



Traffic Management Risk Assessment Checklist: Vehicle movements & pedestrian safety

SCHOOL NAME:
Lakeside Primary
School

YES

NO

NOTES *(where possible please provide photos of issues both positive and negative)*

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

There numerous pathways within the school that are free from tripping hazards examples as pictured below.




<p>2. Are adequate pedestrian crossing points provided, suitably marked and effectively used?</p>	<p>Yes</p>	<p>There are two zebra crossings, both are in the correct location but could benefit from a re-paint.</p> 
<p>3. Are blind spots avoided, which could result in pedestrians (unexpectedly) walking into path of driven vehicles?</p>		<p>Road closure in place 8.30-9.30am and 3-4pm</p>
<p>4. Where necessary, are barriers and/or railings provided at appropriate locations so as to prevent pedestrians (unexpectedly) walking into the path of driven vehicles, such as gateways, entrances, corners, and blind spots?</p>		<p>Following the introduction of the APNR cameras and safer routes to school road closure, railings outside of the premises (on the pavements) have been updated accordingly.</p> 


			 <p>Railings are in place to direct pedestrians to the one zebra crossing and away from the car park as pictured above. Additional zebra crossing has been placed outside the school gates also.</p>
5. Can pedestrians see approaching traffic clearly at all crossing points?	Yes		
6. Is the lighting adequate, where and when site used during hours of darkness?	Yes		On site lighting has been enhanced with additional lighting at the front gate and approaching the building.
7. Are pedestrian walkways adequately maintained, including the management of ice during winter months?	Yes		Head teacher and caretaker listen out for weather warnings from the Met Office. Caretaker lives on site and grits in preparation for ice and snow. The school has a plan of predetermined pathways that will be prioritised for safe access. The school orders a stock of salt ready for the winter. The main pathway to the school office has recently been resurfaced.
8. Are safe areas provided for the picking up and/or dropping off pupils, including those with physical disabilities (where necessary)?		No	Parents are not allowed to park on the school site unless given permission to do so by the head teacher. Exceptions will be granted by the head teacher for disabled or taxi access once the appropriate risk assessment takes place. Cameras are now in place which prevent parents parking outside or dropping off pupils which has made it safer for pupils. The office will complete paperwork required to prevent fines if appropriate.

2. Design, layout and construction of roads, traffic routes & parking areas

1. Have all reasonable steps been	Yes		Cameras are now in operation between 8.30-9.30am and 3-4pm on school days.
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<p>taken to keep vehicles and pedestrians safely apart?</p>	<p>and no</p>		<p>Suppliers and visitors are warned of these as much as possible. Staff are on duty at the main gate from 8.40-9am and 3.30pm when the children are dismissed. This helps minimise risk of accidents as they can supervise if a vehicle does need to gain access.</p> <p>The school has 3 staggered finish times of 3.15pm, 3.25pm and 3.30pm.</p> <p>No vehicle access in or out of the school is permitted between 3-4pm as children are dismissed at the gate in line with the road closure. All children being released at the end of the day are supervised by class teachers, teaching assistants and Senior leaders.</p> <p><u>Nursery</u></p> <p>The Nursery pupils finishing time for the am session is 11.30am and 12.45pm start time for the afternoon session. No vehicle access is allowed during nursery drop off and pick up times.</p> <p>This does not remove the risk from contractors, deliveries or visitors who may visit at these times so the school will need to make these parties aware they are not to enter the site in a vehicle at these times. This could be achieved via signage at the gate or via direct contact.</p> <p><u>The Wellbeing class</u></p> <p>The wellbeing unit has pupils arriving by taxi for 9.30 am. This measure will ensure that taxi do not arrive on site too early and cause a risk to pupils.</p> <p><u>Setting up a safe system for taxi drop offs</u></p> <p>There area staggered times in place for taxi drop off and pick up which are agreed with Cardiff Transport and in conjunction with the parents of the pupils travelling to school in this way.</p> <p>There is an agreed procedure for safe drop off and pick up that includes:</p> <ul style="list-style-type: none">• Approach arrangements to the school• Where each taxi will wait prior to entering and once through the school gates• A member of staff opens the gate to let them in two at a time• All engines are to be switched off on site and cannot be switched on until children
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			<p>are safe</p> <ul style="list-style-type: none"> • No pupil to leave taxi unless accompanied by a member of staff • Staff originally recommended to wear Hi-Viz jackets however, this was discontinued as they were a trigger for the children's emotional health and wellbeing • Gates are closed after the last taxi has left
2. Are traffic routes, entrances and gateways wide enough, particularly if they are shared with pedestrians?	Yes		There are separate pedestrian and vehicle gates, both are sufficiently wide.
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?	N/A		<p>There are separate pathways in place for pedestrians. Vehicles do not enter site other than to use the car park. There are no site road ways other than to the small staff car park. Pedestrians have raised wide pathways within the car park. These are partly protected by railings.</p> <p>The School Street scheme restricts vehicles from entering the road outside the school during set times of day.</p> 
4. Are one-way systems and/or parking restrictions (eg double yellow lines) used to best effect to reduce the risk of accidents?	Yes		The School Street scheme restricts vehicles from entering the road outside the school during set times of day.
5. Do vehicle routes avoid sharp and/or blind bends?	Yes		Visibility is impaired once you leave the staff car park gates due to the wall pillar, however drivers drive into an open space before getting on to the highways, so this is not an issue.

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6. Are delivery/loading operations carried out in a designated area and/or away from passing traffic, pedestrians, etc?		No	There is no designated loading/ delivery bay in the school and limited spaces to put one in place. If there is a large delivery expected then staff organise this to come when no pupils will be around and they park in the middle of the car park.
7. Are roads and parking areas etc well constructed, and free from obstructions and other hazards?	Yes		
8. Are the roads adequately maintained, including the management of ice during winter?		No	Pedestrian route would be prioritised.
9. Are roadways marked where necessary (eg indicating the right of way at junctions, no entry etc)?	Yes		 <p>This 'No Parking' road sign would have been better sign as 'No Entry' consider changing when it comes time to repaint. No parking gives the impression you can still drive through this area that leads to a path towards reception. (The path narrows so if attempted a vehicle would release that it is not a roadway).</p>
10. Is the lighting adequate, where and when site used during hours of darkness?	Yes		
11. Have physical measures (ie		No	One short roadway leading to a small car park. The road way on a bit of a hill. No speed

speed bumps) been introduced to limit speed of vehicles?			bumps needed at present.
12. Have speed limits been applied to the roadways, and is appropriate signage displayed?	Yes		5MPH sign on road markings as you enter the school
13. Are drivers adequately informed of site rules, using appropriate safety signage?	Yes		Consider signage to notify of no access times for visiting drivers/ deliveries/ contractors.
14. Is the safety signage clear and compliant with statutory requirements (e.g. Safety Signs & Signals Regs)?		No	Signs need updating
3. Reversing			
1. Has the need for reversing on site been avoided and/or minimised?		No	Reversing is necessary to get in and out of the car parking spaces. This is unavoidable and no remedies evident in view of the location and size of car park.
2. Has the distance vehicles have to reverse been minimised?	Yes		Only a small car park so minimal reversing can take place. When large deliveries are due the school arranges these for a time when no pupils are present. Delivery vehicles can use the no parking area as a turning point to be able to drive out facing forward. If vehicles need to reverse all the way out to the main vehicle gate then a banks man should be used. Delivery drivers should be informed of this site rule, with school staff acting as banksman if needed
3. Where required, have reversing areas been adequately marked &/or designated?		No	
4. Have pedestrians been excluded from reversing areas, using barriers and/or signage?		No	Reversing should not be taking place when pedestrians are present without the use of a banks man.
5. Has the vision of reversing drivers been enhanced, where necessary (e.g. mirrors)?		No	

6. Do suitable arrangements exist for the supervision of reversing drivers, when necessary?	Yes		Any delivery vehicles permitted on site would be directed in and supervised by the estates manager when possible.
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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		Access to the site is restricted between 8.30-9.30am and 3-4pm.
2. Are visiting drivers, including contractors and delivery drivers, made aware of site rules?	Yes		The school has a health and safety policy relating to contractors on site which contractors have to read and sign. Delivery drivers will have prior contact with the school and they will be directed where to park and informed of site rules. They are also informed of the ANPR cameras in operation and the times of operation.
3. Are arrangements in place to control &/or supervise the access to certain parts of the site by visiting drivers?	Yes		Access is controlled via reception.
4. At schools, are pupils supervised during arrival and/or departure at the beginning and end of the school day?	Yes		Supervised by staff and parents
5. Are site rules reinforced when pupils, staff, contractors, etc behave irresponsibly and/or unsafely?	Yes		Anyone behaving irresponsibly would be challenged verbally. If they repeatedly behave irresponsibly this would be escalated to formal warnings and exclusion from site if needed. This has not been needed before.

6. Has the volume of traffic on the site been minimised, as far as is reasonably practicable?	Yes		
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<p>Have all non essential vehicles been safely prohibited from the site (ie without transferring and/or magnifying risks to pedestrians elsewhere, such as the public highways nearby)?</p>	<p>Yes</p>		<p>There is only a small staff park available for limited vehicles to be on site. This will unfortunately impact on the highways. As people accessing the school will park in the local community.</p>
<p>At schools, has a "safe routes to schools" approach been used to reduce numbers of cars potentially visiting the site and/or using the nearby highways?</p>	<p>Yes</p>		<p>The introduction of ANPR cameras as part of the safe routes to school approach have been in operation for some time. This has had a positive effect on the amount of traffic around at drop of and pick up times. Pupils take part in the WOW scheme. Data is collected daily.</p> <p>The school encourages staff and pupils to use sustainable methods of transport when traveling to or from school. Cycling is encouraged and classes in year 5 have lessons to teach them the national standard of cycling safety.</p>
<p>Have employees been encouraged to share cars?</p>	<p>Yes</p>		<p>Some staff car share, it is encouraged where possible.</p>

COMPLETED BY (SIGNATURE):

DATE:

TIME:

PRINT NAME: RACHEL MITCHELL Headteacher

SLA Health and Safety Officer Rhian Jones