

Traffic Management Plan Trinity Fields School and Resource Centre Contents

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Live from Sept 2023

~~Review Jan 2024~~

~~Reviewed May 2024~~

~~Reviewed September 2024~~

~~Reviewed January 2025~~

~~Reviewed January 2026~~

Reviewed April 2026

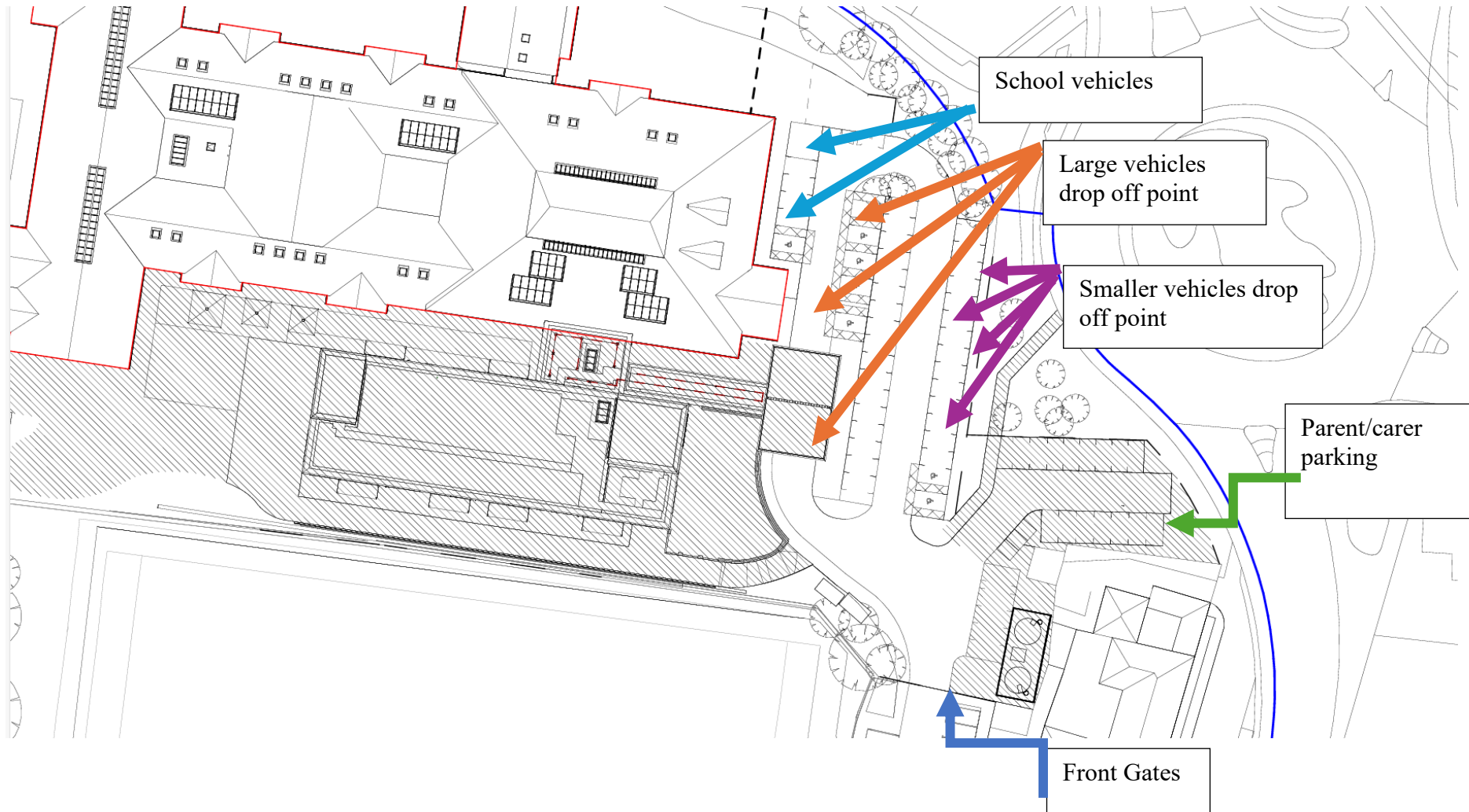
1.	Introduction
	<p>This school is a large and complex site, with significant vehicle movements throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, parent cars, contract buses, minibuses/taxis, delivery vehicles and contractor vehicles including, for example, refuse collection.</p> <p>A new extension and roof replacement was completed in April 2026. This has released more carparking spaces inside the gates following a period of significant loss of parking spaces</p> <p>On June 3rd 2024, a new car park was received by the school that runs alongside the rugby pitch. This has generated approx. 50 car parking spaces for staff. As a result, the main internal school car park will not be available for staff at any point during the school day in order to facilitate safe drop off/collection procedures for pupils.</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) and H&S officer was the undertaking of a risk assessment that identified the significant traffic hazards at the school. After further consideration the SLT, in consultation with Highways Department, building contractors, staff and the Council's 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 who updates it monthly.</p> <p>On 13th April 2026, the school has completed most building works meaning there are 2 entrance points into school.</p>
	<p>This Traffic Management Plan (TMP) has been prepared to inform and instruct employees and pupils 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 Head Teacher.</p>
	<p>The instructions contained within this TMP constitute site rules. Pupils and 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</p>

	<p>intervals as required. Staff and where possible, pupils 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. If there are changes, they will be briefed.</p>
	<p>Relevant parts of this TMP will be used to inform parents, contactors, delivery companies, contracted bus services, kitchen staff, cleaning staff and other visitors of the traffic management arrangements at the school.</p>
	<p>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 to reduce the amount of vehicle movements on the school grounds. However, the SLT recognises that the impact of closing the vehicle access gates will impact on the local community during busy periods and therefore the SLT has developed the control measures stated within this TMP. It should be noted that non-compliance with the site rules could involve the expulsion of those not following the site rules, or even the closing of the vehicular gates to all.</p> <p>The school is very clear and has sought advice from H&S and senior LA officers in Education and planning that we cannot accept any responsibility for incidents which happen outside of the school gates including queuing on the highway, haphazard parking, accidents.</p>
	<p>An electronic copy of this TMP is accessible on the school website</p> <p>A hard copy is on display in the reception area. That copy should not be removed from display – additional copies are available at reception.</p>

2.

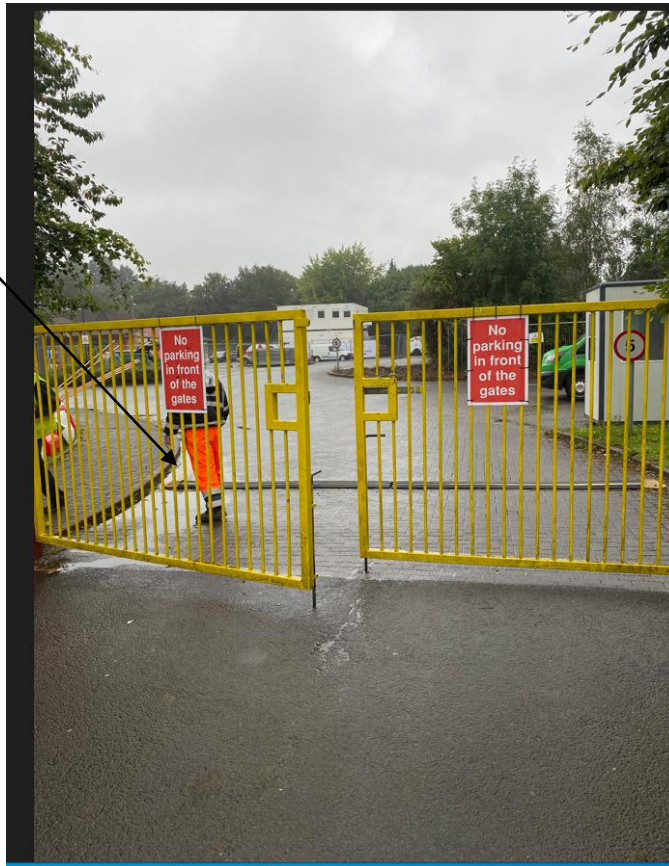
Site Access / Layout plan

1. Site Drawing showing traffic flow routes and designated parking



Photograph 1 – Photograph showing main school gate. Pedestrian access through a separate gate to the left. The main school gate has access controls installed and is accessed via intercom and fob

Main school gate for vehicles. This gate has access controls



Photograph 2 – Photograph showing the new location for parents cars, taxis/people carriers and visitors – they will be required to reverse into these bays and wait for direction



Photograph 3 – showing the additional drop off/collection points for parents and taxi's who have double runs and may need to escape the rush in order to pick up pupils on their second run. Vehicles should reverse into the bays using the support of a banksman and only move when instructed



Photograph 4 – showing the drop off/collection location for all large mini busses with a tail lift. They will park 2 abreast through the canopy extending to the area near the bin store.



Photograph 4 and 5 – showing the drop off/collection location for people carriers and cars. Vehicles should reverse into the bays using the support of a banksman and only move when instructed



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 site. 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 accidents. Reversing on the school site should be avoided as much as possible. Where reversing is unavoidable, drivers must use all reversing aids at their disposal, such as any alarms, cab-mounted CCTV, reversing assistants (banksman), 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 without a member of school staff directing the manoeuvre. Pedestrians must be kept clear of all reversing manoeuvres by positioning themselves in a safe location and away from any crush zones. Parents, Taxis and small minibuses using the new East Car Park (photograph 2) will be

	<p>required to reverse into the bays as directed by a member of staff during drop off/collection. There will be no pedestrians walking in the car park at this time and this will make their departure easier and safer.</p> <p>Larger minibuses will need to pull forward into designated bays under the new canopy as directed by a member of staff. No reversing must be carried out during the morning drop off or afternoon collection periods without a member of school staff directing the manoeuvre.</p>
5.	Pedestrians
	<p>Pedestrians must only access the school grounds from the designated entrance, which is the pedestrian gate at the main entrance. Pedestrians need to recognise that these entrance gates are adjacent to vehicular access points that will be in use during peak times. They should exercise caution, and at no time should they use the vehicle access points as there is a significant risk of collisions.</p>
	<p>Pedestrians will only be able to access the school site when there is no moving traffic. For example, in the morning/afternoon, parents dropping/picking up their children to school who choose to park outside will need to wait outside of the school gate until vehicles are safely parked with their engine off.</p> <p>It is the responsibility of the gate person and member of school staff on the gate to ensure that pedestrians don't enter the school site when there is moving traffic.</p> <p>If school users need to access/leave the school during the school day, they should be acutely aware that there may be site traffic using the school car park between 09:30 and 14:00. Before accessing the car park, it is vital that the gate person is informed and can stop any moving plant equipment/vehicles before pedestrians walk across the car park.</p>
	<p>As from April 2026, there will be 2 entrances into the school:</p> <ul style="list-style-type: none"> - The first location is the main school entrance into the extension. This will be used by ALL classes in the extension and ALL visitors including parents. This will also be used by Bluebell, Honeysuckle, Tulip, Sunflower, Magnolia, Beech, Daffodil, Larch - The second entrance is located near the kitchen/old training room. This will be used by Blossom, Poppy, Cherry, Buttercup, Willow, Elm, Maple, Hazel - A third entrance through the CASS office can be used in an emergency. <p>Pupils and staff wishing to enter or leave the building during the school day (e.g. for lunch break, school trips, early finishes, late starts) must be aware that the car park is also used by site traffic between 09:30 and 14:00. Therefore, pupils and staff must follow the procedures below:</p>
6.	Staff
	<p>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 parks, 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</p>

driving on or near the school.

Transport Staff are required to wear high vis vests whilst moving around the car park undertaking their specific transport management duties.

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.	<p>Pupils</p>
	<p>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.</p> <ul style="list-style-type: none"> • 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. • Pupils being dropped off by parents should alight the vehicle on the kerbside only. • Pupils should 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! This will avoid accidents and will make you more aware of what is happening around you. • Pupils should use the pavement walkway and be supervised when walking in this area during school hours
	<p>Pupils must follow the instructions of staff and be aware of the following when accessing the bus bay area:</p> <ul style="list-style-type: none"> • The buses must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly. • Only use the footpaths identified. • Pupils must not walk in the bus bays at any time, unless dis/embarking buses. Pupils should walk on the footpath provided. • Pupils must allow the staff/drivers to carry out their duties without distraction and behave well whilst on board their vehicles. This ensures that vehicles can move off on time and the journey is comfortable for all. • No pupils should disembark until the main school gates are closed
8.	<p>Car Parks</p>
	<p>There are two cars park within the school grounds. The new car park in photograph 2 is available for visitors to use during the school day. Visitors should use the intercom system to gain access</p> <p>A third car park is located along the far touch line of the rugby pitch. This is intended for school users only (staff and parents) only</p> <p>Inside the school grounds, restrictions apply to the movement of vehicles during the morning drop off (08:30 – 09:40) and afternoon collection times (14:00 – 15:30). No vehicles (other than those involved with transporting pupils) will be allowed to enter or leave the car parks during these times. Drivers should proceed slowly around the school car park at all times and within the designated 5MPH speed limit.</p> <p>Staff are expected to act responsibly on the site when parking and accessing</p>

	<p>the school building. If they are aware of unauthorised use of parking bays, this should be reported via the school receptionist who will inform/remind the offending driver of the correct use of the site. All staff must supply the school with their registration number so that they can be contacted if there is a need to do so.</p> <p>Staff should park the new carpark alongside the rugby pitch, designated bays on the approach road to school, in a small number of Ty Graddfa parking bays (towards the back of the car park) and safely around the local community being mindful and courteous of neighbours and road traffic laws.</p>
9.	Parents dropping off / collecting pupils
	<p>Vehicles driven by parents are allowed on the school grounds during the morning drop off and afternoon pick up slots. They should park in the car park featured in photograph 2. Most parents will form part of the 2 time slots unless early pick up is prearranged. For parents who collect their children early, the car park will not be supervised by staff so care must be taken by parents and the procedures in section 11 apply.</p>
10.	Roles and Responsibilities of staff:
	<p>During regular pick up/collection times, the school entrance gate is supervised by a member of staff. This member of staff will supervise school transport vehicles and parent vehicles as they enter/leave the building. They will also 'call the numbers' and inform reception. 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 via text and letters to their homes. Any vehicles on site before 7:50 or after 15:15 will not be allowed to leave or drive on site until all home to school transport and pedestrians have left the site.</p> <p>Another member of staff will direct traffic inside the school gates to an appropriate parking slot. They will be responsible for parking and releasing vehicles to ensure there is no moving traffic alongside pedestrians. This person may decide to let a few vehicles leave early if pupils are distressed by prolonged waiting. If this happens, there must be no pedestrians waiting in the car park.</p> <p>A member of staff will be positioned at the end of the walkway from the reception area to the carpark (under the canopy). They must ensure pedestrians are not walking at the same time as vehicles are moving. The closing of the gate will symbolise when it is safe to move around the car park.</p> <p>A fourth member of staff will supervise the road access way for smaller people carriers and cars.</p> <p>A fifth member of staff is needed inside the main reception to remain vigilant pupil pupils leaving or visitors arriving. Lanyards must be checked</p> <p>All members of staff will communicate via walkie talkie.</p>
11.	Visitors

	<p>The new East car park in photograph 2 can be used by visitors to the school which include parents but they cant arrive before 09:30 and must leave by 14:30.</p> <p>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.</p>
	<p>Visitors are required to sign in at reception and record their registration number within the signing in sheet. On departure, visitors should sign out at reception and leave the building by the main entrance door.</p> <p>Visitors to school during the school day are an important function of our school. However, their access and egress needs careful planning. The school carpark effectively becomes a building site outside of drop off/pick up. Therefore, any persons coming or leaving the school outside of these times must adopt the following procedures:</p> <p>Arrival to the school site:</p> <ol style="list-style-type: none"> 1. Use the intercom to request access. Receptionist will open the gates and remind you to close them behind you. 2. You must make you way to and walk on the pavement and be mindful of moving vehicles <p>Leaving School</p> <ol style="list-style-type: none"> 1. Reception will unlock the maglock and you should physically open the gate 2. Pedestrians must use the pavement as much as possible on the way to their vehicle/exit 3. The gate should be closed behind you.
12.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses
	<p>Contractors and delivery drivers</p> <p>From April 2026, Normal Contractors and delivery vehicles must report to the intercom who will contact the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. 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. All contractors must adhere to the 5MPH maximum speed limit on site. Arrangements for contractors who are carrying out long term construction works on site must be agreed to prior to the commencement of the work.</p>
	<p>Waste and Recycling Collection</p> <p>All refuse and recycling collections are made prior to 7:30 am when only the caretaker/site manager is on site. The waste compound is now located in the new car park which the caretaker/site manager will manage when the vehicle arrives. The caretaker / site manager will position themselves in a safe area if any reversing is required. The refuse / recycling drivers use reversing assistants during the reversing manoeuvre. All refuse and recycling vehicles must adhere to the 5MPH maximum speed limit on site.</p>

School minibuses

The school has 2 minibuses and 2 people carriers. These busses are parked towards the top of the carpark in designated locations. Only authorised staff are allowed to drive these buses and they must always be parked in their designated parking locations when not in use. Staff driving these buses must drive in the school grounds in compliance with the site rules. School minibuses must not be driven on site during the morning drop off and afternoon collection periods.

Occasionally, the school minibus (and school staff) may be required to collect and drop off pupils from home to school. Drivers of these vehicles will need to comply with this plan.

Occasionally, staff book taxi and minibus contractors to facilitate educational visits. These vehicles are permitted to park/load in the car park but the gate person must be forewarned.

13. Home to School Transport

- There are in excess of 90 home to school vehicles that enter the school at drop off and pick up times.
- There is a designated supervisor on the main entrance gate from 08:30 to 09:30 and 14:30 to 15:30. This therefore ensures that only the home to school transport vehicles (including parents) enter the school bus bay area. It is out of bounds to all other traffic.
 - During the morning/afternoon drop off/collection, the school operates a system whereby, two timeslots are in operation for to the parents, buses and taxis.
 - Slot 1 = 08:45 for drop off and 14:55 for collection – most vehicles will be accommodated in this time slot. Vehicles should arrive five minutes before the allocated time and will be allowed to park immediately. **Early arrival is not prohibited and has been communicated to parents and taxi companies. This can cause queuing on the main road or highway. The school is not responsible for queuing traffic.**
 - Slot 2 – 09:00 for drop off and 15:10 for collection – this is mainly used by taxis who have 'double runs' and for parents who's children are anxious
 - Slot 1 vehicles enter the school grounds first as directed by a member of staff.
 - Slot 2 vehicles should arrive later but where they arrive early, they should be held on the access road outside the school gates. The school does not take any responsibility for incidents that happen outside the school gates.
- Large Vehicles with tail lifts are directed to park 2 abreast under the canopy
- Smaller cars and people carriers are directed into the new car park.
- Buses/cars have their engines knocked off to reduce noise and pollution (a few will need to keep their engine running as it powers the tail lift and provides air conditioning/heating in adverse weather).
- Buses/cars remain stationary throughout the pick-up period and do not move off until they are instructed by supervisory staff on duty.
- There is a marked walkway for pupils/staff to use at these times

	<ul style="list-style-type: none"> • There are school supervisors in yellow high viz jackets in this area during pupil pick up and drop off times. <p>Cars/Buses must be at a complete stop and the gates closed 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. All buses must adhere to the 5MPH maximum speed limit on site.</p> <p>Vehicles should put their hazard warning lights on to indicate they are ready to leave the school. A member of staff will note this and give a clear signal when all pupils are safely in school/ready to leave.</p> <p>Occasionally, pupils may become distressed and will find waiting difficult. If safe to do so, a member of staff may decide to allow the vehicle to leave before all pupils are loaded/off loaded during a slot. <u>There must be no moving pedestrians whilst this happens and this should be by exception only</u></p>
14.	Outside School
	<p>The school accepts that parking near the school is not easy. It is important that the school is a considerate neighbour to local residents. To reduce traffic build up during pick up times the school operates a two slot system for home to school transport.</p> <p>A member of school staff is situated on the approach road to manage the slot system (they allow vehicles to approach school when the first slot has cleared).</p> <p>The school has worked closely with H&S officials and cannot accept any responsibility for anything that happens outside of the school gates. Occasionally it may be necessary to call H&S, Transport unit or police for further advice and support in managing this area.</p>
	<p>The road outside the main school entrance should be kept clear to allow vehicles to pass safely. 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 must negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys.</p> <p style="text-align: center;">The school cannot and will not accept liability for issues that occur outside of the school gates.</p>
15.	Supervision
	<p>Supervisory staff must position themselves in a safe location when undertaking their role. High visibility waistcoats or jackets must be worn when carrying out these duties.</p>

16.	Monitoring of compliance with this plan
	<p>Key to the ongoing monitoring of the plan is the role of SLT 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 SLT will carry out monthly site inspections to view practices.</p> <p>Home to school transport issues will be reported to the Integrated Transport Unit. All staffing issues will be dealt with by the Head Teacher. The School Traffic Manager 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.</p>
17.	Reporting of on-site traffic incidents / accident
	<p>Incidents and accidents must be reported initially to management who will then inform the Council's Health and Safety Team using the Incident/Accident Investigation and Injury Record Form.</p>

Appendix 1 – Morning drop off arrangements

Morning Drop off Arrangements –	
	<p>Morning</p> <p>General Supervisor’s Role</p> <p>Staff should be proactive in supervising. General duties include:</p> <ul style="list-style-type: none">• challenging unauthorised or inappropriate parking which creates a hazard or congestion.• steering pedestrians away from hazard areas.• 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, using mobile phones when driving and other inappropriate behaviour.

Appendix 2 – Afternoon pick up arrangements

Afternoon pick up arrangements -	
	<p>Buses arrive through the main entrance and park in the designated lanes.</p> <p>General Supervisor’s Role</p> <p>Staff should be proactive in supervising. General duties include:</p> <ul style="list-style-type: none">• challenging unauthorised or inappropriate parking which creates a hazard or congestion.• steering pedestrians away from hazard areas.• 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, using mobile phones when driving and other inappropriate behaviour.

Transport Duty Rota

Week Beginning _____

Day	Directing and Parent parking	Gate/ numbers	Main car park	Canopy	Reception
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

If you are unable to do your duty, please find someone to step in. Thanks