

Traffic Management Plan



St Kevin's

The school leadership team has developed a Traffic Management Plan (TMP) by considering the traffic management issues that are unique to the school, in consultation with the employees.

This TMP includes prompts on common risk controls for managing traffic in order to assist in the development of our workplace TMP. The TMP is reviewed and amended to reflect specific traffic management controls at our workplace.

Traffic Management Plan:

School:	St Kevin's Primary School		
Management Nominee:	Mrs Ann Miers Principal		
HSR / Employee:	Mrs Anne Marciniak		
Date of Plan:	20/6/2018	Date of Review:	20/6/2018

Pick-up and drop-off points for students (e.g. private vehicles, buses etc.)

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors during pick-up and drop off times.

- **Entry and exit signage to the school is located at:**
 - Hallam Road and Edey's Run
- **Designated pick-up and drop-off areas for students are located at:**
 - The drop off points are at the Front entrance of the school on the Roundabout. Parents can also park and escort their children at the school gate
- **Pick-up and drop-off areas for students are clearly marked by:**
 - Marked Bays and parking lines
 - Pick-up and drop off areas for students are regularly maintained and reviewed
 - Traffic advice is provided to parents as to where to go to collect their children. It is not permitted for parents to call their children to the car.
- **Designated pedestrian crossings are:**
 - Exit of the school gates on Hallam Road and adjacent to exit of the roundabout, along Edey's Run exit
 - Supervised at the following times 8.40-9.05, 3.30-3.45
 - Markings are repainted every two years...
- **Traffic / Crossing Controllers utilise the following safety aids and personal protective equipment (PPE):**
 - "lollipop sign"
 - Crossing lights
 - High visibility jacket.
- **Pedestrian walkways are physically protected from designated roadways by:**
 - School fences and gates
- **Pedestrian walkways are clearly marked / indicated by:**
 - Designated walkways, road markings
- **Speed restriction signage is clearly displayed in the school at the following locations;**
 - At the front gate
- **Speed controlling devices are in place to restrict vehicle speed on site:**

- Speed humps on the roundabout and at the exits to Edey's Run
- **Other considerations or risk controls that need to be documented?**
 - Traffic flow impeded by vehicles picking up or dropping off students?
 - Internal roadways are only one way and line marked
 - Staff direct traffic at the Exit

Courier and / or Delivery Drop-off points

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors during a courier and / or delivery drop off.

- **Designated courier and / or delivery drop off points are located at:**
 - The roundabout
- **Courier and / or delivery drop off points are clearly marked by:**
 - The roundabout entrance
- **Worksite speed limits are set at (4kph) with clearly displayed signage located at:**
 - Front gate
- **Speed controlling devices are in place to restrict vehicle speed on site:**
 - 2 speed humps located on Roundabout
- **Communication process is in place to control access**
 - intercom system and principal direction
- **Other considerations that may need to be documented?**
 - Internal roadways are only one way;
 - Vehicles are prevented from accessing the following areas etc. staff car ark, school grounds

Safe Passage of Vehicles within St Kevin's Primary School (large vehicles, buses, mobile plant etc.)

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors when large vehicles or mobile plant move around the school:

- Vehicles are not allowed to move around St Kevin's during the following time periods of peak pedestrian traffic:
 - 11am.-11.30 am, 1.00pm -2.30pm.
- Prior to entering St Kevin's drivers of large vehicles must report to the Front Office to arrange for a member of staff to act as a "spotter" to supervise vehicle movements whilst on-site.
- Fork lifts are only to be used in clearly marked areas as designated on the site map and;
- School vehicles are only allowed to move between:
 - Parish Car Park, no entrance to school grounds
- School speed limits are set at (5 km/h) with clearly displayed signage located at:
 - Front gate
- Other considerations or risk controls that may need to be documented?
 - Roadways are wide enough for cars to pass each other safely in both directions except Edey's Run exit;
 - Internal roadways are only one way and;
 - Vehicles are prevented from accessing the following areas , school grounds

Parking arrangements

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors and minimise the risk associated with vehicle parking:

- There are 55 car parks available for employees, 300 car parks available for students, 15car parks available for visitors and 9 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Staff Car Parks. Permit signs required for Parish Car Park
- Specialist vehicles (e.g. ride on mowers, forklifts, golf carts etc.) have designated car parks:
 - Garage
- Signage identifying location of Reception is clearly visible from the car park and is located at:
 - Front entrance
- Other considerations or risk controls that may need to be documented?
 - Pedestrian only pathways?

Special Events (e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary. Specific risk controls will need to be determined by carrying out a risk assessment, and taking learning's from previous events held.

The following risk controls can be implemented in order to reduce the risk associated with special events in conjunction with previously documented risk controls:

- Suitable numbers of traffic controllers are in place for all special events with an aim to restrict and / or direct traffic to and from the school.
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Disability Car parks in parish bays opposite the Church
- Other considerations or risk controls that need to be documented:
 - Concave mirrors to assist with visibility etc.;
 - Pedestrian only pathways and;
 - Use of bollards and / or barriers to prevent unauthorised access by vehicles.

Additional Documentation

Attach any additional / relevant documentation e.g. site map to the TMP. Traffic Advice to Parents, Staff Induction

Reviewed by SDC: July 2018	Reviewed by Staff: July 2018	Ratified by Ed Board: July 2018 (or TBA)	Next review: July 2022
-------------------------------	---------------------------------	---	---------------------------

