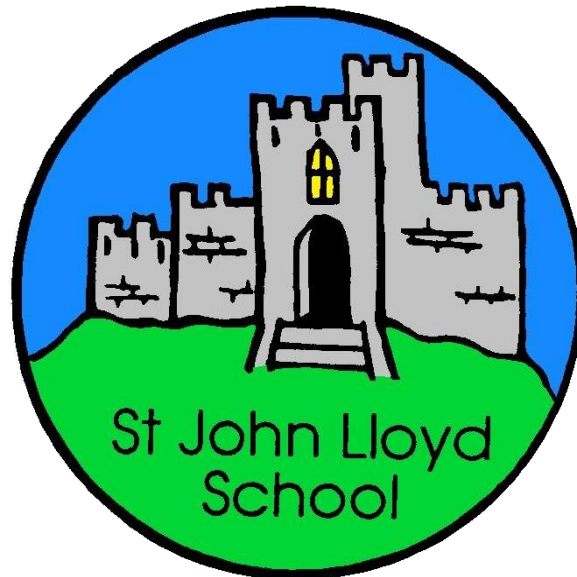


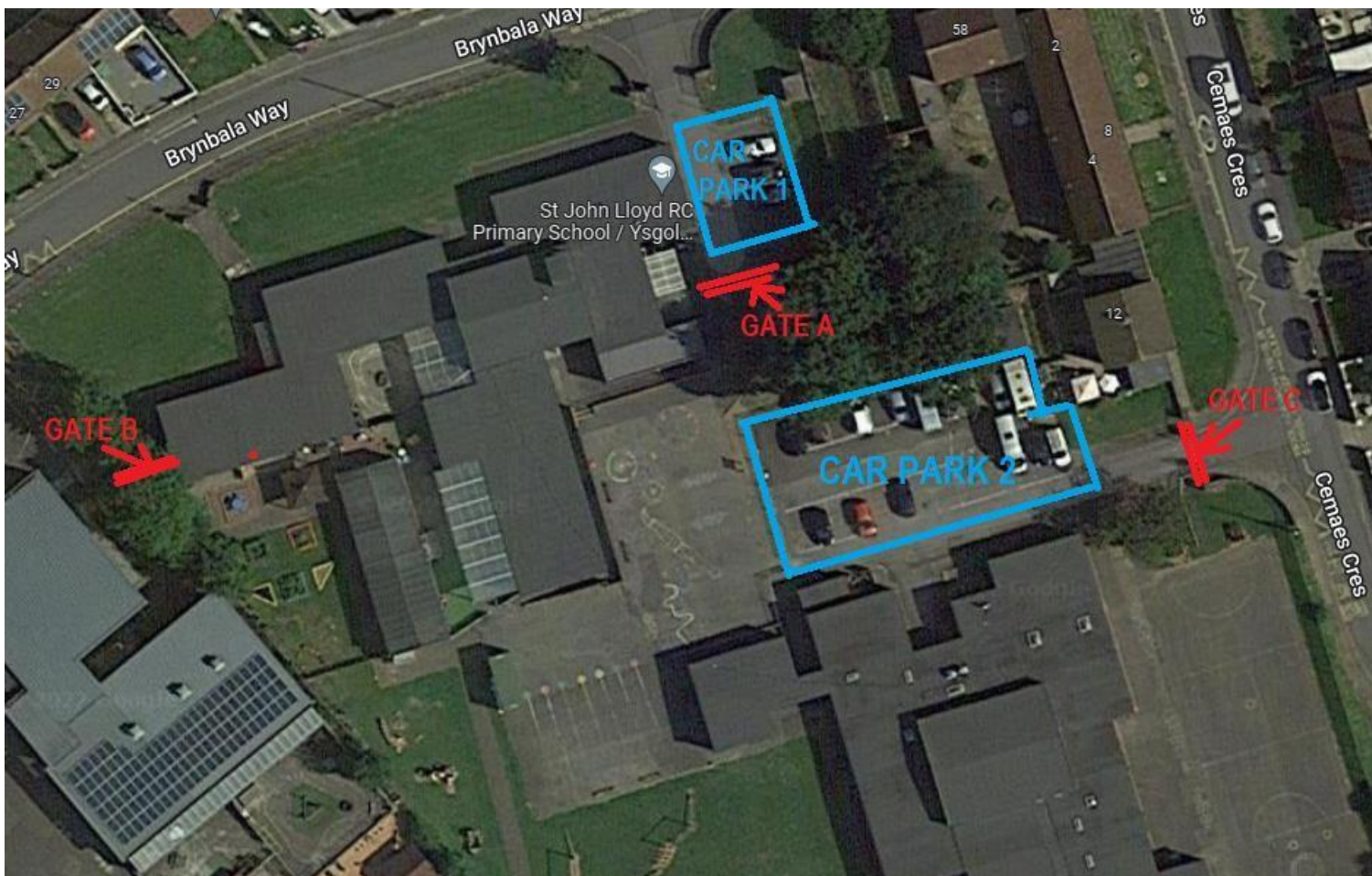
St John Lloyd RC Primary School

Site Safety: Traffic Management Plan



	Introduction
	<p>St John Lloyd RC Primary school is a large split site with two vehicle entrances to two car parks and access to the kitchen area. There is some vehicle movement throughout the day in car park 1 (Infant school). In car park 1 there is no movement from 8:30-9:05am and 2:50 -3:30pm.</p> <p>In car park 2 (Junior school) there is no movement of traffic from 8:30am until 3:30pm. An exception to this is supervised deliveries to the kitchen and refuse collection by the estate manager. Vehicles present include staff cars and minibuses.</p>
	<p>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 with the Highways Department and the Council's Corporate Health and Safety Team, identified control measures to ensure the risks are kept to a minimum.</p>
	<p>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.</p>
	<p>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 SLT.</p>
	<p>Relevant parts of this TMP will be used to inform parents, contactors, delivery companies, kitchen staff, cleaning staff and other visitors of the traffic management arrangements at the school.</p>
	<p>An electronic copy of this TMP is accessible on the school website in the policies area</p>

2.	Site Access / Layout
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3.	Site Speed Limit
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	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,
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	considering 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 kitchens, 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 entrances, which are the pedestrian gates A and C . Gate B is closed to pedestrians . Pedestrians need to recognise that these pedestrian gates A and C are next to vehicle access gates and must exercise caution. Pedestrian Gate C is open from 8am for Breakfast club. Pedestrian gates A and C are locked by 9.05am to secure the site. Gate A is opened and supervised for Nursery morning collection at 11:30 am . Gates A & B are reopened at 2:50pm prior to pupil afternoon collection.
	There are various footpaths in the school, and all pedestrians must make sure that they use these safely on-site 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 arrivals in the morning, infant school parents enter via Gate A or Gate C and pupils are dropped off and collected via their designated class drop off areas from 3pm. In the (7-11yrs) junior school pupils enter the school via the pedestrian Gate C and are collected by their class teachers from the yard (Hall in wet conditions). Afternoon collection in the 7-11 junior school is from the individual classroom doors from 2:50pm.
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. 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.
	<i>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 (SLT).</i>
7.	Pupils

	<p>It is very important that parents and 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"> • When walking within the school, pupils must use caution. • Pupils being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only. • 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.
8.	Car Parks
	<p>There are two car parks within the school grounds, car park 1 & car park 2. Both car parks are strictly for use by school staff only. Drivers should proceed slowly around the school and within the car parks at all times and within the designated 5MPH speed limit. Staff are expected to act responsibly on the site when parking and accessing school buildings. There is some vehicle movement throughout the day in car park 1 (Infant school). In car park 1 there is no movement from 8:30-9:05am and 2:50 - 3:30pm.</p> <p>In car park 2 (Junior school) there is no movement of traffic from 8:30am until 3:30pm. From 8-8:30am staff are permitted to access the carpark however, vehicle Gate C must remain closed at all times. This is the responsibility of staff that after entry and departure (during permitted hours) this gate remains closed. An exception to these hours are supervised deliveries to the kitchen and refuse collection granted by the estate manager. Vehicles present in car park 2 include staff cars and minibuses.</p>
9.	Parents Dropping Off / Collecting Pupils
	<p>Vehicles driven by parents are not allowed on the school grounds this includes collection from Fun Five afterschool club. Drivers of any unauthorised vehicles will not be allowed on site and will be politely informed of this. Parents have been informed of this arrangement. Any vehicles already parked on site will not be allowed to leave until after 3:30pm.</p>
10.	Visitors
	<p>Car park 1 is allocated for visitor parking. 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.</p>
	<p>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 via the main entrance door.</p>
11.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses
	<p>Contractors and delivery drivers Drivers of contractor and delivery vehicles must report to the reception desk in the infant building to advise of the nature of their visit and to get</p>

	clarification on where they can park, and to record their vehicle registration details. All drivers must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules. 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.
	Waste and Recycling Collection All refuse and recycling collections are ideally made prior to 8:00 am or after 9.15am . The waste bins are located in car park 2 of the school. 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.
12.	Home to School Transport
	The school currently runs a mini bus service to both Shirenewton and St Mellons estate. Pupils are escorted on and off the mini bus at the designated bus stop by the bus escort.
13.	Outside School
	The school accepts that parking near the school is not easy. The residential streets outside the school are used by 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.
	Drivers are asked to keep the road outside each school main entrance clear to allow vehicles to pass safely. Drivers are asked not to park indiscriminately, such as mounting pavements, double parking, stopping on any yellow/ zigzag 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.	Monitoring of Compliance Against this Plan
	Key to the ongoing monitoring of the plan is the role of staff. <i>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.</i> Traffic and driving issues arising from the behaviour of parents, contractors, delivery drivers, staff will be dealt with, if appropriate. Issues involving contractors' employees, drivers of delivery vehicles or similar will be reported to the relevant employer. All staffing issues will be dealt with by the SLT, who will ensure that both the school traffic management risk assessment and this TMP is updated to reflect any amendments to the actual traffic management arrangements at the school.
15.	Reporting of On-site Traffic Incidents / Accident
	Incidents and accidents must be reported initially to estate manager and the school office who will then inform the Council's Corporate Health and Safety Team using the Incident / Accident Investigation and Injury Record Form.