

# Risk Assessment - Traffic Management Plan

CSP: MSP  
Area of work: L3 School Games  
Location: Wavertree Sports Park  
Activity: Multi-sport events 4th & 5th July (plus set up day 3rd  
Prepared by: Marketing & Events Officer (MSP)  
Month: Jul  
Year: 2018

Likelihood	Impact	Risk rating
1 = Very unlikely	1 = Relatively insignificant	1 - 8 Core team individual officer/ Event Organiser/lead SGO
2 = Unlikely	2 = Minor	9 - 25 MSP Manager in consultation with individual with appropriate skills and knowledge relating to the risk identified.
3 = Possible	3 = Significant	
4 = Quite Likely	4 = Serious	
5 = Very likely, almost certain	5 = Severe impact on objectives, catastrophic	



Risk Category	No	Potential Hazard	Likelihood	Impact	Risk Rating	Who might be harmed	Risk Owner	Current Controls in Place	Additional Action to be Taken	Likelihood beyond control measures	Impact beyond control measures	Risk Rating beyond control measures	Persons Responsible	Date for Completion
Example	1	Slip Trips and Falls	4	2	8	Participant	Events Officer	Slip Hazard Signs in place where necessary	Event organisers will check periodically throughout the day	4	2	8	Events Officer	Mar
	2	Handling Heavy Equipment	4	4	16	Staff	Events Officer	Staff trained	Trolleys supplied to reduce the risk of lifting	4	4	16	Marketing Officer	Apr
Operational	1	Risk of road traffic accident (RTA) between vehicle and pedestrian, or damage to building/other vehicle	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	Traffic Management Plan made available to all schools attending in advance of the event to direct them as to where to drop and park.	n/a	3	3	9	Team Manager (school)	Jun
	2	Risk of RTA between vehicle and pedestrian	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	Eight stewards on duty to direct and supervise traffic on the site.	Stewards to advise and remind all drivers to proceed with caution upon entering the site. All drivers to respect site speed limit.	3	3	9	Steward	Jul
	3	Risk of RTA between vehicle and pedestrian	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	Speed limit in place on site.	Stewards to advise and remind all drivers to proceed with caution upon entering the site. All drivers to recognise nature of the event and exercise caution.	3	3	9	Steward	Jul
	4	Risk of RTA between vehicle and pedestrian	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	Designated areas for parking vehicles.	Eight stewards on site to oversee roles including all vehicle movements. Drivers to recognise the nature of the event and exercise caution.	3	3	9	Steward	Jul
	5	Risk of RTA between vehicle and pedestrian	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	Vehicles reversing during parking or turning to be supervised by stewards.	Drivers/teachers to ensure that children are not left unsupervised and access the pedestrian designated routes/paths as soon as possible.	3	3	9	Team Manager (school)	Jul
	6	Risk of RTA between vehicle and pedestrian	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	Designated pedestrian areas.	Team Managers to supervise children whilst walking from parking area.	3	3	9	Team Manager (school)	Jul
	7	Risk of RTA between vehicle and pedestrian	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	'Pickup' and 'Drop Off' points positioned so that direct access provided to pedestrian only area.	Team Managers to supervise children during drop off and pick up.	3	3	9	Marketing & Events Officer (MSP)	Jul
	8	Risk of RTA between vehicle and pedestrian	3	4	12	All individuals are at risk	Marketing & Events Officer (MSP)	Restricted vehicle movements during the day.	No vehicles permitted in Games Control area of car park - area separated by barriers. Teachers to supervise and control children at all times. Stewards in place to supervise parking areas.	1	4	4	Steward, Team Manager (school)	Jul
	9	Emergency access points become blocked or inaccessible.	3	3	9	All individuals are at risk	Marketing & Events Officer (MSP)	Stewards to ensure emergency access points are clear.	Drivers aware of the need to follow directions of stewards and keep access points free.	2	3	6	Steward	Jul
	10	Congestion created by vehicles accessing or exiting the site	3	3	9	All individuals are at risk	Events Officer	Stewards on duty to direct vehicles arriving and exiting the site.	Stewards will monitor vehicle levels and advise if the overspill has been made available or instruct drivers to exit site and find suitable alternative parking nearby.	2	3	6	Steward	Jul

Since new risks could arise between the preparation of this report and the event taking place, an MSP member of staff will be assigned to review the risk assessment immediately before the event starting and to monitor any additional risks arising throughout it.

Should new risks be identified by the event organiser, MSP or SGO staff they should be recorded below, by the assigned member of the MSP team along with corresponding control measure. If the 'Likelihood beyond control measures' multiplied by the 'Impact beyond control measures' rates 9 or above the event should be halted. The risk should then immediately be reviewed by the School Games Organiser lead for the event and a manager from MSP to establish if any further controls can be put in place which may allow the event to continue as planned.