



Managing Traffic Safety on School Premises

**Traffic Management Plan
Penrhiwceibr Primary School**

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1.	Introduction
	Penrhiwceibr Primary school is a single site school with a staff car park. Traffic around the school peaks at the start and end of the school day. Vehicles include staff cars, parent cars, delivery vehicles and contractor vehicles.
	A risk assessment identified the traffic hazards outside the school. A copy of the risk assessment is available from the Head Teacher.
	This Traffic Management Plan (TMP) has been prepared to inform and instruct employees, pupils and visitors concerning the site rules that the Headteacher and Governors deem suitable and sufficient to manage traffic movements outside the school. The main objective is to keep people safe, principally by segregation of pedestrians and vehicles.
	The Headteacher and Governors take the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when outside the school or within the vicinity of the school grounds, and follow instructions to avoid risk of injury. If there are any concerns about traffic safety on or around the site, these should be reported to the Head Teacher.
	Relevant parts of this TMP will be used to inform parents, contactors, delivery companies, contracted services, kitchen staff, cleaning staff and other visitors of the traffic management arrangements at the school.
	An electronic copy of this TMP is accessible on the school website A hard copy is on display in the reception area. That copy should not be removed from display – additional copies are available at reception.
2.	Pedestrians
	Pedestrians must only access the school grounds from the designated entrances, which are the pedestrian gates on Cross Street and Dilwyn Street.
	The gates into school from Cross Street and Dilwyn Street are opened at 8.00am for Breakfast Club access and remain open until 9:10am. We feel it is safer for pupils to wait in the playground until doors are open at 8.50am, rather than wait on the pavement outside a locked gate.
	The main entrance, off Dilwyn Street, is used as a general point of access, allowing only strictly supervised entries and exits - pupils who are late, visitors and parents who need to meet with the head and/or staff.
3.	Staff

	Staff must remember that some pupils, particularly young ones, will have little appreciation of the risks associated with traffic movement and must take this into consideration when driving on or near the school.
	All staff, irrespective of whether or not they are undertaking any formal supervisory or monitoring duties, must report any incidents of non-compliance with site rules they observe to the Head teacher.
4.	Parents and Pupils
	It is very important that parents and pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of rules that pupils should be aware of: <ul style="list-style-type: none"> • When crossing roads around the school, pupils must use caution. • Pupils being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only. • Pupils must ensure that they stop, look and listen before crossing roads.
5.	Visitors
	Visitors should park safely in the local community. Parking is not permitted on the yellow lines at any time.
	Visitors are required to sign in at reception. On departure, visitors should sign out at reception and leave the building by the main entrance door.
6.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses
	Contractors and delivery drivers Drivers of contractor and delivery vehicles must report to the reception desk in the main building to advise of the nature of their visit and to get clarification on where they can park. They should park safely as close to the school as is possible, access to the school grounds is made for delivery of large items. Parking arrangements for contractors who are carrying out long term construction works on site must be agreed to prior to the commencement of the work.
7	Waste and Recycling Collection All refuse and recycling collections are made from the kerbside at Cross Street. All refuse and recycling vehicles must adhere to school traffic rules.
8.	Outside School
	The school accepts that parking near the school is not easy. It is important that the school is a considerate neighbour to local residents. Where parents /

	carers are unable to access / stop outside the school site, they are asked to drop the children off further away, in a location where it is safe to do so, and allow them to walk the remaining distance.
	Drivers are asked not to park indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions, as this 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 to residents, delays to services and ongoing journeys.
9.	Monitoring of Compliance Against this Plan
	Key to the ongoing monitoring of the plan is the role of 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. Traffic and driving issues arising from the behaviour of parents, contractors, delivery drivers, cleaning and catering staff will be dealt with, if appropriate.
10.	Reporting of On-site Traffic Incidents / Accident
	Incidents and accidents must be reported initially to school, who will then inform the Council's Corporate Health and Safety Team if appropriate