

Traffic Management Policy

Abbey Primary School

Adopted by the Governing Body: 11th October 2023

Review Date: 30th September 2024

TRAFFIC MANAGEMENT ARRANGEMENTS AT
Abbey Primary School
from 11th October 2023

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1. 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.

Abbey Primary School 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. Pupils in breach of the site rules may be subject to disciplinary action.

Copies of the traffic management arrangements are also available from the school office and on the school website: <https://abbey-primary.j2bloggy.com/>

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

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2. Layout / Access

Please see attached plans and map of site.

3. School Opening / Closing times

Assessment Unit	9.15am until 2.45pm
Nursery	
Morning	8.50am until 11.05am
Afternoon	12.45pm until 3.00pm
Reception/Year 1/Year 2	8.45am until 3.10pm
Year 3/ Year 4/ Year 5 and Year 6	8.40am until 3:20pm
Childcare Facility	7.00am to 6.00pm
Breakfast Club	8.10am to 8.40am.

4. Minibus and Bus management on and around the site

Minibuses and Buses on site:

Minibuses and Buses are allowed on site and there is a designated parking space for minibuses. Buses are only allowed on site for school visits and will park outside the main entrance for children to embark and disembark. Entry to the staff/visitor car park will be via an intercom barrier system operated by school office staff.

Minibuses and Buses on curtilage of site:

If buses have been arranged for school visits the following arrangements are in place, arrangements will be made for them to have access to the school car park.

Staff supervision

Staff supervise the children and correct ratios are put in place when completing the educational visit pack.

Staff supervision location & timings at start / end of school day:

The school has a drop off area for parents/guardians to use and this will be supervised by the school caretaker at the start and the end of the day.

Staff will be located at key points to direct pedestrians and a plan will be given to all parents/guardians showing the location of classes.

Timings of the start/end of school day have been staggered to alleviate the numbers of pedestrians on site and vehicles around the vicinity of the school at any one time.

No movement of vehicles in the staff/visitor car park will be allowed between 8.40am to 9.00am, 10.55am to 11.15am, 12.30pm to 1.00pm (Access will only be allowed for taxis and parents with permits during this time) and 3.00pm to 3.30pm.

Nursery Class

Staff will be located at the nursery door at 8.50am and 12.45pm to supervise pupils arriving at the start of the school day/session.

At the end of the session dismissal takes place from the nursery class door at 11.05am and 3pm.

Assessment Unit

Staff will be located at the assessment unit door at 9.15am to supervise the arrival of pupils.

In the afternoon dismissal will take place from the assessment unit door at 2.45pm.

Childcare Facility

Staff will be located at the entrance to the childcare facility from 7.00am to supervise the arrival of children. Children will be dismissed from the facility at various times throughout the day that have been pre-arranged with the childcare staff. Parking outside the facility will be managed by the staff via a manually operated barrier.

Reception Class

Parents/Guardian to take the pupils to the Reception class doors.

Staff will be present to supervise the arrival of all pupils at 8.45am.

In the afternoon dismissal takes place from the Reception class doors at 3.10pm.

Year 1 and Year 2 Classes

Parents/Guardians to take the pupils to their classroom door.

Staff will be present to supervise the arrival of all pupils at 8.45am.

In the afternoon dismissal will take place from the classroom door at 3.10pm.

Year 3 to Year 6 Classes

Parents/Guardians to take the pupils to their classroom door.

Staff will be present to supervise the arrival of all pupils at 8.40am.

In the afternoon dismissal will take place from the classroom door at 3.20pm.

Breakfast Club

Parents/Guardians to take the pupils directly to the Hall door where breakfast club staff will supervise their arrival at 8.10am. All children attending breakfast club will then be taken to their appropriate class at 8.40am.

5. Vehicles at school site

All vehicle drivers authorised to enter the site must be informed of the need to exercise extreme caution during access and egress.

No movement of vehicles in the staff/visitor car park will be allowed between 8.40am to 9.00am, 10.55am to 11.15am, 12.30pm to 1.00pm (Access will only be allowed for taxis and parents with permits during this time) and 3.00pm to 3.30pm.

Vehicles on site

Authorised visitors are welcome to park in the school staff/visitor car park at their own risk. The school will not be responsible for any damage caused to vehicles. The car park is always busy, so visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times

Access to the staff/visitor car park is via an intercom barrier system that is operated by school office staff.

Alternative 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.

Parents' vehicles

Parents/ Guardians are not permitted to bring vehicles into the school staff/visitor car park at any time, however the Head Teacher may give permission in exceptional circumstances.

There is a drop off area for Parents/Guardians to use at the beginning and at the end of the school day.

When dropping children off, or picking them up, parents are requested not to park indiscriminately on the highway, and where possible are encouraged to walk their children to school. In the light of the Authority's "Safe routes to schools" initiative, parents/ guardians are reminded of this request via newsletters and social media.

Staff vehicles

To avoid unnecessary vehicle congestion, members of staff that drive to work, must arrive on site by 8.30am, prior to the arrival of buses, mini buses and taxis.

Primary school staff may leave after all pupils have been dismissed.

Staff must park in the allocated staff/visitor car park in the marked car parking bays. They should take care not to obstruct any access routes.

Access to the car park is via a keypad barrier system. The school will not be responsible for any damage caused to vehicles, staff leave their vehicles in the car park at their own risk. Drivers should proceed slowly within the car park at all times. Please bear in mind that some young people and some pupils with additional support needs may have little or no 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. It would be helpful if staff could supply the school with their registration number so that you can be contacted if there is a need to do so.

Visitors

Visitors may park in the school staff/visitor car park if there are parking bays available. Visitors should exercise extreme caution when driving on the school grounds. In order to protect pupils and pedestrians from traffic movement, there will be no access or exit from the staff/visitor car park between 8.40am to 9.00am, 10.55am to 11.15am, 12.30pm to 1.00pm and from 3pm to 3.30pm on any school day. Any late arrivals or visitors wishing an early exit, outside the school start / close times, are strongly advised to park outside the school grounds.

Access to the car park is via an intercom barrier system that is operated by the school office staff. All visitors must report to the school office and sign in before going anywhere in the school. Visitors are required to provide their registration number in the visitor signing in log. On departure, visitors should sign out at reception and leave the building by the main entrance door.

There are 5 designated disabled parking spaces.

If visitors need any advice on access or parking before their visit, please call the school office on 01792 812202.

Contractor's vehicles

Contractors should arrange to visit the site by appointment.

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.

Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk at the main entrance. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01792 812202 in advance, to agree the most suitable parking location.

Service vehicles do not have access to the staff/visitor car park or delivery area between 8.40am to 9.00am, 10.55am to 11.15am, 12.30pm to 1.00pm and 3.00pm to 3.30 pm.

Buses, Mini Buses and Taxis

Drivers mini buses and taxis are required to use the mini bus/taxi bays at the school. Buses for school visits will be allowed into the school staff/visitor car park – arrangements will be made for them to park outside the main entrance whilst the children embark/disembark.

Access to the car park is via an intercom barrier system operated by school office staff. The mini bus doors must remain closed to prevent pupils getting on or off the mini bus until the mini bus is safely parked in the allocated parking bay.

Emergency Access

If a vehicle has to be driven through the playground it should be done when the playground is free from pupils. If this is not possible due to exceptional circumstances, then vehicles should be driven slowly through the playground whilst sounding the horn and activating their hazard warning lights to alert all in the area. A nominated person should clear the vehicles route in advance.

6. Pedestrians at school site

All pedestrians are advised to enter / exit the school sites 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.

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.

7. Parking

A regular review of parking arrangements is undertaken to consider if:-

- The parking spaces are in appropriate places
- The position of the spaces hinders access to/egress from the building.
- Vehicles have to cross pedestrian routes to access them.
- The route allows suitable access for emergency vehicles.

- The parking area is in a suitable condition.
- Arrangements are in place for visitor parking.
- Arrangements are in place for disabled parking.
- Vehicles must give way to pedestrians at designated crossing points.

8. Cycles

Cyclists must dismount before entering the school premises and park in the cycle shelters located next to the Assessment unit/Childcare facility. Arrangements can be made via the school office 01792 812202.

9. Pupils

Pupils are made aware that parking areas are out of bounds. Pupils must not be asked to collect or carry things from staff vehicles unless a member of staff accompanies them. Pupils must not be allowed to open/close the school gates to allow vehicles access/egress.

10. Footways

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

11. Access to and from school

The school suffers from severe vehicle congestion problems close to and surrounding the premises. Parents who drop off and pick up their children by car, cause much of the congestion.

The school considers the following, in an attempt to reduce the congestion:

- ❖ Encourage walking and cycling by collaborative work with the Road Safety Team and to involve pupils in education and safety initiatives.
- ❖ Liaise with local Police/Parking Attendants regarding enforcement.
- ❖ Revise the travel plan annually.
- ❖ Remind parents from time to time of the dangers and problems associated with congestion at school entrances.
- ❖ Parents should also be encouraged to car share to reduce the number of vehicles outside the site.

- ❖ Liaise with operators who pick up/drop off pupils transported by bus/taxi.
- ❖ To liaise with the Local Authority regarding remedial measures (speed limits, road marking, traffic calming etc.).
- ❖ To ensure that a record of traffic incidents that occur off site in the vicinity of the school is maintained.

12. Split sites

Abbey Primary is not a split site school.

13 Shared sites

Abbey Primary is not a shared site.

14. Physical Control Measures

Signage

The installation of appropriate signage needs to be considered such as: -

- ❖ Speed limit signs (5mph).
- ❖ Warning notices at entrances stating that only authorised vehicles are permitted on site.
- ❖ Warning notices highlighting that children could be at play and the need to exercise caution.
- ❖ Signage indicating the route to the car park.
- ❖ Signage indicating where deliveries are to be made.
- ❖ Signage to close the gates after entering and leaving.
- ❖ Signage that vehicles are left at owner's risk

(Signs used in connection with traffic should where possible comply with the Highway Code).

Speed humps

There are currently no speed humps at the school. All pedestrian crossings are raised and clearly marked.

Fencing

Fencing has been installed at each site at strategic points to ensure segregation of pedestrians and vehicles. An annual review of premises takes place and considers if any additional fencing is required.

Temporary barriers will be utilised to control pedestrian and vehicular traffic in appropriate circumstances.

Road markings

Where pedestrians share the same access as vehicles it is advisable to permanently mark the route on the ground.

Where the pedestrian route crosses the vehicular traffic the provision of a safe road crossing should be marked on the ground (zebra crossing).

Mini bus bays/taxi areas are clearly marked on the ground in the school staff/visitor car park. This should help reduce the likelihood of anyone else parking in these areas.

Gates

Entrance to the staff/visitor car park is via a keypad/intercom barrier. All staff are expected to be on site before 8.30am. There is no movement of traffic between 8.40am to 9.00am, 10.55am to 11.15am, 12.30pm to 1.00pm and 3.00pm to 3.30pm to prevent the movement of vehicles when pedestrians would also be walking in this area. The school emergency plan incorporates this. Internal gates are kept locked throughout the day.

Footways

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

Poor visibility

Where the visibility is poor then the following must be considered: -

- ❖ Is there adequate lighting for traffic routes and footpaths?
- ❖ Have staff undertaking supervisory roles been provided with high visibility waistcoats?
- ❖ Encourage pupils to carry/wear reflective safety products/clothing.
- ❖ The use of mirrors at a blind corner/bend can enable pedestrians and drivers to view around the corner/bend.
- ❖ Appropriate signage
- ❖ Features including speed cushions to reduce traffic speed where visibility is obstructed by buildings, road layouts etc.

Accepted by **Abbey Primary** Governing Body

Designation	Name	Signature	Date

Review Date: **September 2024**

Record of Road Traffic Incidents (within vicinity)

Date	Incident