



Site Traffic Management Plan

DATE: September 2024

(Next review date: September 2025)



Contents

| | |
|--|---|
| 1. Introduction | 1 |
| 3. Pedestrians..... | 2 |
| 4. Pupils..... | 2 |
| 5. Staff | 3 |
| 6. Visitors..... | 3 |
| 7. Servicing/deliveries..... | 4 |
| 8. Disabled access..... | 4 |
| 9. Outwith the school grounds | 4 |
| 10. Management practices | 5 |
| Appendix A - Traffic Management Plan weekly site monitoring form | 6 |

1. Introduction

This document has been prepared to inform and instruct employees, pupils, parents and others who come onto the site, including visitors, delivery personnel, transport operators (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

We take the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when on 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 school's management team without delay.

Although the issue of congestion and parking on the highway is not something that can be easily addressed by the school ([see Section 11](#)) we will try to influence the behaviours of our school community through reminders/newsletters, work with local community groups, and participation in road safety programmes. We can only take action if traffic is causing a danger/obstruction to the school site, but we will report any safety concerns to the Area Highways Team/Police as required.

We will carry out relevant risk assessments and have suitable procedures in place to support site safety and security – such as home to school transport and vehicle and pedestrian separation, contractor site safety instructions etc.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute our site rules in relation to traffic management. Pupils/staff in breach of the site rules may be subject to disciplinary action.

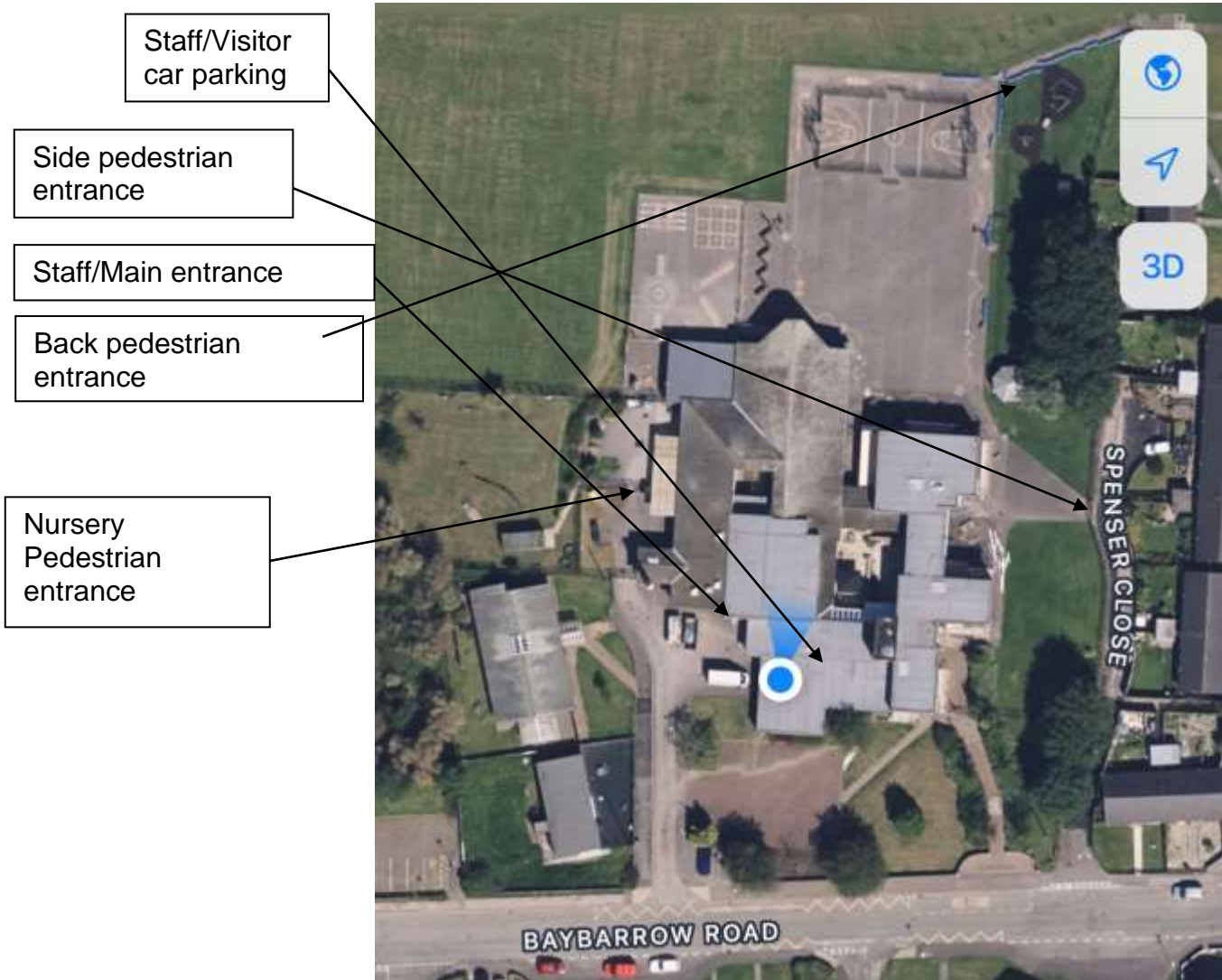
Copies of this document will be communicated to staff, pupils, parents and carers. Copies are also available from reception and on the school website: <https://www.orgill.cumbria.sch.uk/>

The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

For further information, please contact:

Business Manager – Rachel Young
Acting headteacher – Holly Collins

2. School layout/access



3. Pedestrians

- Pedestrians may only access the school from the designated entry points.
- Where indicated, physical barriers separate pedestrians from vehicle movements where this has been deemed necessary.

Designated entry points

Pedestrians should enter by the main entrance, back gate, side gate or Nursery entrance. The vehicular access must not be used by pedestrians. Entry into the school building is through the main entrance.

4. 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 site-related issues pupils should be aware of:

- Pupils should be particularly aware that **entry into the school grounds via vehicular access points (school car parks, bus parking and the service area) is strictly forbidden**. 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 walls/railings, 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 must not walk on bus lanes at any time.
- Pupils must follow the instructions of staff and be aware of the following:
 - Buses must be at a complete stop before pupils disembark. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
 - Only use the paths identified around the bus lane. No one should cross the bus lane as a pedestrian to access the pavements on the perimeter of the school. To access the bus lane please use the footpaths.
 - 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.
- When using the footpaths – walk! This will avoid accidents and will make you more aware of what is happening around you.
- If pupils are accessing the school before the school day, entry into the building is only permitted via the main entrance doors.

Drop-off

There is no designated on-site drop-off for pupils. No vehicle should be accessing the car parks for this purpose, without express permission. Pick-ups and drop-offs are not permitted on zig-zag lines or in designated bus lanes at any time.

5. Staff

There are 16 number car parks within the school grounds. These are strictly for the use of school staff and visitors. Drivers should proceed slowly (5 mph) within the car parks at all times. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this.

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 via the school reception or to the School Business Manager who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with their registration number so that they can be contacted if there is a need to do so.

This car park is strictly for staff car parking. Staff can enter the building via the main entrance.

6. Visitors

Visitors are welcome to park on the school grounds but should only use the car parks as illustrated in [Section 2](#). The car parks are often busy, but visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Parking is not permitted in the bus lanes area at any time, even for the shortest visits.

Access into the school is only permitted via the main entrance. 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 any advice on access or parking before their visit, they should be asked to call the school reception on 01946 820234.

7. Servicing/deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise on the nature of their visit and get clarification as to 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 where they are parking at the time.

The school actively **discourages** deliveries at the following times: 08.30-09.00 hrs., 11.45-12:00 hrs., 12.30-12.15 hrs. and 15.10-15:35 hrs. when pupils are on the grounds and out of the buildings, in order to reduce the likelihood of any accidents.

Where a contractor is on site to carry out works by prior arrangement, they should call the school reception in advance to agree the most suitable parking location and time.

Bus lane

This area is strictly for use by buses.

It is essential that this area is not used for drop-off or parking during these times.

8. Disabled access

Pedestrian access is by the main front entrance

Parking

There are no designated disabled bays in the car park

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance.

9. Outwith the school grounds

The school accepts that parking near the school is not easy. Baybarrow Road is a main thoroughfare and in constant use during the day. Parents/carers are encouraged not to park near the school and instead walk the remaining distance with pupils if they park further away. However, pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points.

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 and other road users. Accidents can happen if views are obstructed or pedestrians have to walk between parked vehicles. In addition, the roads can become congested, which results in frustration and delays to services and ongoing journeys.

Please act responsibly by parking as far away from the school as possible to keep pupils, local residents and other road users safe.

10. Management practices

Key to the ongoing monitoring of this plan is the role of school managers and other staff. All school employees 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.

Gritting plan

The Senior Management Team will arrange for a winter gritting plan to be established. This will ensure that there are suitable stocks of grit/salt, and that arrangements are made for priority routes on site to be gritted during inclement weather. This will be communicated, together with any entrances/routes not to be used, e.g. those that cannot be effectively gritted or made safe.

Supervision

The Senior Management Team will arrange for supervision around the bus lane and the pedestrian areas at the end of the school day. School staff will be providing limited monitoring of the vehicular access to car parks. High visibility waistcoats will be worn when carrying out traffic management monitoring duties.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Senior Management Team will carry out regular weekly monitoring inspections to view traffic management practices. These inspections will be recorded on the '[weekly monitoring form](#)' (see appendix A). These records will be retained for 6 months.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the School Business Manager. The Headteacher will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance, these will be recorded on the form by those monitoring the site and escalated to the Management Team so that appropriate action can be taken.

On days where there is no monitoring carried out and there is an instance of non-compliance, incidents should be escalated immediately to the Senior Management Team who will make a record on the form and take appropriate action.

Incident reporting

Please note that all accidents/incidents involving adults, and significant pupil incidents which occur on school sites and as part of school activities off-site, are reportable to Cumberland Council and may result in investigative action over and above that of the school, e.g. by the Health and Safety Executive or Cumberland Council.

Appendix A - Traffic Management Plan weekly site monitoring form

Completed by: Senior Management Team

| Date | Area | Observations | In the case of an accident/incident, was the relevant form submitted to CUMBERLAND COUNCIL? Yes/no | Signed by |
|------|------|--------------|---|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |