



Trealaw Primary School

Traffic and premises management policy

June 2025

1. Introduction and Statement of Aims

Trealaw Primary School is a Victorian School surrounded by terraced housing. The main school gate is on a narrow street and access during the school day is often difficult due to the number of parked cars opposite and near the school gate. There are yellow zig zags in place directly either side of the main gate.

Much of the guidance in this policy, in relation to traffic management on the school site, is aimed at ensuring the safe separation of pedestrians and vehicles and the proper supervision of pedestrians, particularly pupils who attend the school.

The school will endeavour to promote traffic awareness amongst all pupils in relation, not only to the school site, but also in the immediate and wider environment.

2. Working with Others

The school has developed this policy as a result of our liaison with the local authority and other agencies, (Services and Compliance and Corporate Resources – Health & Safety, Estates for Education, PCSO's). We also work with parents to ensure that they support and understand our policy and with the local residents, to ensure that this policy does not impact negatively upon them or the local environment. As a last result we will use other agencies that have powers of enforcement to ensure the safety of all those that use the school site. A copy of the risk assessment is available from the Head teacher.

3. Site Management

The school will:

- Ensure that the school entrance is easily identifiable and access marked for pedestrians and drivers.
- Ensure that entrances are kept clear and crossing points safe for use.
- Ensure that sufficient external lighting is provided for pedestrians and drivers to be able to safely use the site in low light conditions or out of daylight hours.
- Provide supervision of areas, within the school grounds, where pupils congregate, e.g. before embarking on the journey home, at the end of the school day. Such areas should not be able to be accessed by any vehicles.
- Ensure that all pre-arranged visitors to the school are informed and aware that the main entrance to the school is for vehicles and pedestrians and instructed to use caution, adhering to the 5mph speed limit.

4. Parents

- Parents will not be allowed to park on the school site, unless given permission to do so by the Headteacher.
- Parents will not be given access to the school site for the 'drop-off' or 'pick-up' of children. Exceptions, relating to disabled access or taxi transportation may be made after consultation with the Headteacher and a risk assessment has been carried out by designated members of the H&S Committee.
- There is a requirement for parents not to park on the school 'keep clear' markings or in a position that blocks the school gate.
- Parents should be informed of aspects of this policy that directly relates to them and also given information where they can find a full copy of the management of traffic on the school site.

5. Vehicular Movement

- All people, (staff, parents, visitors, contractors, taxi drivers etc), bringing vehicles onto the school site should be instructed to use caution and follow the speed limit instructions.
- All drivers, where possible, should be made aware of the school's traffic management policy and arrangements for vehicular movement.
- Vehicles belonging to contractors, visitors, delivery drivers etc will not be allowed access to the school site from 8.00am – 09.30am and 3.00pm – 4.00pm, except in emergencies or by exceptional prior arrangement.
- Emergency vehicles will have access to the school site at all times.
- Disabled drivers will be given due consideration if they need to access driving onto the playground.
- Where possible, visitors bringing vehicles onto the site should be asked to give advance notice, via the school office.
- If a vehicle has to be driven across a playground this should be done, whenever possible, when the children are in the building. The vehicle will be carefully supervised by other adults to prevent accidental injury to pupils.
- Vehicles on the school site should not exceed the maximum speed limit of **5 MPH**.
- Reversing vehicles on the school site is to be avoided as far as is practicable. 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.

6. Signage and Road Markings

- Appropriate signage and markings will be in place informing drivers that a strict 5mph speed limit is in place and that there is no access for visitors to the school site between the hours of 8.00am – 9.15am and 3.00pm - 3.30pm
- Pedestrians must only access the school from the designated entrances. These being the main gate and the gate at the top of the steps

7. Parking

- The carpark is for staff and visitors only
- Pupils should be made aware that parking areas are 'out of bounds' to children and general pedestrian traffic.
- All vehicles are parked at the owners risk – the school accepts no responsibility for loss or damage caused when the vehicle is on the school premises.
- Those parking on the school premises should be encouraged to park safely, without obstructing access or exit routes.
- Drivers should proceed slowly at 5MPH in and out of the carpark through the gates
- Visitors/contractors are required to sign in and out at reception and record their vehicle registration number on the electronic I pad

8. Access

- Clear signs will prevent unauthorised access during the start and end of the school day.
- Parents will not be able to use the car park for 'dropping' off children in the morning or collecting them at the end of the school day.
- Special consideration should be given to the needs of disabled users, in relation to car parking and pedestrian access to the school. Where possible, accessible parking will be designated. These should not be used, unless in an emergency or as directed by the Head teacher, by able-bodied drivers or for other purposes.
- Disabled drivers should be able to access the main building from a safe area and not have to cross vehicle routes.

9. Staff

- All staff will be made aware of this policy and asked to observe its guidance.
- Staff must adhere to the 5mph speed limit in place
- Where possible, staff should be made aware of times of entry and exit to the school site, which should be before and after the normal arriving and departing times for pupils. Staff arriving after the designated time will be informed to be extra cautious and may be directed to park elsewhere.
- Staff will be mindful that children arriving for Breakfast Club are accessing the site from 8pm and must take extra care when entering the school premises

Times:

Staff parking available before 8.45 am, with staff prohibited from exiting the site between 2.45pm and 3.30pm.

10. Contractors

- See H&S policy relating to contractors on site, which all are required to read and sign. Contractor and delivery drivers must report to the reception desk to advise of the nature of their visit and to get clarification on where they can park, and to record their vehicle registration details. Drivers will be advised of the site rules and a plan of the school is shown on the registering i pad. They will be advised where to park 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 traffic rules. Parking arrangements for contractors who are carrying out long term construction works on site will be agreed prior to the commencement of the work.

11. Pupils

- Pupils should be instructed on how to keep themselves safe on and around the school site and in general road safety issues.
- Pupils should not be asked to put items in or take them from staff cars.
- Pupils should not be allowed to open or close the school gates.
- Pupils must be aware that the main entrance to the school is for pedestrians and vehicles and to exercise caution at all times.
- 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 may be subject to disciplinary action.

- Pupils when being dropped off by parents, must, wherever practicable, alight the vehicle on the kerbside only.
- Pupils must ensure that they stop, look and listen before crossing roads and when using footpaths walk and not run. This will avoid accidents happening to you and around you.
- Pupils must not congregate or walk near any of the cars in the staff car parking area when using the outdoor environment.

12. Cyclists

- The school will encourage staff and pupils to use sustainable methods of transport when travelling to or from school.
- Cyclists are required to dismount before entering the school premises and should not ride on areas designated for pedestrian use.
- Cycles should be stored in the designated area.

13. Extra-curricular Activities.

- Parent will not be allowed to drive onto site to collect children from extra-curricular activities.

14. Refuse & recycling collection

- All refuse and recycling collections are made between 9.00 am and 12.00 pm. The recycling waste is positioned on the street with refuse position on the school side close as possible to the main gate for collection. All refuse and recycling vehicles must adhere to the **5MPH** maximum speed limit on site, as well as all other site traffic rules.

15. Parking outside the school

- Outside of school the parking is not easy. The residential streets are used by other traffic and the school endeavours to be considerate to local residents by parking in the staff car park. Parents have been asked to drop children off at a safe distance from the main gate.

16. Risk assessment and monitoring of compliance against this plan

- A risk assessment relating to on-site traffic management should be undertaken by designated members of the H&S Committee to consider potential hazards and action necessary to control these risks. These actions should then be implemented by the school.
- The SLT and caretaker will carry out monthly site inspections and review practices.
- The Governing Body of the school should be made aware of the above risk assessment and the school policy on traffic management and should endorse and review, (annually), the provisions for traffic management on the school site.
- **Incidents and accidents must be reported initially to site management, who will then inform the Council's Corporate Health and Safety Team using the Incident/Accident Investigation and Injury Record Form HS5(A)**

Signed: *S. Francis*

Susie Francis Headteacher

Signed: *K. Hulbert*

Mrs K Hulbert Chair of governors

Date: June 2025

Date of next review: June 2026