



OLCHFA

Traffic Management Plan and Risk Assessment

2021

Traffic Management Plan

1. Introduction

Olchfa takes the health and safety of all site users extremely seriously. It is therefore imperative that individuals take care, exercise caution when on school premises and follow instructions to avoid the risk of injury. Any concerns about traffic safety should be reported to the Business & Finance Director or Site Manager (visitors can report concerns to reception).

Effective traffic management on a school site comprises a combination of:

- “Physical measures” that can be put into place to segregate pedestrians from vehicular traffic.
- An effective supervisory regime to ensure the requirements, as set out in the school traffic management plan and risk assessment, is strictly adhered to.

2. Instructions

The following instructions are issued to assist the school in obtaining a safe interface between pupils (and others) and vehicles on site:

- Staff cars are only to be parked in specific designated areas as set out in the school Traffic Management Risk Assessment and extreme caution is to be used by staff during access/egress to/from site.
- Visitors and contractors will be expected to use extreme caution when bringing their vehicles onto school premises and advance warning of their visit should be received. The Business & Finance Director or Site Manager will ensure that the appropriate visitor or contractor is made aware of the school's requirements and arrangements as far as transport on site is concerned.
- The term 'visitor' does not include parents transporting children to and from school and parents will be made aware of the school's policy and arrangements relating to transport on site.
- If a vehicle has to be driven through the playground it should preferably be done whilst pupils are inside the school building. If this is not possible then, in exceptional circumstances only, vehicles should be driven slowly through the playground and a person (banksman) on foot should precede the vehicle and warn pupils etc. to clear the area.
- Pupils will not be asked to collect or put things into staff cars, unless they are accompanied by the member of staff.



- Pupils will not be allowed to open and close the school gates for vehicle access/egress.
- All vehicles are parked at the owner's risk - the school accepts no responsibility for damage or loss.
- Vehicles will not be parked anywhere other than the designated area unless permission has been granted by the Headteacher. Before giving permission, the Headteacher will perform a risk assessment to ensure that there is no danger to others using the site.
- Staff must be reminded regularly that the safety of pupils and pedestrians is of paramount importance and no vehicles should be removed from the designated parking spaces until all pupils have left the site.
- Movement of parents' vehicles on site, where permitted, is subject to the same rules as set out above and will only be allowed onto school premises when absolutely necessary.
- Cyclists should dismount before entering the school premises. There are designated cycle storage shelters at the front of the school. Bikes should be securely locked and as is the case with vehicles, all bikes stored in the shelters are at the owners' risk – the school accepts no responsibility for damage or loss.
- Staff are not to park in designated visitor parking spaces
- No vehicle is to park on any double yellow lines, or on any yellow 'hatched' areas
- Vehicles must not exceed the 5 mph site speed limit when on school premises.
- Appropriate signage should be strategically sited to inform vehicle users of any speed restrictions or prohibitions.

3. Times of Entry

Specific times should be designated for the entry and parking of staff cars which should be before the normal morning arrival time for pupils. Any staff cars arriving after this designated time can park in the top car park at the front of the school, or can park outside of the school premises until all pupils are inside the school buildings for the start of the school day. Only then may they bring their vehicles onto the school site and park in one of the other designated staff parking zones.

There should also be a designated time for leaving the school site in a vehicle and this should be set at a minimum of ten minutes following the end of the school day.

Staff Cars

- Main entrance and Aneurin Way gates are closed to all vehicles from **8.20am** until **8.40am**



- Between **8.40am and 2.45pm**, all vehicle entry/exit gates are electronically controlled by reception staff
- All vehicle gates are closed from **2.45pm until 3.10pm**
- From **3.10pm until 3.30pm**, the vehicle gates will be held open. From **3.30pm onwards**, the gates will open automatically to staff leaving and will open for staff arriving with the use of a staff ID badge
- All staff should be made aware of the designated times and will be expected to adhere to them.

Other Vehicles/Contractors/Delivery Vehicles

All known deliveries, or contractor vehicles arriving on site, should be arranged with the Site Manager in advance. Movement of vehicles on site will only be allowed during the following times:

- All gates before 8.15am
- All gates between 8:40am – 2.45pm
- All gates after 3pm

No vehicle movement will be allowed on site outside of these times without the prior consent of the Headteacher.

All delivery vehicles should only be permitted onto the school site at times when pupils are not arriving/leaving premises. These times should be set as:

- no later than fifteen minutes before the start of the school day (8:15am)
- between the start of school and morning break (8:55-10:30)
- between the end of morning break and lunchtime (10:45-12:00)
- between the end of lunchtime break and no later than fifteen minutes before the end of the school day

Any breaches of the policy and arrangements by drivers of delivery or contractors' vehicles should be reported immediately to the Site Manager.

All appropriate Governors, contractors etc., should be made aware of the times of permitted entry onto the school site and should be made aware of the school transport on site safety policy and arrangements.

No movement of vehicles on site should be allowed outside of the designated times unless they are emergency service vehicles attending an emergency, any other vehicle being used for emergency transport, or with the prior permission of the Headteacher.

Extra-Curricular/lettings vehicles

Any vehicle movement relating to after school extra-curricular activities off-site, including the use of school minibuses or 7 seater car, must have left the premises



before 2.45pm, as the gates will be closed from this time until 3.10pm. The same would apply to teams visiting the school.

All lettings of the school premises do not commence until 4pm, when it is deemed safe to have large volumes of traffic arriving/leaving the premises. Access for lettings is to be restricted to the top car park of the main entrance, with the internal vehicle gates closed (access is only permitted by use of a staff lanyard from 3.30pm onwards).

4. School owned vehicles

The school has designated parking bays for the 2 school minibuses and 7 seater car. No staff or visitor is to park in these spaces, as they have been identified as safe spaces to mount/dismount the vehicles. Only qualified drivers who have a D1 and/or a MIDAS qualification are permitted to drive the school minibuses. Staff must ensure they have provided their driving licence and insurance details to the Site Manager prior to taking a school vehicle.

- Keys for all school vehicles are obtained from the Site Manager
- A Visual inspection of the vehicle must be undertaken prior to and after use
- Occupancy capacities must not be exceeded
- Vehicle must be booked in advance to ensure appropriate levels of fuel etc. are already in place
- Pupils must be collected from and returned to the designated parking spaces for these vehicles

5. Visitors

Visitors are welcome to park on school premises, but must only do so via the main entrance and reception. There are 2 visitor spaces inside the main entrance gates at the front of the school, along with a disabled parking space. There are 2 additional visitor spaces via the main gates in the top car park. Visitors should press the security buzzer on the gate for reception to direct them to the most appropriate visitor space available at that time. Visitors arriving on foot will need to press the security buzzer on the pedestrian gate for reception to grant them access.

6. Outside school grounds

Olchfa makes every effort to accommodate as many vehicles on site as possible, however, accepts that at times, the school car parks can become full to capacity. On these occasions, visitors, parents/carers, 6th form students able to drive and any other person visiting the school, are reminded that parking indiscriminately (mounting pavements, double parking, stopping on yellow lines/marking, obstructing driveways/ access points, on property owned by other local businesses etc.) can cause danger and/or congestion, which could result in frustrations and delays.



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We ask that everyone visiting the school acts responsibly to keep the pupils and students of Olchfa School, local residents and other road users safe.



Risk Assessment

Hazard	Risk	Initial Rating (L, M, H)	Existing Control Measures	Final Rating (L, M, H)	Additional Action Required (by who and by when)
Movement of vehicles within school premises	Injuries resulting from contact with moving vehicles	H	<p>Access to and egress from site is restricted by times of the school day. Opening and closing of gates are controlled for all staff, visitors and delivery vehicles by strict timings.</p> <p>Delivery vehicles have designated times to access the site – outside of these times are agreed with the Site Manager in advance and appropriate banksmen are used.</p> <p>Where movement is required outside of these times, which should only be on unavoidable occasions, a banksman is required to walk in front of the vehicle.</p> <p>5 miles per hour speed restriction imposed on site. Signs stipulating this</p>	L	Extra fence line to be installed at rear of school to ensure segregation between car park and pupil movement areas. Work to be completed by October 2021, Business & Finance Director responsible.



			<p>provided in strategic positions</p> <p>Speed restriction bumps in place to keep any traffic movement at a safe speed.</p> <p>Pupils do not have access to the main front of the school during the school day, only when they arrive and leave.</p> <p>Pupils do not walk through designated car parks to enter/leave the school premises.</p> <p>Pedestrians are purposefully segregated from vehicles and are to only use the designated pedestrian routes, which have been positioned away from vehicle movement.</p> <p>Parents/carers dropping off or collecting pupils during the school day are not permitted beyond the internal gates of the top main car park. The vehicle and pedestrian gates are electronically controlled</p>		
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			<p>by reception to access the site beyond this point.</p> <p>All designated vehicle parking spaces clearly marked.</p> <p>All pedestrian routes are supervised by Senior Leaders at start and end of school day.</p> <p>Anyone using a bicycle must dismount when they enter school grounds and use the pedestrian route to 'walk' their bike to the cycle shelters.</p>		
Poor lighting	Injury from vehicle not being to see/identify pedestrians	H	<p>All pedestrian routes have appropriate street lighting and are clearly marked as pedestrian routes.</p> <p>Lighting positioned to not 'blind' the vision of drivers.</p> <p>Regular visual checks by Site Team.</p>	L	Regular testing of lights to ensure all work correctly. Ongoing, Site Manager responsible.
Poor housekeeping	Waste, obstructions or slipping hazards on pedestrian route	H	All routes well maintained and tarmac repaired where necessary.	L	



	forcing them onto vehicle space		Bins along pedestrian routes are regularly emptied to avoid overflow. Grit used on all pedestrian routes in ice/snow weather conditions to prevent slips. Regular visual checks by Site Team		
Loading/unloading of delivery vehicles	Falling items from vehicle into areas where other staff/pupils are	M	All loading/unloading of items for school to be carried out away from pupils. Cones to be used to mark safe space if done in vicinity of pupils during school day, but this should only be in unavoidable situations, where safe to do so.	L	
Corners and blind spots	Injury from vehicle not being to see/identify pedestrians	H	Vehicle routes have been allocated to avoid corners and blind spots. One area where this has not been possible is not on an official vehicle route and where vehicles use this area, a banksman is used (at rear of sportshall)	L	Mirror to be installed to allow driver to see around corner. September 2021, Site Manager responsible.



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