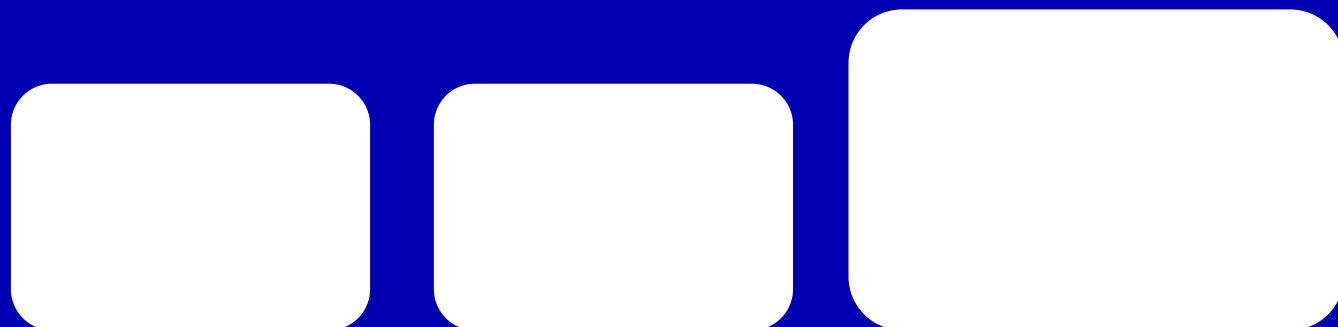




Managing Traffic Safety on School Premises

Bodringallt Primary School

March 2019

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Traffic Management Plan

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1.	Introduction
	Bodringallt Primary School is a fairly large and split site, with significant vehicle movements throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, peripatetic staff, Support Services Staff (e.g. Children Services) delivery vehicles and contractor vehicles including, for example – Brecongate Contractors (Corporate Estates).
	As with other aspects of health and safety it is important that vehicle movements on site are properly managed. In order to identify hazards associated with traffic management, the starting point for the Senior Leadership Team (SLT) was the undertaking of a risk assessment that identified the significant traffic hazards at the school. After further consideration the SLT, in consultation with Governor for Health and Safety, Corporate Maintenance, Highways Department and the Council's Corporate Health and Safety Team, identified control measures to ensure the risks are kept to a minimum. A copy of the risk assessment is available from the Head Teacher.
	This Traffic Management Plan (TMP) has been prepared to inform and instruct employees, pupils and visitors concerning the site rules that the SLT deem suitable and sufficient to manage traffic movements at the school. The main objective is to keep people safe, principally by segregation of pedestrians and vehicles.
	The SLT takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds, and follow instructions to avoid risk of injury. If there are any concerns about traffic safety on or around the site, these should be reported to the Head Teacher.
	The instructions contained within this TMP constitute site rules. Pupils and staff in breach of the site rules may be subject to disciplinary action. Staff will be provided with a copy of this TMP at induction, it will be uploaded to our website and presented at regular intervals as required. Pupils will be informed of the relevant parts at the start of the academic year or when they first enrol at the school. This is the responsibility of the SLT.
	Relevant parts of this TMP will be used to inform parents, contractors, delivery companies, kitchen staff, cleaning staff and other visitors of the traffic management arrangements at the school.

	The school has no obligation to staff or parents to provide access to or parking facilities for their vehicles. Parents are not permitted to drive their cars onto the school premises and park there unless they have sort permission in extreme circumstances (e.g. 1 pupil with Perthes, we allowed the parent to park on upper yard). The safest option for the school would be to close the vehicle gates to staff and parents in order to reduce the amount of vehicle movements on the school grounds. However the SLT recognises that the impact of closing the vehicle access gates will impact on the local community during busy periods and therefore the SLT has, instead, developed the control measures stated within this TMP – allowing staff, visitors, delivery drivers and contractors to access the site at specific times only. It should be noted that non-compliance with the site rules could involve prohibiting vehicular access to those not following the site rules, or even the closing of the vehicular gates to all.
	An electronic copy of this TMP is accessible on the school website under Policies and Traffic Management on the dashboard. A hard copy is on display in the reception area. That copy should not be removed from display – additional copies are available at reception.

Road
leading to
entrance

Vehicle
Pedestrian
entrance **B**

3.	Site Speed Limit
	A significant factor in most traffic accidents is the speed at which the vehicle is being driven. This factor also significantly affects the severity of any injuries suffered by pedestrians. Therefore, the school operates a strict maximum speed limit of 5MPH throughout the school grounds. Drivers are expected to adhere to the speed limit (as well as all other site rules) and drive appropriately, taking into account pedestrians as well as local weather conditions and other site traffic.
4.	Reversing
	Reversing vehicles are a significant factor in many fatal accidents. Reversing on the school site is to be avoided as far as is practicable. Where reversing is unavoidable, for example when deliveries are made to the kitchens and there is no drive-through option beyond the kitchen delivery bay, drivers must use all reversing aids at their disposal, such as any alarms, cab-mounted CCTV, reversing assistants, etc., and check that the area is clear of pedestrians before carrying out a reversing manoeuvre. No reversing must be carried out during the morning drop off or afternoon collection periods. However in exceptional circumstances, such manoeuvres must be overseen / supported by an additional member of staff to supervise and ensure safety under the direction of a SLT member of staff. Any pedestrians in the vicinity of an area where reversing manoeuvres are being carried out must position themselves in a safe location and away from any crush zones.
5.	Pedestrians
	Pedestrians must only access the school grounds from the designated entrances, which are the pedestrian gates A, B (if they have a pram with them) and C. Pedestrians need to recognise that pedestrian gate B is also a vehicle access / egress gates that will not be in use during peak times but they must exercise caution during the drop off and collection times. Signage on the only vehicle entrance states that vehicles must not enter between 08:45 – 09:15 and 15:00 until 15:45. At no time are pupils to use the vehicle access / egress gates if they see a vehicle attempting to enter as there is a significant risk of collisions.
	There are various footpaths around the school and all pedestrians must make sure that they use these safely and avoid spilling onto public highways.

	Pupils walking in groups must take this into account and allow other users to pass safely. Pedestrians must use the zebra crossings where provided on the main road. .
	During arrivals in the morning, entry into school buildings is only available via the main entrance (staff, visitors and latecomers), Nursery entrance and the tunnel in lower yard (leading to entrances in lower + upper buildings). Nobody is permitted to drive onto upper yard through main gates during the times specified on signage at main entrance. No cars are permitted on lower yard during the day – however 2 contractors have access outside of peak times and playtimes. These contractors have the code for locked gate and this is strictly agreed and adhered to.
6.	Staff
	All members of staff, as responsible adults, must set a good example, particularly to pupils, but also to others, by complying with all site rules. This includes obeying the site speed limit, only parking in the designated staff car park (car park 1) and not parking haphazardly about the site. Staff must remember that some pupils, particularly young ones, will have little appreciation of the risks associated with traffic movement and must take this into consideration when driving on or near the school.
	All staff, irrespective of whether or not they are undertaking any formal supervisory or monitoring duties, must report any incidents of non-compliance with site rules they observe to the relevant person.
7.	Pupils
	It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of rules that pupils should be aware of: • Pupils and parents should be particularly aware that pedestrian entry into the school grounds via vehicular access / egress gates is only permitted if accompanied by an adult – those families with prams need to use this access point as other entrances are very difficult to negotiate with prams. Due care must be taken. • Pupils found to be climbing over fences, railings or walls and not following staff instructions in relation to the site, or not adhering to the contents of this plan, will be in breach of the site rules and may be subject to disciplinary action. • Pupils being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only outside of the school entrances. • Pupils must avoid using earphones as this would disguise the sound of vehicle movements.

	• Pupils must ensure that they stop, look and listen before crossing roads, especially when wearing hoodies or similar clothing that restricts vision to either side; • When using the footpaths – walk, not run. This will avoid accidents and will make you more aware of what is happening around you; • Pupils must not congregate in car parks or near the only vehicle access / egress gates at main entrance.
8.	Car Parks
	There is one car park within the school grounds. Car Park 1 is strictly for use by school staff, visitors, deliveries and contractors only. There are no designated parking spaces for any vehicles on school grounds. All vehicles must only park in available spaces and tight against the perimeter fences and not in middle of the yard. Restrictions apply to the movement of vehicles during the morning drop off (08:45 – 09:15) and afternoon collection times (15:00 – 15:45). No vehicles will be allowed to leave any of the car parks during these times. However in exceptional circumstances, such movement of vehicles must be overseen / supported by an additional member of staff to supervise and ensure safety. Any pedestrians in the vicinity of an area where vehicle manoeuvres / reversing manoeuvres are being carried out must position themselves in a safe location and away from any crush zones – under the direction of a SLT. Drivers should proceed slowly around the school and within the car parks at all times and within the designated 5MPH speed limit. Staff are expected to act responsibly on the site when parking and accessing school buildings. If they are aware of unauthorised use of parking bays, this should be reported via the school receptionist or to the school's SLT who will inform / remind the offending driver of the correct use of the site. All staff must supply the school with their vehicle registration number so that they can be contacted if there is a need to do so.
9.	Parents Dropping Off / Collecting Pupils
	Vehicles driven by parents are not allowed on the school grounds at any time especially during the morning drop off or afternoon pick up times. Drivers of any unauthorised vehicles will not be allowed on site and will be politely informed of this. Parents have been informed of this arrangement via text and letters to their homes. Any vehicles already on site will not be allowed to leave until after gate re-opening times.
10.	Visitors

	Visitors must only park in available spaces and against the perimeter fence and not in the middle of the yard. Doing so will allow unrestricted movement of other vehicles during the school day. All visitors must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.
	Visitors are required to sign in at reception. On departure, visitors should sign out at reception and leave the building by the main entrance door.
11.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses
	Contractors and delivery drivers Drivers of contractor and delivery vehicles must report to the reception desk in the main building to advise of the nature of their visit and to get clarification on where they can park, and to record their vehicle registration details. These visitors will simply be advised of the site rules in relation to the area they are parking at the time, as appropriate to the nature of their visit. All drivers must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules. Parking arrangements for contractors who are carrying out long term construction works on site must be agreed to prior to the commencement of the work. Delivery drivers for food provisions for the canteen situated in lower building are only permitted to access the lower yard between 09:15 – 10:15 + 11:15 – 11:50 – these companies and drivers have been given the code to access the locked gates at entrance to lower yard.
	Waste and Recycling Collection All refuse and recycling collections are made off site outside of main entrance when only the caretaker is on site. The refuse / recycling drivers must use reversing assistants during any reversing manoeuvres up the hill from main entrance. These vehicles do not access the site beyond the main entrance.
12.	Home to School Transport
	Taxis / Minibuses are not permitted to drop off in school car park. RCTCBC LA has provided transport via taxi / minibus for 6 pupils at present. These vehicles drop off outside the school building at a pavement on the roadside in the vicinity of the lower gate. Pupils in taxis and minibuses must alight here under the supervision of the contactor's escort and walked to the lower building entrance at drop off and collection times by the escort ensuring the pupils' safety.
13.	Outside School

	The school accepts that parking near the school is not easy. The residential streets outside the school are used by other traffic into and out of the surrounding area. It is important that the school is a considerate neighbour to local residents. Parents / Carers are asked not to park immediately outside the school, but to drop the children off further away, in a location where it is safe to do so, and allow them to walk the remaining distance. Pupils are reminded to walk the perimeter of the site and only enter via the dedicated pedestrian gates A and B and C.
	Drivers are asked to keep the road outside entrance A clear to allow vehicles to pass safely. Drivers are asked not to park indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions, as this causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become congested, which results in frustration to residents and delays to services and ongoing journeys. The SLT will speak with those who are putting pupils in danger and works closely with PCSO, Road Safety Agencies and our school's Junior Road Safety Officers.
14.	Supervision
	The Headteacher must ensure that all SLT have received appropriate information / instruction and training regarding their role, including information / instruction on how to ensure their own safety when undertaking their duties. Supervisory staff must position themselves in a safe location when undertaking their role.
15.	Monitoring of Compliance Against this Plan
	Key to the ongoing monitoring of the plan is the role of SLT. All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health and safety of themselves or others. In addition to the supervision arrangements in place, the SLT will carry out Termly site inspections to view practices. The outcomes of this monitoring will be noted, including details of any instances of non-compliance. Similarly, details of any instances of non-compliance noted at any other times will also be recorded. Traffic and driving issues arising from the behaviour of parents, contractors, visitors, delivery drivers, cleaning and catering staff will be dealt with / escalated by the Headteacher. The Headteacher will be responsible for addressing the conduct of pupils where it is not consistent with the requirements of this TMP. Home to school transport issues will be reported to the Integrated Transport Unit. Issues involving contractors' employees, drivers of delivery vehicles or similar will be reported to the relevant employer. All staffing issues will be

	dealt with by the Head Teacher. The Headteacher will coordinate this function and ensure that both the school traffic management risk assessment and this TMP is updated to reflect any amendments to the actual traffic management arrangements at the school.
16.	Reporting of On-site Traffic Incidents / Accident
	Incidents and accidents must be reported initially to site management, who will then inform the Council's Corporate Health and Safety Team using the Incident / Accident Investigation and Injury Record Form HS5(A).

Appendix 1 – Morning Drop Off Arrangements

	Morning Drop Off Arrangements
	Morning No vehicles are permitted through the main entrance during the times below. Signage on the only vehicle entrance states that vehicles must not enter between 08:45 – 09:15. At no time are pupils / families to use the vehicle access / egress gates if they see a vehicle attempting to enter as there is a significant risk of collisions. Staff should be proactive in supervising. General duties include: • challenging unauthorised or inappropriate parking which creates a hazard or congestion; • steering pedestrians away from hazard areas; • challenging and reporting incidents of excessive speed; • challenging and reporting drivers and pedestrians ignoring signs / instructions or otherwise contravening site traffic rules, using mobile phones when driving and other inappropriate behaviour.

Appendix 2 – Afternoon Pick Up Arrangements

	Afternoon Pick Up Arrangements
	Afternoon No vehicles are permitted through the main entrance during the times below. Signage on the only vehicle entrance states that vehicles must not enter between 15:00 – 15:45. At no time are pupils / families to use the vehicle access / egress gates if they see a vehicle attempting to enter as there is a significant risk of collisions. Staff should be proactive in supervising. General duties include: • challenging unauthorised or inappropriate parking which creates a hazard or congestion; • steering pedestrians away from hazard areas; • challenging and reporting incidents of excessive speed; • challenging and reporting drivers and pedestrians ignoring signs / instructions or otherwise contravening site traffic rules, using mobile phones when driving and other inappropriate behaviour.