

Ysgol Gynradd **Llanidloes** Primary School

Traffic Management Plan and Risk Assessment



This plan was adopted on _____

Signed: _____ (Chair of Governing Body)

Signed: _____ (Headteacher)

Reviewed: _____

1 Introduction

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

Ysgol Gynradd Llanidloes 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 and learners in breach of the site rules may be subject to disciplinary action.

Copies of this document are available to school staff, students, parents and carers, on the school website, [School Policies - Ysgol Gynradd Llanidloes Primary School](#).

The document will be reviewed annually and awareness raised regularly through parental events, assemblies 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 Ysgol Gynradd Llanidloes, 01686 412603.

2 School Layout and Access



- 1 Main Reception
- 2 Staff Car Park
- 3 Bus Bay
- 4, 8, 9 Pedestrian Entrances
- 5 Vehicular Exit
- 6 Visitor Car Park
- 7 Vehicular Entrance

3 Pedestrians

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Learners 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 that will be in use during peak times and should exercise caution.

Pedestrians should follow the pavements, using the zebra crossings if required, to enter the school site at the two pedestrian entry points at the front of the school (4, 8). Entry to the school for learners will be clearly communicated and is either through their classroom door or the doors at the end of the corridors.

4 Learners

It is very important that learners set a good example to others, particularly in the spirit of being a safe school. There are a number of site related issues that learners should be aware of:

- Learners should be particularly aware that entry into the school ground via vehicular access points (school car park, bus bay, and general service areas) can be dangerous and learners are encouraged to use the site footpaths wherever possible.
- Learners found to be 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.
- Learners must not walk in the bus park at any time, unless dis/embarking the buses. Learners 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 or pathway areas around the bus bay;
 - Allow the staff and 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.
- Learners cycling to school must dismount on entering the grounds and deposit their bicycles in the bike rack.

Drop off and pick-up

There is a designated car park for parents in front of the bus bay which can be used for this purpose. Parents must not park in the bus bay.

5 Staff

There is parking for staff at the front of the school. This is strictly for the use of staff. Drivers should proceed slowly within the car park areas at all times. Please bear in mind that some learners 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 Leadership 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.

Staff are not permitted to leave or enter the staff car park between 8.30 – 9.00 am or 3.15 – 4.00 pm.

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. If there are no available parking bays, visitors must park off-site.

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 01686 412603.

7 Service Vehicles and 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.

8 School Buses

Buses that enter the site to collect learners should access the site by the main vehicular access and park in the bus bay.

The bus should be at a complete stop before allowing learners to get on or off the bus. Only when learners are clear of the vicinity of the bus bay (in the morning) or all on board (in the afternoon), should drivers exit the bus bay when they are clear to do so.

Learners 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 site is being used; they should be raised via the staff supervisors during the afternoon pick up.

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

9 Disabled Access

Pedestrian access is primarily via the reception entrance. Alternative access, with a ramp, is via the hall doors.

Parking

There is one accessible bay at the end of the bus bay and two accessible bays in the staff car park. These are the spaces nearest the main entrance and are clearly marked out.

If visitors, staff or learners require information on access, they should contact the school reception in the first instance on 01686 412603.

10 Outside the School Grounds

The school accepts that parking near the school is not easy. Parents and carers are discouraged from parking near the school and should consider allowing their children to walk the remaining distance to school. However, learners should be reminded to only enter by the dedicated pedestrian access points.

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 learners 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 learners at Ysgol Gynradd Llanidloes, local residents and other road users safe.

11 Management

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

Supervision

The Senior Leadership Team will arrange for daily supervision around the bus bay and the pedestrian areas at the beginning of the school day. The Senior Leadership Team will arrange for learners to be escorted to their school transport at the end of the day.

Monitoring of compliance

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

Where issues arise with vehicular access, taxi, minibus or bus drivers and staffing, these will be dealt with or escalated by the responsible member of the Senior Leadership Team. The Senior Leadership Team will be responsible for addressing the conduct of all learners 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 possible disciplinary action and reports going to the School Transport Unit, which may result in investigative action.

School: Llanidloes C P School

Date risk assessment completed: 04.05.2022

Rationale for producing risk assessment:

Risk Assessment completed by: DE and HR

Significant hazards	Who might be harmed?	Control Measures		Action by who?	To be done by (date)	Date Actioned
		Already in place	Additional measures required			
Movement of vehicles within the front of the school grounds	Pupils, staff, parents, contractors, visitors	<p>A one-way system is in operation to avoid congestion and the need for reversing manoeuvres. A 5 mph speed restriction has been imposed as soon as traffic turns off the main road onto the car park and then through the gates into the school grounds. Signs at front of car park gates as cars turn off the main road.</p> <p>Access to the school site is restricted to staff vehicles only. Delivery vehicles may be allowed access but generally this is avoided. The school gates are closed during school hours. Access for staff vehicles is allowed before 8.30 am and after 4.00 pm with no movement between 8.30 -9.00 am and 3.15 – 4.00 pm. A sign stipulating</p>	<p>Additional 5 mph signs by the gates that enter the school grounds from the car park.</p> <p>Consider locking staff car park gates during school time with a buzzer at the gate to control access.</p>			

		<p>access arrangements is situated adjacent to the school gates.</p> <p>Pupils only use the segregated pedestrian route when entering or leaving the school site.</p> <p>Pupils and parents arriving by bicycle or scooter dismount at the school gates. Pupils wheel their bicycle or scooter along the pavement to the bicycle shelter in the staff car park.</p> <p>Staff should reverse into their parking space each morning. This will eliminate reversing manoeuvres during school hours if staff need to leave for any reason. If staff leave during working hours, safe egress should be monitored by another colleague.</p> <p>If a member of staff knows in advance that they will leave the site during school hours they will park in the council car park in</p>	<p>Class teachers to take pupils on a walkthrough of their route in and out of school to ensure that good road safety is observed once pupils are on school grounds.</p> <p>If pupils are outside at the front of the KS2 area and a member of staff needs to move their car, they will ensure that another member of staff is at the side of the road to make sure no pupils come off the grassed areas.</p> <p>Reminder to staff.</p>			
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		front of the school grounds or as close as possible to the gates.				
Movement of parents' and visitors' vehicles outside the school site	Injuries resulting from contact with moving vehicles	<p>Parents and students are encouraged to walk to school to eliminate congestion on the main road.</p> <p>When transport by car is essential, parents and visitors are encouraged to park in the car park or in a marked parking space on the road and should not drive or park in the bus lane unless permission from the member of staff on duty has been given. Powys County Council and/or the police assist the school to enforce this whenever necessary. This should ensure safe access for pedestrians and prevent vehicles from obstructing both the main road, the school junction and nearby residents' access to their houses.</p> <p>A member of staff wearing a high-vis jacket is on duty from 8.45 – 8.55 am every school day encourage safe use of the car park and restrict access to the bus lane.</p>	Another reminder in school newsletter of the rules regarding using the council car park at the front of the school.			

Supervision of pupils using school buses		Buses use the bus lane in the car park, which allows for drop off and pick up directly via the adjacent pavement. This ensures that pupils do not enter the car park. A member of staff supervises early bus drop off to the breakfast club. A member of staff (usually headteacher or deputy headteacher) monitors other bus drop offs from 8.45 am.	Responsibility for the pedestrian safety of pupils from other schools (Llanidloes High School and Ysgol Dyffryn Trannon) in the bus lane is to be agreed.			
Segregation of pedestrians and vehicles as far as possible		A member of staff wearing a high-vis jacket is on duty at the front of the school from 8.45 – 8.55 am (no pupils should be dropped off before this time unless attending breakfast club where it is parental responsibility to ensure they reach the hall safely) to assist pupils across the marked pedestrian crossing onto the pavement at the other side of the car park to enter the school grounds.				
Icy and/or snowy conditions.		Members of staff grit the pavements inside the school grounds appropriately where needed. Powys County Council grit the car park and bus lane outside school grounds.				

<p>Vehicular access to rear of premises</p>	<p>Pupils, staff, contractors</p>	<p>Access is controlled by a padlock with a combination code on the access gate. Contractors are given the combination on signing in at reception and told not to enter the premises or move their vehicles during lunch and break times. If this cannot be avoided, the member of staff on duty is alerted and moves pupils to the grassed areas.</p> <p>Pupils access the canteen through the gate. There is an unlocked road barrier on the far side of the canteen to slow vehicular access to this route. Pupils are always supervised by staff. Vehicular traffic is infrequent and staff are alert for any such traffic.</p> <p>Pupils access the sports centre and high school via this route and are always supervised by staff.</p> <p>Gaskells (refuse collection) access the bins on the rear yard by agreement every Wednesday lunchtime and notify the school if the collection day has to be</p>	<p>Consider installing speed limit signs at the gate.</p> <p>Consider installing a lock on the barrier.</p>	<p>HR/DJ</p>		<p>07.22</p>
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		<p>changed. Mid-day supervisors are aware of this and move pupils to the grassed area during collection.</p> <p>All drivers are asked to spin the barrels of the combination padlock when it is unattended to ensure that unauthorised access (due to others knowing the code) is not possible.</p> <p>On rare occasions staff and Friends of the School may need vehicular access or parking at the rear of the premises. This is by agreement with the headteacher. Access and movement are not permitted during the school day. A member of staff opens the padlock for Friends of the School.</p>				
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