



GP43 – Site Traffic Management Plan



Last Review Date	November 2019	Next Review Date	November 2020
Leader of Policy Review	Headteacher, Deputy Headteacher		
Associated Policies			

1 Introduction

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

Alun 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, they should be reported to the school management team.

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

Copies of this policy are available from reception and on the school website: www.alunschool.co.uk

The document will be reviewed annually and awareness raised regularly through pupil voice, assemblies and school meetings.

For further information, please contact: The headteacher, Alun School, Wrexham Road, Mold, Flintshire CH7 1EP

2 Pedestrians

Pedestrians should only access the school from the designated entry points using the designated walkway. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

3 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 vehicular access points (school car parks, Bus Park and the service area) 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 climbing over railings, 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.

- Pupils must not walk on the bus lane at any time, unless dis/embarking the buses. Pupils must follow the instructions of staff and be aware of the following:
 - The bus 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 paths identified around the bus lane. No one should cross the bus lane as a pedestrian to access the pavements on the perimeter of the school. To access the bus lane please use the footpaths.
 - 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.
- Pupils cycling to school must dismount before entering the school grounds and then access site using the designated walkway.

Drop Off

There is no designated on site drop off for pupils, however the car park next to the Astro turf can be used for this purpose. Pick-ups and drop-offs are not permitted in the bus lane at any time.

4 Staff

Drivers should proceed slowly within the car parks at all times. 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.

Staff are expected to act responsibly on the site when parking and accessing the school building. If you 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. It would be helpful if staff could supply the school with your registration number so that you can be contacted if there is a need to do so.

The gate to the rear of school will be locked between 11.00am and 1.30pm.

5 Visitors

Visitors are welcome to park in the school grounds, but should only use the designated car parks. The car parks are often busy, however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Parking is not permitted in the bus lane area at any time, even for the shortest visits.

Access into the school is only permitted via the main entrance. All visitors must report to reception and sign in before going anywhere in the school. 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 01352 750755.

6 Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to 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. The school actively discourages deliveries between 08.30-09.00hrs, 11.00hrs-13.30hrs and 15.15-16.00hrs when pupils are out of the building to reduce the likelihood of any accidents.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01352 750755 in advance to agree the most suitable parking location and time.

7 School Buses

At the end of the school day, buses should access the busbays before 15.20hrs. The barriers on the entrance and exit of the bus bays will be locked between 15.20hrs and 15.40hrs.

Buses should be at a complete stop before allowing pupils to get on or off the bus with the engine switched off. Only when pupils are clear of the vicinity of the bus lane (am) or all on board (pm), should drivers exit the bus park following the agreed departure sequence.

Pupils are reminded about good conduct around the bus bays however if there are any other concerns about how this site is being used, they should be raised via the staff supervisors during the afternoon pick up.

8 Contract Hire Services

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

9 Disabled Access

Pedestrian access is by the main front entrance.

Parking

There are 2 disabled bays in the car park. These spaces are clearly marked out on the road surface and with signs.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01352 750755.

10 Management Practices

Key to the ongoing monitoring of the plan is the role of school managers 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.

Supervision

The Leadership Team will arrange for daily supervision around the bus lane and the pedestrian areas at the end of the school day.