

# **Traffic Management Policy**

**Glyncorrgwg Primary School**

**November 2019**

Adopted by the Governing Body:

Review Date: November 2020

# **TRAFFIC MANAGEMENT ARRANGEMENTS AT Glyncorrwg Primary School from November 2019**

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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.

Glyncorwg 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://glyncorwg-primary-school.i2bloggy.com/>

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

### **For further information, please contact:**

Mr Rob Appleby, Headteacher

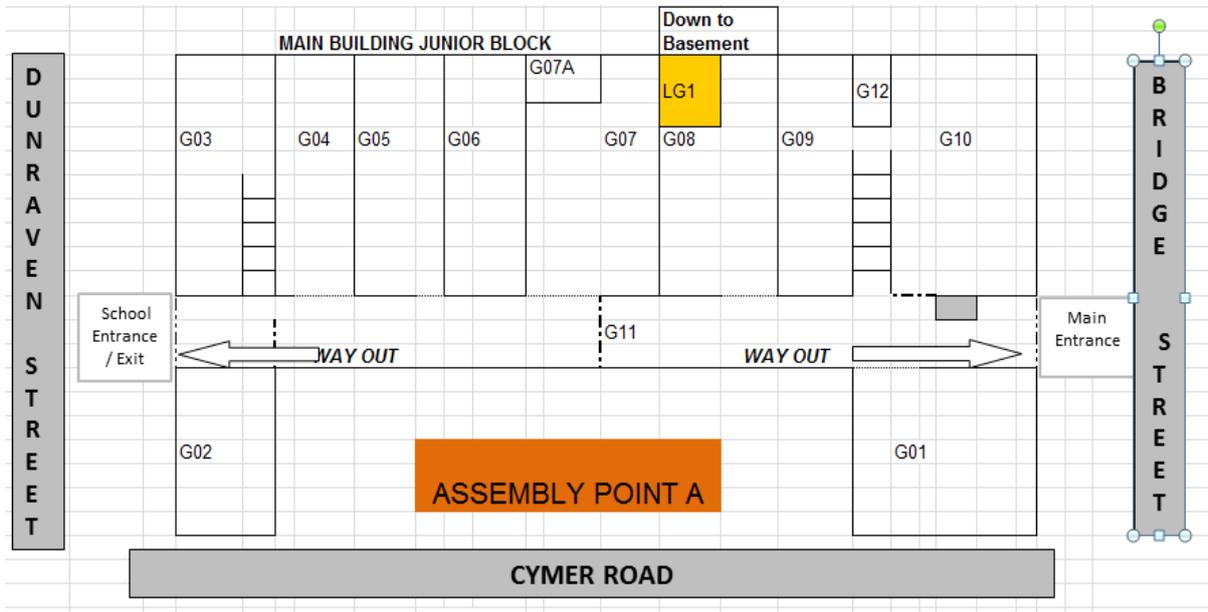
01639 850323

[glyncorwgprimary@npt.school](mailto:glyncorwgprimary@npt.school)

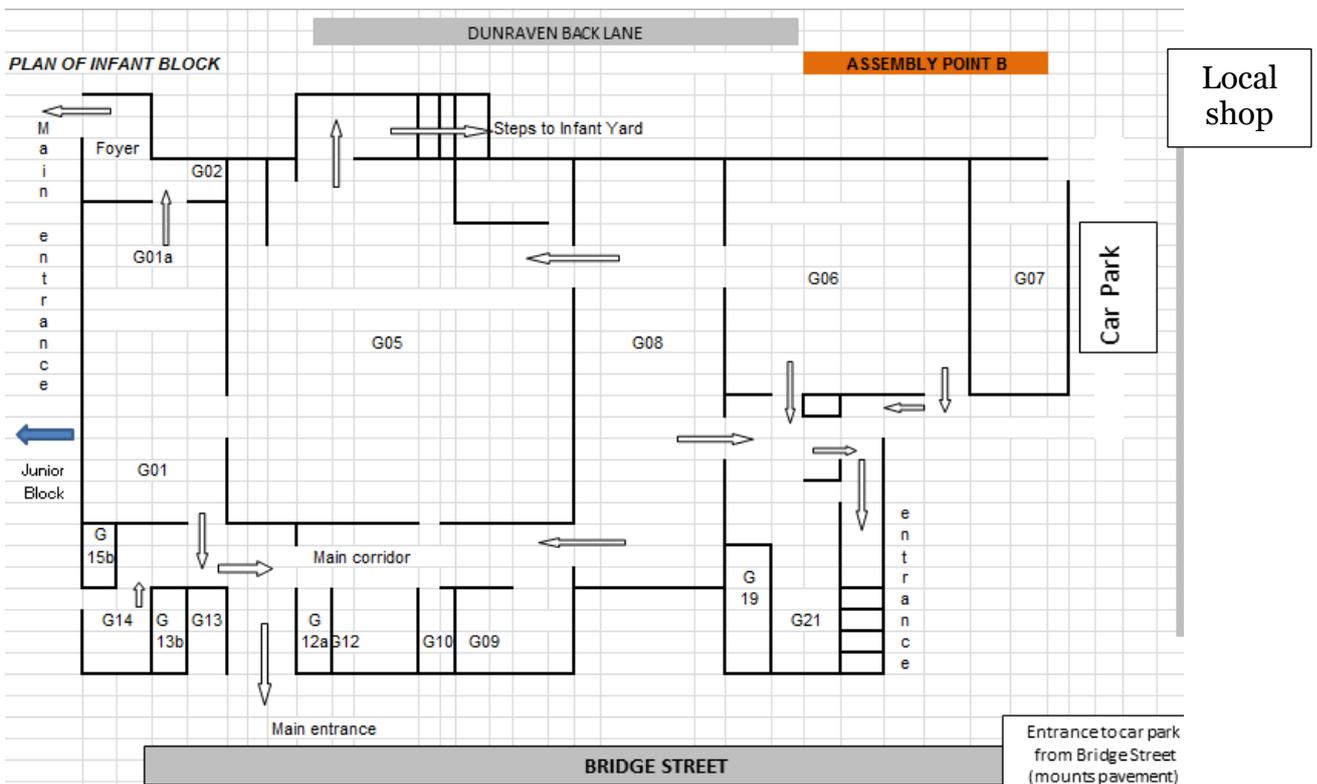
# LAYOUT / ACCESS

## GLYNCORRWG PRIMARY

### JUNIOR BLOCK



### INFANT BLOCK



### 3. School Opening / Closing times

Breakfast Club available 5 days a week from 8.15am to 8.45pm

### School Hours

Infants & Juniors	
8:50am	Morning Bell
8:55am	Registration
9.00am – 10:15am	Teaching/Learning Activities (Literacy)
10:15am - 10:30am	Assembly
10:30am – 10:50am	Morning Break
10.50 – 12.15pm	Teaching/Learning Activities (Numeracy)
12.15pm – 13.10pm	Lunch Time
13.10pm – 13.15pm	Registration
13.15 – 15.20pm	Teaching/Learning Activities

Nursery am –	
8:50am	Morning Bell
8:55am-9.00am	Registration
9.00am – 10.55am	Teaching/Learning Activities (Literacy)
<b>Finish</b>	10.55am

Nursery pm	
13.15pm – 13.20pm	Registration
13.20pm – 15.15pm	Teaching/Learning Activities

### Part-Time Nursery

**Morning Session** 8.55 am – 10.55 am

**Afternoon Session** 13.15 pm - 3.15 pm

Children enter and leave school via their designated class areas at the beginning and the end of the school day unless attending the Breakfast Club.

### 4. Minibus and Bus management on and around the site

#### Minibuses and Buses on site:

Minibuses and buses arrive outside the school and drop off outside Breakfast Club entrance between 8.20am – 8.30am

Minibuses and buses collect pupils from the end of Cymer Road opposite the bus stop 3.20pm – 3.30pm

#### Staff supervision

The Chaperone from the bus company walks all pupils into Breakfast Club, at the end of the day a member of staff supervise pupils' departures,

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

A member of staff will be located at the main entrance of the dinner hall located in the infant building in the morning from 8.15am until 8.35am (latest admittance to breakfast club) to supervise the arrival of breakfast club pupils. Staff will be on the yard from 8.45am to supervise pupils arriving at the start of the school day. Each class-teacher aided by the class TA ensure pupil safety and collection at the end of the day at 3.20pm

## **5. 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**

Authorised visitors are welcome to park in the school grounds. The car park is often busy, however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times. Alternative 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 where possible are encouraged to walk their children to 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 8.30am, prior to the arrival of buses, mini buses and taxis.

Primary school staff may leave after 3.30pm

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. Staff must supply the school with their registration number so that you can be contacted if there is a need to do so.

Staff that park in the residential streets around the school (Dunraven Street, Bridge Street and Cymer Road are requested to be mindful of local residents and park responsibly).

## **Visitors**

Visitors may park in available designated parking bay. 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 8.30-9.00am and from 3.00-3.30pm 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 reception and sign in before going anywhere in the school. Visitors are required to leave a note of their registration in the visitors book. 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 reception on 01639 850323

## **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 850323) in advance, to agree the most suitable parking location.

Service vehicles do not have access to the car park or delivery area between 8.30am – 9.00am and 3.00pm – 3.30pm. Most vehicles use surrounding streets to park.

### **Buses, Mini Buses and Taxis**

Drivers of buses, mini buses and taxis are required to drop off and collect pupils at the bottom of Cymer Road. If this drop off / collection point is being used, please use the square at the bottom of Bridge street. The bus doors must remain closed to prevent pupils getting on or off the bus until the bus is safely parked in the allocated parking bay on site. The school displays clear 5mph speed limit signs, which should be respected by all road users.

### **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.

**All persons using the school car park are asked to be mindful that when you access the carpark the vehicle must mount and drive over the pavement. Please be vigilant for any pedestrians. No access to the car park is permitted between 8.30 – 9.00am and 3.00 – 3.30pm.**

### **6. Pedestrians at school site**

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

Pedestrians should make sure that they use routes safely and avoid spilling onto the 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 entry points. 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.

### **7. 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.

## **8. Cycles**

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

## **9. 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.

## **10. 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.

## **11. 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. To reduce the risk, parking restrictions (double yellow lines) have been added to the layby outside the school in Bridge Street and Dunraven Street (where both entrances to the school are located).

The school also 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.

## **12. Split sites**

Some schools operate on split sites and this sometimes necessitates the pupils having to cross a highway to access certain parts of the site. Where this is the case an appropriate level of supervision must be maintained. The pupils must be informed of the dangers associated with crossing roads and the correct procedures for crossing the highway safely must also be demonstrated – *This section is not applicable to Glyncorrwg Primary.*

## **13 Shared sites**

Where sites are shared, the traffic arrangements have been developed in partnership to ensure that the risk is minimised and that any possible conflict is eliminated. – *This section is not applicable to Glyncorrwg Primary.*

## **14. 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.

Accepted by The Federated Primary Schools of the Upper Afan Valley Governing Body

Designation	Name	Signature	Date
Chair of Governors	Mairwen Goodridge		26.11.19

Review Date: November 2019