



WELSHPOOL HIGH SCHOOL

TRAFFIC MANAGEMENT POLICY

DATE REVIEWED; June 2021

DATE FOR REVIEW; June 2023

A handwritten signature in black ink, appearing to read "David Rogers".

10/5/21

SIGNED _____ **Date:** _____
Chair of Governing Body

A handwritten signature in black ink, appearing to read "J. T. Jones".

10/5/21

SIGNED _____ **Date:** _____
Headteacher

1. Introduction:

This document has been prepared to inform employees, pupils, parents and others who come onto the site, including visitors, about the site rules concerning pedestrian and vehicle management.

Welshpool High School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when on the school grounds or within the vicinity of the school and follow instructions to reduce the risk of incidents. If there are any concerns about traffic safety, they should be reported to the Headteacher.

We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules. Staff and pupils in breach of the site rules may be subject to disciplinary action.

Copies of this document are available to school staff, pupils, parents and carers, via the school website at www.welshpool-hs.powys.sch.uk

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

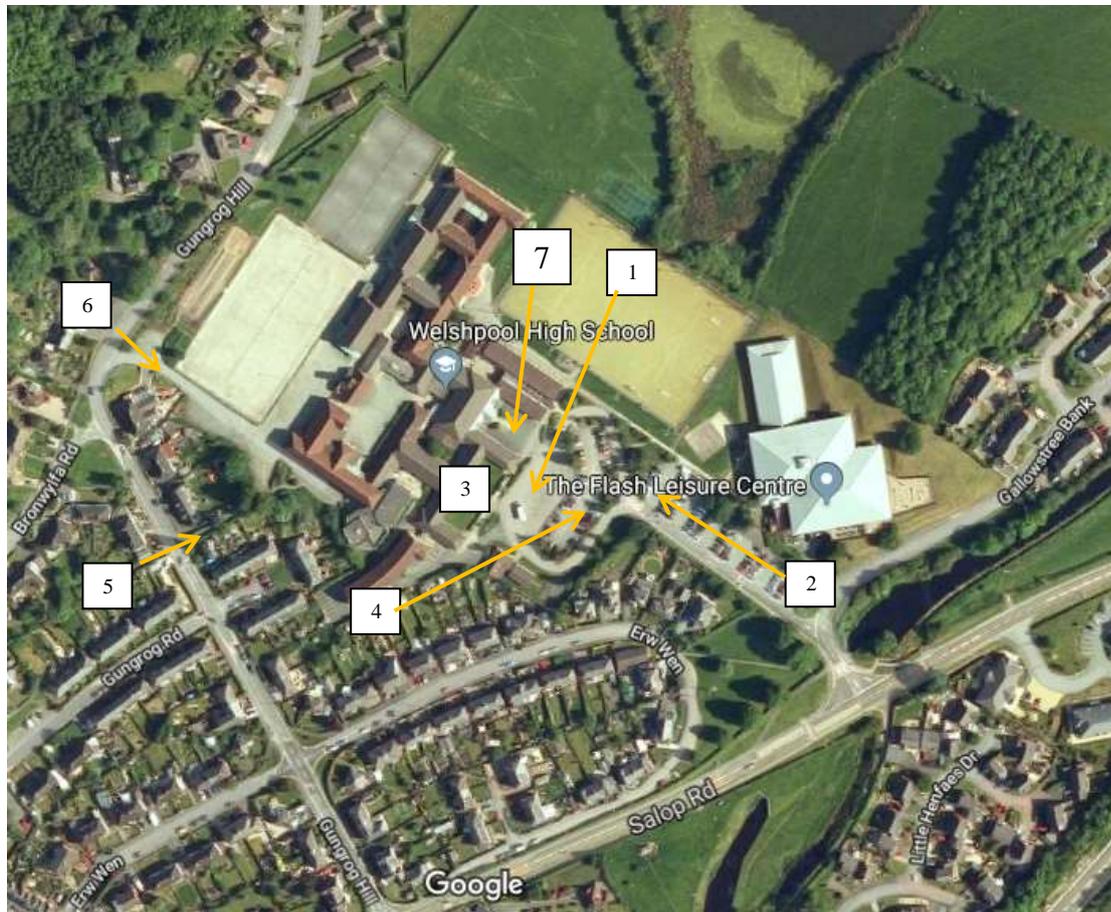
In addition to the instructions in this document, the school has also undertaken a risk assessment which is recorded in Appendix A.

For further information, please contact Welshpool High School on 01938 552014.

J Toal
September 2021.

2. School Layout / Access:

Welshpool High School.



- 1 Bus Park
- 2 Pupil Drop Off Area
- 3 Main Reception
- 4 Visitors/Staff Car park
- 5 Erw Wen Pedestrian Entrance
- 6 Rear Entrance
- 7 Disabled parking

3. Pedestrians:

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road and cutting through the car parks. Pupils walking in groups should take this into account and allow others 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. Visitors should only access the school through the main reception.

4. Pupils:

Pupils should follow the local footpaths and pavements and enter the school site using the Erw Wen entrance or the front school entrance. All access gates will be closed at 8.55am prompt, pupils should then report to main reception at the front of the school.

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. Pupils found to be 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.

There are a number of site related issues that pupils should be aware of:

- Pupils should be particularly aware that entry onto the school grounds via vehicular access points (school car parks, bus park, and general service areas) can be dangerous and pupils are encouraged to use the site footpaths wherever possible.
- Designated parking areas out of bounds to pupils.
- Pupils should take care when crossing bus park at any time. Pupils must follow the instructions of supervising staff and be aware of the following:
 - The bus must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
 - Only use the identified pavement/pathway areas around the bus park.
 - Allow the staff/drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable and safe for all.
- Pupils who wish to bring their own vehicle to school, must seek permission of the Headteacher before parking a car in any of the designated car parking areas.
- When using the footpaths, pedestrians should walk and never run. This will avoid accidents and will make you more aware of what is happening around you.
- Pupils cycling to school must enter the grounds via Erw Wen and deposit their cycles in the bike racks.

- Cyclists should:
 - Dismount and push their bicycles in pedestrian areas
 - Wear suitable safety equipment, including; helmet, high visibility and reflective clothing, etc.
 - Use well maintained and fully functioning bicycles
 - Exercise caution and follow 'Bikeability' safety advice

Drop off:

There is a designated drop off for parents to drop pupils off in the morning. This is in the last bay of the Flash Car Park, nearest the school. No waiting is allowed in this area. Parents should not drop pupils off in the staff/visitor car park.

5. Important information for all vehicle drivers:

All vehicles entering school site must:

- Adhere to the 5mph speed limit at all times
- Follow traffic signs and road markings
- Be aware that the school is not responsible for any damage or loss to vehicles on school grounds

6. Staff:

There is parking for staff in the car park at the front of the school. This is accessed from Salop Road and is strictly for the use of staff and visitors. Drivers should proceed slowly within the car park areas at all times. Please bear in mind that some pupils may have little 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 to the Headteacher who will remind the offending driver of the correct use of the site. All staff should supply reception with their registration number so that you can be contacted in the event of a problem arising.

Staff who park at the rear of the school should park in a manner to avoid any restriction to access for emergency vehicles.

Staff are not permitted to leave the school car parks for the 10 minute period after the school bell has rung for the end of the day.

7. Visitors:

Visitors should only park in the school car park at the front of the school, see the illustration in section 2. This car park is often busy; visitors are allowed to use the bus park if the main car park is full. However, this **must** only be between 9am and

3pm. Visitors should park in the middle area of the car park making sure that other vehicles are able to drive around the bus park. It is essential that there is unrestricted movement of other vehicles, especially coaches, around the site during the school day and particularly at peak times. During peak times if there are no available parking bays, visitors must park off-site.

Access into the school is only permitted from the main reception. All visitors must report to reception and sign in before going anywhere in the school. 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.

If visitors need any advice on access or parking before their visit, please call the school reception on 01938 552014.

8. Service Vehicles / Deliveries:

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

Bus Park:

This area is strictly for use by contracted buses between 8.00 am – 9.00 am and 3.00 pm – 4.00 pm. It is essential that this area is not used as a drop off point or parking during these times. Outside these times, contractors and delivery vehicles are permitted to use the bus park, subject to obtaining permission from the school reception and notifying the staff of the registration number. Contractors must remove vehicles by 3.00 pm to ensure that the area is clear for bus access.

9. School Buses:

Buses that enter the site to collect pupils should access the site from Salop Road. 14 school buses currently use the school bus park.

The bus should be at a complete stop before allowing pupils to get on or off the bus. Only when pupils are clear of the vicinity of the bus park (am) or all on board (pm), should drivers exit the bus park when they are clear to do so.

Pupils are reminded about good conduct around the bus park in section 4 of this plan, however, if there are any other concerns about how this site is being used; they should be raised via the staff supervisors during the afternoon pick up.

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through the School Transport Unit as part of the terms of the contract.

10. Disabled Access:

Pedestrian access is primarily via main reception. Alternative access into the building is via the ramp by the front of the main reception. Disabled access is also available via the Theatre entrance.

Parking:

There are a number of accessible bays at the front of the theatre illustration 2 (7). These are the spaces nearest to the main entrance and are clearly marked out. Access to the disabled parking bays is via the Salop Road entrance.

If visitors, staff or pupils require information on access, they should contact the school reception in the first instance on 01938 552014.

11. Outside the School Grounds:

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become congested which results in frustration and delays.

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

12. Management:

Key to the ongoing monitoring of the plan is the role of school managers and other staff. All staff 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.

Supervision:

The Senior Leadership Team will arrange for daily supervision around the bus bay and the pedestrian areas at the start and end of the school day.

Monitoring of compliance against this plan:

In addition to the supervision arrangements in place, members of the Senior Leadership Team will carry out site inspections to view practices.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the responsible member of the Senior Leadership

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, appropriate action will be taken. This includes possible disciplinary action and reports going to the School Transport Unit, which may result in investigative action.

APPENDIX A: Risk Assessment Form

School/centre: Welshpool High School Date risk assessment completed: September 2021
 Activity/activities: Traffic Management Risk assessment completed by: Caroline Jones

Significant hazards	Who might be harmed?	Control Measures		Action by who?	To be done by (date)	Date Actioned
		Already in place	Additional measures required			
Changes in level or poor conditions of walkways/roads on site causing slips trips or falls	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Changes of level indicated where necessary Surface well constructed and maintained on a regular basis Maintained external lighting Main traffic areas/routes gritted when frosty and snow cleared Frequent safety awareness communications to staff and pupils 	Caretaking Staff to monitor, add salt or clear if necessary. They may also need to call on specialist help to clear snow.	Caretakers		Nov-March 21
Struck by vehicles - onsite	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> 5mph Speed limit in place on site Speed bumps used on long stretches of on-site roadway Directional signs clear and well sited Vehicles and pedestrians segregated 	Caretaking Staff to review directional signs Review of directional road	Caretakers Business		January 21 January

		<ul style="list-style-type: none">• One way system• Walkways clearly marked• Supervision of pupils• Provision of high visibility clothing for supervisors• Employees, pupils, parents and visitors informed of safe movement procedure• Marked parking bays• Parking of vehicles only allowed in marked spaces• Reversing vehicles avoided unless absolutely necessary• Reversing goods vehicles supervised• Audible reversing alarms fitted to goods vehicles• No access to site by vehicles during restricted times• Designated parking areas out of bounds to pupils• Delivery procedures issued to suppliers• Suitable drop off/collection points signposted and/or marked• Supervision of learners dis/embarking transport	markings by B. Manager	Manager		21
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		<ul style="list-style-type: none"> • Transport to arrive on school site before the end of the school day 				
Struck by vehicle – off-site	Staff Learners Visitors Contractors Public	<ul style="list-style-type: none"> • Parking at school entrance restricted or use of no parking zones • Parents asked to park sensibly and with respect in the vicinity of the school 	Information reiterated to parents in a letter by the HT			Sept 2020

Additional notes: