



Achieve Excellence

Exceed Expectations

Ysgol Maes y Felin

Penymaes Road
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Flintshire
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Pennaeth/Headteacher
Mr. Peter Davies B.Ed (Hons)

Site Traffic Management Plan

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Accessible Formats

This document is available in English and Welsh in Microsoft Word and pdf formats in Arial font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format contact Mrs. Debbie Dickinson (01352 711366).



Site Traffic Management Plan

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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.

Ysgol Maes Y Felin 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.

Following a review of the usage of car park and surrounding area, physical changes have been implemented. This document takes account of these changes and refers to the new layout and access rules that are in place

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:

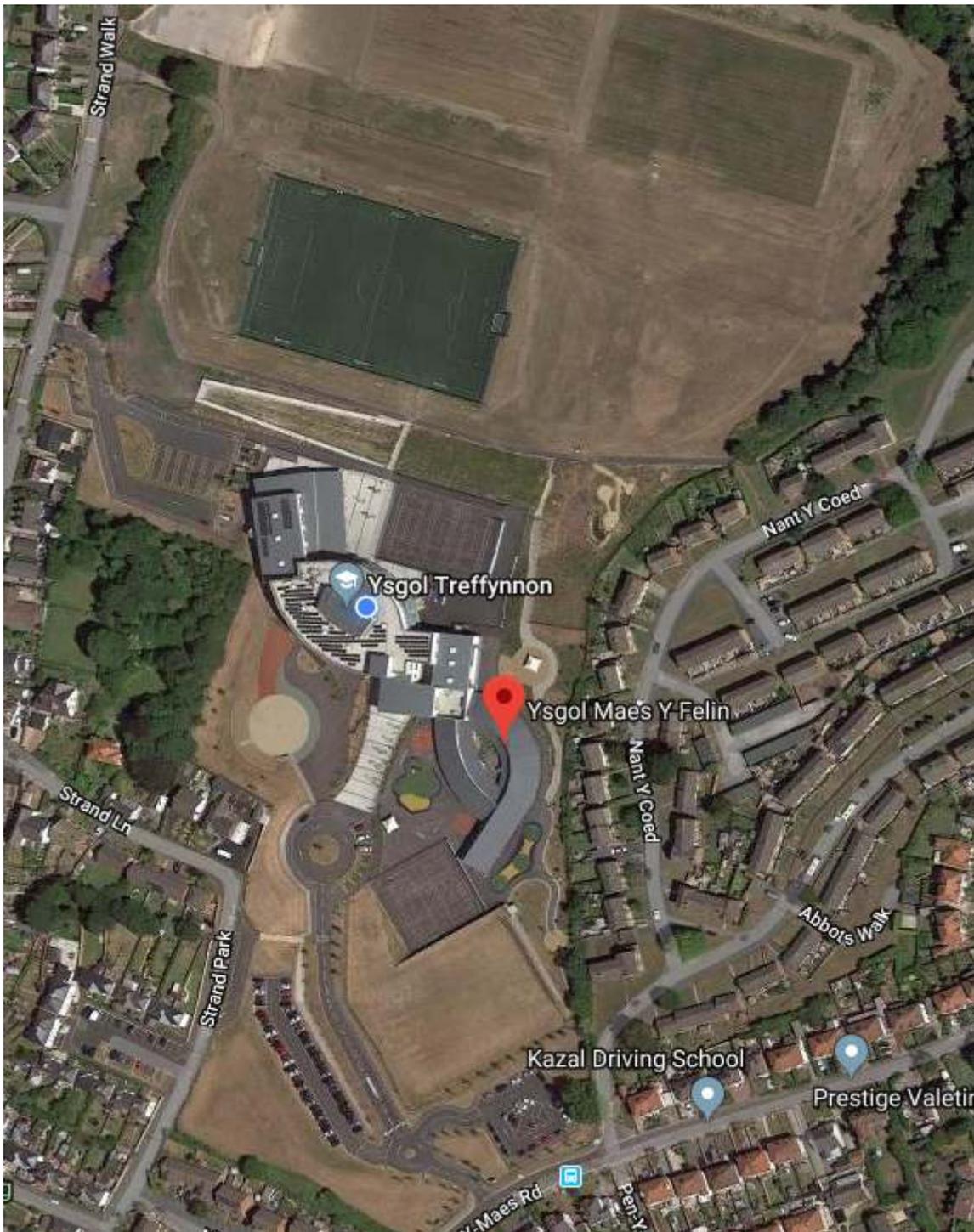
www.maeasyfelin.co.uk

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

For further information, please contact:

Anneke Perrett
School Business Manager
01352 710011

School Layout/ Access



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.

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Designated Entry Points

Pedestrians should follow the local footpaths along Strand Walk, Strand Park and Pen Y Maes Road, Nant Y Coed where there are pedestrian entry points located at the front, sides and bottom 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.

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 (school car parks, bus park and the service area) 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 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.
- Pupils must not walk on the bus lane at any time, unless dis/embarking the buses. Pupils must follow the instructions of staff and be aware of the following:
 - The bus must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
 - Only use the paths identified around the bus lane. No one should cross the bus lane as a pedestrian to access the pavements on the perimeter of the school. To access the bus lane please use the footpaths.
 - 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.
- 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 Strand Walk, Strand Park and Pen Y Maes Road, Nant Y Coed 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.
- If pupils are accessing the school before the school day, entry into the building is only permitted via the main entrance doors. Entry using any other door is not permitted as this would require you to cross the areas that are out of bounds.

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Drop Off

There is a designated on site drop off for pupils by the staff car park just off Strand Park. No vehicle should be accessing the car parks for this purpose, without express permission. It is not recommended that the side road off Strand Park up to Strand Walk be used for pick-ups/drop offs. Pick-ups and drop-offs are not permitted in the bus lane or bus park at any time.

Staff

There is one staff car park within the school grounds and one visitors' car park. One is strictly for the use by school staff and one for use by staff and visitors which includes 7 disabled bays which can be accessed via the barrier off the main roundabout. Drivers should proceed slowly within the car parks at all times. Please bear in mind that some young people and some pupils with additional support needs 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. If you are aware of unauthorised use of parking bays, this should be reported via 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 your registration number so that you can be contacted if there is a need to do so.

Delivery Access & minibuses via Bus Park

This entrance is strictly for deliveries. This is also where the school minibuses are located.

Leisure Access via Bus Park

This car park is occasionally used by staff vehicles. Staff can enter the building at the PE doors or use the main entrance using their key fob. Staff who are not authorised to do so should park in the main staff car park as this area is Ysgol Treffynnon's fire assembly point and should be kept clear at all time.

Staff, Visitors, Disabled & Deliveries

This car park is used by a number of vehicles - staff, visitors and deliveries. Staff should enter the building the main entrance using their key fob. Visitors/deliveries should make their way over to the doors at the main entrance and gain access by pushing the buzzer.

Visitors

Visitors are welcome to park in the school grounds, but should only use the car parks signposted. The car parks are 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.

Parking is not permitted in the bus lanes or taxi drop off areas at any time, even for the shortest visits.

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Alternative off-street parking is available on Pen Y Maes Road.

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 on 01352 711366

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 in the main building to advise the nature of their visit and get clarification on where they can park. 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. The school actively discourages deliveries between 08.30-09.00hrs, 10.45-11.30hrs, 12.15-13.30hrs and 14.45-16.00hrs 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.

Bus Park, Strand Walk

This area is strictly for use by contracted buses between 8.00 am – 9.00 am and 3.00 pm – 4.00 pm. It is essential that this area is not used for drop off point or parking during these times. Outside these times contractors and delivery vehicles are permitted to use the bus park, subject to obtaining permission from the school reception and notifying the staff of the registration number. Contractors must remove vehicles by 3.00 pm to ensure that the area is clear for bus access.

Service Area Access, Strand Walk

The area that provides access to the kitchen and refuse collection is located at the bus park entrance on Strand Walk.

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

School Buses

Buses that enter the site to collect mainstream pupils should only access the site from the bus park off Strand Walk

The Senior Management Team has designated the bus park for sole use of the buses between 8.30am – 9.00am and 2.45pm – 3:30pm.

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There are 5 buses lanes. Bus drivers enter the bus lane from Strand Walk and exit the school grounds using the same exit.

The bus should be at a complete stop before allowing pupils to get on or off the bus with the engine switched off. Only when pupils are clear of the vicinity of the bus lane (am) or all on board (pm), should drivers exit the bus park following the agreed departure sequence.

Pupils are reminded about good conduct around the bus park area, however if there are any other concerns about how this site is being used, they should be raised via the staff supervisors during the afternoon pick up.

Contract Hire Services

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 Ysgol Maes Y Felin. Taxis should collect pupils from the bottom roundabout by the main entrance. They should buzz through the barrier and slowly move towards the waiting area. All taxis should be lined up in the designated bays and not block the disabled access.

Disabled Access

Pedestrian access is by the main front entrance. Both sets of doors are operated automatically, however they will not open until the buzzer is sounded.

Parking

There are 7 disabled bays which can be accessed from the Pen Y Maes entrance. These spaces are clearly marked out on the road surface and with signs. Access to the disabled parking bays is by ringing the buzzer and speaking to reception, the barrier will then be raised.

There are 2 disabled bays in bus park located off Strand Walk. These spaces are clearly marked out on the road surface and with signs. Access to the disabled parking bays is by following the same one-way system as indicated on the diagram above.

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

Outwith the School Grounds

The school accepts that parking near the school is not easy as Pen Y Maes Road is a main thoroughfare and in constant use during the day. Parents/carers/guardians are encouraged not to park near the school and allow their children to walk the remaining distance if they drop them off further away. However, pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points on Strand Walk, Strand Park, Pen Y Maes or Nant Y Coed

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions

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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 Ysgol Maes Y Felin, local residents and other road users safe.

Management Practices

Key to the ongoing monitoring of the plan is the role of school managers and other staff. 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.

Supervision

The Senior Management Team of Ysgol Treffynnon will arrange for daily supervision around the bus park, taxi drop off and the pedestrian areas at the end of the school day. Site staff will be providing limited monitoring of the vehicular access to car parks.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, Senior Management Team will carry out weekly site inspections to view practices. These inspections will be recorded on the 'weekly site monitoring form' (see appendix A). These records will be retained for 6 months.

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 will be responsible addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

Non-compliance

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.

