

Thrunscoe Primary and Nursery Academy



Traffic Management Plan

1. Introduction

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

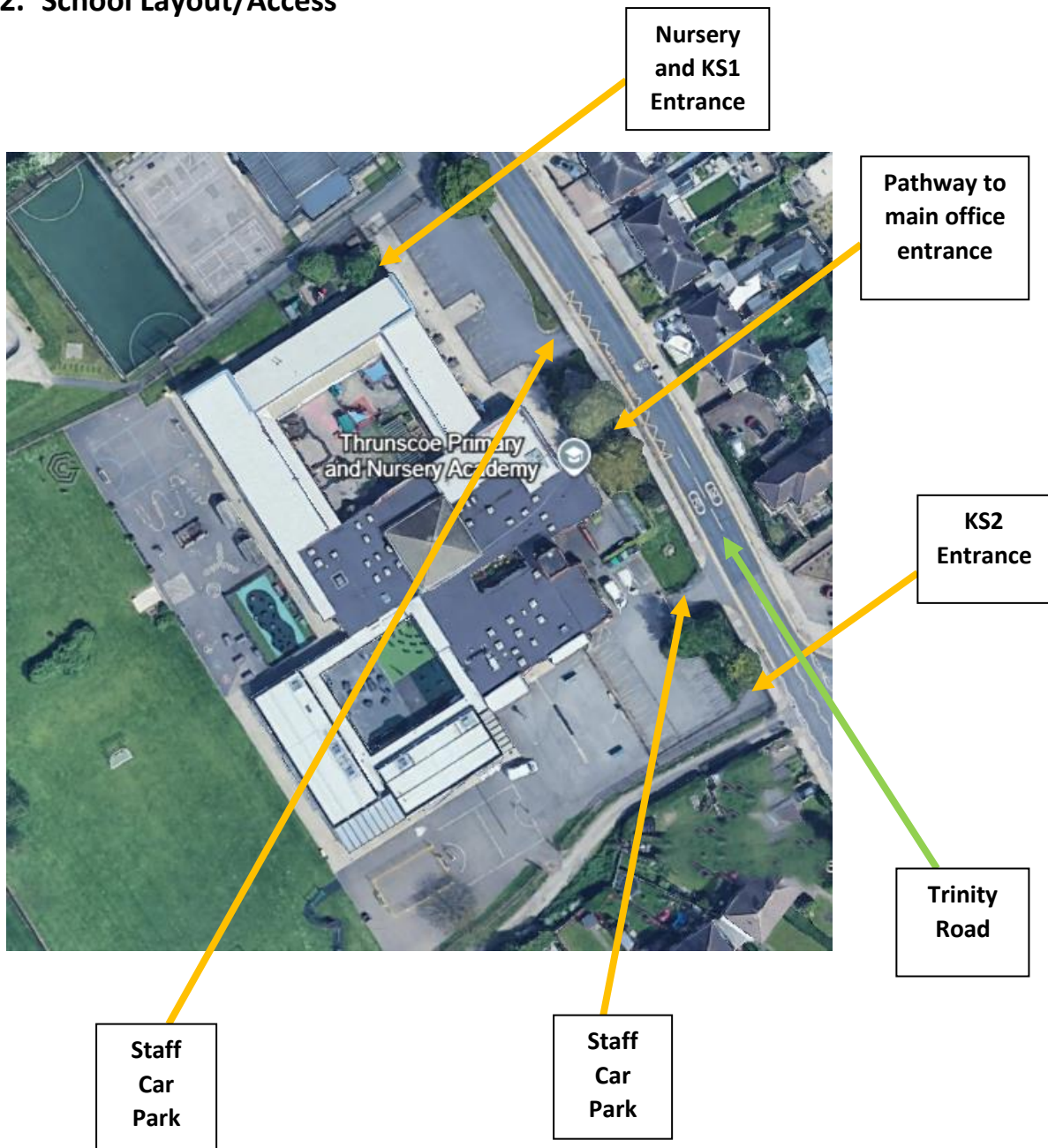
Thrunscoc Primary Academy takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when in the school grounds or within the vicinity of the school and follow instructions to reduce the risk of injury. If there are any concerns about traffic safety, they should be reported to the school office.

We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules. Staff and pupils in breach of the site rules may be subject to disciplinary action.

Copies of this document are available to school staff, pupils, parents and carers, on our school website or from the Academy office.

The document will be reviewed annually and awareness raised regularly through parental communications and assemblies.

2. School Layout/Access



3. Times of the Day

Year Group	AM Session Starts	AM Session Ends	Lunch	PM session starts	PM session ends
Nursery	8.40am	11.40am	11.40am – 12.15pm	12.15pm	3.15pm
Reception (Foundation Stage 2)	8.50am	11.45am	11.45am – 12.55pm	12.55pm	3.20pm
Key Stage 1 (Year 1&2)	8.50am	11.55am	11.55am – 12.55pm	12.55pm	3.20pm
Key Stage 2 (Years 3,4,5 and 6)	8.50am	11.55am	11.55am – 12.55pm	12.55pm	3.20pm

4. Pedestrians

There are pavements leading from Trinity Road into the Academy. Pedestrians should make sure that they use these safely and avoid spilling onto the road.

Pedestrians should only access the school from the designated entry points. They should not enter through the staff car park entrance. Pedestrians need to recognise that entry points may be adjacent to vehicular access points (staff car park entrance) that will be in use during peak times and should exercise caution.

To access the Key Stage 1 and Nursery side of the building pedestrians should use the main entrance path leading from Trinity Road and follow the footpath to the right of the building.

To access the Key Stage 2 side of the building pedestrians should use the gate along from the staff car park marked as KS2 entrance on the above map.

5. Pupils

When entering the school grounds pedestrians should walk. Scooters and bicycles should not be ridden on school grounds. This will avoid accidents and will make everyone more aware of what is happening around them.

Anyone arriving at school by bicycle or scooter should enter the grounds via the main entrance pathway. Cycles should be left in the cycle shed and scooters in the scooter park.

Pupils should not ride on the pavement to avoid collisions with pedestrians.

6. Staff

There is parking for staff in the school car parks. Both car parks are accessed from Trinity Road. Drivers should proceed slowly within the car park areas at all times. Please bear in mind that some pedestrians may have little awareness of road safety and you should take account of this when crossing the pavement.

Staff are expected to act responsibly on the site when parking and accessing the school building. Staff should ensure they do not block any other members of staff in and that the entrance is always clear to allow access for emergency vehicles.

7. Visitors

Visitors are allowed access to the car park, however, they must ensure a space is available. If the car park is full they will have to park off-site.

Access into the school is only permitted via the main reception. All visitors must report to reception and sign in before going anywhere in the school. Visitors who have parked in the car park must provide the registration details of their vehicle. The office staff will share safeguarding and fire procedures with all visitors. On departure, visitors should sign out at reception and leave the building by the main entrance door.

Should visitors need any advice on access or parking before their visit, please contact the school office, Tel: 01472 320781 or via email: office@thrunscoe.academy

8. Service Vehicles / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instructions in advance) should report to reception 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 in at the time.

9. Coaches

There is no access for coaches. When the school books a coach arrangements are made for the coach to park on Trinity Road, outside the school building.

10. Disabled Access

There is no access to the car park for parents. There is on street parking for those with a disabled badge within close proximity of the school.

Should visitors need any advice on access or parking before their visit, please contact the school office, Tel: 01472 320781 or via email: office@thrunscoe.academy

11. Outside the school grounds

We accept that parking near the school is not easy. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines or zig zags, obstructing access points and parking near junctions causes danger to pupils, staff, parents and carers, 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 delays.

Please act responsibly by parking as far away from the school as possible to keep everyone at Thrunscoc Primary and Nursery Academy, local residents and other road users safe. Emergency services need to be able to access the school and surrounding houses at all times.

12. Management

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.

The Headteacher and Caretaker monitor the site as pupils enter in the morning. Gates are locked by the caretaker and the Headteacher at 8.50am. The gates remain closed, with no access to the car park area until the Nursery children leave at lunch time. The gates are closed again once the afternoon children are in Nursery.

Children are supervised leaving the Academy at the end of the school day.

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

The school will liaise with the local authority where concerns are raised about parking outside the academy, this may include visits from parking enforcement officers and PCSO's.

Where issues arise with vehicular access these will be dealt with or escalated to the Headteacher. The Headteacher will be responsible for addressing the conduct of all where it is not consistent with the requirements of this plan.

If there are concerns or incidents that constitute non-compliance, appropriate action will be taken.

Appendix A: Pedestrian Route Checklist

QUESTION:	YES	NO	N/A
<p>1 Are pedestrian routes clearly separated from vehicle routes by fencing and/or as a minimum a kerb, or other suitable means?</p> <p>All footpaths around the building have a kerb. There is a barrier at each car park entrance.</p>	✓		
<p>2 Are pedestrian routes wide enough to safely accommodate the number of people likely to use them at peak times?</p>	✓		
<p>3 Do pedestrian routes allow easy access to work areas?</p>	✓		
<p>4 Pedestrian routes are kept free of obstructions?</p> <p>The Caretaker inspects all pedestrian routes daily to ensure areas are free of obstructions.</p>	✓		
<p>5 Pedestrian routes are clearly and suitably signed?</p> <p>There is a sign directing visitors to the main office. Pedestrian routes are not signed, however, parents are shown where to go to drop off and collect children when their child starts at the Academy.</p>		✓	
<p>6 Can pedestrians safely cross the main vehicle routes?</p> <p>There is a car park barrier across both car park entrances, pedestrians have a clear view of vehicles entering or leaving the car park.</p>	✓		
<p>7 Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes?</p> <p>Pedestrians have a clear view of all traffic movements at crossings and at gates which lead onto traffic routes. There is also a crossing patrol in place.</p>	✓		
<p>8 Do pedestrians have clearly marked, separate access for use at loading bays and site gates?</p>			✓
<p>9 Do pedestrian routes provide safe access to welfare facilities?</p>			✓

Appendix B: Vehicle Routes

QUESTION:		YES	NO	N/A
1	Are routes clearly separated from pedestrian routes by fencing and/or as a minimum a kerb, or other suitable means?	✓		
2	Are routes wide enough to safely accommodate the number of vehicles likely to use them at peak times?	✓		
3	Do routes allow easy access to delivery areas? Due to the size of our car park any large vehicle deliveries park on the street outside the Academy.	✓		
4	Are routes kept free of obstructions? The Caretaker inspects all areas on a daily basis and ensures areas are kept free from obstructions.	✓		
5	Are routes clearly and suitably signed? There are signs for the Academy and car parks that can be seen from the street.	✓		
6	Can pedestrians safely cross the main vehicle route. There is a car park barrier across both car park entrances, pedestrians have a clear view of vehicles entering or leaving the car park.	✓		
7	Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes. Pedestrians have a clear view of all traffic movements at crossings and at gates which lead onto traffic routes. There is also a crossing patrol in place.	✓		
8	Do routes eliminate or reduce the need for reversing? Staff may reverse into parking spaces, however, this is generally before most pupils come to school. We do not have a 'no reversing' policy, staff should exercise due care and attention when using the car park.	✓		
9	At the final point of exit can the driver see pedestrians on the pavement? Yes, there is a clear view of the pavement from the exit to both car parks.	✓		
10	Are temporary structures protected from vehicle impact?			✓
11	Will parking areas be required?			✓

Appendix C: Traffic Management Risk Assessment



THRUNSCOE PRIMARY ACADEMY

RISK ASSESSMENT:

Traffic Management Risk Assessment

Assessment Date: 11/03/2025	Review Date:	Assessors Name: E. Gresswell
List the Potential / Significant hazards which would affect all persons on site:	Current Control Measures:	Additional Control Measures Required:
Vehicle movement on site during working hours. (Deliveries from outside companies)	<ul style="list-style-type: none"> • All drivers have to ring reception for access • Where possible deliveries are not made at peak times, school opening and school closing • Gates onto the car park are locked once children are in the building so there is no access to the car park for pupils • Large vehicles cannot use the car park, on street parking outside the school is used in this instance 	
Parent / child pick-ups and drop offs in vehicles	<ul style="list-style-type: none"> • Parents do not have access to the car park • On street parking is available in close proximity to the Academy • Regular communication with parents regarding parking safely 	<ul style="list-style-type: none"> • Parking enforcement officers to do spot checks • PCSOs spot checks

<p>Children riding bicycles and scooters on site</p>	<ul style="list-style-type: none"> • Bicycles and scooters are not to be ridden on school grounds as stated in the Traffic Management Plan • Children arriving on bicycles or scooters should enter the grounds via the main entrance pathway. Cycles should be left in the cycle shed and scooters in the scooter park • Pupils reminded regularly in assemblies not to ride bicycles or scooters on school grounds • Text messages to parents to remind them of the expectation that bicycles and scooters are not to be ridden on school grounds 	
<p>Staff parking on site - staff car parks are situated directly off Trinity Road and run between the footpath in front of the school</p>	<ul style="list-style-type: none"> • Car park entrances are kept clear of obstruction and pedestrians are clearly visible • Staff generally enter the car park before children begin arriving for school • Pedestrian gates are locked at 8.50am and these prevent access to the car park (they are opened on KS1 side for a short time to allow Nursery am to leave and Nursery pm to arrive but are then locked again) • The parking area is level, well lit, well drained and clearly marked • The Caretaker visually inspects the car park and pedestrian routes every day • Car parks are covered by CCTV • Vehicles must be locked when unattended • If there are no empty spaces, drivers must find alternative parking 	

Pedestrians and vehicles using the same access, egress route.	<ul style="list-style-type: none"> • The entrances to both car parks cross the pedestrian footpath on Trinity Road, parents, pupils and visitors are asked not to 'cut' through the car park entrance as outlined in the Traffic Management Plan • Periodically senior management will monitor movements and speak to any parents, pupils or visitors who try to access through the car park • Reminders of correct routes into the Academy are shared via letter, text and in assemblies 	
Poor housekeeping, pathways etc not clear of obstructions.	<ul style="list-style-type: none"> • The Caretaker carries out a visual check of all areas daily and will take remedial action where necessary • Staff should report any obstructions to the office and or the Caretaker as soon as possible 	
Loading and unloading vehicles: Risk of falling objects.	<ul style="list-style-type: none"> • Where necessary the area will be coned off • A member of staff will ensure that no one can access the area during loading and unloading activity • If required alternative access routes will be signposted 	
Reversing vehicles on site.	<ul style="list-style-type: none"> • Car park spaces are clearly marked • Vehicle movements generally take place before pupils arrive or after pupils leave • Staff are expected to drive responsibly • Gates onto the car park are locked during the school day to minimise access to the car park area 	
Site works.	<ul style="list-style-type: none"> • Safe systems of work to be produced • Risk assessments associated with any works to be completed 	

Date of review:	Reason for Review:	Reviewed by:
11/03/2025	Initial assessment	