

Risk Matrix

Rating	The matrix below is how the risk will be rated. A control measure will be put in place and an adjusted risk rating will be shown.			
Green	Activity should be reviewed to ensure there is no change to the risk rating			
Amber	Activity can proceed with caution and ensure control measures are maintained			
Red	Immediate action required. Activity should be stopped until control measures implemented			
SEVERITY				
PROBABILITY	LOW	MEDIUM	HIGH	
HIGH				
MEDIUM				
LOW				

RISK ASSESSMENT

Risk assessment marshalling School Streets

Who is affected? All registered marshals
Work Location To be completed by marshal

SPECIFIC HAZARDS

Potential Hazard	Risk	People at risk	Risk Rating	Mitigation Measures in Place* Description should be given below of the steps already taken to mitigate the risk to the volunteer. <i>Additions should be made as appropriate for individuals whose requirements may be different.</i>	Adjusted Risk Rating
Authorised and exempt vehicles using the road during closure times	Being struck by a vehicle	Pupils Parents Staff Visitors Public	High	<ul style="list-style-type: none"> • Operate as per the school and this London Borough of Bromley (LBB) risk assessment. • Wear high-viz tabard (provided). • Read and adhere to the Marshal Guidance. • When manning the barriers stand on the footway. Only enter the highway when speaking to drivers or moving the barriers. • When permitting access to vehicles remind the driver to drive carefully and be aware there will be pedestrians in the road. • Record incidents in School Streets log and report to the Head Teacher and police if required • <u>Never</u> leave the barriers unattended. In the event the marshal needing to leave the school street, remove and secure barriers. • School to disseminate 'Shared Space' Parent letter. 	Medium

Trip hazards	Barriers could become a trip hazard	Marshal Pupils Parents Staff Visitors Public	Medium	<ul style="list-style-type: none"> • Ensure pupils and parents do not come too close to the barriers. • Ensure barriers are stored correctly after use. Make sure they are stored at the agreed location with the Head Teacher and secured using chain and padlock (provided). 	Low
Trips and falls	Be aware of footway and highway surfaces as there may be potholes, uneven or slippery paving	Marshal Pupils Parents Staff Visitors Public	Medium	<ul style="list-style-type: none"> • Take note of any potential hazards on the footway or highway surrounding the closure and on the route to and from barrier storage site • Wear suitable sturdy footwear with good grip 	Low
Manual handling of loads	Personal Injury	Marshal	Medium	<ul style="list-style-type: none"> • Follow London Borough of Bromley Manual Handling Guidance 2.07 (appendix 2 in the Marshal Guide) • Follow School Health & Safety procedures • Practice good manual handling techniques, as shown in the LBB Manual Handling Guidance which has been included as Appendix 2 in the Marshal Guide 	Low
Aggressive Drivers	Verbal or physical abuse by unauthorised drivers	Marshal	Medium	<ul style="list-style-type: none"> • Call 999 if you feel in danger • Do not stand in front of <u>any</u> vehicles • Record incidents in School Streets log and report to the Head Teacher and Police when required. Log included as Appendix 1 in the Marshal Guide • School to report incidents to London Borough of Bromley within 24 hours for further investigation • Try to record any vehicle registration numbers • In the case of an emergency and you need to clear the road, please use the whistle provided 	Low

Pedestrians travelling in the road during the closure	Persons being struck by authorised vehicles	Pupils Parents Public	High	<ul style="list-style-type: none"> When allowing access, ask the drivers to drive very slowly as there maybe pedestrians travelling on the highway. School to send reminders to parents on a regular basis to travel in the School Street with care, keeping close contact with children at all times. School to disseminate 'Shared Space' parent letter and host a 'Shared Space' presentation carried out by LBB Road Safety Officers 	Medium
After road closures have ended	After the barriers are removed, pedestrians may not realise the school street has finished and continue to travel on the re-opened highway	Pupils Parents Public	Medium	<ul style="list-style-type: none"> Parents must ensure they are responsible and remain in close contact with their children at all times At the end of the closure period make sure that pedestrians nearby are aware that the road is about to re-open. Adhere to the closure times and return equipment promptly to storage location agreed with the school. 	Low
Physical exertion	Exhaustion, injury	Marshal	Medium	<ul style="list-style-type: none"> Work within your own capabilities. Be mindful of your limitations. Marshals must wear high-vis tabards, so they are easily identifiable. In case of emergency, please carry a mobile phone whilst on duty. Refer to LBB Manual Handling Guidance 2.07 (appendix 2 in the Marshal Guidance). If feeling unwell when manning the barriers, please alert a member of school staff immediately. Consult with a doctor if you are unsure of whether you are physically capable of moving the barriers. Report any issues to the Head Teacher. 	Low
Lone Working	Personal Safety	Marshal	Medium	<ul style="list-style-type: none"> Ensure you have a charged mobile phone. Remain vigilant at all times. 	

Weather / cold	Effects of hot/cold weather, Discomfort	Marshal		<ul style="list-style-type: none"> • Marshal must wear appropriate, protective clothing suitable for the changeable weather conditions. • High-vis tabard must be worn at all times. • Suitable footwear for all types of weather and surface conditions should be worn. 	
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Mitigation Measures - How can you reduce the risk?

- Marshals should take reasonable care to look after their own safety and health and to safeguard the safety and health of other people affected by what they do.
- Marshals should ensure that they have school phone numbers in their mobile phone in case of emergency (but should call emergency services in the first instance if there is an immediate threat to life).
- Marshals should co-operate with the London Borough of Bromley's safety and health procedures at all times.
- The marshal should carry sufficient water for hydration and hand sanitiser for hygiene purposes
- All accidents, injuries, near-misses and other dangerous occurrences should be reported as soon as is practicable to the School Head Teacher (for onward reporting to London Borough of Bromley).