

Risk Assessment Form

Location/Dept: Main Car Park – COVID 19 Procedures from 1/6/2020		Date Assessed: 14/5/2020			Assessed by: K Richardson DHOA		
Task/ Activity: School Transport Arrivals and Departures		Review Date: 5th June 2020			Reference Number: 1st June 2020 (2)		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
<p>COVID 19 Procedures concerning arrivals and departures of pupils on contract to CWAC and Cheshire East. Also parents bringing their child/children to school.</p> <p>***Social distancing MUST be adhered to at ALL times</p>	<p>High levels of vehicle movement in a concentrated area. Levels of vehicle movement create a potential hazard of impact between pedestrian(s) and vehicles and also between vehicles.</p> <p>Potential hazard of breaching social distancing rules (where practical).</p> <p>Children moving around the area both independently</p>	<p>Pupils School Staff Parents/siblings Contractors Any other site users</p>	<p>There are currently ** contracted vehicles arriving on site, plus up to ** parent vehicles. All vehicles have allocated parking spaces, due to size, accessibility and challenging behaviours.</p> <p>** numbers will vary week by week depending on pupils attending the academy during phased return.</p> <p>AM Arrivals There are 3 members of staff on duty in the morning, all with Hi-vis jackets. (Week beginning 1/6/2020 1 in orange, wearing protective apron and gloves. Masks available as necessary) who has overall responsibility for coordinating collection of pupils one by one from vehicles/parents. This designated member of academy staff carries a radio. 2 members of staff are in yellow, wearing protective aprons and gloves (masks available as necessary) and will coordinate the taking of pupil temperatures on arrival and sanitising hands).</p> <p>A member of staff wearing a yellow hi vis jacket, apron, gloves and mask as necessary will be placed at entrance gate (3 and one on the exit gate), (this position also has the responsibility for shutting the green gate that closes across the top of the ramp that gives access from the lower car park), this gate is kept closed.</p> <p>Vehicles arrive on site and park up. No</p>	5	2		<p>Constant monitoring of vehicles each day as they can change without any warning.</p> <p>Any pupil that is being picked up by a person unknown to staff has to supply a password to a member of staff in orange. This password is agreed with the parent/carer when they inform school of the change in pickup.</p> <p>Orange jacket has the responsibility of checking that the exit gate (5) is closed in the morning before pupils alight from their vehicles and in the afternoon before pupils leave the building to board their vehicles.</p>

<p>and supervised plus a number of wheelchair users supported by escorts.</p> <p>A failure to control/supervise children whilst boarding and alighting.</p> <p>Insufficient parking spaces/areas for the level of contracted school vehicles.</p> <p>Cars/pedestrians coming from the lower car park.</p>			<p>pupils are allowed to exit the vehicles at this time.</p> <p>Should there be any parent pedestrians they are to be asked to wait behind the pedestrian gate 2, adhering to social distancing rules in designated marked areas (where practical). The designated staff member in orange hi vis, apron, gloves and mask as necessary to collect pupils one by one from parents and walk with the pupil to wait in line at the pupil entrance, adhering to marked out areas for social distancing purposes until it's safe to enter the building.</p> <p>The academy gates are closed at 8.50am, any vehicles arriving after this time will queue on the roadway until they are able to access the car park. Once the gates are closed, the member/s of staff in Orange Hi-vis give the signal for which pupils are to be collected by a member of staff from their vehicle.</p> <p>Once the staff member is in position at the vehicle the pupil will be supported to exit the vehicle and then escorted to the pupil entrance by the academy staff member and follow entrance procedures in line with COVID 19 social distancing measures (where practical).</p> <p>Academy staff will adhere to social distancing procedures when entering the academy with a pupil.</p> <p>On entering the academy building 2 members of academy staff in yellow hi vis jackets (?? and ??) will be located inside the academy pupil entrance where ?? will take pupils' temperatures and ?? will sanitise pupils'</p>				
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			<p>hands before a member of the class staff wearing an apron, gloves and mask (if appropriate) escorts the pupil to class. Social distancing will be adhered to during the transition from pupil entrance to the class room (where practical). Staff and pupils will walk to the left hand side of the corridors when moving around the academy so as to minimise the risk of cross contamination and to maintain social distancing.</p> <p>**Pupils will be collected from their transport by academy staff and escorted to the pupil entrance door where they will be supported to sanitise their hands and hve their temperatures taken by academy staff. They will then be escorted by a class member to their classroom. That class member will return to collect the next pupil. Staff will social distance as far as practicable.</p> <p>** To be reviewed week by week during phased return to school. ALL staff who attend pupils MUST wear PPE provided and adhere to the protection, health and wellbeing guidance issued by the academy.</p> <p>Should any pupils be allowed to move into school via the pupil entrance unescorted then they MUST follow social distancing procedures (where practical) and line up in marked areas provided at the pupil entrance. This forms part of their independent travel training.</p> <p>Once all the vehicles are empty, the doors are closed and the member of</p>				
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			<p>staff in charge will give the signal for Gate 5 to be opened and the vehicles are allowed to leave when given the signal by the member of staff in charge.</p> <p>Movement by parents who walk to school is also restricted by the member of staff on the entrance gate to ensure that they remain behind the barrier at all times and that social distancing is adhered to. In the event of any parent pedestrians they are to leave via gate 3 in accordance with social distancing rules (where practical). The process is repeated until all vehicles have delivered pupils onto the site.</p> <p>PM Departures There are 3 members of staff on duty in the afternoon, all with Hi-vis jackets, apron and gloves. Masks available as necessary. Staff member in orange has overall responsibility for coordinating delivery of pupils one by one from the academy building to vehicles/parents. One designated member of academy staff carries a radio. 2 are in yellow, apron and gloves (masks available as necessary) and will coordinate the departure of pupils in line with social distancing rules.</p> <p>Academy staff wearing yellow hi vis, apron, gloves and mask (where appropriate) are placed at entrance/exit gate (3), (this position also has the responsibility for shutting the green gate that closes across the top of the ramp that gives access from the lower car park), this gate is kept closed. Vehicles arrive on site and park up. No pupils are allowed to exit the academy</p>				
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			<p>building at this time.</p> <p>Vehicles are allowed onto the site to park up after 2.45pm as arrivals procedure. The gates are closed at 3.05pm.</p> <p>Should there be any parent pedestrians they are to wait behind the large green gate at all times. Parents are to adhere to social distancing rules at all times within the designated areas (where practical). Staff member will then collect any pupils individually from the academy building and hand over to the parent within social distancing guidelines as appropriate. Parents must leave via the pedestrian gate which is located at the front of the school on to Middlehurst Avenue.</p> <p>Once the gates are closed and all vehicles are parked, a member of staff in orange, apron, gloves and mask where appropriate will support the pupils to exit the building.</p> <p>On departure, pupils from Room 2 to leave their classroom first and be escorted by academy staff to their respective transport. Room 4 pupils will depart from their classroom only when all pupils from Room 2 are on their transport. Pupils from Room 4 will then be escorted to their respective transport by academy staff.</p> <p>The process is repeated with pupils from Room 8 and then Room 10 until all vehicles have delivered pupils onto the site.</p> <p>Social distancing (where practical) will be maintained and adhered to during</p>				
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			<p>the departure of pupils. Staff and pupils are to walk to the left hand side of the academy corridors in order to minimise cross contamination.</p> <p>Once all pupils are loaded and safe, and the staff in orange have been to every vehicle to confirm, the signal will be given to open the Exit gate vehicles leave directed by staff.</p> <p>If there are any vehicles still waiting outside, the process will be repeated. Any pupils with challenging behaviour issues will be supported by class staff, or car park staff as required.</p> <p>This procedure will greatly improve the safety of all pupils and staff and will endeavour to reduce the risks of cross contamination of COVID 19 during the arrival/departure of pupils at the academy.</p>				
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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Car Park Management Plan in the event of Adverse Weather!

VEHICLES - To optimize safety a car park Management Plan is in place to maintain an optimum level of traffic flow and circulation during our pupil drop-off and pick-up times. If we experience heavy snow fall or icy conditions we may only be able to grit a pathway from gate 3, past the pupil entrance and down to gate 5, in this instance we may only authorise a safe number of vehicles onto the car park at any one time. As you arrive you may experience queues, so a concerted effort is encouraged to provide and maintain safe and efficient traffic operations and we ask you to be aware of our neighbours and their property access.

PEDESTRIANS – To optimise safety for our parents and pupils who walk from gate 2 up the ramp to the green gate, the pathway will be gritted, and a coned walk way will be visible across the car park. Staff members will be here to support pupils' safely across the car park.