



General Guidance



**Traffic
Management Risk
Assessment**



**Traffic
Management Plan**

Managing Traffic Safety on School Premises

Llanharan Primary School

**January
2020**

Purpose

This Traffic Management Plan (TMP) has been adapted from the Council's Corporate Health and Safety Team TMP. This TMP has been developed following a school based traffic management risk assessment.

The TMP supports the risk assessment by clearly documenting the site rules with a view to preventing harm to people from impact by / collision with vehicles.

The TMP identifies staff who have been allocated specific responsibilities, such as supervisory roles, and set out what is expected of all site users, including staff, pupils, bus / minibus / taxi drivers, parents, delivery / collection drivers, contractors and any other visitors, in respect of traffic safety. It covers specific issues such as the site speed limit, reversing, parking, deliveries, and how compliance with site rules will be monitored and breaches reported and dealt with.

The TMP, or the appropriate parts of it, will be communicated to all relevant people. For example: each member of staff will be given their own copy; teaching staff discuss their copy with their pupils; a copy is posted on the school's website, clearly displayed, for access by pupils and potential visitors, including contractors, parents, service providers and their vehicle drivers; a copy is also displayed in the reception area with others available on request; etc.

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1.	Introduction
	Llanharan Primary School is a large small site, with some vehicle movements throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, occasional contract buses, minibuses and taxis, delivery vehicles and contractor vehicles including, for example, refuse collection.
	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 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, and 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 if that falls outside of the start of the academic year. This is the responsibility of relevant teachers.
	Relevant parts of this TMP will be used to inform parents, contactors, delivery companies, contracted bus services, kitchen staff, cleaning staff and other visitors of the traffic management arrangements at the school.

	<p>The school has no obligation to staff or parents to provide access to or parking facilities for their vehicles. Llanharan Primary follows the safest option for the school and closes the vehicle gates to parents in order to reduce the amount of vehicle movements on the school grounds.</p>
	<p>An electronic copy of this TMP is accessible on the school website. A hard copy is on display in the reception area. That copy should not be removed from display – additional copies are available at reception.</p>

2.	Site Access / Layout (this section should be used to provide a plan showing the traffic management measures at the school including, drop off points, crossings, exits, entrances, one way system etc.)
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Please see attached plan of the school grounds.

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. 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 kitchen, 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. 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 entrance. Pedestrians need to recognise that these pedestrian gates are adjacent to vehicle access / egress gates and must exercise caution. At no time are pupils to use the vehicle access / egress gates as there is a significant risk of collisions.
	There are various footpaths around and in the school and all pedestrians must make sure that they use these safely and avoid spilling onto public highways and on-site vehicle routes. Pupils walking in groups must take this into account and allow other users to pass safely. Dropped kerbs are provided throughout the site to provide suitable access and egress for wheelchair users.
	During the day, entry into school buildings is only available via the reception.
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

	parking areas and not parking haphazardly about the site, and using pedestrian routes after alighting their vehicles. 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
	<p>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:</p> <ul style="list-style-type: none"> • Pupils should be particularly aware that pedestrian entry into the school grounds via vehicular access / egress gates is strictly forbidden. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises their personal safety and the safety of others; • 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; • 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;
	<p>Pupils must follow the instructions of staff and be aware of the following when accessing a coach for an educational visit:</p> <ul style="list-style-type: none"> • The buses must be at a complete stop before embarking / disembarking; • Pupils must appreciate that bus drivers may not be able to see pedestrians who are out of their direct line of sight and must act responsibly; • Pupils must only use the designated footpaths;

	<ul style="list-style-type: none"> • Pupils must allow the staff / drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
8.	Car Parks
	<p>There are a limited car parking facilities within the school grounds.</p> <p>There are no designated parking spaces for parents' vehicles on school grounds.</p> <p>Restrictions apply to the movement of vehicles during the morning drop off (09.00 – 09.30) and afternoon collection times (15:15 – 15:45). No vehicles will be allowed to leave any of the car parks during these times.</p> <p>Drivers should proceed slowly around the school and within the car parks at all times and within the designated 5MPH speed limit.</p> <p>Staff are expected to act responsibly on the site when parking and accessing school buildings.</p> <p>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.</p>
9.	Parents Dropping Off / Collecting Pupils
	Vehicles driven by parents are not allowed on the school grounds.
10.	Visitors
	Visitors must only park in available bays in the entrance car park. If parking bays are unavailable, then visitors should park safely in the local community. 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 and record their vehicle registration number on the signing in sheet. 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

	<p>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. Drivers must either be issued with a copy of this plan for reference if necessary, or 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.</p> <p>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.</p>
	<p>Waste and Recycling Collection</p> <p>All refuse and recycling collections are made prior to 7:30 am when only the caretaker / site manager is on site. The caretaker / site manager will position themselves in a safe area if any reversing is required. The refuse / recycling drivers must use reversing assistants during any reversing manoeuvre. All refuse and recycling vehicles must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.</p>
	<p>School minibuses</p> <p>The school does not own a school minibus.</p>
12.	Home to School Transport
	Home to school transport is not provided for pupils.
13.	Outside School
	The school accepts that parking near the school is not easy. The residential streets outside the school are used other traffic into and out of the surrounding area. It is important that the school is a considerate neighbour to local residents. Where parents / carers are unable to access / stop on the school site, they 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 only enter via the dedicated pedestrian gate.
	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.
14.	Supervision
	The Head is responsible for ensuring traffic supervision when present at the school gate at the start of the school day.
15.	Monitoring of Compliance Against this Plan
	<p>Key to the ongoing monitoring of the plan is the role of SLT and other staff. 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 recorded, 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.</p> <p>Traffic and driving issues arising from the behaviour of parents, contractors, delivery drivers, cleaning and catering staff will be dealt with / escalated by the Head Teacher.</p> <p>The SLT will be responsible for addressing the conduct of pupils where it is not consistent with the requirements of this TMP.</p> <p>All staffing issues will be dealt with by the Head Teacher.</p>
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
<p data-bbox="284 344 855 383">Morning Sessions - 9.00am – 9.15am</p> <p data-bbox="284 421 1273 490">The Head Teacher / Deputy Head Teacher monitors morning drop off arrangements.</p> <p data-bbox="284 528 1385 598">Staff undertake playground supervision during this time. There will be at least three staff on duty.</p> <p data-bbox="284 674 679 712">General Supervisors Role</p> <p data-bbox="284 750 1190 788">Staff should be proactive in supervising. General duties include:</p> <ul data-bbox="331 826 1350 1088" style="list-style-type: none">• 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
<p>Staff supervision during this time will be at least 3 staff.</p> <p>The vehicle entrance is closed at this time.</p> <p>General Supervisors Role</p> <p>Staff should be proactive in supervising. General duties include:</p> <ul style="list-style-type: none">• challenging unauthorised or inappropriate parking which creates a hazard or congestion;• steering pedestrians away from hazard areas;• supervising bus collections and determining for example ,when it is safe for buses to move from bus bays;• 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.

