**Vehicle Movement Risk Assessment**

This template risk assessment is concerned with the movement of vehicles on School sites. A number of general hazards have been noted on the template, along with suggestions for possible control measures. It is unlikely that all of the hazards and control measures will relate to your School, it is therefore essential that the risk assessment is fully personalised to consider the hazards and control measures specific to your School. The potential control measures have also intentionally been left relatively non-descriptive and should be expanded upon.

The hazards and control measures noted on the template below are not exhaustive and it is important that a thorough assessment of your specific site is completed to identify any additional matters that should be included within the risk assessment. When completing your assessment, you should consider:

* The types of vehicles that may be present on site, including: deliveries, waste collections, minibuses, coaches, grounds/ maintenance vehicles, and vehicles belonging to staff, parents/ guardians, pupils and contractors
* Areas where pedestrians and vehicles are likely to be present at the same time (particular consideration should be given to pick-up/ drop-off points at busy periods)
* The layout of traffic routes, including any areas where vehicles are required to reverse and any points where vehicles may achieve higher speeds
* Any areas where visibility is restricted (e.g. tight corners, poorly lit areas, areas with obstructions such as trees/ shrubs, etc.)

The best way to identify hazards will be to monitor vehicle movement areas at various times of day to observe the movement patterns and behavior of pedestrians and vehicles. Although the risk of harm will be highest during the busiest times (pick-up/ drop-off), it is important that consideration is also given to quieter times and less frequent activities (e.g. waste collections, deliveries, etc.).

Although it is not School specific, the HSE guidance document *HSG136 – A guide to workplace transport safety* (available at: <http://www.hse.gov.uk/pubns/priced/hsg136.pdf>) contains a wealth of further information on this topic and it may be beneficial to consult this document when completing your assessment. In addition, the HSE have produced a checklist to help assess the risks of vehicles at work (available at: <http://www.hse.gov.uk/workplacetransport/wtchk1.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term>).

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| ***Risk Rating System*** *Severity or most likely consequence**Likelihood of the incident occurring* | 123*1 = Minor/ No Injury* *2 = Lost Time Injury* *3 = Major Injury/ Fatality**1 = Unlikely/ Infrequent* *2 = Possible/Occasional* *3 = Likely/ Frequent* |
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| *Risk Rating = Likelihood x Severity* | *1 or 2 = Low Risk/ Priority**3 or 4 = Medium Risk/ Priority**6 or 9 = High Risk/ Priority* |

Vehicle Movement Risk Assessment

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| Organisation Name: |  |
| Location / Department:  |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

Assessment

| **Description of Hazard** | **Who could be harmed and how?**  | **Existing Control Measures** | **Risk Rating (1-9)** | **Additional Action Required (Yes / No)** | **Action Ref. No.** |
| --- | --- | --- | --- | --- | --- |
| Pedestrians in vehicle movement areas (lack of pedestrian/ vehicle segregation)  | Pedestrians, particularly pupils, are at risk of being seriously injured by moving vehicles.  | Possible control measures include: * Designated walkways with raised kerbs and/ or barriers
* Clear demarcation of pedestrian routes
* Clear signage highlighting vehicle routes and areas with restricted access
* Crossing points (e.g. zebra crossings, foot bridges) where walkways cross traffic routes
* Vehicle barriers/ bollards to restrict access to pedestrian areas
* Designated areas for larger vehicles (e.g. deliveries, waste collections, etc.) with restricted pedestrian access
* Designing pick-up/ drop-off points to prevent pupils embarking/ disembarking in vehicle movement areas (e.g. using lay-bys with raised pavements)
* Designing pick-up/ drop-off points to prevent pupils needing to cross roads/ vehicle movement areas
* Preventing parents from parking directly outside the School (e.g. with double yellow lines, ‘keep clear’ markings, etc.)
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| Large vehicles reversing  | Any pedestrians present in the area(s) where vehicles are reversing may potentially be struck by the vehicles. | Possible control measures include: * One-way systems to prevent the need for reversing
* Use of ‘banksmen’
* Dedicated ‘reversing areas’
* Deliveries/ waste collections arranged for times when pupils are not present in external areas
* Fitting audible reversing alarms to larger School vehicles
* The use of driver aids (e.g. reversing cameras, parking sensors) for larger School vehicles
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| Speeding vehicles  | Pedestrians may be seriously injured if they are struck by fast moving vehicles.  | Possible control measures include:* Speed restrictions with clear signage
* Speed bumps
* Road width restrictions/ build outs
* The presence of staff during busy times to enforce the speed limit
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| Poor visibility  | A lack of visibility increases the likelihood of pedestrians being struck and injured by vehicles. | Possible control measures include: * Good levels of external lighting
* The use of convex mirrors at blind spots
* Regular pruning of trees/ shrubs in vehicle movement areas
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| ‘Horseplay’ (dangerous/ reckless pupil behavior)  | Pupils may be injured by moving vehicles if they behave recklessly in vehicle movement areas (e.g. running across busy roads, pushing, shoving, etc.). | Possible control measures include: * Locating staff in car parks/ vehicle movement areas during busy times (e.g. pick-up/ drop off) to supervise pupils and help to control traffic
* Taking disciplinary action against any pupil who is seen to behave dangerously in vehicle movement areas
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| Uneven, damaged and/ or slippery surfaces | Hazardous surfaces may lead to vehicles losing control and striking pedestrians and/or buildings/ objects, causing injury to pedestrians and/ or drivers and/ or passengers. | Possible control measures include: * Regular (e.g. weekly/ monthly) inspections of external areas to ensure that they are free from damage (e.g. potholes, uneven surfaces, loose materials, etc.)
* Clearing/ gritting of main traffic routes during periods of snowy/ icy weather
* Not using grounds vehicles on soft ground in wet/ muddy conditions
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| Defective vehicles (applies to School vehicles only)  | Defects with vehicles (e.g. worn brakes) increases the likelihood of collisions with pedestrians/ objects and may result in injury to pedestrians and/ or drivers and/ or passengers. | Possible control measures include: * Maintenance/ servicing vehicles in accordance with manufactures recommendations
* Annual MOTs (where required)
* Pre-use checks by drivers
* Weekly vehicle checks by the Caretaker/ Maintenance Department
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| Unsafe/ untrained drivers  | Dangerous driving behavior increases the likelihood of collisions and may injure pedestrians and/ or drivers and/ or passengers. | Possible control measures include: * Completion of ‘Driver Assessment’ forms (including checks on driving licenses, penalty points, medical conditions, etc.) by all staff who drive on School business upon employment and annually thereafter
* Additional training for minibus drivers (e.g. MiDAS)
* Specialist training for use of grounds maintenance vehicles (e.g. Lantra etc.)
* Reviewing all accidents, incidents and near misses and taking appropriate action if driver error is found to be a cause
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| Carelessly parked cars / cars not parked in designated parking spaces | Can cause obstructions, block access, reduce visibility etc. which increases the likelihood of injury to pedestrians and/ or drivers and/ or passengers.  | Possible control measures include: * Clearly marked and signposted car parking spaces around site
* Regular visual checks to ensure cars are parked correctly
* Designated parking spaces for staff and visitors
* Action to be taken if a vehicle is found to be parked in an undesignated space
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| Use of bicycles in vehicle movement areas | Cyclists could collide with other road users and/ or pedestrians causing injury to themselves or others.  | Possible control measures include: * Providing a bicycle park(s) in a location away from vehicle movement areas
* Providing designated cycle lanes

*or** Informing cyclists that they must dismount from their bicycles prior to entering the site and must walk alongside their bicycle whilst onsite
* Displaying signs to notify cyclists of the above requirement
* Disciplinary action taken if anyone is found to be riding their bicycle onsite
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| Visitors/ contractors who are unfamiliar with the site layout | Visitors could go into unauthorised areas either by car or as a pedestrian and may suffer injuries themselves or injure others. | Possible control measures include: * Clear signage to direct visitors/ contractors around site
* Clearly marked designated visitor car parking
* Clear signage to highlight restricted areas
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| Vehicles colliding with other vehicles whilst on site | Vehicles could collide with other vehicles whilst on site (due to confusion over right of way etc.) and may suffer injuries themselves or injure others | Possible control measures include:* Road markings to illustrate traffic flow in car parks and on site roads (e.g. traffic lanes, route edges, priority at junctions, stop lines etc.) N.B. road markings should be similar to those of public roads for ease of reference, and reflective road paint should be regularly monitored for fading/damage and refreshed where necessary
* Signage to illustrate traffic flow (e.g. stop, give way, no entry, restricted access etc.)
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| Increased site traffic during large-scale events | An increase in site traffic could result in an increased risk of injury to pedestrians and drivers | Possible control measures include:* Vehicle movement being assessed as a hazard (where relevant) on risk assessments completed for specific events, whereby example control measures include:
* Participants being informed of access/ egress and parking arrangements in advance of the event
* Use of temporary signage to direct vehicles
* Designated loading/ unloading areas for set up/ clearance
* Use of traffic marshals to direct traffic. N.B. you should ensure that traffic marshals are adequately trained on their responsibilities and safe working procedures, and issued with hi-visibility vests/jackets
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Action Plan

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| **Action Ref. No.** | **Action Required**  | **Completion Deadline**  | **Responsible Person(s)** | **Completion Date** |
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| Date for Next Review: |  |