

**G U I D A N C E**

**Managing Traffic Safety on School Premises**

**PENPYCH COMMUNITY PRIMARY SCHOOL**

**TRAFFIC MANAGEMENT PLAN**

**AUTUMN 2023**

**Example Traffic Example Traffic Management Risk Management Plan Assessment**

**General Guidance**

**Purpose**

This example Traffic Management Plan (TMP) has been developed by the Council’s Corporate Health and Safety Team to assist Head Teachers in developing their own school specific TMP. The school TMP should be 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 should identify 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 should cover 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, must be communicated to all relevant people. For example: each member of staff could be given their own copy; appropriate staff could go through their copy with their pupils; a copy could be 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 could be displayed in the reception area with others available on request; etc.

All schools are different and it is impossible to cover all aspects of traffic management in one document. This example does not relate to any specific school and Head Teachers will need to amend the document to suit their own particular needs.

Document 1 of 3 of ‘Managing Traffic Safety on School Premises’ provides general guidance, and Document 2 of 3 gives an example of a traffic management risk assessment.

Documents 1, 2 and 3, as well as blank risk assessment forms, are available on *The RCT Source* and by contacting the Council’s Corporate Health and Safety Team on 01443 425531.

Should Head Teachers need further advice they should contact the Council’s Corporate Health and Safety Team.

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| **1.** | **Introduction** |
|  | Penpych Community Primary School is a large site situated on the main  road in Blaenrhondda. Significant vehicle movements throughout the day,  peaking at the start and end of the school day - including staff cars,  peripatetic staff, Support Services Staff (e.g. Children Services), delivery  vehicles and contractor vehicles including, for example – Brecongate  Contractors (Corporate Estates).  A risk assessment has identified the significant traffic hazards at the school  and control measures have been put in place 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 to manage  traffic movements at the school with the main objective to keep people safe,  principally by segregation of pedestrians and vehicles. The TMP is published  on the school’s website.  If there are any concerns about traffic safety on or around the site, these  should be reported to the Head Teacher. Pupils and staff in breach of the  TMP site rules may be subject to disciplinary action. Staff will be provided  with a copy of this TMP, and it will be shared with pupils at the start of the  academic year. The TMP will be uploaded to our website.  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.  The school has no obligation to staff or parents to provide access to parking  facilities for their vehicles. Parents are not permitted to drive their cars onto  the school premises and park there unless they have sort permission in  extreme circumstances (e.g. a parent or child with a disability). The TMP  allows staff, visitors, delivery drivers and contractors to access the site at  specific times only. It should be noted that non-compliance with the site rules  could involve prohibiting vehicular access to those not following the site rules,  or even the closing of the vehicular gates to all.  An electronic copy of this TMP is accessible on the school website.  A hard copy is on display in the reception area. |

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| **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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| **3.** | **Site Speed Limit** |
|  | Maximum speed limit of 5MPH throughout the school grounds. |
| **4.** | **Reversing** |
|  | Reversing on the school site is to be avoided as far as is practicable.  Where reversing is unavoidable, for example kitchen deliveries, refuse and  recycling collections, reversing in/out of a bay when parking, 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 reversing.  No reversing must be carried out during the morning drop off or afternoon  collection periods. However in exceptional circumstances, such manoeuvres  must be overseen / supported by an additional member of staff.  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 B. Pedestrians must not  use gate C which are for vehicles only.  Pedestrians must follow the footpaths to access the playground or main  entrance, or when leaving the premises. |
| **6.** | **Staff** |
|  | All staff must adhere to the TMP site rules and must report any incidents of  non-compliance with site rules they observe to the Headteacher |
| **7.** | **Pupils** |
|  | Pupils being dropped off by parents must, wherever practicable, alight  the vehicle on the kerbside only outside of the school entrances.  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.  Pupils with scooters and bikes must walk using the footpaths when  entering or leaving the cycle shed. |
| **8.** | **Car Parks** |
|  | There is one car park within the school grounds and is strictly for use by  school staff, visitors, deliveries and contractors only. Only designated bays  must be used for parking.  Restrictions apply to the movement of vehicles during the morning drop off  (08:45 – 09:15) and afternoon collection times (15:00 – 15:30). No vehicles  will be allowed to enter/leave the car park during these times. However in  exceptional circumstances, such movement of vehicles must be overseen /  supported by an additional member of staff to supervise and ensure safety.  Signage will be added to the car park gate stating vehicles must not enter  between 08:45 – 09:15 and 15:00 until 15:30.  Drivers should proceed slowly within the designated 5MPH speed limit. |
| **9.** | **Parents Dropping Off / Collecting Pupils** |
|  | Vehicles driven by parents are not allowed on the school grounds at any time  especially during the morning drop off or afternoon pick up times. Drivers of  any unauthorised vehicles will not be allowed on site and will be politely  informed of this. Signage on car park gates is clear. Any vehicles already on  site will not be allowed to leave until after gate re-opening times. |
| **10.** | **Visitors** |
|  | Visitors must only park in available spaces. 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. On departure, visitors should sign  out at reception and leave the building by the main entrance door, closing car  park gate behind them. |
| **11.** | **Contractors / Deliveries / Waste & Recycling Collection / School Minibuses** |
|  | **Contractors and delivery drivers**  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. These visitors will 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. 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. Delivery drivers for food provisions for the canteen |
|  | **Waste and Recycling Collection**  All refuse and recycling collections access the site during the school day and  not during restricted times. All drivers must adhere to the 5MPH maximum  speed limit on site, as well as all other site traffic rules especially reversing  manoeuvres. |
| **12.** | **Home to School Transport** |
|  | Taxis / Minibuses are not permitted to drop off in school car park. No pupils  have transport provided by RCT at present. |
| **13.** | **Outside School** |
|  | Parents are able to park on the main road outside the school except on the  junction and zig zag yellow lines.The morning is less congested due to  breakfast club. There is a concerning lack of any type of crossing for  pedestrians surrounding the school including lack of crossing patrol  person on the main road. |
| **14.** | **Supervision** |
|  | The Headteacher or SLT monitor the gates during the drop off and pick up times of the day. |
| **15.** | **Monitoring of Compliance Against this Plan** |
|  | The Headteacher and caretaker carry out termly site inspections and will  review the TMP. The outcomes of this monitoring will be noted, including  details of any instances of non-compliance.  Vehicle and pedestrian issues affecting safety will be dealt with by the  Headteacher or delegated by the Headteacher. |
| **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**

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|  | **Morning Drop Off Arrangements** |
|  | **Morning**  No vehicles are permitted through the main entrance during the times below.  Signage will be displayed on the only vehicle entrance stating that vehicles  must not enter between 08:45 – 09:15. At no time are pedestrians permitted  to deviate from the footpaths or pavements if they see a vehicle attempting to  enter as there is a significant risk of injury or death.    **Staff should be proactive in supervising.**  General duties include:   * challenging unauthorised or inappropriate parking which creates a   hazard or congestion;   * steering pedestrians away from hazard areas; * challenging pedestrians who are not using the footpath; * challenging and reporting incidents of excessive speed; * challenging and reporting drivers and pedestrians ignoring signs /   instructions or otherwise contravening site traffic rules. |

**Appendix 2 – Afternoon Pick Up Arrangements**

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|  | **Afternoon Pick Up Arrangements** |
|  | **Afternoon**  No vehicles are permitted through the main entrance during the times below.  Signage on the only vehicle entrance states that vehicles must not enter  between 15:00 – 15:30. At no time are pedestrians to deviate from the  footpaths or pavements if they see a vehicle attempting to exit as there is a  significant risk of injury or death.  Staff should be proactive in supervising.  General duties include:  • challenging unauthorised or inappropriate parking which creates a  hazard or congestion;  • steering pedestrians away from hazard areas;  • challenging pedestrians who are not using the footpath;  • challenging and reporting incidents of excessive speed;  • challenging and reporting drivers and pedestrians ignoring signs /  instructions or otherwise contravening site traffic rules. |