

## RISK ASSESSMENT FORM

### Part A

<b>DEPARTMENT/ SERVICE</b>		Department of Place							
<b>Assessor/ Person(s) assisting with the assessment</b>		Road Safety Team			<b>DATE</b>	Sept 24 - Jul 25			
<b>TASK / ACTIVITY</b> <small>(Include duration and frequency of task activity)</small>		<p><b>Teaching year 3 pupil's road crossing skills –</b></p> <ul style="list-style-type: none"> <li>• <b>A teacher led classroom session (this must take place before the practical sessions</b></li> <li>• <b>Up to two practical sessions each lasting 45minutes usually a week apart (delivered by the Road Safety Team and Casual Trainers)</b></li> </ul>							
<b>Likelihood of Occurrence</b>	<b>Severity of Outcome</b>					<b>Persons / groups at risk</b>			
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	<b>A</b>	Employees	<b>E</b>	General Public / Pupils
	2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	<b>B</b>	New Employees	<b>F</b>	Visitors
	3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	<b>C</b>	Contractors / Sub-Contractors	<b>G</b>	Volunteers
	4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	<b>D</b>	Young person / Work experience	<b>H</b>	Clients / Service users
	5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	<p><b>Likelihood of occurrence X Severity of outcome = Risk Rating</b></p> <p><b>Example:</b></p> <p>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</p>			

### Part B

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating <small>(refer to chart)</small>	Further action required to eliminate or reduce the risk <small>(who by and Date)</small>	Residual risk rating <small>(refer to chart)</small>
<b>1. Collision with vehicles</b>	Pupils, staff and trainers	Each school has specific risk assessed routes which must be adhered to. Should a route need to be altered on the day the new route must comply with the Pedestrian Training Guidelines 2024/25 and the Generic Risk Assessment. Where possible quieter routes with less	6		

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		<p>traffic will be selected for training.</p> <p>When training outside the usual ratio will be 2 adults to 10 children. Group sizes can be smaller or, on occasion, rise to a ratio of 2 adults with 12 pupils, but this will depend on a range of factors. Not all locations will be suitable for the 2:12 ratio and the final decision will be taken by Road Safety staff.</p> <p>There will be increased adult supervision for those pupils with additional needs and where appropriate there will be fewer pupils per group.</p> <p>Children on both sides of the road are always with an adult. All involved will wear high visibility waistcoats. If trainers/staff feel the group may be at risk due to the action of others for example anti-social driving/riding or aggressive behaviour from members of the public, training will be abandoned.</p>			
<p><b>2. Collision with; static/non static furniture.</b></p> <p><b>Other pedestrians.</b></p>	<p>Pupils, staff, trainers and public</p>	<p>Refer to control measures as specified in the Generic and Site-Specific Risk Assessment.</p> <p>If necessary alternative training routes will be used, which must comply with the Pedestrian Training Guidelines 2024/25 and Generic Risk Assessment</p>	<p>2</p> <p>4</p>		

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<b>Trips and falls</b>		Walk single file where appropriate.  Trainers to walk the route before taking the pupils out, all involved to keep hands out of pocket when walking	4		
<b>3. Visibility</b>	Pupils, Staff, Trainers	All involved will wear high visibility waistcoats. Pupils are informed about staying with the group. Staff to pupil ratio must be adhered to.	3		
<b>4. Weather</b>	Pupils, Staff, Trainers	Pupils and parents to be reminded of appropriate clothing and footwear. Training will not take place in weather conditions which may pose a risk to the group.	3		
<b>5. Lost Child or Child Separated from Group</b>	Pupils, Staff, Trainers	Pupils are briefed about the importance of good behaviour. Pupils are not allowed to run ahead or lag behind. When walking as a group, there will be an adult at the front and back, with pupils in between.	2		
<b>6. Abuse by the Public</b>	Pupils, Staff, Trainers	Competent supervision, avoid conflict, abandon training where appropriate. Report to the school and office.	1		
<b>7. Spread of Covid-19 and other viruses</b>	Pupils, Staff Trainers	<b><u>Prior to Attendance:</u></b> Staff who are too unwell to be at work will not deliver road safety sessions.  In line with BMDC guidance, staff who have tested positive for covid19 will not work outside the home until cleared to do so.	9	For indoor sessions schools to ensure spaces are well ventilated  *Road Safety staff may choose to wear face masks or visors and may choose to distance where appropriate	

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		<p>School to inform Road Safety Team prior to session if they have any special procedures / covid risk assessments in place which will impact delivery (i.e. one-way systems, areas of school with restricted access, requirement for masks/ visors to be worn etc.)</p> <p>Road Safety Staff have access to PPE (wipes, hand sanitiser, masks &amp; visors) which can be used as appropriate.</p> <p><b><u>Upon Arrival:</u></b> Staff to follow usual sign in procedures, leave appropriate contact details and clarify any special procedures</p> <p><b><u>During delivery of training:</u></b></p> <p>Good hand / respiratory hygiene to be maintained</p> <p>Shared equipment to be sanitised /cleaned regularly</p> <p>Dressing up outfits/ hi viz waistcoats</p>		<p>(i.e. in crowded indoor spaces with limited ventilation).</p> <p>*If school risk assessment requires visors / masks to be worn then Road Safety Staff will comply.</p>	

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		to be washed regularly			

### Part C

<b>Links to other risk assessments and or safe working instructions - please state</b>	School site specific Risk Assessment including a map of the training route with crossing locations identified, Generic Risk Assessment for Pedestrian Training, Potential Hazard Checklist, Pedestrian Training Guidelines 2024/25, 'Practical Pedestrian Training' Information for Schools, Accident/incident form (school), Approved list of trainers including up to date DBS, Parental Consent Forms (kept by the school), Road Safety Team Code of Conduct 2023,  <i>T:\Plans &amp; Performance\Transport Planning\Road Safety\Master Documents 2022\Risk assessments</i>		
<b>Name and Sign</b> When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented	Huma Boskani <i>Huma Boskani / Senior Road Safety Officer</i>		<b>Date</b>
			Sept 2024
<b>Review</b> - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?  Please record any changes required and or action taken, then date and sign			
<b>Reviewer Name &amp; Date</b>		<b>Notes</b>	
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