



Ysgol Bro Tawe Traffic Management Plan



1 Introduction

This document has been prepared to inform employees, pupils, parents and others who come onto the site, including visitors (both pedestrian and in vehicles), about the site rules concerning pedestrian and vehicle management. These arrangements form part of the Health and Safety Policy for the school and are clearly communicated to all relevant parties (Staff, LA. contractors, pupils, parents, visitors, delivery persons etc.)

Ysgol Bro Tawe 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 leadership team.

We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules. Staff, visitors 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, from the school office.

The document will be reviewed annually and awareness raised regularly through parental events, assemblies, letters home, 'Schoop' and school meetings.

In addition to the instructions in this document, the school has also undertaken a risk assessment which is recorded in Appendix A.

For further information, please contact Mrs B Evans (Acting Headteacher) 01639 846000.

The fundamental principal of our Site Traffic Management Policy is to minimise and control the risk posed by vehicles on school sites.

Mrs Bethan Evans

Acting Headteacher
4/09/18

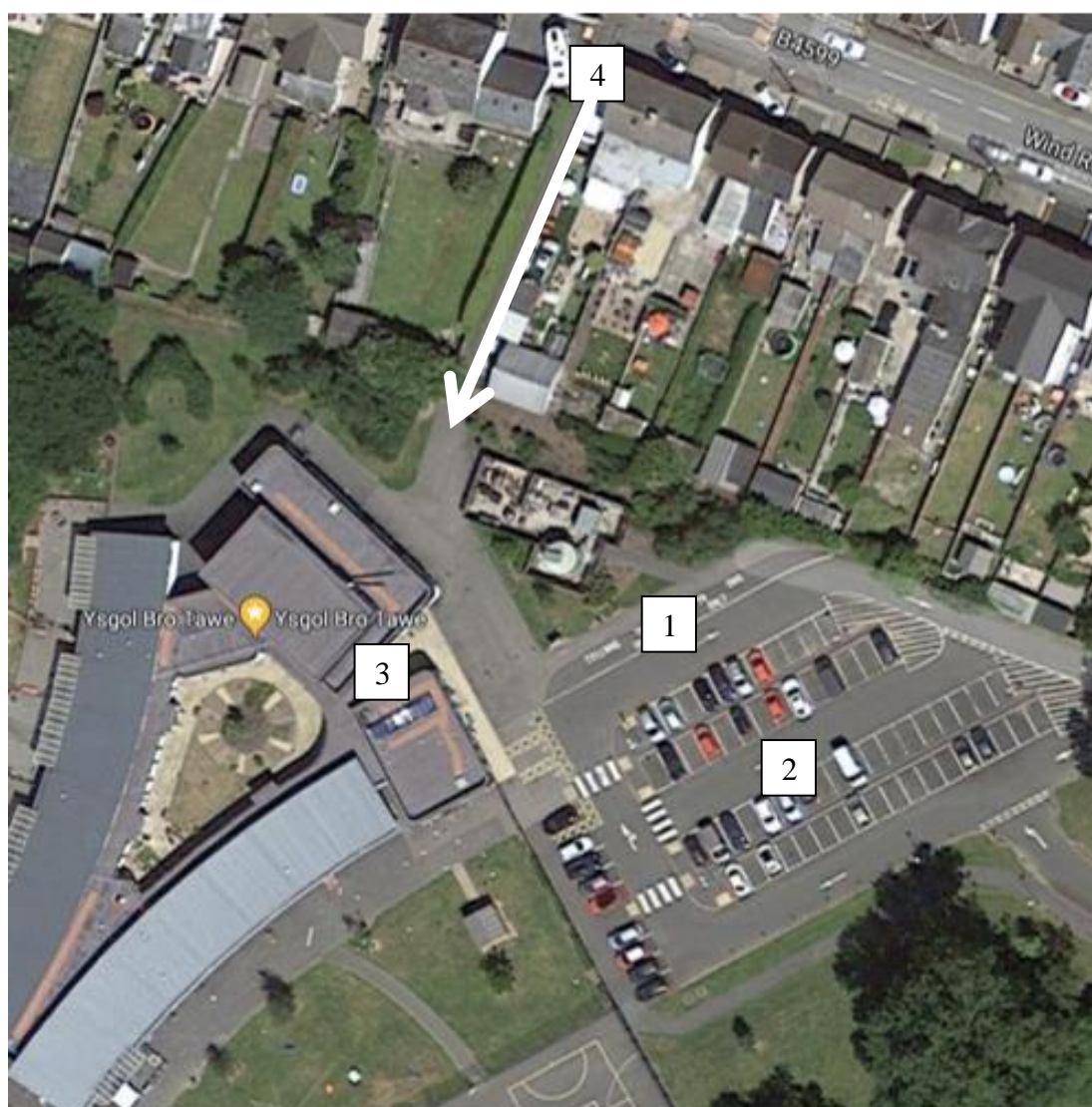
Vehicular Access and Egress

Main vehicular access to the school is from Ffordd Yr Afon via Wind Road. To control access for vehicles dropping off and collecting pupils and help reduce vehicle conflict, a one way vehicular system has been established. Vehicles and pedestrians will be segregated as shown on the Traffic Management Plan.

Pedestrian Access and Egress

Pedestrian access routes are shown on the Traffic Management Plan.

2 School Layout / Access



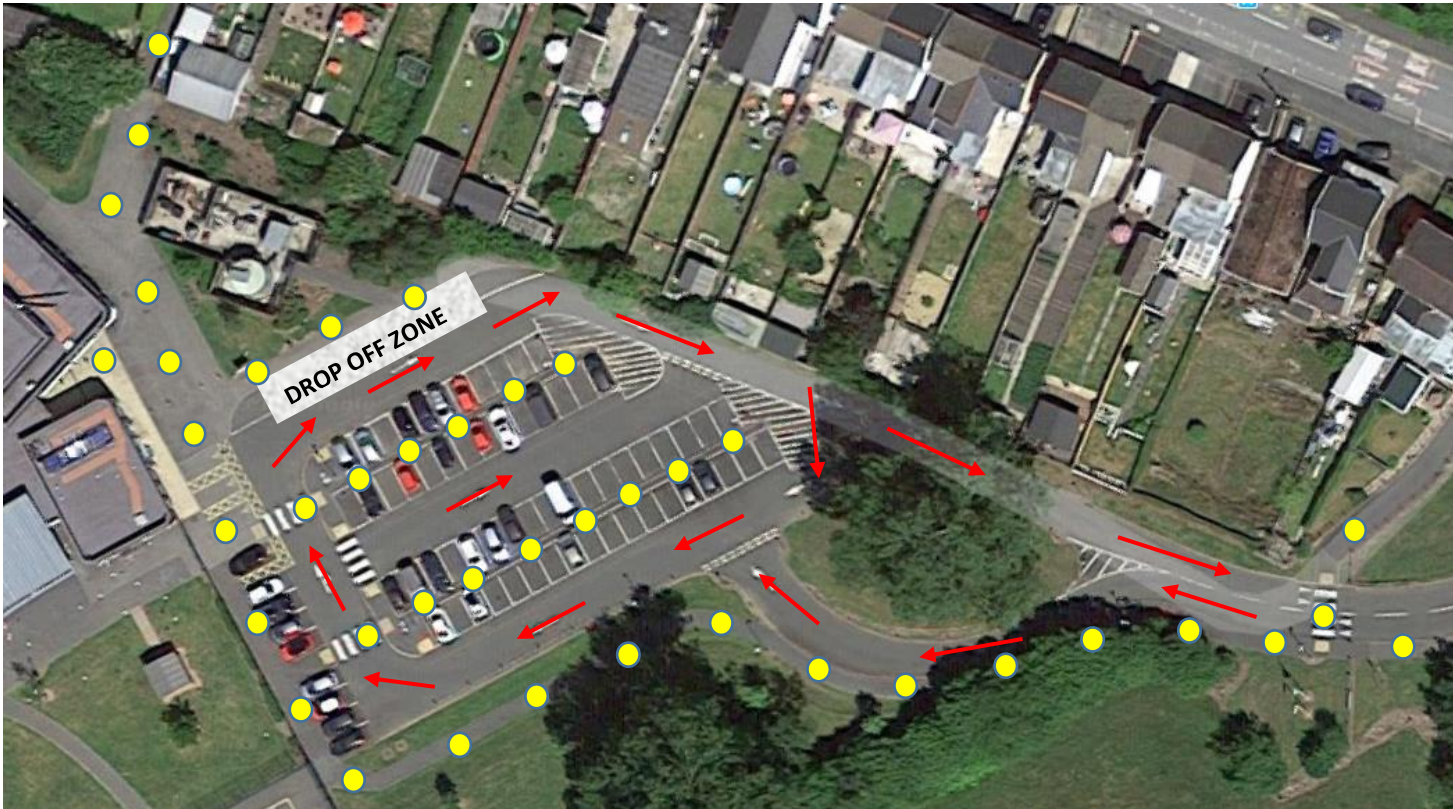
- 1 Bus Park
- 2 Main Car park
- 3 Main Reception
- 4 Pedestrian Entrance

Ysgol Bro Tawe Traffic and Pedestrian Management Plan

Key:

→ Vehicle Route (One-Way System)

● Pedestrian Route



3 Pedestrians

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Pupils walking in groups should take this into account and allow others to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be adjacent to vehicular access points ie kitchen deliveries and rubbish collection that will be in use at times and should exercise caution.

Pedestrians should follow the footpath from Wind Road and enter the school site using this pedestrian entry. If entering via the main vehicle entrance the pavement around the edge of the carpark should be used at all times.

At peak times ie the beginning and end of the school day parents are responsible for the safety of their children in the car park.

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 issues that 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 general service areas) can be dangerous and they are encouraged to use the site footpaths wherever possible.
- Pupils found to be not following staff instructions in relation to the school grounds, or not adhering to the contents of this plan will be in breach of the school rules and may be subject to disciplinary action
- Pupils must not walk in the bus park at any time, unless dis/embarking the buses. Pupils must follow the instructions of supervising 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 identified pavement/pathway areas in front of the bus bay.
 - 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 and safe for all.
- When using the footpaths, pedestrians should walk. This will avoid accidents and will make you more aware of what is happening around you.
- Pupils cycling or scooting to school must enter the grounds via the pedestrian entrance on Wind Road and deposit their cycles and scooters in the bike racks.

Drop off

There is a designated drop off for pupils in the bus bay which can be used for this purpose. No waiting is allowed in this area.

For pupils who attend breakfast club and who are dropped off by their parents/carers, they should enter the school via the hall doors and their parents may park in the parking area for the purposes of dropping off their child.

5 Staff

The governors have asked staff to park in a particular area of the car park which all staff have been made aware of. Drivers should proceed slowly within the car park areas at all times. Please bear in mind that some pupils may have little 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 to the Senior Management Team who will remind the offending driver of the correct use of the site. It would be helpful if staff could supply reception with their registration number so that you can be contacted in the event of a problem arising.

There should be no cars parked around the school grounds other than in the designated car parks to avoid any restriction for emergency vehicles.

6 Visitors

Visitors are welcome to park in the school grounds, but should only use the car park noted in the illustration in section 2. The car park is often busy, however, and 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. If there are no available parking bays, visitors must park off-site.

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

Access into the school is only permitted from the main reception. 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 with staff. 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 01639 846000.

7 Service Vehicles / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction 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.

Bus Park

It is essential that this area is not used for drop off point or parking when there is a class out on a school trip. Parents will be advised of this via 'Schoop' and cones will be set up along the bus bay as an indication of a trip. At other times, contractors and delivery vehicles are permitted to use the bus park, subject to obtaining permission from the school reception and notifying the staff of the registration number.

8 Buses/Coaches

Buses that enter the site to collect pupils for a trip should use the school bus bay for picking up and dropping off pupils.

The bus should be at a complete stop before allowing pupils to get on or off the bus. Only when pupils are clear of the vicinity of the bus park or all on board should drivers exit the bus bay when they are clear to do so.

Pupils are reminded about good conduct around the bus bay in section 4 of this plan, however if there are any other concerns about how this area is being used; they should be raised via the staff.

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them from the senior management team concerning drop off and pick up regulations.

9 Disabled Access

Pedestrian access is primarily via Wind Road. Access into the building is via the reception.

Parking

There are four accessible bays in the main car park. These are the spaces nearest the main entrance and are clearly marked out. Visitors/parents using these bays are asked to display their Blue Badge.

If visitors, staff or learners require information on access, they should contact the school reception in the first instance on 01639 846000.

10 Outside the School Grounds

The school accepts that parking near the school is not easy. Parents/carers should consider walking with their children to school if possible. However, parents and pupils should be reminded to walk around the perimeter of the school car park on the pavements and only enter by the dedicated pedestrian access points.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points 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 delays.

Please act responsibly by parking as far away from the school as possible to keep the pupils at Ysgol Bro Tawe, local residents and other road users safe.

11 Management

Key to the on going 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 not to compromise the health and safety of themselves or others.

Monitoring of compliance against this plan

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

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the responsible member of the Senior Management Team. 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, appropriate action will be taken. This includes reports going to the Governing Body and or Powys Health and Safety Officer, which may result in investigative action.