

Children Arriving at the Start of the Day and Being Collected at the End of the Day Risk Assessment

Hazard	Risk	Persons Affected	Existing Control Measures
Road traffic incident	Broken bones Lacerations Cut and grazes Head Injuries Slips, trips and falls Musculoskeletal injuries Crush injuries	Children and adults attending the school	The gates are open 15 minutes before school starts to allow for early families/children to come onto the site rather than waiting on the pavement. Children encouraged during assemblies and lessons to cross roads where it is safe. Ideally, crossing should occur using one of the two pedestrian crossings on Copnor Road (either side of the school's front: see photo 1 and 2). Children taught about the railings outside the school and their purpose (Photo 4). Children taught in EYFS how to cross a road safely. Children reminded about road crossing when participating in local visits. Parents/carers encouraged to use alternative transport to cars where possible e.g. use bikes or scooters rather than cars. 20mph speed activated signs operating either side of the school.
Cars parked on double yellow lines and on the school zig zag lines causing a potential road traffic incident	Broken bones Lacerations Cut and grazes Head Injuries Slips, trips and falls Musculoskeletal injuries Crush injuries	Children and adults attending the school	Drivers of cars seen to be parking on the zig zag lines outside of school to be challenged (where possible). SLT and Premises Manager on duty from 8:20am. Newsletters refer to the need to park considerately. Parents/carers parking on double yellow lines asked politely to reconsider where they park/how they park (where possible). No stopping sign on display outside of school (Photo 3).
Trips and Falls	Broken bones Lacerations Cut and grazes Head Injuries Slips, trips and falls Musculoskeletal injuries	Children specifically but also all adults on the playground A number of parents are on site at the start of the day accompanying children.	The gates are open from 8.20 am. The doors open at 8:35am for KS2 and 8:45 am for KS1/EYFS. The teachers/HLTAs/TAs are prompt at opening the doors/ being at the agreed meeting point for the children. On exceptionally wet days, teachers will open the doors earlier to allow the children to come into the building early. Premises Manager on duty from 8.20am onwards.

			The Senior Leadership Team (SLT) support the Premises Manager by also being available on the playground at the start of the day.
Incorrect use of the large play equipment	Broken bones Lacerations Cut and grazes Head Injuries Slips, trips and falls Musculoskeletal injuries	Children	Signs in place stating that children are not allowed on the trim trail/pirate ship. Play areas supervised by members of staff, including the Premises Manager and members of the SLT (see additional risk assessments for this equipment).
Injuries caused by bikes or scooters on the playground	Broken bones Lacerations Cut and grazes Head Injuries Slips, trips and falls Musculoskeletal injuries	Children and adults	Scooter park at the entrance to enable scooters (and bikes) to be parked there rather than ridden around the playground. Premises Manager and SLT on school playground.
Dogs on site (risk of bites and also feces)	As above (if the dog pulls) Bites	Children and adults	Dogs banned from the site, unless they are guide dogs or support dogs.

End of the Day

(NB: The risks remain the same as above, apart from any additional measures detailed below.

The Premises Manager will be replaced by the Assistant Caretaker.)

In order to help reduce road traffic incidents, the gates are open at 2:55pm, 10 minutes before the KS1/EYFS children leave. The Assistant Caretaker is on duty during this time and is joined by the teachers when they let their children out at the allotted time. Members of SLT are also regularly on the playground at the end of the school day.

Hazard	Risk	Persons Affected	Existing Control Measures
Releasing a child where there is no adult to collect them/ to an unknown adult.	Risk of abduction Broken bones Lacerations Cut and grazes Head Injuries Slips, trips and falls Musculoskeletal injuries	Children	The children will not be released to an unknown adult and a known contact will be sought to confirm the identity of the adult collecting. Permission letter for any child in Years 5 or 6 walking home on own. Children in Years R -4 are not allowed to walk home on their own. Supervision on site by SLT and Assistant Caretaker.



Photo 1: Pedestrian crossing closest to Copnor Primary School.



Photo 2: Alternative pedestrian crossing on Copnor Road.



Photo 3: No stopping sign on display outside school.



Photo 4: Railings outside the school.