



Ysgol Golwg Pen Y Fan

Mount Street Junior 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
	21.04.2026		April 2027

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, parents/carers and others who come onto the site, including visitors (both pedestrian and in vehicles), about the site rules concerning pedestrian and vehicle management.

Mount Street Junior Campus, Ysgol Golwg Pen y Fan takes 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. Staff and learners in breach of the site rules may be subject to disciplinary action.

Copies of this document are available to school staff, students, parents and carers, via the school website: The document will be reviewed annually. 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, Mount Street Junior Campus, Ysgol Golwg Pen y Fan

Mrs Sarah Court, Headteacher, Ysgol Golwg Pen y Fan/Terry Hampton, Health and Safety, Schools Officer – Powys County Council
Autumn 24 (16.02.2025)

2 School Layout / Access

- 1 Mount Street Pedestrian Entrance/Drop off Bay
- 2 Car Park
- 3 Pedestrian Entrance from Lon Y Coed
- 4 Pedestrian Entrance
- 5 Main Entrance



3 Pedestrians

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Pupils walking in groups should take this into account and allow others to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

Pedestrians should follow the local footpaths to Mount Street Junior School and enter the school site using the three pedestrian entry points. Entry to the school for pupils is through these three points. Pedestrians dropping off at Breakfast club should park near the school in a safe place and walk, as vehicles are prohibited from entering Lon Y Coed. Parents dropping off are responsible for ensuring they accompany their children to an entrance to drop off their child. Pedestrians should still take vigilance as staff members are arriving at this time.

Where is parking available for parents for drop off and pick up

1. Co-op free parking – contact the office for a free pass
2. Mount Street Infant Campus bays outside school for breakfast and afterschool club
3. Parents/carers dropping off at Breakfast Club can use the bay at the Mount Street entrance, to avoid driving up Lon Y Coed for 8:45 school entrance
4. Please ensure your child is dropped off safely and walks safely into the school gate
5. Buses will also be dropping off at the Mount Street bays, please do not block their arrival
6. Parents/carers picking up from After School Club MUST take great care when arriving in the car park, as there will be other parents/carers, staff and children leaving the site on foot and in cars
7. Please DO NOT PARK in this area as buses bringing children to and taking from school need to park in the bay.
8. Vehicular access is not allowed in Lon Y Coed unless parents/carers have a Blue Badge to denote disability

4 Pupils

It is very important that learners set a good example to others, particularly in the spirit of being a safe school. There are a number of site related issues that learners should be aware of:

- Pupils should be particularly aware that entry into the school ground via vehicular access points can be dangerous and learners are encouraged to use the site footpaths or stay as near to the school wall/perimeter fence as possible.
- Pupils found to be 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.
- Pupils must not walk in the car park at any time, unless accompanied by an adult/parent or carer. Pupils must follow the instructions of supervising staff and be aware of the following:
- Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
- When using the footpaths, pedestrians should walk. This will avoid accidents and will make you more aware of what is happening around you.
- Learners cycling/scootering to school must enter the grounds via the pedestrian entrances having dismounted their bicycles/scooters and deposit at the far side of the playground where they will be deposited for the duration of the school day.

5 Staff

There is limited parking for staff at Mount Street Junior School in the car park. Drivers should proceed slowly within the car park areas at all times. Please bear in mind that some pupils may have little 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 to the Senior Management 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.

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

6 Visitors

Visitors are welcome to park in the school ground, but should only use the car park noted in the illustration in section 2. The car park is often busy, however, and visitors should only park in available space that will allow unrestricted movement of other vehicles during the school day or at peak times. If there are no available parking bays, visitors must park off-site.

Visitor access into the school is only permitted from the main door. 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 on the visitors book. 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 622262.

7 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.

Car Park

Contractors and delivery vehicles are permitted to use the bus park, subject to obtaining permission from the school reception. Contractors must remove vehicles by 3.00 pm to ensure that the area is clear for bus access.

8 School Buses

Three school buses use the school bay on Mount Street Junior Campus

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

Pupils are reminded about good conduct around the bay in section 4 of this plan, however if there are any other concerns about how this bay is being used; they should be raised via the staff supervisors during the afternoon pick up.

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through the School Transport Unit as part of the terms of the contract.

Children accessing the wrap around care bus for transport to Cradoc Campus as an interim measure will be escorted to the bus by a member of staff, ensure they are belted before the bus leaves. Children accessing the bus will be escorted to the bus by a member of staff and ensure they are belted before it leaves.

9 Disabled Access

Pedestrian access is primarily via points 1,3 and 5 on map.

Parking

There is no specified area on school grounds for accessible parking.

If visitors, staff or learners require information on access, they should contact the school reception in the first instance on 01874 622262

10 Outside the School Grounds

The school accepts that parking near the school is not easy. Parents/carers are discouraged from parking near the school and should consider allowing their children to walk the remaining distance to school. However, pupils should be reminded to walk around the perimeter of the school 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 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. SEE SECTION 4 ABOVE FOR DROP OFFS.

Please act responsibly by parking as far away from the school as possible to keep the learners at Mount Street Junior School local residents and other road users safe. Parking passes for the Co-op Car Park are available from the school office.

11 Management

Key to the ongoing monitoring of the plan is the role of school managers and other 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.

Supervision

Start of the day

The bottom gates will be open from 8:00 – 8:25 for breakfast club children and parents to enter and access via the hall door. A staff member will be on duty from 8:45 opening the green pedestrian gate into the playground and the bottom gate entrance. They will be on duty in the playground.
A staff member will lock these gates at 9:00

End of the day

A staff member will open both gates from the playground at approximately 3.20 for parents and carers to enter for pick up.

Monitoring of compliance against this plan

This plan has been reviewed alongside the Health and Safety Officer, PCC and recommendations have been put in place.

In addition to the supervision arrangements in place, the Senior Management Team will carry out site inspections to view practices, alongside the Health and Safety Officer, PCC and Health and Safety Governors.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the responsible member of the Senior Management Team. The Senior Management Team 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, 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 MSJ Campus Risk Assessment Form

Traffic Management Plan					
Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required (Yes / No)	Action Ref. No.
Pedestrians in vehicle movement areas (lack of pedestrian/ vehicle segregation)	Pedestrians, particularly pupils, are at risk of being seriously injured by moving vehicles.	<p>Possible control measures include:</p> <ul style="list-style-type: none"> - Clear signage with restricted access to vehicles - Outlining options for pick-up/ drop-off points to prevent pupils embarking/ disembarking in vehicle movement areas (e.g. using bay with raised pavements) - Outlining pick-up/ drop-off points to prevent pupils needing to cross roads/ vehicle movement areas - Preventing parents from parking directly outside the School (e.g. with double yellow lines, 'keep clear' markings, signs etc.) - Issue passes for Co-Op Car Park - Encourage parents and children to park away from school and walk - Ensure that parents are aware of their roles and responsibilities with parking, drop off and pick up - Communicate regularly with parents about the safety needs around pick up and drop off time 	6 –at beginning and end of day	Continued communication with parents/ carers	1
Carelessly parked cars / cars not parked in designated parking spaces	Can cause obstructions, block access, reduce visibility etc. which increases the likelihood of injury to pedestrians and/ or drivers and/ or passengers.	<p>Possible control measures include:</p> <ul style="list-style-type: none"> - Clearly marked and signposted car parking spaces around site - Parking spaces for staff and visitors - Action to be taken if a vehicle is found to be parked in an undesignated space 	6 –at beginning and end of day	<p>Continued communication with parents/ carers</p> <p>Seek advice support from Traffic Wardens</p>	

Use of bicycles/scooters in vehicle movement areas	Cyclists could collide with other road users and/ or pedestrians causing injury to themselves or others.	Possible control measures include: <ul style="list-style-type: none"> - Informing cyclists/riders that they must dismount from their bicycles prior to entering the site and must walk alongside their bicycle whilst onsite - Action taken if anyone is found to be riding their bicycle onsite - Manning Lon Y Coed in order that no vehicles can access the street at start and end of school day - Safety conversations with pupils who bicycle to school to raise awareness of potential dangers 	6 –at beginning and end of day	Continued communication with parents/ carers/pupils	2
'Horseplay' (dangerous/ reckless pupil behaviour)	Pupils may be injured by moving vehicles if they behave recklessly in vehicle movement areas (e.g. running across busy roads, pushing, shoving, etc.).	Possible control measures include: <ul style="list-style-type: none"> - Manning Bay at Mount Street Entrance/ Lon Y Coed during busy times (e.g. pick-up/ drop off) to supervise pupils and help to control traffic - Taking disciplinary action against any pupil who is seen to behave dangerously in vehicle movement areas 	6 –at beginning and end of day	Continued communication with parents/ carers/pupils	2
Poor visibility	A lack of visibility increases the likelihood of pedestrians being struck and injured by vehicles.	Possible control measures include: <ul style="list-style-type: none"> - Good levels of external lighting- In Car Park - Regular pruning of trees/ shrubs in vehicle movement areas - Manning of Bay/Lon Y Coed/Car Park area 	6 –at beginning and end of day	Continued communication with parents/ carers/pupils	
Large vehicles reversing	Any pedestrians present in the area(s) where vehicles are reversing may potentially be struck by the vehicles.	Possible control measures include: <ul style="list-style-type: none"> - Deliveries/ waste collections arranged for times when pupils are not present in external areas - Manning Lon Y Coed to prevent vehicles from accessing at start and end of school day 	6 –at beginning and end of day	Continued communication with Individual Companies	

Residents leaving / returning to street	Any pedestrians present in the area(s) where vehicles are leaving/returning may potentially be struck by the vehicles.	Possible control measures include: <ul style="list-style-type: none"> - Manning Lon Y Coed to manage vehicles from leaving and returning at start and end of school day 	6 –at beginning and end of day	Continued manning of Lon Y Coed	3
Visitors/ contractors who are unfamiliar with the site layout	Visitors could go into unauthorised areas either by car or as a pedestrian and may suffer injuries themselves or injure others.	Possible control measures include: <ul style="list-style-type: none"> - Clear physical directing to direct visitors/ contractors around site - Clear instructions to direct to Car Park /Yard(Depending on Business) - Clear instructions to direct vehicles into yard- SLT/Admin only to open and shut gates and act as banksman - Ensure all pupils are indoors - Send Traffic Management Plan to Companies prior to visit 	3		

Risk Rating = Likelihood x Severity

1 or 2 = Low Risk/
Priority

3 or 4 = Medium Risk/
Priority

6 or 9 = High Risk/
Priority

Action Plan

Action Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Completion Date
1	Continued Communication with Parents/Carers regarding pupil and own safety- Issue SCHOOP/ Individual Conversations/ Reminders / Parking Permits/Website with info	Ongoing	HT	Ongoing
2	Continued Communication with pedestrians/parents/ carers/ pupils regarding behaviour around access points home	Ongoing	HT	Ongoing
3	Continued monitoring and review with SLT and PCC Health and Safety officers, visits with Police or PCSO as required	Half termly updates	HT	Half termly updates