries, flying start staff, parents etc should be made aware of the new traffic management procedures.</p> <p>Vehicle gates to the staff car park are closed at peak times 8.45 until end of the school day.</p>
2. Are adequate pedestrian crossing points provided, suitably marked and effectively used?	Yes	<p>Area where pedestrians are crossing school car parks have no road markings to make pedestrians or drivers aware that pedestrians may be crossing.</p> <p>Consideration needs to be given to barrier running the length of the pavement to the school building (from rear pedestrian gate to KS2 building) to segregate vehicles and pedestrians using the walkway 8.00- 8.30am to access breakfast club, as staff are driving onto school site: Referral put to asset board.</p> <p>School have now erected a permanent fence to prevent pedestrian's accidentally running into the road area (2023)</p>

			<p>Parents are regularly reminded via newsletter to use the pedestrian gates at the/ side rear of the school for breakfast club entry.</p> <p>Off site: No crossings on <u>road outside the school</u>. Signs and road markings on approach advise drivers of no stopping, parking outside school at vehicle entry points. Signage depicts speed limit and warns of dangers of parking in the area outside school. This was observed to be disregarded.</p>
3. Are blind spots avoided, which could result in pedestrians (unexpectedly) walking into path of driven vehicles?	Yes		<p>If a vehicle is parked in visitor's car park, in the corner space, near forest schools' area – see photograph 1. Pedestrians walking through the silver gates from the infant yard – would not see a moving vehicle, in this space. The driver /moving vehicle would not see pedestrians from this angle.</p> <p>The car park gates are closed prior to pupils attending site so there is no traffic movement during this period (2023)</p> <p>There is also a blind spot in the staff car park, outside the kitchen – when pedestrians cross into the junior yard. See photographs 5,6. It was observed that the cook parks in this area. The cook is in before the start of the school day and doesn't move her vehicle until after lunch – when the carpark is not being used. It is recommended the cook reverse parks when arriving onsite in the morning, this will remove the blind spot when leaving site.</p> <p>The car park gates are closed prior to pupils attending site so there is no traffic movement during this period. No traffic from 8:30am until 3:30pm (2023)</p> <p>*If silver gates between the visitor's car park at the front of the school and the infant yard are closed between 8.00 – 8.30am,- preventing pedestrians crossing. And the green vehicle gates at the front of the school closed 8.45 – 9.15. Preventing vehicles driving in/ out of the visitor's car park. This will physically segregate pedestrians and vehicles and lower the risk. School have now erected a fence to prevent pedestrian's accidentally running into the road area. (2023)</p> <p>Consideration needs to be given to barrier running the length of the pavement to the school building (from rear pedestrian gate to KS2 building) to segregate vehicles and pedestrians using the walkway</p>

			8.00- 8.30am to access breakfast club, as staff are driving onto school site: Referral put to asset board. School have now erected a permanent fence to prevent pedestrian's accidentally running into the road area (2023)
4. Where necessary, are barriers and/or railings provided at appropriate locations to prevent pedestrians (unexpectedly) walking into the path of driven vehicles, such as gateways, entrances, corners, and blind spots?			<p>High numbers of pupils' access breakfast club. – Pupils also play in area outside junior hall, as part of the breakfast club provision. The barrier would prevent pupils from running into the car park and stop people cutting through school as short cut to the front of the building/ main entrance via school yards and visitors car park.</p> <p>The car park gates are closed prior to pupils attending site so there is no traffic movement during this period (2023)</p> <p>Consideration needs to be given to barrier running the length of the pavement to the school building (from rear pedestrian gate to junior building) to segregate vehicles and pedestrians using the walkway 8.00- 8.30am to access breakfast club, as staff are driving onto school site: Referral put to asset board. School have now erected a permanent fence to prevent pedestrian's accidentally running into the road area (2023)</p> <p>If recommendation regarding gate closure procedure is adopted as detailed in 1.1, 1.3 risk with blind spots will be eliminated, and achieve vehicle and pedestrian segregation.</p> <p>The car park gates are closed prior to pupils attending site so there is no traffic movement during this period (2023)</p>
5. Can pedestrians see approaching traffic clearly at all crossing points?	Yes		<p>No designated crossing points on site: Where pedestrians cross in the car parks, the above control measures of closing gates at peak times would segregate pedestrians and vehicles lowering the risk.</p> <p>The car park gates are closed prior to pupils attending site so there is no traffic movement during this period.</p> <p>Gates are closed at 8am and no vehicle traffic from 8:30 am until 3:30pm in junior area (2023)</p> <p>Where pedestrians cross the staff car park – there are clear line of sight for both pedestrians and drivers.</p> <p>See photographs 5,6.</p>

6. Is the lighting adequate, where and when site used during hours of darkness?	Yes		EL in situ. Staff advise that external lighting or borrowed street lighting is sufficient: To be observed in winter months. Consideration to be given to lighting levels for parents accessing fun five at the rear of the school in winter months. New exterior lighting has been installed (2023)
7. Are pedestrian walkways adequately maintained, including the management of ice during winter months?	Yes		Estates Manager to listen out for weather warnings from the Met Office. Grit in preparation, keep a stock of salt, order October onwards. - Inclement weather and clearing snow and Ice risk assessment in situ
8. Are safe areas provided for the picking up and/or dropping off pupils, including those with physical disabilities (where necessary)?	Yes		If a vehicle needs to come on site to drop off or collect. Agreement is made with the Head Teacher. A designated space will be allocated and cordoned off. Any individual arrangements must comply with the onsite traffic management systems.
2. Design, layout and construction of roads, traffic routes & parking areas			
1. Have all reasonable steps been taken to keep vehicles and pedestrians safely apart?	Yes*		<p>*It is recommended that the silver gates between the visitor's car park at the front of the school and the infant yard are closed between 8.00 – 8.30am to stop pedestrians cutting through the visitors and staff car park.</p> <p>The car park gates are closed prior to pupils attending site so there is no traffic movement during this period. Gates are closed at 8am and no vehicle traffic from 8:30 am until 3:30pm in junior area (2023)</p> <p>Parents are regularly reminded via newsletter to use the pedestrian gates at the/ side rear of the school for breakfast club entry.</p> <p>It is recommended that for peak times 8.45 – 9.15, 2.45 -3.15 the green vehicle gates at the front of the school are closed. This will stop vehicles driving onto site, when pedestrians are in the area. At this time the silver vehicle gates between the visitor's car park and infants play yard can be re-opened to allow pedestrian free flow access to the classrooms at the rear of the school for start/ end of the day.</p> <p>Infant green vehicles gates are closed from 8 am. No traffic from 8:30am until 3:30pm (2023)</p> <p>Consideration needs to be given to barrier running the length of the</p>

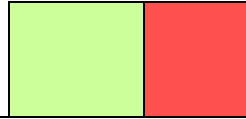
			pavement to the school building (from rear pedestrian gate to KS2 building) to segregate vehicles and pedestrians using the walkway 8.00- 8.30am to access breakfast club, as staff are driving onto school site: Referral put to asset board. School have now erected a permanent fence to prevent pedestrian's accidentally running into the road area (2023)
2. Are traffic routes, entrances and gateways wide enough, particularly if they are shared with pedestrians?	Yes		
3. Does the design and use of the site roadways ensure that congestion, which may result in increased risks to pedestrians at the site, is avoided?	Yes		No onsite roadway - car park only: Office staff and Head Teacher, D.Head Teacher, park in visitor's car park at the front. All staff liaise with Estates Manager regarding spaces and permit to park in staff car park at the rear – due to limited space.
4. Are one-way systems and/or parking restrictions (eg double yellow lines) used to best effect to reduce the risk of accidents?	NA	NA	
5. Do vehicle routes avoid sharp and/or blind bends?	Yes		
6. Are delivery/loading operations carried out in a designated area and/or away from passing traffic, pedestrians, etc?	Yes*		Bin store located in staff car park – refuse collection arranges before the start of school. It was observed that deliveries, pulled into the visitor's car park at peak times, and reversed out onto a busy street. Where possible deliveries should be arranged out of peak times and vehicle gates closed to prevent vehicles driving onto site at peak times. It is recommended that the green gates are kept closed at all times to prevent unauthorized access. School have now erected a permanent fence to prevent pedestrian's accidentally running into the road area (2023)
7. Are roads and parking areas etc well constructed, and free from obstructions and other hazards?	Yes		Minibus parked on grass, alongside bin store, or directly outside of school. Designated parking bays
8. Are the roads adequately maintained, including the management of ice during winter?	Yes		Estates Manager will grit all pathways during inclement weather
9. Are roadways marked where necessary (eg indicating the right of way at junctions, no entry etc)?	NA	NA	Designated parking bays in situ – road markings present outside school.
10. Is the lighting adequate, where and when site used during	Yes		Emergency Lighting in situ. Staff advise that external lighting or

hours of darkness?			borrowed street lighting is sufficient: To be observed in winter months. Consideration to be given to lighting levels for parents accessing fun five at the rear of the school in winter months. New exterior lighting has been installed (2023)
11. Have physical measures (ie speed bumps) been introduced to limit speed of vehicles?	NA	NA	
12. Have speed limits been applied to the roadways, and is appropriate signage displayed?	Yes		5mph signage to be displayed on staff car park area (2023).
13. Are drivers adequately informed of site rules, using appropriate safety signage?	Yes		5mph signage to be displayed on staff car park area (2023) No parking outside the school gates signs are displayed. Gates opening times signs are visual
14. Is the safety signage clear and compliant with statutory requirements (e.g. Safety Signs & Signals Regs)?	NA		
3. Reversing			
1. Has the need for reversing on site been avoided and/or minimised?	Yes		Minimised, only required for parking. It is recommended that all vehicles reverse park in the car park.
2. Has the distance vehicles have to reverse been minimised?	Yes		Minimised due to small car park, however reversing may take place when driving in/ out of designated bays. . It is recommended that all vehicles reverse park in the car park.
3. Where required, have reversing areas been adequately marked &/or designated?		No	No designated area – car park only, with space to drive in/ reverse out of bay only.
4. Have pedestrians been excluded from reversing areas, using barriers and/or signage?	Yes*		As detailed in sections above – no designated area, however, need for reversing is minimised due to size and space of car park. *It is recommended that the silver gates between the visitor's car park at the front of the school and the infant yard are closed between 8.00 – 8.30am to stop pedestrians cutting through the visitors and staff car park. The car park gates are closed prior to pupils attending site so

			<p>there is no traffic movement during this period. Gates are closed at 8am and no vehicle traffic from 8:30 am until 3:30pm in junior area (2023)</p> <p>Consideration needs to be given to barrier running the length of the pavement to the school building (from rear pedestrian gate to KS2 building) to segregate vehicles and pedestrians using the walkway 8.00- 8.30am to access breakfast club, as staff are driving onto school site: Referral put to asset board.</p> <p>The car park gates are closed prior to pupils attending site so there is no traffic movement during this period. Gates are closed at 8am and no vehicle traffic from 8:30 am until 3:30pm in junior area (2023)</p> <p>School have now erected a permanent fence to prevent pedestrian's accidently running into the road area (2023)</p>
5. Has the vision of reversing drivers been enhanced, where necessary (e.g. mirrors)?		No	Consideration to be given to reversing mirror located near fs building to avoid blind spot – or gates to be closed as detailed above. That would prevent vehicle movements in areas where pedestrians cross.
6. Do suitable arrangements exist for the supervision of reversing drivers, when necessary?	NA	NA	Estates Manager on site until 1pm -School staff will not act as banksmen
4. Management Arrangements			
1. Do site rules include the prohibition of visiting drivers at times when pedestrian volumes are at their highest, where necessary?	Yes*		<p>Infant green vehicles gates are closed from 8 am. No traffic from 8:30am until 3:30pm (2023) Gates are closed at 8am and no vehicle traffic from 8:30 am until 3:30pm in junior area (2023)</p> <p>Consideration needs to be given to additional barriers for segregation of vehicles and pedestrians for breakfast club. A detailed in 1.1</p> <p>School have now erected a permanent fence to prevent pedestrian's accidently running into the road area (2023)</p>
2. Are visiting drivers, including contractors and delivery drivers, made aware of site rules?	Yes		All visitors are directed to main reception, where they are provided with verbal instructions.

			Where possible deliveries or contractors are not arranged for peak times.
3. Are arrangements in place to control &/or supervise the access to certain parts of the site by visiting drivers?	Yes		Contractors only permitted on site – with pre-agreement with Estates Manager or Head Teacher (vehicle gates are closed at peak times) Infant green vehicles gates are closed from 8 am. No traffic from 8:30am until 3:30pm (2023) Gates are closed at 8am and no vehicle traffic from 8:30 am until 3:30pm in junior area (2023)
4. At schools, are pupils supervised during arrival and/or departure at the beginning and end of the school day?	Yes		Parents responsible for their children, until handed over to school staff at breakfast club/ start of the school day. Pupils are released from there classroom or via the main entrance to a parent/ guardian: Year 5/6 pupils are permitted to leave school/ walk home without parent/ guardian, providing the school have written permission. Y6 pupils only 2023-24 Pupils that are transported back and forth to school via the school minibus – separate risk assessment in situ. School support staff and Estates Manager accompanied pupils at all times.
5. Are site rules reinforced when pupils, staff, contractors, etc behave irresponsibly and/or unsafely?	Yes		By Estates Manger / Office Manager/ Head Teacher or Deputy Head Teacher.
6. Has the volume of traffic on the site been minimised, as far as is reasonably practicable?	Yes		Only Teaching staff park on site – Support staff and visitors park in front car park or off site
	Yes		
	?		
	NA	NA	

- Have employees been encouraged to share cars?



COMPLETED BY (SIGNATURE):

PRINT NAME: Lynsey Snelgrove in conjunction with
Head Teacher

DESIGNATION: Health and Safety Officer

DATE: Observations made on 4th October 2018 TIME: 7.50 – 9.00 am

COMPLETED BY (SIGNATURE):

PRINT NAME: Clive Kitchen in conjunction with
Head Teacher Claire Hart

REVIEWED: 4th June 2023

Please see link to traffic management policy

<https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/4525eddd-7c36-4f33-9ce0-320d92f7a237/traffic-management.docx.pdf>