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Trinity Academy St Edward’s

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| **Policy:** | Traffic Management Plan |
| **Date of review:** | May 2023 |
| **Date of next review:** | May 2024 |
| **Lead professional:** | Principal of the Academy |
| **Status:** | Non-Statutory |

1. **Purpose of the traffic management plan**
   1. This document has been prepared to inform and instruct staff, 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.
   2. Trinity Academy St Edward’s takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care and exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury.
   3. If there are any concerns about traffic safety, they should be reported to the academy reception. Reception is then to liaise with the member of staff that has responsibility for the traffic management.
   4. We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.
   5. This document will be reviewed annually, and awareness will be raised regularly through parental events, assemblies, and school meetings with the monitoring forms.
2. **Operational Traffic Plan**
   1. **School opening times**
      1. Year 7-9 8am-2:45pm
      2. Minibus and Bus Management
      3. Minibus and Bus management on and around the site Minibuses and Buses on site: No children arrive or depart by buses direct to school site. This negates the need for a plan around bus arrival/departure from site at the start of school or end of school. Some students will travel by service buses that will drop off in the centre of Barnsley. Those students will walk onto site.
      4. Where school fixtures take place and students are transported to other schools or are arriving from other schools, the arrangement will be for them to arrive on-site outside of the 2.35-3.00 timeslot.
      5. Should an arriving party from another school actually arrive during this timeslot due to delay, staff will guide them round the back of school site onto the staff car park, rather than taking up space on Eastgate.
      6. Where school trips are organised and coaches will pick up on County Way and not on Eastgate, therefore helping to ease any disruption.
   2. **Staff Supervision and drop off/pick up procedures**
      1. Staff supervision location & timings at start / end of school day. Staff will be on duty from 8am every morning. Senior leaders will be present at the front of the building and staff will position themselves in the County Way car park. Staff will also be positioned on Eastgate to monitor the safety of pedestrians and to monitor dropping off. Staff will position themselves adjacent to the news building to move parents on who are stopping on double yellow lines on Eastgate.
      2. Other staff will be monitoring bays in County Way to make sure parents are parking safely and not in Disabled bays or double parked.
      3. Duty points can be seen on the attached car park flow map.
   3. **Vehicles at school site** 
      1. All vehicle drivers authorised to enter the site must be informed of the need to exercise extreme caution during access and egress.
      2. Authorised visitors are welcome to park in the school grounds. The car park is often busy, however visitors should only park in available designated TASE bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.
      3. Parents’ vehicles
         1. When dropping children off, or picking them up, parents are requested not to park indiscriminately on the highway, and where possible are encouraged to encourage their children to walk to school. They should not be parked on double yellow lines on Eastgate.
      4. Staff vehicles
         1. To avoid unnecessary vehicle congestion, members of staff that drive to work must arrive on site by 8.30am, prior to the arrival of parents. Academy staff may leave after 3pm and 4pm on the respective days.
         2. Staff must park in the allocated TASE staff car park only and should take care not to obstruct any access routes.
         3. Staff should always proceed slowly within the car park.
         4. 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 staff should take account of this.
         5. Staff are expected to act responsibly on the site when parking and accessing the school building.
         6. Staff must supply the school with their registration number so that they can be contacted if there is a need to do so.
      5. Visitors
         1. Visitors may park in available designated TASE parking bays. If none are free they must park in the County Way car park. Visitors should exercise extreme caution when driving on the school grounds. In order to protect pupils and pedestrians from traffic movement.
         2. All visitors must report to reception and sign in before going anywhere in the school.
         3. Visitors are required to leave a note of their registration via our visitor log in system at reception.
         4. On departure, visitors should sign out at reception and leave the building by the main entrance door.
         5. If visitors need any advice on access or parking before their visit, please call the school reception on 01226 664166.
      6. Contractor’s vehicles
         1. Contractors should arrange to visit the site by appointment, and they must be informed not to arrive or depart at the start/end of the day or break/lunchtime.
      7. Building works vehicles
         1. Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between the Principal and Contractor.
         2. The amended site access arrangements need to be recorded and communicated to all site users.
      8. Servicing / Deliveries
         1. Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk at the main entrance. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time. Deliveries for food and other items are agreed prior with the site manager and deliver either before 8am or after 9am.
         2. Where the contractor is on site to carry out works by prior arrangement, please call the academy reception on 01226 664166 in advance, to agree the most suitable parking location.
      9. Emergency Access
         1. If a vehicle has to be driven to the site, 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. They can access the playground via the waste disposal access doors.
         2. Emergency vehicles can also park on the double yellow lines on Eastgate.
         3. A nominated person should clear the vehicles route in advance.
   4. **Pedestrians at school site**

* + 1. All pedestrians are advised to enter / exit the school from the designated entrances / exits.
    2. 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.
    3. Pedestrians should only access the school from the designated entry points.
    4. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.
  1. **Parking**
     1. A regular review of parking arrangements is undertaken to consider if: -
        1. The parking spaces are in appropriate places.
        2. The position of the spaces hinders access to/egress from the building.
        3. Vehicles must cross pedestrian routes to access them.
        4. The route allows suitable access for emergency vehicles.
        5. The parking area is in a suitable condition.
        6. Arrangements are in place for visitor parking.
        7. Arrangements are in place for disabled parking.
        8. Vehicles must give way to pedestrians at designated crossing points.
  2. **Cycles**

* + 1. Cyclists must dismount before entering the academy premises and park in the cycle shelters or in the agreed location under the student access tunnel.
  1. **Pupils** 
     1. 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.
  2. **Footways** 
     1. 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.

1. **Access to and from the academy**
   * 1. Parents who drop off and pick up their children by car, will be supervised in line with section 2.3 above
     2. The school also considers the following as an alternative to car journey by parents, or future measures that can be taken with partner organisations.
        1. Encourage walking and cycling by collaborative work with the Road Safety Team and to involve pupils in education and safety initiatives.
        2. Remind parents from time to time of the academy travel plan
        3. Parents should also be encouraged to car share to reduce the number of vehicles on and off the site.
        4. Liaise with operators who pick up/drop off pupils transported by bus/taxi.
        5. To liaise with the Local Authority regarding remedial measures (speed limits, road marking, traffic calming etc.).
        6. To ensure that a record of traffic incidents that occur off site in the vicinity of the school is maintained.
   1. **Physical Control Measures** 
      1. Signage – Working with partners we will explore the following:
      2. The installation of appropriate signage needs to be considered such as:
         1. Speed limit signs (5mph).
         2. Warning notices at entrances stating that only authorised vehicles are permitted on site.
         3. Warning notices highlighting that children could be at play and the need to exercise caution.
         4. Signage indicating the route to the car park.
         5. Signage indicating where deliveries are to be made.
         6. Signage to close the gates after entering and leaving.
         7. Signage indicating flow of traffic.
         8. Signs used in connection with traffic should where possible comply with the Highway Code.
      3. Fencing
         1. Fencing on site will be used to ensure both safeguarding of pupils and designating of areas, such as car parks and pick-up and drop-off points.

* + 1. Poor visibility

* + - 1. Where the visibility is poor then the following must be considered:
         1. There should adequate lighting for traffic routes and footpaths.
         2. Have staff undertaking supervisory roles wear high visibility waistcoats as a matter of course.
         3. The use of mirrors at a blind corner/bend can enable pedestrians and drivers to view around the corner/bend.
         4. Appropriate signage - including speed cushions to reduce traffic speed where visibility is obstructed by buildings, road layouts etc.

Appendix A – Staff duty points

Graphical user interface

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Diagram

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