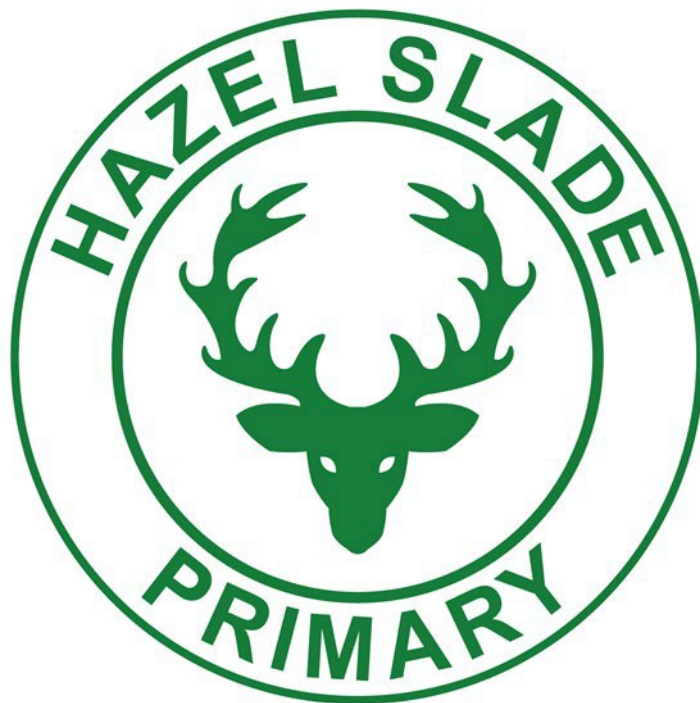


Hazel Slade Primary Academy



Traffic Management Plan

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1. Introduction

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

Hazel Slade Primary Academy takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when in the school grounds or within the vicinity of the school and follow instructions to reduce the 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 which constitute site rules. Staff and pupils in breach of the site rules may be subject to disciplinary action.

In addition to the instructions in this document, the school has also undertaken a risk assessment which is available from the school office.

2. School Layout / Access



3. Times of the day

Group	AM Session Starts	AM Session Ends	Lunch	PM Session Starts	PM Session Ends
The Hub	7:45am	8:45am	N/A	3:15pm	6:00pm / 4:30pm
Nursery	8:45am	11:45am	11:45am - 12:15pm	12:15pm	3:15pm

Year Group	School Starts	Break	Lunch	Break	School Finishes
Reception	8:45am	N/A	11:45am - 12:30pm	N/A	3:15pm
Year 1	8:45am	10:15am	12:00pm - 12:45pm	2:00pm	3:15pm
Year 2	8:45am	10:15am	12:00pm - 12:45pm	2:00pm	3:15pm
Year 3	8:45am	10:15am	12:15pm - 1:00pm	2:00pm	3:15pm
Year 4	8:45am	10:15am	12:15pm - 1:00pm	2:00pm	3:15pm
Year 5	8:45am	10:15am	12:15pm - 1:00pm	2:00pm	3:15pm
Year 6	8:45am	10:15am	12:15pm - 1:00pm	2:00pm	3:15pm

4. Speed Limit

A significant factor in most traffic accidents is the speed at which the vehicle is being driven. This factor also significantly affects the severity of any injuries suffered by pedestrians. Therefore, the school operates a strict maximum speed limit of **5MPH** throughout the school. Drivers are expected to adhere to the speed limit (as well as all other site rules) and drive appropriately, taking into account pedestrians as well as local weather conditions and other site traffic.

5. Reversing

Reversing vehicles are a significant factor in many fatal accidents. Reversing on the school site is to be avoided as far as is practicable.

Where reversing is unavoidable, for example when deliveries are made to the kitchen, drivers must use all reversing aids at their disposal, such as any alarms, cab-mounted CCTV, reversing assistants, etc., and check that the area is clear of pedestrians before carrying out a reversing manoeuvre. 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. Pedestrians

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. 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 (i.e. staff car park entrance) that will be in use during peak times and should exercise caution.

Pedestrians should follow the local footpaths and enter the school site using either the pedestrian gate (1) onto the playground or the pedestrian gate at main entrance (2) to school reception.

7. Staff

There is limited parking for staff in the school car park. This is accessed via the main vehicular gate on Cannock Wood Street. Drivers should proceed slowly within the car park areas at all times. Please bear in mind that some pedestrians may have little awareness of road safety and you should take account of this when crossing the pavement. Staff are expected to act responsibly on the site when parking and accessing the school building. All staff, irrespective of whether or not they are undertaking any formal supervisory or monitoring duties, must report any incidents of non-compliance with site rules they observe to the relevant person.

8. 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 rules that pupils should be aware of:

- Pupils should be particularly aware that pedestrian entry into the school grounds via vehicular access / egress gates is strictly forbidden. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises their personal safety and the safety of others;
- 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 being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only;
- Pupils must avoid using earphones as this would disguise the sound of vehicle movements;
- Pupils must ensure that they cross with the school crossing patrol officer wherever possible. In any other areas pupils must stop, look and listen before crossing roads, especially when wearing hoodies or similar clothing that restricts vision to either side;
- When using the footpaths – walk, not run. This will avoid accidents and will make you more aware of what is happening around you;
- When entering the school grounds pedestrians should walk;
- Scooters and bicycles should not be ridden on school grounds.
- Anyone arriving at school by bicycle or scooter must enter the grounds via the pedestrian gate onto the playground. Cycles and scooters should be left along the railing in the shaded seating area.

9. Parents Dropping Off / Collecting Pupils

Vehicles driven by parents are not allowed on the school grounds.

10. Visitors

Visitors must only park in available bays in the entrance car park. If parking bays are unavailable, then visitors should park safely in the local community. All visitors must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.

Visitors are required to sign in at reception and record their vehicle registration number on the signing in sheet. The office staff will share safeguarding and fire procedures with all visitors. 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 contact the school office.

11. Contractors and Delivery Drivers

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 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 in at the time, as 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 must be agreed to prior to the commencement of the work.

All deliveries for the kitchen are to be made via the Rugeley Road entrance.

12. Waste and Recycling Collection

All refuse and recycling collections are made on a Saturday or prior to 7:30 am. The refuse / recycling drivers must use reversing assistants during any reversing manoeuvre. All refuse and recycling vehicles must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.

13. School Minibuses

Hazel Slade Primary Academy does not own a school minibus.

14. Disabled Access

Pedestrian access is via the main entrance. Parking arrangements will be made to ensure suitable access. If anyone requires information on access, they should contact the school office.

15. Home to School Transport

Home to school transport is not provided for pupils.

16. Coaches

Access for coaches is not available on site due to the narrow entrance and no turning capacity. Therefore, when the school books a coach we arrange to meet them on either Cannock Wood Street or Rugeley Road.

Pupils must follow the instructions of staff and be aware of the following when accessing a coach for an educational visit:

- The buses must be at a complete stop before embarking / disembarking;
- Pupils must appreciate that bus drivers may not be able to see pedestrians who are out of their direct line of sight and must act responsibly;
- Pupils must only use the designated footpaths;
- Pupils must 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 for all.

17. Outside School

The school accepts that parking near the school is not easy. The residential streets outside the school are used by other traffic coming into and out of the surrounding area. It is important that the school is a considerate neighbour to local residents. Where parents / carers are unable to access / stop on the school site, they are asked not to park immediately outside the school, but to drop the children off further away, in a location where it is safe to do so, and allow them to walk the remaining distance. Pupils are reminded to only enter via the dedicated pedestrian gate.

Drivers are asked not to park indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions, as this 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 to residents and delays to services and ongoing journeys.

Please act responsibly by parking as far away from the school as possible to keep everyone at Hazel Slade Primary Academy, local residents and other road users safe. Emergency Services need to be able to access the school and surrounding houses at all times.

18. Supervision

The Principal is responsible for ensuring traffic supervision when present at the school gate at the start of the school day.

19. Monitoring of Compliance Against this Plan

Key to the ongoing monitoring of the plan is the role of SLT 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. In addition to the supervision arrangements in place, the SLT will carry out site inspections to view practices. The outcomes of this monitoring will be recorded, including details of any instances of non-compliance.

Traffic and driving issues arising from the behaviour of parents, contractors, delivery drivers, cleaning and catering staff will be dealt with / escalated by the Principal.

The SLT will be responsible for addressing the conduct of pupils where it is not consistent with the requirements of this Traffic Management Plan.

All staffing issues will be dealt with by the Principal.

20. Reporting of On-site Traffic Incidents / Accident

Incidents and accidents must be reported initially to SLT, who will then inform the Trust Health & Safety / Risk Manager.

21. Dissemination

The traffic management plan will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

22. Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance.

Next Review October 2024