



Last reviewed September 2024. Next review September 2026

Headteacher: Miss Sue Jackson

*This is a school policy using MOPP guidance*

## Traffic Management Plan

- There is a barrier which allows access to vehicles onto the school site. Staff are issued with a key fob which allow them to access the school site. Staff are responsible for the safe keeping of their key fob. If a staff member were to lose their key fob, they would be responsible for covering the cost of a new one. When a staff member leaves the school, they return their key fob to the admin team.
- Non-staff members who wish to gain vehicular access to the school site use the intercom system where office staff will then allow them access.
- Staff park in allocated bays.
- The disabled bay should be kept free for drivers with disabled status.
- During events when the school is open to a larger number of cars, e.g. for a conference, it may be agreed that additional parking be provided on the school playground. In this event, a separate risk assessment would need to be completed.
- Care should be taken when exiting and turning onto Tallis Gardens: a slow speed is essential.
- Generally, only registered disabled parents or parents with disabled children will be allowed vehicular access onto the site.
- Children are not allowed to walk across the car park and should use the paths provided.
- Deliveries are generally avoided between 8:15am – 9:00am and 3:00pm – 3.30pm.
- Short term contractors, e.g. electricians, are advised where to park safely by the Site Manager.
- Long term contractors agree arrangements for parking prior to starting work, and usually park off site.
- Lighting, signage and markings are checked as part of Health and Safety reviews on a termly basis.
- Where coaches are involved with school visits, children should remain in school until the coach has safely parked along Sullivan Road and then walk in line, supervised by adults, to board the coach.