

Traffic Management Policy

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V4	September 2023	Claire Whittaker	Update to effective date on Appendix 1

Introduction

1. In addition to the Health & Safety At Work Act 1974, the Workplace (Health, Safety and Welfare) regulations 1992 place various duties on employers and those in control at workplace.
2. Every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner.
3. Traffic routes in a workplace shall be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size. Traffic routes shall not satisfy the requirements of the above unless suitable measures are taken to ensure that:
 - a. Pedestrians or as the case maybe, vehicles may use a traffic route without causing danger to the health or safety of persons at work near it.
 - b. There is sufficient separation of any traffic routes for pedestrians which lead into it.
 - c. Where vehicles and pedestrians use the same traffic route, there is sufficient separation between them.
 - d. All traffic routes shall be suitably indicated where necessary for reasons of health and safety.

Policy

The school takes measures to ensure the safety of all on site this includes:

- Regular risk assessments are carried out on traffic management on the school campus.
- Control measures which are regularly monitored and reviewed as necessary.
- Consultation with the LA, Health and Safety, Highways and planning is undertaken where necessary.
- Staff and students are to be made aware that areas where vehicles are parked are out of bounds to students and arrangements enforced by staff on duty.

Restricted delivery times have been enforced (see Appendix 1). Visitors and contractors are expected to exercise extreme caution when driving into the school premises and wherever possible give notice of their intention to visit the site. The Headteacher must ensure that visitors, parents and contractors are aware of the school's policy.

1. Staff Car parking – Staff must exercise extreme caution in this area. Parking in this area is via Access Control and vehicle movement is restricted (see Appendix 1 for details).
2. Cars are to be parked in the designated areas and extreme caution must be exercised by staff and students.
3. Staff must not park in the leisure centre car park under any circumstances.
4. Vehicles must not exceed a 5 mph speed limit.
5. The disabled parking bays are for blue badge holders **only**.
6. Cyclists should use the designated cycle racks and must not cycle on pedestrian routes.
7. All vehicles must leave the car parks by 10.00pm

Any breach of the policy by staff, students, delivery or contractors' vehicles will be viewed most seriously and reported to the appropriate line manager

Monitoring

The effectiveness of the control measures will be regularly monitored and reviewed as necessary.

Peer Review

A Peer Review was carried out Monmouthshire County Council.

Appendix 1

In response to a review of the School's Traffic Management Policy, the following conditions will be effective from September 2023:

Deliveries:

- Letter post and small packages can be delivered via the Burgage entrance to Reception.
- Large deliveries of furniture, stationery, food etc. will access the School from Dixon Road (Bus Bay). Vehicles should use the intercom system to announce their arrival then await direction from Site Staff/Reception to enter the site safely – this area is controlled by electric gates that are locked between 9.00am and 2.30pm
- Deliveries to the rear of the School will only be accepted between 6.30am–8.30am and 3.20pm-5.00pm.
- Deliveries may be accepted outside the above specified hours by prior arrangement.
- All vehicles will be accompanied onto the School site.
- The school encourages the use of vehicles with reversing sounders.

Parking:

- **Staff car park** - All vehicles using the access-controlled car park must arrive no later than 8.40am, no movement in this car park will be permitted between the following times:
 - 8.40am – 9.05am
 - 10.40am – 11.10am
 - 11.30am – 12.00pm
 - 12.50pm – 1.20pm
 - 1.40pm – 2.10pm
 - **3.00pm – 3.20pm**
- **Bus Bay Parking** – this area is also available for staff to use. Please be aware that if you park in this area movement during the afternoons may be obstructed by Home to School Transport vehicles. We encourage staff parking in this area to reverse into parking spaces for ease of exit
- **Visitor Parking** – the car park located adjacent to the Leisure Centre is barrier controlled and for Visitors only.

This policy was approved by the Governors

Signed: Chair of Governors

Date:

Signed: Headteacher

Date: