

School Details	
School / Location	St Stephen's School
School Principal	John Bates
WHSO	Nicole Ford
Completed in consultation with:	John Bates, Nicole Ford and Luke Thomsen (APRE)

Pick up and drop off points for students (e.g. private vehicles and private buses)

The following safety controls are in place to ensure that the picking up or dropping off students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
 - Entrance and exit of Staff and Visitor (southern) carpark; and
 - Main semi-circle (northern) carpark
- Designated pick up and drop off areas for students are located at:
 - The designated Passenger Loading Zones in the main semi-circle (northern) carpark area
- Pick up and drop off areas for students are clearly marked by:
 - Signage;
 - Road markings indicating the one-way traffic flow within the main semi-circle carpark; and
 - Coloured bollards



- Designated pedestrian crossings is:
 - Located on Ridgewood Road at the northern end of the school grounds, between St Stephen's School and Algester State School. The pedestrian crossing is not run by St Stephen's School.

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- School crossing supervisors use the following aids and personal protective equipment (PPE) which is not supplied by St Stephen's School:
 - "Lollipop" crossing sign;
 - Crossing flags; and
 - High visibility jacket
- Pedestrian walkways are physically protected from designated roadways by:
 - Metal chain fence erected in front of the main pedestrian entrance to the school on Ridgewood Road.



- Speed restriction signage is clearly displayed at the following locations:
 - In the semi-circle (northern) carpark; and
 - In the southern carpark, visible when cars drive in



- Speed controlling devices are in place to restrict vehicle speed on site:
 - Three (3) speed bumps are installed in the main semi-circle carpark – one on each side of the roadway and one across the entrance/exit driveway; and
 - One (1) speed bump leading to the visitor carpark area in the southern carpark

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- Other considerations or risk controls that need to be documented?
 - *Traffic flow on Ridgewood Road is impacted when there are vehicles queuing in the afternoons before pick up commences at 2:50pm. This restricts the flow of other traffic using the road creating a safety hazard.*

Courier and/or delivery drop off points

The following safety controls are in place to ensure that deliveries of various items to the workplace is undertaken in a safe manner:

- All couriers and/or delivery drivers must report to the school reception before entering the school grounds. Designated courier and/or delivery drop off points are directed by reception and if vehicle entry into the school is required a staff member will escort the driver:
- Courier and/or delivery drop off points are clearly marked by:
 - *Signage; and*
 - *Paint markings on the designated Loading Zone bay in the main semi-circle carpark*



- School / site speed limits are set at (5km/hr.) with clearly displayed signage located at:
 - *In the main semi-circle (northern) carpark; and*
 - In the southern carpark



- Speed controlling devices are in place to restrict vehicle speed on site:
 - *Three (3) speed bumps are installed in the main semi-circle carpark – one on each side of the roadway and one across the entrance/exit of the driveway; and*
 - *One (1) speed bump installed in the southern carpark leading the visitor car parking area*

– Other considerations that may need to be documented?

- *Main semi-circle carpark has controlled flow in one direction;*
- *Staff and visitor (southern) carpark has only one entrance/exit to service both incoming and outgoing of vehicles;*
- *Traffic is not restricted to the direction of travel for the staff and visitor (southern) carpark*

Parents

- *Be vigilant of pedestrians and other vehicles*
- *Take extra care at pedestrian crossings*
- *To drop off/pick-up using the Passenger Loading Zone*
- *Be aware that when entering the main car park from the North (Algester SS) direction, you are in a No Standing zone (between 2pm and 4pm) and cannot stop your vehicle.*
- *Parents are to refrain from exiting (leaving) their vehicle in the Passenger Loading Zone when dropping off and picking up their children. Staff are on hand to support the students in and out of the vehicle between 2:50pm and 3:15pm. Students are not permitted to enter the vehicle from the right hand side or access the boot.*
- *St Stephen's Pickup/ Drop off Drive Through system operates between the hours of 8.00– 8.25am and 2:50 – 3.15pm. Queuing prior to 2:50pm creates a traffic hazard on Ridgewood Rd. This is a safety issue.*
- *A one-way system around the main school car park (off Ridgewood Road) has been designed to ensure traffic movement is predictable and safe. The St Stephen's Pickup/ Drop off Drive Through system is shown in the map below (Appendix A).*
- *When leaving the car main car park or staff/visitor carpark between 8:00am – 9:00am and 2:30pm and 3:30pm you must turn left.*



Visitors and Contractors

- *All visitors, including delivery vehicles and contractors are to report to the Stephen's Catholic Primary School Reception located in the Administration building.*

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- *Temporary parking will be provided to visitors, including delivery vehicles and contractors from Reception in the Administration building to those who require parking.*
- *Do not park in or walk through the staff carpark.*



Staff:

- *To restrict speed on the school site to a maximum of 5kph*
- *Be vigilant of pedestrians and other vehicles*
- *To arrive before 7:55am (to avoid peak pedestrian traffic time)*
- *To park in designated Staff Car Park (closest to St Stephen's Administration Block, Staff Only)*
- *Overflow staff vehicles are encouraged to park in the top Visitors/Staff carpark adjacent to the Prep/Year 1 buildings. If arriving after 8:25am, park in the designated spaces in the main (Drop off/pick up) park or in safe street parking surrounding the school.*
- *Staff are to remember that parking behind another vehicle in the carpark is a breach of Workplace Health and Safety.*
- *To avoid departure between 2:50pm and 3:10pm as this is the peak time for children and families to be crossing the driveways.*

Safe passage of vehicles within the school (e.g. tractors, golf buggies, ride on mowers, Utes, school buses)

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, golf buggies or ride on mowers are required to move around the school:

- Vehicles are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
 - 7:30am – 3:15pm, unless:
 - controls are in place, including a “spotter”
 - Students are in class and not moving around the school
 - See **Ride on Mower SOP**

Safe Operating Procedures
ST STEPHEN'S SCHOOL
RIDE ON MOWER
 (Model No:V.Twin)

DO NOT use this machine unless you have been instructed in its safe use and operation and you are authorised to use it.

	Eye and hearing protection must be worn		Appropriate protective footwear with substantial uppers must be worn		Rings, jewellery, ties or scarves must not be worn
	Sun hat and sunscreen must be worn		Close fitting/ protective clothing must be worn		Contain or restrain long and loose hair when necessary

Read and Sign SOP prior to operating

Pre-Operational Safety Checks

1. Ensure all safety devices (incl. amber warning light), guards, switches, and shields are fitted, secure and functional.
2. Check fuel and oil levels are adequate prior to operation.
3. Ensure that seat belt, if fitted is in sound condition.
4. Ensure cutting blades are secure and in good condition.
5. Ensure that any pneumatic and hydraulic mechanisms are in sound condition.
6. Ensure that all electrical switches (including dead man's switch if fitted) are functioning.
7. Faulty equipment must not be used. Report suspect machinery immediately and tag out.

Operational Safety Checks

1. Refer to the TRAFFIC MANAGEMENT PLAN
2. Only operate while students are in class, and/or outside peak school hours (7-45am-15:15).
3. Do not carry passengers.
4. Be sure that transmission is out of gear and the mower blade clutch disengaged before starting.
5. Keep clear of moving machine parts.
6. Drive at speed slow enough to keep control over unexpected hazards.
7. Travel up/down slopes rather than across, taking care when ascending/descending steep slopes.
8. Take extreme caution when refuelling to prevent spilling fuel onto hot engine or exhaust.
9. Before making adjustments, bring the machine to a complete standstill and isolate.
10. Beware of the potential for ejected material and ensure that no person or animal is endangered when operating the equipment.

Stopping the Ride On Mower

1. Park on even ground.
2. Stop the ride on mower and shift the gear selector to park position.
3. Raise and secure the cutting blades.
4. Lock the parking brake.
5. Stop the engine and remove the keys.

Housekeeping

1. Clean away any foreign material and debris from in and around engine and catcher parts.
2. Keep the work area or implement shed in a clean and tidy condition.

Potential Hazards

■ Rapidly rotating cutting blades ■ Noise ■ Eye injuries ■ Ejected material and flying debris

Signature of Approval

Authorised Person	Signature	Position	Date
John Bates	<i>J.Bates</i>	Principal	26/3/24

Placement of this SOP: On or in the immediate area of the fixed equipment.

Approver: Manager – Health and Safety Services Issue date: 03/10/2018 Next review date: 03/10/2021 Page 1 of 1

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- Prior to entering the school, drivers of any vehicles must report to the school reception to arrange for a member of staff to act as a “spotter” to supervise onsite vehicle movements;
- Plant only to be operated in clearly marked areas as designated on the Site Internal Traffic Management map which is displayed in the Grounds Shed.
- Worksite speed limits are set at 5km/hr with clearly displayed signage located at:
 - *In the main semi-circle (northern) carpark; and*
 - In the southern staff and visitor carpark



RED

- Plant can't fit
- Going against the manufacturer's instructions e.g. slope of hills
- High pedestrian traffic areas
- Blind corners
- The pathways in between the buildings between the office and Fibrosa 5 & 6. The area within the Fibrosa Pod. The Pathway to Seeanna rooms 1—3. These are main traffic areas for students , staff and visitors.
- The pathway outside of the hall as it's a major pedestrian thoroughfare.
- The pathway between Major rooms 1-4 and the tuckshop– it's the main pathway for all students, staff and visitors on that side of the school.
- The hills on the side/around of Taylor Oval as they are sloped.

AMBER

- Parts of the school that the powered plant can operate but with the use of controls.
- Concrete pathway between the groundsman's shed and the office -extending all the way up to the access gate to Ackama Street.
- When arriving at the identified blind corner at the side of the hall leading up the path from the grounds shed, the mower must be stopped and turned off to allow for a visual check around the blind corner on foot before proceeding to the Green.

- Caution must be exercised when approaching the walkways that lead from the Year 2/3 pod to the main path and the Prep/Year 1 walkway to the main path to ensure no students, staff or visitors are using the path. If spotted, the mower must be stopped and turned off.
- All debris to be collected before mowing the area so it's not propelled at students.
- The 'Green' grass area that extends from the hall to the Major rooms.
- Speed control – to travel at walking pace (5km/hr "turtle speed") at all times.
- Not to operate while any class is on break.
- The mowing activity is to cease if children enter the area. If a child is loitering, groundsman to phone the office and keep the child in sight until they are collected from a member of staff.
- The area in the staff and parent car parks—only to be mowed during times the carpark is quiet and not in peak time use e.g. Not to be mowed between 7:30am -8:45am or 2:30pm—3:15pm
- The grassed areas between class blocks—between Fibrosa 4 & 4 and Seanna 1-3, not to be mowed while children are in class.
- Best to be mowed before 7.45am in the morning or after 3.15pm.
- The grassed area behind Tereticornus rooms. Not to be mowed while children are in class. Better to be mowed before 7:45am or after 3:00pm
- All debris to be collected before mowing any area so it's not propelled at students, staff, visitors, glass and/or at cars in the staff and parent carparks.

GREEN

- Low risk areas, low exposure locations of the school that the powered plant can operate freely
- The oval area if there is not a class using it at the same time.
- All debris to be collected before mowing the area so it's not propelled at students, staff, or visitors.
- As per the SWP the mower to still operate at walking pace (5km/hr "turtle speed") while near pathways or blind corners.
- The staff carpark area and the drop off zone. Not to be mowed during pick up and drop off times.
- All debris to be collected before mowing the area so it's not propelled at students, staff or visitors.



Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking within the school:

- There are 23 car parks available for employees,
- There are 39 car parks available for visitors; and
- 2 car parks available for people with disabilities.



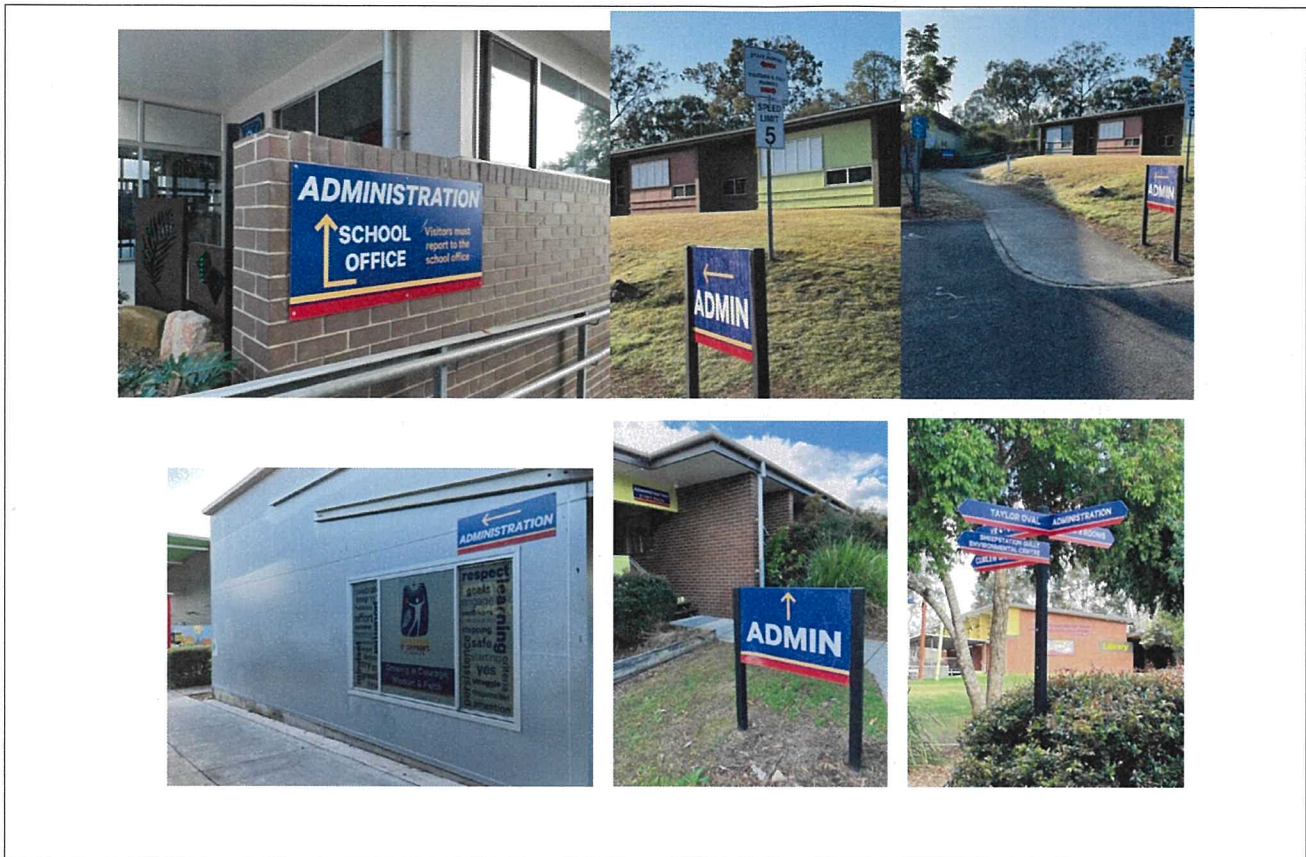
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- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Signage in the southern staff and visitor carpark; and*
 - Signage in the main (northern) semi-circle carpark*



- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - Outside the Hall near the Administration building*
 - On the Administration building*
 - In the staff carpark near the Administration building*
 - At the entrance to the visitor carpark*
 - On the main pathway from the visitor carpark down through the Fibrosa Racemosa pod area*
 - On the side of the Yaga Dirrim Yani room*
 - On the direction pole outside the Administration building*

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Special Events (e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

The following safety arrangements are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace;
- A separate risk assessment will be completed prior to any event (e.g. Fetes, Sporting Events, Marketta's etc) which will outline the specific traffic control requirements for each event



Additional documentation / Site Map (School map layout)

St Stephen's Catholic Primary School
156 Ridgewood Road, Algester, Qld, 4115



Site Plan



- A - Administration D - Seanna G - Library J - Hall
- B - Technology E - Racemosa H - Tetricornis K - Grounds Shed
- C - Fibrosa F - Major I - Curlew Cafe L - Science Centre

Signatures:

Principal		Date	28/3/25
Business Manager / WHSO		Date	28/3/25
Person completing TMP (if other than above - print name and sign)	N/A.	Date	