

Traffic Management Policy

CEFN SAESON

COMPREHENSIVE SCHOOL

September 2021

V3

Review Date: October 2021

**TRAFFIC MANAGEMENT ARRANGEMENTS AT
Cefn Saeson**

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1. Introduction

All vehicles will adhere to a maximum 5mph speed limit whilst on site.

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

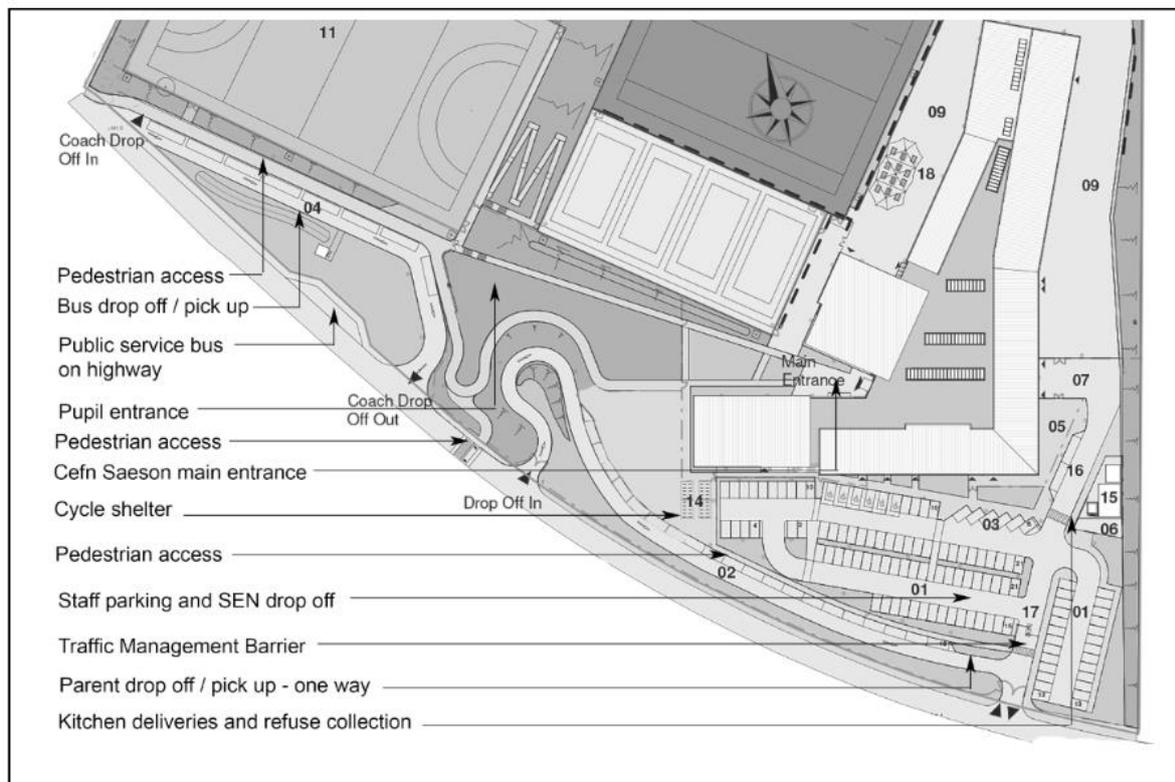
Cefn Saeson takes the health and safety of all site users very seriously. It is therefore imperative that individuals, when on the grounds of the premise or within the vicinity, take care, exercise caution, and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to Mr John Byrnes (Premises Manager), email byrnesj2@hwbcymru.net

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. This document will be available on Cefn Saeson School website. The instructions constitute site rules. Persons in breach of the site rules may be subject to disciplinary action.

Copies of the traffic management arrangements are also available from reception and from the Premises Manager/Business Manager and Deputy Head and on the website <https://cefnsaeson.school/school-policies/> The document will be reviewed annually or when there are significant changes, and awareness raised regularly through staff meetings / parental events / pupil sub-groups / assemblies etc.

For further information, please contact: Mr John Byrnes – Premises Manager
Byrnesj2@hwbcymru.net

2. Premises layout and access



3. Premises opening and closing times.

The premises will be open at 6.30 am and will close at 7.00 pm during Term Time. During the Summer Holidays 2021 the school will be open at 7.30 am until 4.00 pm

Pupils are to be on school site by 8.25 am and leave the school site at 2.45 pm (if they are going on school transport).

Lunch breaks are varied they range from 12.05 pm to 1.05 pm. Break is 10.30 am to 11.05 am. These are split lunch and break times.

- Staff are to be on school site by 8.20/8.25 am. There is to be no traffic movement between 2.40 pm to 2.55 pm.
- Cleaning staff will be on the school premises before 2.45 pm.
- Pupil drop off/pick up area, is open to parents/carers/guardians. Due to a potential impact area, all staff and parent vehicles will enter via the parent/pupil drop off lane in the morning (07.45 – 08.30). At the top of the parent/pupil drop off lane, parents will turn right onto the main road and staff turn left into the car park area. No staff vehicle is to enter the car park by the main entrance until after 08.30 am. Unfortunately supply teachers and deliveries may occasionally enter by the main entrance between these times. A

member of the premises team will always be on duty between 07.45 and 08.30. These staff have received banksman training.

- In the evening when parents/carers/guardians are picking up children they will park in the pupil pick up/drop off area.

4. Bus management

Buses arrive in the bus bay in the mornings between 8.00 am to 8.30 am. Buses arrive in the bus bay in the afternoon from 2.15 pm to 2.45 pm. Buses remain in the busy bay until 2.50 pm. The final bus departs by 2.55 pm.

4.1 Bus Management: Staff supervision

Staff supervise arrivals and departures in the morning and in the afternoon. Staff are required to wear a high vis jacket or vest. High vis vests will be given to teaching staff on duty by the caretaker on bus duty on that day. Senior staff (on duty Rota) and caretaking staff on duty will carry a walkie talkie (channel 3).

4.2 Bus Management: Location and timings of staff supervision

Arrivals – 1 member of staff in the morning allocated to assist disembarking. Pupils will be directed to the Pupil entrance on the safe path and through the gates. Staff will be required to be on duty by 8.00 am. A Rota and staff locations will be provided to staff on the INSET day - Monday 7th June.

Departures – 1 Caretaker and a member of SLT and 1 member of staff.

Located in the bus pick up area. Staff will be responsible for the safe embarkation and departure of the buses.

5. Premises entrances

5.1 Vehicles on the premises

Authorised visitors are welcome to park on site, except between 2.15 pm to 2.55 pm

Alternative on street parking may be available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction.

All vehicle drivers need to exercise extreme caution and adhere to safety signage on site.

The site operates a one-way policy with access through the staff car park and exit through the car park area (please reference to map).

5.2 Staff vehicles

Staff must park in the allocated car park only and should take care not to obstruct any access routes. Drivers should proceed slowly (5mph max) within the car park at all times, please bear in mind that some young people and some pupils with additional support needs may have little or no 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 building. Staff need to inform the office of their registration number so that you can be contacted if there is a need to do so. To avoid unnecessary vehicle congestion, members of staff that drive to work must arrive on site by 8.20 am and be aware of the movement of buses, minibuses and taxis dropping pupils off.

School staff may leave after 2.55 pm when pupils have left.

5.3 Visitors

Visitors may park in the main car parking bays. Visitors should exercise extreme caution when driving on the site.

To protect pedestrians from traffic movement, **there will be no access or exit from the Staff / Visitor Car Park between 2.40 pm to 2.55 pm on any working day.** Any late arrivals or visitors wishing an early exit, outside the start / close times, are strongly advised to park outside the grounds.

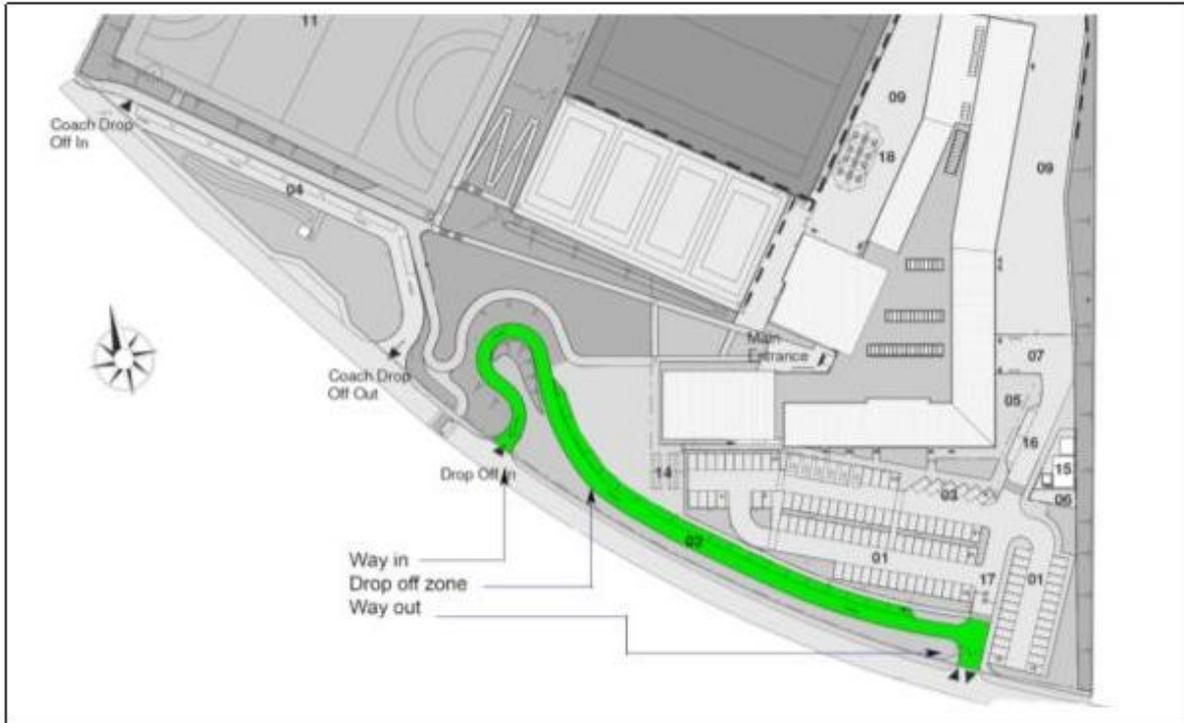
All visitors must report to reception and sign in before going anywhere on the site. Please ensure you input your car registration number on to the ipad. On departure, visitors should sign out on the ipad at reception and leave the building by the main entrance door.

There are also disabled parking bays for use by permit holders.

If visitors need any advice on access or parking before their visit, please call in advance on 01639 791300

5.4 Parents' vehicles

When dropping children off, or picking them up, parents are requested not to park indiscriminately on the highway and comply with the highway code. Where possible, pupils are to walk to school. In the light of the Authority's "Safe routes to schools" initiative, parents / guardians are reminded of this request via newsletters and social media.



5.5 Pedestrians

All pedestrians are to enter / exit the site from the designated entrances/exits.

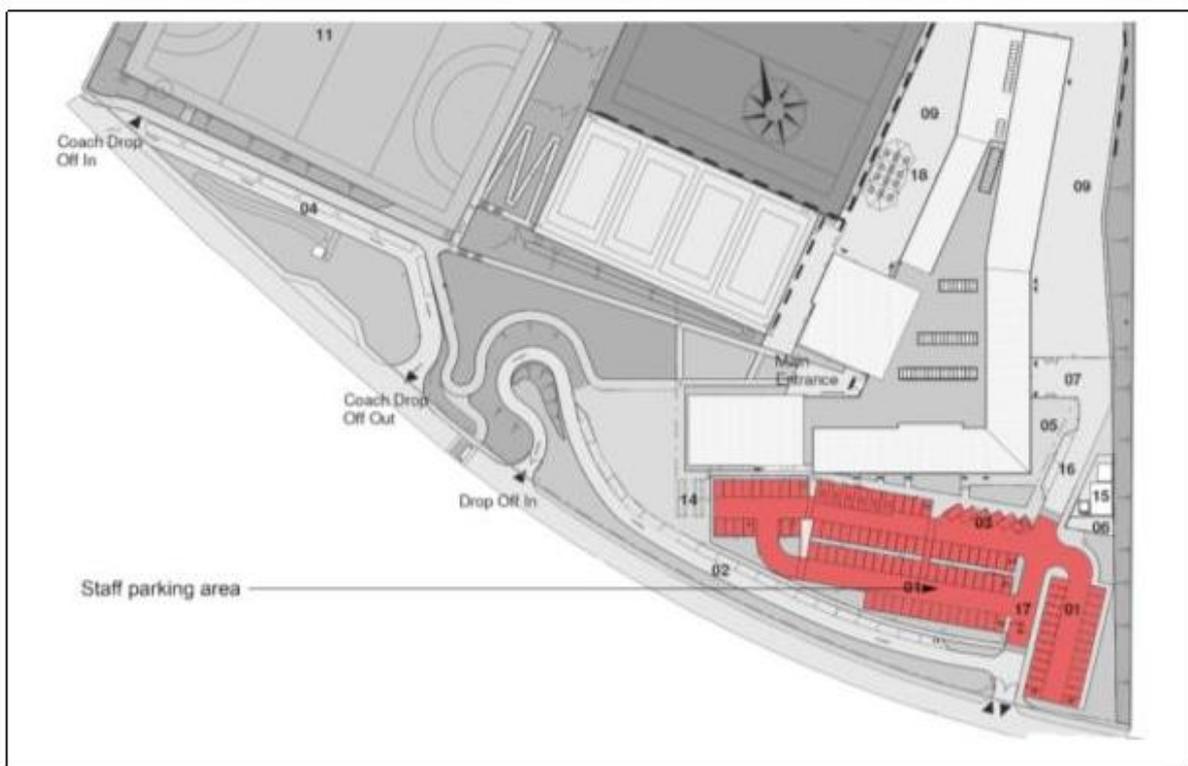
Pedestrians should make sure that they use routes safely and avoid spilling onto the road. Pedestrians walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the site from the designated entry points.

6. Parking

A regular review of parking arrangements is undertaken to consider if: -

- The parking spaces are in appropriate places.
- The position of the spaces hinders access to/egress from the building.
- Vehicles must cross pedestrian routes to access them.
- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.
- Arrangements are in place for visitors parking.
- Arrangements are in place for disabled parking.
- Vehicles must give way to pedestrians at designated crossing points.



7. Vehicle access

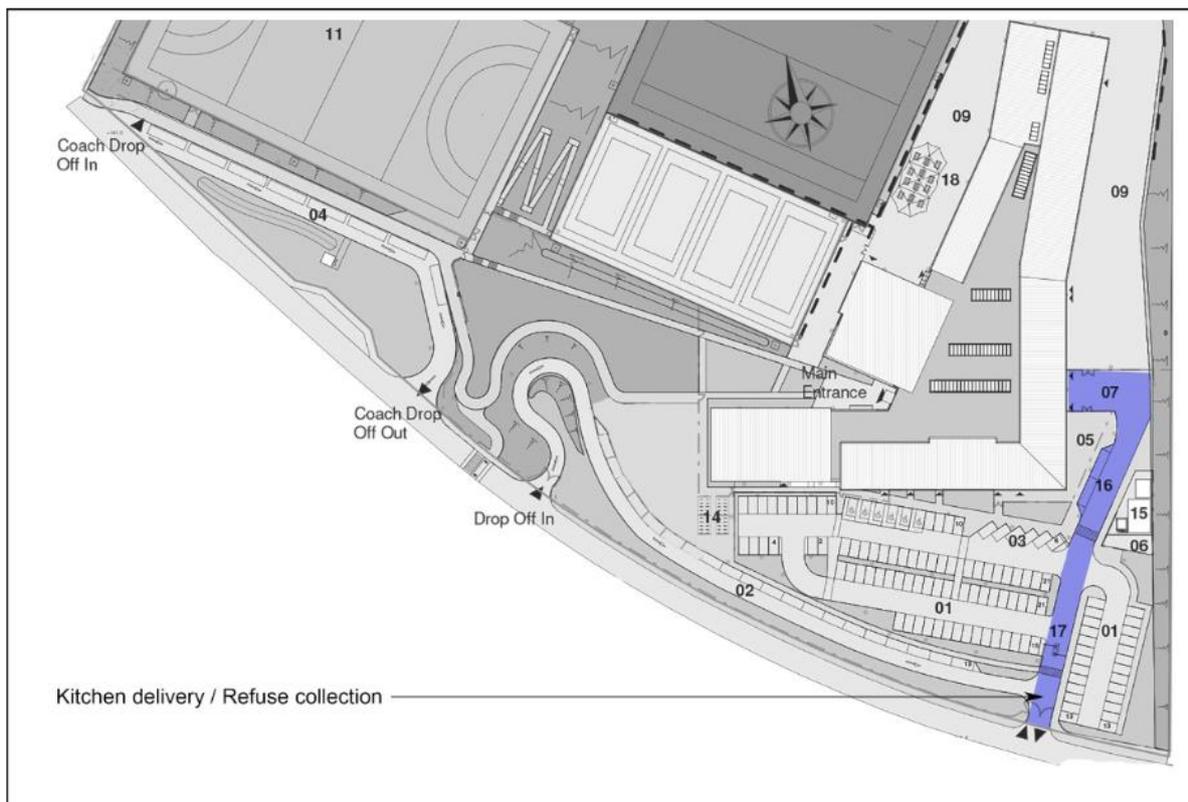
7.1 Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) will phone the main office on 01639 791300 and will be greeted by one of the caretakers.

Where the contractor is on site to carry out works by prior arrangement, please contact the site on 01639 791300 in advance, to agree the most suitable parking location.

All vehicles must adhere to the one-way system, entering via the main entrance gate.

Service vehicles do not have access to the car park or delivery area between 8.15 am and 8.45 am and 2.40 pm to 2.55 pm.



7.2 Buses, Minibuses and Taxis

Drivers of buses, minibuses and taxis must observe the one-way system in place. The site is accessed via the main entrance. Buses, minibuses, and taxis must enter and leave site via the designated entrance / exit.

Drivers of minibuses and taxis are required to use the bus bay in front of the SENC area. If all bus drop off points are being used, buses must not enter the site.

For Schools, the bus doors must remain closed to prevent pupils getting on or off the bus until the bus is safely parked in the allocated parking bay on site. Staff on bus duty will ensure no pupil exits or enters the bus whilst in motion.

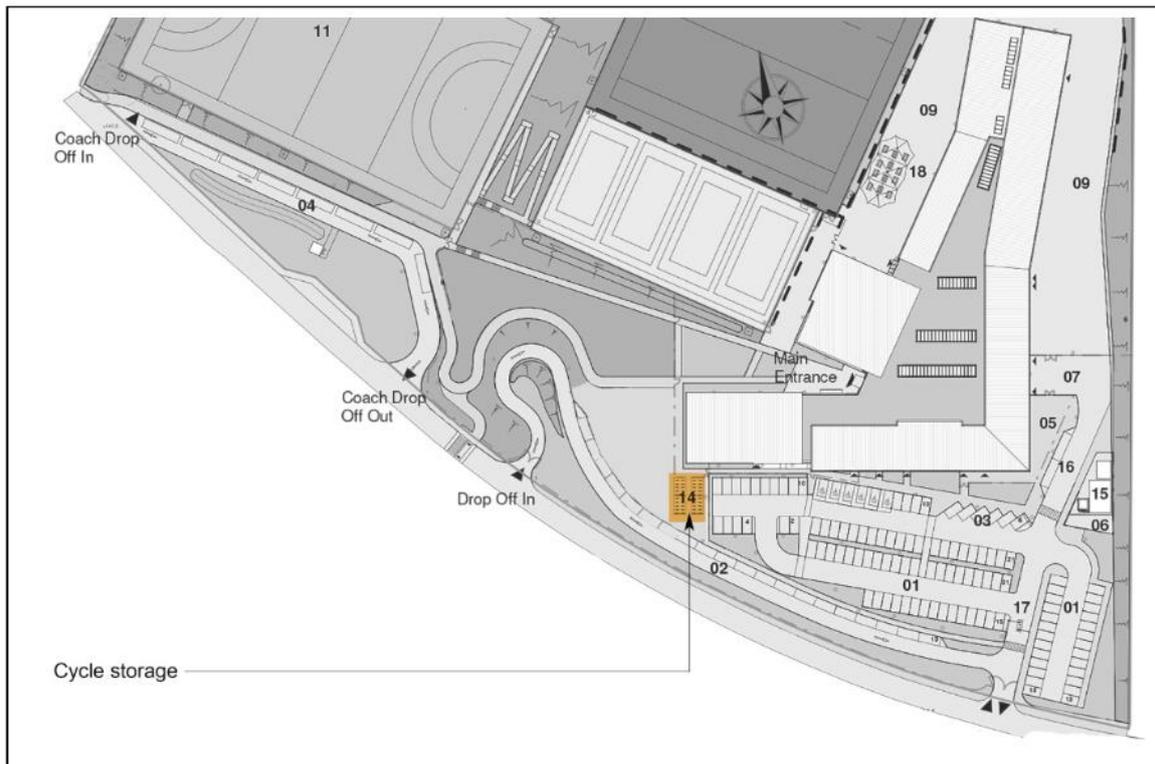
7.3 Emergency Access

If a vehicle must be driven through the playground it should be done when the playground is free from pupils. If this is not possible due to exceptional circumstances, then vehicles should be driven slowly through the playground whilst sounding the horn and activating their hazard warning lights to alert all in the area. A nominated person should clear the vehicles route in advance.

7.4 Cycles

Cyclists must dismount before entering the site premises and park in the cycle shelters.

Pupils must wear helmets whilst cycling to and from school and will not be permitted to leave site until 3.00 pm.



8. Pupils

At schools, pupils are made aware that parking areas are out of bounds. Pupils must not be asked to collect or carry things from staff vehicles unless a member of staff accompanies them. Pupils must not be allowed to open/close the school gates to allow vehicles access/egress.

9. Footways

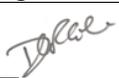
Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them. Any defects or hazards are to be reported immediately to the Premises team.

10. Access to and from the premises

The site may at times have severe vehicle congestion problems close to and surrounding the premises. The following actions are promoted to reduce congestion.

- Encourage walking and cycling by collaborative work with the Road Safety Team and to involve pupils in education and safety initiatives.
- Liaise with local Police/Parking Attendants regarding enforcement.
- Revise the travel plan annually, or when there are significant changes.
- Liaise with operators who pick up/drop off pupils transported by bus/taxi.
- To liaise with the Local Authority regarding remedial measures (speed limits, road marking, traffic calming etc.).

Accepted by Cefn Saeson Comprehensive School

Name	Signature	Date
Mr D Cole		11.6.21
Mr D Cole		3.9.21

Review Date: October 2021