

## GENERAL RISK ASSESSMENT FORM

(Please also see: Transport & Vehicle Movement on Site - EXAMPLE Risk Assessment on the [Schools Portal](#) and [Intranet](#))



### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Transport Safety / Vehicle Movement

**Location of activity:** Premise's grounds

<b>Team/School name: Address &amp; Contact details:</b>	Sir Tom Finney Community High School Ribbleton Hall Drive Ribbleton Preston PR2 6EE CONTACT HEADTEACHER	<b>Name of Person(s) undertaking Assessment:</b>	SJ
		<b>Signature(s):</b>	<i>Shaun Jones</i>
<b>Line manager/Head Teacher (Name &amp; Title):</b>	SJ	<b>Date of Assessment:</b>	21.08.23
<b>Signature:</b>	<i>Shaun Jones</i>	<b>Step 5 Planned Review Date: (Annual recommended)</b>	ANNUALLY
<b>How communicated to staff:</b>	DEPT MEETING, emails	<b>Date communicated to staff:</b>	1.9.23

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:		
Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how	Step 3 identify precautionary measures already in place

List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
1. Reversing, speeding or vehicle impact with either other vehicles, a building or a pedestrian:	Staff, pupils, visitors, contractors and other premises users	Death or major injury to pedestrian, damage to building or other vehicle	<ul style="list-style-type: none"> <li>Main and secondary car parks: parking provided for staff and visitors with drop off space to side of reception –. Bays are marked up accordingly and it is advised that cars reverse into spaces to avoid reversing into an open area which may have pedestrians in it. There is a one way system in operation . Side car park is a shared area and primarily for Sure Start use and some overflow parking. Bays are marked up accordingly and it is advised that cars reverse into spaces to avoid reversing into an open area which may have pedestrians in it.</li> <li>Back and side car parks are additional car parking for staff and visitors and contractors. Bays are marked up accordingly and it is advised that cars reverse into spaces to avoid reversing into an open area which may have pedestrians in it.</li> <li>Minibus drop off zone is regulated to start and end of day. Marked bays must be used and drop off and collection can only be made if parked in bay.</li> <li>Vehicles queue stationary to wait for a bay to be free entering via separate gate and exit via one way system adjoining main car park adhering to road signage. All drop off and collection is supervised and monitored by staff with pavement walkway for pedestrian access</li> <li>Roadside parking is available in defined spaces.</li> </ul>

			<ul style="list-style-type: none"> <li>The size and layout of parking areas do not permit segregation of vehicles and pedestrians; pavements and a crossing and walkways are in operation to cross the car parks but pedestrians are reminded to be vigilant and vehicles should not park to hinder pedestrian access.</li> <li>Adequate lighting of car parks and building exits with timed sensor lighting which activate to pre-set times, altered to account for winter and summer time.</li> <li>Communication of speed limit through signage</li> <li>An access route is kept free from obstructions so that in the event of an emergency the emergency services can obtain access</li> <li>Grounds maintenance personnel can safely use grass cutting machinery and will use the most appropriate parking space with enough space to allow machinery on and off a vehicle</li> <li>Storage bins are sited in the back car park in a designated area away from vehicle and environmental waste services can access accordingly</li> <li>Additional controls are considered if a heavier flow of traffic is expected due to a school event.</li> <li>Any staff assisting in car park areas should be visible (<i>eg hi vis jackets</i>)</li> </ul>
2. Ice or snow - Slips of people and vehicles	Staff, pupils, visitors, contractors and other premises users	Falls, collisions, injury and vehicle/ building damage	<ul style="list-style-type: none"> <li>Specific pathways are to be gritted early in the morning notable entrance areas and pathways leading up to them.</li> <li>employee's and/or others to be made aware that the whole of the car park may not be gritted and all staff and visitors must take due care when accessing and leaving school</li> <li>Premises management will continue to remove snow and grit areas of ice as much as possible throughout the day;</li> <li>Individuals are alerted to ice covered areas in particular children and young persons are made aware of the dangers;</li> <li>If any other areas are deemed unsafe then staff will make site/headteacher aware</li> </ul>
3. Security	Staff, pupils, visitors, contractors and other premises users	To discourage contact with undesirable visitors Theft opportunities and bodily and vehicle damage	<ul style="list-style-type: none"> <li>CCTV covers the main carpark and back and side car parks and minibus drop off area and is maintained according to compliance</li> <li>Any concerns should be raised with headteacher</li> </ul>

Signed: 

Name: s jukes Risk Assessor.