



General Guidance



Example Traffic Management Risk Assessment



Example Traffic Management Plan

Managing Traffic Safety on School Premises

Hirwaun Primary Traffic Management Risk Assessment

Summer Term
2023

Hazard Identification		Form RA/02					
RA Ref No.		Work Activity: Traffic Management			Date: June 2023		
Item No.	Hazards associated with activity	Is the hazard:		Degree of harm			
		Likely	Unlikely	H	M	L	
A1	Parents dropping pupils on roads outside the school during morning drop off period	✓			✓		
A2	Refuse and recycling vehicles coming into contact with pedestrians whilst collecting waste especially during reversing manoeuvres.	✓		✓			
A3	The lack of pedestrian crossings , footpaths and vehicle and pedestrian separation. Pedestrians walking in close proximity to moving traffic.	✓		✓			

Key to risk factor	Risk Factor
Likely to occur x High degree of harm	H
Unlikely to occur x High degree of harm	M
Likely to occur x Medium degree of harm	M
Unlikely to occur x Medium degree of harm	M
Likely to occur x Low degree of harm	L
Unlikely to occur x Low degree of harm (insignificant/trivial)	L

RA Ref:	Work Activity Risk Assessment		Form RA/03
Assessment Date	June 2023	Work Activity being assessed: Traffic Management	Assessors: B Hill
Review Date	June 2024		

Item No.	Main Hazards (Something with the potential to cause harm)	Risk [H,M,L]	Reason (Explain the reasons why you have decided on either a H,M,L risk rating in the previous column. Include the person(s) at risk and the seriousness of the injuries they may sustain)	Current Control Measures (What are you doing already to control the hazard and risk? These controls must be in place and working effectively)	Residual Risk [H,M,L]	Further Action Required	
						Yes	No
A1	Parents dropping off pupils on Glannant Street and Longfield Court during the morning pupil drop off period.	H	<p>There is no designated drop off point. Therefore pupils are being dropped off in the road which is in close proximity to other vehicles in the area.</p> <p>There is a new car park area outside of the school boundary and parents are encouraged to park there and walk into school.</p> <p>This could result in vehicle on vehicle accidents as well as pedestrians being hit by vehicles resulting in injuries to pedestrians such as fractures, bruises or even death if they are knocked over.</p>	<ul style="list-style-type: none"> Cars must be parked safely and not on the yellow zig zag lines HT to regularly remind parents of the dangers associated with parking too close to the school PSCO's informed if any issues occur and RCT traffic team to monitor parking as part of schools traffic programme Parents are encouraged to park in new carpark provided and walk into school Caretaker to supervise and restrict entry of traffic on to the site daily at key points 	M	✓	
A2	Parents driving onto school site for drop off and pick up– school or Flying Start	H	<p>This could result in pedestrians being hit by vehicles resulting in injuries to pedestrians such as fractures, bruises or even death if they are knocked over.</p>	<ul style="list-style-type: none"> No vehicles apart from staff vehicles and deliveries allowed on site Staff to park in allocated car park Deliveries to be before pupils arrive or after they are within school building if possible Signage on main gate to inform of no vehicles other than staff / deliveries allowed on site 	M	✓	

Item No.	Main Hazards (Something with the potential to cause harm)	Risk [H,M,L]	Reason (Explain the reasons why you have decided on either a H,M,L risk rating in the previous column. Include the person(s) at risk and the seriousness of the injuries they may sustain)	Current Control Measures (What are you doing already to control the hazard and risk? These controls must be in place and working effectively)	Residual Risk [H,M,L]	Further Action Required	
						Yes	No
				<ul style="list-style-type: none"> Caretaker to supervise and restrict entry of traffic on to the site daily at key points 			
A3	Refuse and recycling vehicles coming into contact with pedestrians whilst collecting waste especially during reversing manoeuvres.	H	Refuse and recycling is collected from the side of the school near the kitchen. Vehicles use the one way road system. Vehicles have to reverse in to the side entrance because of the positioning of the bins. If pedestrians are in the same area they could come into contact with the moving vehicle. This could result in injuries to pedestrians such as fractures, bruises or even death if they are knocked over.	<ul style="list-style-type: none"> Refuse and recycling is collected before or after pupils arrive. Refuse and recycling services use reversing assistants during reversing manoeuvres. Sufficient lighting is provided by site lighting during the winter mornings. 	M		✓
A4	The lack of pedestrian crossings , footpaths and vehicle and pedestrian separation. Pedestrians walking in close proximity to moving traffic.	H	The lack of pedestrian crossings, footpaths and vehicle and pedestrian separation could result in pedestrians walking in inappropriate vehicular areas. This could result in injuries to pedestrian such as fractures, bruises or even death if they are knocked over	<ul style="list-style-type: none"> Footpaths are located around the school and directly from the main entrance 	M		✓
A5	School Transport vehicle coming into contact with pedestrians whilst dropping off and collecting pupils	H	School transport has to enter the site when there are pupils and parents entering or exiting	<ul style="list-style-type: none"> Times of school transport adjusted slightly to enable safer entry and exit of site Staff member takes children to the bus Bus uses dedicated drop off and pick up point Parents informed of bus collecting and dropping off pupils and to supervise their children appropriately when coming into and leaving school 	H	✓	

RA Ref: A	Traffic Management Risk Assessment – Action Plan		Form RA/04
Resp. Person:	Bethan Hill	Work Activity: Traffic Management	Date: June 2023
Designation:	Headteacher		

Item No.	Main Hazards	Action (s) Required	Date Action to be taken by	By Whom	Date Completed
A1	Parents dropping off pupils on Glannant Street, Longfield Court and Ger y Mynydd during the morning pupil drop off and pick up period.	Write to parents informing them that they should exercise caution and park responsibly when dropping off and collecting pupils Report any issues to RCT traffic team and PCSO's	On going reminders in news letters As needed	Head Teacher Flying Start	
A2	Parents driving onto school site for drop off and pick up– school or Flying Start	Write to parents informing them that they are not to drive on to the school site when dropping off and collecting pupils. This is applicable to school and Flying start provision	On going reminders in news letters	Head Teacher Flying Start	
A3	Refuse and recycling vehicles coming into contact with pedestrians whilst collecting waste especially during reversing manoeuvres	Ensure that refuse and recycling collections take place outside times when pupils are entering and exiting the school site	Immediately	Site manager Head Teacher	Jan 2021

