

Title: School Crossing Patrols

PCoP: T:2

Date: January 2020

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Post: LRSP

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First Issue Date: January 2012
Re-Issue Date: 01/16
Revision No: 2
Last Reviewed: January 2020
Next Review Due: January 2023
Reviewer: Kate Fielden

PLACE HEALTH AND SAFETY MANUAL

1. Scope and Application

This code of practice provides advice and guidance for School Crossing Patrols (SCPs) within the Environment and Economy Directorate.

2. Introduction

This Code of Practice sets out a safe working method for the operation of the County's SCP Service.

SCPs are responsible for the safety of pedestrians crossing specified road(s) at their patrol site. SCPs are appointed by an interview panel including a Road Safety Advisor (RSA) and a Road Safety Officer (RSO). Both the site and the SCP are approved by the Road Safety Service Delivery Manager. SCPs are supervised by an appointed RSA who shall be referred to as supervisor for the purposes of this document.

The precise location patrolled will be explained to the SCP who will not be permitted to vary that position without the express approval of the designated supervisor. (*See also paragraph 4 in Traffic/Pedestrian and Management below*). The times of duty are specified and may only be permanently amended after consultation and with the written approval of the designated supervisor. On occasion, i.e. end of term, a school may temporarily change their timetable. The SCP will make the RSA aware of this change and agree the temporary changes to their duty times.

The SCP Service Policy has acknowledged that parents and guardians have a responsibility for those in their care and that young persons of secondary school age have a personal responsibility for their own safety.

The County Council is the Authority which, under the Road Traffic Act 1984, may, but is not required to, provide arrangements for the patrolling of sites where children cross roads to and from school. However, it is clear within that legislation that even where a School Crossing Patrol is provided, parents and guardians retain the responsibility for ensuring their children's safety on that journey whether to or from school. The Patrol will not be responsible for any child whose parents have, for example, failed to collect their children at the end of the day.

Section 270 of the Transport Act 2000, which came into effect on 30 January 2001, amends Sections 26 and 28 of the Road Traffic Regulations Act 1984. These changes now enable crossing patrols to stop traffic for any pedestrian and not just for those who are school children or accompanying a school child. The Act also removes the previous time restriction between 8am – 5.30pm when crossing patrols may be provided.

For further guidance please refer to LCC School Crossing Patrol Policy 2003.

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3. Site Safety

The County Council's approved criteria will be applied to all sites that either become vacant or receive a request for the establishment of new site. These criteria determine the flow of traffic and pedestrian movements together with other related safety issues.

4. Traffic/Pedestrian and Management

Each School Crossing Patrol Site will need to be assessed for need and traffic / pedestrian flows. Sites will be risk assessed at least once every twelve months. A further risk assessment will be undertaken where the Patrol or member of the public reports an incident.

The designated supervisor is expected to visit every SCP at least three times a year (equally spaced) effectively achieving a visit every four months. Regular visits will enable the designated supervisor to inspect the Patrol's performance, uniform, stop sign and flashing amber light equipment (if present at site). Should the need arise the designated supervisor will require the Patrol to undergo additional on-site training.

All Patrols will receive 'class room' scenario re-training on a two-year cycle.

In the event of a major obstruction at the site, such as road works etc., Divisional Staff should inform the LRSP and the designated supervisor must identify an alternative place from which the Patrol is to operate. Failing this, the Patrol will discontinue operation for the duration of the obstruction. Where no prior notice is received the SCP should gain approval from their supervisor prior to any required temporary variation in site location; this will usually be done via telephone. If the supervisor is not contactable the SCP should conduct a dynamic risk assessment and either move position or not complete the patrol; in either case the SCP should contact the supervisor to inform them of the action and subsequently the school should be informed.

A number of sites are equipped with 'amber flashing lights' and Patrols are informed of how to switch this equipment on and off. Some locations may be equipped with 'timed' functions and the designated supervisor, local Road Safety Officer or Area Highways Manager will set these units as required.

The times of operation for flashing amber lights is agreed with the school's Head teacher in order for timings to coincide with the arrival and departure of pupils.

Any Patrol unable to arrive on duty at the prescribed time will inform his / her supervisor as soon as practicably possible.

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5. Risk Assessments

All designated supervisors will receive, from an approved body, appropriate training to allow the undertaking of qualitative risk assessments.

The designated supervisor will also make periodic checks to ensure the last recorded assessment remains relevant.

The risk assessments must be saved in the appropriate section on IMP and notification given to the Road Safety Service Delivery Manager following changes.

All SCP site risk assessments are saved electronically and accessible by all relevant team members.

Risk assessments will be hand-written or electronically produced in the prescribed format and saved in the agreed location on IMP.

6. Training and Equipment

All newly appointed Patrols receive training in accordance with the County Council's SCP approved training manual. The Patrol's designated supervisor is responsible for conducting the necessary training and certifying that the Patrol is competent to carry out the task. The designated supervisor will visit newly appointed patrols at least once per week during their first month of employment to satisfy themselves as to the patrol's levels of competency.

Patrols are issued with approved PPE conforming to the Regulations in force at that time and each will have a copy of the "School Crossing Patrol Handbook".

7. Reporting of Incidents

In the event of an incident occurring as a consequence of a SCP's lawful activities, but does not require notification under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR), the SCP will report the matter at the earliest opportunity, but no later than the end of that day's tour of duty, to their designated supervisor. The designated supervisor will then take whatever action is necessary, which will include the completion of form PO3 and Incident Report via the approved online reporting system as soon as is reasonably practicable. Upon receipt of the auto-generated notification to the reporting person's line-manger (usually RSO), the RSO must support the RSA in implementing any change if support is required. The 'Lead' Officer will receive a quarterly PO3 update report via LRSP Health and Safety representative.

In the event that RIDDOR applies, guidance will be immediately obtained from the Road Safety Service Delivery Manager or an appropriate Health and Safety Officer.

('Lead' Officer: A Road Safety Officer appointed to oversee the School Crossing Patrol service on behalf of the Road Safety Service Delivery Manager).