

Ysgol Gynradd Gymunedol Gymraeg Llantrisant



SCHOOL POLICY DOCUMENT

TRAFFIC MANAGEMENT PLAN

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Chair of Governors	<i>K. Hulse</i>

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Traffic Management Plan

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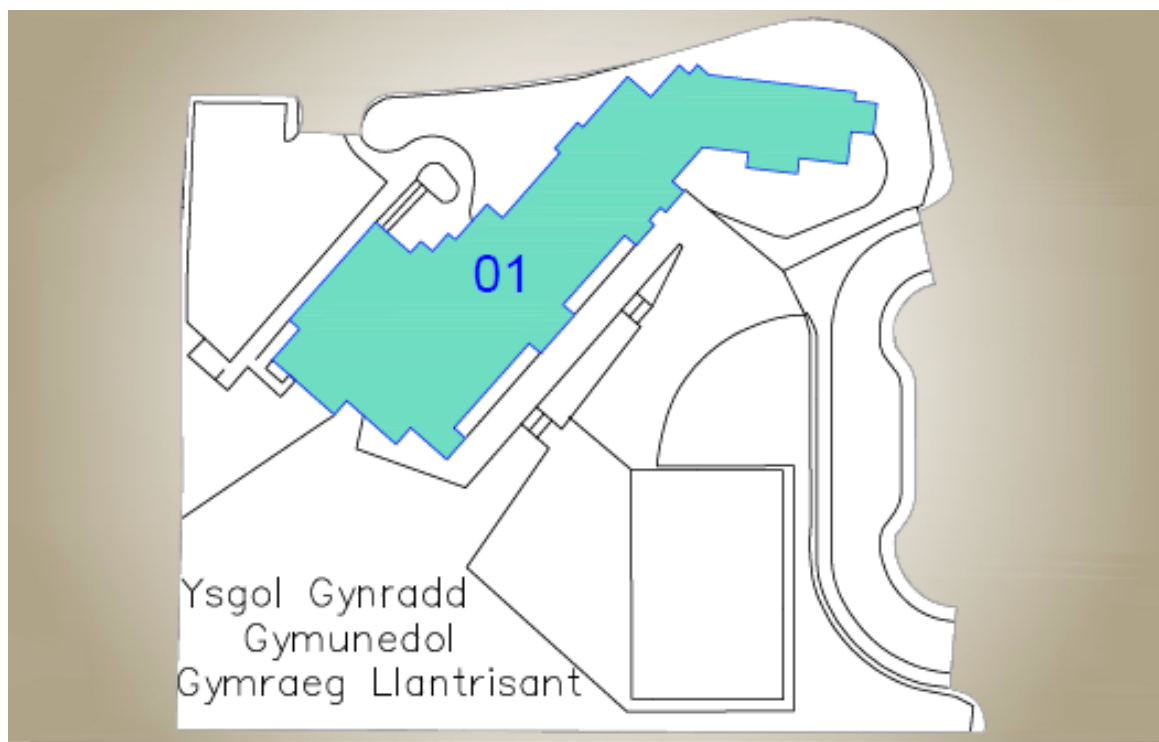
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1.	Introduction
	YGGG Llantrisant is a large and complex site, with significant vehicle movements throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, parent cars, contract buses, minibuses and taxis, delivery vehicles and contractor vehicles including, for example, refuse collection.
	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 (SMT) was the undertaking of a risk assessment that identified the significant traffic hazards at the school. After further consideration the SMT, in consultation with Corporate Maintenance, Highways Department and the Council's Corporate Health and Safety Team, identified control measures 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 that the SMT 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.
	The SMT 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 Head Teacher.
	The instructions contained within this TMP constitute site rules. Staff in breach of the site rules may be subject to disciplinary action. Staff will be provided with a copy of this TMP at induction, and at regular intervals as required. Parents will be informed of the relevant parts at the start of the academic year or when they first enrol at the school if that falls outside of the start of the academic year.
	Relevant parts of this TMP will be used to inform parents, contractors, delivery companies, contracted bus services, 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 or parking facilities for their vehicles. The safest option for the school would be to close the vehicle gates to parents in order to reduce the amount of vehicle movements on the school grounds. However, the SMT recognises that the impact of closing the vehicle access gates will impact on the local community during busy periods and therefore the SMT has, instead, developed the control measures stated within this TMP. 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 www.ygggllantrisant.com Printed copies are available from the School Office on request.

2. Site Access / Layout



1	Main Staff and Visitor Gate - Staff Car Park
2	Bus Bay Barrier - NO ENTRY EXIT ONLY FOR SCHOOL BUSES
3	Bus Bay Barrier - ENTER AUTHORISED SCHOOL BUSES ONLY - NO EXIT
4	Pupil Pedestrian Entrance / Exit - Nursery to Year 2 NO VEHICLES
5	Secondary Pupil Entrance / Exit - Years 3 to 6 NO VEHICLES



3.	Site Speed Limit
	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, taking into account 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 and there is no drive-through option beyond the kitchen delivery bay, 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. Pedestrians need to recognise that these pedestrian gates are adjacent to vehicle access / egress gates that will be in use during peak times and must exercise caution. At no time are pupils and parents or visitors to the school to use the vehicle access as there is a significant risk of collisions.
	There are various footpaths around and within the school site and all pedestrians must make sure that they use these safely and avoid spilling onto public highways and on-site vehicle routes. Pupils walking in groups must take this into account and allow other users to pass safely. Pedestrians must use the marked crossings where provided. Dropped kerbs are provided throughout the site to provide suitable access and egress for wheelchair users.
	During arrivals in the morning, entry into school buildings is only available via the pupil entrance at the rear of the school. Similarly, the same applies to exiting the buildings at the end of the school day. All pedestrians are respectfully asked to follow guidance when crossing the school bus bay at the beginning and end of the school day. A painted crossing is in place at the main pupil entrance gate for crossing purposes. All pedestrians are requested to take care and to take notice of any staff controlling the traffic (school buses) when leaving the school site. Staff are on duty for the safety of pupils and visitors to the school site.
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, only parking in the designated staff car park and not parking haphazardly about the site, and using pedestrian routes after alighting their vehicles. 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.
	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.

7.	Pupils
	It is very important that 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: • Pupils should be particularly aware that pedestrian entry into the school grounds via vehicular access gates is strictly forbidden. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises their personal safety and the safety of others; • When crossing roads within the school site, pupils must use the marked crossings provided; • Pupils being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only; • 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. This will avoid accidents and will make you more aware of what is happening around you; • Pupils must not congregate in car parks, bus bays, near vehicle access gates or vehicle routes or similar.
	Pupils must follow the instructions of staff and be aware of the following when accessing the bus bay area: • The buses must be at a complete stop before embarking / disembarking; • Pupils must appreciate that bus drivers may not be able to see pedestrians who are out of their direct line of sight and must act responsibly; • Pupils must only use the designated footpaths around the bus bays; • Pupils must not walk in the bus bays at any time, unless embarking / disembarking buses; • Pupils must allow the staff / drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
8.	Car Parks
	There is one car park on the school site. This car park is strictly for use by school staff only. There are two disabled parking bays in this car park. All staff should adhere to the local arrangements. There are no designated parking spaces for parents' vehicles on school grounds and regular reminders are sent to members of the school community regarding this. Only visitors with mobility issues are permitted to enter the school car park following prior discussion and arrangement with the school. 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. If they are aware of unauthorised use of parking bays, this should be reported via the school receptionist or to the Head Teacher or Senior Leader who will inform / remind the offending driver of the correct use of the site. All staff must supply the school with their vehicle registration number so that they can be contacted if there is a need to do so.

9.	Parents and Carers Dropping Off / Collecting Pupils
	Vehicles driven by parents / carers / family members are not permitted on the school grounds. This includes the limited staff car park and the school bus bay. Drivers of any unauthorised vehicles will not be permitted on site and will be politely informed of this. Parents have been regularly informed of this arrangement via text and letters / emails and will continue to be informed. Any unpermitted vehicles already on site during peak traffic movement / pedestrian movement times will not be allowed to leave until school deems it safe to do so.
10.	Visitors
	Visitors are encouraged to park in a courteous and safe manner at the roadside outside the main school staff car park and the bus bay. This is due to the very limited size of the staff car park. Parking is not permitted in the bus bay area at any time, even for the shortest duration.
	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 by the main entrance door. Disabled visitors may park in one of the disabled bays which are located in the staff car park following discussion with the school.
11.	Contractors / Deliveries / Waste & Recycling Collection / Minibuses
	Contractors and delivery drivers Drivers of contractor and delivery vehicles must report to the reception desk to advise of the nature of their visit and to get 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 made at the main staff car park. The waste compound is located at the rear of the kitchen, at the far corner of the staff car park. 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
	There is one designated bus bay for the sole use of the Home to School transport buses throughout the day. No vehicles, apart from the designated buses, are allowed to stop or park in these bays. The school has 2 coaches arriving and departing from the school during the morning drop off and afternoon collection period. Buses must be at a complete stop before allowing pupils to get on or off the bus. Engines should be switched off unless there is a valid safety reason to have the engine running. Only when pupils / pedestrians are clear of the vicinity of the bays or are all on board should drivers exit the bus bays, following the agreed departure arrangements and sequence with the designated school supervisor. All buses must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules. Pupils in designated home to school transport coaches must alight in the designated drop off bay at the rear of the school - the pupil entrance and exit. Parents and carers are politely requested to adhere to guidance / instruction offered by staff on duty during morning and afternoon drop-off and collection times. The school bus bay is particularly busy during the morning period with staff on hand to ensure the safety of all pedestrians on the school site. Visitors to the school site are politely requested to await clearance from staff members before walking out in front of any bus which could have potentially received clearance to begin leaving the school bus bay. This is for the safety of all concerned.

13.	Outside School
	The school accepts that parking near the school is not easy. The residential streets outside the school are used by service buses as well as other 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. Pupils are reminded to walk the perimeter of the site and only enter via the dedicated pedestrian gates at the rear of the school - the pupil entrance and exit.
	There is one crossing point in the school bus bay. Pedestrians are encouraged / requested to use this crossing. Drivers are asked to keep the road outside each entrance of the bus bay clear to allow vehicles to pass safely. Drivers are asked not to park indiscriminately, such as mounting pavements, double parking, stopping on any yellow 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.	Supervision
	The Head Teacher is responsible for ensuring that a traffic supervision roster is developed and that appropriate numbers of supervisors are on duty at the designated times and locations. All supervisory staff will receive appropriate information / instruction and training regarding their role, including information / instruction on how to ensure their own safety when undertaking their duties. Supervisory staff must position themselves in a safe location when undertaking their role.
15.	Monitoring of Compliance Against this Plan
	Key to the ongoing monitoring of the plan is the role of SMT and other staff. 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. In addition to the supervision arrangements in place, the SMT will carry out monthly site inspections to view practices. The outcomes of this monitoring will be recorded, including details of any instances of non-compliance. Similarly, details of any instances of non-compliance noted at any other times will also be recorded. Traffic and driving issues arising from the behaviour of parents, contractors, delivery drivers, cleaning and catering staff will be dealt with by the Head Teacher or member of the SMT. Home to school transport issues will be reported to the Integrated Transport Unit. 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 Head Teacher. The SMT will coordinate this function and 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.
16.	Reporting of On-site Traffic Incidents / Accident
	Incidents and accidents must be reported initially to the Head Teacher or member of the SMT, who will then inform the Council's Corporate Health and Safety Team using the Incident / Accident Investigation and Injury Record Form HS5(A).

Morning Drop Off Arrangements

During the morning drop off the school has 2 coaches arriving / leaving between 8:45 and 9:00. Buses arrive through the entrance of the bus bay following the one-way system which is clearly sign posted. When the buses have stopped the chaperone informs pupils that they may alight the bus. Pupils alight the bus directly onto the footpath and make their way to the main pupil gates. Once all pupils have alighted, the buses will be allowed to drive off site following the designated one-way system. Parents / carers are politely requested to adhere to any instruction offered by staff members on traffic duty.

Staff supervision during this time will be at least four members of staff on duty between the two entrances.

At both sets of gates:

One supervisor will monitor the pedestrian crossing just inside the bus bay to ensure that pupils do not run directly across the crossing in front of entering vehicles. The supervisor will encourage pupils to move away from the crossing and make their way to their classrooms via the designated pathway. Parents / carers are politely requested to adhere to any instruction offered by staff members on traffic duty.

The second supervisor will be positioned at the bus bay in order to supervise pupils getting off the bus and steering them in the direction of the main gates. This supervisor will encourage pupils who may be waiting for friends to arrive on the buses to move along and enter through the main gates.

If any designated supervisor is unavailable for whatever reason, the SMT must assign another member of staff to carry out their duty.

General Supervisors Role

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;
- advising visitors to the site when it is safe to cross and advise when not cross in front of the school buses;
- supervising bus collections and determining, for example, when it is safe for buses to move from bus bays;
- challenging and reporting incidents of excessive speed;
- challenging and reporting drivers and pedestrians ignoring signs / instructions or otherwise contravening site traffic rules, using mobile phones when driving and other inappropriate behaviour.

Afternoon Pick Up Arrangements

During the afternoon collection period the school has 3 buses arriving / leaving between 15:30 and 15:45.

Buses arrive through the entrance of the bus bay following the one-way system which is clearly sign posted. All buses are parked up and stationary when the bell for the end of the day is activated.

The main pupil gates (1) are unlocked and opened at 15:25 and parents and carers of Nursery to Year 2 pupils are invited in to the school yard to collect those children who are walking home from their classes. Pupils who walk home are usually released from the school site at 15:30. Pupils in Years 3 to 6 are released by their classes' teachers at gate (2) and transferred to the care of their parents / a responsible adult.

Those pupils travelling on school transport are supervised and escorted to their buses by members of staff at 15:35 once the site has been cleared of walking pupils. There must be no traffic movement in the bus bay area during this period.

Once all buses are full they will leave in the order in which they are parked, following the designated one-way system and egressing via the exit. There will be no reversing and buses must not overtake each other when leaving the school site. Members of staff who supervised and escort the children to their buses at the end of the school day will remain on duty in the bus bay until all buses have left the school site.

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- supervising bus collections and determining, for example, when it is safe for buses to move from bus bays;
- challenging and reporting incidents of excessive speed;
- challenging and reporting drivers and pedestrians ignoring signs / instructions or otherwise contravening site traffic rules, using mobile phones when driving and other inappropriate behaviour.

