



# Safe Transport

## Staff directing vehicles

This document is intended to give advice to any member of school staff who is undertaking the task of monitoring modes of transport on school premises.

This may include parents / carers in cars or on bicycles, contracted taxis, or minibuses. It is intended to assist staff to help drivers carry out the task of bringing children and young people to their place of education in a safe way.

This document relates to all drop off and collection times at educational establishments, and any other times where a large number of vehicles are expected at once (e.g., school trips leaving later in the day where parents / carers may park and congregate).

### **What is my role?**

This role involves the monitoring and basic signalling to / of traffic on school premises to ensure the safety of all involved. There may be occasion whereby staff will need to ask drivers to re-park in a more suitable area, or request that transport is required to leave school premises if they are not endorsed to be present.

### **Why is the role needed?**

Educational premises are not by their nature 'risk-free'. Many were built decades ago and it was not foreseen that educational establishments were to expand both in numbers of children or in building size.

Special educational establishments have moved into other buildings where the provision for those pupils may well not have been designed in the first place, and therefore traffic and pedestrian routes fall short of the required safety aspects.

We are as a nation getting better at not using cars but it is essential in many areas and therefore the numbers of transport modes at schools has not necessarily decreased.

Some parents park in areas they are not supposed to park in. Join these with the minimal space in some areas, children or young people who may not be taking care, the lack of dedicated pedestrian routes, and the numbers of vehicles, and the risk gets higher.

### **So what do I have to do?**

We are not asking you to be "banksmen". The Health and Safety Executive are very clear on the fact that that role is for trained personnel in areas where large vehicle movement is required, and banksmen usually assist in the safe reversing of such transport.

In this instance we ask that the person responsible for the premises (usually the Head Teacher or the Governing Body) carries out a risk assessment of the vehicle movements at the premises and ascertains the level of control needed, to ensure the safety of all people, and the safety of all vehicles and property. From that risk assessment it will be apparent as to the type of role that might be required.

For all roles, ensure that you are aware of the correct and required positioning of the traffic you have to deal with (i.e., where taxis may or may not drop pupils off, where minibuses are required to park etc.).

## Monitoring

Those areas which have been identified as lower risk (maybe where there are vehicles parking in the wrong bays etc.) will probably be able to get by with just a 'presence' of a staff member, which will provide a 'reminder' to those who are habitual in their parking.



Wear a high-viz jacket, carry a clipboard and pen, and walk the area of the car park (keeping to pedestrian areas!) noting (mentally) the concerns which may be present. You will be surprised at the change of behaviours which may take place just by your presence.

## Directing traffic

Most vehicles which are contracted by SCC will have reversing sensors and therefore are in a position to carefully judge their own areas. However, if a contractor is new and not inducted to your site, then they will need gentle reminders as to where to park. They may benefit from a site walk-round to understand their positioning better.

## Requesting traffic to change position

Traffic of any sort may attempt to park in a nearer place to the school than they might be otherwise granted, and this is where you will need to either ask them to move or to redirect them if you are in time for that.



Ensure at all times that you are positioned as far away from the traffic as possible, but that you are clearly seen by them and others. Use clear arm and hand signals to direct them away from their planned parking area and if possible, keep to the pedestrian areas.

## What are the risks?

### Speed and collision



The main risk is of a vehicle/pedestrian accident resulting in injury to the pedestrian. Due to this, advice on PPE and training is given below. All sites should operate a maximum of 5 mph and signs should be erected to signify this.

There is also a risk of vehicle on vehicle collisions, which could cause injury to the occupants of those vehicles. It must be remembered that you are not available to assist with parking per se – merely the positioning on site of that parking. It would be wise not to get into the role of a banksman, for reasons detailed above.

### Times of the day



In the morning at most schools the arrival times are unpredictable and different vehicles arrive at different times, including in some locations vehicles belonging to parents. Students will be moving around the site from various drop-off points. Be aware of this and ensure that all students and their carers use pedestrian pathways which should be clearly marked.

In the afternoon most vehicles arrive for pick-ups before the students are let out of class. Whilst this reduces the risk to students and other personnel, marshals should be vigilant of drivers arriving late and watch out for others arriving late as well.

### Departures

As part of any risk assessment for a school site it may be decided whether it is appropriate for all vehicles to be allowed to leave at any time or if vehicles need to be held an await clearance to leave from a nominated member of school staff. This may mean gaining individual clearance to leave the site and waiting until all students have boarded vehicles or are in defined areas where they can safely wait to board.

Let drivers know what the arrangements are for your site so that they know what is expected of them.

### Personal Safety



We are all aware that some people don't like being asked what to do, despite the best of intentions. If any staff member feels threatened, is actually threatened or assaulted (physically or verbally) whilst carrying out this role, immediate reporting to the Head Teacher must occur and an incident form filled in.

This form will go to the Health and Safety Advisor and appropriate follow up action will occur. Employee Assistance Programmes are available to anyone affected.

## How will I be protected?

### Personal Protective Equipment (PPE)



It is recommended that you wear high-visibility jackets as opposed to waistcoats, as if you have to 'direct' traffic, your arms will be clearly visible.

### Other equipment



If your educational establishment so chooses, you may use some form of 'paddle', similar to that of a Lollipop Person or a Ground Controller on an air field! It may help you to feel as though your directions are clearer.

### Training



You and your staff / volunteers know your site better than anyone else, and in a short space of time, you'll know your contractors and parents and where they need to park. There can be no better substitute for this than actually getting out into the parking area and carrying out the tasks. If you need to, ensure at the beginning of these actions that you carry them out in a group so that you are all confident to then undertake it individually. Questions can be directed to Specialist School Transport or to the Schools Health and Safety Advisor – all based in Endeavour House. If possible, always keep to safe areas such as pedestrian walkways or pavements, never wear ear phones whilst marshalling and contact your Head Teacher if you feel unsafe.

### Notification to drivers



It would be wise that you notify all parents / carers and contractors of your parking arrangements and also of the establishment's intention to provide car park marshals. If necessary, this could be a letter which they are required to read, sign and return to avoid any unnecessary mis-communication. You will need to include the date on which you intend to start this scheme and your basic site rules.

### Staff welfare

If any staff member feels unsafe for any reason they must report their concerns to the Head Teacher who will in turn report this to the Health and Safety Advisor.

### Employee Assistance Programme

If applicable, staff may access their EAP for advice and counselling.



## What other guidance can I follow?

### Suffolk County Council guidance

You may direct drivers of contracted vehicles to a document called "General guidance for the safe operation of transport services on school premises" which can be found on Suffolk Learning (the Health and Safety section).

### Legislation

There is a raft of legal guidance on such matters and part of Regulation 17 (Organisation of Traffic Routes) of the Workplace Health Safety and Welfare Regulations states:

1. Every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner.
2. Traffic routes in a workplace shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.
3. Without prejudice to the generality of paragraph (2), traffic routes shall not satisfy the requirements of that paragraph unless suitable measures are taken to ensure that:
  - (a) pedestrians or, as the case may be, vehicles may use a traffic route without causing danger to the health or safety of persons at work near it;
  - (b) there is sufficient separation of any traffic route for vehicles from doors or gates or from traffic routes for pedestrians which lead onto it; and
  - (c) where vehicles and pedestrians use the same traffic route, there is sufficient separation between them.
4. All traffic routes shall be suitably indicated where necessary for reasons of health or safety.

*If you feel that the site where you are operating has any concerns, contact your Head Teacher in the first instance, who can ask the advice of either their Property Advisor or of the Health and Safety Advisor for Schools. The Suffolk County Council guidance as above also has pictorial guidance in terms of marked bays and signage.*