

Crofton Hammond Infant School

ON SITE TRAFFIC POLICY AND PROCEDURES



Policy approved:	March 2024	FGB
Signed:	<i>Sian Hosmer</i>	Headteacher
Signed:	<i>Wayne Shirley</i>	Chair of Governors
Date of next review:	March 2026	Two Yearly
Monitored and evaluated by:	Resources Committee	Annually

INTRODUCTION

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

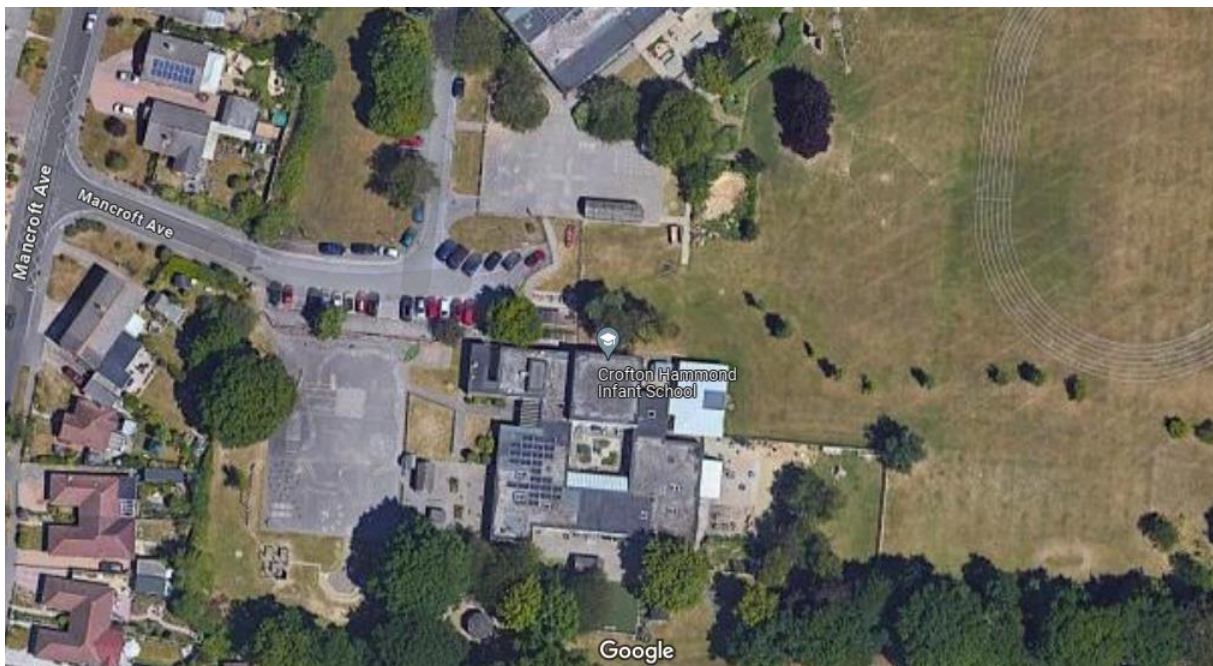
Crofton Hammond Infant School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when in the school grounds or within the vicinity of the school and follow instructions to reduce the risk of injury. If there are any concerns about traffic safety, they should be reported to the office.

Copies of this document are available to school staff, pupils, parents and carers, on our school website.

The document will be reviewed annually and awareness raised regularly through parental events, assemblies and school newsletters.

In addition to the instructions in this document, the school has also undertaken traffic management assessment which is recorded in Appendix A.

SCHOOL LAYOUT/ACCESS



PEDESTRIANS

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road. Pedestrians walking in groups should take this into account and allow others 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 (i.e. staff car park entrance) that will be in use during peak times and should exercise caution.

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Pedestrians should follow the local footpaths/pavements and enter the front of the school site via Mancroft Avenue or from the footpath at the rear, which links Bells Lane and Moody Road.

When entering the school grounds pedestrians should walk. Scooters and bicycles should not be ridden on school grounds. This will avoid accidents and will make everyone more aware of what is happening around us.

Anyone arriving at school by bicycle or scooter must enter the grounds via the pedestrian gate by the car park or at the bottom of the school field. Cycles and scooters should be left in the racks provided.

Cars should not park on the zig zag lines

STAFF

There is parking for staff in the school car park. This is accessed via the vehicular gate and is strictly for the use of staff. Drivers should proceed slowly within the car park areas at all times. Please bear in mind that some pedestrians may have little awareness of road safety and you should take account of this when crossing the pavement.

Staff are expected to act responsibly on the site when parking and accessing the school building. There is a no parking zone leading to the gates accessing the playground. There should be no cars parked in front of this zone to allow entrance and exit at all times and to avoid any restriction for emergency vehicles.

There is a small group of parents who have been provided with a car parking permit to allow them access to the school park. The parking permit is dated for the academic year and should be visible in the vehicle whenever in the car park. Parking considerations as outlined above should be adhered to.

VISITORS

We ask that visitors park off-site. Access into the school is only permitted from the main reception. All visitors must report to reception and sign in before going anywhere in the school. The office staff will share safeguarding and fire procedures with all visitors. 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 contact the school office. Tel.: 01329 663733 or via email: adminoffice@croftonhammond-inf.hants.sch.uk

SERVICE VEHICLES / DELIVERIES

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to reception to advise the nature of their visit and get clarification on where they can park.

COACHES

Access for coaches is very difficult due to no turning capacity. Therefore, when the school books a coach we arrange to meet them on the spur road from Mancroft Avenue, before the school gates.

The coach should be at a complete stop before allowing passengers to get on or off the bus.

DISABLED ACCESS

Pedestrian access is via the main entrance. There is one disabled car parking spot available, located on the far right as you enter the car park for vehicles with blue badges. Parking arrangements will be made to ensure suitable access.

If visitors, staff or learners require information on access, they should contact the school office.

OUTSIDE THE SCHOOL GROUNDS

The school accepts that parking near the school is not easy. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines or zig zags, obstructing access points and parking near junctions causes danger to pupils, staff, parents and carers, 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.

Please act responsibly by parking as far away from the school as possible to keep everyone at Crofton Hammond Infant School, local residents and other road users safe. Emergency Services need to be able to access the school and surrounding houses at all times.

The school have an agreement with The Crofton Pub which allows parents to use this car park and walk to and from school for pick up and drop off, both at the beginning and end of the school day.

There is currently a voluntary one – way system for traffic in Mancroft Avenue. This system operates between 08:30 and 09:15 and 15:00 and 15:45. This entails all traffic entering Mancroft Avenue from Bells Lane and exiting on to Moody Road. The advantage of this system is to make it safer for your child to come into school.

WRAPAROUND CARE ACCESS

Parents who are using the school's wraparound care provision are only permitted to access the school car park for drop off and pick up during off peak times, which are before 08:00 and after 16:45.

MANAGEMENT

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 not to compromise the health and safety of themselves or others.

Supervision

There is daily supervision at the end of the school day by senior leaders, class teachers and/or support staff around the playground as the children are being dismissed.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Headteacher, Health and Safety Coordinator and Caretaker will carry out site inspections to view practices.

Where issues arise with vehicular access these will be dealt with initially by the office or escalated to the Headteacher. The Headteacher will be responsible for addressing the conduct of all where this is not consistent with the requirements of this plan.

Non-compliance

If there are concerns or incidents that constitute non-compliance, appropriate action will be taken. This includes possible disciplinary action and reports going to the Headteacher and the Board of Governors, which may result in investigative action.

APPENDIX A - TRAFFIC ON SITE CHECKLIST

Name of Site		Crofton Hammond Infant School		
Pedestrian Access		YES	NO	Comments
1.1	Do pedestrian routes avoid crossing vehicle access routes and car parks?	Y		
1.2	Are there well defined crossing points clearly visible to drivers and pedestrians?		N	
1.3	Are there clear sight lines between pedestrians & drivers at crossing points?	Y		
1.4	Is there level pedestrian access for people with disabilities? eg. tactile (blister) paving, flush kerbs, gradients?	Y		One disabled car parking space (shared with Junior school)
1.5	Are footways wide enough to avoid congestion e.g. between 1.8 – 3.5m?	Y		
1.6	At internal road crossing points, is there sufficient space for pedestrians to wait safely?	Y		
1.7	Are footpaths free of trip hazards, obstructions e.g. signposts, ponding?	Y		
Waiting Areas		YES	NO	Comments
2.1	Are designated waiting areas a safe distance from vehicle movements? (If not, are they protected by an appropriate physical barrier e.g. fence or hedge)?	Y		
Fencing, Lighting & Signage		YES	NO	Comments
3.1	Where fencing provides segregation of pedestrians and vehicles, is it adequate for purpose?	In Part		Low wooden barriers behind each parking space – 2 missing.
3.2	Does fencing impede visibility for either pedestrians or vehicles?		N	
3.3	Is directional signage clear, simple and visible e.g. to reception?	Y		
3.4	Are warning signs clear, simple and visible e.g. slow or sharp bend?	Y		

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3.5	Are control signs clear, simple and visible e.g. speed limits, one way, parking restrictions?	Y		
3.6	Is lighting to footways and car parks adequate for safe pedestrian and vehicle movements?	In - part	N	Limited lighting in the car park, along the pavement and rear footpath
Cyclists		YES	NO	Comments
4.1	If allowed on site, are there designated internal routes for cyclists to use to access cycle/scooter storage areas?	Y		Cyclists must dismount and walk in with bicycle/scooter.
4.2	Are access gates and routes to cycle/scooter storage areas of adequate width for both pedestrians and cyclists?	Y		
4.3	Are entrance gates of sufficient width to avoid congestion near to highway?	Y		
Vehicle Access		YES	NO	Comments
5.1	Is it clear to drivers that pedestrians have priority at all times?		N	
5.2	Does vehicle parking restrict the width of footpaths?		N	
5.3	Is vehicle speed effectively restricted on access routes?	Y		
5.4	Are signs required to identify vehicular routes from the highway to parking areas?		N	
5.5	Where visitors parking is permitted on site, is there effective control to ensure safe movements?			N/A
5.6	Do you have effective arrangements to prevent vehicular access by drivers who should not be using on-site parking?	Y		
5.7	Are there an appropriate number of accessible parking bays for staff and visitors with disabilities?		N	
5.8	Are community users subject to the same access controls as staff?	Y		
5.9	Are vehicles encouraged to reverse into parking spaces?		N	

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5.10	Is there a one way system in operation?		N	Not within the car park/grounds
Other Vehicular Access		YES	NO	Comments
6.1	Do you liaise with other transport contractors about best arrangements, (including coaches) for arrival & departure arrangements?	Y		
6.2	Are service and delivery vehicles able to manoeuvre safely on site? (eg. turning heads, restricted times of entry, supervision of site users)	Y		
6.3	Has consideration been given to access by emergency vehicles?	Y		
6.4	Do you have other travel plans or procedures to identify related vehicle and pedestrian issues off-site?		N	
School Minibus		YES	NO	Comments
7.1	Do you have a list of appointed drivers with suitable licences?	Y		1 staff member
7.2	Is training provided for drivers with regular refresher training (e.g. MIDAS)?	Y		MIDAS training completed 9/2/24
7.3	Do drivers carry out suitable safety checks before using the vehicle and are they recorded?	Y		If approved a staff member may transport pupils who require support. Driver must complete drive to work form and checks.
7.4	Is there a regular preventative maintenance programme carried out at predetermined intervals of time or mileage?			N/A
7.5	Is the minibus parked in a designated bay?		N	Minibus would park as per coaches