



Risk Assessment

Form Number	
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A. Outline of activity or task to be assessed:

Area: Arrival and Departure of pupils – Bus Bay/ bike park

Site: Severndale Monkmoor Campus

Date of Assessment: 8th March 2021

Date for Re-assessment: 31st March 2021

Assessors: Sarah Downes

Signatures:

Managers: Tracey Mullinder

Signatures:

Hazard is something with the **potential** to cause **harm**.

Risk (R) is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

* **Damage** means ‘Damage to plant, property or environment’.
If computed figure is close to each boundary i.e. 40 or 60 re-appraise after implementation of improvements/new practice or safe systems.
Always err on the side of caution!

B. Risk matrix - This section is used for guidance to complete section C.

		No Injury	Damage*	Minor Injury/ill Health	Over 3 Day Injury/ill Health	Major Injury/ill Health	Fatality
		1	2	4	6	8	10
Likely/Frequent	10	10	20	40	60	80	100
Probable	8	8	16	32	48	64	80
Possible	6	6	12	24	36	48	60
Remote	4	4	8	16	24	32	40
Improbable	2	2	4	8	12	16	20

Low Risk = Up to 40

Medium Risk = 40 - 60

High Risk = 60 - 80

Very High Risk = 80+

Priority of Action

Very High 80+ Will require urgent & immediate action - possibility of stopping work until additional control measures are in place.

High 60 - 80 Action required either immediate or short-term to alleviate risk.

Medium 40 - 60 Action required medium to long-term depending on whether high or low in range.

Low Up to 40 Action may be required long-term or for other service reasons but not essential.

Likelihood (Probability) (P)	X	Severity (S)	
Likely/Frequent - Occurs repeatedly / event only to be expected.	10	Fatality	10
Probable - Not surprised. Will occur several times.	8	Major Injury/ill Health	8
Possible - Could occur sometimes.	6	Over 3 day Injury/ill Health	6
Remote - Unlikely though conceivable.	4	Minor Injury/ill Health	4
Improbable - So unlikely that probability is close to zero.	2	Damage*	2
		No Injury	1

C. Use information from section B to identify level of risk for each hazard

What are the Hazards how the hazard could cause harm	Who might be harmed	What are you already doing (Existing Controls)	Risk Level Low/Med/High	What further actions are necessary	Residual Risk Level Low/Med/High	Action	
						Who	When
<p>1 Vehicles and pedestrians entering the bus bay and parent/carer drop off on the bike park</p> <p><i>Parents/carers/drivers not aware of the 2m not in line with social distancing rules.</i></p> <p><i>Moving vehicles have the potential to cause harm.</i></p>	<p>Staff Students Escorts/drivers Parents/carers</p>	<p>Parking Marshalls and gate marshals on duty. Reserves to check whether they are required or not.</p> <p>2 Gate Marshalls on each gate</p> <p>Council transport, EYFS parents/carers to drop off at bus bay (Hearne Way). Gates open at 08:30 for morning transport and 14:45 for afternoon transport.</p> <p>Parents/carers (except EYFS) to drop off and collect at Bike park entrance (Hearne Way). Gates open at 08:30 for morning transport and 14:45 for afternoon transport.</p> <p>Drivers directed to parking spaces by parking marshals. Where appropriate vehicles should reverse park in to spaces.</p> <p>Parents/carers, escorts, drivers and pupils are to remain in their vehicles until member of academy staff asks them to alight.</p> <p>Parents/carers/escorts only allowed to exit vehicles when there is no moving traffic.</p> <p>All transport escorts and drivers should be wearing High Vis PPE and have ID on show.</p> <p>Parents collecting on the bus bay (walking) must remain on the</p>	<p>Medium</p>	<p>Staff to be briefed on the protocols for social distancing on the bus bay.</p> <p>Site services (parking marshals) to be made aware of protocol. Risk assessment to be share</p> <p>Parents/carers to receive up to date information on transport arrangements.</p>	<p>Medium</p>	<p>Site team Staff</p> <p>SD</p> <p>SD/SH</p>	<p>Every day</p> <p>04.03.21</p> <p>w/c 01.03.21</p>

			<p>designated walkways and not walk between vehicles.</p> <p>Social distancing signage to be displayed.</p> <p>All vehicle engines to be switched off, handbrake engaged and locked if unattended.</p> <p>Vehicle security signage in use</p>					
2	<p>Transfer of care at the - arrival</p> <p><i>Too many people arriving at the same time will not allow for 2m social distancing</i></p>	<p>Staff Students Escorts/drivers Parents/carers</p>	<p>Staff to be wearing an academy issued face mask whilst on the bus bay and maintain good hand hygiene.</p> <p>Staff must be ready to collect students at 08:50 on the bus bay and the bike park.</p> <p>Students and staff to access their zone via their correct entrance on the bus bay: Zone 1 – gate 1 Zone 2 – gate 2 Zone 3 – gate 3</p> <p>Staff to escort pupils from their zone only.</p> <p>Students being dropped off and collected on the bike park will be collected by staff and walked around the outside of their building to their zone. Escorts/parents must stay in the vehicle until called by the Gate Marshal on duty</p> <p>Students/staff to wash hands as soon as they arrive in the school building. Where appropriate students will supervised when using the hand sanitiser.</p>	Medium	<p>Masks to be available in all classrooms. Stock to be requested from Site Services.</p> <p>Senior transport co-ordinator has masks available.</p>	Medium	<p>Site team Staff</p> <p>GS</p>	<p>Every day</p> <p>As required</p>

			<p>Site to check the sanitiser levels every morning and ensure that the pumps are in good working order.</p> <p>All vehicle engines to be switched off, handbrake engaged and locked if unattended.</p>					
3	<p>Transfer of care at the gate – departure</p> <p><i>Too many people arriving at the same time will not allow for 2m social distancing. Moving vehicles have the potential to cause harm.</i></p>	<p>Staff Students Escorts/drivers Parents/carers</p>	<p>Staff to be wearing an academy issued face mask whilst on the bus bay and maintain good hand hygiene.</p> <p>Students to be released to the bus bay in a staggered approach, by key stage.</p> <p>Students and staff to exit via their correct gate on the bus bay: Zone 1 – gate 1 Zone 2 – gate 2 Zone 3 – gate 3</p> <p>Staff must be ready to hand-over students at 15:00 on the bus by and the bike park.</p> <p>Students/staff to wash hands as soon as they leave the school building.</p> <p>Staff remaining on bus bay should help to maintain social distancing.</p> <p>Parents/carers/escorts will be asked to disembark from their vehicles by academy staff and will be able to collect their pupil from the gate.</p> <p>Priority buses must be onsite by 15:00, gates will close at 15:00 and reopen to let priority vehicles leave at 15:10.</p> <p>All vehicle engines to be switched off, handbrake engaged and locked if unattended.</p>	Medium	Masks to be available in all classrooms.	Medium	Site team All staff	Every day

		Identified priority students will be collected from the bike park on Hearne way						
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Identified safe systems of work

- Trained parking marshals onsite
- Social distancing signage to be displayed
- PPE to be worn and safely disposed of by staff
- Hand hygiene to be maintained at all times
- Staff are able to use radios to communicate
- EYFS parents and transport to use bus bay on Hearne Way
- All parents/carers (except EYFS) to use the bike park, off Hearne Way
- Risk assessment circulate to Severdale community and updated on the website

