

Risk management plan: vehicles on school grounds



Name of workplace: Parramatta North

Name of workplace manager: Kathryn Methven (Principal)

Risk Assessment focus: Vehicles on site

Location Activity	Hazard Identification/Type/Cause	Current Controls	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Start and finish of school	Increased vehicle movement and student activity	Signage and Communication / Risk Assessment Procedures / Policy and Induction Processes in place	1	<p>Define clear dismissal procedures for students.</p> <p>Develop clear guidelines for parent pick up of students from school property. Communicate via website, newsletter</p> <p>Supervision of exit points and car parks.</p> <p>Organise or communicate special drop off points for buses and private vehicles.</p>	K Methven / Executive	Before and after school
	Traffic Volume on main roads of school	RMS School Crossing in place. Albert St	1	Ensure crossing is operating under guidelines determine in agreement between the school and local council or RMS	K Methven	Immediately
	Parents parking illegally to drop off and pick up students	Signage and Communication / Risk Assessment Procedures / Policy and Induction Processes in place	1	<p>Requested to Council for a Ranger to patrol the area.</p> <p>Contact Parramatta Police</p>	K Methven	Immediately

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				Communicate with parents about legalities and enforcement strategies - PNPS Newsletter & Website		
	Special transport taxis dropping off and picking up students with disabilities	N/A	1	special drop off points allocated for students with disabilities supervised by SAO/SAM	K Methven	Immediately
Access and egress from gates	Students use car park gate to enter and exit school.	Signage and Communication / Risk Assessment Procedures / Policy and Induction Processes in place	1	signage erected to indicate no pedestrian entry, Ongoing communication via comm links, staff,parents, students	K Methven	Immediately
	Parents use car park entrance as a drop-off area.	Signage and Communication / Risk Assessment Procedures / Policy and Induction Processes in place	1	car park is in out of bounds area communicated this to whole school community. Request to Parramatta Council for a Ranger to patrol the area. Contact Parramatta Police. (reg)	K Methven	Immediately
	Parents dropping off students with special needs i.e. wheel chairs etc.	Signage and Communication / Risk Assessment Procedures / Policy and Induction Processes in place	1	Communicate with parents and care givers about safe drop-off practices. Review RMS/Council publications, Road Safety issues around schools information for parents and Safe School travel . Supervise pick up drop off by staff member where possible		Ongoing

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				tips for parents and carers.		
			3	Road safety education activities in teaching and learning programs embedded		Term 1 and ongoing
			3	Designated pedestrians areas along the safe paths to walk.		Term 1 and ongoing
Playground area adjacent to car park	Student access to car park e.g. retrieving ball.	Supervision – playground duty	2	Supervision before and after school to focus on this area.	K Methven	Immediately
	students play in the area.	Supervision – playground duty		Assign play areas away from car park.	K Methven	Week 1 / Term 1
	Frequent reversing	Signage and Communication / Risk Assessment Procedures / Policy and Induction Processes in place		Set signpost and monitor speed limit in car park at 5km/h. Communicate to whole school community via newsletter, meetings, email	K Methven	Week 1 / Term 1
				Install barriers to prevent cars accidentally mounting the curb when parking. Check car park lighting works to maximise visibility. Include information about safe play as part of school road safety education program.	K Methven	Commence immediately End term 4

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<p>Access by vehicles to playground</p>	<p>Vehicles can access playground areas</p>	<p>Signage and Communication / Risk Assessment Procedures / Policy and Induction Processes in place</p>	<p>1</p>	<p>Prohibit vehicles entering school grounds. Erected orange traffic bollards to prevent entry - Cleaner and staff designated to put in place daily</p> <p>Communicated with contractors/community users about access to work areas.</p>	<p>K Methven D Jones</p>	<p>Commence immediately</p>
<p>Driveway</p>	<p>Driveway frequently used for deliveries, contractors and by contractors to access the car park.</p> <p>Visibility impaired where driveway turns left due to overhanging trees.</p> <p>Driveway used at some speed by visitors.</p>	<p>Contractor/visitor sign in place</p>	<p>1</p>	<p>Signs in place for visitor/contract parking. Clearly communicated and organised if visitors are parking on site</p> <p>Gates shut daily designated time</p> <p>Set and enforce speed limit.</p> <p>Educate regular visitors and communicate vehicle safety requirements when organising</p>	<p>K Methven D Jones K Methven K Methven D Jones</p>	<p>Immediately</p> <p>End term 4</p> <p>End term 4</p> <p>Commence immediately</p> <p>Commence immediately</p>

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				<p>contractors (use contractors on contract).</p> <p>Organised deliveries and contractors for class times, after hours or school holidays.</p> <p>Used fences and orange barriers to prevent student access to driveways/car parks.</p> <p>Made driveways out of bounds for students at all times.</p> <p>no-unauthorised access sign erected</p> <p>Arranged for waste removal after hours.</p> <p>Constructed a clear pedestrian pathway</p>	<p>K Methven</p> <p>D Jones</p> <p>K Methven</p> <p>K Methven</p>	<p>Commence immediately</p> <p>End Term 4</p>
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<p>School sports carnival, Fetes, Open days, displays and mobile-static display vehicles (health promotion) Sports School/Life Skills Vans</p>	<p>Increased number of vehicles on school site (parents and volunteers).</p> <p>Different student play areas – students will be playing in different areas than on a normal school day.</p> <p>Vehicles parking in different locations</p>	<p>Signage and Communication / Risk Assessment Procedures / Policy and Induction Processes in place</p> <p>Signage and Communication / Risk Assessment Procedures / Policy and Induction Processes in place</p>	<p>2</p>	<p>around the driveway.</p> <p>Front gates closed week days 8:40-3:20. Signage - staff parking only. Designated area for contractors/deliveries. Send out information letter to parents regarding parking areas for the day of the carnival Review RMS/ Parramatta Council publications, Road Safety issues around schools information for parents and Safe School travel tips for parents and carers.</p> <p>Supervision of children – designated areas for children to play.</p> <p>Parent parking off site</p> <p>Vehicles on site need to be in position before participants arrival- (ie students and parents) wherever possible.</p> <p>Vehicles adhere to speed limit at all times.</p>	<p>K Methven</p> <p>K Methven</p> <p>K Methven</p>	<p>Before event</p> <p>During event</p> <p>Before event</p>
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Students riding bicycles	<p>Interaction between bicycles and cars.</p> <p>Interaction between smaller students and bicycles.</p>	Signage and Communication / Risk Assessment Procedures / Policy and Induction Processes in place	2	<p>Students accompanied by a parent and alight bike to use pedestrian walkways</p> <p>Office staff provide space adjacent to canteen for locking bike</p>	K Methven	End Term 4

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				<p>bicycle racks for older and younger students.</p> <p>Review RMS/Parramatta Council publication, The Law and Safety Advice for bicycles, rollerblades, scooters and skateboards.</p>	<p>M Ohrynowsky GA</p> <p>K Methven</p>	<p>Immediately</p> <p>Immediately</p>
Mowers and Tractors (General Assistants and Contractors)	Interaction between students and mowers and tractors.	Tractors are fitted with a kill switch.	3	General Assistants should undertake these tasks during class time or before 8:30am	Mark GA and contractors	Immediately
Poor weather conditions	Decreased visibility. Slippery conditions.	N/A	1	Communicate with employees and parents on the increased risk of poor weather conditions. Review RMS publications, Road Safety issues around schools information for parents and Safe School travel tips for parents and carers.	K Methven	Prior to wet season and winter

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Staff vehicle access	Staff vehicles have access to the playground before and after school.		1	Staff communicated to regarding compliance of speed limit of 5km. Sign erected.	K Methven	Immediately
Community User vehicle access			1	Community Use agreement states that no vehicle is to go beyond the orange bollards at the southern end of the basketball court. Failure to comply could lead to cancellation of agreement.		

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Relevant additional information reviewed and attached: Yes / No

Plan prepared by: K Methven

Position: Member of the Work Health and Safety Committee

Date: 29/1/18

Prepared in consultation with: The school's Work Health and Safety Committee and all employees.

Communicated to: Employees, Students and Parents

Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

* Note: assessments of risk vary with the particular circumstances (e.g. nature of the workplace, student group);