



# Traffic Management Policy



## **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.

Ysgol Maes Y Coed 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.

Copies of the traffic management arrangements are also available from reception and on the school website: <https://ysgol-maes-y-coed.j2bloggy.com/school-information/documentation-policies/>

The document will be reviewed annually and awareness raised regularly through parental events and school meetings.

**For further information, please contact:**

Helen Glover, Head Teacher



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## Layout / Access



Entrance to Ysgol Maes Y Coed's car park is accessed via a shared drive way with Ysgol Hendrefelin, which is off the main road in Bryncoch, Neath. All vehicles accessing the premises must do so from the left hand lane, travelling in a one-way clockwise direction to exit.

Staff are permitted to park on-site with the left and right hand side of each lane being allocated for their use. Visitors may also access the car park using any spare spaces available in the main car park area and also in the top left hand area where disabled car park spaces are situated.

Main gates are closed between the times of 9.15 a.m. and 2.30 p.m. and must be closed after entrance and exit.

## **School Opening / Closing times**

The school is open for pupils during the hours of 8.50 a.m. and 3.00 p.m.

## **Arrival and Collection of Pupils**

The majority of all pupils are brought to school via taxis/minibuses, which is arranged via a contracted with NPTCBC Transport Department, with the remainder brought to school by parents/carers in their own vehicles.



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Minibuses, taxis and cars start arriving on site in the morning at 8.30 a.m. and from 2.30 p.m. in the afternoon. Each contracted minibus and taxi is allocated a number that correspond to pupils travelling within the vehicle.

A minimum of two members of staff, wearing high visibility coats, supervise the morning and afternoon process for arrival and collection of pupils. One member of staff calls the number of vehicle which enables other school staff to personally hand over the pupil to the minibus/taxi escort once it has arrived under the covered area or at the top of the school in the designated area. The other member of staff supervises the flow of traffic and directs vehicles to specific designated areas.

All staff tasked with supervising morning and afternoon arrival and collection of pupils will wear high visibility coats.

## **School owned vehicles**

School vehicles are parked, when not in use, at the top left hand side of the school. Only staff who have received the appropriate training are authorised to drive the vehicles and follow all necessary safety guidelines. Vehicles are parked in the covered area outside the main school entrance to enable them to access the vehicles. Pupils are not permitted to walk through the car park lanes and are always supervised and directed to walk through using the designated pathways. Pupils are never left unattended outside the main building area.

## **Vehicles on site**

Authorised visitors, parents etc. are welcome to park in the school grounds after all pupils are in school at 9.15 a.m. They must vacate the premises by 2.30 p.m.. All visitors must adhere to the one-way system for entering and exiting the car park.

All visitors must report to reception and give the Car Registration details when they sign in at the main reception. On departure, visitors should sign out at reception and leave the building by the main entrance door. All visitors must exit the top left hand side of the car park prior to 2.30 p.m. to facilitate the safe collection of pupils in the afternoon.

The car park is often busy, however visitors should only park in available designated bays. Parking on pavements or outside marked parking areas is not permitted. Alternative parking can be accessed at 1a Llys Gwynfryn, Bryncoch SA10 7UB or 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.

Please ensure that you close the school gates after entering and leaving the school premises.



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If visitors need any advice on access or parking before their visit, please call the school reception on 01639 643648.

## **Staff vehicles**

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 following the one-way system. Staff are expected to act responsibly on the site when parking and accessing the school building. Staff should supply the Admin staff with their registration number so that you can be contacted if there is a need to do so. All staff must ensure they close the gates if they are entering or exiting the school premises during school time.

Off-site parking is available for staff.

## **Contractor/Delivery vehicles**

Vehicles may access the car park, after 9.15 a.m., either parking at the top left hand side of the car park, if space is available, or under the covered area outside the entrance for a limited period of time. Drivers should inform main reception where they have parked in order for it to be determined if they are authorised to leave their vehicles there. They must vacate the premises before 2.30 p.m.

All vehicles must adhere to the one-way system for entering and exiting the car park.

## **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.

## **Pedestrians at school site**

All pedestrians are advised to use the designated pathways to walk up the School's entrance. enter / exit the campus 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.



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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.

<i>Review Date</i>	<i>Next Review</i>
<b>July 2018</b>	<b>July 2020</b>