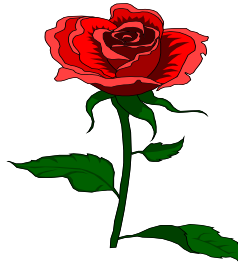


*St Therese's Catholic Primary School  
Ysgol Catholig San Therese*



*Be Joyful, Learn & Keep the Faith*

# ***TRAFFIC MANAGEMENT POLICY***

Date endorsed by Governing Body: \_\_\_\_\_

Date to be reviewed: \_\_\_\_\_

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## 1. Introduction

This document has been prepared to inform and instruct employees, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

St Therese's Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals, when in the school grounds or within the vicinity of the school grounds, take care, exercise caution and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school leadership team.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

Copies of the traffic management arrangements are also available from reception and on the school website: <http://st-thereses-catholic-primary-school.j2bloggy.com/>

The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

## 2. School Opening / Closing times

Breakfast Club:	8.10 – 8.40 a.m.
School starts:	9.00 a.m.
Registration:	9.00 – 9.10 a.m.
Dinner:	12.00 noon – 1.00 p.m.
End of school day:	3.30 p.m.

Nursery AM: 9.00 – 11.30 a.m.

Nursery PM: 1.00 – 3.30 p.m.

### **Staff supervision location & timings at start / end of school day**

Staff will be located in the main hall in the morning from 8.10 am to supervise the arrival of breakfast club pupils and between 8.50 – 9.00 am to supervise pupils arriving at the start of the school day and in the evening from 3.30 pm

## 3. Vehicles at school site

***All vehicle drivers authorised to enter the site must be informed of the need to exercise extreme caution during access and egress.***

### **Vehicles on site**

Only vehicles arriving before 8.40 am are permitted to park in the school car park as the gates are locked at this time to avoid the potentiality of a pupil/vehicle collision. On street parking is available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction.

### **Parents' vehicles**

Parents/ Guardians are not permitted to bring vehicles into the school compound at any time. However the Head Teacher may give permission in exceptional circumstances.

When dropping children off or picking them up, parents are requested not to park indiscriminately on the highway, and especially not to park in front of driveways. Where possible, parents are encouraged to walk their children to school and to use the pedestrian

pathway entering school. In the light of the Authority's "Safe routes to schools" initiative, parents/ guardians are reminded of this request via newsletters and social media. The school displays clear 5mph speed limit signs, which should be respected by all road users.

### **Staff vehicles**

To avoid unnecessary vehicle congestion, members of staff that drive to work, must arrive on site by 8.40 am prior to the arrival of the majority of children.

Primary school staff may leave after 3.40 pm

Staff must park in the allocated car park only and should take care not to obstruct any access routes. Drivers should proceed slowly within the car park at all times. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this. Staff are expected to act responsibly on the site when parking and accessing the school building. It would be helpful if staff could supply the school with their registration number so that you can be contacted if there is a need to do so.

### **Visitors**

Visitors should exercise extreme caution when driving on the school grounds. In order to protect pupils and pedestrians from traffic movement, **there will be no access or exit from the Staff/Visitor Car Park between 8.40 am and 12.00 noon and from 1.00 pm to 3.40pm on any school day.** Any late arrivals or visitors wishing an early exit, outside the school start / close times, are strongly advised to park outside the school grounds.

All visitors must report to the school office and sign in before going anywhere in the school. Visitors are required to leave a note of their registration number with staff. On departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, please call the school office on 01639 882797.

### **Contractor's vehicles**

Contractors should arrange to visit the site by appointment and they must be informed not to arrive or depart at the start/end of the day or break/lunchtime.

### **Building works vehicles**

Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Headteacher and Contractor. Where possible, arrangements should be made to dedicate one particular vehicle entrance for construction traffic only. If this is not possible then the time the construction vehicles enter site needs to be agreed with the Head Teacher and closely supervised by a banksman.

The amended site access arrangements need to be recorded and communicated to all site users.

### **Servicing / Deliveries**

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk at the main entrance. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01639 882797 in advance, to agree the most suitable parking location.

Service vehicles do not have access to the car park or delivery area between 8.40 am and 3.40 pm

### **Emergency Access**

If a vehicle has to be driven through the playground it should be done when the playground is free from pupils. If this is not possible due to exceptional circumstances, then vehicles should be driven slowly through the playground whilst sounding the horn and activating their hazard warning lights to alert all in the area. A nominated person should clear the vehicles route in advance.

### **4. Pedestrians at school site**

All pedestrians are advised to enter / exit the campus from the designated pedestrian entrances / exits.

Pedestrians should make sure that they use routes safely and avoid walking on the driveway/ road. Pedestrians walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated pedestrian entry point. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

### **5. Parking**

A regular review of parking arrangements is undertaken to consider if:-

- The parking spaces are in appropriate places
- The position of the spaces hinders access to/egress from the building.
- Vehicles have to cross pedestrian routes to access them.
- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.
- Arrangements are in place for visitor parking.
- Arrangements are in place for disabled parking.
- Vehicles must give way to pedestrians at designated crossing points.

### **6. Cycles**

Cyclists must dismount before entering the school premises and park in the cycle shelters or in the agreed location.

### **7. Pupils**

Pupils are made aware that parking areas are out of bounds. Pupils must not be asked to collect or carry things from staff vehicles unless a member of staff accompanies them. Pupils must not be allowed to open/close the school gates to allow vehicles access/egress.

### **8. Footways**

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

## **9. Access to and from school**

The school suffers from severe vehicle congestion problems close to and surrounding the premises. Parents who drop off and pick up their children by car, cause much of the congestion.

The school considers the following, in an attempt to reduce the congestion:

- ❖ Encourage walking and cycling by collaborative work with the Road Safety Team and to involve pupils in education and safety initiatives.
- ❖ Liaise with local Police/Parking Attendants regarding enforcement.
- ❖ Revise the travel plan annually.
- ❖ Remind parents from time to time of the dangers and problems associated with congestion at school entrances.
- ❖ Parents should also be encouraged to car share to reduce the number of vehicles outside the site.
- ❖ Liaise with operators who pick up/drop off pupils transported by bus/taxi.
- ❖ To liaise with the Local Authority regarding remedial measures (speed limits, road marking, traffic calming etc.).
- ❖ To ensure that a record of traffic incidents that occur off site in the vicinity of the school is maintained.

## **10. Shared sites**

Where sites are shared, the traffic arrangements need to be developed in partnership to ensure that the risk is minimised and that any possible conflict is eliminated.

## **11. Physical Control Measures**

### **Signage**

The installation of appropriate signage needs to be considered such as: -

- ❖ Speed limit signs (5mph).
- ❖ Warning notices at entrances stating that only authorised vehicles are permitted on site.
- ❖ Warning notices highlighting that children could be at play and the need to exercise caution.
- ❖ Signage indicating the route to the car park.
- ❖ Signage indicating where deliveries are to be made.
- ❖ Signage to close the gates after entering and leaving.

(Signs used in connection with traffic should where possible comply with the Highway Code).

### **Speed humps**

The installation of speed humps at appropriate positions within the site can be used to control the speed of vehicles on the site. (Speed humps need to be supplemented with suitable warning notices and road markings).

### **Fencing**

Fencing should be considered at strategic points of the site where the segregation of pedestrians and vehicles is deemed necessary. Fencing should also be considered where there are elevated footpaths adjacent to slopes or internal roads.

Temporary barriers can be utilised to control pedestrian and vehicular traffic in appropriate circumstances.

### **Road markings**

Where pedestrians share the same access as vehicles it is advisable to permanently mark the route on the ground.

Where the pedestrian route crosses the vehicular traffic the provision of a safe road crossing should be marked on the ground (zebra crossing).

Where buses, minibuses or taxis are brought onto site the bus bays/parking area should be marked out on the ground. This could help reduce the likelihood of anyone else parking in these areas.

### **Gates**

Where the only point of access to the site is shared by pedestrians and vehicles then strong consideration must be given to closing and locking the gates at certain times of the day e.g. at the start and end of the school day, at break and lunchtimes. (If the school gates are locked for this purpose then your emergency procedures must be amended to incorporate this feature).

### **Footways**

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

### **Poor visibility**

Where the visibility is poor then the following must be considered: -

- ❖ Is there adequate lighting for traffic routes and footpaths?
- ❖ Have staff undertaking supervisory roles been provided with high visibility waistcoats?
- ❖ Encourage pupils to carry/wear reflective safety products/clothing.
- ❖ The use of mirrors at a blind corner/bend can enable pedestrians and drivers to view around the corner/bend.
- ❖ Appropriate signage
- ❖ Features including speed cushions to reduce traffic speed where visibility is obstructed by buildings, road layouts etc.

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**Appendix A  
Risk Assessment Form**



Activity to be Assessed		Assessment Number		
Traffic Management		ST123		
Persons undertaking or affected by the activity				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Pupil <input checked="" type="checkbox"/> Service User  <input type="checkbox"/> Other .....				
Identified Hazards Associated Risks	Likelihood	Severity	Risk Level	
1 Vehicle/Pedestrian collision – pupils arriving/leaving school	3	5	15	
2 Vehicle/Pedestrian collision – Kitchen deliveries/waste collection	3	5	15	
3 Vehicle/Pedestrian collision – After school Activities	3	5	15	
4 Bus departures/arrivals	3	5	15	
5 Winter Weather	3	3	9	
6 Slips and Trips	3	3	9	
Existing Control Measures / Additional Control Measures Required				
1	General Deliveries should only take place at times agreed with the school where “safe parking” will be made available in the car park. No vehicle is to enter the carpark between 8.40 am and 3.40 pm.			
2	Kitchen Deliveries only take place at times agreed with the school, where “safe parking” will be made available. On waste refuse collections, the second gate is to be kept locked and the first gate left open to avoid possibilities of a pupil/vehicle collision.			
3	Visitors/delivery drivers to report to Main Office. Dedicated parking areas are available for staff, visitors and disabled			
4	Bus departures are supervised by staff when the buses are stationary Separate procedures and risk assessment for pupils boarding and alighting buses/taxis to be in place and followed.			
5	When appropriate, staff and pupils are warned of slippery path way conditions. Appropriate procedures are in place and followed to reduce the risk of slipping over at entrances to building.			
6	Appropriate procedures are in place for the inspection and maintenance of car parks, footpaths and playgrounds to identify defects and obstructions.			
Reassessment of Activity Hazards	Likelihood	Severity	Risk Level	
1 Vehicle/Pedestrian collision – pupils arriving/leaving school	1	5	5	
2 Vehicle/Pedestrian collision – Kitchen deliveries/waste collection	1	5	5	
3 Vehicle/Pedestrian collision – After school Activities	1	5	5	



4	Taxi departures/arrivals	1	5	5					
5	Winter Weather	2	3	6					
6	Slips and Trips	2	3	6					
Name: Fran Sartori		Signed		Date: 17/11/2019					
Position: Acting Headteacher									
Reviews	Key								
Review Date :	Likelihood	Severity	Severity of Injury	5	5Y	10R	15	20	25
Reviewed by:	1 very unlikely	1 nuisance		4	4	8	12	16	20
Review Date :	2 unlikely	2 minor		3	3	6G	9	12	15
Reviewed by:	3 likely	3 medical treatment		2	2	4	6Y	8	10Y
Review Date :	4 very likely	4 major		1	1	2	3	4	5G
Reviewed by:	5 certainty	5 fatal		0	1	2	3	4	5
Review Date :				Likelihood of Injury					
Reviewed by:			Low Risk		Medium Risk		High Risk		