



Ysgol Golwg Pen y Fan Cradoc Campus Traffic Management Plan

Version	Date	Brief Summary of Change	Next Review Date
1.0	September 2024	Document created based on amalgamating various documents already in existence	March 2025
2.0	20/02/2025	Amended for temporary travel arrangements for Cradoc Campus Breakfast and Afterschool Club	August 2025

Signatures:

	Name	Signature
Chair of Governors:	Jess Williams	<i>J. Williams</i>
Headteacher:	Sarah Court	<i>S. Court</i>

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1. Introduction

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

Ysgol Golwg Pen y Fan Cardoc Campus take 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 school leadership team.

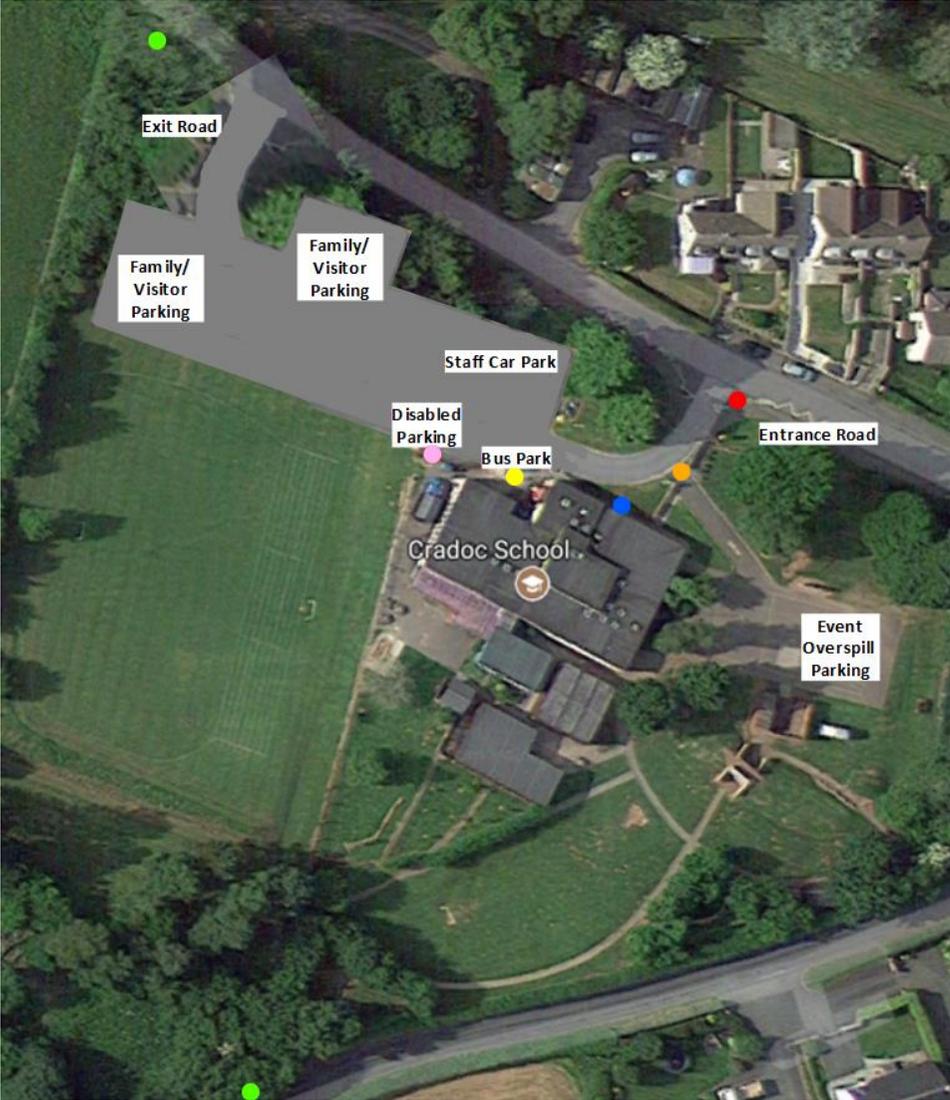
We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules.

Copies of this document are available to staff, parents and carers via the school website at [Ysgol Golwg Pen y Fan](#)
The document will be reviewed biannually 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.

For further information, please contact the school office on 01874 622555

2. School Layout / Access



Red spot	Pedestrian gate to school
Pink spot	Pedestrian and disabled gate to school/car park
Yellow spot	Entry/Exit to bus park
Blue spot	School reception
Orange spot	Vehicular entrance to overspill parking
Green spots	Public footpath entrance/exit

3. Pedestrians

Pedestrians should enter and exit the school grounds through the main gate (red spot). Pedestrians need to recognise that access to the school is adjacent to vehicular access points that will be in use and they should exercise caution.

4. Vehicle Access

Please bear in mind that some learners may have little awareness of road safety. With this in mind, **a 5mph limit** is in force on the school grounds. A **one-way system** is in operation on site with all vehicles accessing the site via the Entrance Road and exiting via the Exit Road.

Families and visitors are welcome to park in the family/visitor parking areas. The car parks are often busy, however, and parking should only be in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times. If there are no available parking bays, families and visitors must park off-site.

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

When special events are held at school, the Event Overspill Parking area may be opened, access to which is via the gate on the Entrance Road (orange spot). As this is usually the school playground, drivers should be extra vigilant as children are less likely to think about the presence and movement of vehicles. Exit from this area is through the car park and via the Exit Road.

Access into the school grounds from the car park is via the pedestrian gate (pink spot).

There should be no vehicles parked around the school grounds other than in the designated car parks to avoid any restriction for emergency vehicles.

5. Visitors

All visitors must report to reception and sign in before going anywhere in the school. Visitors are required to leave a note of their registration number with staff. 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, please call the school reception on 01874 622555.

6. Cyclists

Learners cycling to school must enter the grounds via the Entrance Road, deposit their cycles in the bike racks and enter the school through the Car Park gate (pink dot).

7. Staff

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 or others. 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 Senior Leadership Team who will remind the offending driver of the correct use of the site. It would be helpful if staff could supply reception with their registration number so that you can be contacted in the event of a problem arising.

An area is designated as staff parking. This is accessed from the entrance road and is strictly for the use of staff.

8. 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 in at the time.

9. School Buses

The Bus Park area is strictly for use by contracted buses. It is essential that this area is not used for drop-off point or parking. Four school buses regularly use the school bus park.

Buses that enter the site to collect learners should access the site from the Entrance Road. Buses should pull as far forward as possible in the Bus Park, without blocking the disabled access, and must pull as far to the left as possible, ensuring that they leave sufficient space for other vehicles to “overtake” them, to travel along the Entrance Road to access the Car Park. If the driver is in any doubt as to whether this is possible, they should not enter the school site until space is available in the Bus Park.

Buses should be at a complete stop before allowing learners to get on or off the bus. Only when learners are clear of the vicinity of the bus park (am) or all on board with seat belts secured (pm), should drivers exit the bus park when they are clear to do so.

Learners must follow the instructions of supervising staff and comply with the Cradoc Campus School Bus Charter.

10. Disabled Access

Pedestrian access to the school site is primarily via the front gate (red spot). Entry to the school building is via Reception at the front of the main building (blue spot). Alternative access into the building is via the 3@Crdoc entrance.

There are 2 accessible bays in the car park. These are the spaces nearest the main entrance and are clearly marked out. Access to the disabled parking bays is via the entrance road and the bays are located just beyond the bus park.

If visitors, staff or learners require information on access, they should contact the school reception in the first instance on 01874 622555.

11. 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 in appropriate parking areas to keep the learners at Cradoc School, local residents and other road users safe.

12. Management

The Senior Leadership Team will arrange for daily supervision around the carpark entrances – pupils arriving in the morning and the receiving children off the buses at the start and dismissing bus children at the end of the school day.

Where issues arise with vehicular access, bus, minibus, taxi drivers and staffing, these will be dealt with or escalated by the responsible member of the Senior Management Team. The Senior Leadership Team will be responsible for addressing the conduct of all learners where this is not consistent with the requirements of this plan.

In addition to the supervision arrangements in place, the Senior Leadership Team will periodically carry out site inspections to view practices.

If there are concerns or incidents that constitute non-compliance, appropriate action will be taken. This includes possible disciplinary action and reports going to the School Transport Unit, which may result in investigative action.

Appendix A

Ysgol Golwg Pen y Fan CRADOC CAMPUS Risk Assessment Form

Date risk assessment completed	16.02.25 - reviewed	Risk assessment completed by	Sarah Court
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Significant hazards	Who might be harmed?	Control Measures		Action by who?	To be done (date)	by	Date Actioned
		Already in place	Additional measures required				
Changes in level or poor conditions of walkways/roads on site causing slips trips or falls	Staff Learners Visitors Contractors	<ol style="list-style-type: none"> 1. Changes of level indicated where necessary 2. Surface well-constructed and maintained 3. Maintained external lighting 4. Main traffic areas/routes gritted when frosty 					
Struck by vehicles - onsite	Staff Learners Visitors Contractors	<ol style="list-style-type: none"> 1. 5mph Speed limit in place on site -sign painted on entrance 2. Speed bump in place by entry 3. Speed hump used on main stretches of roadway 4. One-way system with directional signs clear and well sited 5. Pavements provided to separate vehicles and pedestrians 6. Pedestrians encouraged to use zebra crossing where relevant 7. Provision of gates between car park and school access areas. Different gates allocated for car park and bus access 8. Employees, learners, parents and visitors informed of safe movement procedure 9. Marked parking bays 10. Parking of vehicles only allowed in marked spaces 11. Designated parking areas out of bounds to pupils unless accompanied by family supervisors 12. Reversing vehicles avoided unless absolutely necessary 13. Supervision of learners dis/embarking bus transport 14. Provision of high visibility clothing for supervisors. 15. "No entry" sign 					

		16. Parking barriers have been installed in one parking area to stop cars reversing back onto pavement				
Struck by vehicle – off-site	Staff Learners Visitors Contractors Public	1. Parking between school entrance and exit restricted by yellow markings/zig-zag 2. Parents asked to park sensibly and with respect in the vicinity of the school				

Additional Notes: