



Ysgol Bae Baglan Traffic Management Policy

MONITORING AND EVALUATION OF POLICY

This policy will be reviewed annually.

Date passed by Governing Body: Oct 3rd 2018

Chairman *E.V. Latham*

Introduction

This document has been prepared to inform and instruct staff, 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.

Ysgol Bae Baglan 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, they should be reported to the school management 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. Copies of this document have been made available to school staff, pupils, parents and carers. Copies are also available from reception and on the school website.

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

The fundamental principle is to minimise and control the risk posed by vehicles on the school site.

The Management of the Health and Safety at Work Regulations require employers to undertake risk assessments on all activities where there is foreseeable risk. Therefore, there is a statutory requirement to undertake a risk assessment on the traffic management at Ysgol Bae Baglan, which will be held on the risk assessment file.

Risk Assessment

The risk assessment identifies all significant hazards, all persons at risk and what control measures are in place to control the risk. The significant findings of the risk

assessment are recorded and include the arrangements for effective traffic management.

The risk assessment will be reviewed following an incident, when factors change or it is no longer valid. Things that will be considered when reviewing a risk assessment are new staff, new or altered buildings/facilities or changes to the layout of the site.

Vehicles on site

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

Parents' vehicles

When dropping off or picking up their children parents park in the bays outside the school, or where at all possible are encouraged to walk their children to and from school in the light of the Authority's "Safe Routes to Schools" initiative. The school gates are closed in the front of the school between 8.15-8.45a.m. and 2.45-3.15p.m. to allow pupils to leave the school safely. Mini-buses and taxis drop-off and pick up pupils via the back gates during these times and are met by designated staff. Outside of these times, parents may access the school through the front barrier and reception intercom. Back gates between these times are locked.

Staff vehicles

Arrangements are in place for staff parking their vehicles on the school site that ensure their access and egress does not put pedestrians at risk. Staff must park in the allocated areas. The preferred location is the staff car park at the rear of the school which is accessed via Sirius Drive.

Buses, minibuses and taxis.

Where buses, minibuses or taxis enter the site to collect or deliver passengers the contractor are informed of the following: -

- The location of the bus bays/parking area and the requirement to use them.
- The speed limit on site.
- The time they are expected to deliver and collect the passengers.
- Any changes to the above arrangements.

Pupils using buses, minibuses or taxis on site must be informed of the correct procedures and should be closely supervised by an authorised adult.

Delivery vehicles

The school tries to arrange deliveries so as not to coincide with the start/end of the day and break/lunchtimes. Deliveries to the kitchen should take place via the back entrance to the school. Internal gates are closed to delivery vehicles from 8a.m. Any deliveries after this time, should be undertaken on foot across the school yard into the kitchen area.

Visitors/Contractors vehicles

Visitors/Contractors should arrange to visit the site by appointment and they are informed not to arrive or depart at the start/end of school day.

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, Bursar and Contractor. The time the construction vehicles enter site will be agreed with the head teacher/bursar, administration staff. A banks man, employed by the construction firm, should closely supervise the vehicles. Any amended site access arrangements need to be recorded and communicated to all site users. Where possible building works are arranged to be carried out during the holiday periods.

Emergency Access

If a vehicle has to be driven through the playground / playing field it will be done when the area 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 vehicle's route in advance.

Cycles

Cyclists must dismount before entering the school premises and park the cycle in an agreed place.

Parking

An annual review of parking arrangements will be undertaken to consider if:

- There are a suitable number of parking spaces for the vehicles permitted on site.
- 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.
- Parents are permitted to park on the site.
- There are arrangements for visitor parking.
- There are arrangements for disabled parking.

Pupils

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

Physical Control Measures

Signage

The installation of appropriate signage has been implemented: -

- ❖ Speed limit signs (5mph).
- ❖ Signage indicating where deliveries are to be made.
- ❖ Signage to close the gates on leaving.

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

Speed humps

Speed humps have been installed at appropriate positions within the site to control the speed of vehicles on the site. (Speed humps need to be supplemented with suitable warning notices and road markings).

Road markings

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

Gates

The school operates a one-way system at the front which is controlled via an entrance and exit barrier. The gates remain open throughout the day. There are separate gates for pedestrian access. Gates at the back of the school are closed between 9a.m. and 3p.m. Access is via an intercom system linked to Reception whereby School Caretakers will open the gates upon request.

Footways

Pedestrian footways are maintained in good condition. They are kept 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.

Supervision

The arrival and departure of the children at the school are supervised by staff.

Access to and from School

Ysgol Bae Baglan suffers from some 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
- 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.

The school will maintain a record of traffic incidents that occur off site in the vicinity of the school when they are informed of them. These records may help Police with enquiries or the Local Authority may use them to support the introduction of remedial measures.