

# St Joseph's Primary School



## Traffic Management Plan

June 2019

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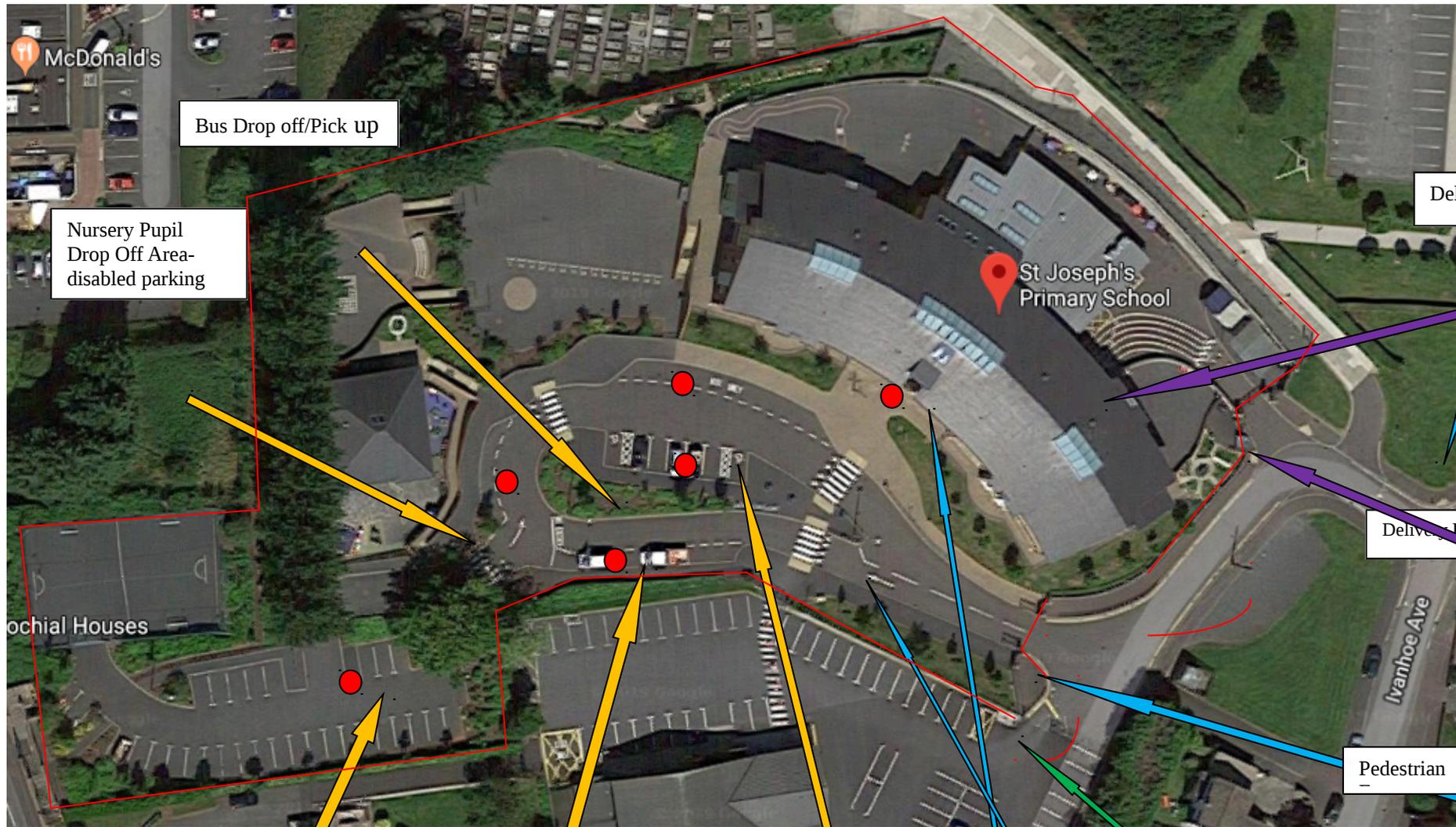
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The aim of this Traffic Management Plan is to keep St Joseph's a safe school for all users particularly, the children. This document has been prepared to inform and instruct staff, pupils, parents and others who come onto the site as pedestrians or vehicle drivers, about the site rules concerning pedestrian and vehicle separation.

St Joseph's Primary School takes the health and safety of all site users very seriously. It is imperative that individuals take care and exercise caution when in the school grounds or within the vicinity of the school grounds, ensuring that they follow all instructions in order to avoid risk of injury to themselves or others.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. If there are any concerns about traffic safety, these should be reported to the Principal.



McDonald's

Bus Drop off/Pick up

Nursery Pupil Drop Off Area-disabled parking

St Joseph's Primary School

Delivery bay

Delivery Entrance

Social Houses

Pedestrian

Ivanhoe Ave

Visitor & Staff Car Park

Visitor and Staff Parking

5 Parking bays and 2 disabled spaces

Main Entrance

Main Vehicle Entrance

Pedestrian Entrance

NB: The red line is an indicator only and not a contractual line

## **1. Parents/Carers Parking in the Vicinity of the School**

Vehicular access to the school site is restricted to ensure the safety of all pupils. This is particularly pertinent whenever the children are being released from class at the end of the school day and are crossing back and forth on the roadway. Specific arrangements will be put in place for those parents/carers who require access to the disabled parking bays.

Parents/Carers are encouraged to use the Parish Hall and Church car parks rather than seeking to enter the school site for pick up and drop off. It is important that the school is a good neighbour to local residents. Parents/carers are asked to use the car parks provided rather than stopping on the main road which causes traffic disruption.

Parents/Carers should exercise extreme care and attention when driving into and exiting from the Parish Hall and Church car parks. Signs notifying users of 5mph speed limit are clearly displayed. All drivers are asked to adhere to that limit and to show courtesy and consideration to other car park users.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions causes danger to pupils and other road users. Accidents can arise if sight lines are obstructed or pedestrians have to negotiate between parked vehicles. In addition, the roads can become congested which results in frustration, delays to services and on-going journeys.

## **2. Disabled Access**

### Parking

There are 2 disabled spaces within the drop off/pick up area in front of the main building entrance and these are clearly marked out on the road surface. Access to the disabled parking bays is via the main school vehicular entrance and by following the roadway round to the parking bay adjacent to the main entrance doors.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school office in the first instance.

## **3. Staff**

There are car parking areas within the school site and staff should use these for parking their vehicles. This will ensure car parking spaces in the Parish Hall car park are not occupied by staff cars throughout the duration of the school day. This will help to relieve the pressure for parking by ensuring more spaces are available for parents/carers to dis/embark pupils. This will help to reduce the overall congestion

around the school site. Staff members should also note that the Parish of Drumbo and Carryduff does not carry any indemnification for damage caused to any vehicle parked on its property. Staff should also bear in mind that there are also issues in relation to courtesy and consent when choosing to park on someone else's property.

Staff members should always proceed slowly when driving within the school site. Staff are expected to act responsibly on the site when parking and accessing the school building. Staff should provide their vehicle registration to the school office so that they can be contacted in the event of a problem arising.

Parking is not permitted around the school grounds other than in the designated car parks. This is to avoid any restriction in access for emergency vehicles/ school buses and /or deliveries or contractor access at the rear of the school. If you are aware of unauthorised use of parking bays, this should be reported via the school office or to the Principal who will inform/remind the offending driver of the correct use of the site.

## **4. Visitors**

Visitors are welcome to park in the school grounds and should use the car parking areas which can be accessed through the school's main vehicular entrance gates.

Parking in the drop off area outside Nursery, even for the shortest visits, will only be permitted through prior arrangement with the school e.g. to accommodate disabled access. Parking in this bay can obstruct buses which are returning to the school to disembark pupils from school outings.

All visitors must report to reception and sign in before going anywhere in the school. Visitors are required to record their registration number in the Visitors Book in the school office. On departure, visitors should sign out at reception and leave the building by the main entrance door.

Please note, when parking in the school car park, access to the school is by walking up from the car park using the footpath where you can access the school's main entrance. Disabled visitors can access designated car park spaces at the front building.

If visitors need any advice on access or parking before their visit, please call the school office on 028 90 813 523

## **5. Pedestrians**

There are pavements around the school and pedestrians should make sure that they use these safely and avoid spilling onto the roadway. Pedestrians should remain behind the pavement barriers at all times. Pupils walking in groups should be considerate. They should stand aside and allow others to pass safely.

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

#### Designated Entry Points

Pedestrians should follow the footpaths and use the pedestrian crossings when entering the school through the designated pedestrian gates. These are located beside the main vehicular entrance gates and on the boundary between the school and the Parish Hall car park.

## **6. Pupils**

We encourage older pupils to set a good example for younger children by adhering to all key safety procedures. These include the following:

- Pupils must always walk on the footpaths and should never walk in the roadway
- Pupils must cross the roadway at the designated crossing points and should never rush across the road without first pausing to check for oncoming traffic
- In order to avoid collisions with other children and adults, pupils should not run on the footpaths
- Pupils should be aware of their surroundings and move around the school site carefully and act responsibly
- Pupils should follow the instructions of supervising staff
- Pupils should stand in an orderly line whilst awaiting pick up from buses/childcare providers
- Pupils should wait until vehicles are at a complete stop before dis/embarking
- Pupils should remember that drivers cannot see pedestrians who are out of their view

## **7. Servicing / deliveries**

Drivers of delivery vehicles should use the rear Delivery Entrance. Drivers should call the IFM Helpdesk number displayed on the signage to announce their arrival. Drivers should wait for a member of the IFM team to open the gate and direct them to the delivery bay. Where a delivery vehicle is required to wait for more than a brief period, the engine should be turned off.

Where a contractor is on site to carry out works by prior arrangement, they will be briefed in advance by the FM team regarding where to park.

#### Access to the rear of the building

The service yard area is for access to the kitchen, for refuse collection and access to the Facilities Management office. This area is designated for service vehicles and IFM staff/

contractors only. No other vehicle will be permitted to enter this area. There is absolutely no pedestrian access to the school site through the service yard entrance.

Drivers should be aware that they are working in a school environment. They should exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

## **8. School Buses**

Bus Pickup/ Drop off: this area is strictly for use by contracted buses. It is essential that this area is not used for parking. Drivers should not open their doors to allow pupils to board the bus until the bus has come to a halt and parked safely in the bus bay. Staff will then be able to support the driver in ensuring a calm and orderly loading of the bus.

Only when pupils are clear of the vicinity of the bus bay or are all on board, should drivers commence their manoeuvre to exit the bus bay. They should continually check that they are clear to do so.

## **9. Health and Safety**

All site users must ensure they do not act in any way which could potentially compromise their own health and safety or that of other site users.

Gates should be kept clear at all times in case access should be required by the emergency services.

Supervision Arrangements: The School will arrange for daily supervision around the entry/exit points and pedestrian areas at the beginning and end of the school day.

