



St. Bede's Catholic Primary School &
Nursery



School Traffic Management Plan 2022~2023



“Shine like a Lantern in the presence of the Lord”

Approved by:

Head Teacher

Date: 04 – 09 – 2023

Signed

Last reviewed on:

Autumn 2023

Next review due by:

Autumn 2024

School Name: **St Bede's Catholic Primary school and Nursery**

Manager with responsibility for Traffic Management Plan: **Peter Roberts**

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Introduction

This document has been prepared to inform and instruct staff, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation. St Bede's Catholic Primary School and Nursery 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, they should be reported to the school office, the office will then liaise with the manager that has responsibility for the traffic management. We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.

Where to find this report:

School Office – Front of School.

School Website: Information / Policies

This document will be reviewed annually and awareness raised regularly through *parental events, assemblies and school meetings, with monitoring forms.*

For further information, please contact:

Mr Peter Roberts

Caretaker

Proberts50.317@lgflmail.org

07538 205229

School Layout



General Observation

All visitors and staff are reminded that St Bede's Catholic Primary School and Nursery is a non-smoking / non-vaping site.

Pedestrians

There is a footpath that leads from the pavement to the front entrance of the school via a security gate with access control and intercom communication facilities (walk in gate). This path broadens out and gives access to the car park and continues to another entrance to the school grounds, via an additional gate with security access control. Pupils only enter the school via the walk in gate if they are reporting to the school office as a late arrival; they will be accompanied by their parent / guardian until they reach the school office. Pedestrians must use the footpath at all times.

Pupils enter the school by two gated entrances:

- main Gate
- back Gate
- both gates are opened at 08:30 each morning and closed and secured at 09:00am

Before and after school clubs / Tutoring

- Pupils attending a before school morning club will gain entrance via the walk in gate and side playground gate.
- Pupils attending after-school tutoring will leave the school via the main gate.

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 areas pupils should be aware of:

- pupils should be particularly aware that entry into the school ground via vehicular access point (staff car park entrance) is strictly forbidden. Pupils should enter via the Main gate / Back gate or Walk in gate when late.
- pupils should not climb over gates or fences.
- when using the footpaths – walk. This will avoid accidents and make you more aware of what is happening around you.

Staff

There is a car park within the school grounds and this is for use by authorised visitors and school staff. Drivers should proceed slowly within the car park at all times. Please bear in mind that 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.

Visitors

Authorised visitors are welcome to park in the school car park. The car park is often busy; however, visitors should only park in available designated bays or with consent from the school office. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times. Alternative on street parking is available along the side of the school in Canon Avenue or Somerville Road but if you are unfamiliar with the area, please

make sure that you do not block residential driveways or park where this could cause an obstruction.

Pedestrian Access

Access into the school by visitors is only permitted via the “Walk in” gate. All visitors must report to reception and sign in before going anywhere in the school. On departure, visitors must sign out at reception and leave by the main entrance door exiting the school premises via the “Walk in” gate. If visitors need any advice on access or parking before their visit, please call the school office on 0208 590 1376.

Vehicle Access / Parking

All vehicles must approach the electronic security gates on Canon Avenue and contact the school office via the intercom system – access will only be granted by the school office staff.

Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the school office 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 at the time. Where the contractor is on site to carry out works by prior arrangement, please call the school office and liaise with the Caretaker in advance to agree the most suitable parking location.

Disabled Access

Pedestrian access is via the walk in gate. No ramp access is required. If visitors, staff or pupils require information on access or any other considerations, they should contact the school office in the first instance on 0208 590 1376.

Disabled Parking

There is one allocated disabled parking space for the use by permit holders only.

Management Practices

Key to the ongoing monitoring of the plan is the role of the Caretaker.

All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

Monitoring of compliance against this plan

The Caretaker will carry out weekly site inspections to view practices. These inspections will be recorded on the ‘weekly site monitoring form held on digital Asset management software, currently “Parago”. These records will be retained for 6 months. Where issues arise with vehicular access, contractors, deliveries and parking, these should be dealt with or escalated by the Caretaker.

The school’s leadership 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 these should be recorded on the form by those monitoring the site and appropriate action will be taken. Any incident/non-compliance reported that relate to Local Authority (LA) contracted services should be reported to the LA for joint investigation. The LA will then be responsible for undertaking any subsequent contractual action against the Operator.

On days where there is no monitoring carried out and there is an instance of non-compliance, these should be escalated immediately to the school's leadership team or the School's Health and Safety Champion, who will make a record on the form and take appropriate action.

Any vehicular or pedestrian incidents that count as a "near miss" (i.e. an event not causing harm but with the potential to cause injury or ill health and including dangerous occurrences) will be recorded on a "near miss" form available from the school office.