

Ysgol Penmaes



Management of Transport Policy

Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Ratified by Governing Body	Signature	Date
Headteacher: Angharad Bryn-Jones		09.07.25
Chair of Governors:		09.07.25
Next review date: July 2026		

Management of Traffic

At Ysgol Penmaes our aim is to ensure the health and safety of all site users and this includes the safe management of traffic in and out of the school. This policy needs to be read in conjunction with the Health and Safety Policy.

There is a legal requirement for every school to record detailed arrangements to manage traffic on the site. These arrangements form part of the Health and Safety Policy for the school and are clearly communicated to all relevant parties (Staff, Local Authority [LA] staff, governors, pupils, parents, visitors, health service and social services staff, delivery persons, contractors etc.)

The Management of the Health and Safety at Work Regulations refers to the need to undertake risk assessments on all activities where there is foreseeable significant risk. Therefore, there is a statutory requirement to undertake a risk assessment on the traffic management at our site.

The fundamental principle of our Site Traffic Management Policy is to minimise and control the risk posed by vehicles on our school site.

Risk Assessment - All significant hazards

1. Pedestrian pavement used by staff, transport contracted staff, parents and children during the 'peak traffic' times at the beginning and end of day
 - parental and school/transport staff control of children/pupils
 - prams/buggies
 - Wheelchairs including powered chairs
 - School transport vehicles - minibuses and taxis
 - Pupils absconding into the car park and beyond
 - Vehicles reversing out of the loading bay due to not wanting to wait
 - Pupil behaviour holding up drop off and pick up times
 - Vehicle collisions
 - Pupils, staff and visitors being struck by moving vehicles
2. Deliveries
 - Delivery vehicles to kitchen
 - Delivery vehicles to school and residential/respite provision– including food, parcels, resource supplies, health supplies, theatre companies.
3. Car parking spaces on site
 - contracted taxis and minibuses (some parental cars used to transport pupils with complex needs to and from school with specific permission of Headteacher)
 - school minibuses

- Delivery vehicles to kitchen
- Some deliveries
- Refuse collection vehicles
- Other visitors to the school using car parking spaces – selected school staff, health authority and social services staff, LA. staff, peripatetic staff, general visitors, facilitators for after school clubs, adult care workers and adults with disabilities, parents and children accessing on-site clinics, Friends of Penmaes and governors for evening meetings.
- Buses queuing around the school car park entering and exiting via the barrier system resulting in cars being blocked in. Limited if any access to emergency services to the main yard due to operators blocking the main gates
- Staff blocking driveway areas to prevent being blocked in by Powys operators

Persons at risk

- Drivers, escorts and passengers of vehicles outlined above
- Pedestrians using paths,
- Staff and pupils and
- Other adults and children.
- Anyone using the school site

Control measures in place to control the risk

- Grounds Maintenance Contractors to stop work during the following periods: playtimes and lunchtimes and 3.00 pm – 3.45 pm
- Delivery vehicles all requested to avoid entering and leaving school grounds during peak times of: 8.30 a.m. to 9.15 a.m. and 3.00 p.m. to 3.45 p.m.
- Refuse collection takes place early in the morning.
- Regular road safety advice provided for pupils in assemblies and during Health and Wellbeing-lessons.
- Parents advised to ensure that all young pupils are carefully supervised and encouraged to walk on pedestrian pavement not on driveway. Staff to ensure that all pupils leave and board transport in an orderly manner and that they are supervised.
- Letters to parents where required.
- Liaison between the Headteacher/Deputy Headteacher and Powys transport department.
- Experienced and familiar staff members calling and managing transport procedures on a daily basis.
- Regular transport checks by Powys ALN transport department
- **All Powys school transport providers wear high visibility jackets when dropping pupils off and picking them up.**
- Parents park in disabled parking bays outside the main school car park. If access is needed into the main car park then the telecom system needs to be used.
- Caretaker assists Head/Deputy/Office staff in management of traffic on site during school day and lettings.

- A copy of this Policy is provided for all persons letting the premises outlining traffic management rules
- Staff who work shorter contracts park in designated bays to get out without being obstructed by Powys operators.
- Staff teams and the use of radios in the event of a pupil absconding from site.

Reviewing the policy and procedures

The above risk assessment forms part of the school policy for traffic management. The arrangements outlined above to reduce risk take into account previous practical experiences and consideration of the following aspects of LA. guidance.

The risk assessment must be reviewed following any incident, when factors change.

When reviewing the risk assessment the following aspects will be considered:

- new staff/pupils who may join the school at any time during the year,
- season of year, - including severe weather conditions,
- new or altered buildings use – i.e. new clubs, lettings, different delivery arrangements, changes to the layout of the site.

The following aspects have also been considered for the risk assessment:-

Vehicles on site

- All vehicle drivers authorised to enter the site must exercise extreme caution during access and egress of the site.
- The Caretaker/s, Headteacher and relevant staff members have oversight of refuse/recycling collections, kitchen and other major deliveries, and other visitors.
- All risk assessments carried out for Contractors on site include details of traffic management risks and guidance on times suitable for access and egress of premises.

Parents' vehicles

- Parents dropping off their child/ren to school need to follow the same system as L.A. transport. They need to ensure that they queue and move forward as space becomes available. Parents can use the disabled parking bays outside of the main car park but must do so at their own risk. They need to be vigilant during school drop off and pick up due to the intensity of traffic.

Staff vehicles (including respite and residential staff)

Arrangements are made for school staff and residential staff to park their vehicles on the school site. All peripatetic staff are invited to also use our car parking facilities. All staff are provided with the above outlined information and:

- Staff from school and the residential setting must park in the allocated bays and not the disabled bay car park outside the main car park.
- All staff are reminded to proceed with caution at all times

- Staff members are not permitted to block any drive through areas in the school car park, anyone blocking these areas will be asked to move

School Minibuses/Taxis (Penmaes and Powys provided)

- Pupils will access school minibuses/transport only when parked under the canopy or alongside the site buildings unless there are exceptional circumstances.
- Powys school transport is **NOT** permitted to arrive any earlier than **2.45pm** as the canopy and car park needs to be kept clear should emergency services need to access school or residential settings. Transport that arrives earlier than 2.45pm will be asked to move or not permitted to enter the carpark and asked to return at the correct time.
- All transport including Local Authority is expected to follow the one-way system and adhere to all site safety rules. **NO** transport **MUST** reverse out of the transport bays but must wait and follow the one way system. Reversing vehicles cause significant risks especially to pedestrians hence the one way system. **Any vehicle reversing out from the bay will be in breach of this policy.**
- Local Authority and all other transport need to be vigilant regarding other vehicles using the same facilities. They must not drop pupils off at any point other than in the designated laybys unless agreed by the Head/Deputy Headteacher.
- Mini-buses and taxis are **NOT** permitted to wait or park on any pavements on school property and need to leave the speed bump clear so wheelchairs users can cross the road.
- At no point should any vehicle obstruct the entrance to and from the car park. Should anyone breach this then they will be asked to move.
- If at any point a transport provider fails to adhere to the policy then the health and safety coordinator of the school will inform Powys County Council transport department and an inspection requested.

Delivery vehicles

Deliveries are arranged so as not to coincide with the start/end of the day and break/ lunchtimes. The Headteacher/ Deputy, office staff or individual member of staff arranging any delivery personally will be responsible for ensuring that this rule is carefully observed at all times.

Contractors' vehicles

Contractors will be advised that they should arrange to visit the site by appointment and will be informed not to coincide their arrival or departure with the start/end of the day or break/ lunchtime. They will be reminded to not obstruct the sheltered drop off point to ensure that emergency vehicles can access the school when needed.

Building works vehicles

Where there is proposed major construction; the vehicle access to the site must be discussed and agreed at the pre-contract meeting.

Alternative Access

If a vehicle has to be driven through the playground it will be done when the playground is free from pupils.

If this is not possible due to exceptional circumstances (emergency services), then vehicles will 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/s will clear the vehicle's route in advance and any children present will be supervised.

Parking

A regular review of our parking arrangements will be undertaken to consider if:

- There are a suitable number of parking spaces for the vehicles permitted onto the site.
- There are sufficient separate parking spaces for delivery vehicles.
- The parking spaces are provided in appropriate places.
- The position of the spaces hinders access/egress from the building.
- The route allows suitable access for emergency vehicles.
- The parking area is in a suitable condition.
- Arrangements for visitor parking are appropriate.
- Arrangements for disabled parking are appropriate.
- Guidance is offered to persons letting the premises on parking arrangements and access to the premises.

Pupils

Staff and pupils will be made aware that parking areas are out of bounds to pupils.

Pupils are not allowed to access staff vehicles unless a member of staff accompanies them, business insurance is in place and the trip has been authorised by the Head/Deputy Head.

Physical Control Measures

The installation of appropriate signage and road markings are provided: -

- Signage indicating the route to the car park.
- Signage to say that individuals park at their own risk- no responsibility for damages.
- Guidance is offered to persons letting the premises on parking arrangements and access to the premises.

Footpaths

- Pedestrian pathways will always be maintained in good condition.
- They will be free from obstruction and overhanging vegetation.

- They will be gritted in icy conditions.

Supervision

The arrival and departure of school pupils at the site will be closely supervised to ensure that there are no breaches of our traffic management arrangements. Powys County Council will carry out spot checks and will be informed immediately of any breaches in the policy. Pupils should be supervised until school staff meet them from the school transport. **At no point should pupils get off transport without school staff being present unless in the case of an emergency**

Medication that is transported with pupils should be supervised on the transport by a responsible adult. This should be handed over to a member of school staff on arrival at school. School staff will ensure that any medication is handed to the driver or escort to ensure that everyone is safeguarded and is committed to providing a duty of care.

Poor visibility

Where the visibility is compromised in early mornings, late afternoon or during the evening (for lettings, concerts, parents evenings), then the following have been considered: -

- Adequate lighting for traffic routes and footpaths.
- Advice on safe routes into the building given to students/parents/visitors

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