



Site Traffic Management Plan

**NELSON THOMLINSON SCHOOL
SEPTEMBER 2022**

(Next review date: reviewed annually September 2023)

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1. Introduction

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

We take the health and 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, they should be reported to the school's management team without delay.

Although the issue of congestion and parking on the highway is not something that can be easily addressed by the school ([see Section 11](#)) we will try to influence the behaviours of our school community through reminders/ParentMail, work with local community groups and participation in road safety programmes. We can only take action if traffic is causing a danger/obstruction to the school site, but we will report any safety concerns to the Area Highways Team/Police as required.

We will carry out relevant risk assessments and have suitable procedures in place to support site safety and security – such as home to school transport and vehicle and pedestrian separation, contractor site safety instructions etc.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute our site rules in relation to traffic management. Pupils/staff in breach of the site rules may be subject to disciplinary action.

Copies of this document will be communicated to staff, pupils, parents and carers. Copies are also available from reception and on the school website:
www.nts.cumbria.sch.uk

The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

For further information, please contact:

Dawn Richmond – Health and Safety Officer and School Transport Co-ordinator

2. School Layout/Access



3. Pedestrians

We have safe pedestrian routes around the perimeter of the school. There are separate pavements alongside the main school drive and the side of the tennis courts. Also there is a yellow marked out pedestrian route on the road into the school from Lowmoor Road entrance.

There is a barrier in place at the entrance from Lowmoor Road which is in the down position at the start of the day (for school transport), breaktime, lunchtime and at the end of the day (for school transport).

Pedestrians must only access the school site from the designated entry points.

There is a 5mph speed limit on the school site, and signage directs this around the school.

Designated entry points

Pedestrians should enter by the designated entry points. The vehicular access must not be used by pedestrians.

4. Pupils

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 site-related issues pupils should be aware of:

- Pupils should be particularly aware that **entry into the school grounds via vehicular access points (school car parks, bus parking and the service area) is strictly forbidden**. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- Pupils found to be climbing over walls/railings, 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 may be subject to disciplinary action.
- Pupils must not walk through the bus bay at any time
- Pupils must follow the instructions of staff and be aware of the following:
 - Buses must be at a complete stop before pupils disembark. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
 - Only use the paths identified around the bus bay area. No one should cross the bus bay as a pedestrian to access the pavements on the perimeter of the school.
 - Allow the staff/drivers to carry out their duties without distraction and behave well whilst on board the school transport. This ensures that vehicles can move off on time.
- There are no designated parking spaces for 6th Form pupils' own vehicles. However they may park in the car park behind the Peter Ireland building. Pupils must obtain a car parking permit from the 6th Form office to display in their car.
- When using the footpaths – walk! This will avoid accidents and will make you more aware of what is happening around you.
- Pupils cycling to school must park their bikes in the bike shed area behind H Block. Pupils cycling into and out of school must do so safely. We encourage all pupils to wear helmets when cycling to school.

Drop-off

There is no designated on-site drop-off for pupils. No vehicle should be accessing the school site for this purpose unless they have a medical pass which can be obtained from the Health and Safety Officer. Pick-ups and drop-offs are NOT permitted on zig-zag lines or in the bus bay at any time.

5. Staff

There are four car parking areas within the school grounds. These are strictly for the use of school staff and visitors, and include seven disabled bays in total (see [Section 2.](#)) Drivers should proceed slowly (5 mph) within the car parks 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 school building. If you are aware of unauthorised use of parking bays, this should be reported via the school reception or to the school's Health and Safety Officer who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with their registration number so that they can be contacted if there is a need to do so.

Please use the dedicated parking bays as marked and adhere to the one way system.

6. Visitors

Visitors are welcome to park in the school grounds but should only use the car parks as illustrated in [Section 2](#). The car parks are often busy, but visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Parking is not permitted in the bus bay area at any time, even for the shortest visits.

Access into the school is only permitted via the main entrance. All visitors must report to reception and sign in before going anywhere in the school. On departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, they should be asked to call the school reception on 016973 42160.

7. Servicing/Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. 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.

The school actively **discourages** deliveries at the following times: 08.30-09.20 hrs, 11.10 -11.35 hrs, 12.30-13:45 hrs and 15.15-16.00 hrs when pupils are out of the building, in order to reduce the likelihood of any accidents.

Where a contractor is on site to carry out works by prior arrangement, they should call the school reception in advance to agree the most suitable parking location and time.

Bus Bay

This area is strictly for use by contracted buses between **8.00 am and 9.00 am** and **3.00 pm and 4.00 pm**. It is essential that this area is not used for drop-off or parking during these times. Outside of these times, contractors and delivery vehicles are permitted to use the bus bay, subject to obtaining permission from the school Health

and Safety Officer and notifying the reception staff of their registration number. Contractors must remove vehicles by 2.30 pm to ensure that the area is clear for bus access.

Drivers should be aware that they are working in a school environment, and exercise extreme caution and be vigilant when carrying out vehicle manoeuvres on any part of the school grounds.

8. School Buses

Buses that enter the site to collect mainstream pupils should only access the site from Lowmoor Road.

The Senior Management Team has designated the bus bay for sole use of the buses between **8.00 am and 9.00 am** and **3.00 pm and 4.00 pm**.

18 buses use the bus bay. Bus drivers must enter the bus lane from Lowmoor Road entrance point and exit the bus bay through the marked exit point.

The bus should be at a complete stop with the engine switched off before allowing pupils to get on or off the bus. Only when pupils are clear of the vicinity of the bus bay (am) or all on board (pm), should bus drivers exit the bus park following the agreed departure sequence and clearance by the Transport Coordinator.

Pupils are reminded about good conduct around the bus bay area in [Section 4](#) of this plan. If there are any other concerns about how this site is being used, they should be raised via the bus duty team during the afternoon pick-up.

9. Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Cumbria County Council as part of the terms of the home to school transport contract. This must be agreed with the Health and Safety Officer at the School.

Taxis for mainstream pupils

Taxis will be allowed through the barrier for drop-off and pick-up at the front of reception but must adhere to the barrier times. Only by agreement with the Health and Safety Officer should the bus bay be used for pupil collection and drop-off.

10. Disabled Access

Pedestrian access is by the main front entrance. Both sets of doors are operated automatically, but they will not open until the buzzer is sounded.

Parking

There are two disabled bays in the car park at the front of Reception. These spaces are clearly marked out on the road surface and with signs. Access to the disabled parking bays is via the main route into the school. There are also a further four

disabled bays in the car park behind the Peter Ireland building, access via the High Street.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance.

11. Outside of the School Grounds

The school accepts that parking near the school is not easy. Lowmoor Road is a main thoroughfare and in constant use during the day. Parents/carers are encouraged not to park near the school and instead walk the remaining distance with pupils if they park further away. However, pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines/zig-zags at the bus bay and school entrance, obstructing access points to streets and driveways, and parking near junctions causes danger to pupils and other road users. Accidents can happen if views are obstructed or pedestrians have to walk between parked vehicles. In addition, the roads can become congested, which results in frustration and delays to services and ongoing journeys.

Please act responsibly by parking as far away from the school as possible to keep pupils, local residents and other road users safe.

12. Management Practices

Key to the ongoing monitoring of the plan is the role of school managers and other staff. All school employees have a responsibility to make sure that they are acting in such a way as not to compromise the health and safety of themselves or others.

Gritting plan

The Senior Management Team will arrange for a winter gritting plan to be established. This will ensure that there are suitable stocks of grit/salt, and that arrangements are made for priority routes on site to be gritted during inclement weather. This will be communicated, together with any entrances/routes not to be used, e.g. those that cannot be effectively gritted or made safe.

Supervision

The Senior Management Team will arrange for there to be a bus duty team at the end of the school day for supervision of the pupils. Every pupil boarding an NTS bus MUST wear a seat belt which will be checked by a member of the bus duty team. On a morning the Health and Safety Officer is present to guide buses in and out of the bus bay. High visibility waistcoats will be worn when carrying out traffic management monitoring duties.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Health and Safety Officer carries out regular monitoring inspections to view traffic management practices. Any issues will be followed up via communication with parents by phone, email or parentmail.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the Senior Management team. The Headteacher will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance these will be recorded on the form by those monitoring the site and escalated to the Senior Management Team so that appropriate action can be taken.

Incident reporting

Please note that all accidents/incidents involving adults and significant pupil incidents which occur on school sites and as part of school activities off-site are reportable to Cumbria County Council and may result in investigative action over and above that of the school, e.g. by the Health and Safety Executive or Cumbria County Council.

Appendix A -Traffic Management Plan Weekly Site Monitoring Form

Completed by: Health and Safety Officer

Date	Area	Observations	In the case of an accident/incident, was relevant form submitted to CCC? Yes/No	Signed by