Health & Safety Standard Procedure

Pedestrian and vehicle safety in schools

March 2017
Introduction

This guidance is provided to enable Head Teachers to evaluate the movement of traffic and pedestrians in and around their school site. The HSE has taken an interest in how schools are managing vehicle movements including immediately outside the schools.

Schools must assess the risk from vehicle movements on their premises and manage those risks in line with current workplace transport guidance (e.g. segregation, marking and lighting). Schools must consider in their risk assessment vehicle movements occurring immediately outside the school premises, which may be associated with school activities, such as staff arriving and leaving work, delivery vehicles, school buses delivering pupils and parents collecting and delivering pupils.

To minimise the risks all schools need to:

- Identify who is at risk
- Remove pedestrians from danger areas where possible
- Identify all reversing operations
- Eliminate reversing where possible
- Ensure safe systems of work i.e. provide instructions for responsible staff/drivers; and
- Modify the premises where possible.

Where third party pupil transport organises transport for pupils, they are also responsible for issuing guidance on standards and operation of vehicles and drivers. However, schools are responsible for all health and safety aspects of:

- Any driver the school employs or who is acting on their behalf
- Any vehicle being used on behalf of the school which is not part of the schools fleet, including all safety equipment and features
- All arrangements for vehicle movements on school premises.

To assist schools a generic risk assessment is attached (Appendix 1) to this guidance to enable you to consider the risk factors associated with transportation in and around your school site and make necessary changes in layout or working practices to eliminate or reduce the possibility of an accident occurring.

Further advice and guidance can be obtained from the NPW.

References

HSE – Separating pedestrians and vehicles.

Who is governed by this policy?

All EKO Trust schools.

Establishment Action

- Read the attached guidance
- Complete the attached generic risk assessment (Appendix 1)
- Make any necessary changes as a result of completing the risk assessment
- Ensure that your risk assessment is recorded, stored and available for inspection.
- Ensure that your risk assessment is regularly reviewed, at least annually, if there are significant changes or there is an accident.
Date received:

Planned action:

Action to be taken by ...................... To be completed by ......................

Contact
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**NEWHAM PARTNERSHIP GENERIC HEALTH AND SAFETY RISK ASSESSMENT – VEHICLE MOVEMENT IN SCHOOL SITES**

School/Establishment: ________________________________  Date assessment undertaken:____________________________

Review Date:      _____________________________________                    Signed (name of assessor):________________________

**ACTIVITY: Vehicle movement in school sites**

<table>
<thead>
<tr>
<th>School/Establishment:</th>
<th>Who is affected by the risk?</th>
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<tbody>
<tr>
<td><strong>HAZARD / S</strong></td>
<td><strong>RISK MANAGEMENT – CONTROL MEASURES</strong></td>
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<tr>
<td><strong>PHYSICAL CONTROL MEASURES</strong></td>
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</tbody>
</table>
| Vehicle/s movement on site in the vicinity of pedestrians, which could result in accidents and injury, or collisions resulting in damage | • are pedestrians and vehicles being kept apart as far as possible e.g. by use of separate entrances? are pathways / designated areas provided on site for pedestrians?  
  • are pathways / designated areas for use by pedestrians clearly marked / signed?  
  • can action be taken to control vehicle access e.g.  
    - by use of automated gates with audio / visual link to main office?  
    - by use of attendants who are clearly identifiable i.e. wearing high visibility yellow tabards?  
  • can action be taken to **prevent movement of vehicles on site** during peak pedestrian traffic times i.e. arrival, departure and lunchtimes?  
    - by locking vehicle entrance gates where there separate pedestrian entrance/s are provided? | |
| **TICK (✓) IF IN PLACE** | **IF NOT IN PLACE STATE ACTION TIMESCALES OR INDICATE ADDITIONAL CONTROL MEASURES** | **RESIDUAL RISK RATING** |
| | | High / Medium / Low |
- by closing and securing one of a pair of double vehicle gates to discourage vehicle entry, where no separate pedestrian entrance/s?
- by displaying ‘prohibition’ notices (white lettering / red background) stating the times during which vehicle movement on site is not permitted
N.B. The Emergency services should be notified where entrance gates are locked at specified times during working hours

- are clear warning signs in place e.g. site speed limit, children crossings, emergency exit doors, route shared by pedestrians and vehicles, etc.?
- Is access restricted to staff between 08.45hrs & 15.30hrs

- are there adequate directional signs, arrows / road markings? e.g.:
  - visitor parking areas / employee parking areas / no parking areas
  - Reception and exit routes
  - individual parking bays / parking for the disabled
  - pick up / drop off points for coaches / mini buses

- are pedestrian crossing points clearly marked e.g. ‘zebra’ crossings?

- are barriers required at points outside school gates, parks and playgrounds to prevent children from running on to vehicle routes / public roads?

- do shrubs etc. need to be cut back / reduced in height to improve vision?

- is external lighting adequate?

- are enforcing measures in place e.g. CCTV, disciplinary procedures?

**ORGANISATIONAL CONTROL MEASURES**

- Is a 5mph speed restriction imposed within school grounds with signs displayed in strategic positions?
- Are parents and pupils encouraged to walk to school to eliminate congestion on the road?

- Are parents encouraged to park well away from the school gates and should not park on “Keep Clear” road marking under any circumstances?
- Are employees aware that children must **NOT** be used as signallers e.g. during the reversing / manoeuvring of vehicles?
<table>
<thead>
<tr>
<th>Question</th>
<th>Action</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Have instructions been given to those making deliveries to avoid peak pedestrian times (a prohibition notice displayed at site entrance gate/s)?</td>
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<td>Has consideration been given to the area immediately outside the school gates e.g. is there any ‘knock on’ effect resulting from measures taken?</td>
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<td><strong>Has your school completed an Environmental Visual Audit?</strong></td>
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<td><strong>Reversing</strong> (major cause of accidents)</td>
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<td>Has vehicle reversing been minimised e.g. by use of one way systems, turning circles?</td>
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<tr>
<td><strong>Drivers / Vehicles</strong></td>
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<td>Are all employees aware of site rules about workplace transport safety?</td>
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<td>Are employees’ driving licences checked annually?</td>
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<td>Are there any other foreseeable hazards associated with this particular site?</td>
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<td><strong>List any additional control measures:</strong></td>
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**Assessed by** (please print) ____________________________ **Signed** ____________________________

**Date action to be completed by** ____________________________ **Date completed** ____________________________