

# TRAFFIC MANAGEMENT PLAN

Signed *G. Thomas* (Chair of Governors)

Date 20.03.2024

**Reviewed: March 2024**

**Next Review Date: March 2027**

## **1. Introduction**

Mountain Ash Comprehensive school is a large site, with different types of 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. The Senior Leadership Team and school governors have worked with Corporate Maintenance, Highways Department and the Council's Corporate Health and Safety Team, to identify control measures to ensure the risks are kept to a minimum. A copy of the risk assessment is available from the Headteacher.

This Traffic Management Plan (TMP) has been prepared to inform and instruct employees, pupils, parents/carers and other visitors concerning the site rules that are deemed 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.

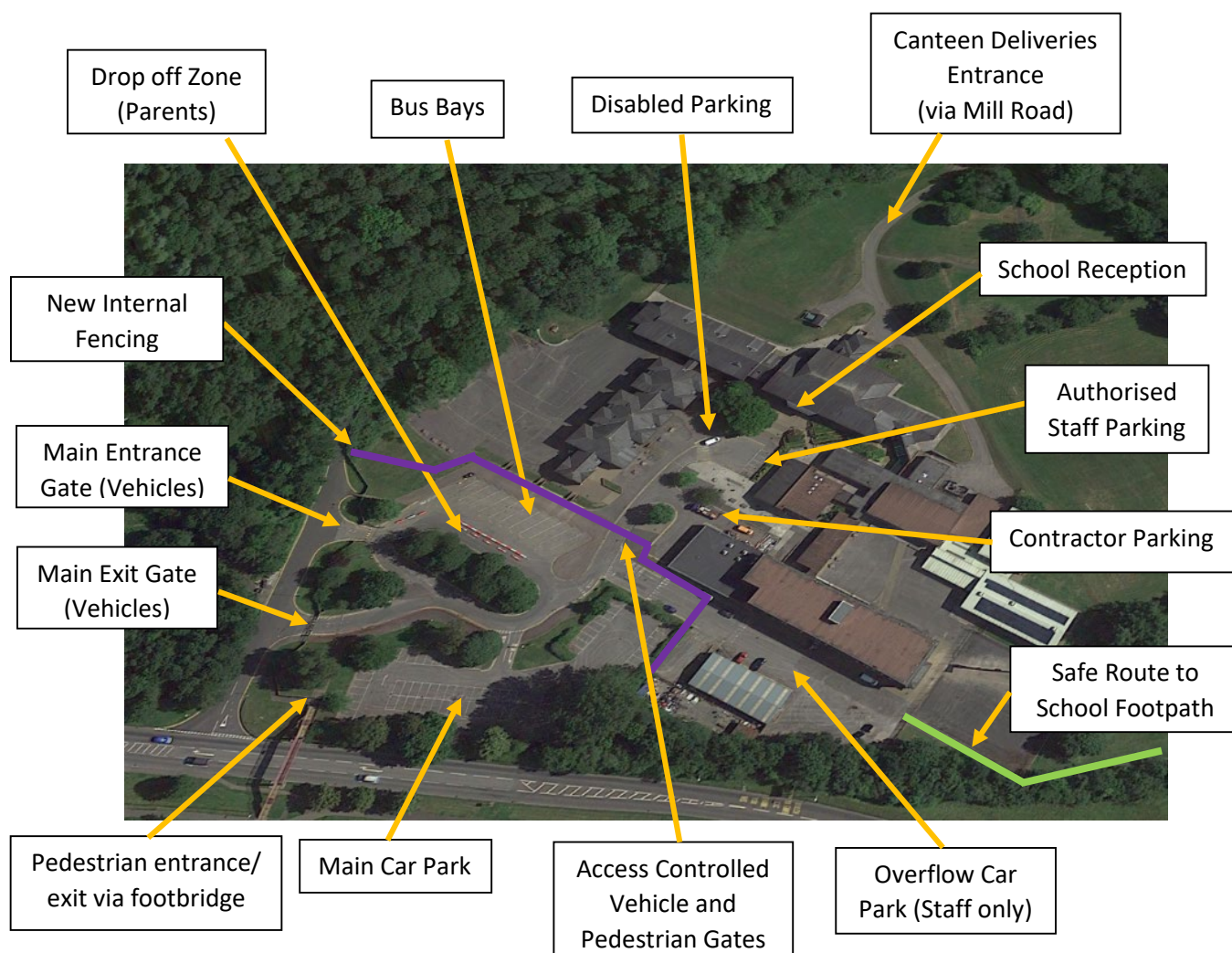
The school takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds, and follow instructions to avoid risk of injury. If there are any concerns about traffic safety on or around the site, these should be reported to the Head Teacher, Business and Estates Manager or Site Manager.

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 the relevant Head of School.

Relevant parts of this TMP will be used to inform parents/carers, 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 school has developed the control measures stated within this TMP to ensure the safety of pupils, staff and visitors on the school site. 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.

## 2. School Site Plan



## 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 **5 MPH** 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 fatal accidents. Reversing on the school site is to be avoided as far as is practicable. 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 is to be carried out during the morning drop off period or

afternoon collection periods, apart from buses, who will do so once given approval under supervision by staff on duty. No pedestrians should be in the vicinity of an area where reversing manoeuvres are being carried out and those on duty should situate themselves in a safe location away from reversing buses.

## 5. Pedestrians

Pedestrians must only access the school grounds from the designated entrances, which are the pedestrian gates near the footbridge and to the right of the internal fence gates on the main drive as pictured below. 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 should pedestrians 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 available via designated entrances for staff, the pupil entrance for pupils, or via the school reception for all other visitors. At the end of the school day, all designated exits are available for pupils to use to allow easier access to the buses, and for staff to access the car parks. All visitors should exit via the school reception.

## 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 (**5 MPH**), only parking in marked bays in the designated car park or staff overflow parking areas and not parking haphazardly about the site. They should use the 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 a member of the Senior Leadership Team or Business and Estates Manager.

Staff must not leave the school site in their vehicle at the end of the school day until authorised to do so by the staff on duty and **no earlier than 3.10pm**. This is important because of the number of students accessing school transport, a lift by their parent or carer and those walking home via the main exit gates.

## 7. 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:

- 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 and use the zebra crossings provided.
- Pupils being dropped off by parents must alight the vehicle within the designated 'drop-off' zone unless given prior permission in instances of a disability or personal injury.
- Pupils should enter the main school site by either of the main access gates on the internal fencing. They should remain behind the internal fencing at all times other than when using identified pedestrian crossing areas.
- Pupils should avoid using earphones that will distract them from vehicle movements;
- Pupils should ensure that they stop, look and listen before crossing roads, especially when wearing coats with hoods;
- When using the pavements/footpaths, pupils should walk and not run, showing respect for others and all safety considerations.
- Pupils must not congregate in car parks, bus bays, near vehicle access / egress gates or vehicle routes or similar.

Pupils must follow the instructions of staff and be aware of the following when accessing the bus bay area:

- The buses must be at a complete stop before pupils are allowed to embark/disembark.
- Bus drivers cannot see pedestrians who are out of their view therefore pupils must ensure they act responsibly.
- Pupils are to only use the designated footpaths around the bus bays must not walk in the bus bays at any time, unless embarking/disembarking buses.
- On exiting a bus, each pupil should walk through the main internal fence gate which allows them to access safe walkways behind the internal fencing. They must not cross in front of/behind the buses and walk across the main car park area.
- 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.

### Post-16 Consortium transport

- The consortium transport will stop to collect 6<sup>th</sup> Form students from the bus bays next to the internal fence gates.
- Students will access the bus at this point each morning before it leaves at 8.50am to travel to St John's, via ACS.

- The bus will stop to drop students from St John's and ACS outside the internal fence gates at 9.05am. Students should access the pedestrian gate on the internal fencing and enter the building via main reception.
- The bus will stop at the same point when departing and returning to MACS from St John's throughout the day and students should use the pedestrian gate to access the bus bay pick up point, or enter the school.

#### **School Trips/Sporting fixtures etc.**

- Any pupils using a bus for school trips/sporting fixtures etc. should wait for the bus with the designated staff member inside the internal fence.
- The bus must be at a complete stop before allowing students to get on. Engines should be switched off unless there is a valid safety reason to have the engine running. Only when students / pedestrians are clear of the vicinity of the bays or all on board, should drivers exit this area following the agreed departure by the designated school supervisor.
- All buses must adhere to the 5MPH maximum speed limit on site.
- The member of staff who has delivered the activity will be the designated supervisor for this bus.

### **8. Car Parks**

There are a number of car parks within the school grounds. The Main Car Park is for use by school staff, sixth form pupils and visitors.

There is overflow parking for staff only in front of the construction unit, however access is only available to this car park before 9.00am and after 3.10pm as the double gates on the internal fence are locked between these times to ensure pupil safety during the school day. Staff should exercise extreme caution if any pupils are in the area in front of the construction unit at the start and end of the school day.

There is additional overflow parking for visitors and sixth form in the bus bays between the hours of 9.00am and 1.30pm. The bus bays must remain clear of vehicles (other than buses) outside of these times.

There are two disabled parking bays by reception, access can be requested via the intercom on the internal gate on the main drive. Blue badges should be clearly displayed if parking in the disabled bays.

Restrictions apply to the movement of vehicles during the morning drop off (8:00am – 8:45am) and afternoon collection times (2:50pm – 3:10pm). No vehicles will be allowed to leave any of the car parks during these times.

Drivers should proceed slowly around the school and within the car parks at all times and within the designated 5MPH speed limit.

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 and Estates Manager who will inform / remind the offending driver of the correct use of the site.

All staff and visitors must supply the school with their vehicle registration number so that they can be contacted if there is a need to do so.

## **9. Parents/Carers dropping off and collecting their child(ren)**

### **Morning drop off:**

Parents and carers dropping-off pupils each morning should do so in the designated drop-off zone near the main school gates by 8.40am (Registration starts at 8.45am)

All vehicles must be stationary before pupils attempt to exit the vehicle. Pupils should exit the vehicles from the passenger side of the car where possible and proceed immediately to the pedestrian walkway next to the drop off zone.

Parents and carers should not drop pupils off in any other area unless given prior permission, such as for children who have a disability or injury, and should speak to a member of staff on duty for advice.

Parents and carers are to follow 5 MPH speed limit on site and comply with the instructions of staff on duty at all times.

Parents and carers must follow the short one-way system to exit the school site immediately after drop off.

### **Afternoon pick up:**

At the end of the school day, due to the very limited parking available on site, parents and carers will not be allowed on site to collect their child(ren) until the school buses leave. Parents and carers should not arrive at the school until 3.10pm as a result.

Once clear, parents should use the designated morning drop off zone to collect their child(ren). Pupils waiting for parents must wait inside the internal fence until the school buses have left the area, then proceed to the area of pavement near the drop off zone until their parent arrives.

Once collected, parents should exercise extreme caution when pulling off, should not overtake cars in front of them and follow the one-way system out of the school adhering to the 5 MPH speed limit on site at all times.

If parents/carers have other commitments and cannot wait until 3.10pm to collect their child(ren), there are two alternative car parks off site that are available to parents. The school has an arrangement with RCTCBC and Mountain Ash RFC allowing parents to use the car parking facilities at the rear of the school at the end of the school day. These are located just off Mill Road in the Caedrawnant car park (<2 minutes walk from the back of the main school building), or at the end of the Safe Routes to School Footpath at Mountain Ash RFC located on Dyffryn Road next to the Bowls Club (<5 minutes walk from the main school building). There is parking for approximately 25 vehicles in the Caedrawnant car park and approximately 50 vehicles in the Rugby Club car park.

## **10. Visitors**

Visitors must only park in available bays in the main car park 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, visitors may use the overflow parking in the bus bays between the hours of 9.00am and 1.30pm only. All vehicles must be moved from the bus bays by this time to allow access for the school buses that will be arriving for the end of the day journeys.

All visitors must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.

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, and should clearly display their blue badge.

## **11. Contractors/Deliveries/Waste & Recycling Collection/School Minibuses**

### **Contractors**

Drivers of contractor vehicles should drive with care and at 5 MPH when accessing the school site. They must use the intercom system on the main internal gate to gain access to the contractor parking area. Once parked they should report to the school reception. 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.

Drivers may 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 contractors 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.

### **Deliveries**

Drivers of delivery vehicles should drive with care and at 5 MPH when accessing the school site. Main school delivery drivers must use the intercom system on the main internal gate to gain access to the deliveries drop off zone at the top of the drive near reception. Once parked they should report to the school reception.

Canteen deliveries are to come via the back entrance to the school from Mill Road. Delivery drivers should report direct to the coffee shop or main canteen depending on the delivery.



Drivers may 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 delivery drivers must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.

### **Waste & Recycling Collection**

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.

### **School Minibus**

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

## **12. Home to School Transport**

The school has designated bus bays for the sole use of the Home to School transport buses each morning and afternoon. No vehicles apart from the designated buses are allowed to stop or park in these bays before 9.00am or after 2.00pm. The school has 7 buses arriving and departing from the school during the morning drop off and afternoon collection period.

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 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.

The school has 1 contracted mini-bus and 1 taxi transferring various pupils. Pupils in the minibus can alight in the bus bays and pupils in taxis must alight in the parent/carers drop off zone. This arrangement gives consideration for the needs of many of the children travelling by minibus or taxi.

## **13. Outside school**

The school accepts that parking near the school is not easy. Where parents / carers are unable to access the school site, they are asked not to park immediately outside the school, or in Ysbyty Cwm Cynon Hospital, 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 (e.g. the car parks at

Caedrawnant and Mountain Ash Rugby Club). Pupils are reminded to walk the perimeter of the site and only enter via the dedicated pedestrian gates.

**Drivers are reminded that the area outside the school is marked with double yellow lines and are asked to keep the road outside the school 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.

#### **14. Supervision**

The school has a traffic supervision roster to ensure that appropriate numbers of supervisors are on duty at the designated times and locations. Supervisory staff should receive 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.

#### **15. Monitoring of compliance against this plan**

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. When appropriate, the SLT will report any concerns with this plan to the Governing Body Premises, Health and Safety Committee and a record kept through the minutes.

Traffic and driving issues arising from the behaviour of parents/carers, contractors, delivery drivers, cleaning and catering staff will be dealt with or escalated by the Business and Estates Manager. The Heads of School will be responsible for addressing the conduct of pupils where it is not consistent with the requirements of this TMP.

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 and Estates 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. These will be discussed with Governors through the Premises, Health and Safety Committee.

#### **16. Reporting an on-site traffic incident/accident**

Incidents and accidents must be reported initially to the Business and Estates 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) if appropriate. A log of incidents will be retained by the school.

## **Appendix 1 – Morning drop-off arrangements**

### **Morning**

During the morning drop off the school has 7 buses arriving between 8.25am and 8.50am. Buses arrive through the entrance gate, and park without reversing into 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.

The minibus will follow the same drop-off procedure and proceed to the minibus parking area when safe to do so under the direction of the designated supervisor.

Parents dropping off pupils, should follow other vehicles into the designated drop off zone and leave the school site immediately once their child/children have exited the vehicle.

All vehicles must follow the 5MPH speed limit on the school site and follow the instructions of the supervising staff on duty.

Staff supervision during this time will be at least three staff.

The first supervisor will be positioned near 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 inside the internal fence.

The second and third supervisors will monitor parent and other vehicles coming on-site. There is a one-way system in place.

All supervisors must carry a radio in order to communicate with each other, as well as being in contact with reception. Staff involved in supervising need to be clearly visible to traffic and therefore must wear a high visibility waistcoat or jacket. If a designated supervisor is unavailable for whatever reason, the Headteacher must assign another member of staff.

### **General Supervisors Role**

Staff should be proactive in supervising. General duties include:

- 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**

During the afternoon collection period the school has 6 buses arriving from 2.00pm. Buses arrive via the main vehicle entrance, and park in their designated bays in the bus bay area. 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. Any additional vehicle movement will only be acceptable at the discretion of the staff supervising and always with the safety of all pedestrians as a priority. Staff supervision during this time will be at least 4 staff. One supervisor will monitor pupils crossing by the staff car park to access the footbridge.

The second, third and fourth supervisor will be positioned near the bus bays in order to supervise pupils getting on their buses and requesting they board immediately, and monitor any pupils that will be waiting for parents to collect by car.

Once all buses are full, supervising staff will signal when it is safe for them to reverse out of their designated bays and they will leave in the order in which they are parked, following the designated one-way system and egressing via the vehicle exit 'out' gate, observing the 5 MPH speed limit on site at all times. Buses must not overtake each other when leaving the school site.

**At 3.10pm once buses have left the site, the vehicle entrance gates will be opened and any parents/carers collecting pupils by car will be allowed access. Parents/carers should drive into the morning drop off zone and pupils should access their lifts when vehicles are stopped completely and it is safe to approach the vehicle. Parents should exercise extreme caution when pulling off, should not overtake cars in front of them and follow the one-way system out of the site adhering to the 5 MPH speed limit at all times.**

All supervisors must carry a two-way radio in order to communicate with each other as well as being in contact with the reception to clear any requests for temporary bus passes. Staff involved in supervising need to be clearly visible to traffic and therefore must wear a high visibility waistcoat or jacket. If a designated supervisor is unavailable for whatever reason, the Headteacher must assign another member of staff.

### **General Supervisors Role**

Staff should be proactive in supervising. General duties include:

- 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 the bus bay area;
- 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.

**Approved by: Samantha Evans, Headteacher**

**Gareth Thomas, Chair of Governors**

**Date: 20.03.2024**