



Believing and Achieving Together

Sign:

Date: March 2021

Review: March 2023 or sooner if required

### Traffic Management

We believe it is essential to have in place good traffic management procedures in order to reduce the risk or potential risk to the school community as vehicle activities can be very dangerous and need to be properly managed.

We have a duty to provide a safe workplace by having in place safe systems of work for all pupils, school personnel and all visitors to the school. We are legally bound to have in place risk assessments that assess risk and determine what needs to be done in order to ensure that we comply with our legal duties and ensuring a safe school environment with safe working practices.

We will ensure that we will provide effective traffic management by having in place a clear traffic management action plan devised by the Sites and Buildings Committee that will outline what physical measures need to be in place, how the plan will be supervised and how pupils, school personnel and visitors to the school will be made aware of it.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

#### Aims:

- To have in place a traffic management action plan that will put in place good traffic management procedures in order to make safe the school drive ways and school car parks.

#### Procedure:

##### Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Sites and Buildings Committee and to the Headteacher to oversee this policy;
- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;

- responsibility for the effective implementation, monitoring and evaluation of this policy.

#### Role of the Headteacher

The Headteacher will work closely with the Sites and Buildings Committee:

- the Health and Safety Coordinator;
- assess the risks to pupils, school personnel and visitors to the school;
- to determine what measures traffic measures are needed;
- to produce and maintain a traffic management plan;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

#### Role of the Sites and Buildings Committee [part of Resource Management]

The Sites and Buildings Committee constantly review and discuss traffic management procedures and undertake an annual review of all measures. These measures are:

<ul style="list-style-type: none"> <li>▪ site management</li> <li>▪ vehicular movement</li> <li>▪ vehicle manoeuvres</li> <li>▪ signage and road markings</li> <li>▪ staff parking</li> <li>▪ visitors parking</li> <li>▪ access</li> <li>▪ separation of vehicles and pedestrians</li> <li>▪ pedestrian crossing points</li> <li>▪ routes suitable for potential traffic use</li> <li>▪ general route safety</li> <li>▪ site rules</li> </ul>	<ul style="list-style-type: none"> <li>▪ contractors</li> <li>▪ public transport on site</li> <li>▪ buses and minibuses</li> <li>▪ cyclists</li> <li>▪ timing of the school day</li> <li>▪ timing of breakfast club</li> <li>▪ timing of after school activities</li> <li>▪ traffic awareness initiatives</li> <li>▪ safe cycle training</li> <li>▪ reducing traffic congestion</li> <li>▪ annual questionnaires to pupils, school personnel and visitors</li> </ul>
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#### Role of the Co-ordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

#### Role of School Personnel

School personnel will:

- comply with all the afore mentioned aspects of this policy;
- highlight the importance of traffic awareness to the pupils they teach

#### Role of pupils

Pupils will:

- be aware of and comply with this policy

#### Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Governing Body

#### Role of Parents

Parents will:

- be made aware of this policy;
- comply with this policy

#### Role of visitors

Visitors will:

- be made aware of this policy;
- comply with this policy

#### Monitoring Effectiveness of the policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.