Repton Primary School

Traffic Management Plan

8th June 2015 [Issue 1]
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Approved By:

Headteacher: Mrs H Wallis
Signature: *H Wallis*
Date: 26th June 2015

Chair of Governors: Mrs L Eaton
Signature: *L Eaton*
Date: 26th June 2015

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1. Introduction

This document has been prepared to inform and instruct employees, pupils, parents and other visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Repton Primary School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care and 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, they should be reported to the schools Senior Management Team.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instruction constitutes site rules. Staff and Pupils in breach of the site rules may be subject to further action.

Copies of this document have been given to school staff, pupils, parents and carers. Copies are also available from reception and on the schools website:

http://www.reptonvillage.org.uk/repton_primary_school/home.htm

The document will be reviewed annually by the Senior Management Team and the Board of Governors. Awareness will be raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

For further information, please contact:

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2. School Layout / Access



3. Pedestrians (Including Parents)

There is a pavement to the front of the school and pedestrians should make sure that they use this safely and avoid walking on the road. Pupils walking in groups should take this into account and allow other users to pass safely.

Designated Entry Points

Pedestrians should enter site via the pedestrian gate located alongside the vehicular gate on Springfield Road. The vehicular gate should not be used by pedestrians at any time.
Once on site, all pedestrians should use the foot-path provided. Use of the drive-way and car-park is strictly prohibited. Entry into the school building is through the main entrance.

4. 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 site related areas pupils should be aware of:

- Pupils should be particularly aware that **entry into the school ground via the vehicular access points is strictly forbidden.** Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- Pupils found to be not adhering to the contents of this plan, will be in breach of the site rules and may be subject to further action.
- When entering the school, pupils must use the designated footpath, and must not use the road-way or car-park. When using the footpaths – walk! This will avoid accidents and will make you more aware of what is happening around you.
- Pupils riding bicycles must enter the grounds on-foot via the pavement from Springfield Road and place their cycle in the bicycle park. They should exit the school, on foot, via this same route.
- Pupils riding a scooter to school may do so safely via the pavement from Springfield Road and place their scooter in the bicycle park. They should exit the school via the same route.
- If pupils are accessing the school before the school day, entry into the building is only permitted via the main entrance doors. Entry using any other door is not permitted.

Drop Off & Pick Up

There is no designated on-site drop off for pupils. No vehicles should be accessing the car parks for this purpose, without express permission.

5. Vehicles

The school's vehicular access gates are closed between 08.40-09.00hrs and 15.15-15.30hrs, (except in exceptional circumstances where vehicle movement requires authorisation by a member of the School Management Team, and is subject to gate closure after passing through the gate.)

The Speed Limit within the school premises is **5**mph. Drivers should exercise extreme caution at all times when moving within the school grounds.

Note: There is a pedestrian crossing located on the bend of the school drive. Therefore all drivers must approach with extreme caution.

There is only one car park within the school grounds, which is for use by both staff and visitors. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this.

Vehicles should be parked in such a manner as to avoid causing an obstruction.

Parking is prohibited in the yellow-hatched area adjacent to the play-ground, as Emergency Vehicle Access is required at all times.

6. Staff

Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unauthorised parking, this should be reported via the school office or to the Head Teacher who will inform/remind the offending driver of the correct use of the site.

All staff are requested to supply the school with the registration number of their vehicle(s) so that they can be contacted if there is a need to do so.

7. Visitors (Excluding Parents)

Visitors are welcome to park in the school grounds if there is parking available in the designated bays. Doing so will allow unrestricted movement of other vehicles during the school day.

Access into the school is only permitted from the main entrance. Visitors need to press the security buzzer located at the double doors and wait for the doors to open. All visitors must report to reception and sign in before going anywhere in the school. Visitors are required to leave a note of their registration number when signing in to the visitor's book. On departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, please call the school reception on 01283 703732

8. Service & Delivery Vehicles

The school prohibits the access of service & delivery vehicles on-site between 08.30-09.00hrs and 15.00-15.45hrs, to reduce the likelihood of any accidents.

The Speed Limit within the school premises is **5**mph.

Drivers should be aware that they are working in a school environment - exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds. Any reversing of large vehicles must be done with the assistance of a banks-man.

Drivers of service and/or delivery vehicles (if they have not been on the site before or obtained instruction in advance) should report to the school office (or Kitchen) 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 where they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception in advance on: 01283 703732, to agree the most suitable parking location and time.

9. Contract Hire Services (Inc 'Out-of-hours' Provision Vehicles)

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract.

These vehicles must park outside of the school gates, on Springfield Road, for drop off and pick up. Vehicles should park in such a manner as to not cause obstruction to other road-users or local residents. Parking should also be in accordance with the highway-code.

10. Disabled Access

Pedestrian access is by the main front entrance. The main entrance doors are manually operated, however they will not open until the buzzer has been pressed and the doors unlocked by a member of staff.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01283 703732.

11. Outside of the School Grounds

The school accepts that parking near the school is not easy. Springfield Road is a main thoroughfare and in constant use during the day. Parents/Carers are encouraged not to park near the school, and to walk the remaining distance. However, pupils should be reminded that they should only enter the school by the dedicated pedestrian access gate on Springfield Road.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways, 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 undue delays.

Please act responsibly by parking as safely as possible, to keep the pupils at Repton Primary School, local residents and other road users safe.

12. Ongoing Action Plan

In addition to this Traffic Management Plan in relation to the current site-layout, the Senior Management Team and the Board of Governors, will continually strive to review and improve the site-layout with the aim of reducing the risk of injury to a minimal level.

To manage this, a 'Traffic Management Action Plan' is to be maintained, detailing the actions that are identified, alongside expected implementation/completion dates.

This Action Plan will be continually maintained, with an annual review performed alongside the annual review of the Traffic Management Plan.

13. Management Practices

Key to the ongoing monitoring of the plan is the role of the school management team and other staff. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

In addition to the supervision arrangements in place, Senior Management Team will carry out regular site inspections to review practices.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the school office. The Senior Management Team will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance, these will be recorded on the form by those monitoring the site and appropriate action will be taken. This includes possible further action and reports going to Contractor or Service management which may result in investigative action. Any instances of non-compliance should be escalated immediately to the Senior Management Team who will make a record on the form and take appropriate action.

14. Appendix A

Traffic Management Plan
Site Monitoring Form

Completed by: Senior Management Team

Date	Area	Observations	Incidents	Signed by