

Appendix 1:

Risk Assessment for the arrival of the pupils. Old Park School 2020-2021

Activity/ Process/ Operation	What are the Hazards to Health and Safety? Risks posed and to whom	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L
Coming onto the car park	Speed Lack of organisation Potential accidents – both human and vehicle due to volume of traffic	H	Speed limit of 5 mph on the car park All drivers are issued with Transport Procedure that must be followed by all staff, drivers and escorts. ID badges to be worn and challenged Signage and direction to be followed Senior Management Team direct the traffic Engines switched off, keys removed from ignition Staff are instructed to support pupil transfers The school has CCTV on the car park The school immediately challenging any errors either by addressing them directly with operators or by contacting L.A. Transport Department.	L
Pupil behaviour/health/anxiety levels	Unable to get out of the vehicle due to being in the line of traffic.	H	Escort informs the school office by telephone and SMT will arrange for familiar members of staff to support pupil. Senior staff may direct a vehicle to advance towards the school without joining the queue through the car park. Procedures are in place to allow this to happen i.e. removal of cones.	L
Positioning of transport	Transport moving before there is clear space, causing disruption and congestion.	H	Transport waits in two queues as per the school procedures for the primary and secondary "Bubbles". A member of the Senior Management Team, wearing a high-visibility jacket, will beckon drivers on.	L
Handover of pupils to school staff	Pupils have no sense of danger and could run into the car park and traffic, gates are open onto the main road at these times.	H	Taxis and minibuses do not allow the children to disembark. A member of school staff, wearing a hi-visibility jacket, will arrive and support the students off each bus in turn. Staff are called as required e.g. to hold a child's hand into school or to assist wheelchair users by pushing them. Staff who are directing the traffic also provide another barrier between the school and road, in the case of a child running.	L
Handover of pupils to school staff	Pupil is not handed over to the school.	H	On opening the vehicle door, the school member of staff in a high vis jacket supports each child as they exit the vehicle. A member of the Administration Team will tick a register of each child's name as they come off the vehicle. Driver and escort confirm that the vehicle is empty. Escort then steps off the vehicle to allow school staff in high-visibility jacket to double-check that vehicle is empty.	L
School doors are open to allow the free flow of children, escorts and staff into the building	Children could run off once they've come through the doors. Visitor checks not completed.	H	There is a member of staff on duty at the main doors to ensure that the children come inside. Staff are positioned in each corridor to supervise the pupils as they transfer to their classrooms.	L

Risk Assessment completed September 2020 by SLT and reviewed annually.