



# Traffic Management Policy

Ysgol Hendrefelin  
March 2023

Policy Review		Signature	Signature
Date approved by Governors	28/03/2023	<i>R M Blank</i> (Chair of Governors)	<i>L W Lewis</i> (Headteacher)
Date Reviewed			
Date Reviewed			

# TRAFFIC MANAGEMENT ARRANGEMENTS AT Ysgol Hendrefelin School

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## 1. Introduction

This document has been prepared to inform and instruct employees, pupils, parents and other visitors who come onto the school site(s), including both pedestrians and people in vehicles, about the site rules concerning pedestrian and vehicle separation.

Ysgol Hendrefelin School takes the health and safety of all site users very seriously. It is therefore imperative that individuals, when in the school grounds or within the vicinity of the school grounds, take care, exercise caution and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school leadership team immediately.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

Copies of this policy are also available from reception and on the school website:  
[www.ysgolhendrefelin.co.uk](http://www.ysgolhendrefelin.co.uk)

The document will be reviewed bi-annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

### **For further information, please contact:**

Mr Lyndon Lewis, Headteacher

01639 642786

[ysgolhendrefelin@npt.school](mailto:ysgolhendrefelin@npt.school)

## 2. Layout / Access

## 2.1 BRYNCOCH SITE

### KEY:



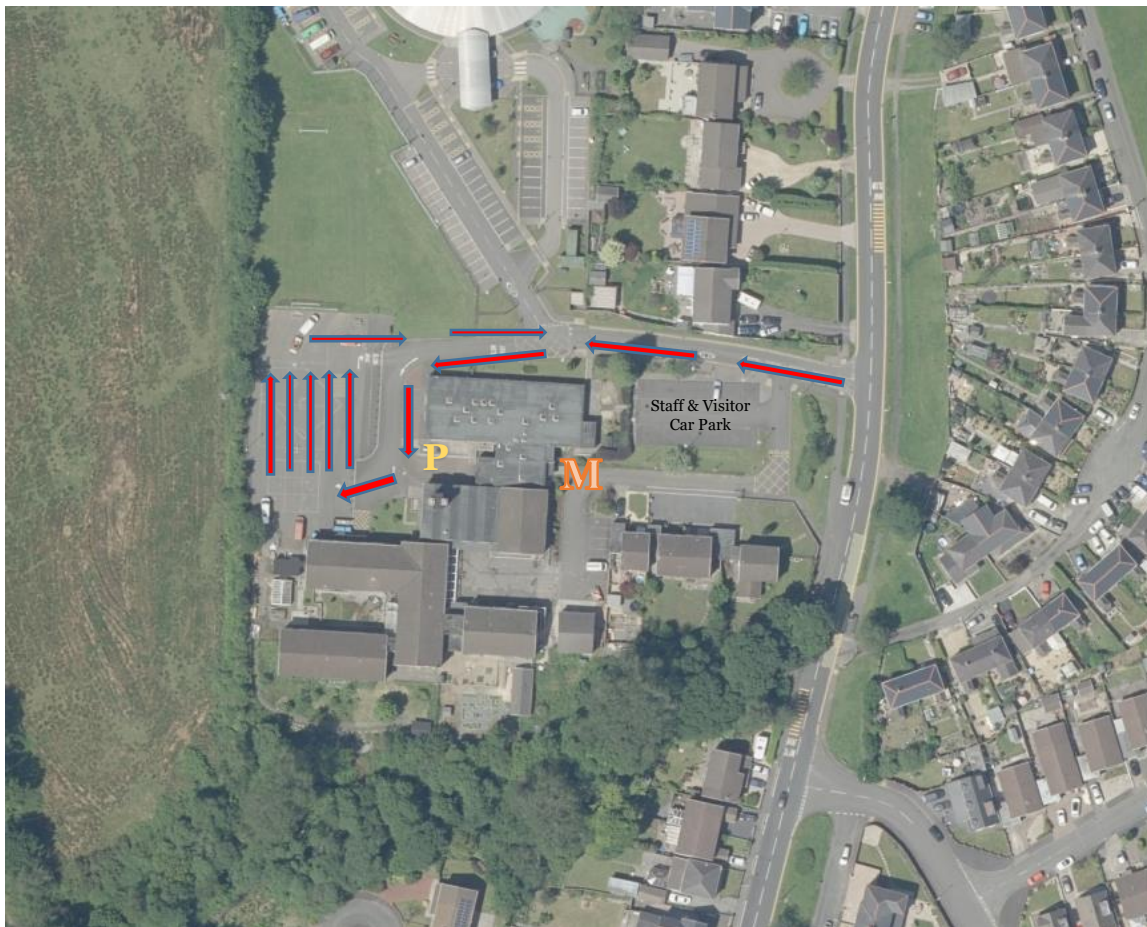
One way traffic system for taxis and minibuses.  
They park in 5 rows on the school yard and switch engines off.

P

Pupil assembly point prior to getting on taxis

M

Main School Entrance



### **NB/**

- Pupils only get on or off their transport when there is no vehicle movement and all engines are switched off.
- Every drop off and collection is supervised by the school management team.
- No pupils are permitted to move from the pupil assembly area onto the school yard until instructed by staff.

*The gates to the Bryncoch site are closed at 8.40am until 3.10pm on a daily basis.*

## 2.2 THEODORE ROAD SITE

**KEY:**

**M** Main School Entrance



**NB/**

- Pupils are dropped off as close as possible to the front of the school.
- Staff are on the main entrance to receive the pupils.

## 2.3 VELINDRE SITE

### KEY:

**M** Main School Entrance



### **NB/**

- **Pupils are dropped off at the front gate of the school.**
- **Staff meet pupils outside the main entrance to the school**

*Parents, visitors and staff are not permitted to drive their vehicle past the school gates on any site unless they have approval or prior arrangement from the school. 5mph signs are in force.*

## **3. School Opening / Closing times**

## **School Hours**

### **Bryncoch Site**

Start	8.30am
Lunch	12 – 1pm
End of School Day	3.00pm

### **Velindre Site**

Start	8.45am
Lunch	12.30 – 1pm
End of School Day	2.45pm

### **Theodore Road Site**

Start	8.45pm
Lunch	12 – 12.45pm
End of School Day	2.45pm

## **4. Minibus and Taxi management on and around the site**

### **Minibuses and Taxi's on site:**

#### **Bryncoch Site**

Minibuses and buses arrive on site in the morning between 8.15am – 8.30am

Minibuses and buses arrive on site in the afternoon from 2.45pm – 3.05pm

#### **Velindre & Theodore Road**

Pupils are accompanied onto the school site by the transport chaperone. Staff are located at the front of the school to receive the pupils.

### **Staff supervision**

The Chaperone from the bus company/taxi supervise all pupils into the school where they are received by a member of staff. At the end of the day staff and chaperones supervise pupils' departures into the home to school transport.

## **5. Vehicles at school site**

***All vehicle drivers authorised to enter the site must be informed of the need to exercise extreme caution during access and egress.***

### **Vehicles on site**

Authorised visitors are welcome to park in designated areas leading to the school gates but are not permitted within the school gates. The car park is often busy, however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times. Visitors are not permitted within the school gates.

Alternative on street parking is available in the surrounding area, 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.

If school minibuses are returning to school at the Bryncoch site, they must arrive in the car park before 2.50pm. If school minibuses arrive back at school between 2.50pm and 3.15pm they should park with the taxi's in the back yard and wait until 3.15pm when all pupils have left the site before parking in the designated minibus bays.

### **Parents' vehicles**

Parents/ Guardians are not permitted to bring vehicles into the school compound at any time, however the Head Teacher may give permission in exceptional circumstances.

When dropping children off, or picking them up, parents are requested not to park indiscriminately on the highway, and where possible are encouraged to walk their children to school. In the light of the Authority's "Safe routes to schools" initiative, parents/ guardians are reminded of this request via newsletters and social media.

The school displays clear 5mph speed limit signs, which should be respected by all road users.

### **Staff vehicles**

To avoid unnecessary vehicle congestion, members of staff that drive to work, must arrive on site by 8.30am, prior to the arrival of buses, mini buses and taxis.

School staff may leave after 3.15pm

Staff must park in the allocated car park only and should take care not to obstruct any access routes. Drivers should proceed slowly within the car park at all times. Please bear in mind that some pupils 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. Staff must supply the school with their registration number so that you can be contacted if there is a need to do so.

## **Visitors**

Visitors may park in available designated parking bays around the school however in order to protect pupils and pedestrians from traffic movement **there will be no access to areas within the school gates on any school day without prior agreement.** Any late arrivals or visitors wishing an early exit, outside the school start / close times, are strongly advised to park outside the school grounds.

All staff and visitors must report to reception and sign in before going anywhere in the school. Visitors are required to leave a note of their registration in the visitors' book. On departure, visitors should sign out at reception and leave the building by the main entrance door.

If visitors need any advice on access or parking before their visit, please call the school reception on 01639 642786

## **Contractor's vehicles**

Contractors should arrange to visit the site by appointment and they must be informed not to arrive or depart at the start/end of the day or break/lunchtime.

## **Building works vehicles**

Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Headteacher and Contractor.

Where possible, arrangements should be made to dedicate one particular vehicle entrance for construction traffic only. If this is not possible then the time the construction vehicles enter site needs to be agreed with the Head Teacher and closely supervised by a banksman.

The amended site access arrangements need to be recorded and communicated to all site users.

## **Servicing / Deliveries**

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk at the main entrance. 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 reception on (01639 642786) in advance, to agree the most suitable parking location.

Service vehicles do not have access to the car park or delivery area between 8.15am – 3.10pm without prior arrangement with the school office / caretaker.

## **Mini Buses and Taxis** Bryncoch Site

Minibus and taxis park on the school yard in lines. Minibuses take up the end 2 lines and smaller vehicles the next 3 lines. All drivers must turn their engines off and pupils are to remain in the vehicles until instructed to depart by the school's transport management team. The escort will remain with the pupils until the handover to school staff is complete. At the end of the school day pupils remain with staff until the handover to the chaperones is complete and they are safely in the minibus/taxi.

The taxi / minibus car park is managed by the school's Travel Management Team. Staff are to wear high visibility clothing where possible. The Senior Team participate in regular 'Banksman' training.

#### Theodore Road & Velindre Site

Taxi's / transport services drop the pupils off outside the school entrance but do not enter the school grounds.

### **Emergency Access**

If a vehicle has to be driven through the playground it should be done when the playground is free from pupils. If this is not possible due to exceptional circumstances, then vehicles should be driven slowly through the playground whilst sounding the horn and activating their hazard warning lights to alert all in the area. A nominated person should clear the vehicles route in advance.

### **6. Pedestrians at school site**

All pedestrians are advised to enter / exit the school from the designated entrances / exits.

Pedestrians should make sure that they use routes safely and avoid spilling onto the road. Pedestrians walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

### **7. Parking**

A regular review of parking arrangements is undertaken to consider if:-

- The parking spaces are in appropriate places
- The position of the spaces hinders access to/egress from the building.
- Vehicles have to cross pedestrian routes to access them.
- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.
- Arrangements are in place for visitor parking.
- Arrangements are in place for disabled parking.
- Vehicles must give way to pedestrians at designated crossing points.

### **8. Cycles**

Cyclists must dismount before entering the school premises and park in the cycle shelters or in the agreed location.

## **9. Pupils**

Pupils are made aware that parking areas are out of bounds. Pupils must not be asked to collect or carry things from staff vehicles unless a member of staff accompanies them. Pupils must not be allowed to open/close the school gates to allow vehicles access/egress.

## **10. Footways**

Pedestrian footways must be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

## **11. Access to and from school**

The school suffers from severe vehicle congestion problems close to and surrounding the premises. Parents who drop off and pick up their children by car, cause much of the congestion.

The school considers the following, in an attempt to reduce the congestion:

- ❖ Encourage walking and cycling by collaborative work with the Road Safety Team and to involve pupils in education and safety initiatives.
- ❖ Liaise with local Police/Parking Attendants regarding enforcement.
- ❖ Revise the travel plan annually.
- ❖ Remind parents from time to time of the dangers and problems associated with congestion at school entrances.
- ❖ Parents should also be encouraged to car share to reduce the number of vehicles outside the site.
- ❖ Liaise with operators who pick up/drop off pupils transported by bus/taxi.
- ❖ To liaise with the Local Authority regarding remedial measures (speed limits, road marking, traffic calming etc.).
- ❖ To ensure that a record of traffic incidents that occur off site in the vicinity of the school is maintained.

## **12 Shared sites**

This traffic management policy and its arrangements have been developed in partnership with all sites belonging to Ysgol Hendrefelin to ensure that risk is minimised and that any possible conflict is eliminated.

### **13. Physical Control Measures**

#### **Signage**

The installation of appropriate signage can be found on site: -

- ❖ Speed limit signs (5mph).
- ❖ Warning notices at entrances stating that only authorised vehicles are permitted on site.
- ❖ Warning notices highlighting that children could be at play and the need to exercise caution.
- ❖ Signage indicating where deliveries are to be made.
- ❖ Signage to close the gates after entering and leaving.

#### **Gates**

Where the only point of access to the site is shared by pedestrians and vehicles then strong consideration must be given to closing and locking the gates at certain times of the day e.g. at the start and end of the school day, at break and lunchtimes.

#### **Footways**

Pedestrian footways will be maintained in good condition. They must be free from obstruction, overhanging vegetation and moss. Footways which are in poor condition may result in tripping accidents or pedestrians may be put at risk by walking on the road to avoid them.

#### **Poor visibility**

Where the visibility is poor then the following has been considered: -

- ❖ Is there adequate lighting for traffic routes and footpaths?
- ❖ Have staff undertaking supervisory roles been provided with high visibility waistcoats?
- ❖ Encourage pupils to carry/wear reflective safety products/clothing.
- ❖ The use of mirrors at a blind corner/bend can enable pedestrians and drivers to view around the corner/bend.
- ❖ Appropriate signage
- ❖ Features including speed cushions to reduce traffic speed where visibility is obstructed by buildings, road layouts etc.

Accepted by The Governing Body of Ysgol Hendrefelin

Designation	Name	Signature	Date

Review Date: March 2024