

# Crestwood Community School (Shakespeare Campus)

## Traffic On Site Checklist

This checklist has been prepared to be used by all sites; all questions should be considered when trying to reduce the risk from vehicles on your premises. It should be used to identify hazards and to ensure appropriate controls measures are implemented. Once completed a site plan with all control measures detailed should be put in place.

<b>Name of Premise / Site</b>				
Insert name of premise/site where inspection is taking place		Crestwood Community School ( Shakespeare Campus)		
Pedestrian Access		YES	NO	Comments
1.1	Do pedestrian routes avoid crossing vehicle access routes and car parks?		✓	Fencing is in place for contractors compound  zebra crossings, Pedestrian priority signage in place
1.2	Are there well defined crossing points clearly visible to drivers and pedestrians?	✓		
1.3	Are there clear sight lines between pedestrians & drivers at crossing points?	✓		
1.4	Is there level pedestrian access for people with disabilities? eg. tactile (blister) paving, flush kerbs, gradients?	✓		
1.5	Are footways wide enough to avoid congestion eg. between 1.8 – 3.5m?	✓		
1.6	At internal road crossing points, is there sufficient space for pedestrians to wait safely?	✓		
1.7	Are footpaths free of trip hazards, obstructions eg. signposts, ponding?	✓		
Waiting Areas		YES	NO	Comments
2.1	Are designated waiting areas a safe distance from vehicle movements?	✓		

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	(If not, are they protected by an appropriate physical barrier eg. fence or hedge)?			
<b>Fencing, Lighting &amp; Signage</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
3.1	Where fencing provides segregation of pedestrians and vehicles, is it adequate for purpose?	✓		
3.2	Does fencing impede visibility for either pedestrians or vehicles?		✓	
3.3	Is directional signage clear, simple and visible eg. to reception?	✓		
3.4	Are warning signs clear, simple and visible eg. slow or sharp bend?	✓		
3.5	Are control signs clear, simple and visible eg. speed limits, one way, parking restrictions?	✓		
3.6	Is lighting to footways and car parks adequate for safe pedestrian and vehicle movements?	✓		
<b>Cyclists</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
4.1	If allowed on site, are there designated internal routes for cyclists to use to access cycle/scooter storage areas?	✓		No Motorcycle bays
4.2	Are access gates and routes to cycle/scooter storage areas of adequate width for both pedestrians and cyclists?	✓		
4.3	Are entrance gates of sufficient width to avoid congestion near the highway	✓		
<b>Vehicle Access</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
5.1	Is it clear to drivers that pedestrians have priority at all times?	✓		Signage around the carpark in place
5.2	Does vehicle parking restrict the width of footpaths?		✓	

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5.3	Is vehicle speed effectively restricted on access routes?	✓		Signage Speed limit 5mph
5.4	Are signs required to identify vehicular routes from the highway to parking areas?		✓	
5.5	Where visitors parking is permitted on site, is there effective control to ensure safe movements?	✓		
5.6	Do you have effective arrangements to prevent vehicular access by drivers who should not be using on-site parking?		✓	
5.7	Are there an appropriate number of accessible parking bays for staff and visitors with disabilities?	✓		
5.8	Are community users subject to the same access controls as staff?	✓		
5.9	Are vehicles encouraged to reverse into parking spaces?		✓	Signage is around the carp park in place
5.10	Is there a one way system in operation?	✓		
<b>Other Vehicular Access</b>		YES	NO	<b>Comments</b>
6.1	Do you liaise with other transport contractors about best arrangements, (including coaches) for arrival & departure arrangements?	✓		As and when necessary
6.2	Are service and delivery vehicles able to manoeuvre safely on site? (eg. turning heads, restricted times of entry, supervision of site users)	✓		
6.3	Has consideration been given to access by emergency vehicles?	✓		
6.4	Do you have other travel plans or procedures to identify related vehicle and pedestrian issues off-site?		✓	
<b>School Minibus</b>		YES	NO	<b>Comments</b>

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7.1	Do you have a list of appointed drivers with suitable licences?	✓		
7.2	Is training provided for drivers with regular refresher training (e.g. MIDAS)?	✓		
7.3	Do drivers carry out suitable safety checks before using the vehicle and are they recorded?	✓		
7.4	Is there a regular preventative maintenance programme carried out at predetermined intervals of time or mileage?	✓		
7.5	Is the minibus parked in a designated bay?	✓		

The checklist should be kept locally and used to generate an action plan to document the controls and actions that have come out of the checklist process

Name of Inspector	Signature of Inspector	Date
Alan Hussey		March 2022

Manager's/Governor's Comments	Insert comments relevant to inspection as appropriate
	<p>Due to Covid 19 the car park has been reduced to accommodate a temporary Footpath For student access to the main school (KS3) This area of the carpark must be managed during its use when students are arriving and leaving the school by members of staff</p> <p>Fencing to be raised to protect students staff and visitors from stepping into the road</p>

Name of Manager/Governor	Signature of Manager/Governor	Date
Krista Dawkins		

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## ACTION PLAN TO IMPROVE VEHICLE & PEDESTRIAN SAFETY

Use the above checklist to identify on-site hazards. Using the table below, insert the reference number for each hazard and describe actions required to improve vehicle and pedestrian safety.

<i>Example</i>			
5.2	<i>Provide knee rail barrier to staff car park to prevent vehicles overhanging footpaths. Priority: medium – within 12 months of assessment.</i>	12/04 16	<i>Estimated cost: £2,000.                      Action approved by ***** 30/11/15.                      Contract to commence 31/03/16 in Easter Holiday.</i>

Hazard Ref. No.	Description of Action Required	Date Completed	Notes/ Comments