







| | | |
|---|---|---|
| RISK ASSESSMENT | Vehicles on school site Access through the school playground | |
| Establishment: East Bridgford St Peter's CE Academy | Assessment by: R. Tomlinson (HT) S. Maynard (Site Manager) Shared with the Trust, Governors & staff and published on the school website. | Date: 20 th January 2025 |



| Hazard / Risk | Who is at Risk? | Normal Control Measures (Brief description and/or reference to source of information). | Additional Control Measures (to take account of local/individual circumstances). | Risk Rating H/M/L |
|--|--------------------------------------|---|---|----------------------|
| Vehicles parked outside school entrance Obscured view Access restricted / blocked Death or major injury to pedestrian. | Parents Pupils Staff Public | <ul style="list-style-type: none"> Reminders to parents for considerate parking through newsletters - to park away from the entrance, danger to children, blocking school bus. Parents encouraged to walk their children to school. Bus bay outside school. Yellow safety zig-zag lines outside of school for no parking. School visitors/deliveries are prebooked to avoid "busy periods". Children have to be collected in a controlled area and are walked to the cars by parents/caregivers. Permission given by parents for Y5&6 children to walk home independently. Mobile phone policy for those children who bring a mobile phone to school for this purpose. School bus has a reserved parking area close to the gates All children using school bus are escorted from the school to the bus stop and vice visa. The "bus children" are never left without a member of staff. A staff member is always present at the schools gates and can remind the children about safe behaviour (eg not running). Road safety covered through PHSE topic with assembly and newsletter reminders. All incidents/ near misses where children/ staff have been placed at increased risk where a vehicle has been involved are to be investigated fully. Staff are trained regularly on what is expected of them when working in the playground. First aiders are always on site, during normal operating hours, to provide help and assistance post incident. | All requests are via newsletters / weekly or direct text message if required. St Peter's and it's staff are committed to the safety of everyone using the facilities however, it is not directly responsible for the safety & parking outside of school. Disabled parking bay on Kneeton Rd | M to L |

| | | | | |
|--|--------------------------------------|--|---|--|
| <p>Access through the playground</p> <p>Playtime / lunchtime. Children running into path of vehicles</p> | <p>Pupils Staff Visitors</p> | <ul style="list-style-type: none"> • The right of way across the playground for our neighbours has been managed over time due to a good relationship. Eg emails, calls, verbal correspondence to when access is required. • Vehicle access is 'over and along' the playground. Cars should not be parked on the school playground, unless exceptional circumstances are mutually agreed. • The gate is padlocked during the school day. Our neighbours have this code for their right of way. • Vehicles not allowed on playground at break / lunch times unless extraordinary circumstances and only with permission / escort. All children told to freeze, stand against the wall/perimeter of the playground and 'wave' at the driver so it is clear to all. • School double gates closed / locked 8.40am-3.30pm. • Pedestrian gate fitted with high level handle and keypad to facilitate right of way access for neighbour at No. 4 only right of way access is through the playground. • Our neighbour has this code too. Other people have this code eg post delivery, window cleaner, friends, family – request to minimise access or have no access during the school day • The padlock code was changed when our new neighbours moved in (January 2024). • CCTV covers the gates • Children are always supervised when in the playgrounds which will reduce the likelihood of an incident. • Children reminded of procedure during safety assembly. • Access control to external school doors may prevent children getting access to this area when they shouldn't be. • Lighting levels are adequate for moving vehicles, if the visibility levels poor due to adverse weather – children will be kept indoors in line with adverse weather policy. | <p style="text-align: center;"><u>Visitors / Deliveries</u></p> <p style="text-align: center;">If you require access to <u>Number 4 The Old school House</u> during school time hours either phone the school office on 01949 20226 OR walk to the main school entrance and buzz for assistance.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: center;">Thank you for your co-operation East Bridgford St Peter's CE Academy</p> | <p>Still remains high due to access right of way / control from school</p> <p>Reasonable steps taken to ensure the site/ playground is safe.</p> |
|--|--------------------------------------|--|---|--|

| | | | | |
|---|--|---|--|--|
| <p>People walking through (during school time)</p> | | <ul style="list-style-type: none"> • All incidents/ near misses where children/ staff have been placed at increased risk where a vehicle has been involved are to be investigated fully. • Staff are trained regularly on what is expected of them when working in the playground. • First aiders are always on site, during normal operating hours, to provide help and assistance post incident. <p>(Visitor) Access across the playground</p> <ul style="list-style-type: none"> • School doors are locked eg old building (fob access), blue gates in the playground to Preschool (fob access). • Main entrance door (fob access), Hall door (fob access). • Staff on playground/lunchtime duty are strategically placed eg near the double blue gates and around the playground. • LOCKDOWN Procedure is practiced eg 5+ bells is for everyone to enter the school, close blinds, confirm pupils using Teams, await all clear with more bells / verbal conformation. | | |
|---|--|---|--|--|

| | | | | |
|---|--------------------------------------|---|--|---------------|
| <p>Delivery vehicles on playground / Reversing vehicles death or major injury to pedestrian, damage to building or other vehicle</p> | <p>Pupils Staff Visitors</p> | <ul style="list-style-type: none"> • Provision of designated delivery points – near blue gates / kitchen. • Minimise vehicles allowed onto site – if gate can be used rather than vehicle on playground then do so. Particularly during start and end of school day. • Physical protection around vulnerable areas of buildings e.g. gates. benches • Ensure a person supervises the safe movement of vehicles. • Hedges and shrubs maintained to ensure maximum visibility. • Sign at front of school (see right) • Gates should be closed / locked whilst delivery takes place. • Permission / escort vehicle on/off site • All incidents/ near misses where children/ staff have been placed at increased risk where a vehicle has been involved are to be investigated fully. • Any incident involving damage to the school building is to be reported immediately to the Head Teacher for further assessment. • Slow speed limit communicated to visitors. • If children on the playground they freeze, stand against the wall/perimeter of the playground and 'wave' at the driver so it is clear to all. | <div data-bbox="1487 245 1939 584">  <p>School Deliveries</p> <p>If you require access to the school playground during school time hours either phone the school office on 01949 20226 OR walk to the main school entrance and buzz for assistance.</p> <p>DO NOT bring vehicles onto the playground without permission / escort.</p> <p>Never leave gates open during a delivery.</p> <p>Thank you for your co-operation</p> <p>East Bridgford St Peter's CE Academy</p>    </div> | <p>M to L</p> |
| <p>Speeding vehicles / death or major injury to pedestrian, traffic accident, damage to building or other vehicle</p> | <p>Pupils Staff Visitors</p> | <ul style="list-style-type: none"> • Ensure a person supervises the safe movement of vehicles when on the playground. • Communication of slow speed limit to staff and visitors. | <p>*users told of risks</p> <p>This risk assessment shared with *users eg food delivery</p> | <p>M to L</p> |

| | | | | |
|--|-----------------------------|--|---|--------|
| Impact with vehicle, building or pedestrian / death or major injury to pedestrian, damage to building or other vehicle | Pupils Staff Visitors | <ul style="list-style-type: none"> • Delivery to school / kitchen must be with permission / escort • Pedestrian routes clearly indicated by path around school playground • Clear rules for parents and regular site users regarding entry to the school grounds with vehicles. • Restricted access for vehicles (e.g. by closing the gates at the beginning and end of the school day). • Restrict delivery times (e.g. to avoid times when there is high pedestrian activity e.g. during lesson changes • Reception/school office clearly identified (e.g. by signage). • Deliveries requested to NOT deliver between 8.20am and 8.40am | <p>*The playground should not be used as car park. <i>eg. Taekwondo on Friday evening may require to park for taking in equipment.</i> *our neighbour has 24hr access across and along the playground</p> | M to L |
| Impact with emergency response vehicle and building or pedestrian / death or major injury to pedestrian, damage to building or other vehicle | Pupils Staff Visitors | <ul style="list-style-type: none"> • All staff and pupils to be moved from the area before the vehicle arrives. • Staff to follow the instructions of the emergency services. • Gates will be unlocked prior to their arrival | Site emergency plan to be followed if appropriate | L |

*users of the playground include: delivery vehicles eg. food deliveries to the kitchen, governors using the playground for car park when attending meetings, builders, contractors, Taekwondo Friday night club user, any other vehicles / users using the playground .
 This risk assessment is available as a paper copy and on the school website.