

## **Schools and Children's Services Sites Traffic Management Plan Guidance**

This guidance has been produced to assist headteachers and managers of LCC premises to identify and control the risks associated with vehicles entering LCC controlled sites and to standardise the information supplied to contracted transport providers and other relevant parties.

'By law every workplace must be safe for the people and vehicles using it. Workplace traffic routes must be suitable for the people and vehicles using them. Where vehicles and pedestrians share a traffic route there must be enough separation between them'.  
([www.hse.gov.uk](http://www.hse.gov.uk))

Each LCC controlled site is required to carry out a risk assessment of the hazards and risks associated with traffic management and prepare a traffic management plan. The Traffic Management Plan should cover vehicle movement within the site boundary. Using the attached checklist managers can record any significant hazards and detail the arrangements in place. The plan should be supported by any relevant site specific instructions, policies and risk assessments and highlight the required information on a site layout plan.

The Traffic Management Plan produced will supply contracted transport providers with information on potential risks and the safety measures in place to enable them to comply with local rules and access the site safely.

The plan should be reviewed periodically i.e. each term in a school, following incidents or at least annually on other sites.

Managers should refer to existing risk assessments, site policies and arrangements when producing the traffic management plan further guidance can be obtained from the Transport Services Group and the Health and Safety Team if required. If new problems or hazards occur it may be necessary to arrange a site meeting with relevant LCC transport officers, safety advisers, contractors or transport providers.

A copy of the site plan and layout if available should be attached to the plan with relevant information detailed as indicated on the checklist. Where home to school transport is arranged for any pupils by the Transport Services Group, a copy of the plan should be forwarded to Transport Services, Development, City Hall, Lincoln LN1 1YQ

**Premises Traffic Management Plan Checklist**

**Premises: St Helena's CE Primary School**

**Address: Main Road, Willoughby, Alford, LN13 9NH**

**Person Responsible: Governors and Head**

Transport Issue		
Access and Movement of Vehicles	Yes/No	Controls/Comments
1. Are there any safety measures in place prior to entering the site?  e.g. Is there a school safety zone, speed limit hazard warnings located on the main highway?	<b>Yes</b>	
2. Are certain vehicles prohibited from entering the site e.g. parent's cars/other?	<b>Yes</b>	<b>Parents are asked not to enter the car park between 8:30 – 9a.m. and 3:25 – 3:45p.m. with their vehicles unless they have a Blue Badge for a disabled child Buses do not enter car park.</b>
3. Is the gateway single width?	<b>Yes</b>	
4. Is the entrance dual vehicle width? i.e. entry and exit at the same gateway	<b>No</b>	
5. Is there a one way system in operation and is this clearly signed?	<b>No</b>	<b>One of the gateways is close to a blind corner and it does not make sense to restrict movement.</b>
6. Are there speed restrictions in place?  If so please state maximum limit and location of signage in place on site plan.	<b>No</b>	
7. Are speed retarders (speed bumps) in place?  Describe number, location, clearly signed or painted detail on site plan.	<b>No</b>	
8. Is travel direction indicated by signage?  Indicate flow of travel on site plan.	<b>No</b>	

<b>Transport Issue</b>		
<b>Parking</b>	<b>Yes/No</b>	<b>Controls/Comments</b>
1. Is there a designated staff parking area clearly marked?	<b>No</b>	
Is this adequate for the number of staff currently employed?	<b>No</b>	
2. Is there a visitor's car park?	<b>No</b>	
Is this signed and adequate for the size of premises?		
Are Disabled parking bays available?	<b>Yes</b>	
<b>Delivery Vehicles</b>		
1. Are there adequate arrangements in place for delivery vehicles? i.e. <ul style="list-style-type: none"> <li>• access</li> <li>• parking</li> <li>• reversing</li> <li>• delivery times specified</li> </ul> <p>If 'yes' please summarise or include details in comments column.</p>	<b>Yes</b>	Vehicles can pull off the road into the car park, unload and pull away again without reversing necessary. Regular tradesmen know not to come during peak movement times in the mornings and afternoons.
<b>Parking for Transport Providers</b>		
1. Have you identified a suitable area where transport providers can park safely?  Taking into account: <ul style="list-style-type: none"> <li>• numbers of vehicles</li> <li>• travel direction</li> <li>• reversing issues</li> <li>• width and space available</li> <li>• waiting areas</li> <li>• staff supervision required</li> <li>• specific risk assessments in place</li> </ul> <p>Identify area (s) on site plan.</p>	<b>Yes</b>	Bus/taxi waiting zone is marked out away from the school car park round the side of the school. One bus, one minibus and taxis wait in this area.
<b>Supervision of Passengers and Pedestrians</b>		
1. Are there clear arrangements in place for <ul style="list-style-type: none"> <li>• Supervising passengers to and from the transport?</li> <li>• Specific arrangements for people or children with disabilities?</li> <li>• General supervision of non passengers who may congregate in these areas?</li> <li>• Does the school have a 'walking bus'?</li> </ul> <p>If 'yes' please provide details of site specific arrangements or risk assessments.</p>		The bus supervisor registers the children in locker area – no other children wait there. She then escorts them to the vehicles, unlocking the side gate to allow them off the premises. Wheelchair access into and out of the classroom is available if necessary. The school surveyed parents and found a walking bus was not needed.

<b>Transport Issue</b>		
<b>Pedestrian/Cyclist and Vehicle Separation</b>	<b>Yes/No</b>	<b>Controls/Comments</b>
<p>1. Have you paid adequate attention to the separation of pedestrians and vehicles? Considering:</p> <ul style="list-style-type: none"> <li>• barriers (if necessary)</li> <li>• markings e.g. pedestrian and cycle paths</li> <li>• directional arrows</li> <li>• crossing points</li> <li>• staff supervision</li> </ul> <p>Please indicate if relevant on the attached site plan</p>	Yes	<p>The children enter school down an adjacent path fenced off from the car park. The school gate is manned by an adult to ensure no pupil leaves once on the premises in the morning. This gate is locked at 8.50a.m. and not opened again until the end of the day. There are no crossing patrols or zebra crossings in Willoughby. Children's bikes can be left parked by the PE shed on the top playground.</p>
<b>Access To the Site</b>		
<p>1. Are there any restrictions to the times providers can access the site?  If 'yes' site to specify in comments column.</p>	No	
<b>Other Issues</b>		
<p>1. Is there adequate provision for access by emergency services vehicles?  i.e. are there any restricted parking zones Identify on site plan if 'yes'</p> <p>2. Responsible person to list any other site specific hazards not detailed in the checklist above.</p>	Yes	<p>There is a locked gate for emergency vehicles to access to the playground.</p> <p>Ed Anderson - Head Linda Seymour – Caretaker Linda Storr - Administration Manager</p>

**Enclosures** (where applicable/available)

- Site plan
- Site specific risk assessments or policies
- Site instructions to staff/pupils/ parents/carers
- Instructions to contractors, providers, delivery vehicles
- Individual risk assessments
- Supervision arrangements

**Traffic Management Plan  
Summary**

**Access and Movement of Vehicles**

Like most Lincolnshire village schools, our school site and local residents do not cope well with the volume of traffic at the beginnings and ends of the day. There is some congestion with passing or resident traffic at the beginnings and ends of the day. The main road is busy with farm vehicles during the Summer and Autumn months.

School does have its own car park and a transport providers' waiting zone. The car park does not have a designated route in and out due to the inhibiting right angle blind bend close to one of the gateways. It is safer to allow drivers to negotiate the best entrance and exit for them, knowing the direction they want to be travelling in.

Visitors/delivery vehicles to school enter from the car park, using the front door. A third gated entrance is primarily for emergency vehicles onto the playground.

**Parking**

The school car park has provision for 15 vehicles and is used by school staff. Parents are asked not to use the school car park at the beginning and end of the day. School begins at 8:50a.m. and finishes at 3:25 p.m. for everyone. There are no staggered starts or ends to our day.

At certain times this is not sufficient when parent helpers, extra staff and visitors come to school. Visitors to the school during the day can park close to the school front entrance in the car park but have to be gone before 3:15p.m. If there is no space they can park on the road beside the school, however, this is congested at the beginning and end of the day.

The school is not used by any other parties during the day.

There is an after-school pupils' club which finishes at 5:30p.m. Parents can use the car park from 3:45pm to collect their children and this has no impact upon school traffic generated during normal school hours.

There is a Breakfast club which starts at 7:30a.m. Parents can use the car park to deliver their children but must be mindful of staff arriving.

**Delivery Vehicles**

Delivery vehicles can pull off the road into the car park, unload and pull away again without any necessary reversing.

Regular tradesmen know not to come during peak movement times in the mornings and afternoons.

**Parking for Transport Providers**

The buses/taxis drop the children outside the front of the Nursery onto the pavement at 8:30a.m.; an adult is waiting to let them into school. At home time the buses/taxis pick up at the back of school, waiting in the bus zone.

**Supervision of Passengers and Pedestrians**

The supervisor takes the children to the vehicles in the evening, having registered

them in the locker area.

#### **Pedestrian/Cyclist and Vehicle Separation**

There are yellow advisory zig zag lines across the front of the school and around the dangerous right angle bend to the bus safety zone so cars do not park in close proximity of pedestrians.

The entrances that the children and parents use (from 8:40 a.m) are at various points around the school premises. Families have to walk across the car park currently.

Cyclists arriving at school dismount their bike and push it down the pedestrian pathway.

The gates are manned by school staff in the morning, ensuring no pupil leaves the premises once in school.

#### **Access to the Site**

Yes through designated entrances.

#### **Other Issues**

Parents using the car park as a turning bay in the mornings.

Parents parking in unsafe places on and round the bend in the road

Parents parking on the village green