



YSGOL GYMRAEG PONTARDAWE

TRAFFIC MANAGEMENT POLICY

Signed
by chair of governors:

A handwritten signature in black ink, appearing to read 'A. Jones', is written over a faint dotted line.

Date approved:
(by full governing body)

29/03/22

Date of review:

September 2024

*Datblygu pob dawn
Ar daith drwy'r iaith*

TRAFFIC MANAGEMENT ARRANGEMENTS AT YGG Pontardawe

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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 (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

YGG Pontardawe takes the health and safety of all site users very seriously. It is therefore imperative that individuals, when in the school grounds or within the vicinity of the school grounds, take care, exercise caution and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school leadership team.

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

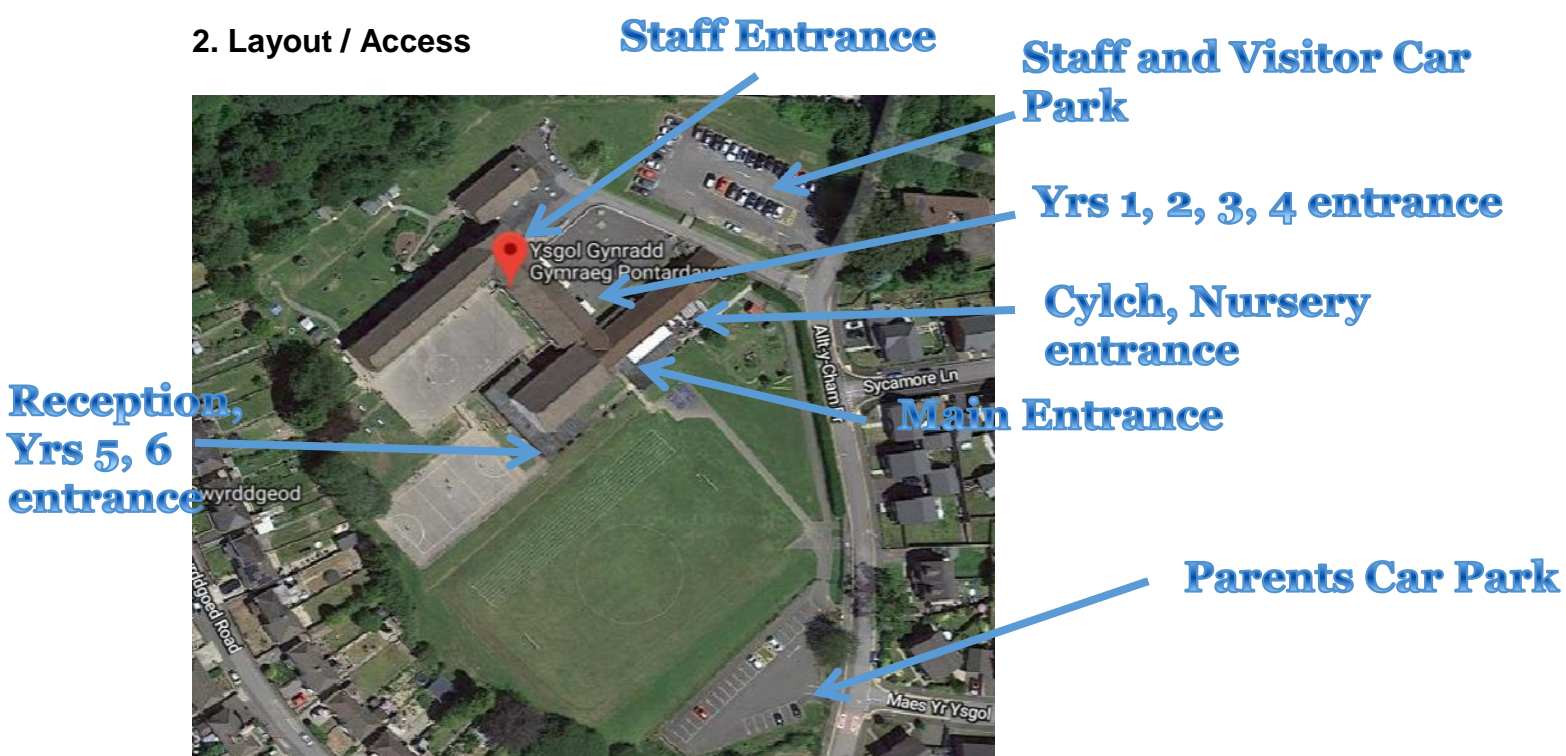
Copies of the traffic management arrangements are also available from reception and on the school website.

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:

Mr Martin Evans, Headteacher, 01792 862136, yggpontardawe@npt.school

2. Layout / Access



3. School Opening / Closing times

Breakfast club starts at 7.55am and finishes at 8.25am.

School starts on at 8.45am and finishes at 3.00pm for Foundation Phase Pupils and 3.15pm for key stage 2.

There are two Nursery sessions. The morning session starts at 8.45am and finishes 11.15am and the afternoon session starts at 12.20pm and finishes at 2.50pm.

4. Minibus and Bus management on and around the site

Minibuses and Buses on site:

Minibuses and buses should arrive at the staff and visitor car park in the morning between 8.30am and 8.40am. Minibuses and buses arrive on site in the afternoon from 2:50pm. The final minibus or bus has departed by 3.20pm

Minibuses and Buses on curtilage of site:

Buses arrive at site for offsite visits. The arrival and departure times for these vary depending on the visit planned.

Staff supervision

Staff supervise pupils' arrivals and departures in the morning and in the afternoon. A staff handbook and safety procedure is distributed to each member of staff at the start of the academic year. A staff rota also identifies designated supervision area and specifies the role of supervision. Staff supervision and traffic management are monitored daily by senior staff and the rota is discussed and reviewed each half term in SLT meetings, taking into account any recent issues or cases of long term staff absence or staffing change.

Staff supervision location & timings at start / end of school day

Staff will be located at the main pupil entrance in the morning from 7.55am to 8.15am to supervise the arrival of breakfast club pupils and at 8.30am, to supervise pupils arriving at the start of the school day and in the evening from 2.50pm (Nursery), 3.00pm (Foundation Phase) or 3.15pm (Key Stage 2).

The school staggers the end of the school day with the Foundation Phase (Nursery 2.50pm, Reception, Year 1 and Year 2) being released at 3:00pm and key stage 2 (Years 3, 4, 5 & 6) being released at 3:15pm. This allows ample time for Foundation Phase Parents to use what parking spaces there are, collect their children and then vacate parking spaces for junior parents.

5. Vehicles at school site

All vehicle drivers authorised to enter the site must be informed of the need to exercise extreme caution during access and egress.

Vehicles on site

Authorised visitors are welcome to park in the staff car park. The car park is often busy, however 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. There is additional parking available in the parents' car park.

Alternative on street parking is available but limited in the surrounding area. If users are unfamiliar with the area, care needs to be shown to ensure not to block residential driveways or park where this could cause an obstruction. All visitors are asked to confirm whether they have adhered to the parking procedure when signing in at the school.

Parents' vehicles / Car Park

A parent car park has been provided on the lower (south) side of the site that provides space for circa 25 vehicles. This car park also provides a drop off area for parents during breakfast club and morning drop off times. This car park is opened before 7.55am and locked at 5:30pm. Signage is in place and includes clear 5mph speed limit signs, usage rules and drop off diagrams.

When dropping children off or picking them up, parents are requested not to park indiscriminately on the highway and where possible, are encouraged to walk their children to school. In the light of the Authority's 'Safe routes to schools' initiative, parents/ guardians are reminded of this request via newsletters and social media.

The school displays clear 5mph speed limit signs, which should be respected by all road users.

Staff vehicles / Staff Car Park

Staff must park in the allocated car park wherever possible and should take care not to obstruct any access routes or bus bays. All staff members may park vehicles in the car park designated for staff cars, school buses, taxis and official visitors. Due to the varying hours of school staff, it is not possible to allocate specific parking times after which the gate is closed. Staff should at all times exercise extreme caution when entering and leaving the car park. Following three incidents in the past where cars have rolled from the top car park into the access lane below, staff and visitors are required to PING (Park in Gear) and turn wheels to one side when parking. Staff are required to sign an agreement at the reception desk. There is also signage at the car park steps to remind users.

Drivers should proceed slowly within the car park at all times. Staff who use the parents' car park must 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.

Parents/ Guardians are not permitted use the staff car park. Signage is in place on the car park gate to inform parents of this and it is communicated in school newsletters. A chain with further signage is available to restrict entry into the car park should it be required.

The Head Teacher may give permission in exceptional circumstances to allow parents to use the staff and visitor car park.

Senior Pupils / Sixth Form

There are no senior or sixth form pupils on either site.

Visitors

Visitors to the site may park in the car park in a designated parking bay. Visitors should exercise extreme caution when driving on the school grounds.

All visitors must report to reception and sign in before accessing the building. Visitors are required to leave a note of their registration number with staff. On departure, visitors should sign out at reception and leave the building by the main entrance door. All visitors are asked to confirm whether they have adhered to the parking procedure when signing in at the school.

If visitors need any advice on access or parking before their visit, please call the school reception on 01792 862136.

Contractor's vehicles

Contractors attending the site should arrange to visit by appointment if possible.

Building works vehicles

Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Headteacher and Contractor.

Where possible, arrangements should be made to dedicate one particular vehicle entrance for construction traffic only. If this is not possible then the time the construction vehicles enter site needs to be agreed with the Head Teacher and closely supervised by a banksman.

The amended site access arrangements need to be recorded and communicated to all site users.

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 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.

Where the contractor is on site to carry out works by prior arrangement, they should call the school reception on 01792 862136 in advance, to agree the most suitable parking location.

Buses, Mini Buses and Taxis

Drivers of buses, mini buses and taxis must observe the one-way system in place in the staff car park at YGG Pontardawe. The school is accessed via Alltacham Drive. Buses, mini buses and taxis must enter and leave school by the designated entrance / exit.

Drivers of buses, mini buses and taxis are required to use the bus bay in the staff and visitor car park. If all bus drop off points are being used, buses must not enter the school grounds. The bus doors must remain closed to prevent pupils getting on or off the bus until the bus is safely parked in the allocated parking bay on site. The school displays clear 5mph speed limit signs, which should be respected by all road users.

Emergency Access

If a vehicle has to be driven into the access lane or onto the playing field entrance, it should be done when both areas are free from pupils. If this is not possible due to exceptional circumstances, then vehicles should be driven slowly through these areas whilst sounding the horn and activating their hazard warning lights to alert all in the area. A responsible person should clear the vehicles route in advance.

6. Pedestrians at school site

All pedestrians are advised to enter / exit the site from the designated entrances / exits.

Pedestrians should ensure 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.

Pedestrians should only access the school from the designated entry points. 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. They will be regularly reminded of this in school newsletters.

7. Parking

A regular review of parking arrangements is undertaken to consider if:-

- The parking spaces are in appropriate places
- The position of the spaces hinders access to/egress from the building.
- Vehicles have to cross pedestrian routes to access them.
- The route allows suitable access for emergency vehicles.

- The parking area is in a suitable condition.
- Arrangements are in place for visitor parking.
- Arrangements are in place for disabled parking.
- Vehicles must give way to pedestrians at designated crossing points.

8. Cycles

Cyclists must dismount before entering the school premises and park in the agreed location.

9. Pupils

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.

10. Footways

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.

11. Access to and from school

The school site suffers from severe vehicle congestion problems close to and surrounding the premises. Naturally, parents who drop off and pick up their children by car, cause much of the congestion.

The school considers the following, in an attempt to reduce the congestion:

- ❖ Encourage walking and cycling by collaborative work with the Road Safety Team and to involve pupils in education and safety initiatives.
- ❖ Liaise with local Police/Parking Attendants regarding enforcement.
- ❖ Revise the travel plan annually.
- ❖ Remind parents from time to time of the dangers and problems associated with congestion at school entrances.
- ❖ Parents should also be encouraged to car share to reduce the number of vehicles outside the site.
- ❖ Liaise with operators who pick up/drop off pupils transported by bus/taxi.
- ❖ To liaise with the Local Authority regarding remedial measures (speed limits, road marking, traffic calming etc.).

- ❖ To ensure that a record of traffic incidents that occur off site in the vicinity of the school is maintained.

The school has also implemented the following, in an attempt to reduce the congestion:

- ❖ In July 2013, approval was gained from the LEA to use the lower car park. (It had been built without their knowledge and it was policy at the time that no primary school in Neath Port Talbot provided a parent car park and one of the options suggested at the time was that it was closed). The STAG group met a number of times to discuss and agree arrangements. This allowed the school to put in place a morning drop off area to speed up dropping children off in the morning and create a turning circle of sorts. During these meetings, the suggestion of building a path below the car park thus avoiding the need for pedestrians to walk past the entrances and exits. It was declined as the LEA felt it would not be used. Following on from this, zebra crossing markings on the pavement by the entrance and exit to the car park were suggested but advised that the pavement was under the ownership and responsibility of the highways department and that it could not be done.
- ❖ In July 2014, after completion of a consultation, the school staggered the end of the school day in order that parents could collect younger pupils earlier and thus lessen the parking pressure in the car park and adjacent roads.
- ❖ In the summer of 2015 the school again consulted and changed school hours to enable the commencement of breakfast club at 8:00am (as opposed to 8:15am) as parents were leaving pupils unsupervised early in the morning.
- ❖ In spring 2017 Safe Routes to School Grant Funding became available to the LEA and they prioritised tarmacking the path from the top of Alltycham Drive to Lon y Coed and installing safety barriers on the pavements around school.
- ❖ In the summer of 2017 lighting was installed in the parent car park and playing field path to increase safety in the mornings, end of the school day and evenings.
- ❖ In the summer of 2021 extensive remodelling and refurbishing took place at the lower levels of the school. The reception area has been relocated near the old gym entrance, much nearer and convenient to the parent car park. Pupil access in the mornings will be equivalent to the situation prior to the refurbishment.

12. Split sites

The school is not on a split site.

13 Shared sites

The school is not on a shared site.

14. Physical Control Measures

Signage

The installation of appropriate signage has been implemented: -

Parent Car Park

- ❖ Speed limit signs (5mph).
- ❖ Entry and exit signs
- ❖ Car Park Usage Rules
- ❖ Drop Off Diagram



Staff Car Park

- ❖ Speed limit signs (5mph).

- ❖ Warning notices at entrances stating that only authorised vehicles are permitted on site.
- ❖ Signage indicating the route to the car park.
- ❖ Signage to close the chain after entering and leaving.
- ❖ PING (parking in gear) and wheel turning notices as there have been three instances of cars rolling from the car park on to the access lane.



(Signs used in connection with traffic should where possible comply with the Highway Code).

Speed humps

The installation of speed humps at appropriate positions within the site can be used to control the speed of vehicles on the site. (Speed humps need to be supplemented with suitable warning notices and road markings).

There is one speed hump at the entrance of the lane leading to the reception area. There is no need for other speed bumps at present.

Fencing

The perimeter of the school site is fenced. There is a further inner fence securing teaching areas and yards. A further fence separates the playing fields from the car park. Barriers and handrails are also adjacent to ramps or elevated footpaths.

Temporary barriers are utilised to control pedestrian and vehicular traffic in appropriate circumstances.

Road markings

Where pedestrians share the same access as vehicles it is advisable to permanently mark the route on the ground.

Where the pedestrian route crosses the vehicular traffic the provision of a safe road crossing should be marked on the ground (zebra crossing).

Where buses, minibuses or taxis are brought onto site the bus bays/parking area should be marked out on the ground. This could help reduce the likelihood of anyone else parking in these areas.

Gates

Where the only point of access to the site is shared by pedestrians and vehicles then strong consideration must be given to closing and locking the gates at certain times of the day e.g. at the start and end of the school day, at break and lunchtimes.

Parent Car Park Gates

The main gates to the car park are opened for breakfast club at 7.55am and locked at 5:00pm. Due to the frequency of use of the car park, these gates remain open throughout the day.

The double gate from the car park to the playing fields / reception / pre school will always be kept locked during the school day. They will be open from 2.50-3.15pm each day.

Gate from lower yard to front building

This gate unlocked at various times during the day (8.45am and 3.00pm) by staff to accept pupils into school in the morning, to release them in the evenings.

All other gates accessing the site are kept locked and only opened under the supervision of staff when required or in an emergency.

Footways

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.

Poor visibility

Where the visibility is poor then the following must be considered: -

- ❖ Is there adequate lighting for traffic routes and footpaths?
- ❖ Have staff undertaking supervisory roles been provided with high visibility waistcoats?
- ❖ Encourage pupils to carry/wear reflective safety products/clothing.
- ❖ The use of mirrors at a blind corner/bend can enable pedestrians and drivers to view around the corner/bend.
- ❖ Appropriate signage

- ❖ Features including speed cushions to reduce traffic speed where visibility is obstructed by buildings, road layouts etc.

Accepted by YGG Pontardawe Governing Body

<p>Derbyniwyd y drafft terfynol gan y Corff Llywodraethol yng Ngwanwyn 2005. Danfonwyd gopi o'r polisi terfynol at Swyddog Iechyd a Diogelwch yr AA Lleol. Derbyniwyd y polisi gan yr AA Lleol. <i>The final draft was received by the Governing Body in Spring 2005. A copy of the final policy was sent to the Local Health and Safety Officer of the Local EA. The policy was accepted by the Local EA.</i></p>
<p>Adolygwyd Tachwedd 2009 gan y Corff Llywodraethol <i>Reviewed by Governing Body November 2009.</i></p>
<p>Diweddarwyd gan y Corff Llywodraethol yn Chwefror 2013 yn dilyn ymgynghoriadau gydag adran I&D yr Awdurdod Addysg a'r Tîm STAG <i>Amended by the Governing Body February 2013 following consultations with the Local Authority H&S Department and STAG Team.</i></p>
<p>Diweddarwyd gan y Corff Llywodraethol yng Ngorffennaf 2014 yn dilyn ymgynghoriadau gydag adran I&D, yr Awdurdod Addysg a'r Rhieni. <i>Amended by the Governing Body July 2014 following consultations with the Local Authority, H&S Department and Parents.</i></p>
<p>Diweddarwyd gan y Corff Llywodraethol yn Hydref 2016 er mwyn cadarnhau y newidiadau. <i>Amended by the Governing Body Autumn 2016 to fully adopt the trialling.</i></p>
<p>Adolygwyd gan y Corff Llywodraethol yng Ngwanwyn 2019 heb newidiadau. <i>Reviewed by the Governing Body Spring 2019 without changes.</i></p>
<p>Adolygwyd gan y Corff Llywodraethol ym Medi 2019 i ymateb i'r fformat diwygiedig. <i>Reviewed by the Governing Body September 2019 to respond to the updated format.</i></p>
<p>Adolygwyd gan y Corff Llywodraethol yng Ngorffennaf 2020 i baratoi at agoriad y lefel is wedi ei adnewyddu a'r dderbynfa newydd. <i>Reviewed by the Governing Body July 2021 in preparation to the opening of the refurbished lower level and new reception.</i></p>



Activity to be Assessed	Risk Assessment Number
Rheoli Traffig – Darllenir gyda’r Cynllun Rheoli Trafnidiaeth Traffic Management – Read with Traffic Management Plan.	YGGP 014a Staff Car Park

Persons undertaking or affected by the activity

Employees
 Contractor
 Public
 Pupil
 Service User
 Other

Identified Hazards Associated Risks	Likelihood	Severity	Risk Level
1 Vehicle / pedestrian collision- pupil arriving / leaving school and late arrivals	3	5	15
2 Vehicle / pedestrian collision – after school activities & taxis	3	5	15
3 Vehicle / pedestrian collision – kitchen deliveries and contractors	3	4	12
4 Cars rolling onto footpath / access lane	2	5	10
5 Blocked vehicle routes	3	3	9
6 Coaches for school trips	3	3	9
7 Winter weather	3	3	9
8 Slips and trips	3	3	9

Existing Control Measures / Additional Control Measures Required	
1	There is no provision for parent parking at the upper car park General deliveries should only be through the main gate where there is minimal pedestrian access and high visibility. Late pupils from January 2022 will use new main entrance but should use the pavement to walk to the main doors.
2	There is no provision for parent parking on the upper car park. All pupils attending after school clubs are released from the yard entrance leading from the parent car park.
3	Kitchen deliveries are through the main gate. Contractors are requested to come to the office before vehicles are allowed on site
4	Minimise use of top car park – staff and official visitors only PING (Park in gear) and turn wheels staff contract Signage erected on pathways as reminders
5	Dedicated parking areas for staff (upper car park) and parents (lower) in an area that are off limits to pupils. Deliveries use the main entrance and can park close to the main entrance door. The main gate is not obstructed at any time
6	Bus / coach departures are to be supervised by staff. Coaches stop in the main staff car park – pupils do not need to cross the road. Pedestrians to be supervised and only allowed to walk in the designated paths. Separate procedures and risk assessments for pupils boarding and alighting buses are to be in place and followed
7	When appropriate, staff and pupils will be warned of slippery road and path way conditions. Appropriate procedures are to be in place and followed to reduce the risk of slipping over at entrances to buildings. Icy areas are gritted as a matter of course.
8	Appropriate procedures to be in place for the inspection and maintenance of car parks, roadways and footpaths in order to identify defects and obstructions.

Reassessment of Activity Hazards		Likelihood	Severity	Risk Level					
1	Vehicle/pedestrian collision- Pupil arriving/leaving school & late arrivals	2	5	10					
2	Vehicle/pedestrian collision – after school activities & taxis	2	5	10					
3	Vehicle/pedestrian collision – kitchen deliveries & contractors	1	4	4					
4	Cars rolling onto footpath / access lane	1	5	5					
5	Blocked vehicle routes	1	3	3					
6	Coaches for school trips	1	3	3					
7	Winter weather	2	3	6					
8	Slips & trips	2	3	6					
Name : M Evans		Signed: <i>M Evans</i>		Date :					
Position : Pennaeth				Ionawr 2022					
Reviews	Key								
Review Date : 04.01.22	Likelihood	Severity	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by: ME	1 very unlikely 2 unlikely 3 likely 4 very likely 5 certainty	1 nuisance 2 minor 3 medical treatment 4 major 5 fatal		4	4	8	12	16	20
Review Date : 01.09.19				3	3	6G	9	12	15
Reviewed by: CE				2	2	4	6Y	8	10Y
Review Date : 01.09.20				1	1	2	3	4	5G
Reviewed by: CE				0	1	2	3	4	5
Review Date : 01.07.21				Severity of Injury					
Reviewed by: GB						Low Risk	Medium Risk	High Risk	



Activity to be Assessed	Risk Assessment Number
Rheoli Traffig – Darllenir gyda’r Cynllun Rheoli Trafnidiaeth Traffic Management – Read with Traffic Management Plan.	YGGP 014b Parent Car Park

Persons undertaking or affected by the activity

Employees
 Contractor
 Public
 Pupil
 Service User
 Other

Identified Hazards Associated Risks	Likelihood	Severity	Risk Level
1 Vehicle / pedestrian collision- pupil arriving / leaving school and late arrivals	3	5	15
2 Vehicle / pedestrian collision – after school activities & taxis	3	5	15
3 Vehicle / pedestrian collision – kitchen deliveries and contractors	3	4	12
4 Blocked vehicle routes	3	3	9
5 Coaches for school trips	3	3	9
6 Winter weather	3	3	9
7 Slips and trips	3	3	9

Existing Control Measures / Additional Control Measures Required	
1	Pupils supervised by parents at all times. Drop off area screened by pedestrian barrier / cones. Adequate signage indicating car park behaviour expectations and maximum speed. General deliveries via the service road at the upper part of the school – via the main gate where there is minimal pedestrian access and high visibility. Late pupils walk or are escorted to the main entrance via the safe path to the new school reception. Parents reminded of safety and considerate behaviour in school newsletters.
2	All pupils attending after school clubs are released from the playing field entrances leading to the parent car park.
3	Kitchen deliveries are through the service road via the main gate. Contractors are requested to notify the office before vehicles are allowed on site
4	Safe path exists between parent car park and main reception. 20 free spaces in car park. The main gate is not obstructed at any time
5	Bus / coach departures are to be supervised by staff. Coaches stop in the main staff car park – pupils do not need to cross the road. Pedestrians to be supervised and only allowed to walk in the designated paths. Separate procedures and risk assessments for pupils boarding and alighting buses are to be in place and followed
6	When appropriate, staff and pupils will be warned of slippery road and path way conditions. Appropriate procedures are to be in place and followed to reduce the risk of slipping over at entrances to buildings. Icy areas are gritted as a matter of course.
7	Appropriate procedures to be in place for the inspection and maintenance of car parks, roadways and footpaths in order to identify defects and obstructions.

Reassessment of Activity Hazards	Likelihood	Severity	Risk Level
1 Vehicle/pedestrian collision- Pupil arriving/leaving school & late arrivals	2	5	10
2 Vehicle/pedestrian collision – after school activities & taxis	2	5	10
3 Vehicle/pedestrian collision – kitchen deliveries & contractors	1	4	4

4	Blocked vehicle routes	1	3	3
5	Coaches for school trips	1	3	3
6	Winter weather	2	3	6
7	Slips & trips	2	3	6

Name : M Evans	Signed : <i>M Evans</i>	Date : Ionawr 2022
Position : Pennaeth		

Reviews	Key		Likelihood of Injury					
Review Date : 04.01.22	Likelihood	Severity	5	4	3	2	1	0
Reviewed by: ME	1 very unlikely 2 unlikely 3 likely 4 very likely 5 certainty	1 nuisance 2 minor 3 medical treatment 4 major 5 fatal	5Y	4	3	2	1	0
Review Date : 01.09.19			10R	8	6G	4	2	1
Reviewed by: CE			15	12	9	6Y	4	3
Review Date : 01.09.20			20	16	12	8	6	4
Reviewed by: CE			25	20	15	10Y	8	5G
Review Date : 01.07.21								
Reviewed by: GB								
			Severity of Injury					
			Low Risk	Medium Risk	High Risk			