



School / Department Howard House School	Person who carried out the assessment: Hazel Redford	Date of assessment: 04.09.23		Date of previous assessment: 05.09.20	Review date: 07.09.24	Number of pages: 3
Nature of activity: Traffic on site	Location of activity: Howard House School	Date of inspection visit: Sept 2021		Persons involved in assessment: Staff and participants		Staff ratio: 2:1
Hazard Area/Activity	Persons at Risk	Significant risks to Health & Safety	Risk Level	Controls		Post Control Risk Level
Vehicle collision Pedestrian Other vehicles	Students Staff	Damage to vehicle Injury Illness	HIGH	<ul style="list-style-type: none"> When transport by car is essential, parents and visitors are encouraged to park well away from the school entrance. Members of staff should endeavor to reverse into parking spaces each morning. This will eliminate any reversing maneuvers during school hours if staff needs to leave the school for any reason. If members of staff leave during working hours, safe maneuvers should be monitored by another colleague if other persons are in the vicinity of the car park. 		LOW



Vehicles striking stationary objects	Students staff	Damage to vehicle Damage to object	HIGH	<ul style="list-style-type: none">Car parks are laid out in a safe manner and parking bays lined out. All staff are familiar with the car parks.	LOW
Weather conditions effecting car park conditions	Students Staff	Slip, trip, fall	HIGH	<ul style="list-style-type: none">Weather conditions are assessed on a regular basis and school grounds staff will ensure the gritting procedure is implemented during periods of snow and ice.	LOW
Collison between students and vehicles	Students	Serious injury Illness Death	HIGH	<ul style="list-style-type: none">Students always monitoredNo students allowed on the roadStudents to stay out of the car parkStaff on duty points at Start and finish of the school day, break and lunch times.	LOW
School receiving packages	Students Delivery drivers	Damage to packages Leak of data Serious injury	HIGH	<ul style="list-style-type: none">Delivery drivers report to receptionWhere possible deliveries will be made before 9am and after 3pm.Packages to be handed to reception onlyStaff to make sure students are not in the car park when deliveries are being made.	LOW

To be completed by the manager undertaking the risk assessment

Name: Hazel Redford

Job Title: Senior Leader

Signature:

Date: 04.09.22

To be completed by the Senior Manager

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Mr A. Suleman

Job Title: Head of School

Signature:

Date: 04.09.22

NB – if senior managers do not agree that the risk assessment is suitable and sufficient then the assessment must be revised.