Guidance for Traffic and Pedestrian Management on School and Educational Establishments
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Example of a completed risk assessment form
The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes:

- Construction of walkways, parking areas and roadways to ensure that they are suitable for the purpose for which they are used
- Organisation of pedestrian and traffic routes to enable people and vehicles to move around safely

The Management of Health and Safety at Work Regulations requires employers to carry out a risk assessment to identify the nature and level of risk associated with work activities. This document sets out what is required of Board of Governors and Principals and is designed to assist with the risk assessment of traffic and pedestrian movements. It provides guidance on the specific risks and how these can be effectively managed.

Cars and other types of vehicles, for example, minibuses, delivery and maintenance vehicles, parents and staff arriving and leaving are common on school sites. Traffic on and around school sites must be actively managed and everyone has a role to play in ensuring the safety of children and adults.

Schools and other educational establishments are responsible for:

- Carrying out a risk assessment of traffic hazards on site
- Implementing control measures to minimise the risk of injury from traffic

Effective traffic management on a school site comprises:

i) physical measures that can be put in place to segregate pedestrians from vehicular traffic

ii) an effective supervisory regime to ensure the actions outlined in the school’s traffic risk management plan are adhered to

iii) clear communication with parents, visitors and suppliers and raising awareness of safety issues with pupils.
Risk assessment process

Step 1: Identification of hazard

Look at what you are doing already; think about what controls you have in place and how traffic and pedestrian movement is organised on your site. A plan of the site can help you see where vehicles are operating, and where any dangers might be. The following list indicates things that you should consider when trying to identify the hazards associated with vehicle activities and who is in danger.

1. Check the layout of routes is appropriate for the vehicles and pedestrian activities on your school site. For example:
   - Are vehicles and pedestrians, especially children, kept safely apart? e.g. separate entrances, separated by permanent or temporary barriers, supervised by staff
   - Are traffic route surfaces well constructed and maintained on a regular basis?
   - Are there suitable pedestrian crossing points on vehicle routes and are they clearly marked?
   - Are there suitable parking areas for all parking needs?
   - Are there any sharp or blind bends?
   - Is there a one-way system in place to minimise the need for reversing on site?
   - Is there a speed limit?

2. Consider what vehicles come onto site, how many and at what times?
   - Do vehicles include buses, taxis, parents’ cars, delivery lorries etc.?
   - Are there periods when there are large numbers of vehicles in a short duration?

3. Check that vehicle traffic routes are suitable for the type and number of vehicles that use them. For example:
   - Are they wide enough?
   - Are they free from other obstructions and other hazards e.g. unloading bays located away from steep gradients?
   - Are routes well maintained?
   - Is access maintained for emergency vehicles?

4. Check that suitable safety features are provided where appropriate. For example:
   - Are the roadways marked to indicate the right of way at junctions or traffic direction?
   - Is there a need for direction signs, speed limit, No Entry?
   - Are the times when vehicles are prohibited from entering or leaving the site (if applicable) enforced?
   - Is there suitable lighting on the traffic route?
Step 2: Assessment of risk

Once you have identified the hazards and who is in danger, you should think about how likely it is that an accident will happen and, if it does, how severe the injury is likely to be.

The risk posed by each hazard is the chance that somebody will be harmed and how seriously they might be harmed. Transport accidents are usually serious, or at least have the potential to be serious.

Having decided how much risk a hazard is causing, you can think about whether the existing precautions you have in place are adequate or whether further control measures are needed.

The following are possible control measures to reduce the risk from vehicle movements. These are indications of good practice rather than prescriptive for all sites.

**Buses/minibuses**
Where buses come onto the school site this can be an area of high risk. The following precautions could be taken:

- Provide a designated bus stop
- If the school is served by a large number of buses consider designating and marking bus parking bays. Bays could be numbered and the buses should use the same bay every day to ensure pupils know where to find their bus.
- **If possible buses should not reverse on the school site. Where reversing is required this should take place before pupils come out of lessons.** All buses should be reversed into their bays before the end of school. This will need close monitoring by the school to ensure that bus companies meet this requirement.
- Bus bays and stops should, as far as possible, be located so that pupils can enter a safe pedestrian area immediately on alighting the bus
- If a bus has not arrived for an after school pick up pupils should be held back in a safe area – for example hall or playground.

**Supervision**
The level of risk from traffic movements on site will determine the level of supervision required.

- A small primary where children are collected by parents at the gate i.e. no traffic movements on site will require minimal supervision
- A large busy site may require several members of staff at the start and end of the school day
- Staff should be proactive in supervising and challenge unauthorised, inappropriate parking, steering pupils away from traffic hazard areas, supervising bus collections, monitoring bus contract performance e.g. are buses/taxis arriving at the required time
- Staff involved in supervising need to be clearly identifiable to traffic and pupils – wear high visibility vests or jackets

**Signs**
Ensure there is clear information for site users. This could include:

- Entrance and exit signs
• Appropriate site speed limits
• Directions for deliveries
• Designated pick up/drop off points
• Directions to the main entrance/reception and visitors parking provided at the site entrance
• One way signs (road signs or road marking)
• Consideration of no parking zones outside schools

**Speed control**
• On larger sites where there are specific issues with speeding or where it is critical for drivers to slow down then speed humps could be used to physically force drivers to reduce their speed
• On smaller sites the constricted nature of the space itself is usually enough to limit speed

**Pedestrian routes**
• Separate access for pedestrian and vehicles if possible
• Acknowledge that pupils rarely walk in single file; that parents collecting children may bring prams and that people walking between two points will normally take the shortest route

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**Step 3: Record the assessment**

There is an example of how a risk assessment could look, to help you when you do your own, Appendix 1. The risk assessment section of the health and safety manual for Principals and Governors will assist in rating the risks.

**Step 4: Review the assessment**

You should review the risk assessment form regularly, to check that it is still relevant. New hazards may emerge when you introduce new vehicles, change the traffic routes or there are increases in vehicular/pedestrian movements.

**Further Reading**

Risk Assessment, section 13, Health and safety manual for Principals and Governors,

Five Steps to Risk Assessment. INDG 163 HSE

Workplace transport safety – An employer’s guide HSG 136 HSE Books 2005 (£11.50)

Workplace transport safety – An overview Leaflet INDG 199 HSE Books 2005
### Traffic and Pedestrian Management Risk Assessment Proforma – To be completed as a Documentary Record of Risk Assessments and signed by Principal, school health and safety co-ordinator

<table>
<thead>
<tr>
<th>School</th>
<th>Activity</th>
<th>Traffic and pedestrian management</th>
<th>Review Date</th>
</tr>
</thead>
</table>

**Assessment completed by:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Persons Exposed and How</th>
<th>Current Controls</th>
<th>Further Action Necessary</th>
<th>Action by Whom</th>
<th>Action by When</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor site layout, changes of level, poor conditions of walkways/roads on site (regular movement of pedestrians around school site)</td>
<td>Employees Children Parents Visitors Contractors Slips, trips, falls – fracture, cuts, bruising</td>
<td>• Change of levels indicated where necessary • Surface well constructed and maintained on a regular basis • Maintained external lighting • Main traffic areas/routes gritted when frosty, snow cleared</td>
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<tr>
<td>Poor visibility, regular high volume movement of pedestrians outside the school gates/gaining access to school site</td>
<td>Employees Children Parents Visitors Contractors Collision with vehicles - fracture, cuts, bruising, major injury</td>
<td>• Speed limit in place • Adequate signage to warn of hazards/limit parking at school entrance • Directional signs clear and well sited • Lollipop person operating/controlling crossing points</td>
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<tr>
<td>Hazard</td>
<td>Persons Exposed and How</td>
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<td>Further Action Necessary</td>
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<td>Action by When</td>
<td>Completed</td>
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<tr>
<td>Poor site layout - inadequate segregation of pedestrians and vehicles</td>
<td>Employees, Children, Parents, Visitors, Contractors</td>
<td>- System in place to keep vehicles and pedestrians separated</td>
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<td></td>
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<td>- One way system</td>
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<td>- Walkways clearly marked</td>
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<td>- Speed limit in place</td>
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<td></td>
<td></td>
<td>- Supervision of children to safe access and egress routes</td>
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<td></td>
<td></td>
<td>- Provision of high visibility clothing for supervisors</td>
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<td></td>
<td></td>
<td>- Employees, pupils, parents, visitors and contractors informed of safe movement procedure</td>
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<td></td>
<td></td>
<td>- Marked parking bays</td>
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<tr>
<td></td>
<td></td>
<td>- Adequate signage to warn of hazards</td>
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<tr>
<td></td>
<td></td>
<td>- Directional signs clear and well sited</td>
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<td></td>
<td></td>
<td>- Parking of vehicles only allowed in marked spaces</td>
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<td></td>
<td></td>
<td>- Reversing of vehicles avoided unless absolutely necessary</td>
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<td></td>
<td></td>
<td>- No access to site by vehicles during restricted times (registration and home time)</td>
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<td></td>
<td></td>
<td>- Designated parking areas out of bounds to all pupils</td>
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</tr>
<tr>
<td>Poor site layout - reversing on school sites</td>
<td>Employees, Children, Parents, Visitors, Contractors</td>
<td>- One-way system in place to reduce amount of cross traffic</td>
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<tr>
<td></td>
<td></td>
<td>- Reversing of vehicles avoided unless absolutely necessary</td>
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<tr>
<td></td>
<td></td>
<td>- Audible warning devices fitted to minibuses and delivery vehicles</td>
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<tr>
<td>Hazard</td>
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</tbody>
</table>
| Inadequate signage and road markings                                   | Employees, Children, Parents, Visitors, Contractors                                      | • Speed limit in place  
• Employees, pupils, parents, visitors and contractors informed of safe movement procedure  
• Marked parking bays and directional arrows  
• Adequate signage to warn of hazards                                                                                                               |                           |                |                |           |
| Absence of coordination between the school and delivery vehicles/ minibus/taxis | Employees, Children, Parents, Visitors, Contractors                                      | • Delivery protocol issued to suppliers – site layout, safety rules and hazards  
• Suitable drop off points marked/ communicated  
• Instructed to use caution when driving on site  
• Supervision of children disembarking/ embarking school transport  
• Transport to arrive on site before school day ends  
• Provision of high visibility clothing for supervisors                                                                                         |                           |                |                |           |
| Lack of supervision/horseplay                                         | Employees, Children                                                                      | • Supervision of children to safe access and egress routes  
• Supervision of children disembarking/ embarking school transport  
• Provision of high visibility clothing for supervisors  
• Suitable drop off/pick up points marked/ communicated                                                                                         |                           |                |                |           |
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<tbody>
<tr>
<td></td>
<td></td>
<td>• Pupils informed of safe movement and code of behaviour</td>
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</tbody>
</table>

* Please note that this is only a partially completed assessment for illustration purposes.