

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR TRAFFIC ON SCHOOL SITE MANAGEMENT POLICY



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Welsh Heritage
Schools Initiative



Menter Ysgolion y
Drefnadaeth Gynreig



Sept 2017

Review of Policy

This policy will be reviewed annually unless changes of circumstances or legislation requires it to be amended earlier.

Signed: Date:
Headteacher

Signed: Date:
Chair of Governors

Portfield School

Traffic on School Site Management Policy

Aim

The aim of this policy is to minimise, as far as possible, the health and safety risk to all users (staff, pupils, parents and visitors) of the school site as a result of vehicular traffic.

Access

Access by all vehicles – Portfield

Access by pedestrians – Portfield (Main) and Snowdrop Lane

The Portfield entrance has shared access for visitors, staff and pupils, the Social Adult Activity Centre and Holly House respite unit and is a route for members of the public (including those accessing Ysgol Glan Cleddau) travelling on foot. In order to minimise risks to health and safety the following procedures apply:

Staff

1. Restrict speed on the school site to a maximum of 5mph
2. Be vigilant of pedestrians and other vehicles
3. Take extra care at pedestrian crossing – crossing to be used at all times
4. Staff parking within school site and grounds area are only permitted to arrive before 8.45am and leave after 3.30pm. This is to prevent traffic movement while pupils are on site.
5. To park in marked parking bays only
6. Staff to reverse in to parking bays only
7. Not to park on double yellow lines or hatchings

School Transport Companies – minibuses and taxis

1. Restrict speed on the school site to a maximum of 5mph
2. Transport not to arrive on site earlier than 8:30am for pupil drop off and no earlier than 2:45pm for pupil pick up.
3. Take extra care at pedestrian crossings
4. Drop off and pick up in the designated bus bays only
5. No reversing during AM drop off and No reversing after 3:15
6. Parking staff to monitor/supervise during drop off and pick up times
7. Traffic on school sites risk assessment to be followed at all times

Parents

1. Restrict speed on the school site to a maximum of 5mph
2. Be vigilant of pedestrians and other vehicles
3. Take extra care at pedestrian crossings

4. Not to park on double yellow lines
5. Traffic on school sites risk assessment to be followed at all times
6. Parking for parents' evening and other evening events: Bus parking bays, access road and access ramp between upper and lower schools to be used (after 3:30pm)

Others e.g. Visitors/Contractors/Suppliers

1. Restrict speed on the school site to a maximum of 5mph
2. Be vigilant of pedestrians and other vehicles
3. Take extra care at pedestrian crossings
4. Delivery times to be established with suppliers
5. Not to park on double yellow lines
6. Larger deliveries to be made out of peak times by prior arrangement

Staff Parking

Full time staff - parking spaces are limited on the school site but every effort is made to accommodate the vehicles of full time staff.

Staff to only park in designated parking spaces

If you park in front of another vehicle, please display your name and class number on your dashboard.

Part time staff e.g. supply staff, cleaners and canteen staff can park on access road on left of entrance or on access ramp between upper and lower schools between the hours of 9:15am and 2:45pm and after 3:30pm

Managing Traffic on School Sites Risk Assessment (Annex 1)

Traffic risk assessment to be followed at all times. Failure to comply with "Notable Points" will be reported to PCC Transport Department.

Injuries to persons/Traffic Accidents on Site

All traffic accidents on site should be reported to the school immediately which will be looked in to and passed on to PPC Health & Safety Unit

Damage to vehicles

The school will not be responsible for claims relating to damage or theft from vehicles on the site. If the owner/driver feels that the school has been negligent in any way then the matter should be reported to the School immediately.

Disabled persons

There are designated disabled parking bays for staff/visitors adjacent to the Upper School.

Compliance

All site users are expected to comply with this policy. Persistent offenders will be banned from bringing vehicles onto the school site.

Annex 1

RISK ASSESSMENT: Managing Traffic Safely on and around School Sites

School: Portfield Special School	Head Teacher: Mrs. L Harper	School Phone No: 01437 762701 School Emergency No: 07816527330
Assessed by: Gareth Wilcox	Date of Assessment: 01/09/2017	Review Date: (Sooner if issues arise) 01/09/2018

There is approximately 133 staff employed on site and approximately 155 pupils. A maximum of 4 First Aiders are required.

There is a number of staff trained in 1 day First Aid at work and Administration on Medicines to meet the specific needs of the School.

HAZARD	RISKS	LOW/ MED/ HIGH	CONTROLS IN PLACE	ADDITIONAL CONTROLS REQD
Speed Limitation: Speed Limits Speed Humps	Staff/ pupils/ escorts/ visitors injured by being hit by fast moving traffic. Fractures, sprains, and lacerations leading to hospitalization.	Low/ Med	CROSSING TO BE USED AT ALL TIMES - DRIVERS/ESCORTS NOT TO WALK ACROSS ROAD. Warning lights on Crossing to be activated at peak times. Speed humps positioned in main road to reduce speed. EXCESSIVE SPEED - drivers will be reported to County Council Transport Department.	
Parking: Pickup & Drop off points:	Staff/ Pupils /Escorts being run over or hit by other vehicles. Collisions with other vehicles.	Low/ Med	NO Buses to be moved without being accompanied by an escort on board - drivers will be reported to County Council Transport Department. NO DOUBLE PARKING -. PUPILS ONLY TO BE LOADED/UNLOADED FROM DESIGNATED BAYS OR PARKED DIRECTLY NEXT TO THE PAVEMENT. Ensure staff/ pupils/ escorts do not walk in between vehicles. Parking bays directly in front of the School are to be used for loading/unloading wheelchairs ONLY. Access slope (Upper/Lower School) only to be used for loading/unloading able bodied pupils. AM Drop off: NO REVERSING DURING AM DROP OFF PM Pick up: REVERSING to ONLY take place to access parking bays before 15:15 (before pupils leave school) and all moves are to be monitored by designated staff. NO REVERSING after 15:15 - buses are to stay stationary until they are free to pull off forward only. Transport not to arrive on site earlier than 8:30am for pupil drop off and no earlier than 2:45pm for pupil pick up.	

			<p>Parking bays may be designated and reserved for specific buses/routes for the purpose of pupil safety - vehicles unknowingly parked in any designated bay will be asked to move, go out of the one way system and rejoin the back of the queue.</p> <p>Buses, Taxi's and parents to be parked in designated areas, as instructed by parking staff.</p> <p>Vehicle routes kept free of obstructions,</p> <p>Parking staff to wear High viz clothing</p> <p>Buses do not mount kerbs at anytime.</p> <p>NO Parking of vehicles or loading/unloading of pupils on triangular island.</p> <p>AM-Drop off's - only the 3 inner bays to be used in upper school for unloading wheelchairs.</p>	
Reversing:	Staff/ Pupils /Escorts being run over or hit by reversing vehicles which may lead to Fractures, sprains, and lacerations leading to hospitalization.	Low/ Med	<p>AM Drop off:</p> <p>NO REVERSING DURING AM DROP OFF</p> <p>PM Pick up:</p> <p>REVERSING to ONLY take place to access parking bays before 15:15 (before pupils leave school) and all moves are to be monitored by parking staff.</p> <p>NO REVERSING after 15:15 - buses are to stay stationary until they are free to pull off forwardly only.</p> <p>Delivery vans reversing to access upper school canteen. Only to be done at agreed delivery times.</p> <p>School electronic door access system to control/prevent pupil access to this area.</p> <p>CCTV to monitor if pupils gain access to this area.</p>	
Staff Parking:	Risk of injury to staff, pupils or visitors.	Low	<p>Staff to be parked in bays before 8.45am and remain stationary until 3.30pm.</p> <p>Staff to reverse ONLY into parking bays.</p> <p>Staff to not obstruct loading bays or walk ways.</p> <p>No Parking on yellow hatchings - bus parking only.</p>	
Walking Between Upper & Lower School:	Staff/ pupils/ escorts/ visitors being hit my moving vehicles suffering fractures or lacerations leading to hospitalization due to congestion on the pavement.	Low/ Med	<p>DRIVERS, ESCORTS AND STAFF TO USE DESIGNATED WALK WAYS AND CROSSINGS AT ALL TIMES.</p> <p>Pupils to be adequately supervised at all times.</p>	
External Lighting:	Staff/ pupils/ escorts/ visitors may be injured by being hit by moving traffic due to low light conditions.	Low	<p>Adequate lighting around Upper school</p> <p>Adequate lighting on approach to Lower School</p> <p>Minimal lighting at Lower school entrance.</p> <p>Ensure staff/ pupils/ escorts keep to well-lit pavements.</p>	

Loading Deliveries & Collections:	Risk of injury to pupils if unsupervised access is gained to canteen entrance. Delivery vehicles to park at front of upper school and use side access gate to make deliveries.	Low	Designated delivery times established with suppliers. No Pupil access allowed. School electronic door access system to control/prevent pupil access to this area. CCTV to monitor if pupils gain access to this area.
Slip, trips or falls in car park:	Staff, pupils and visitors may be injured by tripping over objects or slip on spillages. Fractures, sprains, and lacerations leading to hospitalization.	Low	Ensure a first aider is available on site. Ensure car park is kept clear of any trip hazards. In icy conditions gritting to be carried out on pavements and car park area as soon as possible. Parking staff to highlight slippery areas.
Incidents:	Medical emergencies e.g. allergy, asthma, epilepsy. The need for an ambulance.	Low	School phone located in Reception to call 999 if medical assistance is required. Ensure a first aider is available on site - First Aid kit located in reception.
CCTV:	CCTV to prevent crime and disorder and to safely monitor staff, pupil, visitors, drivers and escorts at all times.	Low	Purposes of CCTV scheme in Portfield School are: To assist with the protection of, Public Property Law Enforcement Traffic Management Community, pupil and staff Safety Reduction of Crime and Disorder CCTV to be observed by school staff for the safety of the community, pupils and staff.

Notable Points

Drivers **will** be reported to County Council Transport Department if the below points are not complied with.

- Excessive Speed.
- Buses moving without being accompanied by an escort on board.
- No Double Parking - Pupils only to be loaded/unloaded from designated bays or parked directly next to the pavement.
- Buses **do not** mount kerbs at anytime.
- Transport not to arrive on site earlier than 8:30am for pupil drop off and no earlier than 14:45pm for pupil pick up.
- Blocking transport routes - if you park in an unsafe manner or unsafe location you may be told to go out of the one way system and rejoin the back of the queue.
- Parking staff are on duty for the safety of pupils, staff, drivers, escorts and any visitor's onsite - all instructions are to be followed at all times.