



BREDBURY GREEN PRIMARY SCHOOL



April 2023

TRAFFIC MANAGEMENT PLAN AND RISK ASSESSMENT

Version history

Date	Document Version	Document Revision History	Document Author / Reviser
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Introduction

Bredbury Green Primary School takes the health and safety of all site users extremely seriously. It is therefore imperative that individuals take care, exercise caution when on school premises and follow instructions to avoid the risk of injury. Any concerns about traffic safety should be reported to the Site Manager (visitors can report concerns to reception).

Effective traffic management on a school site comprises a combination of:

- “Physical measures” that can be put into place to segregate pedestrians from vehicular traffic.
- An effective supervisory regime to ensure the requirements, as set out in the school traffic management plan and risk assessment, is strictly adhered to.

Instructions

The following instructions are issued to assist the school in obtaining a safe interface between pupils (and others) and vehicles on site:

- Staff cars are only to be parked in specific designated areas as set out in the school Traffic Management Risk Assessment and extreme caution is to be used by staff during access/egress to/from site.
- Visitors and contractors will be expected to use extreme caution when bringing their vehicles onto school premises and advance warning of their visit should be received. The Site Manager will ensure that the appropriate visitor or contractor is made aware of the school's requirements and arrangements as far as transport on site is concerned.
- The term 'visitor' does not include parents transporting children to and from school and parents will be made aware of the school's policy and arrangements related to transport on site.
- If a vehicle has to be driven through the playground it should preferably be done whilst pupils are inside the school building. If this is not possible then, in exceptional circumstances only, vehicles should be driven slowly through the playground and a member of staff should precede the vehicle and warn pupils etc. to clear the area.
- Pupils will not be asked to collect or put things into staff cars, unless they are accompanied by the member of staff.
- Pupils will not be allowed to open and close the school gates for vehicle access/egress.
- All vehicles are parked at the owner's risk - the school accepts no responsibility for damage or loss.

- Vehicles will not be parked anywhere other than the designated area unless permission has been granted by the Headteacher. Before giving permission, the Headteacher will perform a risk assessment to ensure that there is no danger to others using the site.
- Staff must be reminded regularly that the safety of pupils and pedestrians is of paramount importance and no vehicles should be removed from the designated parking spaces until all pupils have left the site.
- Movement of parents' vehicles on site, where permitted, is subject to the same rules as set out above and will only be allowed onto school premises when absolutely necessary.
- Cyclists should dismount before entering the school premises. There is a designated cycle storage shelter at the back of the school. Bikes should be securely locked and as is the case with vehicles, all bikes stored in the shelters are at the owners' risk – the school accepts no responsibility for damage or loss.
- No vehicle is to park on any double yellow lines, or on any yellow 'hatched' areas
- Vehicles must not exceed the 5 mph site speed limit when on school premises.
- Appropriate signage should be strategically sited to inform vehicle users of any speed restrictions or prohibitions.

Times of Entry

Specific times should be designated for the entry and parking of staff cars which should be before the normal morning arrival time for pupils. Any staff cars arriving after this designated time can park outside of the school premises until all pupils are inside the school buildings for the start of the school day. Only then may they bring their vehicles onto the school site and park in one of the other designated staff parking zones.

There should also be a designated time for leaving the school site in a vehicle and this should be set at a minimum of ten minutes following the end of the school day.

Staff Cars

- Main entrance gates are closed to all vehicles from **8.40am until 9.10am** and **3.10pm until 3.45pm**
- All staff should be made aware of the designated times and will be expected to adhere to them.

Other Vehicles/Contractors/Delivery Vehicles

All known deliveries, or contractor vehicles arriving on site, should be arranged with the Site Manager in advance. Movement of vehicles on site will only be allowed during the following times:

- All gates before 8.30am
- All gates between 9.10am – 3pm
- All gates after 3.45pm

All delivery vehicles should only be permitted onto the school site at times when pupils are not arriving/leaving premises.

Any breaches of the policy and arrangements by drivers of delivery or contractors' vehicles should be reported immediately to the Site Manager.

All appropriate Governors, contractors etc., should be made aware of the times of permitted entry onto the school site and should be made aware of the school transport on site safety policy and arrangements.

No movement of vehicles on site should be allowed outside of the designated times unless they are emergency service vehicles attending an emergency, any other vehicle being used for emergency transport, or with the prior permission of the Headteacher.

Extra-Curricular

Any vehicle movement relating to after school extra-curricular activities off-site, including the use of school minibuses or 7 seater car, must have left the premises before 3pm, as the gates will be closed from this time until 3.45pm. The same would apply to teams visiting the school.

Outside school grounds

Bredbury Green Primary School makes every effort to accommodate as many vehicles on site as possible, however, accepts that at times, the school car park can become full to capacity. On these occasions, visitors, parents and any other person visiting the school, are reminded that parking indiscriminately (mounting pavements, double parking, stopping on yellow lines/markings, obstructing driveways/access points, on property owned by other local businesses etc.) can cause danger and/or congestion, which could result in frustrations and delays.

We ask that everyone visiting the school acts responsibly to keep the pupils and staff Bredbury Green Primary School, local residents and other road users safe.

Risk Assessment

Hazard	Risk	Initial Rating (L, M, H)	Existing Control Measures	Final Rating (L, M, H)	Additional Action Required (by who and by when)
Movement of vehicles within school premises	Injuries resulting from contact with moving vehicles	H	<p>Access to and egress from site is restricted by times of the school day. Opening and closing of gates are controlled for all staff, visitors and delivery vehicles by strict timings.</p> <p>Delivery vehicles have designated times to access the site – outside of these times are agreed with the Site Manager in advance and Site Manager stays with the vehicle.</p> <p>Where movement is required outside of these times, which should only be on unavoidable occasions, the Site Manager is required to walk in front of the vehicle.</p> <p>5 miles per hour speed restriction imposed on site.</p> <p>Signs displayed in car park.</p>	L	Action: Site Manager to put up 5 miles per hour signs in the car park.

			<p>Parents/carers dropping off or collecting pupils during the school day are not permitted beyond the internal gates of the main car park.</p> <p>All designated vehicle parking spaces clearly marked.</p> <p>Anyone using a bicycle must dismount when they enter school grounds and use the pedestrian route to 'walk' their bike to the cycle shelter.</p>		
Poor lighting	Injury from vehicle not being able to see/identify pedestrians	H	<p>All pedestrian routes have appropriate street lighting.</p> <p>Lighting positioned to not 'blind' the vision of drivers.</p> <p>Regular visual checks by the Site Manager. Site Manager to report any damage or non-working light to the local authority.</p>	L	Action: Site Manager to clearly mark pedestrian routes.

Poor housekeeping	Waste, obstructions or slipping hazards on pedestrian route forcing them into vehicle space.	H	<p>All routes well maintained and tarmac repaired where necessary.</p> <p>Bins along pedestrian routes are regularly emptied to avoid overflow.</p> <p>Grit used on all pedestrian routes in ice/snow weather conditions to prevent slips.</p> <p>Regular visual checks by Site Manager.</p>	L	
Loading/unloading of delivery vehicles	Falling items from vehicle into areas where other staff/pupils are	M	<p>All loading/unloading of items for school to be carried out away from pupils.</p> <p>Cones to be used to mark safe space if done in vicinity of pupils during school day, but this should only be in unavoidable situations, where safe to do so.</p>	L	Action: Site Manager to ensure cones available if loading and unloading of deliveries is in the vicinity of pupils.

