

# Berriew CP School



## Traffic Management Plan

## **1 Introduction**

This document has been prepared to inform employees, pupils, parents and others who come onto the site, including visitors (both pedestrian and in vehicles), about the site rules concerning pedestrian and vehicle management.

Berriew CP School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when in the school grounds or within the vicinity of the school and follow instructions to reduce the 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 which constitute site rules. Staff and learners in breach of the site rules may be subject to disciplinary action.

Copies of this document are available to school staff, pupils, parents and carers, via the school website.

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

In addition to the instructions in this document, the school has also undertaken a risk assessment which is recorded in Appendix A.

For further information, please contact [Mr Sean Clarke, Executive Head Teacher 01686640312]

## 2 School Layout / Access



1. Staff parking /bus parking and visitor parking.
2. Main double gates to school site.
3. Main entrance to the school building.
4. Playground/Car Park.
5. Gate from playground.

### 3 Pedestrians

Pedestrians who have travelled to school on foot should access the school site via the entry point (2) and then make their way to the main school.

Parents walking their children to school are requested to escort them into school and enter through the main entrance (3) or the classrooms. Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road.

Parents who have travelled to school by car, must park in the designated car park (4) and enter the school site via the entrance (5). Entry to the school for pupils is through the cloakrooms for their respective classroom or the main entrance (3).

Parents and carers (including those going to the preschool) are requested wherever possible to use the car park/playground when dropping off and collecting pupils at the beginning and end of the day. This leaves the front of school free for staff parking, visitors, deliveries for the Community Centre and emergency access if it is required. The car park is often busy at the beginning and end of the day and parents and carers should park carefully in the available places within the playground/car park. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

If there are no available parking spaces, visitors must park off-site on the side road adjacent to the school.

### 4 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 site related issues that learners should be aware of:

- Pupils should be particularly aware that entry into the school ground via vehicular access points (2 and 4) can be dangerous and pupils are encouraged to use the site footpaths wherever possible.
- Pupils must take care near the bus parking area and especially when getting on and off the buses. Pupils must follow the instructions of supervising staff and be aware of the following:
  1. The bus must be at a complete stop before getting off or on to the bus. Drivers cannot see pedestrians who are out of their view.
  2. Make sure that you are acting responsibly.
  3. Only use the identified pathway leading into the school.

4. 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 and safe for all.
- When using the footpaths, pedestrians should walk. This will avoid accidents and will make you more aware of what is happening around you.

There is a designated drop off for pupils arriving on the school buses (2). This area must be kept clear by other vehicles at the beginning and end of the day to allow for safe dis/embarking.

All parents are requested to park in the car park/playground when dropping off and collecting their children and not to park in the front of school (1 and 2). This will allow staff and visitors to park safely.

For pupils who attend breakfast club parents and carers are asked to use the car park (4) to drop off children and escort them into school via the gate at the back of the Community Centre. For pupil safety we ask that parents escort their children up to the main school building where they can be handed over to the school staff rather than allow them to walk up on their own unsupervised.

If you are collecting your child for an appointment or dropping them off after an appointment then you can use the front of school to park. During the school day the car park/playground will be kept locked.

In addition we ask that parents/carers do not park in front of the main wooden gates (2) during the school day in case access is needed for workmen, deliveries or access to the Community Centre.

## **5 Staff**

There is parking for staff in front of the Community Centre (1). This is accessed from [B4385] and is strictly for the use of staff and visitors. Drivers should proceed slowly along the road leading to the school and in the car park/playground at all times for the safety of pedestrians. Please bear in mind that some younger pupils may have little 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. If you are aware of unauthorised use of parking areas, this should be reported to the Senior Management Team who will remind the offending driver of the correct use of the site. It would be helpful if staff could supply reception with their registration number so that you can be contacted in the event of a problem arising.

## **6 Visitors**

Visitors are welcome to park in the school grounds, but should only use the car parking area (1) noted in the illustration in section 2.

Visitors must report to reception (3) and sign in before going anywhere in the school. Visitors are required to leave a note of their registration number with staff. On departure, visitors should sign out at reception and leave the building by the main entrance door (3).

## **7 Service Vehicles / Deliveries**

Drivers of service vehicles must park in front of the Community Centre (1) unless access via the double gates is required. They should report to reception if there are any problems and sign in if they are remaining on site to do any work. Delivery drivers should leave goods with the secretary or in her absence a member of the school staff.

## **8 School Buses**

Designated bus parking area - This area is strictly for use by contracted buses between 8.00am - 9.00am and 3.15pm - 3.45pm. It is essential that this area is not used for drop off point or parking during these times. Outside these times, visitors, contractors and delivery vehicles are permitted to use this area. Contractors must remove vehicles by 3.00 pm to ensure that the area is clear for bus access.

Buses that enter the site to collect pupils should access the site from [B4385].

The bus should be at a complete stop before allowing pupils to get on or off the bus. Only when pupils are clear of the vicinity of the bus park (am) or all on board (pm), should drivers exit the bus park when they are clear to do so.

Pupils are reminded about good conduct around the bus park in section 4 of this plan, however if there are any other concerns about how this site is being used; they should be raised via the staff supervisors during the afternoon pick up.

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through the School Transport Unit as part of the terms of the contract. The school will request drivers to escort the children into school at the start of the day and wait for them by the gates at the end of the day where the pupils will be passed onto them by a member of school staff.

## **9 Disabled Access**

Disabled access is via the main entrance where there is a power assisted door. Parking for disabled visitors or parents is in front of the Community Centre (1).

## 10 Outside the School Grounds

The school accepts that parking near the school is not easy. Parents/carers should drive carefully on the roads approaching the school and in the playground/car park paying due attention to other vehicles and pedestrians. Pupils should be reminded to walk along the footpaths sensibly and not to run near any vehicles.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions 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 and delays.

Please act responsibly by parking carefully near the school to keep the pupils at Berriew CP School, local residents and other road users safe.

## 11 Management

Key to the ongoing monitoring of the plan is the role of school managers 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.

The Senior Leadership Team will arrange for daily supervision around the bus parking area and staff or the bus drivers will supervise the movement of the pupils to and from the bus to the school main entrance in the morning and at the end of the day.

### Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Senior Management Team will carry out site inspections to view practices.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with by the responsible member of the Senior Management Team. The Senior Management Team will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

If there are concerns or incidents that constitute non-compliance, appropriate action will be taken.

Policy written in line with Powys Health and Safety guidance

September 2018