

South Baddesley CE Primary School: Transport On Site Risk Assessment

This risk assessment refers to all transport on site at South Baddesley school. It relates to a number of other risk assessments and policies, including:

- Security Policy
- Transport Policy
- Breakfast Club and After School Club Risk Assessments.

Hazard	Cont rol Measures	Who?	When?	Outcome
Visitors on -site using staff car park.	<ul style="list-style-type: none"> - Visitor numbers during the school day are limited. - On occasions where larger numbers of visitors are attending site together, individual arrangements will be made regarding car parking. - Visitors should report to the main school Reception as indicated by the notices in the car park. - Visibility is improved in the car park by lights. 	Admin staff SLT	Ongoing	Low risk
Staff car parking	<ul style="list-style-type: none"> - Staff should park in allocated places where possible. Parking on the grass is permitted if the car park is full. - Driving in the car park should be a maximum of 5 miles per hour. - Staff should not drive their cars into or out of the car park when pupils are embarking or disembarking from the buses. 	All staff	Ongoing	Low risk

	<ul style="list-style-type: none"> - Visibility is improved in the car park by lights. 			
Pupils	<ul style="list-style-type: none"> - Children may not enter the car park without an adult. - Pupil access to the car park is restricted to regulated activities only. - The gate to the car park remains shut at all times when pupils are on site. - Visibility is improved in the car park by lights. 	All pupils	Ongoing	Low risk
School mini buses	<ul style="list-style-type: none"> - Pupils embarking or disembarking from the school mini buses will always be accompanied by a member of school staff. - Pupils are not expected to walk across the car park; the bus pull up in front of the school building. - A member of SBS staff always shuts the school gate after the last pupil has walked through the gate.. - Pupils to wear a seat belt when travelling on the school mini bus. - Pupils not to remove their seatbelts until bus engine is turned off and the driver has told them to unfasten. 	All pupils. All staff.	Ongoing	Low risk
Breakfast Club	<ul style="list-style-type: none"> - Pupils may be dropped at the car park gate. - All pupils must be accompanied from their car 	All parents All pupils Staff	Ongoing	Low risk

	<ul style="list-style-type: none"> - to the gate by an adult. - Parents should reverse into allocated parking bays close to the school gate. - Parents must drive at a maximum of 5 miles per hour. - Parents are reminded to take care when pulling out of the car park entrance and requested to avoid using the entrance to the school car park as a turning circle. - Risk assessment and reminders regularly shared with parents. 			
After School Club/sports	<ul style="list-style-type: none"> - Pupils to be collected from the car park gate. - Parents to wait next to the gate for pupils to be released to them. - Children are only allowed to walk across the car park when accompanied by an adult. - Parents should always reverse into spaces in the car park. - Parents must drive at a maximum of 10 miles per hour. - Risk assessment and reminders regularly shared with parents. - Visibility is improved in the car park by lights. 	All parents All pupils After school club staff	Ongoing	Low risk
After schools club	-Pupils collected from	All parents	Ongoing	Low risk

	<p>Paddington and Elmer exit.</p> <ul style="list-style-type: none"> - Parents to wait next to the gate for pupils to be released to them. - Risk assessment and reminders regularly shared with parents. 	<p>All pupils After school club staff</p>		
Taxi	<ul style="list-style-type: none"> -Taxi collection and drop off is from the front of the school. -Taxi drivers must report to the front office for pupil collection and drop off. -School staff must ensure that pupils enter the car on the school side of the road. -Children must wear seatbelts when traveling in the taxi. 	<p>Pupils Staff Parents</p>	Ongoing	Low risk