



Caersws Primary School

Maesawelon, Caersws, Powys, SY17 5HG

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Traffic management Plan

Introduction-

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

Caersws C P School 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 headteacher.

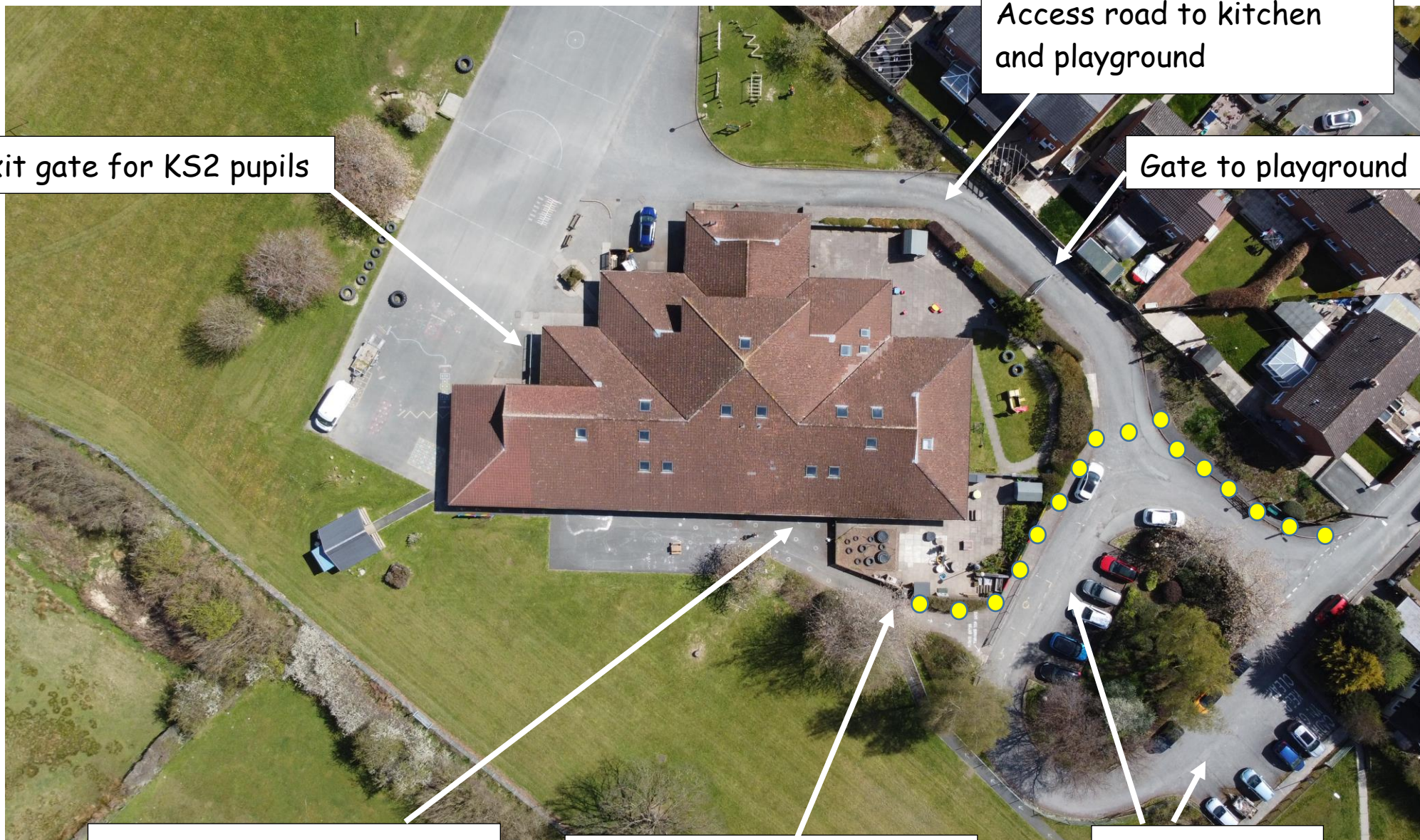
We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules. Staff and learners in breach of the site rules may be subject to disciplinary action. Copies of this document are available to school staff, learners, parents and carers via the school website. This document will be reviewed 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.

Sarah Corbett- Headteacher

July 2022

School Layout/Access-



Exit gate for KS2 pupils

Access road to kitchen and playground

Gate to playground

Main Entrance/Reception

Pedestrian Gate/Entrance

Staff Parking

● ● ● Pedestrian Route

Pedestrians-

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Pedestrians need to recognise that pavements are adjacent to vehicular access points that may be in use during peak times and should exercise caution. Pedestrians should only access the school through the main pedestrian gate.

Learners Walking-

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

- Entry to the school grounds for learners is through this main entrance gate from 8.50 - 9.00am, unless attending breakfast club, they then should arrive between 8.00 and 8.30am. When entering the school grounds learners should walk. This will avoid accidents and make learners more aware of what is happening around them.
- Learners cycling or scooting to school must enter the grounds through the main entrance gate and deposit their cycles/scooters under the shelter at the front of the school.
- When leaving the school grounds at the end of the school day, all learners walking home must walk around the front of the school and exit through the main entrance gate. They must never walk along the access road as this will be used by parents vehicles collecting children at this time.
- Learners should be aware that kitchen vehicles will enter the school playground through the main access road to collect and deliver meals for other primary schools. Occasionally, other vehicles (e.g., workmen, groundskeeper) may also need to enter. Those entering the school playground during the school day only use the area nearest the kitchen and are aware of their responsibilities in regard to safety. Pupils are never unsupervised outside and when vehicles need to enter school grounds, staff make sure that children are removed from that immediate area.

There is an issue where pedestrians are asked to cross the access road leading to the school kitchen and playground. Whilst this access road is not used at the time when pupils are coming into school, it is used at the end of day by parents collecting pupils, creating a potential hazard. The school does cover road safety with pupils, however we would like to see a zebra crossing put in place to aid safe crossing of this access road.

Learners Drop off (Vehicles)-

Parents should use a one-way drop off system at the front of school.
Please note- There is no access to the playground during this time.



Learners Collected (Vehicles)-

The main school gate giving access to the school playground is opened at 3.15pm (once all pupils are safely inside the school building), parents are then given access to drive onto the school playground using the access road and to park to collect their children. The school day finishes at 3.30pm. Parents are asked to exit their vehicles to collect their children from staff.

The school is aware of some safety issues related to this process and is looking to create a few changes that will help to ensure the safety of all pupils. The changes identified include clearer communication to all pupils and parents about procedures, and warnings for vehicles entering the school grounds to slow down; this could be through signs, road markings and/or speed bumps. We would also like to create a walkway for pupils and parents to use ensuring that all those walking to their cars have a safe pathway to use, eliminating the need to ever walk in front of a vehicle. The school is working with the local authority to create these changes.



Staff-

There is parking for staff in designated areas at the front of the school. Staff should proceed slowly within the car park areas at all times. Staff are expected to act responsibly on the site when parking and accessing the school building. There should be no cars parked on the curve blocking the one-way system, this is to avoid any restrictions for emergency vehicles.

Visitors-

We ask that visitors park in staff car park areas. If these areas are full we ask that visitors park off-site unless visitors have a disability or need to bring resources with them. Access into the school is only permitted through the main entrance gate and reception. 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 advice on access or parking before their visit, please call the school reception on 01686 688458.

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 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.

Coaches-

Access for coaches is very difficult due to the narrow road and lack of turning space outside the school gates. Therefore, when the school books a coach we either arrange to meet them at the local bus stop (on the main road) or we meet them outside the school grounds at a location they are able to reverse to.

Disabled access-

There are 2 designated disabled parking spaces situated at the front of the school and pedestrian access is via the main entrance. If visitors, staff or learners require information on access, they should contact the school reception in the first instance on 01686 688458.

Outside the school grounds-

The school accepts that parking near the school is not easy. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions causes danger to learners 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 learners at Caersws C P school, local residents and other road users safe. Emergency services need to be able to access the school and surrounding houses at all times.

Management-

The ongoing monitoring of this plan is the role of the headteacher and school governors and they will regularly carry out site inspections to view practices and review procedures. Where issues arise these will be dealt with or escalated by the headteacher and governing body. If there are concerns or incidents that constitute non-compliance, appropriate action will be taken.

The headteacher will be responsible for addressing the conduct of all learners where this is not consistent with the requirements of this plan. 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 and others. All staff are responsible for ensuring daily supervision of the children as they are being dismissed at the end of the school day.

Traffic Management Risk Assessment Form

School:	Caersws C P school	Date Completed:	18/7/22
Activity:	Access to school site	Completed by:	Sarah Corbett- Headteacher

Significant Hazards	Who might be harmed?	Control Measures		Action by who?	To be done by?	Date Actioned
		Already in place	Additional measures required			
Struck by Vehicles Onsite	Staff Learners Parents Visitors Contractors	Staff, learners, and parents advised of safe movement procedures, including using pedestrian walkway.	Installation of a zebra crossing on the playground access road.	LA/GB	Spring 23	July 22
		Clear parking area for staff vehicles.	Speed limit set in place and communicated to all stakeholders. Speed management procedures considered e.g., signs to be fitted and speed bumps.	LA/GB	Spring 22	July 22
		Supervision of learners when letting pupils out at the end of the day and when kitchen or other vehicles access the school grounds.	Create a walkway for pupils and parents to use at the end of the school day, this will direct all those walking to vehicles to move along this pathway avoiding the need to walk in front of any vehicles.	LA/GB	Spring 22	July 22
		No access to school grounds by vehicles (except those previously identified) during restricted times 8.30am - 3.15pm.	Consider the possibility of extra outdoor lighting on the playground.	LA/GB	Spring 23	July 22
		Boundary fence in place and access gates closed.	All gates/entrance points to be locked during the school day. Main gate needs to be adapted.	LA/HT	Autumn 22	July 22

<p>Struck by Vehicles Off site</p>	<p>Staff Learners Parents Visitors Contractors Public</p>	<p>Parking in staff parking areas restricted to staff and visitors only. Trailer to be removed.</p> <p>During restricted times (when the playground and access road are locked), parents are asked to park sensibly and with respect in the vicinity of the school.</p>	<p>Regular school communication.</p>	<p>HT HT</p>	<p>Autumn 22 Autumn 22</p>	<p>July 22 July 22</p>
<p>Poor weather conditions on walkways/roads causing slips, trips and falls</p>	<p>Staff Learners Parents Visitors Contractors</p>	<p>The school has level surfaces with no steps to navigate.</p> <p>Surfaces are well-constructed and maintained.</p> <p>There is external lighting to the front of the school.</p> <p>Main pedestrian walkways and routes are gritted when frosty and snow is cleared.</p>	<p>The school can consider external lighting on the main playground.</p>	<p>LA/GB</p>	<p>Spring 23</p>	<p>July 22</p>