

# Worcestershire's Local Transport Plan

## School Crossing Patrol Policy





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# 1. Introduction

## 1.1 The Worcestershire School Crossing Patrol Service

- 1.1.1 Worcestershire County Council (WCC) as the Local Authority has proposed a new policy for the School Crossing Patrol Service.
- 1.1.2 The policy has been prepared to take account of all legislative requirements including the most recent code of good practice and Road Safety GB agreed guidance notes. (Road Safety GB is a national road safety organisation that represents local government road safety across the UK). It also fits within the County Councils Local Transport Plan.
- 1.1.3 This document outlines Worcestershire County Council's policy for the School Crossing Patrol (SCP) Service. It covers requirements, operation and assessment protocols.
- 1.1.4 The aim of the policy is to provide a high quality School Crossing Service as efficiently, economically and sustainably as possible to ensure that pupils get to and from school in safety. This policy is to be used in conjunction with the county's related policies on road safety.



Find out more online:  
[www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

 worcestershire  
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# 2. Legal Position

## 2.1 Statute Law

- 2.1.1** School Crossing Patrols were established by the School Crossing Patrol Act 1953 and instituted on 1st July 1954 through the School Crossing Patrol Order 1954. The Road Traffic Regulation Act 1984 gave appropriate Authorities the power to appoint School Crossing Patrols (SCP's) to help children cross the road on their way to and from school, between the hours of 8.00am and 5.30pm.
- 2.1.2** Section 270 of the Transport Act 2000 amended the original regulations to allow SCP's to operate at any time as the Authority thinks fit, also that SCP's can stop traffic to assist anyone to cross the road during the designated hours of work.

## 2.2 Duty to Provide School Crossing Patrols

- 2.2.1** Authorities do not have a duty to provide School Crossing Patrols, but have the power to provide such services, where appropriate. The law gives the SCP appointed by the Authority, wearing approved uniform and displaying the prescribed sign, the power to stop traffic.
- 2.2.2** SCP sites are established based on an approved national formula (See section 10). This is based on the number of pupils using the site, traffic flow, suitability of crossing point and other associated factors. School crossing patrols are provided mainly for primary school aged children (5-11 years).
- 2.2.3** It is important to be aware that parents remain responsible for ensuring their children's safety on the journey to and from school even where an SCP is provided. Some parents may (incorrectly) believe that the Authority assumes responsibility for the safety of their children on their journey to and from school where an SCP is provided.

# 3. Service Management

## 3.1 Introduction

**3.1.1** The School Crossing Patrol Service in Worcestershire County Council is administered by the Countryside, Greenspace, Gypsy Service and Road Safety Education Unit, which is part of the Children, Families and Communities Directorate.

**3.1.2** All sites are initially assessed and when established are regularly reviewed to ensure that classification is current and accurate. Any physical alteration of the crossing point or highway conditions would trigger a reassessment.

- Requests for new School Crossing Patrol sites are assessed promptly.
- Any site that no longer appears to reach the minimum criteria is assessed for closure.
- Potential sites are assessed to ensure operation and establishment justified.

**3.1.3** WCC undertake Risk Assessments biennially following best practice recommendations provided in national guidance. They are undertaken by an appointed and trained officer. Once established the site must be maintained, reviewed and improved where appropriate.

**3.1.4** There is an effective system of recruitment, training, development and supervision for SCP's and accurate records are maintained. WCC meets the national standards provided by the Royal Society for the Prevention of Accidents (RoSPA) regarding supervision and administrative support.

## 3.2 Roles and Responsibilities of the School Crossing Patrol Service

**3.2.1** The School Crossing Patrol Service has the following roles and responsibilities:

- Reports to Local Authority and Members
- Correspondence
- Management of Supervisors
- Recruitment Procedures
- Interview And Selection Process
- Medical & Disclosure Barring Services (DBS) Review
- Induction & Training
- Stock Control - Uniform, Personal Protective Equipment (PPE), DVD, Handbook and Literature
- Regular Site Reviews
- Regular Supervisory visit and Annual Appraisal/Meetings
- Arrange relief (where available)
- Sickness & Payroll
- Disciplinary Issues

### 3.3 Pay

- 3.3.1** School Crossing Patrols are appointed on a part-time basis to work school term time only, with the annual salary being split over twelve monthly instalments, regardless of actual working pattern. The salary is reduced pro-rata by a term-time factor to reflect the school year and the part time nature of the post as shown below. The salary also takes into account any entitlement to annual leave and bank/public holidays. Annual leave must be taken during school holiday periods. Other than in exceptional circumstances, and by prior arrangement, no leave is to be taken during term time. If leave is granted during term-time, it will be not be remunerated (unpaid).
- 3.3.2** Additional hours or overtime payments will only be made when overtime has been properly authorised in advance by the appropriate supervisor or in response to unforeseen incidents or emergencies. Otherwise work should not be undertaken outside normal authorised hours as it will not be reimbursed.
- 3.3.3** Relief School Crossing Patrols are paid one month in arrears, for actual hours worked. The hourly rate for Relief workers is enhanced to include pay for statutory leave entitlement accrued. Relief patrols will be reimbursed any mileage as appropriate.

### 3.4 Insurance

- 3.4.1** The Authority has public liability insurance that provides indemnity for the School Crossing Assistants and organising officers against legal liabilities from third party claims for their activities. A full description of the School Crossing Patrol Service activities has been provided to the Authority's Insurance Officer.
- 3.4.2** Relief staff using their vehicles during duty times should have appropriate insurance cover in order to claim mileage rates under WCC policy.

### 3.5 Uniform

- 3.5.1** Section 28 (1) of the Road Traffic Regulation Act 1984 has approved the uniform to be worn by a School Crossing Patrol. Home Office Circular No. 3/1989 is given in Appendix 1. School Crossing Patrols are provided with a good quality waterproof coat capable of being easy cleaned and comfortable to wear. School Crossing Patrol Supervisors whenever attending a site MUST always wear high visibility garments and ensure that the School Crossing Patrol is wearing the full prescribed uniform including;
- Peaked hat
  - High visibility coat
  - Lollipop – 'Stop sign'
- 3.5.2** School Crossing Patrols not wearing the correct uniform do not have the legal right to stop traffic. They are also expected to wear sensible footwear with gripped soles although this is not prescribed.

### 3.6 Flashing Amber Hazard Lights

**3.6.1** Under statutory instrument 2002 No-3113 the Traffic Sign Regulations and General Directions 2002 flashing amber hazard warning lights 4004 may be installed in addition to standard signage if:

- 85% of car speeds are in excess of 35 miles per hour
- Forward visibility is less than 100 meters
- After any additional risk assessment factors have been identified or in any situation where conditions make the SCP operation particularly difficult

**3.6.2** Provided lights must be switched on at the start of the duty, any fault must be reported immediately. Care must be taken with automatic lights to ensure that timings are correct and advanced warning signs should be erected on approaches to the site. These are:

- Children going to school 545
- Supplementary Patrol plate 547

**3.6.3** See Appendix 2 for traffic sign illustrations.

### 3.7 Supervision

**3.7.1** Supervisors are necessary to ensure standards are maintained and provide a contact point for the SCP.

**3.7.2** SCP's performance is reviewed regularly with a six month probationary period for new staff and annual appraisals. (Covert supervision may be required in certain instances).

**3.7.3** The Annual review will include a brief discussion with the SCP regarding the previous year, recommendations and comment by the team leader.

**3.7.4** Worcestershire County Council is a member of the West Midlands Regional School Crossing Patrol Group for exchange of best practice, policy and coordination of approach.



# 4. Risk Assessments

## 4.1 Need for Risk Assessments

**4.1.1** Risk Assessments are essential and a legal requirement under the Health & Safety Act at Work Act 1974. Risk Assessments are conducted by competent trained persons, they identify:

- The safe operation of existing sites
- The need for new sites and continuation of existing sites

**4.1.2** WCC Risk Assessments are transparent, generic, recorded and reviewed. They are also carried out at the appropriate time, whenever possible.

**4.1.3** School Crossing Patrols must advise their Supervisor if they have any concerns about their ability to carry out their duties (temporary road works), so guidance can be given.

**4.1.4** Only staff appointed by Worcestershire County Councils SCP Service, fully trained and wearing the correct uniform are permitted and authorised to conduct any form of SCP duty in Worcestershire.

**4.1.5** If an accident/incident occurs SCP's main priority is the safety of themselves and the children. Training covering incidents such as harassment and drivers failing to stop will be provided at induction. The SCP's have incident reporting forms which should be completed in each instance and witness statements taken.

# 5. School Crossing Patrol Sites

## 5.1 Requests for New Sites

- 5.1.1 The request for School Crossing Patrol sites come from various sources. All requests are considered and replied to promptly.
- 5.1.2 Appraisal of the site will be conducted objectively and promptly, applying standard assessment procedures. Results will be recorded and reported back and site established if appropriate.

## 5.2 Approving New Sites

- 5.2.1 Sites will only be approved if they meet the criteria or have additional factors (see section 10), but may not be established until a suitable person can be recruited and trained to fill the post, there is sufficient budget available and any measures identified by the risk assessment including appropriate signage are in place.
- 5.2.2 SCP sites will not normally be established on roads with speed limits in excess of 40mph.

## 5.3 Reviewing Existing Sites

- 5.3.1 Individual sites are also reviewed when circumstances change, each site is visited at least once a year. The School Crossing Patrol Service will advise members regarding any sites recommend for closure following the annual review. Signal controlled crossings would not be considered for retention, regardless of funding availability.

## 5.4 Closing Sites

- 5.4.1 Sites will be recommended for closure where it can be clearly demonstrated that the need no longer exists and reasons can clearly be explained. Where possible School Crossing Patrols will be redeployed to another available site.
- 5.4.2 If a site is closed and there is no possible redeployment opportunity, the SCP may be put at risk of redundancy. If this is the case, then the WCC 'Procedures for Handling Redundancies and Early Release' will be followed, supported by HR.
- 5.4.3 Sites may be suspended due to long-term vacancies (usually a year after the first advert to recruit). It may be possible if recruitment has been problematic and the site remains vacant despite all best efforts to recruit.
- 5.4.4 When a site has been vacant for a period of a full academic year, the school & Local Members should be notified by letter of the intention to suspend the site and process regarding site closure followed.
- 5.4.5 Each case will be considered on its own merits and removal will only be considered following an assessment of all the risks and a period of consultation.
- 5.4.6 The sites that are currently established at light controlled crossings or at other crossing facilities (such as zebras) will be reviewed and disestablished.
- 5.4.7 Where a new light controlled facility is installed at an SCP site, the SCP will remain at the site for an initial period, to ensure that children and parents use the facility correctly.

**5.4.8** The procedure for closure is as follows:

- A site's PV2 count does not meet (see section 10)
- After Risk Assessment, site still does not meet
- Letter/email to School, SCP & Members – Advising WCC considering removing
- Collect feedback
- Site fully reassessed, new PV2 & Risk Assessments
- Full review of position, including new data and consideration of appeals
- Stage 2 letters issued to advise findings and that SCP to be removed at end of academic year.
- SCP offered reallocation or appropriate (consult HR)

# 6. Selection and Recruitment and Training of Staff

## 6.1 The Recruitment and Selection Process

**6.1.1** Section 26 (3) of the Road Traffic Regulation Act 1984, as amended by the Transport Act 2000, states that Authorities have a duty to satisfy themselves of the adequate qualification of the person appointed and to provide requisite training.

**6.1.2** Appropriate action is taken to promote and cover any vacancy when staff leaves:

- Re-establish need for continuation of the service
- Advise the School, standard letter
- Re-advertise the position
- Deploy Relief SCP (if available)

**6.1.3** If recruitment is a major problem for the service, it must remain important that suitability of the potential School Crossing Patrol is carefully assessed.

**6.1.4** There is a straightforward recruitment process however, minimum requirements are-

- Identification documentation
- Disclosure Barring Service Check
- Medical, Minimum eye sight test
- References

**6.1.5** Interviews are conducted by two trained members of the School Crossing Patrol Service, using a standard interview procedure, scoring and check list.

**6.1.6** School Crossing Patrols must:

- Adhere to the Authority's Occupational Health policies and procedures.
- Be appropriately fit and able to carry out the required duties, (a medical examination may be required).
- Report any changes in their ability to carry out their duties, (do not leave until the annual review).

## 6.2 Age

**6.2.1** It is now unlawful to discriminate against a person's age, the Authority has set a default retirement age of 65, but employees have the right to work beyond this age if they are capable and competent to do so. The management of the Health & Safety at Work Act Regulations 1999 require that if the Authority employs someone under the age of 18, the risk assessment specifically considers whether they are able to conduct the duties.

**6.2.2** If a Relief School Crossing Patrol is not required to work for a year, the default is that they will be removed from the Authorities payroll system.

## 6.3 Training

- 6.3.1 The School Crossing Patrol is provided with well planned and executed training programmes.
- 6.3.2 A handbook and induction pack is issued to all School Crossing Patrols to support the training and for referral where appropriate (a copy of the current staff handbook can be accessed via the School Crossing Patrol Team). Every patrol is visited 3 times a year where any general issues can be discussed.
- 6.3.3 School Crossing Patrols are trained to stop traffic, making appropriate eye contact with drivers. In busy traffic SCPs must not step into the road until traffic has stopped. Where there are suitable gaps in the traffic flow SCPs may step into the road if it is safe, with the sign upright and clearly displayed, paying particular attention to the use of scooters, cycles and motorcyclists.
- 6.3.4 The School Crossing Patrol must display the sign so that it is full-face towards the motorist, with the other arm stretched out to the side as further indication for traffic to stop. The sign must be kept upright until they return to the pavement.
- 6.3.5 Only School Crossing Patrols who have been trained and considered competent by their Supervisors should be allowed to work, retraining sessions are conducted regularly or as required.
- 6.3.6 New guidelines suggest School Crossing Patrols should only be located on light controlled crossings, in exceptional circumstances, or where large groups of children use the site, as this is a duplication of provision and may confuse drivers.
- 6.3.7 SCPs and light controlled crossings fulfil the same purpose, therefore, having both in place at the same site is a duplication of resources and may be confusing for drivers. Road Safety Education should be used to ensure pedestrians are taught to use the facility correctly.
- 6.3.8 In the event of snow, the SCP must refer to the local radio regarding school openings if the school is open the site should operate as normal, taking into account the circumstances. If the school closes early patrols are only required to work their designated hours.
- 6.3.9 Some sites may require two SCP's to work together the Supervisor will advise how these local arrangements will operate. School Crossing Patrols who work on Zebras should follow normal procedure for operation.
- 6.3.10 If an issue is raised regarding the SCP's conduct the supervisor will investigate the allegation and if they identify a particular issue, the Authority will take appropriate action. This may involve a simple discussion with the SCP, re-training or referral to the formal disciplinary procedure if appropriate.
- 6.3.11 In extreme weather conditions (such as high winds) and if the SCP has difficulty holding the sign it may not be possible for the SCP to operate at all.
- 6.3.12 School Crossing Patrols are encouraged to build relationships with their associated school by being involved with assemblies and any other activities wherever possible.

# 7. Criteria for Establishing School Crossing Patrol Sites

## 7.1 Development of the Criteria and Introduction

**7.1.1** The Criteria is a national standard procedure and incorporates elements from the existing proven and widely adopted criteria for assessing potential zebra and pelican crossing sites.

**7.1.2** The SCP Criteria for assessing potential uses the formula PV2 as its basis (P=Number of Pedestrians, V=Number of Vehicles). This formula indicates the number of pedestrians when traffic flows are heavy. The criteria will also reflect special conditions at the site. A series of adjustment factors on site condition may be applied to give a more accurate figure, the survey will be site-specific taking account of school times.

**7.1.3** Although the counts include all pedestrians the criteria is calculated using only the number of pedestrians aged between 5-11 (children attending primary school). Irrespective whether they are accompanied by an adult or walking alone.

**7.1.4** Flows of child pedestrians (P) crossing the road on their way to and from school are generally concentrated into a very short period of time. The heaviest pedestrian/vehicle flows usually occur during the morning journey sector between 8.00am and 9.00am. Therefore site surveys are generally conducted during this period, unless it is proven that the afternoon period is busier.

**7.1.5** Surveys are site specific, taking into account the start and finish times. The data is recorded in 15-minute consecutive periods. See Appendix 3 for the full criteria.

# Appendix 1 – Home Office Circular No. 3/1989

## HOME OFFICE CIRCULAR No.3/1989



Our reference:

Your reference:

16 December 1988

The Chief Executive to the County Council  
The Chief Executive to the Metropolitan District Council  
The Clerk to the Police Authority  
The Chief Officer of Police

Dear Sir,

HOME OFFICE CIRCULAR NO. 3/1989  
SCPS' UNIFORM

I am writing to inform you that in exercise of the powers conferred on him by section 28(1) of the Road Traffic Regulation Act 1984, the Secretary of State has approved the uniform described below as the uniform to be worn by an SCP, namely :-

- either (a) a white raincoat, dustcoat or other white coat worn as an outer garment except that fluorescent material may cover the upper half of the coat or any part thereof; or a high visibility raincoat or dustcoat complying with the requirements in British Standard 6629:1985 for a Class A garment; and,
- (b) a peaked cap, a beret, or a yellow turban;
- or where the duties of a School Crossing Patrol are undertaken by a community support officer, traffic warden, a traffic warden's uniform as determined at the time by the Secretary of State.

This approval supersedes that previously notified in Home Office Circular No. 123/1976 dated 20 August 1976.

Yours faithfully,

Mrs P G W Catto

**PLEASE NOTE: The Home Office are currently considering an update to Circular 3/1989. These Guidelines will be updated to reflect this if it is approved. Please consider this change when ordering stock.**

**HOME OFFICE**  
Queen Anne's Gate London SW1H  
Direct line: 01-273 Switchboard: 01-  
273 3000

## PROPOSED NEW SCP UNIFORM STANDARD

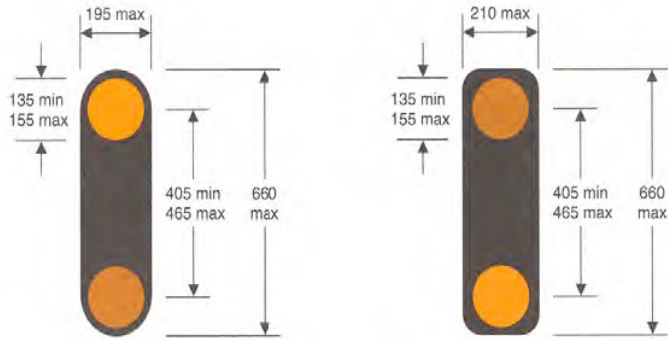
**Home Office circular 3/1989 is not fit for purpose and currently the Home Office is considering an update. In the meantime Road Safety GB recommend that authorities use uniforms meeting the standards in the proposed revised circular detailed below.**

A knee length outer garment with full length sleeves, consisting of no more than two fluorescent colours covering the whole outer area of the garment (but may include non fluorescent \*trimmings). The Garment shall be certified, by a Notified Body, to the highest Class of the standard for "High Visibility Warning Clothing", currently Class 3 BS.EN471:2003+A1 2007 or future ISO 20471 equivalent. The garment is to include a retro-reflective tape configuration of at least two bands on the torso and one 50mm band, not greater than 300mm from the hem of the body.

Plus a peaked hat or alternative headwear for religious reasons;

\*Trimmings are strictly defined as the collar and pocket flaps.

# Appendix 2 – Traffic Signs Illustrations



4004

Children likely to be crossing the road on their way to or from school ahead (Alternative types)

Item	
1	Regulations: 50
2	Directions: 20(2), 27, 46, 55(1), 56
3	Diagrams: 545, 546, 547.1, 547.7
4	Permitted variants: Container may be coloured grey



545

Children going to or from school or playground ahead

Item	
1	Regulations: None
2	Directions: 20(2), 21(1), 27, 55(1)
3	Diagrams: 546, 547.1, 547.2, 547.3, 547.7, 4004
4	Permitted variants: None
5	Illumination requirements: Schedule 17, item 1



(62.5)  
75  
(100)  
(125)  
(150)

547.1

School crossing patrol ahead

Item	
1	Regulations: None
2	Directions: 20(2), 21(1), 27, 55(1)
3	Diagrams: 545, 4004
4	Permitted variants: Schedule 16, items 3, 6, 11
5	Illumination requirements: Schedule 17, item 8



# Appendix 3 – Criteria for Establishing School Crossing Patrol Sites

## 2.1 – Included in the main document

## 2.2 CRITERIA

The procedure for determining whether an SCP site is justified comprises six parts:

- 1. Count of pedestrians and vehicles.
- 2. Calculation of PV2 Rating.
- 3. Comparison with adopted criteria threshold level.
- 4. Consideration of 'Adjustment Factors' and selection of 'Multipliers' (where appropriate).
- 5. Recalculation and recheck against the adopted criteria threshold level.
- 6. Consideration of additional facilities (e.g. zebra and light-controlled crossings – where heavy traffic flows or speeding exist).

Often it will be unnecessary to continue beyond Part 3 of the procedure, as there will often be a clear indication about whether an SCP Site can be justified. Use the graph provided at page 37 to carry out an initial check about the viability of the SCP Site:

- a. Sites that fall within area "A" justify a SCP site without any further investigation.
- b. Sites falling within area "B" need further investigation.
- c. Sites that fall within area "C" will not usually warrant further investigation unless there are exceptional circumstances attached to the Site.
- d. Sites that fall within area "P" need special consideration because traffic flows are so heavy they create major difficulties for an SCP to work safely. Within this area additional facilities (such as pedestrian crossings) may be justified.

## 2.3 PROCEDURE – PART ONE

### Pedestrian and Vehicle Count

- 2.3.1** Sites having fewer than 15 children (P) crossing the road in the busiest 30-minute period should not be considered for establishing an SCP. It is important to check the policy of your own organisation. Based on specific circumstances, Authorities may choose to set a lower minimum number of children.
- 2.3.2** A classified count should be taken at the Site to identify the busiest 30-minute period, recording child pedestrians (P) and vehicles (light vehicles, large goods vehicles and PCUs and cycles).
- 2.3.3** It is recommended the traffic counts be recorded as 'passenger car' equivalent values (PCUs), by using the following multiplication factors:

<b>Passenger Car Units (PCUs) for Recording Purposes</b>	
3 Pedal Cycles	= 1 PCU
2 Motorcycles	= 1 PCU
1 Car	= 1 PCU
1 Light Goods Vehicle (up to 3.5 tonnes gross weight)	= 1 PCU
1 Bus/Coach	= 2 PCUs
1 Medium Goods Vehicle (over 3.5 tonnes gross weight)	= 2 PCUs
1 Large Goods Vehicle (over 7.5 tonnes gross weight/multi axle lorries)	= 3 PCUs
1 Bendi-bus	= 3 PCUs

If an automatic vehicle counter is used that does not provide vehicle classification data, then some observation of the traffic flow and composition will be needed.

- 2.3.4** The count should include child pedestrians who attend an educational establishment and who cross the road at the time of the heaviest traffic flow (normally during the morning peak). Record the numbers of children (P) who cross the road at (for existing staffed sites) or within 50 metres of the site (for unstaffed or new sites).

## 2.4 PROCEDURE PART TWO: CALCULATION OF PV2 RATING

PLEASE NOTE – all values used in the calculation must be taken from the same 30-minute (6x5 minutes) busiest period.

- 2.4.1** Having collected all the necessary data from the site, the calculation PV2 must be completed. Below is a checklist of the main points to be considered:
- a) Identify the busiest consecutive 30-minute period (note that vehicles form the most significant part of the equation).
  - b) Calculate the total of child pedestrians (P) and multiply it with the square of the total number of PCU equivalents ( $V^2$ ) from the same consecutive 30-minute period to provide the product  $PV^2$ .

## 2.5 PROCEDURE – PART THREE

### Comparison with Adopted Criteria Threshold Level

**2.5.1** If a PV2 of greater than 4 million is achieved, an SCP location can be justified.

The graph shown on page 37 shows whether a site immediately justifies a SCP or if it needs further investigation or measures other than a SCP.

#### Example (i):

200 children (P) and 250 vehicle equivalents (V) in the same consecutive 30-minute period, multiplied together in the form PV2 produces point 'X' on the graph. The point is within area 'A', exceeding the required threshold value of  $4 \times 10^6$  and justifying the establishment of an SCP site. There is no need for further site assessment, or mathematical calculations.

#### RESULT

Site can be justified.

#### Example (ii):

300 children (P) and 100 vehicle equivalents (V) in the same consecutive 30-minute period, multiplied together in the form PV2 produces point 'Y' on the graph. This is within area 'B' [between lines (1) and (2)], not achieving the threshold level and not justifying the establishment of an SCP site at this stage. Reference should be made to Part 4 of the criteria in order to re-assess whether the site can be justified.

#### RESULT

Site NOT immediately justified – further investigation needed using Adjustment factors.

#### Example (iii):

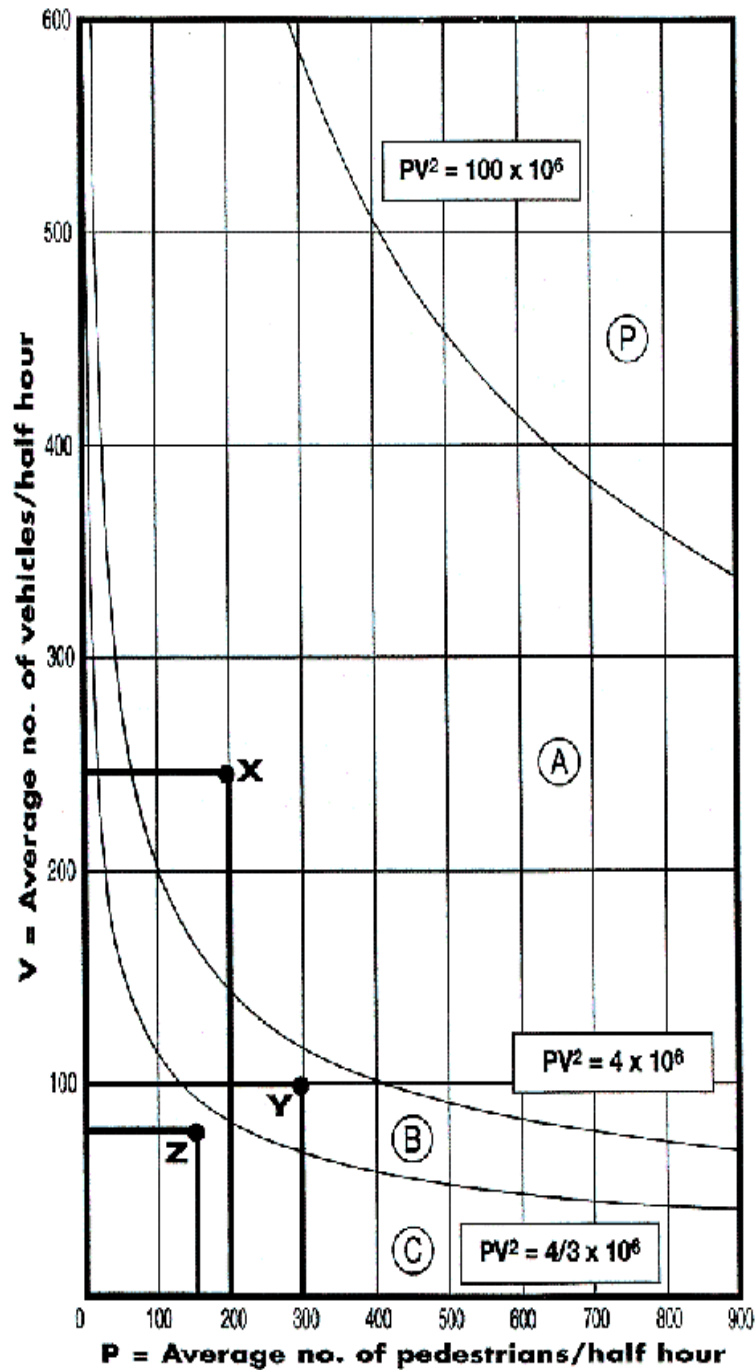
150 children (P) and 75 vehicle equivalents (V) in the same consecutive 30-minute period, multiplied together in the form PV2 produces point 'Z' on the graph. This is within area 'C' [below and to the left of line (2)], not reaching the threshold level and almost certainly not justifying the establishment of an SCP site.

#### RESULT

Site NOT justified.

Should extreme pressure be applied for the provision of an SCP at this site, Part 4 of the criteria may be applied to verify the position.

Action Chart – Checking SCP Site Viability (using Graph)



Position of Point	Action to be taken
<b>Area 'P'</b>	Crossing facilities justified  (It is recommended a light controlled crossing be considered)
<b>Area 'A'</b>	SCP site justified  (Recommended establishment of SCP site)
<b>Area 'B'</b>	SCP site not justified at initial assessment  (Apply Part 4 of the procedure to verify the position)
<b>Area 'C'</b>	SCP site definitely not justified at initial assessment  (Apply Part 4 of the procedure if exceptional circumstances exist)

## 2.6 PROCEDURE – PART FOUR

Consideration of ‘Adjustment factors’ and selection of ‘Multiplier’.

**2.6.1** Where the PV2 criterion threshold level falls within area ‘B’ [between lines (1) and (2)] a detailed site investigation should be undertaken using the list of ‘Adjustment Factors’ (Page 40).

**2.6.2** The adjustment factors quantify the ‘environmental’ considerations to be used in assessing the potential risks at the proposed site. Each item must be assessed objectively and appropriate factors assigned.

**2.6.3** Once the number of adjustment factors has been decided, the appropriate multiplier should be obtained from the table of 10% Compound Multipliers (Page 42).

## 2.7 ADJUSTMENT FACTORS

The following section highlights environmental factors that may be the cause of potential risk at sites where an SCP already exists or is proposed. Some or all of these may be true for the site under consideration.

Accurate site assessment makes it possible to check each of the items on the following list and establish how many adjustment factors should be allocated (factors being assigned according to the level of difficulty). Using the final total of adjustment factors it is possible to determine a compound multiplier (from the table), which is then used to uprate the original PV2 value to provide a weighted (and more accurate) assessment of the potential risk at the site.

## Table of Adjustment Factors

### 2.7.1 Carriageway Width (single Carriageway) Factor

Carriageway width between 7.5 and 10 metres	+1
Carriageway width in excess of 10 metres	+2
Footpath width less than 2 metres	+1
Down gradient steeper than 12.5% (1 in 8)	+2
Down gradient less than 12.5% greater than 5% (1 in 20)	+1

### 2.7.2 Speed/Visibility

It is recommended that SCP sites are not established on roads with speed limits greater than 40 mph.

85%ile speed of traffic) <sup>1</sup>	Visibility (metres) <sup>2,3</sup>	Factor
Travelling between 30 and 40 mph	Less than 50 m	<b>+3</b>
	Between 50 – 75 m	<b>+2</b>
	Between 75 – 100 m	<b>+1</b>
Travelling between 40 and 50 mph	Less than 60 m	<b>+3</b>
	Between 60 – 100 m	<b>+2</b>
	Between 100 – 150 m	<b>+1</b>

<sup>1</sup> To obtain the 85th percentile (85%ile) speed of traffic, a record of the speeds of at least 100 free running vehicles will be needed on one visit during the period 08.30 (08.15 if the full operation of an SCP is required) to 09.00 – i.e. the site operation times prior to the start of the busiest school day.

The formula used is:

$$\frac{(85\%ile - 30)}{3} = \text{FACTOR}$$

e.g. 36 MPH 85%ile gives  $\frac{(36 - 30)}{3} = +2$

**A negative factor would not be applied.**

<sup>2</sup> Care must be taken when using these factors, as the distances shown are less than vehicle stopping distance in adverse weather conditions.

<sup>3</sup> If parked vehicles obstruct sightlines or mask children, and it is not possible to prohibit parking, then the visibility criteria from the kerb edge should be applied using a 1 metre eye level.

**2.7.3 Street Lighting** **Factor +3**  
None

**2.7.4 Signs, Street Furniture, Trees, etc** **Factor +1**  
If visibility is variously obstructed within 100 metres of the proposed Site and pedestrians are masked.

**2.7.5 Road Markings** **Factor +1**  
If the Site is complicated by road markings for the purpose other than an SCP, i.e. turning lanes etc., within 50 metres either side.

**2.7.6 Junctions** **Factor +2**  
If the Site is on a major road and is within 20 metres of a road junction

If the Site is on a minor road and is within 20 metres of a road junction **+1**

### 2.7.7 Accidents

Accidents involving pedestrians on weekdays within 50 metres of the proposed crossing point.

One point per pedestrian injured per year based on a three-year average.

### 2.7.8 Weight of Traffic

Where pedestrian flows are light, the vehicle flows are heavy and the criteria are not satisfied, then at 800 passenger-carrying units (see table on page 35) per hour (two way, or one way on dual carriageway) it is recommended to add a further +1 factor.

### 2.7.9 Age Factors **Factor**

Average Age

Primary (up to 11 years) **+5**  
Secondary (12+ years) **+1**

## 2.8 PROCEDURE – PART FIVE

### Recalculating the Rating against the Adopted Criteria Threshold Level

**2.8.1** Take the ‘Multiplier’ indicated in the table of ‘10% Compound Multipliers’ and multiply it with the previous threshold rating ( $PV^2$ ). The result of this calculation is the ‘New’  $PV^2$  value. Re-check it again with the adopted threshold level.

#### Worked Examples – using the ‘Multiplier’ factor

##### Example 1      300 pedestrians      100 vehicles

$$V^2 \qquad 100 \times 100 \qquad = 10,000$$

$$PV^2 \qquad 300 \times 10,000 \qquad = 3,000,000$$

This is less than 4 million and produces point ‘Y’ on the graph in area ‘B’. However, further investigation at the site identified five ‘Adjustment Factors’ that should be taken into account. By referring to the Table of Compound Multipliers, five factors produce a multiplier of 1.610.

Thus the revised value is  $3,000,000 \times 1.610 = 4,830,000$ . This value exceeds the criteria threshold value ( $4 \times 10^6$ ) and therefore justifies the establishment of an SCP site.

Had only two factors been assigned, the multiplier would have been 1.210 and the revised value  $3,000,000 \times 1.210 = 3,630,000$  (less than 4,000,000).

The provision of an SCP site would not have been justified.

##### Example 2      150 pedestrians      75 vehicles

$$V^2 \qquad 75 \times 75 \qquad = 5,625$$

$$PV^2 \qquad 5625 \times 150 \qquad = 843,750$$

This produces a value of 843,750, point Z within area ‘C’ on the graph, and is very much less than 4 million.

Unless the Site attracts an abnormally large number of Adjustment Factors, it is unlikely that an SCP site could be justified.

## 2.9 PROCEDURE – PART SIX

### Consideration of Additional Facilities

- 2.9.1** Where significant flows of vehicles and/or children are identified at the potential site, other additional facilities may be justified. Assuming that there are no grade separated facilities already available, a zebra or light-controlled crossing should be considered in accordance with the criteria laid down by the DfT.
- 2.9.2** It should be remembered that an important part of the Manager's responsibility as 'employer' is to ensure the safety of their employees (SCPs), the people in their charge and the safety of those who may be affected by their acts or omissions. Therefore, sites which are very heavily trafficked, or deemed potentially dangerous by the nature of the road layout or other environmental conditions, may not be safe for the authorisation and siting of an SCP.

### 2.9.10 TABLE OF 10% COMPOUND MULTIPLIERS

No of Factors	Multipliers to be applied to basic PV <sup>2</sup> figures
1	1.100
2	1.210
3	1.331
4	1.464
5	1.610
6	1.772
7	1.949
8	2.144
9	2.358
10	2.594
11	2.853
12	3.139
13	3.453
14	3.798





## Worcestershire County Council

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