



TRAFFIC MANANGEMENT PLAN

1.	Introduction
	Mountain Ash Comprehensive school is a large site, with vehicle movements throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, parent (and student) 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 (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 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 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.
	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.
	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.
	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.
	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, 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.
	<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 – additional copies are available at reception.</p>

2.	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.
3.	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. In general, this is to be achieved by vehicles entering the site via vehicle 'in' gate, following the one-way system within the site, and exiting the site via vehicle 'out' gate. 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.
4.	Pedestrians
	Pedestrians must only access the school grounds from the designated entrances, which are the pedestrian gates by the footbridge and the main 'in' gate. 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 to use the vehicle access / egress gates as there is a significant risk of collisions.

	There are various footpaths around and in the school 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. 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 main entrance gate and back of the school site. Similarly, the same applies to exiting the buildings at the end of the school day.
5.	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.
6.	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: <ul style="list-style-type: none"> • Pupils should be particularly aware that pedestrian entry into the school grounds via vehicular access / egress 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 found to be climbing over fences, railings or walls and not following staff instructions in relation to the site, or not adhering to the contents of this plan, will be in breach of the site rules and may be subject to disciplinary action; • When crossing roads within the school, pupils must take care. • 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;

	<ul style="list-style-type: none"> • 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 / egress gates or vehicle routes or similar.
	<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 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.
7.	Car Parks
	<p>There are a number of car parks within the school grounds. The main Car Park is strictly for use by school staff only. There are two disabled parking bays by reception.</p> <p>There are designated parking spaces for pupils' vehicles on school grounds outside the vehicle workshop.</p> <p>Restrictions apply to the movement of vehicles during the morning drop off (08:00 – 08:20) and afternoon collection times (15:00 – 15:10). No vehicles will be allowed to leave any of the car parks during these times.</p> <p>Drivers should proceed slowly around the school and within the car parks 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 school buildings. If they are aware of unauthorised use of parking bays, this should be reported via the school receptionist or to the school's Business Manager 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.</p>

8.	Parents Dropping Off / Collecting Pupils
	<p>Vehicles driven by parents are allowed on the school grounds during the morning drop off or afternoon pick up times. Parent parking is available in the afternoons and is located next to the three storey block. The school vehicle entrance 'in' gate is closed to non home to school transport vehicles at 14:50 and re-opened at 15:10 in the afternoons, and supervised by a member of staff. During these periods, the caretaker will open the gate for home to school transport vehicles only. 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 already on site will not be allowed to leave until after gate re-opening times.</p>
9.	Visitors
	<p>Visitors must only park in available bays and avoid parking on double yellow lines. Doing so will allow unrestricted movement of other vehicles during the school day. 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, as well as all other site traffic rules. Parking is not permitted in the bus bay area at any time, even for the shortest duration.</p>
	<p>Visitors are required to sign in at reception and record their vehicle registration number. 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 is located near reception.</p>
10.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses
	<p>Contractors and delivery drivers</p> <p>Drivers of contractor and delivery vehicles must use the intercom system on the main gate to report to the reception desk. They must advise of the nature of their visit and to get clarification on where they can park, and to record their vehicle registration details. Initially, they should park by reception. Drivers must either be issued with a copy of this plan for reference if necessary, or simply be advised of the site rules in relation to the area they are parking at the time, as appropriate to the nature of their visit. 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.</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 located at the rear of the kitchen, 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 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.</p>
	<p>School minibuses</p> <p>The school has a minibus which is parked by the Technology block. Only authorised staff are allowed to drive these buses and they must always be parked in the designated area when not in use. Staff driving the bus must drive in the school grounds in compliance with the site rules.</p>
11.	Home to School Transport
	<p>The SLT has designated bus bays 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 6 x 52 seater buses arriving and departing from the school during the morning drop off and afternoon collection period.</p> <p>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.</p> <p>The school has 1 x contracted mini-bus and 1 taxi transferring various pupils. Pupils in the taxis must alight outside the Technology block</p>
12.	Outside School
	<p>The school accepts that parking near the school is not easy. 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.</p>

	<p>Drivers are asked to keep the road outside each entrance 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.</p>
13.	Supervision
	<p>The Deputy Head 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. The Deputy Head must ensure that all supervisory staff have received 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. High visibility waistcoats or jackets must be worn when carrying out these duties.</p>
14.	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 termly 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.</p> <p>Traffic and driving issues arising from the behaviour of parents, contractors, delivery drivers, cleaning and catering staff will be dealt with / escalated by the school Business Manager.</p> <p>The Head of Year will be responsible for addressing the conduct of pupils where it is not consistent with the requirements of this TMP.</p> <p>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 Business 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>

15.	Reporting of On-site Traffic Incidents / Accident
	Incidents and accidents must be reported initially to the Business Manager or Site Manager, who will then inform the Council's Corporate Health and Safety Team using the Incident / Accident Investigation and Injury Record Form HS5(A).

Appendix 1 – Morning Drop Off Arrangements

Morning Drop Off Arrangements
<p data-bbox="280 331 411 367">Morning</p> <p data-bbox="280 405 1382 658">During the morning drop off the school has 6 x 52 seater buses arriving around 08:25. Buses arrive through the entrance gate, and park in the designated bus bays. When the buses have stopped the driver informs pupils that they may alight the bus. Pupils alight the bus directly onto the footpath and make their way to their registration class. Once all pupils have alighted, the buses will be allowed to drive off site following the designated one way system and egressing via the 'out' gate.</p> <p data-bbox="280 696 1094 732">Staff supervision during this time will be at least two staff.</p> <p data-bbox="280 770 1358 952">The first supervisor will be positioned at the bus bays in order to supervise pupils getting off the bus and steering them in the direction of their registration classes. This supervisor will encourage pupils who may be waiting for friends to arrive on the buses to move away from the edge of the road to a safe location on the footpath.</p> <p data-bbox="280 990 1374 1025">The second supervisor will monitor parent and other vehicles coming on-site.</p> <p data-bbox="280 1077 1382 1294">Both supervisors must carry a radio in order to communicate with each other, as well as being in contact with the reception and / or site manager. Staff involved in supervising need to be clearly visible to traffic and therefore must wear a high visibility waistcoat or jacket. If the designated supervisor is unavailable for whatever reason, the Deputy Head must assign another member of staff.</p> <p data-bbox="280 1346 676 1382">General Supervisors Role</p> <p data-bbox="280 1420 1187 1456">Staff should be proactive in supervising. General duties include:</p> <ul data-bbox="331 1494 1342 1832" 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 or otherwise contravening site traffic rules, using mobile phones when driving and other inappropriate behaviour.

Appendix 2 – Afternoon Pick Up Arrangements

Afternoon Pick Up Arrangements
<p>The main gates are locked at 14:55.</p> <p>During the afternoon collection period the school has 6 x 52 seater buses arriving / leaving between 14:45 and 15:10. Buses arrive via the entrance, gate A, and park in the designated bus bays. No reversing is required. All buses are parked up and stationary when the bell for the end of the day is activated. Pupils leave the school building from the relevant exits and bus pupils make their way toward the bus bay area. There must be no traffic movement in the bus bay area during this period.</p> <p>Staff supervision during this time will be at least 2 staff. One supervisor will monitor pupils crossing by the staff car park to access the footbridge.</p> <p>The second supervisor will be positioned near the bus bays in order to supervise pupils getting on their buses and requesting they board immediately.</p> <p>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, gate B. Buses must not overtake each other when leaving the school site. Supervisor 2, following consultation with the other supervisors, will determine when it is safe to allow the buses to move from site. This will generally be when all pupils are on their respective buses and the traffic route through the site is free from pedestrians and other moving vehicles.</p> <p>All supervisors must carry a radio in order to communicate with each other as well as being in contact with the reception and / or site manager. Staff involved in supervising need to be clearly visible to traffic and therefore must wear a high visibility waistcoat or jacket. If the designated supervisor is unavailable for whatever reason, the Deputy Head must assign another member of staff.</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;

	<ul style="list-style-type: none">• 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.
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