



# Traffic Management Plan

**Ysgol Uwchradd Y Frenhines Elisabeth**

*Moving Forward Together*

Last Reviewed by Nigel Cooke  
School Business Manager

*Version 2, September 2022*

## Traffic Management Plan - Queen Elizabeth High School

Queen Elizabeth High School and the Governing Body takes the health and safety of all site users extremely seriously. It is therefore imperative that individuals take care, exercise caution when on school premises and follow instructions to avoid the risk of injury. Any concerns about traffic safety should be reported to the Business Manager or Site Manager (visitors can report concerns to reception).

Effective traffic management on a school site comprises a combination of:

- “Physical measures” that can be put into place to segregate pedestrians from vehicular traffic.
- An effective supervisory regime to ensure the requirements, as set out in the school traffic management plan.

### **Instructions**

The following instructions are issued to assist the school in obtaining a safe interface between pupils (and others) and vehicles on site:

- Staff cars are only to be parked in specific designated areas and extreme caution is to be used by staff during access/egress to/from site, this includes following signage, road markings, speed limits and parking restrictions.
- Visitors and contractors will be expected to use extreme caution when bringing their vehicles onto school premises and advance warning of their visit should be received. The Business Manager or Site Manager will ensure that the appropriate visitor or contractor is made aware of the school's requirements and arrangements as far as transport on site is concerned.
- The term 'visitor' does not include parents transporting children to and from school and parents will be made aware of the school's policy and arrangements relating to transport on site through the school prospectus.
- If a vehicle has to be driven through the playground this can only take place when pupils are inside the school building and with the prior approval of the site manager or at the end of a school day.
- Pupils will not be asked to collect or put things into staff cars, unless the member of staff accompanies them.
- Pupils will not be allowed to open and close the school gates for vehicle access/egress. The Premises Team must open the gates.
- All vehicles are parked at the owner's risk - the school accepts no responsibility for damage or loss.
- Vehicles will not be parked anywhere other than the designated area unless permission has been granted by the Headteacher or Business Manager. Before giving permission, the Headteacher or

Business Manager will perform a risk assessment to ensure that there is no danger to others using the site.

- Staff must be reminded regularly that the safety of pupils and pedestrians is of paramount importance and no vehicles should be removed from the designated parking spaces until all pupils have left the site.
- Movement of parents' vehicles on site, where permitted, is subject to the same rules as set out above and will only be allowed onto school premises when absolutely necessary.
- Cyclists should dismount before entering the school premises. Bikes should be securely locked and as is the case with vehicles, all bikes stored are at the owners' risk - the school accepts no responsibility for damage or loss.
- There are designated disabled parking bays allocated by the main school reception
- No vehicle is to park on any double yellow lines, or on any yellow 'hatched' areas
- Vehicles must not exceed the 5 mph site speed limit when on school premises.
- Appropriate signage should be strategically sited to inform vehicle users of any speed restrictions or prohibitions.

### **Times of Entry**

Pupils are required to be dropped off/picked up in the designated bay outside the main school gates.

There are arrangements in place for our Canolfan Elfed Pupils who have access to the back of the school for Taxi and Buses. Pupils will be allowed in via the back gate at 8.45am when the gates will be opened and also from 3pm to get collected.

Staff should arrive before 8.50am and observe the speed limit and one-way restrictions on school grounds.

There are designated times for staff leaving the school site in a vehicle and this should be set at a minimum of ten minutes following the end of the school day.

We operate a barrier system between 3.15pm and 3.45pm and no vehicles should move within the designated area near to reception between these times.

All known deliveries, or contractor vehicles arriving on site, should be arranged with the Site Manager in advance. Movement of vehicles on site will only be allowed during the following times:

- All gates before 8.15am
- All gates between 9.30am and 10.10am, 10.30am and 11.10am, 11.30am and 12.15pm, 2.30pm and 3pm
- All gates after 3.45pm

No vehicle movement will be allowed on site outside of these times without the prior consent of the Headteacher or Business Manager

All delivery vehicles should only be permitted onto the school site at times when pupils are not arriving, leaving premises or during breaks. These times should be set as above

Any breaches of the policy and arrangements by drivers of delivery or contractors' vehicles should be reported immediately to the Site Manager.

No movement of vehicles on site should be allowed outside of the designated times unless they are emergency service vehicles attending an emergency, any other vehicle being used for emergency transport, or with the prior permission of the Headteacher or Business Manager.

### **Extra-Curricular/lettings vehicles**

Any vehicle movement relating to after school extra-curricular activities off-site, including the use of school minibuses or 7 seater car, must have left the premises

All lettings of the school premises do not commence until 4pm, when it is deemed safe to have large volumes of traffic arriving/leaving the premises.

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### **Visitors**

Visitors are welcome to park on school premises between 9.30am and 3pm. We ask that all visitors report to reception. Visitors should not park between 2.45pm and 4pm near to reception as this area will be locked between 3.15pm and 3.45pm, with no vehicle movement.

We ask that everyone visiting the school acts responsibly to keep the pupils and students of Queen Elizabeth High School, local residents and other road users safe.