

Site Traffic Management Plan		
Responsible Post	Headteacher	
Responsible Committee	Resources	
Review Schedule	Annual	
Date	Spring 2016	
Changed	New	

1. Introduction

This document has been prepared to inform and instruct staff, 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.

Manor Church of England Infant School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid 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 contained therein. The instructions constitute site rules. Anyone in breach of the site rules may be subject to disciplinary action.

Copies of this document have been given to school staff, pupils, parents and carers. Copies are also available from reception and on the school website:

www.manorinfant.co.uk

2. School Layout / Access



3. Pedestrians

There are pathways around the perimeter of the school and pedestrians should make sure that they use this safely.

Pedestrians should only access the school site through the pedestrian access gate at the front of the school. Pedestrians need to recognise that this is adjacent to the vehicular access point that will be in use during peak times and should exercise caution.

4. Pupils and Parents

It is very important that parents set a good example to the children, particularly in the spirit of being a safe school. There are a number of areas pupils and parents should be aware of:

- **Entry into the school ground via vehicular access points (school car park) is strictly forbidden without express permission from the Headteacher.** Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- Pupils found to be climbing over fences, gates or walls, or not following staff instructions in relation to the site, will be in breach of the site rules.
- When using the footpaths – **walk!** This will avoid accidents and will make you more aware of what is happening around you.
- Pupils should not be accessing the school from the playing fields; entry into the building is only permitted via the front entrance to the school.

Drop Off

There is no designated on site drop off for pupils other than for those who come via Contract Hire Services. No vehicle should be accessing the car parks for this purpose, without express permission from the Headteacher.

5. Staff

There is a car park within the school grounds and this is strictly for use by visitors, contractors and school staff. Drivers should proceed slowly within the car parks at all times. The gates to the car park must remain closed between the hours of 8:30am and 4:30pm.

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 inform/remind the driver of the correct use of the site. The disabled parking bay is only for disabled staff or visitors.

When entering/leaving the car park, drivers should be aware that pedestrians may be crossing the access road.

6. Visitors

Visitors are welcome to park in the school grounds if parking bays are available.

Alternative on street parking is available in the surrounding area. Please make sure that you do not block residential driveways or park where this could cause an obstruction.

All visitors must report to reception, following the reception signs, and sign in before going anywhere in the school. **Visitors are required to leave a note of their registration number with staff.**

All Visitors arriving on foot to the school should enter via the main entrance.

If visitors need any advice on access or parking before their visit, please call the school reception on 023 8089 7549.

7. Servicing / 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.

Where the contractor is on site to carry out works by prior arrangement, please call the school office on 023 8089 7549 in advance to agree the most suitable parking location.

Drivers should be aware that they are working in a school environment, exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

8. Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract.

9. Disabled Access

Disabled access is via the main front entrance. Both sets of doors can be opened fully to allow for wheelchair access. The school's telephone number is clearly displayed on the outer door for anyone needed assistance to access the building.

10. Outside the School Grounds

The school accepts that parking near the school is not easy.

It is important that the school is a good neighbour to local residents. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways, and parking near junctions causes danger to pupils, residents and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles.

Any traffic violations will be referred to the Police.

11. Management Practices

Key to the ongoing monitoring of this plan is the role of the Headteacher. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

If there are concerns or incidents that constitute non-compliance these must be recorded and appropriate action taken.

Any traffic violations will be referred to the Police.

For further information, please contact:

Mrs Michelle Hale, Headteacher on 023 8089 7549 or adminoffice@manor.hants.sch.uk