

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
Drivers and pedestrians arriving at the car park	Speed Lack of organisation Potential accidents – both human and vehicular due to the volume of traffic. Drivers who are not familiar with the car park layout and operations. Pedestrians not looking before crossing roads. Unknown visitors on site.	H	Speed limit of 5 mph on the car park. Two cones restrict entry road and enforce one-way system around and through car park. All drivers are issued with Old Park School Transport Procedure and route map that must be followed by staff, drivers and passenger assistants. Local Authority Transport ID badges are to be worn and shown whenever challenged by a member of school staff. Signage and directions to be followed by vehicles and pedestrians. A member of the Senior Management plus a team of staff, all wearing high-visibility jackets, direct the traffic. Drivers are issued with a route number on a coloured card: yellow or blue. These colours correspond with the two queues of traffic and two entrance doors to school. Engines are switched off when vehicles are parked and keys are removed from ignition when driver not seated. Staff come to the side of vehicles to support pupil transfers from the green lane. Safeguarding information and DSL roles and names are issued to escorts The school has CCTV on the car park and infringements of procedures can be checked afterwards and action taken. The school immediately challenges any errors either by addressing them directly with operators and/or by contacting L.A. Transport Department.	L
Pupil behaviour/health/anxiety levels	Medical situation, challenging behaviour, personal needs to be met etc. Pupil unable to exit the vehicle due to being in the line of traffic. Some Pupils find waiting very difficult.	H	Passenger assistant informs the school office in advance by telephone and SMT arrange for familiar members of staff to support pupil. School issues escorts and drivers with aided language displays and symbol fans for lanyards to support MORE communication. School offers annual training in communication for drivers and escorts to support SEND Pupils. School tel. no. issued to escorts. 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, use of accessible parking bays. Disembarkation whilst in the queue of traffic is avoided as the green lane affords the safest option for pedestrians. Pupils exit vehicles by nearside door.	L

			In an emergency situation SMT on duty would direct as needed.	
Positioning of queuing transport to maximise space on car park and reduce the risk or tail-backs onto the dual carriageway	Transport moving before there is clear space, causing disruption, congestion and grid-lock on car park.	H	Transport waits in two queues as per the school procedures for the yellow and blue routes. Wait at the head of each line to be called. A member of the SMT, wearing a high-visibility jacket, will beckon drivers on when doors open at 8.50a.m. Drivers are asked to vacated the green lane as soon as they have dropped Pupils off and to create spaces for queuing vehicles.	L
Handover of pupils to school staff	Pupils have no sense of danger and could run into the car park and traffic. Main gates are open onto the main road at these times because of the volume of traffic arriving and leaving site. Pupil is not handed over to school staff. Pupil falls from height when using steps. Wheelchair user falls from height on tail-lift.	H	Taxi and minibus staff must not allow the children to disembark until a member of school staff arrives and supports the Pupils off each bus in turn. Staff in high-visibility jackets are on duty for any queries. 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 human barrier between the school and road, in the case of a child running. On opening the vehicle door, the school member of staff supports each child as they exit the vehicle. Particular support is offered where a vehicle has a step. A member of the Administration Team will record each Pupils' name on a tablet computer as they enter the building. The driver accompanies wheelchair users one at a time on each tail-lift and always applies brakes during procedure. Agency staff do not assist with transport duties during first 6 weeks. They only support when lanyard colour changes to green.	L
School doors are open to allow the free flow of children, passenger assistants and staff into the building	Children could run out again once they have come through the doors. Visitors could attempt entry via open doors and not pass the main Reception and safeguarding checks	H	There is a member of Admin staff on duty at both of the open doors to ensure that the Pupils come inside. Visitors must only use the main Reception for entry and Admin staff follow Old Park's Safeguarding protocol for signing them in.	L
End of disembarkation	A pupil is left behind on a vehicle	H	The Driver and Passenger assistant check that the vehicle is empty before leaving the green lane. All Local Authority Transport vehicles must stop at the main gates before leaving site. A member of school staff wearing a high-visibility jacket will double-check that each vehicle is empty before leaving. This may be done by looking through windows or by entering the vehicle itself.	L