



Andrews' Endowed CE Primary School occupies an 18th Century Listed Building, and the site is enclosed by a brick wall which is also part of the Listed Status. The site is therefore subject to certain restrictions in relation to modernisation or structural change.

Whilst these restrictions prevent us from making certain adaptations to the site which would make traffic management easier, our policy and practice must ensure the safety of our children, staff, parents and visitors.

Vehicles on Site

Vehicles are only permitted on site at certain times. No vehicles are permitted between 8.35 am and 9.10 am and between 3.20 pm and 3.45 pm.

Drivers are expected to drive slowly, adhering to the 5mph restriction, and to proceed with caution whenever they are entering or exiting the site.

During the morning and through the school day the car park is for staff parking only. Any staff arriving during the restricted times must park safely on the street.

Parents collecting from Afterschool Club have permission to use the car park from 4 pm onwards.

Contractors may use the staff car park with permission.

No-one is permitted to smoke anywhere on site, including inside their vehicles.

Pedestrians

It is not possible to completely segregate pedestrians on our site, due to the restrictions listed at the start of the policy. Pedestrians are strongly advised to use the Pedestrian walkway, and associated crossing. Pedestrians are forbidden from using the carpark as a short cut.

At the end of the school day, pupils are taught to wait for their adults at the gate, and are not permitted to leave without the adult who is collecting them. Parents are given clear information when they join the school regarding the health and safety implications of our driveway and our supervision expectations.

Children must dismount from scooters and cycles on entry through the black driveway gates and walk with them to the cycle shelter. Children are not allowed to play on their bikes and scooters when waiting for the gates to open in the morning.

External lighting is provided around the perimeter of the building to enable access to evening events. However, due to its village location, the site is extremely dark at night. Site users are given advice to bring torches to evening events in newsletters and other publicity materials.



Pupils are taught how to keep themselves safe on and around the school site and to be aware of traffic and road safety issues. Pupils are not allowed to put items into or collect items from staff cars. During the school day, pupils are not allowed to access the front area of the school without adult supervision. If a group or class uses the front lawn for part of their curriculum, staff are required to close the driveway gates and monitor closely to ensure no unsupervised vehicular access.

Families are encouraged to make use of the Pedestrian Crossing route provided by our Crossing Patrol Officer. Reminders are regularly put into the newsletter where we find families choosing to cross separately from the designated route.

Special floor markings are in place to help the children in Early Years Foundation Stage know how to access the Pedestrian Walkway from their exit point, and special training takes place during their induction afternoons to ensure all families follow our safety procedures.

Disabled Access

Special consideration is given to the needs of disabled users in relation to car parking and pedestrian access to the school. There is a designated accessible car parking space, and level access/egress routes.

Deliveries/Contractors

Wherever possible, delivery times are agreed with contractors in advance. No delivery vehicles are permitted on to the school site at times when pupils are arriving or leaving.

Where vehicles need access to the playground during the school day, a member of staff works with the driver to guide them on and off the premises, having first made safety arrangements to ensure that no children are in the area.

After School/Community Use

Risk assessments are in place for all after school, PTFA and community use activities and these include traffic management where necessary.



Traffic On Site Checklist

Name of Premise / Site		Andrews' Endowed CE Primary School		
Insert name of premise/site where inspection is taking place				
Pedestrian Access		YES	NO	Comments
1.1	Do pedestrian routes avoid crossing vehicle access routes and car parks?	Y		
1.2	Are there well defined crossing points clearly visible to drivers and pedestrians?	Y		
1.3	Are there clear sight lines between pedestrians & drivers at crossing points?	Y		
1.4	Is there level pedestrian access for people with disabilities? eg. tactile (blister) paving, flush kerbs, gradients?	Y		
1.5	Are footways wide enough to avoid congestion eg. between 1.8 – 3.5m?	Y		Where possible
1.6	At internal road crossing points, is there sufficient space for pedestrians to wait safely?	N/A		
1.7	Are footpaths free of trip hazards, obstructions eg. signposts, ponding?	Y		
Waiting Areas		YES	NO	Comments
2.1	Are designated waiting areas a safe distance from vehicle movements? (If not, are they protected by an appropriate physical barrier eg. fence or hedge)?	Y		



Fencing, Lighting & Signage		YES	NO	Comments
3.1	Where fencing provides segregation of pedestrians and vehicles, is it adequate for purpose?	Y		
3.2	Does fencing impede visibility for either pedestrians or vehicles?	Y		
3.3	Is directional signage clear, simple and visible eg. to reception?	Y		
3.4	Are warning signs clear, simple and visible eg. slow or sharp bend?	Y		
3.5	Are control signs clear, simple and visible eg. speed limits, one way, parking restrictions?	Y		
3.6	Is lighting to footways and car parks adequate for safe pedestrian and vehicle movements?	Y		Fit for purpose – under review Torches recommended for evening events
Cyclists		YES	NO	Comments
4.1	If allowed on site, are there designated internal routes for cyclists to use to access cycle/scooter storage areas?	N/A		All school age children dismount and walk scooters/cycles to store
4.2	Are access gates and routes to cycle/scooter storage areas of adequate width for both pedestrians and cyclists?	Y		
4.3	Are entrance gates of sufficient width to avoid congestion near to highway?	Y		
Vehicle Access		YES	NO	Comments
5.1	Is it clear to drivers that pedestrians have priority at all times?	Y		
5.2	Does vehicle parking restrict the width of footpaths?		N	
5.3	Is vehicle speed effectively restricted on access routes?		N	5MPH Signage on order



5.4	Are signs required to identify vehicular routes from the highway to parking areas?	N/A		
5.5	Where visitors parking is permitted on site, is there effective control to ensure safe movements?	Y		
5.6	Do you have effective arrangements to prevent vehicular access by drivers who should not be using on-site parking?	Y		
5.7	Are there an appropriate number of accessible parking bays for staff and visitors with disabilities?	Y		
5.8	Are community users subject to the same access controls as staff?	Y		
5.9	Are vehicles encouraged to reverse into parking spaces?		N	Proximity of pedestrian walkway makes this inappropriate
5.10	Is there a one way system in operation?		N	Not possible due to site restrictions
Other Vehicular Access		YES	NO	Comments
6.1	Do you liaise with other transport contractors about best arrangements, (including coaches) for arrival & departure arrangements?	Y		
6.2	Are service and delivery vehicles able to manoeuvre safely on site? (eg. turning heads, restricted times of entry, supervision of site users)	Y		
6.3	Has consideration been given to access by emergency vehicles?	Y		
6.4	Do you have other travel plans or procedures to identify related vehicle and pedestrian issues off-site?	Y		Forms part of Risk Assessments completed for off site activities

Andrews' Endowed Church of England Primary School

MANAGING TRAFFIC SAFELY ON SITE POLICY

Policy Reviewed: Spring 2018



p6/6

Name of Inspector	Signature of Inspector	Date
Mrs Maria Lloyd	<i>Maria Lloyd</i>	03.10.17

Manager's/Governor's Comments	Insert comments relevant to inspection as appropriate
Completed by members of the Premises Committee of the Governing Body Autumn 2017	