



Ysgol Golwg Pen Y Fan MSI Campus and Smarties 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 at MSI Campus and Smarties	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: Management of Traffic at Mount Street Infant Campus and Smarties

There is a legal requirement for every school to record detailed arrangements to manage traffic on the site. These arrangements form part of the Health and Safety Policy for the school and are clearly communicated to all relevant parties (Staff, L.A., contractors, pupils, parents, visitors, delivery persons etc.)

The Management of the Health and Safety at Work Regulations refer to the need to undertake risk assessments on all activities where there is foreseeable significant risk. Therefore, there is statutory requirement to undertake a risk assessment on the traffic management at our site.

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.

The fundamental principal of our Site Traffic Management Policy is to minimise and control the risk posed by vehicles on school sites.

2. Risk Assessment - All Significant Hazards

1. Pedestrian pavement used by parents and young children during the 'peak traffic' times at the beginning and end of day
 - parental control of young children
 - prams/buggies

2. Deliveries
 - Delivery vehicles to school – including post, parcels, resource supplies, theatre companies

3. Limited parking spaces on site
 - Minibus (some parental cars used to transport pupils to and from school with specific permission of Headteacher)
 - Some deliveries
 - Refuse collection vehicles
 - Other visitors to the school using car parking spaces – selected school staff, L.A. staff, peripatetic staff, general visitors, performers and Governors for evening meetings.

4. All persons at risk – drivers and passengers of vehicles outlined above, pedestrians using paths and other pupils

5. Control measures in place to control the risk

- Grounds Maintenance Contractors to stop work during the following periods: 8.15 to 9.00 am, playtimes and lunchtimes and 3.00 pm – 3.45 pm
- Delivery vehicles all requested to avoid entering and leaving school grounds during peak times of: 8.30 a.m. to 9.15 a.m. and 3.00 p.m. to 3.45 p.m.
- Refuse collection takes place early morning on a Friday.
- Regular advice on traffic management rules given to parents via newsletters and prospectus including information on parking permits for the town car park.
- Regular road safety advice provided for pupils in assemblies.
- Parents advised to ensure that all young pupils are carefully supervised and encouraged to walk on pedestrian pavement.
- Cones are put out in the morning and evening to prevent parents from parking on double yellow lines.
- Police are sometimes contacted and requested to patrol mornings and afternoons and provide advice parents as required.
- SLT regularly patrol drop off and pick up times outside the school gates.
- No parents allowed to bring vehicles onto premises unless given special permission

The above risk assessment forms part of the school policy for traffic management. The arrangements outlined above to reduce risk take into account previous practical experiences and consideration of the following aspects of L.A. guidance.

The risk assessment must be reviewed following any incident, when factors change.

When reviewing the risk assessment the following aspects will be considered:

- new staff/pupils who may join the school at any time during the year,
- season of year, - including severe weather conditions,
- new or altered buildings use – i.e. new clubs, lettings, different delivery arrangements, changes to the layout of the site.

The following aspects have also been considered for the risk assessment:-

3. Vehicles on Site

- All vehicle drivers authorised to enter the site must be informed of the need to exercise extreme caution during access and egress of the site.
- Special arrangements are made for refuse/recycling collections, and other major deliveries, other visitors.
- All risk assessments carried out for Contractors on site include details of traffic management risks and guidance on times suitable for access and egress of premises.

4. Parent's Vehicles

- Due to limited space parents are asked not to bring their vehicle onto school grounds to drop off and collect children on a routine basis. They are advised of this via the prospectus and regular newsletter reminders and personal reminders from Headteacher.
- If given special permission they are advised of the appropriate place to park, the speed limit and timing of their visit on site.
- They are also informed of the need to exercise caution (especially at peak times).

5. Staff Vehicles

Arrangements are made for the majority of staff to park their vehicles on the school site. All peripatetic staff are invited to also use our car parking facilities. All staff are provided with the above outlined information and:

- Staff must park in the allocated area.
- All staff are reminded to proceed with caution at all times

6. School Buses

One school bus will collect children from the breakfast club. It will park in the bay opposite the main entrance.

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.

7. Contractor's Vehicles

Contractors will be advised that they should arrange to visit the site by appointment and will be informed not to coincide their arrival or departure with the start/end of the day or break/lunchtime.

8. Building Works Vehicles

Where there is proposed major construction the vehicle access to the site must be discussed and agreed at the pre-contract meeting.

9. Emergency Access

If a vehicle has to be driven through the playground it will be done when the playground is free from pupils.

If this is not possible due to exceptional circumstances (emergency services), then vehicles will be driven slowly through the playground whilst sounding the horn and activating their hazard warning lights to alert all in the area.

A nominated person will clear the vehicles route in advance.

10. Cycles

Cyclists should dismount shortly after entering the school premises.

11. Parking

A regular review of our parking arrangements will be undertaken to consider if:

- There are a suitable number of parking spaces for the vehicles permitted onto the site.
- There are sufficient separate parking spaces for delivery vehicles.
- The parking spaces are provided in appropriate places.
- The position of the spaces hinders access/egress from the building.
- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.
- Arrangements for visitor parking.
- Arrangements for disabled parking.
- Guidance is offered to persons letting the premises on parking arrangements and access to the premises.

12. Pupils

Staff and pupils will be made aware that parking areas are out of bounds to pupils.

13. Physical Control Measures

The installation of appropriate signage will be provided when the school is able (Signs used in connection with traffic should where possible comply with the Highway Code): -

- Signage indicating the route to the car park

14. Road Markings

A regular review of this aspect of our policy will take place. The following aspects will be considered:

- Parents will be frequently reminded not to park on yellow zig zags.

15. Footpaths

- Pedestrian pathways will always be maintained in good condition.

16. Supervision

It is good practice to supervise the arrival and departure of pupils at the site to ensure that there are no breaches of our traffic management arrangements.

17. Poor Visibility

Where the visibility at early mornings, late afternoon or during the evening (for lettings, concerts, and parents' evenings), then the following have been considered: -

- Adequate lighting for traffic routes and footpaths.
- Advice on safe routes into the building given to students/parents/visitors

18. Access To and From School

Severe vehicle congestion problems close to and surrounding the premises at the beginning and end of day is caused by Parents who drop off and pick up their children by car.

The following have been considered in an attempt to reduce the congestion:

- Safe Routes to school put in place.
- Liaison with local Police regarding enforcement.
- Liaison with the Local Authority regarding remedial measures (speed limits, road markings, traffic calming, etc).
- Regular notification to parents of the dangers and problems associated with congestion at busy times of day.
- Reminders to park on school side
- Liaison with operators who pick up/drop off pupils transported by bus/taxi.
- Parking permits available in the town carpark free of charge to all parents to alleviate traffic congestion.

19. Useful Contacts

Education Safety Officer 01792 636685/636360

Schools Organisation and Projects Unit 01792 636206/636372

(On site premises development)

Traffic Section 01792 636147

(Remedial highway measures in the school vicinity)

Road Safety 01792 636142

(Road Safety Education, Safe routes to school, child pedestrian training, school crossing patrol, integrated transport, cycle proficiency, school travel plans).