

# ON SITE TRAFFIC POLICY & PROCEDURE



<b>Committee Responsible for the Policy</b>	Full Governing Body (FGB)
<b>Date Policy Approved by FGB</b>	January 2018
<b>Date of Next Review</b>	December 2021
<b>Name of Headteacher</b>	Mrs Lesley Spicer

## 1. General

- 1.1 **All access gates to pedestrian areas must be kept closed when the pupils are in school.**
- 1.2 Vehicle access gate to be kept closed from 8.30 a.m. – 3.30 p.m.
- 1.3 Contractors are to be advised of restricted times for accessing and moving about the site when they arrange an appointment; e.g. grass cutters are not allowed to move vehicles around the site when pupils are at play.
- 1.4 Parent/carers are instructed not to park on site via the school brochure and regular reminders in newsletters (below is the information from the school brochure).
- 1.5 There is clear signage to remind users to close the pedestrian entrance gate after use.
- 1.6 There is clear signage on car park gate that no children allowed beyond this point, please use the path.
- 1.7 ***Access needs – please contact the office if you need special requirements for parking/ access.***

## 2. Parents' Responsibility for Safety

*You are members of our school community.  
 We ask that every parent considers their conduct in respect of  
 the safety of **ALL** our children.  
 The children will learn from your example.*

**PLEASE use care and courtesy for other school users and the local residents when driving or parking**

- 2.1 Do not park on zigzag lines or in the school entrance or the school grounds
- 2.2 Do not double park in The Drive or around.
- 2.3 Do not park in front of garages and gates in the local area, such as in Chichester Close or The Parkway
- 2.4 Do not use the school entrance for turning.

**PLEASE REMEMBER**

- 2.5 Always use the pedestrian entrance at the front or the rear of the school and close all gates behind you even if other parents are following.
- 2.6 Never climb over gates or fences or allow your child to do so.
- 2.7 No dogs are allowed in the school grounds.
- 2.8 Do not ride bicycles, tricycles or scooters in the grounds (including those for toddlers) as they constitute a danger to children at play.
- 2.9 If possible please leave prams and pushchairs outside the building.
- 2.10 Always use the paths and do not allow your toddlers onto grassed areas.



## Traffic On Site Checklist

<b>Name of Premise / Site</b>		Peel Common Junior School and Peel Common Nursery & Infant School		
Insert name of premise/site where inspection is taking place				
<b>Pedestrian Access</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
1.1	Do pedestrian routes avoid crossing vehicle access routes and car parks?	X		There is a pedestrian path from the Junior School to the Infant School.
1.2	Are there well defined crossing points clearly visible to drivers and pedestrians?	X		The crossing point at the Junior School is marked for drivers to see.
1.3	Are there clear sight lines between pedestrians & drivers at crossing points?	X		
1.4	Is there level pedestrian access for people with disabilities? eg. tactile (blister) paving, flush kerbs, gradients?	X		
1.5	Are footways wide enough to avoid congestion eg. between 1.8 – 3.5m?	X		
1.6	At internal road crossing points, is there sufficient space for pedestrians to wait safely?	X		
1.7	Are footpaths free of trip hazards, obstructions eg. signposts, ponding?	X		
<b>Waiting Areas</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
2.1	Are designated waiting areas a safe distance from vehicle movements?  (If not, are they protected by an appropriate physical barrier eg. fence or hedge)?	X		



<b>Fencing, Lighting &amp; Signage</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
3.1	Where fencing provides segregation of pedestrians and vehicles, is it adequate for purpose?	X		
3.2	Does fencing impede visibility for either pedestrians or vehicles?		X	
3.3	Is directional signage clear, simple and visible eg. to reception?	X		
3.4	Are warning signs clear, simple and visible eg. slow or sharp bend?	X		Schools have signs in place
3.5	Are control signs clear, simple and visible eg. speed limits, one way, parking restrictions?	X		Yes at the Juniors Speed sign needed for the main entrance
3.6	Is lighting to footways and car parks adequate for safe pedestrian and vehicle movements?	X		
<b>Cyclists</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
4.1	If allowed on site, are there designated internal routes for cyclists to use to access cycle/scooter storage areas?	X		Bikes and scooters are not allowed to be ridden in the school grounds There are cycle/scooter storage in both schoolschools
4.2	Are access gates and routes to cycle/scooter storage areas of adequate width for both pedestrians and cyclists?	X		The junior school cycle storage is outside the main school office  The infant school cycle/scooter storage are on the quiet grass and by the back pedestrian gate
4.3	Are entrance gates of sufficient width to avoid congestion near to highway?	X		
<b>Vehicle Access</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
5.1	Is it clear to drivers that pedestrians have priority at all times?		X	Pedestrians should not be near the vehicle access
5.2	Does vehicle parking restrict the width of footpaths?		X	No there are no vehicle parking by the footpaths
5.3	Is vehicle speed effectively restricted on access routes?	X		There are signs on the main gate requesting drivers to be careful

5.4	Are signs required to identify vehicular routes from the highway to parking areas?		x	The site is small and there is only one road to the school's site.
5.5	Where visitor parking is permitted on site, is there effective control to ensure safe movements?	X		Contractors are given times of access to schools. Vehicle access gate is shut during school hours. Visitors to both schools when signing in have to give registration number and asked where they have parked.
5.6	Do you have effective arrangements to prevent vehicular access by drivers who should not be using on-site parking?	X		Staff regularly check that the cars are for either staff or visitors only.
5.7	Are there an appropriate number of accessible parking bays for staff and visitors with disabilities?		X	There are no disabled parking bays but arrangement can be made for a space to be left vacant close to school if necessary
5.8	Are community users subject to the same access controls as staff?	X		
<b>Other Vehicular Access</b>		<b>YES</b>	<b>NO</b>	<b>Comments</b>
6.1	Do you liaise with other transport contractors about best arrangements, (including coaches) for arrival & departure arrangements?	X		Liaison between both schools for trips. When contractors on site they are given times to avoid deliveries.
6.2	Are service and delivery vehicles able to manoeuvre safely on site? (eg. turning heads, restricted times of entry, supervision of site users)	X		
6.3	Has consideration been given to access by emergency vehicles?	X		Junior School - there is a crossed area in the car park to allow emergency vehicle access onto the playground. Infant School - area in front of double gates from the car park should be kept clear at all times to allow access to playground.
6.4	Do you have other travel plans or procedures to identify related vehicle and pedestrian issues off-site?	X		Encourage through newsletters and Walk to School scheme to park away from school and walk.

School Minibus		YES	NO	Comments
7.1	Do you have a list of appointed drivers with suitable licences?			N/A
7.2	Is training provided for drivers with regular refresher training (e.g. MIDAS)?			N/A
7.3	Do drivers carry out suitable safety checks before using the vehicle and are they recorded?			N/A
7.4	Is there a regular preventative maintenance programme carried out at predetermined intervals of time or mileage?			N/A
7.5	Is the minibus parked in a designated bay?			N/A

The checklist should be kept locally and used to generate an action plan to document the controls and actions that have come out of the checklist process

Name of Inspector	Signature of Inspector	Date
T Roberts		

Manager's/Governor's Comments	Insert comments relevant to inspection as appropriate	
Name of Manager/Governor	Signature of Manager/Governor	Date
Mrs L Spicer	Head Teacher	
Mr S Pethick	Chair of Governors	

## ACTION PLAN TO IMPROVE VEHICLE & PEDESTRIAN SAFETY

Use the above checklist to identify on-site hazards. Using the table below, insert the reference number for each hazard and describe actions required to improve vehicle and pedestrian safety.

<i>Example</i>			
5.2	<i>Provide knee rail barrier to staff car park to prevent vehicles overhanging footpaths. Priority: medium – within 12 months of assessment.</i>	12/04 16	<i>Estimated cost: £2,000. Action approved by ***** 30/11/15. Contract to commence 31/03/16 in Easter Holiday.</i>

Hazard Ref. No.	Description of Action Required	Date Completed	Notes/ Comments
3.5	Speed signs by the main gate		
5.1	Notice to say to pedestrians have right of way for the car park near the main gate		
5.7	Disabled parking bay to be investigated.		
	Revisit school travel plan		