



St. David's St, Neath,  
SA11 3AA

# Alderman Davies CIW Primary School

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## Traffic Management Policy

Headteacher:

Date Adopted:

Chair of Governors:

Review Date:

# **TRAFFIC MANAGEMENT ARRANGEMENTS AT Alderman Davies CiW Primary School As of January 2020**

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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.

Alderman Davies CiW Primary school 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. The school has **one site, St David's Street, Neath, SA11 3AA.**

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:

**<https://www.npted.org/schools/primary/central/Pages/default.aspx>**

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:**

Mrs Kath Phillips, Seconded Head teacher

**Tel no: 01639 769772**

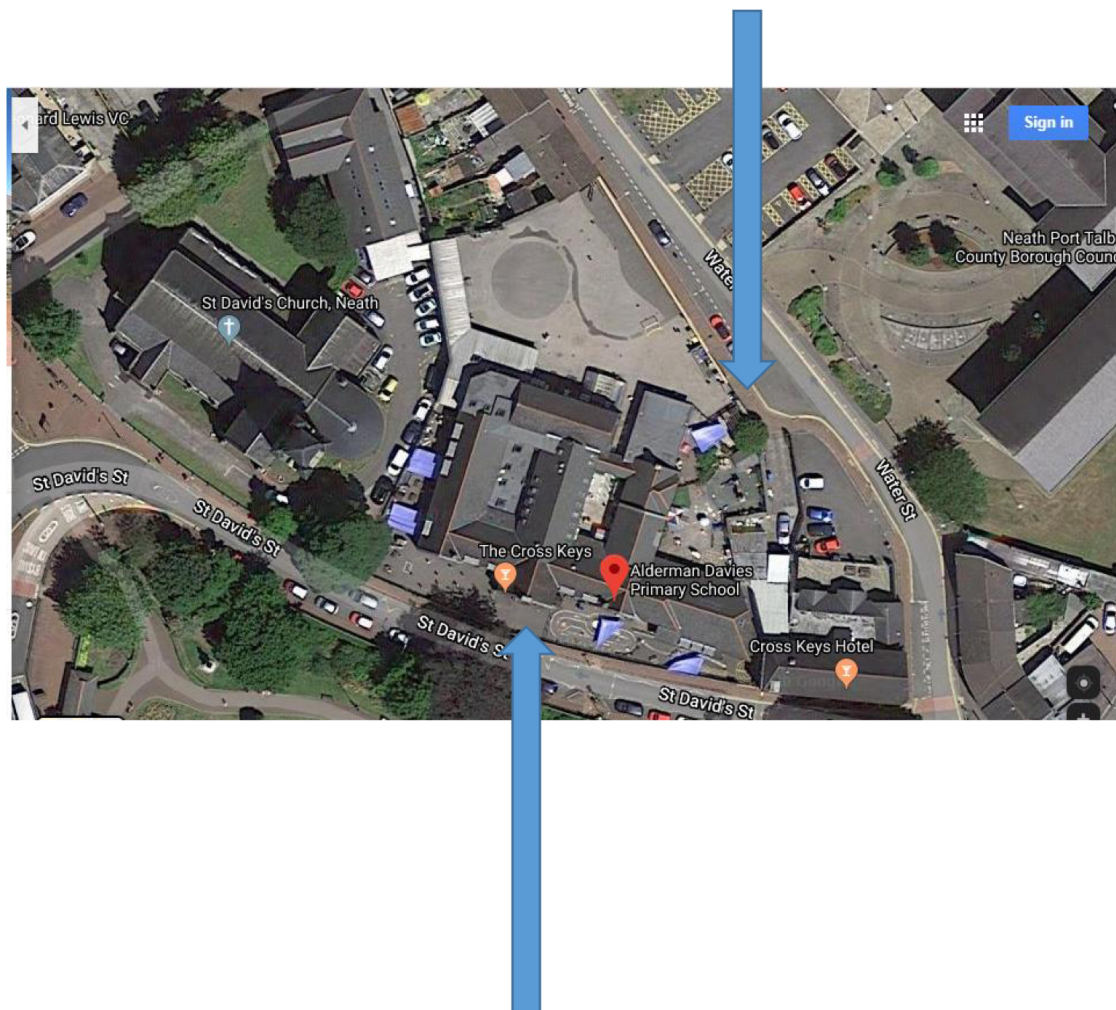
**Email: [ads@npt.school](mailto:ads@npt.school)**

## 2. Layout / Access

### Alderman David CiW Site View

**Vehicular Access to be arranged through school office –  
01639 769772**

**Vehicle entrance – locked at all times**



**Main entrance**

#### **Car Parking Arrangements:**

There are is a staff car park that has restricted parking, the car park in owned by the Diocese and only staff who have paid the parking charge are authorised to park on



site; all staff and visitors are requested to park respectfully in the streets surrounding both sites.

### **3. School Opening / Closing times**

#### **Junior Site – Broad Street**

Breakfast Club starts at 8.15am  
Doors closed at 8.30am  
Breakfast Club ends at 8.40am  
Nursery morning session starts at 8.50am  
Nursery morning session ends at 11.15am  
Stay and Play session ends at 3.10pm  
School starts at 8.50am  
School ends at 3.20pm  
After school clubs end between 4.15pm at 4.30pm

### **4. Minibus and Bus management on and around the site**

#### **Minibuses and Buses on site:**

There are currently no minibuses or buses transporting pupils to or from school.

#### **Minibuses and Buses on curtilage of site:**

There are currently no minibuses or buses transporting pupils to or from school. If pupils attend any trips the buses or minibus will park outside the rear entrance and pupils will be escorted to the vehicles.

#### **Staff supervision**

Staff supervise pupils' arrivals and departures in the morning and in the afternoon. Each day members of staff are on duty for the morning & afternoon session. The car park is situated next door by the church and no pupils enter and exit via the carpark.

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

Senior staff supervise the arrival of pupils attending breakfast club. The door located at the side of the school adjacent to the carpark is used. Breakfast Club Staff are located inside the school near the Learning Lounge to register the pupils; school staff will be in the school yards at 8.40am, to supervise pupils arriving at the start of the school day and in the evening from 3.20pm.

### **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**

There is restricted access staff car park, there is no onsite parking for, unauthorised staff; visitors can park in the streets in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction.

### **Parents' vehicles**

Parents/ Guardians are not permitted to bring vehicles into the school compound at any time; however the Head Teacher may give permission in exceptional circumstances.

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**

There is a restricted access staff car park, there is no onsite parking for, unauthorised staff; therefore we ask that when using the surrounding streets to park, consideration is given to our neighbours.

### **Visitors**

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, please call the school reception on 01639 769772.

### **Contractor's vehicles**

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.

### **Building works vehicles**

Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Head Teacher 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, please call the school reception on 01639 769772, in advance to agree the most suitable parking location.

### **Buses, Mini Buses and Taxis**

As there is no on site parking drivers of buses, mini buses and taxis are required to park in the streets surrounding the school.

### **Emergency Access**

If a vehicle has to be driven through the playground 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. A nominated person should clear the vehicles route in advance.

## **6. Pedestrians at school site**

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

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.

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.

## **7. Parking**

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

- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.

## **8. Cycles**

Cyclists must dismount before entering the school premises and park in the cycle shelters or 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 suffers from severe vehicle congestion problems close to and surrounding the premises. 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.

## **12. Split sites**

The school has one site but may access St David's Church and this requires them to walk across the staff car park. Where this is the case an appropriate level of supervision must be maintained.

The pupils must be informed of the dangers associated with crossing roads and the correct procedures for crossing the highway safely must also be demonstrated, high visibility vests are used when moving between sites and crossing the highways.

## **13. Physical Control Measures**

### **Signage**

The installation of appropriate signage needs to be considered such as: -

- ❖ Speed limit signs (5mph).
- ❖ Warning notices at entrances stating that only authorised vehicles are permitted on site.
- ❖ Warning notices highlighting that children could be at play and the need to exercise caution.
- ❖ Signage indicating where deliveries are to be made.
- ❖ Signage to close the gates after entering and leaving.

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

### **Fencing**

Fencing should be considered at strategic points of the site where the segregation of pedestrians and vehicles is deemed necessary. Fencing should also be considered where there are elevated footpaths adjacent to slopes or internal roads. Fencing is now in place to segregate the school minibus from the main yard on the Infant site.

Temporary barriers can be 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**

All gates except the main gate is locked between the hours of 9am and 3pm; all staff have been allocated a key to open the universal padlocks if required. There are no vehicles allowed on site at the start and end of the school day, therefore there are no shared points of entry for vehicles and pedestrians.

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. (If the school gates are locked for this purpose then your emergency procedures must be amended to incorporate this feature).

## **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 Alderman Davies CiW Primary School Governing Body

Designation	Name	Signature	Date

Review Date: Annually