

TRAFFIC MANAGEMENT RISK ASSESSMENT

School Details	
School Name:	Marymount College
Address:	261-283 Reedy Creek Rd, Burleigh Waters
Date of Risk Assessment:	10/2/2025
Persons completing the risk assessment:	Tonia Garner, Martina Millard

Instructions:

The risk assessment table has been divided into sections for Vehicle to vehicle, vehicle to cyclist, vehicle to pedestrian, vehicle to property, and special event hazards:

- Read through and add or remove hazards as required to make the assessment appropriate to your school.
- Identify any current controls in place within your school to minimize the risk of the hazard occurring.
- Using the [BCE risk matrix](#) score the risk with the controls in place.
- Identify if any further controls are required to further reduce the risk.
- Complete the action plan based on the new controls identified.

Traffic incidents occur in several ways, such as, vehicle to vehicle, vehicle to pedestrian and vehicle to property. Use the traffic management risk assessment to identify the hazards, risk, and appropriate controls, to minimize the risk of a traffic incident occurring at your workplace.

TRAFFIC MANAGEMENT RISK ASSESSMENT

No.	Hazards	Current Controls	Risk Score	Additional Controls
1.	Vehicle to Vehicle			
1.1.	Parents hitting other parents' cars during drop off or pick up	Speed limits Traffic controllers	L	
1.2.	Staff have an accident whilst parking in the school carpark	Carpark maintained and markings clear	L	
1.3.	Student has an accident whilst parking in the school carpark	Carpark maintained and markings clear	L	
1.4.	Multi vehicle accident in loading area	Loading area access restricted to one vehicle at a time	L	
1.5.	Excessive speed in school area causes vehicle accident	Speed limits signposted Speed limiting devices installed	L	
1.6.	Emergency vehicle attending during drop off or pick up	Staff escort arranged	L	
2.	Vehicle to cyclist			
2.1.	Vehicle hits cyclist during drop off or pick up	Speed limits signposted Speed limiting devices installed	M	

TRAFFIC MANAGEMENT RISK ASSESSMENT

No.	Hazards	Current Controls	Risk Score	Additional Controls
		Fencing or bollards installed to separate pedestrians and vehicles Staff supervision of pick up area		
2.2.	Vehicle hits cyclist on school grounds	Speed limits signposted Speed limiting devices installed Fencing or bollards installed to separate pedestrians and vehicles	L	
2.3.	Vehicle hits e-bike or e-scooter rider on school grounds	Speed limits signposted Speed limiting devices installed Fencing or bollards installed to separate pedestrians and vehicles	H	e-bikes and e-scooters not permitted on campus
3.	Vehicle to pedestrian			
3.1.	Pedestrian injured due to vehicle during drop off or pick up	Staff supervision of pick up area Speed limits signposted Speed limiting devices installed Fencing or bollards installed to separate pedestrians and vehicles	L	Reminders in school newsletter periodically of expectations

TRAFFIC MANAGEMENT RISK ASSESSMENT

No.	Hazards	Current Controls	Risk Score	Additional Controls
3.2.	Pedestrian injured by school bus (contracted or owned) during drop off or pick up	Use of trained and suitably licensed drivers Bus well maintained Fencing or bollards installed to separate pedestrians and vehicles Staff supervision of pick up area	L	
3.3.	Pedestrian injured by school bus (contracted or owned) during an excursion	Use of trained and suitably licensed drivers Bus well maintained	L	
3.4.	Pedestrian injured by maintenance vehicle on school property (tractor, golf buggy, forklift etc.)	Exclusion zones and times for operation of vehicles Spotter and reduced speeds when access required	L	
3.5.	Pedestrian injured by construction / contractor vehicle on school property	Exclusion zones established Spotter and reduced speeds Restricted times for access out of school operating time	L	
3.6.	Pedestrian injured by delivery vehicle on school property	Exclusion zones established	L	

TRAFFIC MANAGEMENT RISK ASSESSMENT

No.	Hazards	Current Controls	Risk Score	Additional Controls
		Spotter and reduced speeds Restricted times for access out of school operating time		
3.7.	Pedestrian injured by powered pull along cart on school property	Exclusion zones and times for operation of vehicles Spotter and reduced speeds when access required	L	
3.8.	Vehicle injures pedestrian due to blind corner or lack of visibility	Exclusion zones for plant Spotter and reduced speed used in areas of restricted visibility	L	
3.9.	Vehicle injures distracted student during break time or other absence from direct teacher supervision	Segregation of students and vehicles Fencing and bollards to restrict vehicle access Out of bounds areas monitored	L	
3.10.	Cyclist hits a pedestrian during drop off or pick up	Bicycle road rules enforced e-bikes and e-scooters not permitted on campus Staff supervision of pick up area	M	Reminders in school newsletter periodically of expectations

TRAFFIC MANAGEMENT RISK ASSESSMENT

No.	Hazards	Current Controls	Risk Score	Additional Controls
3.11.	e-bike or e-scooter hits pedestrian during drop off or pick up	e-bikes and e-scooters not permitted on campus Staff supervision of pick up area	H	Reminders in school newsletter periodically of expectations
3.12.	Excessive speed on school property causes injury to pedestrian	Speed limits signposted Speed limiting devices installed Fencing or bollards installed to separate pedestrians and vehicles	H	Reminders in school newsletter periodically of expectations
3.13.	Emergency vehicle attending school during drop-off, pick up or break times	Staff escort arranged	L	
4.	Vehicle to Property			
4.1.	Vehicle damages building in the loading bay area	Restricted access – bollards Limited use of loading bay area	L	
4.2.	Vehicle hits boundary fence	Reduced speed limits on access roads	L	
4.3.	Maintenance / Contractor vehicle damages building	Restricted access Exclusion zones	L	

TRAFFIC MANAGEMENT RISK ASSESSMENT

No.	Hazards	Current Controls	Risk Score	Additional Controls
		bollards		
4.4.	Excessive speed on school property causes property damage	Speed limits signposted Speed limiting devices installed Fencing or bollards installed to restrict access to vehicles	L	
4.5.	Fire from lithium-ion battery in e-bike or e-scooter	e-bikes and scooters not permitted on campus	M	Batteries not to be removed and stored in lockers or other areas – fire risk
5.	Special Events (e.g., Fetes, construction)			
5.1.	Movement of mobile amusement ride causes an injury during a school fete or incursion	Mobile amusement rides not engaged	L	
5.2.	Injury whilst setting up for fete or incursion	Restricted access Exclusion zones Spotter and reduced speeds when access required	L	
5.3.	Construction vehicles cause an injury	Restricted access Exclusion zones	M	

TRAFFIC MANAGEMENT RISK ASSESSMENT

No.	Hazards	Current Controls	<u>Risk Score</u>	Additional Controls
		Spotter and reduced speeds when access required		
5.4.	Emergency vehicle access	Staff escort arranged	L	

Item no.	Action Item	Responsible person	Date Completed

TRAFFIC MANAGEMENT RISK ASSESSMENT

Item no.	Notes
3.10/3.11	<p>No way to easily and quickly identify compliant e-bikes (Qld Govt) – non-compliant bikes are illegal in publically accessible areas</p> <p>e-bikes can travel at greater speeds, and are usually heavier, resulting in increased injury to the pedestrian (and possibly the rider) during a collision</p>
4.5	<p>Damage, excessive heat or moisture exposure can increase the risk of lithium-ion battery catching fire – no way of inspecting battery to determine level of risk – time and staffing restrictions</p> <p>Battery should not be stored in an enclosed area, near combustibles, or at temperatures above 30 degrees Celsius – student locker unsuitable for storage</p> <p>Bicycle storage area is within the undercroft of an older building – no fire detection or suppression systems installed, area is unsupervised – insurance considerations</p>