

Traffic Management Plan Trinity Fields School and Resource Centre

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Live from Sept 2023
Review Sept 2024

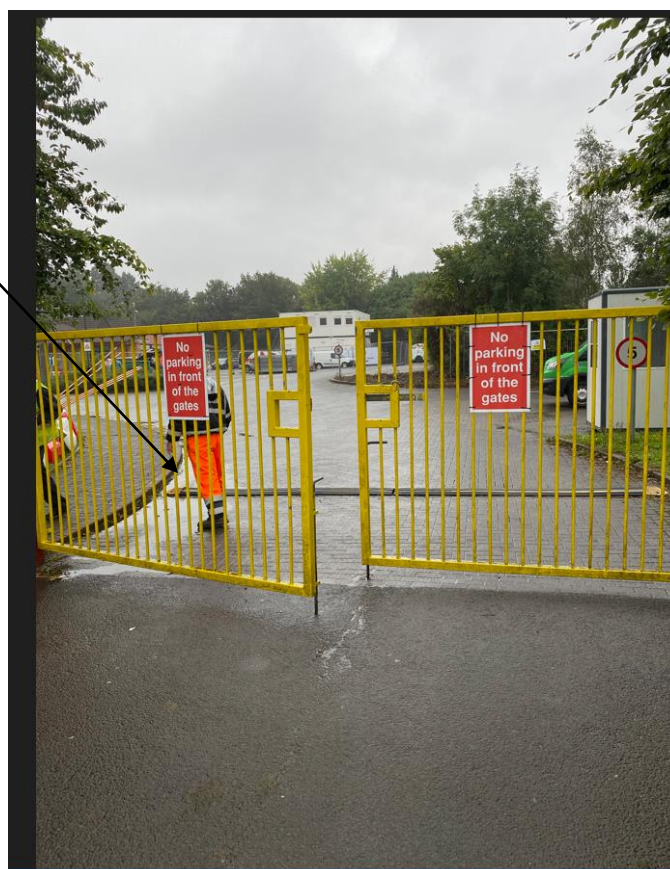
1.	Introduction
	<p>This school is a large and complex site, with significant vehicle movements throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, parent cars, contract buses, minibuses and taxis, delivery vehicles and contractor vehicles including, for example, refuse collection.</p> <p>A new extension is currently being built resulting in loss of car parking space and the presence of plant machinery on site on a daily basis. There is an increase in deliveries due to the extension.</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) 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 monthly.</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 intervals as required. 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. This is the responsibility of relevant Head of Year.</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 in order 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>An electronic copy of this TMP is accessible on the school website (insert here clear and specific instructions on how to access it).</p> <p>A hard copy is on display in the reception area. That copy should not be removed from display copies – additional copies are available at reception.</p>

2.	Site Access / Layout plan
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Photograph 1 – Photograph showing main school gate. Pedestrian access through a separate gate to the left

Main school gate for vehicles



Photograph 2 – Photograph showing the vehicle and pedestrian entrances into the school.



Photograph 3 – Photograph showing numbered parking bays



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 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, 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.
5.	Pedestrians
	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 and should exercise caution, and at no time should they use the vehicle access points as there is a significant risk of collisions.
	There is a marked (red and white bollard) footpath leading from the main school gate and running along the front of the school entrance. All pedestrians should make sure that they use these safely and avoid spilling onto public highways and on-site vehicle routes. Pupils walking in groups should take this into account and allow other users to pass safely.
	There is only one entrance point into the school building and this is the main front door. In October 2023, this point will change to a new temporary reception area as a result of the building work
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 (car park 1), 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

	<p>appreciation of the risks associated with traffic movement and must take this into consideration when driving on or near the school. Staff are required to wear hi viz vests whilst moving around the car park between the hours of 8-4</p>
	<p>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.</p>
7.	Pupils
	<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 yellow stripe 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. white stripe. • 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. 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.	Car Parks

	<p>There is one car park within the school grounds. This car park is currently closed during the school day (after drop off/collection) due to extension works. A one way system is in operation in this car park and all staff should adhere to the local arrangements.</p> <p>Restrictions apply to the movement of vehicles during the morning drop off (08:30 – 09:40) and afternoon collection times (14:10 – 15:30). No vehicles (other than those involved with transporting pupils) will be allowed to 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. This is particularly important as site traffic associated with the building work will use the car park between these hours.</p> <p>Staff are expected to act responsibly on the site when parking and accessing 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 in Penallta RFC, Centre of Excellence or College car parks whilst the building work is undertaken. There are 5 designated bays in Penallta RFC for parents dropping/collecting their pupils.</p>
<p>9.</p>	<p>Parents dropping off / collecting pupils</p>
	<p>Vehicles driven by parents are allowed on the school grounds during the morning drop off and afternoon pick up. Parents will form part of the 3 time slots unless early pick up is prearranged. The school entrance gate is supervised by a member of staff during pupil drop off and pick up times. This member of staff will supervise school transport vehicles. 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 advise drivers outside the school gates on the main carriage way. They will also call the bus numbers through the radio to inform staff within the school.</p> <p>A member of staff will be located in the Centre of Excellence. They will communicate with the main school gate when the car park is clear.</p> <p>A member of staff will be positioned at the end of the walk way from the reception area to the carpark. 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 member of staff will direct vehicles to parking bays within the carpark and liase with the gate and main reception area to ensure no pedestrians are walking when the vehicles are moving. This person may</p>

	decide to let a few vehicles leave early of pupils are distressed by prolonged waiting. If this happens, there must be no pedestrians waling in the car park.
10.	Visitors
	The car park is not to be used by visitors whilst the extension building works are undertaken. 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.
	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.
11.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses
	<p>Contractors and delivery drivers</p> <p>A gate man will be monitoring the school gates continuously throughout the building works time scale. From October 2023, there will be a large number of lorries on site between 10am and 2pm. They will be removing rubble following excavation of the site. These drivers will report to the gate man who will control their entry/exit from site. They will have flashing lights. There is a possibility that they will be arriving to school at the same time as staff so staff are reminded to stick to the pavement on the way to school and to use the pedestrian walk way when walking to main reception.</p> <p>Normal Contractors and delivery vehicles must report to the gate man 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 by the main gate which the caretaker/site manager will unlock 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 these are parked in their own designated bays near the front of the school. Only authorised staff are allowed to drive these buses and they must always be parked in their designated parking bay 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.

12. Home to School Transport

- There is in excess of 50 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 enter the school bus bay area. It is out of bounds to all other traffic.
- The school operates a one way system and therefore there is no requirement for buses to reverse.
 - During the afternoon collection the school operates a system whereby, three timeslots are allocated to the buses and taxis.
 - Slot 1 vehicles enter the school grounds first as directed by a member of staff
 - Slot 2 & 3 vehicles are held in the centre of excellence. A second member of staff is positioned on the Centre of Excellence (with a walkie-talkie) and will call vehicles forward when instructed to by the supervisor in the school
- Vehicles are directed into bays 1-12 and also along the one-way system in a single line. Larger busses are instructed to park near the school gates
- Buses 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).
- Buses 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 to use at these times
- There is a school supervisors in this area during pupil pick up and drop off times. This period

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.

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

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. **There must**

	<u>be no moving pedestrians whilst this happens and this should be by exception only</u>
13.	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 three 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 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 have to negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys.</p>
14.	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>
15.	Monitoring of compliance against 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>
16.	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 Supervisors 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 Supervisors 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	Phones	Reception area/drop off point	Directing Parking	Gate	Road and notifying of taxi number	Centre of Excellence
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						