

Version	1
Last Revision Date	February 2010



Managing Traffic Safety Guidelines



STRONG HERITAGE | STRONG FUTURE
RHONDDA CYNON TAF
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DOCUMENT CONTROL	
POLICY NAME	Managing Traffic Safety Guidelines
Department	Human Resources
Telephone Number	01443 425538
Initial Policy Launch Date	August 2008
Reviewing Officer	Mike Murphy
Review Date	July 2010
Date of Equality Impact Assessment	July 2010
REVISION HISTORY	
Date	Revised By
February 2010	Mike Murphy
July 2010	Mike Murphy
DOCUMENT APPROVAL	
This document has received approval from:	Date of Approval
HR Senior Management Team	
Corporate Management Team	
Cabinet	

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1. INTRODUCTION

A safe site

Every site is different and each site may present hazards and risks that are not detailed here. It is a legal requirement that your risk assessment considers all foreseeable risks on your site, and not only the ones described here. Remember that drivers, vehicles and pedestrians rarely behave perfectly, so allow adequate safety margins wherever possible.

A well-designed and maintained workplace will make transport accidents less likely. Often, small, cheap things can make a difference, such as making sure visibility is good, lights are adequate and working, potholes are filled, markings and signs are clear, or spills are cleaned up quickly.

Keep vehicles and pedestrians separate whenever possible. Think about what kind of vehicles move around your site, including less-common vehicles (such as emergency services) and how much room they need to move safely. Then do what is practicable to keep vehicles in their areas, and pedestrians clear of them. Complete segregation is the ideal, although often not practicable, but the further apart you can keep vehicles and pedestrians the better.

Reversing vehicles are a major source of accidents. The best way of preventing reversing accidents is to make reversing unnecessary. A one-way system with drive through loading/unloading areas is one way of doing this. Another alternative is the provision of a turning circle. If the site layout makes this impossible, you will need to take other measures to make reversing safe.

Remember, professional help is available. If your site is complex, you are likely to need expert help.

Where the site is owned by a third party (landlord), you will need to work together to provide some of the safety features on site, you may for example, need permission to make certain changes to the site.

2. WHO IS THIS GUIDE FOR?

This guide is for Site Managers and others with responsibility for Council premises. It explains the steps you should be taking to manage traffic on the site and the sources of help and advice available.

You are expected to follow the guidance in this document as it clarifies how the Council's and others' legal responsibilities for health and safety need to be met.

Foundation and Voluntary Aided schools may choose to follow this guidance as an example of good practice.

3. WHY DO YOU NEED TO MANAGE TRAFFIC SAFETY?

Vehicles moving around on the site pose a hazard to pedestrians, premises and equipment. Many sites will have a large number of vehicle movements at certain times of the day, sometimes in areas concentrated with a large number of pedestrians. In many cases therefore the risks of injury to pedestrians may be significant.

There are legal duties to identify traffic risks and take steps to manage any risks to users of your site.

4. WHAT ARE MANAGERS' RESPONSIBILITIES?

Managers are responsible for:-

- Carrying out a risk assessment of traffic hazards on their site
- Implementing measures to minimise the risk of injury from traffic
- Keeping records of the significant findings of any risk assessment.

5. WHAT HELP WILL THE COUNCIL GIVE?

The Council has ultimate responsibility for health and safety on its sites. In **Aided** and **Foundation** schools the Governing Body hold this responsibility.

Where physical improvements are required to address identified high areas of risk the Council will consider these under the capital prioritisation process.

In Aided schools financial responsibility remains with the Governing Body or Diocese.

The Council will also give all managers advice and support in carrying out risk assessments and identifying ways to minimise the risk. In the first instance contact the Health and Safety Team for advice.

6. RISK ASSESSMENT

As with other aspects of the site the risk posed by traffic needs to be specifically assessed. The Manager should determine who would carry out the assessment.

Note: The Council is legally responsible for traffic on its own site. However, the risk assessment will also need to include vehicle movements occurring immediately outside the premises which may be associated with Council activities such as staff arriving and leaving work, deliveries etc.

The risk assessment will need to consider the following points:

(Note: the following is not exhaustive, there are likely to be site-specific issues that need to be considered)

- **What vehicles come onto site and at what times?**

Do the vehicles include staff cars; buses; taxis; visitors' cars; delivery lorries; refuse vehicles etc. Are there periods when there are large numbers of vehicles in a short duration (for example, start and/or end of the day) and do these conflict with significant movements of staff or other people on the site?

- **How many vehicles come onto site?**

How big is the site and where on site do vehicles go to park or drop off?

- **Is the site congested?**

Is parking controlled to prevent parking in drop off areas or inappropriate places?

- **Site Management**

Are there clear signs to show parking for visitors, drop off points, delivery points etc?

Are there speed limits on site with signs?

Are there speed control measures, humps etc?

Are there marked pedestrian crossing points?

Where appropriate, do staff supervise/monitor the site, and in particular pedestrian and vehicle movements at the high-risk times?

- **Do vehicles have to reverse?**

Vehicles reversing, particularly buses and large goods vehicles, presents a high risk to pedestrians due to reduced visibility.

Does reversing take place in areas or at times when pedestrians are around?

- **Are pedestrian routes separate?**

How many pedestrians come onto site and through what routes?

Do pedestrians coming onto site have a dedicated entrance? Is it used?

Are there footpaths separated from the road by barriers or kerbs?

Do pedestrians have to cross site roads or car parks at any point?

Are there barriers at points where large numbers of pedestrians exit to prevent them spilling onto the road?

Are footpaths wide enough?

Are there vehicular entrances or routes within the site (without footways) that are also used by pedestrians?

Where there are locations where there is likely to be crossing between pedestrians and vehicles, or vehicles and vehicles, is there adequate visibility to enable drivers to avoid collisions?

- **Are there any vulnerable user groups on site?**

Your risk assessment needs to consider if there are any vulnerable user groups on site such as those with mobility, hearing, visual or learning difficulties that may be at increased risk from traffic. Special consideration will need to be given to protecting these groups including increased supervision and designated pick up/drop off points.

Has any training been given to staff regarding road safety in general and specifically safety on the site?

- **Are there any existing control measures?**

You need to consider if adequate steps are being taken at the moment to reduce the risk to the lowest level, or is there more that could reasonably be done. Looking at the recommended control measures below may help you to decide.

7. POSSIBLE CONTROL MEASURES

The following are possible control measures to reduce the risk from vehicle movements. They are indications of good practice rather than prescriptive rules for all sites. Managers will need to consider the issues on their site and determine the most appropriate control measures.

Buses

Where buses come onto the site this can be an area of high risk, which needs to be carefully managed. The following precautions should be taken:

- There should be a designated bus stop
- If the site is served by a large number of buses there should be designated and clearly marked bus-parking bays. Bays should be numbered and buses should use the same bay every day to ensure

people know where to find their bus

- There should be adequate bays for the number of buses serving the site
- If possible, buses should not reverse on the site as this is the most dangerous manoeuvre that a bus can make – when reversing is required this should take place before clients arrive in area. This will need close monitoring by the site manager to ensure that the bus companies meet this requirement. Reversing buses should be supervised by competent person(s)
- Bus bays and stops should be located so that users can enter a safe pedestrian area immediately on alighting the bus e.g. they do not need to cross a traffic route to reach the pedestrian area
- During pick up, if a bus has not arrived clients should be held back in a safe area – for example reception area or hall
- Where buses are parked and waiting for extended periods it is good practice for drivers to switch engines off to minimise noise and pollution

Monitoring/Supervision

The level of risk from traffic movements on site will determine the level of monitoring/supervision required.

- A location with no traffic movements on site will require minimal monitoring/supervision levels.
- A large busy site may require several members of staff to supervise at key times, for example, the start and end of the day.
- Staff should be proactive in supervising. This would include:
 - Challenging unauthorised or inappropriate parking which creates a hazard
 - Steering pedestrians away from traffic hazard areas
 - Supervising bus collections
 - Monitoring bus contract performance e.g. are buses arriving at the required time?
 - Excessive speed within the site
 - Drivers and pedestrians ignoring signs/instructions and inappropriate behaviour

Staff involved in supervising need to be clearly visible to traffic and therefore must wear a high visibility waistcoat or jacket.

Signs

There should be clear information for visitors communicated on signs. These are likely to include:

- Entrance and exit sign
- Site speed limit
- Directions for deliveries
- Pick up / drop off point
- Visitors parking
- Disabled parking – pick up / drop off point
- Main entrance to building
- No parking
- No visitors' cars on site
- One way signs (as appropriate)

To ensure they are immediately recognised and understood, signs should comply with the Traffic Signs Regulations and General Directions 1994, which are set out in the Highway Code.

Speed Control

There should be a speed limit set for the site. Generally 5mph would be acceptable.

- The speed limit should be displayed on a sign at the entrance to the site.
- On larger open sites, where there are specific issues with speeding, or where it is critical for drivers to slow down, then speed humps should be used to physically force drivers to reduce their speed.
- On some very small sites the constricted nature of the space itself is enough to limit speed.

Vehicle Access and Parking

There should be a general aim to segregate vehicles and pedestrians and keep vehicular movements within the grounds to a minimum.

- Overflow parking areas should be avoided unless they are to a similar standard to the rest of the car park. Vehicles should not be allowed to park on pavements, across walkways or other areas where their presence may create an obstruction or other hazard by reducing visibility etc.

Visitors vehicles

There should be clear rules regarding parking of vehicles, drop off points for deliveries etc. These rules need to be communicated to all relevant persons including visitors, ideally through signs and notices. In the event of continued non-compliance consideration must be given to suitable enforcement action (for example notices on cars, refusal to allow offenders to park on site, disciplinary action where the offender is employed by the Council). Movements of vehicles should be closely controlled through adequate road markings and signs. Visitors' cars should not be allowed on site where space is constricted and there is a need for three point turns before being able to exit.

Where the site receives visitors there should be clear rules regarding vehicles on site. A permit system for vehicles may be needed to control numbers to the spaces available. These parking rules need to be strongly enforced with penalties for inappropriate parking, eg on yellow lines or parking without a permit.

Pedestrian Routes

Separate access for pedestrians and vehicles is both more pleasant and safer for the pedestrian. Within the grounds it is as well to acknowledge the realities: that people are gregarious and rarely walk in single file; that parents with young children often bring prams; and that people walking between two points will normally take the shortest route.

- For well-used paths within the grounds, widths of 3 metres or more may be necessary.
- Pedestrian routes should avoid abrupt changes of angle and follow direct desire lines wherever possible.

8. AFTER THE RISK ASSESSMENT IS COMPLETE

After you have completed the risk assessment for your site you need to do several things:

1. Make a written record of the key findings of your assessment.
2. Inform your Manager of the key findings and discuss ways to address the improvements identified.
3. Involve specialists where you need further advice.
4. Implement any precautions that you can. (Remember where a significantly high risk is identified, suitable action must be taken even if resources are not immediately available e.g. prohibit vehicles on site).

9. FURTHER INFORMATION AND GUIDANCE

Health and Safety Advice:	Health and Safety Team Tŷ Elai, Williamstown, Tonypandy CF40 1NY:
Education and Lifelong Learning	01443 425453
Community Services	01443 425456
Environmental Services	01443 425501
Chief Executives & Corporate Services	01443 425524
Safe Routes To School	Environmental Services Group 01443 494856
Road Safety	Environmental Services Group 01443 490730
Corporate Estates	Valleys Innovation Centre 01443 665725
School Transport	Environmental Services Group 01443 494832

10.1 Example Risk Assessment

A School

Risk Assessment

Rhondda Cynon Taf County Borough Council

Location:	A School
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Area/Activity:	Traffic On Site
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Name of Assessor: A. N. Other

Designation:	Manager
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Signature: _____

Date: June 2008

Date for Review: December 2008

Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
1.	<p>Vehicles on site including.</p> <ul style="list-style-type: none"> Centre users Deliveries Refuse collections Visitors 	<p>Pupils Staff Visitors (including parents)</p>	<ul style="list-style-type: none"> Speed limits in place Adequate signs Access onto school site for vehicles is prohibited at start / end of school day and during break periods. 	Low	<ul style="list-style-type: none"> Monitor controls to ensure they are working effectively. Consider contacting 'Safer Routes to School' Officer to establish a 'Walking Bus' and reduce numbers of children brought to school by car. 	Head Teacher
2.	<p>Reversing vehicles in particular</p> <ul style="list-style-type: none"> Refuse collection Buses 	<p>Pupils Staff Visitors</p>	<ul style="list-style-type: none"> Refuse vehicles arrive before or after school. Refuse collection staff / loader acts as banksman Buses arrive and manoeuvre into place before end of school day. At start of day pupils alight bus directly into 'safe area' 	<p>Low</p> <p>Medium / High</p>	<ul style="list-style-type: none"> Monitor controls to ensure they are working effectively Develop and introduce procedures for buses arriving / leaving at start of school day. 	<p>Head Teacher</p> <p>Head Teacher</p>

Risk Assessment

Rhondda Cynon Taf Council

Location:

Name of Assessor:

Area/Activity:

Designation:

Signature:

Date:

Date for Review:

Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
3.	Haphazard Parking of vehicles	Pupils Staff Visitors	<ul style="list-style-type: none"> Designated parking bays clearly marked / signed No parking areas clearly marked/ signed 	Low / Medium	<p>Monitor controls to ensure they are working effectively.</p> <p>Take suitable action where breaches of rules are identified</p>	Head Teacher
4.	Pedestrian Routes	Pupils Staff Visitors	<ul style="list-style-type: none"> Separate access / egress for vehicles and pedestrians 	Low / Medium	<ul style="list-style-type: none"> Monitor controls to ensure they are working effectively. Consider introduction of safe 'crossing points' where pedestrians have to cross vehicle routes Consider introduction of barriers at relevant locations. 	Head Teacher

Risk Assessment

Rhondda Cynon Taf County Borough Council

Location:

Area/Activity:

Name of Assessor:

Designation:

Signature:

Date:

Date for Review:

Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
5.	Vulnerable pupils and visitors	<ul style="list-style-type: none"> Partially sighted pupils and / or visitors Pupils / visitors with hearing difficulties Pupils / visitors with mobility problems 	Pupils closely supervised on arrival / leaving	Medium	<ul style="list-style-type: none"> Identify suitable location for and designate disabled parking bays. 	Head Teacher

10.2 Example Risk Assessment

An Operational Depot

RISK ASSESSMENT

Rhondda Cynon Taf County Borough Council

Location:

An Operational Depot

Name of Assessor:

A. N. Other

Area/Activity:

Traffic On Site

Designation:

Depot Manager

Signature:

Date:

June 2008

Date for Review:

Dec. 2008 (or after a traffic accident)

Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
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Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
2.	Vehicle movement within the depot.	Depot staff and visiting members of the public may suffer serious injuries if struck by moving vehicles.	<ul style="list-style-type: none"> One-way traffic management system in place. All staff wear high visibility tabards in the depot and tabards are provided for visitors. Traffic calming measures in place. Speed limits are set and supported by appropriate signage. Suitable pedestrian barriers are installed to segregate people and traffic. 	Medium	<ul style="list-style-type: none"> Identify suitable pedestrian routes and mark out accordingly. Consider introducing pedestrian crossing points and mark out accordingly. Introduce a system whereby visiting contract vehicles are only allowed into the depot at set times of the day and are supervised by the depot's yardman. 	<p>Depot managers</p> <p>Depot managers</p> <p>Depot managers and yardman</p>

Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
3.	Reversing manoeuvres	Depot staff are at risk of being struck by vehicles, especially at peak periods of early morning and late afternoon	<ul style="list-style-type: none"> Some vehicles are fitted with audible reversing alarms and in-cab, rear view cameras. One-way system in place. All areas are well lit. Vehicles of differing Services operate a staggered start and finishing time system. 	Medium	<ul style="list-style-type: none"> Managers at the depot must develop and enforce strict policies for movement of traffic within the depot. Post the Depot Site Safety Rules at the entrance gates, in a conspicuous position for all vehicle drivers to read. Consider the use of trained reversing assistants to assist drivers. Introduce a Hazard Reporting Scheme for vehicle drivers. Take suitable action where breaches of rules are identified 	<p>Depot managers</p> <p>Depot managers and vehicle drivers</p> <p>Depot managers and vehicle drivers</p> <p>Line managers</p> <p>Line management</p>
4.	Contracted delivery vehicles	Depot staff at risk of being struck by commercial vehicles visiting the depot	<ul style="list-style-type: none"> Commercial vehicles are given designated time periods for the delivery of goods. The yardman escorts vehicles around depot. 	Low/medium	<ul style="list-style-type: none"> Post the Depot Site Safety Rules at the entrance gates, in a conspicuous position for all vehicle drivers to read. 	<p>Depot managers and vehicle drivers</p> <p>Yardman</p>

10.3 Example Risk Assessment

An Office Building

RHONDDA CYNON TAF COUNCIL

RISK ASSESSMENT

Location:

An Office Building

Name of Assessor:

A. N. Other

Area/Activity:

Traffic On Site

Designation:

Responsible Person

Signature:

Date:

June 2008

Date for Review:

June 2009 (or after any traffic accident)

Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
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Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
1.	<ul style="list-style-type: none"> Vehicles in general traversing the site, including: Vehicles belonging to staff based at office Vehicles belonging to visitors (including visiting staff, visitors in general, delivery/collection personnel, emergency services personnel, contractors' employees etc.) 	<ul style="list-style-type: none"> Office based staff Visitors (including visiting staff, visitors in general, delivery/collection personnel, emergency services personnel, contractors employees etc.) Vulnerable people (e.g. people with impaired mobility, vision or hearing, debilitating illnesses or learning difficulties) 	<ul style="list-style-type: none"> Designated parking bays marked out, with disabled and visitor parking bays located near the principal entrance to the office One way traffic system in place through site, clearly delineated with directional signs and road markings Speed limit in place with signs and road markings advising of the same Fire assembly point is well away from traffic route Car park area is well lit 	Medium	<ul style="list-style-type: none"> If possible, eliminate the hazard by making it unnecessary for vehicles to enter on to the site, e.g. put refuse/recycling outside site entrance for collection Alternatively, implement other measures so as to reduce the risk, such as: If appropriate, introduce traffic calming measures (e.g. speed humps) Introduce reserved parking/loading bays for use of delivery/collection vehicles only at suitable locations, with appropriate signs/road markings Monitor to ensure that control measures are adhered to and take action over any breaches (e.g. inform, instruct, retrain, supervise, take disciplinary action over repeated breaches) 	<p>Cleaner/caretaker</p> <p>Corporate Facilities (via instructions from senior management)</p> <p>As above</p> <p>Line managers</p>

Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
2.	Vehicles reversing on the site	<ul style="list-style-type: none"> Office based staff Visitors Vulnerable people 	<ul style="list-style-type: none"> One way traffic system in place through site, making the need for reversing unnecessary in a lot of instances Refuse/recycling/commercial type vehicles are often fitted with an alarm that sounds to warn people when they are reversing 	Medium	<p>Further reduce the hazard by:</p> <ul style="list-style-type: none"> Introducing a turning circle (if site limitations permit it) Make it a condition that a banksman (a person trained in the use of hand signals and used to give guidance to the driver) must be used when refuse/recycling/commercial type vehicles reverse on site Monitor to ensure that control measures are adhered to and take action over any breaches 	<p>Corporate Facilities</p> <p>Senior management</p> <p>Line managers</p>
3.	Haphazard parking (e.g. outside fire exits, in turning circle area, in reserved disabled or visitor or delivery/collection parking bays, on traffic routes, on walkways)	<ul style="list-style-type: none"> Office based staff Visitors Vulnerable people 	<ul style="list-style-type: none"> Designated parking bays marked out, including disabled and visitor parking bays located near the principal entrance to the office 	Low to medium	<ul style="list-style-type: none"> Take steps to eliminate the hazard by identifying and marking "no parking" areas where appropriate (e.g. outside fire exits), and instructing staff/erecting signs for visitors prohibiting parking in other inappropriate areas (e.g. on traffic routes, walkways) Monitor to ensure that control measures are adhered to and take action over any breaches 	<p>Corporate Facilities</p> <p>Line Managers</p>

Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
4.	Blind corner	<ul style="list-style-type: none"> Office based staff Visitors Vulnerable people 	None	Low	<ul style="list-style-type: none"> If possible, eliminate the hazard by removing the obstruction that's obscuring visibility (e.g. remove vegetation growth) Alternatively, reduce the risk by erecting a traffic mirror in a suitable location that will permit drivers a view of the route beyond the blind corner 	<p>Corporate Facilities</p> <p>Corporate Facilities</p>
5.	Non-segregation of traffic and pedestrians	<ul style="list-style-type: none"> Office based staff Visitors Vulnerable people 	<ul style="list-style-type: none"> Pedestrian pathways with kerbs alongside traffic routes. Separate pedestrian and vehicle accesses to site 	Medium	<ul style="list-style-type: none"> If possible, eliminate the hazard by introducing guarding, barriers, etc. so as to completely segregate traffic and pedestrians Alternatively, introduce measures to further reduce the risk (e.g. safe crossing points where pedestrians have to cross traffic routes) Monitor to ensure that control measures are adhered to and take action over any breaches 	<p>Corporate Facilities</p> <p>Corporate Facilities</p> <p>Line Managers</p>

10.4 Example Risk Assessment

A Home for the Elderly/Day Centre

Risk Assessment

Rhondda Cynon Taf Council

Location: A HFE / Day Centre

Name of Assessor: A. N. Other

Area/Activity: Traffic On Site

Designation: Manager

Signature:

Date: 29th September 2008

Date for Review: 31st September 2009

Item	Hazard Potential to cause harm	Who Might Be Harmed	Current Controls For example	Risk	Further Action Required If existing controls not adequate	Person Responsible for Action
1.	Vehicles on site including. <ul style="list-style-type: none"> Centre users Deliveries Refuse collections Visitors 	Elderly Infirm Visitors (including relatives of all ages) Contractors	Speed limits in place Adequate signs e.g. elderly persons, direction arrows/one way signs	Low	Monitor controls to ensure they are working effectively.	Home Manager / Senior Manager
2.	Reversing vehicles in particular Minibuses / taxis (delivering clients) Refuse collection Delivery vehicles	Elderly Staff Visitors	Refuse collection staff / loader acts as banks-man (<i>not our staff</i>) Procedures in place to control vehicular activities e.g. no reversing until clients have entered the building	Low Medium / High	Monitor controls to ensure they are working effectively Consider possibility of eliminating the need to reverse	Home Manager

Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
3.	Haphazard Parking of vehicles	Staff Visitors Disabled / infirm	Designated parking bays clearly marked / signed No parking areas clearly marked/ signed Designated disabled parking bays	Low / Medium	Monitor controls to ensure they are working effectively. Take suitable action where breaches of rules are identified	Home / Centre Manager
4.	Inadequate access for emergency vehicles	Casualty / client being returned	Designated parking bay	Low	Monitor control for compliance	Home / Centre Manager
5.	Pedestrian Routes	Staff (<u>undertaking work activities</u> as well as starting/finishing work) Visitors	Separate access / egress for vehicles and pedestrians Designated pedestrian routes	Low / Medium	Monitor controls to ensure they are working effectively. Consider introduction of safe 'crossing points' where pedestrians have to cross vehicle routes Consider introduction of barriers at relevant locations.	Home / Centre Manager

Item	Hazard	Who Might Be Harmed	Current Controls	Risk	Further Action Required	Person Responsible for Action
6.	Vulnerable adults / visitors	E.g. Partially sighted Learning difficulties Mobility restrictions	Close supervision on arrival / leaving, key pad etc. main doors (unauthorised egress)	Medium	Identify suitable location for and designate disabled parking bays.	Home / Centre Manager
7.	Unsecured gates (able to close without warning)	Pedestrians Vehicle occupants	Gates physically secured when in open position (if opened daily staff must be instructed to secure in open position)	Medium	Monitor controls to ensure they are working effectively.	Home / Centre Manager