

GUIDANCE ONLY – ENSURE THAT LOCAL AUTHORITY RISK ASSESSMENT REQUIREMENTS ARE MET

RA39 Street Closures
Brunel Field primary school



Risk assessment and plan

Sustrans has produced generic risk assessments for many of the activities that it carries out frequently. The significant hazards, who they might harm and how, and what you need to do to manage them are contained in this plan. Every time that you undertake this activity, you will need to review the existing hazards and controls and add any specific arrangements to manage the hazard and any additional hazards and controls that you might identify. **Your line manager will be able to assist you should you need help completing this form.**

Refer to the Sustrans Risk Assessment Procedure (H&S/PRO/02) and Risk Assessment Standard (H&S/PRO/12) for further information on assessing and managing risks.

| Description of activity | | | |
|------------------------------------|--|---------------------------------|----------------------|
| Event activity | <i>School Street Closure – Big Pedal launch event</i> | Event activity reference | |
| Event location | <i>Brunel Field primary school, 45 Arthur Milton St, Bristol</i> | Event date | <i>25 March 2019</i> |
| Sustrans H&S references | H&S/STD/08: Organising Events RA 25 Events | Additional references | |

Street closure or partial closure of a street and /or parking spaces to vehicles in order to safely facilitate an event.

This risk assessment considers the activities necessary for the closure of the street. It does not duplicate the consideration of generic hazards already addressed for events.

Sustrans out of hours emergency telephone number: 08448 480226

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| What are the hazards? Mark N/A or delete as appropriate | Who might be harmed and how? | What are you already doing to lower the risk? | Risk Rating* | Do you need to do anything else to manage this risk? Include any further controls/specific arrangements to manage the risk | Action by whom and when? | Date Action Complete |
|---|---|--|---------------------|---|---|-----------------------------|
| Vehicle Entering Closed Area | Staff, volunteers and members of the public participating in the use of the closed area At risk of: Crush injuries, head injuries, cuts and bruises, sprains and fractures, damage to equipment and other property | <ul style="list-style-type: none"> <input type="checkbox"/> Allow sufficient time to apply and plan for the closure (two months prior to event – LA timescales may vary) <input type="checkbox"/> Liaison with local Council/land owner to gain guidance and permission for required closures <input type="checkbox"/> Consider the need for temporary parking restrictions (whether within the closed area or elsewhere e.g. in order to facilitate a diversion along a smaller road) <input type="checkbox"/> If not Local Authority land i.e. private access/land make sure that details of routine local authority services such as rubbish collection are identified and taken into account <input type="checkbox"/> Check that those advising you have the relevant qualifications/knowledge e.g. chapter 8 of the Traffic Signs Manual or using contractors who are trained in this <input type="checkbox"/> Where working on a busy road with mixed uses identify whether it is advisable to use council contractors to undertake road closure set-up and management <input type="checkbox"/> Identify whether a re-routing is required (especially if it is a bus route) check the council is undertaking this <input type="checkbox"/> Know which type of street closure you have, ensure you know under which Act(s) it is implemented and the respective limitations, e.g. maintaining reasonable access. <input type="checkbox"/> Be ready to advise motorists of their legal obligations and risk of prosecution if they ignore the closure. <input type="checkbox"/> Make a record of registration numbers for any infringements. <input type="checkbox"/> Map out the road closure on a plan well in advance in order to understand what levels of resourcing / | 3 | <p><i>Complete road closure application by 18/01/19</i></p> <p><i>School is promoting a park and stride location. There is also a car park that can be accessed via College rd (see plan)</i></p> <p><i>Using a TPO (under section 29 of 1984 Road Traffic Regulation Act). Vehicle access for emergency vehicles and residents to be maintained.</i></p> <p><i>Print out copy of approved TRO and include in stewards' packs.</i></p> <p><i>Minimum 4 stewards required. Two at road closure point, and 2 at bend in road</i></p> <p><i>Letters delivered to all local residents 2 weeks before event. Notice put up opposite school 1 week beforehand</i></p> | <p><i>DR and AD</i></p> <p><i>DR and AD</i></p> <p><i>DR and AD</i></p> | <p><i>16/01/19</i></p> |

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| | | <p>materials are required and ensure you have sufficient materials.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain written LA approval for the plan and provide this map to all partners including local residents, businesses and council contractors <input type="checkbox"/> Make sure you have the correct 'highways materials and signs' (council to advise) <input type="checkbox"/> Minimise the number of closure points <input type="checkbox"/> Ensure that any lateral safety clearance dimensions required under chapter 8 of the Traffic Signs Manual can be physically provided <input type="checkbox"/> Try to secure support from a local PSCO to assist at the event <input type="checkbox"/> Establish whether LA or Sustrans is to undertake informal consultation with consultees (in advance of formal statutory consultation). <input type="checkbox"/> Give sufficient notice to local residents and businesses/sports clubs/ schools etc. to allow for alternative arrangements as necessary <input type="checkbox"/> Request residents cars usually parked in the area are moved before event is due to be set up <input type="checkbox"/> Consider the need for temporary parking restrictions <input type="checkbox"/> Prevent the parking of other vehicles in the vicinity by use of signage and marshals <input type="checkbox"/> Planned diversion of traffic with suitable signage <input type="checkbox"/> Provision of suitable and sufficient physical barriers to segregate vehicles and pedestrians and to physically deter/prevent vehicular access via junctions with the wider road network <input type="checkbox"/> Plan access/egress and parking required for set up and dismantling of event <input type="checkbox"/> Ensure that all contractors concerned are made aware of essential event details including where | | <p><i>Check with contact in Bristol Highways what signs are required and where from</i></p> <p><i>Sustrans/Playing Out to deliver LA letter, accompanied by informal letter from Sustrans, ahead of TRO application</i></p> <p><i>One closure point inside entrance to cul- de- sac, allowing vehicles space to turn if required.</i></p> <p><i>Road ahead closed signs to be positioned on Ashley Down rd to discourage motorists from turning in</i></p> <p><i>Agree with residents at end of Arthur Milton st to use their parking bays for event set up, and as turning point for any motorists entering road</i></p> | <p><i>DR mid Jan</i></p> <p><i>Early Jan</i></p> <p><i>Staff on day</i></p> <p><i>Early March</i></p> | |

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| | | <p>and when to access the area, park and deliver/offload and pick up on the day of the event.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that accessibility for vehicle blue badge holders is considered when planning closure and provide staff to assist or accompany to enable access if necessary. <input type="checkbox"/> Contingency plans in place in case of emergency. <input type="checkbox"/> Brief marshals in relation to emergency planning and escorting vehicles <input type="checkbox"/> Arrange for marshals to escort any essential/emergency vehicular access and share plans with local residents and businesses etc. <input type="checkbox"/> Provision and positioning of marshals to inform of temporary arrangements on the day of the event. <input type="checkbox"/> Sustrans contact details made available in case of emergency access <input type="checkbox"/> Only accredited contractors to be employed (particularly if chapter 8 of the Traffic Signs Manual applies). <input type="checkbox"/> Ensure appropriate first aid provision is on site | | <p><i>Staff and volunteer stewards at road closure signs will use the command CLEAR ROAD to signal that all children must move to the pavement. Pupils will be briefed on this by DR and AD beforehand. Stewards will not open road for vehicle until it is clear. Vehicles (residents, blue badge holders and emergency vehicles) will be accompanied at walking speed. Staff and volunteers to wear hi-vez at all times</i></p> <p><i>Stewards to be briefed ahead of event. Stewards' packs include Sustrans contact details</i></p> <p><i>Bring first aid kit. AD and DR have up to date first aid qualifications. Check who school first aider is.</i></p> | <i>On the day, at least 30 mins beforehand</i> | |
| Closure Location | <p>Sustrans staff and volunteers, contractors, participants and members of the public At risk of:</p> <p>Cuts and bruises, sprains and fractures, damage to equipment and other property</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Confirm that the surface area to be used is suitable, if necessary arrange for remedial treatment or for a temporary surface to be used <input type="checkbox"/> Make sure that any change in ground level is easily identifiable. <input type="checkbox"/> Consider all physical features e.g. slopes and curbs when planning layout and setting up closure <input type="checkbox"/> Ensure that the area is cleared of any stones, glass, animal faeces, rubbish etc. that could cause harm | 2 | <i>Staff to check road surface before commencing set up of the closure</i> | <i>All Sustrans/Playing Out staff on the day</i> | |

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| | | <p>during the event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the event area is planned to avoid collision with permanent street furniture such as lamp posts and rubbish bins <input type="checkbox"/> Make sure that any overhead services and street lights are identified during closure plan to ensure they are avoided by delivery vehicles or during the set up and use of event equipment <input type="checkbox"/> If any ground disturbance is necessary, ensure that the location of buried services is identified and avoided <input type="checkbox"/> Ensure that the road closure is not in the vicinity of hazardous or intrusive industrial or agricultural activities <input type="checkbox"/> Consider the need to cut/trim any grass or vegetation in the vicinity shortly before the event <input type="checkbox"/> Check mobile phone reception in closure area | | <p><i>Not needed. Using road space and pavements.</i></p> <p><i>Mobile reception is good with Sustrans/Playing Out phones</i></p> | | |
| <p>Substances Hazardous to Health</p> | <p>Sustrans staff and volunteers, contractors, participants and members of the public</p> <p>At risk of:</p> <p>Skin effects – dermatitis, respiratory and/or eye irritation and possible burns</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Arrange to use the least harmful product possible, e.g. water based paints <input type="checkbox"/> Ask the supplier for a Safety Data Sheet for advice about using, handling, storing and transporting the item. <input type="checkbox"/> Follow manufactures’ requirements and guidance <input type="checkbox"/> Keep stocks of COSHH products to the minimum possible <input type="checkbox"/> Consider the effects of any product used at the event being washed off the ground surface and entering the drainage system. <input type="checkbox"/> Provide suitable and sufficient personal protective equipment as given on product Safety Data Sheet <input type="checkbox"/> Ensure that all staff concerned are aware of the product emergency information from Safety Data | 3 | <p><i>No hazardous substances are anticipated to be used at the event which are within the control of Sustrans or Playing Out staff.</i></p> <p><i>Hand wipes will be available for use, alongside alcohol gel. Hand washing facilities available at the school.</i></p> | | |

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| | | <p>Sheet and that this is available</p> <p><input type="checkbox"/> If more than one COSHH substance is in use, carry out a COSHH assessment</p> | | | | |
| Services to location | <p>Sustrans Staff and volunteers, contractors, participants and members of the public</p> <p>At risk of:</p> <p>Electric shock, burns, bruises, sprains, cuts and fractures</p> | <p><input type="checkbox"/> If tap water is unavailable at the site , ensure that sufficient bottled drinking water is provided</p> <p><input type="checkbox"/> Consider drainage in the area and actions needed in the event of flooding.</p> | 2 | <p><i>Drinking water to keep staff well hydrated will be supplied by Sustrans, for staff consumption only</i></p> <p><i>Street is not situated in area where flooding is an issue</i></p> | | |
| Provision of Facilities | <p>Sustrans staff and volunteers, contractors, participants and members of the public</p> <p>At risk of:</p> <p>Slips, trips and falls,</p> | <p><input type="checkbox"/> Ensure that equipment such as tables, chairs and temporary flooring are used only if they are in a safe condition. If appropriate, consider using a supplier detailed on the local authority's contractor list</p> <p><input type="checkbox"/> Ensure that any road paint / chalks etc. are approved by the local authority highways department in regard to the potential effect on vehicle traction on the road surface</p> <p><input type="checkbox"/> Provide sufficient rubbish bins/bags and arrange to have them removed from site after the event. If possible, provide separate bins for recycling of waste</p> <p><input type="checkbox"/> All contained events where children are present (e.g. EYP schools activities where members of the public are excluded) are to be NUT FREE.</p> <p><input type="checkbox"/> At open public events where adults and children could be present, have ingredient list / packaging available. Ensure that hand washing and drying facilities are available</p> <p><input type="checkbox"/> Ensure that all relevant controls detailed on RA25 (Events) are considered and implemented where necessary, including the use of events' equipment, contractor competence and insurances etc.</p> | 2 | <p><i>Bring bin bags and means of weighting them down.. Sustrans staff to remove waste at the end of the event, for recycling or disposal</i></p> <p><i>No food to be provided as part of Sustrans controlled activities</i></p> <p><i>Parents will be informed by letter beforehand that they are responsible for their own children outside school hours. School will be open for access to toilets, and any unaccompanied/lost child will</i></p> | | |

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| | | | | <i>be taken into school to member of staff.</i> | | |
| Personal security due to theft / assault | <p>Sustrans staff and volunteers, contractors, participants and members of the public</p> <p>At risk of:</p> <p>Minor to medium injuries from general minor assault</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Consider the need for security staff <input type="checkbox"/> If possible, avoid the need for cash to be held on site <input type="checkbox"/> If the use of cash is unavoidable, determine the level of risk with police advice and make safe and secure arrangements <input type="checkbox"/> Ensure that tools, equipment and bikes are not left unattended/unsecured <input type="checkbox"/> Ensure that staff are briefed how to calm down potential aggressors and take all steps to avoid escalating confrontational situations <input type="checkbox"/> Check communication is available between staff and to participants and members of the public, e.g. mobile phones and loudhailer <input type="checkbox"/> Plan for sufficient staff to be on site to provide sufficient coverage and support | 2 | <p><i>Cash will not be held by Sustrans controlled activities. Staff will be advised to ensure their personal belongings are safely stored on them and kept to a minimum or can lock them in the school reception.</i></p> <p><i>Staff and volunteers will be advised to lock bikes at school</i></p> <p><i>Stewards' packs to contain key messages about event to reassure members of the public with concerns or objections.</i></p> <p><i>Stewards will be briefed to shout loudly to clear road and move themselves to safety in event that a motorist refuses to stop and drives through road closure.</i></p> <p><i>Ensure all staff and volunteers have each other's mobile number, and mobiles are switched on, sound is activated and have sufficient charge</i></p> | | |

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| <p><i>(Optional)</i> List any supporting documents, photographs, plans etc. attached to this report:</p> | | | | | | |

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| Event staff | | |
|-------------|------|--------------------------|
| Name | Role | Contact telephone number |
| | | |
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| | | |

| Plan completed by | | | |
|-------------------|--|------|--|
| Name | | Date | |
| | | | |

| Plan approved by (manager/staff supervisor) | | | |
|--|--|------|--|
| By implementing this plan, I am satisfied that the Health and Safety risks associated with the event will be reduced to an acceptable level. | | | |
| Name | | Date | |
| | | | |

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Participant register

| Event: | | | | Date: |
|--------|--|-------------------------------------|---------------|-------------------------------------|
| | Name I have no known medical conditions that would prevent me from participating safely | Email for future contact (optional) | Mobile number | Emergency contact - name and number |
| 1 | | | | |
| | | | | |
| 2 | | | | |
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| 15 | | | | |

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Event review

Record here any lessons learnt at this event, good and bad, that might benefit how similar events are run in the future; locally and nationally. For example, these might include organisational arrangements, event publicity or H&S related matters that wouldn't require an incident investigation report.

| What happened? | What did you do at the time to address it? | What might you do differently in future? |
|----------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Plan reviewed by (manager/staff supervisor) | | | |
|---|--|------|--|
| The lessons learnt have been shared with the relevant members of the project team and where applicable, with the relevant National Project Co-ordinators and other central support teams. | | | |
| Name | | Date | |

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Risk quantification model:

| Probability (Pr) rating | Severity (Se) rating | | |
|--------------------------|----------------------|-------------|-----------|
| | Minor (1) | Serious (2) | Major (3) |
| Low, may happen (1) | 1 | 2 | 3 |
| Medium, could happen (2) | 2 | 4 | 6 |
| High, will happen (3) | 3 | 6 | 9 |

Risk categories:

| | | | |
|------------|----------|----------|--------------|
| Acceptable | Marginal | Moderate | Unacceptable |
|------------|----------|----------|--------------|

A. Risk quantification model:

A.1 The 'risk quantification model' provides an estimator that can be used to ensure a consistent approach is used for quantifying risks based on a simple matrix of 'probability of occurrence' and 'severity of outcome'. In effect, risk equals probability multiplied by severity, $Ri = Pr \times Se$.

Probability (Pr) that an event will occur.

| Probability (Pr) | Rating | Criteria to consider in relation to the hazard being assessed |
|----------------------|--------|---|
| Low, may happen | 1 | Where harm will seldom occur. A hazard is rarely approached and/or is infrequently present in the workplace, e.g. a less than 25% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day. |
| Medium, could happen | 2 | Where harm will often occur. A hazard is sometimes approached and/or is frequently present in the workplace, e.g. between a 25% and 75% chance that the hazard will be experienced if, for example, the work was being undertaken on for an 8-hour average working day. |
| High, will happen | 3 | Where it is certain that harm will occur. A hazard is always approached and/or is permanently present in the workplace, e.g. a greater than 75% chance that the hazard will be experienced if, for example, the work was being undertaken for an 8-hour average working day. |

Severity (Se) of the outcome if the event is realised.

| Severity (Se) | Rating | Criteria to consider in relation to the hazard being assessed |
|---------------|--------|--|
| Minor | 1 | Injuries that are unlikely to be reportable under RIDDOR, e.g. superficial or minor first-aid injuries such as minor cuts, bruises, eye irritation, nuisance skin irritation, transient or non-persistent coughing etc; and small fires with little or no disruption. |
| Serious | 2 | Injuries that are likely to be reportable as a >3-day injury under RIDDOR, such as lacerations, burns, strains and sprains, minor fractures to the fingers or toes, non-permanent work-related upper limb disorders, eye irritation, persistent coughing, nausea, breathing distress, dermatitis, chrome and other ulcerations; and minor fires causing transient disruption. |
| Major | 3 | Injuries that are likely to be reportable as major injuries under RIDDOR, such as fatalities, amputations, major fractures, multiple injuries, permanent work-related upper limb disorders, poisonings, permanent or semi-permanent blindness, occupational cancers, acute or severely life-shortening diseases, occupational asthma, etc; and fires causing significant disruption and/or major loss to or destruction of property or premises. |

A.2 The following explains the typical actions required to manage different risks categories. In simple terms, the higher the risk category, the greater the potential for a serious incident, injury or fire and, consequently, greater controls are required.

(i) An unacceptable (or high) risk, a risk rating of 9.

Such risks in the workplace are unacceptable and work should not commence. If work is in progress, it must be stopped immediately until such actions are taken as to reduce or control the risk to an acceptable level. Temporary controls, except in an emergency situation would not be sufficient to justify work commencing or continuing. Risk reduction plans should be documented and fully implemented before recommencing work.

(ii) A moderate risk, a risk rating of 6.

Such risks are unacceptable and work should not commence. If work is already in progress, it should be suspended until such actions are taken as to reduce or control the risks. This could include the use of temporary control measures until a permanent solution is implemented. Existing controls require careful management and supervision to ensure their effective implementation. A written action plan should be developed to further reduce or control the risks.

(iii) A marginal risk, a risk rating of 3 or 4.

Such workplace risks are tolerable and, generally, work can commence or continue. However, if appropriate, a written action plan should be developed to further reduce or control the risks to a more acceptable level. The existing control measures are generally appropriate to control or manage the risks, but require on-going management supervision, such as by an audit, to ensure their continuous implementation.

(iv) An acceptable (or low) risk, a risk rating of 1 or 2.

Such risks are, generally, seen as being acceptable without any specific workplace controls being required. Any existing controls are appropriate to manage the risks. Management supervision and employee training are required to ensure the existing controls, including the use of personal protective equipment (PPE), are implemented.

| | | |
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