

2023



Ysgol Gyfun Bryntirion |     
Bryntirion Comprehensive

## SITE TRAFFIC MANAGEMENT PLAN

Reviewed by:	
Date:	
Approved by Governing body	

Contents

<b>1</b>	<b>INTRODUCTION</b>
<b>2</b>	<b>SCHOOL LAYOUT / ACCESS</b>
<b>3</b>	<b>PEDESTRIANS</b>
<b>4</b>	<b>PUPILS</b>
<b>5</b>	<b>ALL DRIVERS</b>
<b>6</b>	<b>EXCURSION BUSES</b>
<b>7</b>	<b>STAFF</b>
<b>8</b>	<b>VISITORS</b>
<b>9</b>	<b>SERVICING / DELIVERIES</b>
<b>10</b>	<b>CONTRACT HIRE SERVICES</b>
<b>11</b>	<b>DISABLED ACCESS</b>
<b>12</b>	<b>OUTSIDE THE SCHOOL GROUNDS</b>
<b>13</b>	<b>MANAGEMENT PRACTICES</b>
<b>14</b>	<b>APPENDIX A</b>

## 1. Introduction

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

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

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 document have been given to school staff, pupils, parents and carers. Copies are also available from reception and on the school website.

[www.bryntirioncs.bridgend.sch.uk](http://www.bryntirioncs.bridgend.sch.uk)

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

**For further information, please contact:**

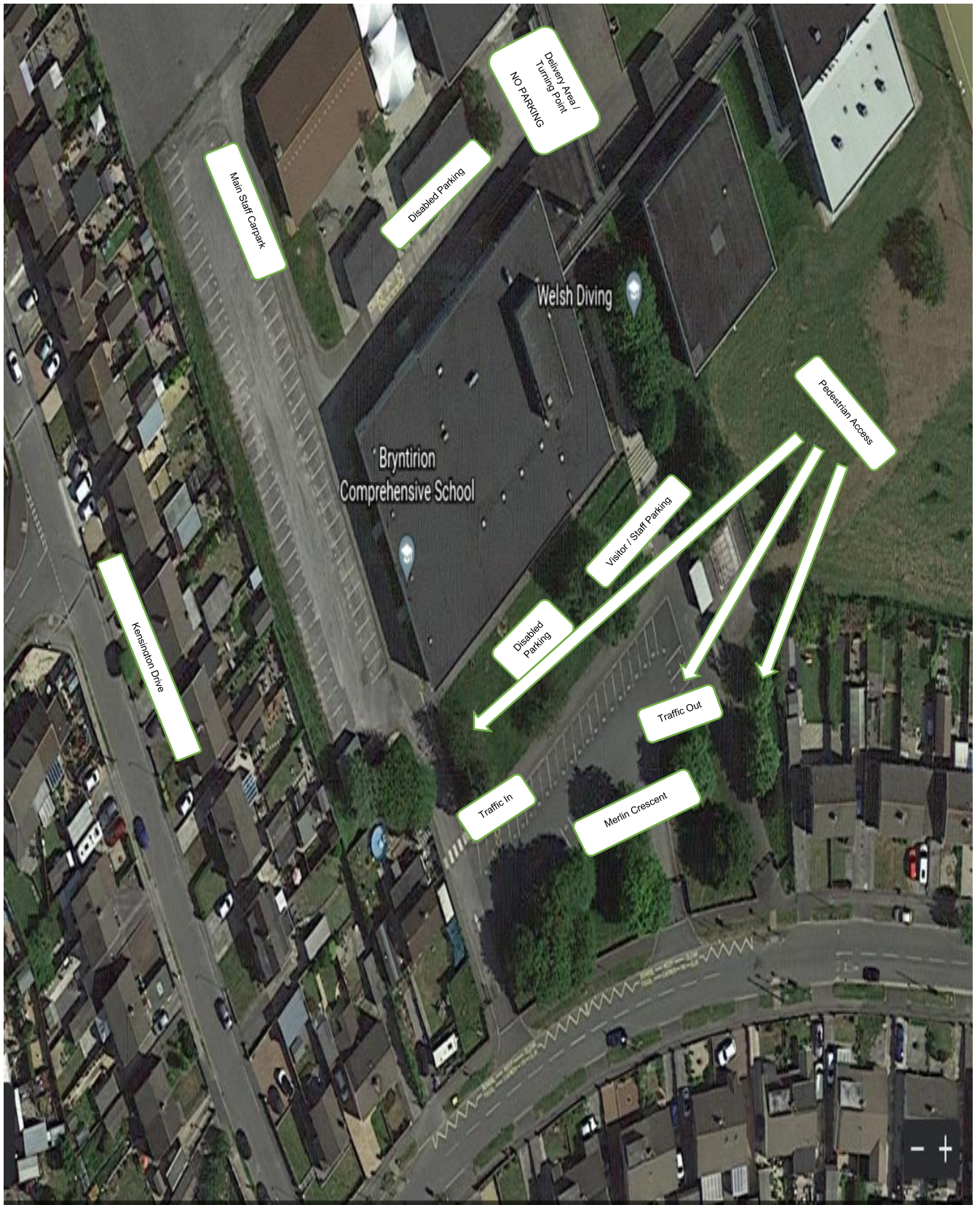
***Mr Ravi Pawar***

***Head teacher***

***01656 641100***

# Site Traffic Management Plan

## 2. School Layout / Access



### **3. Pedestrians**

There is a pavement to the front of the school and pedestrians should make sure that they use this safely and avoid spilling onto the road. Pupils 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.

#### **Designated Entry Points**

Pedestrians should follow the local footpaths along Merlin Crescent where there are pedestrian entry points located at the front of the school site. The vehicular access should not be used by pedestrians. Entry into the school building, for visitors, is through the main entrance

### **4. Information for Pupils**

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of site related areas pupils should be aware of:

- Pupils should be particularly aware that entry into the school ground via vehicular access points is strictly forbidden. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- Pupils found to be climbing over fencing/railings, not following staff instructions in relation to the site, or not adhering to the contents of this plan will be in breach of the site rules and may be subject to disciplinary action.
- When using the footpaths – walk! This will avoid accidents and will make you more aware of what is happening around you.
- Pupils cycling to school must enter the grounds via the pavement from Merlin Crescent into the school grounds they should dismount and walk to the bike storage facility and deposit their cycles. They should exit the school via this same route and rules.

## Site Traffic Management Plan

- Pupils accessing the school before the school day should be aware that entry into the building is only permitted via the main entrance doors or security gates.
- Pupils must follow the instructions of staff

### 5. All drivers

***All motorists should be aware that they are working in a school environment – exercise extreme caution and be vigilant when carrying any vehicle manoeuvres in any part of the school grounds.***

### 6. Excursions Buses

- Are required to park on the tennis courts, staff car park side. Buses are not permitted to move when pupils are outside
- Marshals must wear High Visibility Jackets
- The bus must be at a complete stop before passengers are permitted to dis/embark. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
- Pupils must allow the staff/drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.

### 7. Staff

There is one main staff car park within the school grounds and one staff/visitors' car park. The main staff car park adjacent to the Sports Hall is ***strictly for the use by school staff***. The car park at the front of the school is for use by staff and visitors and includes two disabled bays. Drivers should proceed slowly within the car parks at all times. (5 mph). Please bear in mind that some young people or some pupils requiring additional support may have little or no awareness of road safety. Please take account of this when leaving or entering the school site.

## Site Traffic Management Plan

Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unauthorised use of parking bays, this should be reported to the school receptionist or to the school's Business Manager who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with their car registration number so that they can be contacted if there is a need to do so.

### **8. Visitors**

Visitors are welcome to park in the school grounds, but should only use the car park signposted at the front of the school. The car park is often busy; however, visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles at the front of the school. Please note there is a signposted one-way system in place.

Parking is not permitted anywhere apart from the designated parking i.e. staff car park/front car park.

Access into the school is only permitted from the main entrance. Visitors need to press the security buzzer located at the double doors and wait for the doors to open. All visitors must report to reception and sign in before going anywhere in the school. Visitors are required to leave a note of their registration number with staff. 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 of 01656 641100.

There is a designated on-site drop off for pupils at the in the visitor car part at the front of school, from Merlin Crescent. No vehicle should be accessing the main staff car park for this purpose, without express permission.

### **9. Delivery and Service Access**

New security fencing and gate system installed Summer 2023. All security gates lock at 08:40 and unlock at 14:50.

Between E block and staff car park. This entrance is strictly for deliveries only. Deliveries/contractors need to use the Communication system linked to reception to gain access for deliveries and also to leave the site

## Site Traffic Management Plan

following a delivery. Reception can grant or refuse entry/exit depending on time/movement of public, traffic.

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. Drivers will be issued with a copy of this plan for reference and advised of the site rules in relation to the area they are parking at the time.

The school actively discourages deliveries between 08:15 – 09:00 hrs, 10:50 – 11:20 hrs, 12:40 – 14:00 hrs and 14:45 – 15:10 hrs when pupils are out of the building to reduce the likelihood of any accidents.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception in advance to agree the most suitable parking location and time.

Staff have been issued with personal swipe cards to gain access to pedestrian gate from staff car park. Above all pedestrians on site have priority over vehicle movement!

### **10. Contract Hire Service**

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through School Transport as part of the terms of the contract. However, there are some specific comments to make in relation to the site at Bryntirion Comprehensive School. Taxis should collect pupils from the bottom sideroad by the main vehicle entrance. All taxis should be lined up in the designated area and not block the disabled access.

### **11. Disabled Access**

Pedestrian access is by the main front entrance. Doors are operated automatically; however, they will not open until the buzzer is sounded by reception staff.

There are 2 disabled parking bays which can be accessed from the main traffic entrance. These spaces are clearly marked out on the road surface and with signs.



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

## **12. Outside the School Grounds**

The schools accepts that parking near the school is not easy as Merlin Crescent is a main thoroughfare and in constant use during the day. Parents/carers are encouraged not to park near the school. Please attempt to drop children off further away from the School and encourage them to walk the remaining distance. However, pupils should be reminded to use the perimeter of the site and only enter by the dedicated pedestrian access points on Merlin Crescent.

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

Please act responsibly by parking as far away from the school as possible to keep the pupils at Bryntirion Comprehensive, local residents and other road users safe.

## **13. Management of this Plan**

School managers and the site team will undertake ongoing monitoring of the plan. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

The Senior Management Team and Site Management Team of Bryntirion Comprehensive School will arrange for daily supervision around the car park, taxi drop off and the pedestrian areas at the end of the school day. Site staff will monitor vehicular access to car parks. High vis jackets should be worn at all times while supervising.

Senior Management and Site Management Teams will carry out weekly site inspections to view practices. These inspections will be recorded on the “weekly site monitoring form” (see Appendix 1). These records will be retained for one month.

## Site Traffic Management Plan

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the school Business Manager. The Senior Management Team will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

If there are concerns or incidents that constitute non-compliance these will be recorded on the form by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to Contractor or Service Management which may result in investigative action. On days where there is no monitoring carried out and there is an instance of non-compliance, these should be escalated immediately to the Senior Management Team who will make a record on the form and take appropriate action.



