

Vehicle movement in schools.

Schools Safety Guide

Document information

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1. Introduction

This guidance will enable the school to consider the risks associated with the movement of vehicles in and around the school site. Pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of others. Roadways and footpaths should be separate whenever possible. You need to consider protection for people near vehicle routes. Traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.

2. Risk Assessments

Schools must assess the risk from vehicle movements on and off the school premises, managing the risks in line with current Workplace (Health, Safety and Welfare) Regulations:

- sufficient lighting to enable people to work and move around safely;
- construction of floors and traffic routes to ensure that they are suitable for the purpose for which they will be used and do not expose users to health and safety risks;
- organisation of traffic routes to enable pedestrians and vehicles to circulate safely;
- the need to ensure that doors or gates which can be pushed open from either side give a clear view, when shut, of the space close to both sides.

The schools must also consider vehicle movements occurring immediately outside the school premises, which are associated with school activities, such as:

- staff arriving and leaving work;
- delivery vehicles;
- school buses and other vehicles delivering and collecting pupils, see SSG for school minibuses;
- parents delivering and collecting pupils.

To minimise the risks schools, need to:

- identify who is at risk;
- remove pedestrians from danger areas where possible;

Apart from collisions, other health and safety risk may present, for example:

- materials falling from vehicles
- noise
- fumes

You will need to consider how you can manage these risks.

Wherever it is reasonable to do so, you should provide separate routes or pavements for pedestrians to keep them away from vehicles. The most effective way to do this is to separate pedestrian from vehicle activity, by making routes entirely separate. Where possible, pedestrian traffic routes should represent the paths

people would naturally follow (often known as 'desire lines'), to encourage people to stay on them;

- identify all reversing operations;
- eliminate reversing where possible;
- ensure safe systems of work i.e. provide instructions for responsible staff/drivers;
- modify the premises where possible.

A model risk assessment for movement of vehicles around school sites is available for use following this [link](#)

3. Third party transport

Where third party pupil transport organises transport for pupils, they are also responsible for issuing guidance on standards and operation of vehicles and drivers. However, schools are responsible for all health and safety aspects of:

- Any driver the school employs or who is acting on their behalf
- Any vehicle being used on behalf of the school which is not part of the school's fleet, including all safety equipment and features
- All arrangements for vehicle movements on school premises

4. Pedestrians and cyclists

A driver, pedestrian or cyclist needs enough time to react successfully if they meet one another (for example, where there is limited visibility or where other noise might mask the approach of a vehicle).

5. Limiting access

Pedestrians should be kept away from areas where vehicles are operating unless they need to be there.

Barriers and markings

Provide separate vehicle and pedestrian access wherever possible. Effective ways to keep vehicles away from pedestrian areas include:

- protective barriers; where needed, provide suitable barriers or guard rails: at entrances and exits to buildings; at the corners of buildings; and to prevent pedestrians from walking straight on to roads.
- provide enough clearance between the vehicles and pedestrians and take care to make sure that fixtures along the route do not create trapping hazards.
- clear markings to set apart vehicle and pedestrians routes; and
- raised kerbs to mark vehicle and pedestrian areas.

Crossing points

Where pedestrian and vehicle routes cross, provide appropriate crossing points for people to use. Pedestrians, cyclists and drivers should be able to see clearly in all

directions. Crossing points should be suitably marked and signposted and should include dropped kerbs where the walkway is raised from the driving surface.

Where the number of vehicles, pedestrians or cyclists using a route is likely to change at regular times, consider preventing pedestrians or vehicles from using the routes at these times, keeping them apart by limiting the use of vehicles on a roadway at the start and finish of the school day, when many pedestrians are likely to be using the area, this can be done by closing gates etc..

6. Information and training

Make sure all employees receive a site induction and that all drivers and visitors report to the school office. Tell them about the site, routes and the layout, safety policies and procedures before they are allowed onto the premises.

7. Further information

Please contact the health & safety unit if you require further information on the movement of vehicles in schools.

Further information on vehicle safety is also available on HSE's website.

<http://www.hse.gov.uk/PuBns/priced/l24.pdf>