



Baden-Powell & St Peter's CE Junior School

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TRAFFIC MANAGEMENT PLAN

1.	Introduction
	Baden Powell & St. Peter's CE Junior School is a large site, with vehicle movements throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, parent cars, minibuses, delivery vehicles and contractor vehicles including, for example, refuse collection.
	As with other aspects of health & safety it is important that vehicle movements on site are properly managed. In order to identify hazards associated with traffic management, the starting point for the Senior Leadership Team (SLT) was the undertaking of a risk assessment that identified the significant traffic hazards at the school. Control measures were identified to ensure the risks are kept to a minimum. A copy of the risk assessment is available from the Operations Manager and Site Manager.
	This Traffic Management Plan (TMP) has been prepared to inform and instruct employees, pupils and visitors concerning the site rules and the SLT deem suitable and sufficient to manage traffic movements at the school. The main objective is to keep people safe, principally by segregation of pedestrians and vehicles.
	The SLT takes the health & safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when in the school grounds 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.
	The instructions contained within the TMP constitute site rules. Pupils and staff in breach of the site rules may be subject to disciplinary action. Staff will be provided with a copy of this TMP at induction, and at regular intervals as required. Pupils will be informed of the relevant parts at the start of the academic year or when they enrol at the school if that falls outside the academic year. This is the responsibility of the Head Teacher.
	Relevant parts of this TMP will be used to inform parents, contractors, delivery companies, minibus services, cleaning contractors and other visitors of the traffic management arrangements at the school.
	The school has no obligation to staff or parents to provide access to or parking facilities for their vehicles. The safest option for the school would be to close the vehicles gates to parents in order to reduce the amount of vehicle movements on the school grounds. However, the SLT recognises that the impact of closing the vehicle access gates will impact the workload of the Main Office staff during busy periods and the safety of pupils and parents in the immediate vicinity of the school. Therefore, the SLT has developed the control measures stated within this TMP. It should be noted that non-compliance with the site rules could involve prohibiting vehicular access to those not following the site rules, or even closing the of the vehicular gates to all.
	An electronic copy of this TMP is accessible on the school website A hard copy is on display in the reception area. This copy should not be removed from display – additional copies are available from the Main Office.

2.	Site Speed Limit
	A significant factor in most traffic accidents is the speed at which the vehicle is being driven. This factor also significantly affects the severity of any injuries suffered by pedestrians. Therefore, the school operates a strict maximum speed limit of 5MPH throughout the school. Drivers are expected to adhere to the speed limit (as well as all other site rules) and drive appropriately, considering pedestrians as well as local weather conditions and other site traffic.
3.	Reversing
	Reversing vehicles are a significant factor in many fatal accidents. Reversing on the school site is to be avoided as far as is reasonably practicable. In general, this is to be achieved by vehicles entering the site via the main gate and using the authorised turning area within the school grounds. Where reversing is unavoidable, drivers must use all reversing aids at their disposal, such as any alarms, cab-mounted CCTV, reversing assistants etc., and check that the area is clear of pedestrians before carrying out a reversing manoeuvre. No reversing must be carried out during the morning drop off or afternoon collection periods. Any pedestrians in the vicinity of an area where reversing manoeuvres are being carried out must position themselves in a safe location and away from any crush zones.
4.	Pedestrians
	Pedestrians must only access the school the school grounds from the designated entrances, which are the pedestrian gates at Mill Lane and at Windsor Road steps. Pedestrians need to recognise that these gates are adjacent or lead from vehicle access / egress routes and to proceed with caution at peak times. At no times are pupils to use the vehicle access / egress gates as there is significant risk of collisions.
	There are various footpaths / steps around and in the school and all pedestrians must make sure that they use these safely and avoid moving onto public highways and on-site vehicle routes. Pupils walking in groups must take this into account and allow other users to pass safely. Dropped kerbs are provided throughout the site to provide suitable access and egress for wheelchair users.
	During arrivals in the morning, entry into school buildings is only available via the Mill Lane entrance and Windsor Road entrance. Similarly, the same applies to exiting the buildings at the end of the school day.
5.	Staff
	All members of staff, as responsible adults, must set a good example, particularly to pupils, but also to others, by complying with all site rules. This includes obeying the site speed limit, only parking in the designated staff car park and not parking haphazardly about the site. 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 relevant person.

6.	Pupils
	<p>It is very important that 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:</p> <ul style="list-style-type: none"> • Pupils should be particularly aware that pedestrian entry into the school grounds via vehicular access / egress gates is strictly forbidden. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises their personal safety and the safety of others; • Pupils found to be climbing over fences, railings or walls and not following staff instructions in relation to the site, or not adhering to the contents of this plan, will be in breach of the site rules and be subject to disciplinary action; • When crossing roads within or near to the school, pupils must take care; • Pupils being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only; • Pupils must avoid using earphones as this would disguise the sound of vehicle movements; • Pupils must ensure that they stop, look and listen before crossing roads, especially when wearing hoodies or similar clothing that restricts vision to either side; • When using the footpaths – walk, not run. This will avoid accidents and will make you more aware of what is happening around you; • Pupils must not congregate in car parks, pedestrian routes or near access / egress gates. <p>Pupils must follow the instructions of staff and be aware of the following when accessing the minibuses or coaches used for school transport:</p> <ul style="list-style-type: none"> • The minibus or coach must be a complete stop before embarking / disembarking; • Pupils must appreciate that the minibus or coach drivers may not be able to see pedestrians who are out of their direct line of sight and must act responsibly; • Pupils must only use designated footpaths to gain access to the minibuses or coaches; • Pupils must allow staff / drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
7.	Car Parks
	<p>There are a limited number of car parking spaces within the school grounds. There is one disabled parking bay by the turning area nearest to the school main building.</p> <p>There are designated parking spaces for SLT and / or Office Staff located past the inner vehicle gates. These gates are electronically locked at all times and access is via key code or remote control. All site rules apply to staff using these parking spaces.</p> <p>No restrictions are in place for movement of vehicles during the morning drop off and afternoon collection times. Staff and car park users are reminded to proceed with extreme caution at these times, following all site rules.</p> <p>Staff are expected to act responsibly on the site when parking and accessing school buildings. If they are aware of unauthorised use of parking, this should be reported to the Main Office. SLT will inform / remind the offending driver of the correct use of the site. All staff must supply the school with their vehicle registration number so they can be contacted if there is a need to do so.</p>

8.	Parents Dropping Off / Collecting Pupils
	Vehicles driven by parents and carers are only allowed on the school grounds to drop off and collect with prior permission by the Head Teacher. Permits are issued to those allowed and must be displayed or presented to a member of the school staff if requested.
	Permitted parents or carers must follow all the site rules when driving on the school grounds and using car parking spaces as outlined in this TMP.
	Parents must contact the Main Office to seek permission to gain a permit for entry.
9.	Visitors
	Visitors must only park in available parking spaces and avoid parking on double yellow lines. Doing so will allow unrestricted movement of other vehicles during the school day. If parking spaces are unavailable, then visitors should park safely in the local community. All visitors must adhere to the 5MPH maximum speed limit on site, as well as other as all other traffic rules. Parking is not permitted in the turning area at any time, even for the shortest duration.
	Visitors are required to sign in at reception and record their vehicle registration number. On departure, visitors should sign out at the Main Office and leave the building by the main entrance door. Disabled visitors may park in the disabled parking space which is located nearest the school building.
10.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses
	<p>Contractors and Delivery Drivers</p> <p>Drivers of contractor and delivery vehicles must use the intercom system on the inner vehicular gate to report to the Main Office. They must advise of the nature of their visit and to get clarification on where they can park, and to record their vehicle registration details. Drivers must be either issued with a copy of this plan for reference if necessary, or simply be advised of the site rules in relation to the area they are parking at the time, as appropriate to the nature of their visit. All drivers must adhere to the 5MPH maximum speed limit on site, as well as all other site rules. 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.</p>
	<p>Waste and Recycling Collection</p> <p>All refuse and collections are programmed for collection for a weekly / fortnight schedule. Suez operatives have access to the passcodes to gain access to the bin stores located outside opposite Year 4. The refuse / recycling drivers must use reversing assistants during any reversing manoeuvre. All refuse and recycling vehicles must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.</p>
	<p>School Minibuses</p> <p>The school has two minibuses which are parked in designated spaces adjacent to the SLT & Office parking spaces. Only authorised staff are allowed to drive these buses and they must always be parked in the designated area when not in use. Staff driving the buses must drive in the school grounds in compliance with the site rules.</p>

11.	Outside School
	The school accepts that parking near the school is not easy. Where parents / carers are unable to access / stop safely near the school, they are asked not to park immediately outside the school, but 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. Pupils are reminded to walk safely and only enter via the dedicated pedestrian gates at Mill Lane and Windsor Road.
	Drivers are asked to keep the road outside each entrance clear to allow vehicles to pass safely. 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 and delays to services and ongoing journeys.
12.	Supervision
	The school has a traffic & gate supervision roster in place to ensure that appropriate numbers of supervisors are on duty at the designated times and locations. Supervisory staff should receive appropriate information / instruction and training regarding their role, including information / instruction on how to ensure their safety when undertaking their duties. Supervisory staff must position themselves in a safe location when undertaking their role. High visibility waistcoats or jackets must be worn when carrying out these duties.
13	Monitoring of Compliance Against this Plan
	Key to the ongoing monitoring of the plan is the role of SLT and other staff. All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health & safety of themselves or others. In addition to the supervision arrangements in place, the SLT will carry out termly site inspections to view practices. The outcomes of this monitoring will be recorded, including details of any instances of non-compliance. Similarly, details of any instances of non-compliance noted at any other times will also be recorded. Traffic and driving issues arising from the behaviour of parents, carers, contractors, delivery drivers and cleaning staff will be dealt with / escalated by the Operations Manager or Site Manager. The Head Teacher will be responsible for addressing the conduct of pupils where it is not consistent with the requirements of this TMP.
14.	Reporting of On-Site Traffic Incidents / Accidents
	Incidents and accidents must be reported initially to the Operations Manager, Site Manager or Lead First Aider. All near misses must also all be reported as per school procedures. Serious and / or RIDDOR reportable incidents and accidents must be reported to Coastal Learning Partnership (CLP). Accident investigations must be carried out inline with CLP procedures and reported fully to the Head Teacher and Governors if applicable.

Date written: Nov 2022

Current Review date: Nov 2025

Date to be reviewed: Nov 2026