



SPARK

EDUCATION TRUST

Saltburn Learning Campus Traffic Management Plan

Procedure written 08/11/2022

Reviewed: 29.09.23

Date of Next Review: as required.

Responsible Officer: Facilities & Estates Manager.

Purpose

This Traffic Management Plan (TMP) was developed following a school-based traffic management risk assessment.

The TMP supports the risk assessment by clearly documenting the site rules with a view to preventing harm to people from impact by / collision with vehicles.

The TMP identifies staff who have been allocated specific responsibilities, such as supervisory roles, and set out what is expected of all site users. It covers specific issues such as the site speed limit, reversing, parking, deliveries, and how compliance with site rules will be monitored and breaches reported and dealt with.

The TMP, or the appropriate parts of it, will be communicated to all relevant people. Via the school website, staff briefings & Induction Training. Each member of staff will be given their own copy; teaching staff will discuss their copy with their pupils. Potential visitors, including contractors, parents, service providers and their vehicle drivers will either be sent a copy or directed to read this document on the school website.

1. Introduction

Saltburn Learning Campus operates on a large site which includes Saltburn Primary, Huntcliff Secondary Schools (VALT) and parking facilities shared with other users including Rosedene Nursery and Redcar & Cleveland Borough Council (RCBC) Family hub. Traffic movement can take place throughout the day, peaking at the start and end of the school day. Vehicles present include cars driven by staff, parents, carers, visitors, occasional contract buses, minibuses and taxis, delivery vehicles and contractor vehicles.

As with other aspects of health and safety it is important that vehicle movements on site are properly managed. In order to identify hazards associated with traffic management, the starting point for the Senior Leadership Team (SLT) was the undertaking of a risk assessment that identified the significant traffic hazards at the school.

This Traffic Management Plan (TMP) has been introduced following consultation with other site users and interested parties e.g. VALT, RCBC, Saltburn, New Marske and Marske Parish Council (SNMMPC).

A copy of the risk assessment is available on the school website. This Traffic Management Plan (TMP) has been prepared to inform and instruct employees, pupils and visitors concerning the site rules that the SLT deem suitable and sufficient to manage traffic movements at the school. The main objective is to keep people safe, principally by segregation of pedestrians and vehicles.

The SLT 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 on or around the site, these should be reported to a member of staff.

The instructions contained within this TMP constitute site rules. All users and visitors to site are expected to comply with the rules which are laid out within this document. Staff will be provided with a copy of this TMP at induction, and at regular intervals as required. Pupils will be informed of the relevant parts at the start of the academic year or when they first enrol at the school if that falls outside of the start of the academic year or when there is an amendment to the plan. This is the responsibility of relevant teachers.

Relevant parts of this TMP will be used to inform all school staff, parents, carers, contractors, delivery companies, contracted bus services and other visitors of the traffic management arrangements at the school.

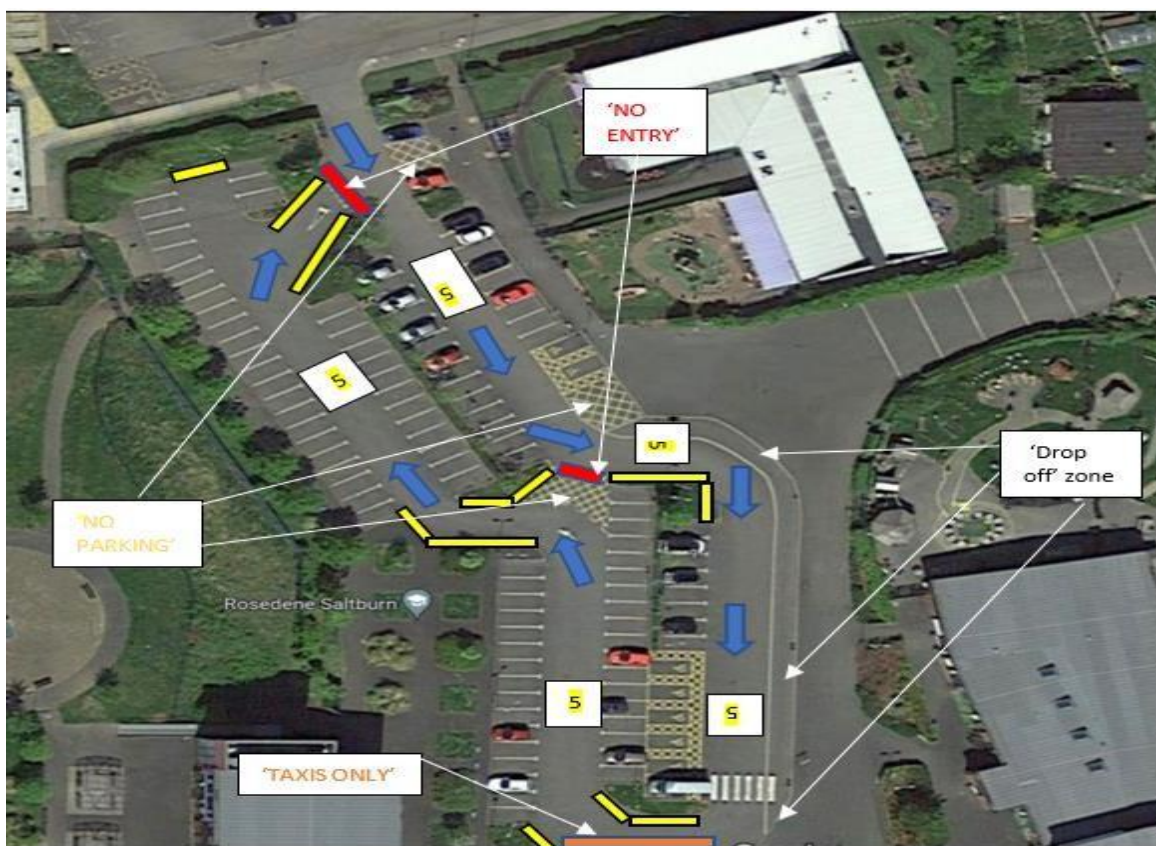
The schools have no obligation to staff or parents to provide guaranteed access to or parking facilities for their vehicles. RCBC designed and built the school car park to facilitate 120 staff vehicles and a drop off zone for 15 cars which has not changed since construction was completed. If deemed necessary the schools SLT or their representatives may refuse access to vehicles in order to reduce the amount of vehicle movements on the school grounds.

An electronic copy of this TMP is accessible on the school website. Additional hard copies may be obtained following a written request to the Headteacher/s.

2. Site Access/Layout

(this section provides a plan showing the traffic management measures at the school including drop off & pick up points (shown in yellow), crossings, exits, entrances, and one-way system (shown by blue arrows)

There must be no parking on the yellow hatched areas as they must be kept clear at all times.



3. Site Speed Limit

A significant factor in both the cause and severity of the injuries resulting from most traffic accidents; whether to drivers, passengers or pedestrians, is the speed at which the vehicle is being driven. Therefore, the school operates a strict maximum speed limit of **5MPH** throughout the site. Drivers are expected to adhere to the speed limit (as well as all other site rules) and drive appropriately, considering pedestrians as well as local weather conditions and other site traffic.

Drivers must remember that some pupils, particularly younger ones, will have little appreciation of the risks associated with traffic movement and must take this into consideration when driving on or near the school.

4. 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 entering / exiting parking spaces or when deliveries are made to the school, drivers must use all reversing aids at their disposal, such as alarms, vehicle 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.

5. Pedestrians

Pedestrians must only access the school site from the designated entrances. Pedestrians need to recognise that the pedestrian gates are sometimes adjacent to vehicle access / egress gates and must exercise the appropriate caution.

At no time are pupils to use the vehicle access / egress gates where there is a significant risk of collisions.

There are various footpaths around and, in the school, and all pedestrians must make sure that they use these safely and avoid spilling onto public highways and on-site vehicle routes. Pupils walking in groups must take this into account and allow other users to pass safely.

Dropped kerbs are provided throughout the site to provide suitable access and egress for wheelchair users. There must be no parking beside or on these dropped kerbs.

During the day, entry into school buildings is only allowed via the school receptions.

6. Staff

All members of staff, as responsible adults, must set a good example, to pupils and other site users, by complying with all site rules. This includes obeying the site speed limit, only parking in the designated staff car parking areas and not parking haphazardly about the site and using pedestrian routes after alighting their vehicles.

All staff, irrespective of whether or not they are undertaking any formal supervisory or monitoring duties, must report any incidents of noncompliance with site rules they observe to the on-duty staff or a member of the SLT.

7. Pupils

Pupils are expected to 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 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, exit 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 stop, look and listen before crossing roads, especially when wearing hoodies or similar clothing that restricts vision to either side;
- When using the footpaths – pupils should **walk**, not run. This will avoid accidents and will make you more aware of what is happening around you;

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

- Pupils must allow the staff / drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can leave on time and the journey is comfortable for all.
- The buses must be at a complete stop before embarking / disembarking;
- Pupils should remember 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;

8. Active Travel

The schools encourage “Active Travel - making journeys by physically active means” like walking, wheeling and cycling to school. This both promotes good physical health and helps reduce the number of vehicles entering the school site thus reducing the likelihood of congestion and the potential dangers this can create.

9. Car Parks

There are limited car parking facilities within the school grounds.

There are several designated parking spaces for SLT, visitors and disabled drivers. All drivers using the car park are asked to respect these designated spaces.

Restrictions apply to the movement of vehicles during the morning drop off (08.20 – 08.50) and afternoon collection times (14:40 – 15:20). Delivery vehicles are NOT allowed to enter or leave the car park during these times.

Drivers should proceed slowly around the school and within the car park at all times and within the designated 5MPH speed limit. Vehicles must not park on kerbs, pathways, verges and on the traffic flow route within the campus grounds to prevent blocking the safe route. Parking is only permitted in marked parking bays only. Only vehicles that have an approval from the Campus Facilities team may park within the campus on the pavement areas - for such occasions as deliveries, or construction works. This will be controlled and monitored.

All staff must supply the school with their vehicle registration number so that they can be contacted should the need arise.

10. Parents / Carers Dropping Off / Collecting Pupils

Parents / Carers are asked to be mindful of the limited parking and “Drop Off” spaces available within the school site and be mindful and courteous to pedestrians, other drivers and other site users at all times. With this in mind we ask and expect parents / carers to:

- Only use the designated “Drop Off” spaces during the Peak times previously described.
- Enter and exit the “Drop off” spaces in a safe and timely manner, to facilitate the free flow of vehicles and the safety of other site users.
- Vehicles should not park up for parents/carers to take their children, or pick up children from class.
- Cars need to keep flowing through this drop off area to prevent congestion which increases risk.

11. Visitors

Visitors must only park in marked parking 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 during school hours if cars are parked within the campus grounds. On departure, visitors should sign out at reception and leave the building by the main entrance door.

Out of school hours

The car park is a shared facility and is used out of school hours, during weekends and school holidays, due to this the carpark closing times differ depending on booked activities. A notice is at the main gates to explain this, and that cars may be locked in overnight.

12. Contractors / Deliveries / Waste & Recycling Collection

Contractors and delivery drivers

Drivers of contractor and delivery vehicles must report to the reception desk in the main building to advise staff on the nature of their visit, to get clarification on where they can park, and to record their vehicle registration details. Drivers must either be issued with a copy of this plan for reference if

necessary, or simply be advised of the site rules in relation to the area they are parking 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.

Waste and Recycling Collection

Refuse and recycling containers are located in a secure area at the rear of the site.

All refuse and recycling collections are made via the rear access road and timed to avoid "Peak Times"

Collections are managed by a member of the Site Team who will position themselves in a safe area if any reversing is required.

All refuse and recycling vehicles must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.

13. Home to School Transport

Special arrangements are in place for some pupils to be transported to and collected from school. These must be agreed with the school in advance. In some instances, this can include specified times outside the peak times.

Where taxis transport pupils during peak times they are expected to use the designated "Taxi" spaces marked in front of the main forecourt.

Pupils using school buses / public transport should go to the designated stops outside school grounds on Marske Mill Lane

14. Outside School

The school accepts that parking near the school is not easy. 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, or in the bus layby outside the pedestrian entrance on Marske Mill Lane, but to drop the children off further away, in a location where it is safe to do so and allow them to walk /escort them the remaining distance and entering the site via the dedicated pedestrian gates.

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.

15. Supervision

There will always be at least one member of Huntcliff SLT on duty throughout the “peak times” of Huntcliff’s start and end of school times.

Saltburn Primary have one member of SLT on duty at the entrance to the main playground gate on a morning.

The Headteachers are responsible for ensuring the TMP is adequate and its recommendations enforced.

16. Monitoring of TMP Compliance

The ongoing monitoring and review of the TMP is a key aspect to ensuring it is and remains fit for purpose. To this end:

- SLT will carry out termly site inspections to review practices. The outcomes of this monitoring will be recorded, including details of any instances of non-compliance.
- Similarly, details of any instances of non-compliance, near misses or H&S concerns noted at any other times will also be recorded.

Traffic and driving issues arising from the behaviour of parents/carers, will be escalated by the Head Teacher as necessary, and dealt with in accordance with the Parent Code of Conduct Policy. Visitors, or contractors’ behaviours will be dealt with which may result in a ban from site.

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

All staffing issues will be dealt with by the Head Teacher.

Appendix 1 – Huntcliff Morning Drop Off Arrangements in Main Car Park

Main Morning Drop Off Periods

Secondary Pupils - 8.10am – 8.30am

- A member of SLT will oversee Huntcliff's morning drop off arrangements.
- During Huntcliff's drop off there will be at least one member of staff managing pedestrian access at the three main gates.
- The General Duties of these staff include:

Challenging unauthorised or inappropriate parking which creates a hazard or congestion.

Directing pedestrians away from hazard areas.

Challenging and reporting incidents of excessive speed.

Challenging and reporting drivers and pedestrians ignoring signs / instructions or otherwise contravening site traffic rules or acting inappropriately.

Appendix 2 – Huntcliff Afternoon Drop Off Arrangements in Main Car Park

Main Afternoon Drop Off Periods:

Secondary Pupils - 2.30pm – 3.00pm

- A member of staff will oversee Huntcliff's afternoon drop off arrangements.
- During Huntcliff's drop off there will be at least one member of staff managing pedestrian access at the three main gates.
- The General Duties of these staff include

Challenging unauthorised or inappropriate parking which creates a hazard or congestion.

Directing pedestrians away from hazard areas.

Challenging and reporting incidents of excessive speed.

Challenging and reporting drivers and pedestrians ignoring signs / instructions or otherwise contravening site traffic rules or acting inappropriately.