Operations/Work Activities covered by this assessment:	RISK ASSESSMENT Vehicles on school site - Access through the school playground					
Site Address/Location:	East Bridgford St Peter's CE Academy Kneeton Road East Bridgford Nottingham NG13 8PG		Department/Service/Team:		East Bridgford St Peter's CE Academy	
Assessment Date:	02/11/2026		Lead Assessor(s):		Richard Tomlinson – HT Steve Maynard – Site Sarah Gilmour - Office	
Authorised By:	Chair of Governors: Mrs Judith Johnson. Health & safety Governor: Mr Dan Jones 17/1/2026					
Who Might Be Affected	Employee ☒	Contractor ☒	Visitor ☒	Pupil ☒	Client ☒	Member of Public/Third Party ☒

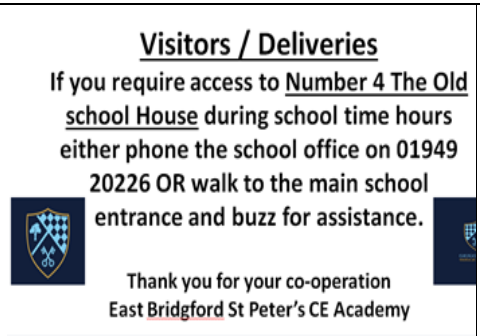
Why this Risk Assessment is important
The movement of vehicles on or near school premises presents a significant risk to pupils, staff, visitors and contractors. Children can behave unpredictably, particularly during playtimes and at the beginning and end of the school day, which increases the potential for serious incidents involving moving vehicles. This risk assessment has been developed to identify hazards associated with vehicle movements, parking, deliveries, emergency access and the legal right of way across the school playground. It outlines the control measures in place to minimise the likelihood of accidents and ensure that vehicle activities are managed safely and responsibly at all times.

The assessment also supports the school's duty of care and commitment to providing a safe environment for everyone who uses the site. By following the controls detailed within this document, the school can reduce risks so far as is reasonably practicable while maintaining necessary access arrangements and daily operations.

The school has applied the hierarchy of controls to manage the risks associated with vehicle movements on site. Vehicle access is restricted, controlled and supervised through measures such as locked gates, fencing and managed delivery arrangements. While the school aims to segregate vehicles and pedestrians wherever possible, complete segregation cannot be achieved due to the neighbouring property's legal right of way across the playground. As this access cannot be eliminated, a combination of physical controls, supervision and safe working procedures has been implemented to reduce the risk to the lowest level reasonably practicable while maintaining legal access requirements

* update - new playground fencing, green gates and perimeter fencing installed throughout August 2026.

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	• Co-operation of parents sought e.g. consideration 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 is accepted by school, from parents/carers, for their child to walk home by themselves. • 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 topics in PSHE lessons / assembly / when highlighted in Newsletter – this message is repeated to whole school in (Achievement) Assembly. • 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 its 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 Requires consideration by (village) drivers, messages for this conveyed in Newsletters, etc

Access through the playground **Playtime / lunchtime.** Children running into path of vehicles	Pupils Staff Visitors	• 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. Copy of this RA. • 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. *On the sound of the playground/vehicle whistle - 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. • CCTV covers the gates • Children are always supervised when in the playground which will reduce the likelihood of an incident. • Access control to external school doors may prevent children getting access to this area when they shouldn't be. • Lighting levels are adequate – there is a motion activated spot light on the corner near the playground blue gates. • 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.		Medium Still remains medium due to access right of way / control from school Reasonable steps taken to ensure the site/ playground is medium risk

People walking through (during school time)		• A 5mph speed limit has been set for any vehicle crossing the playground (Visitor) **Access across the playground** • School doors are locked eg old building (fob access), green 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 (newly installed August 2026) Green gates and around the playground. • LOCKDOWN Procedure is practiced eg 5+ bells is for everyone to enter the school, confirm pupils using Teams, await all clear with more bells / verbal conformation.		

Delivery vehicles on playground / Reversing vehicles death or major injury to pedestrian, damage to building or other vehicle	Pupils Staff Visitors	• 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 Headteacher for further assessment. • A slow-controlled speed limit is expected across the playground (5mph). • *On the sound of the playground/vehicle whistle - All children told to freeze, stand against the wall/perimeter of the playground and 'wave' at the driver so it is clear to all.*		M
Speeding vehicles / death or major injury to pedestrian, traffic accident, damage to building or other vehicle	Pupils Staff Visitors	• Ensure a person supervises the safe movement of vehicles when on the playground. • Communication of slow speed limit to staff and visitors, including external users of the school eg Brownies.	*users told of risks This risk assessment shared / accessible to <u>users</u>	M

Impact with vehicle, building or pedestrian / death or major injury to pedestrian, damage to building or other vehicle	Pupils Staff Visitors	• 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 8.15am and 8.45am	*The playground should not be used as car park at any time, except with permission e*g brownies, village show, contractors, governors meetings* *our neighbour has 24hr access across, over and along the playground – at any time.	M
Impact with emergency response vehicle and building or pedestrian / death or major injury to pedestrian, damage to building or other vehicle	Pupils Staff Visitors	• 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 / laminated plan of the school available	L

Potential Severity of Harm				
	Major	**Medium**	**High**	**High**
	Minor	**Low**	**Medium**	**High**
	Negligible	**Low**	**Low**	**Medium**
		Rare	Possible	Almost Certain
		Likelihood of Harm Occurring		

Definitions	
High	Take appropriate action within agreed period
Medium	Monitor & Review Situation
Low	No Action Required

Signature of Assessor: R Tomlinson	Date: 20/11/2026

Signature of Person Authorising: D Jones (H&S governor)	Date: 20/11/2026