



## Traffic Management Plan for Education Premises

Name of Premises	<u>Blackwood Primary</u>
Address	<u>Carlisle Road</u>
	<u>Lesmahagow, ML11 9AT</u>
Name of Responsible Manager	<u>Christine McMillan</u>
Date Traffic Management Plan Undertaken	<u>August 2017</u>
Name of person who carried out the Traffic Management Plan	Lesley Yule
Designation	<u>Support Services Coordinator</u>
Review date of Traffic Management Plan	<u>August 2019</u>

### Brief description of premises

Blackwood Primary School is a large two storey building located on Carlisle Road, Blackwood. The building incorporates the school, supported classes, nursery and shared leisure facilities operated by South Lanarkshire Leisure.

The main vehicular entrance to the school building is on Carlisle Road and allows access to the staff car park for use by South Lanarkshire Council employees, school buses and taxis and emergency services only. The staff car park has 43 car parking spaces and 3 disabled spaces. In addition, there is a drop off/pick up bay adjacent to the front entrance to the school for school contract buses and taxis.

There is another vehicular entrance and car park for parents/carers adjacent to the school and leisure facilities entrance via Southfield Road providing 36 car parking spaces and 2 disabled spaces and a pick up/drop off bay. This is for school and nursery drop off and collection and provides a safe walking route to school along the front of the building.

There are three pedestrian entrances, from Carlisle Road – one adjacent to the main entrance, one adjacent to the main vehicular entrance and one adjacent to the car park at Southfield Road.

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## **1. Introduction**

Traffic management involves the elimination and/ or reduction of risk associated with the interaction of vehicles and their environment, and especially their interaction with:

- Pedestrians
- Other vehicles
- Buildings/ structures
- Other plant, equipment and stored goods

This document specifies the traffic management safety arrangements that have been identified, developed and put in place for Blackwood Primary School. It will be reviewed every 2 years or after any significant alterations to vehicle working practice that will affect the safety of relevant people.

Assistance with completion of individual plans can be obtained via reference to OHSMS Guidance Note/ Work Instructions on Workplace Transport (on SLC Intranet H&S Page), and also on request from the Finance and Corporate Health and Safety Team.

## **2. Principles of Traffic Management**

During both the development and operation of the Traffic Management Plan, the following principles will be applied so far as is reasonably practicable:

- Pedestrian and vehicle routes shall be separated
- Clearly defined vehicle access routes will be provided, (to be one- way where possible)
- Where pedestrians are required to cross vehicle routes, clearly defined pedestrian crossing areas will be provided
- Vehicle and pedestrian routes will be adequately maintained, kept free from obstruction, properly lit and signposted according to appropriate standards
- Vehicles speed restrictions will be identified and enforced
- Any Council or school owned vehicles will be maintained and in good working order
- Consideration should be given to fitting reversing alarms on the above vehicles
- Persons driving any of the above will be in possession of relevant licence and certification
- Safe areas for reversing of vehicles e.g. delivery of goods, uplifting bins etc. drop off and pick up of pupils will be provided,
- Persons driving or service users travelling in vehicles shall remain seated and wear seat belts and have wheel chairs clamped where these are provided
- Adherence to standards will be verified by managerial/ supervisory monitoring of compliance, and maintained by clear action on their part in the event of breaches being identified

## **3. Vehicle and pedestrian safety**

### **Vehicle Rules**

Staff and visitors driving vehicles within the grounds of the premises must at all times adhere to the following requirements:

- Use only authorised entry and exit points
- Adhere to all traffic route and directional requirements
- Observe speed restrictions
- Use authorised parking areas
- Take note and abide by any other warning signage e.g. men at work etc.
- Observe and abide by restricted or prohibited areas

## **Pedestrian Rules**

Pedestrians accessing or leaving the premises must at all times adhere to the following requirements:

- Use authorised pedestrian routes
- Use (where provided) authorised crossing points
- Take note and abide by other warning signage e.g. men at work etc.

## **Site Diagram**

The site diagram is located in the Janitor's office to enable its requirements to be clearly accessed and understood by employees and visitors. It specifies, so far as is possible in diagrammatic form, those safe requirements for vehicles and pedestrians specified in the sections above.

## **Maintenance Arrangements**

Regular inspections of the premises will take place to ensure that vehicle and pedestrian routes:

- Are kept clean and free from hazards and obstructions
- Are kept in a physical condition that is safe and appropriate to the needs of vehicles and pedestrians that use them
- Are segregated and marked as originally intended to prevent danger
- Are adequately lit, taking into account planned hours of operation and the needs of pedestrians and vehicle drivers
- Where provided collision protection/ barriers protecting structures are in sound condition
- Where provided, any traffic calming & control measures (e.g. speed bumps, speed signs) are in place
- Protection and separation/ segregation measures designed to protect fixed and mobile plant, equipment and materials are in sound condition

Responsibility for ensuring that these inspections are carried out is held by Christine McMillan, Head Teacher. Frequency of inspection will be bi-annually. Records of inspection will be kept at Blackwood Primary School

## **Gritting and Snow Clearance**

During freezing weather, a programme of gritting will be initiated by the Janitor. This will be sufficient to enable operations to be carried out safely within the grounds of the premises, paying particular attention to pedestrian walkways.

Where significant snowfall occurs, the Janitor will be responsible for making an assessment of snow clearance requirements and ensuring that these take place bearing in mind the risk factors specified above and any others that may arise

## **4. Vehicle activities**

### **Reversing Areas**

The following areas have been identified as hazardous in respect of the necessity for reversing of vehicles:

- Entrance gate from Southfield Road

Precautions that are to be employed to mitigate risk here include:

- Provision of sufficient room for reversing vehicles

Staff and visitors using the parking bays will be involved in the usual reversing manoeuvre.

It is anticipated that the drivers will deploy their usual skills and no special provisions will be made to aid such traffic movement e.g. deployment of a banks person.

### **Drop off/pick up**

The following areas are authorised for drop off and pick up of service users

- Pick up/drop off bay at staff car park (Carlisle Road) for use by school contract buses and taxis
- Pick up/drop off bay at car park (Southfield Road) for use by parents/carers

### **Loading/unloading areas**

The following areas are authorised for loading and unloading

- Pick up/drop off bay at staff car park (Carlisle Road) for use by delivery vehicles
- Pick up/drop off bay at car park (Southfield Road) for use by delivery vehicles

### **Notable Risks**

The following areas for receipt and dispatch of goods and equipment or pick up/drop off of service users where notable risks may arise owing to their quantity or content, or in relation to the vehicles used for their receipt/dispatch

- Pick up/drop off bay at staff car park (Carlisle Road)

## **5. Implementation of Traffic Management Plan**

Overall responsibility for implementation of this plan at Blackwood Primary is held by the Head Teacher. The plan will be communicated to local employees and to visitors by means of a notice at reception. Parents/Carers are asked to confirm receipt of information regarding car parking arrangements annually as part of the school's annual data check.

### **Training**

Staff at Blackwood primary will receive a copy of this Traffic Management Plan and a briefing on its requirements will be delivered by local management.

## **6. Monitoring**

All employees and managers at Blackwood Primary are responsible for acting upon unsafe vehicle operations or pedestrian activities that they witness. Employees should report incidents to their line manager. Managers must take active steps to prevent recurrence of any unsafe behaviours that they witness or have reported to them, including the reporting of injuries and near misses using appropriate H&S reporting paperwork. Managers must in addition provide a suitable behavioural example to employees through their own adherence to site rules.