

Carnock Primary School

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Site Traffic Management Plan

March 2023
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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.

Carnock Primary 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 are also available from reception and on the school website:

<https://blogs.glowscotland.org.uk/fi/carnockps/>

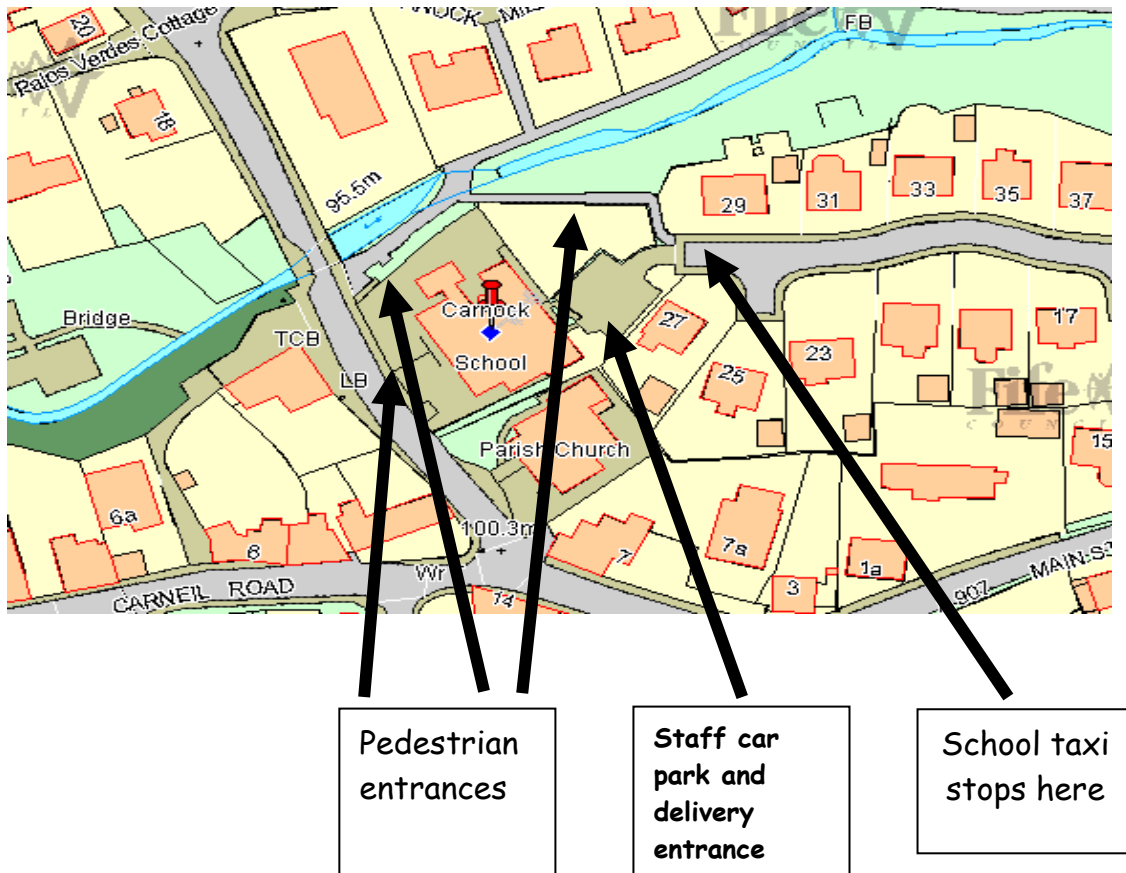
The document will be reviewed annually and awareness raised regularly through parental communication, pupil sub-groups (pupil council), assemblies and school meetings.

For further information, please contact:

Kenny Grieve, Business Manager on 08451 55 55 55 + Ext 402663 or email:
kenny.grieve@fife.gov.uk

Lorna Bernard, Headteacher on 08451 55 55 55 + ext. 492696 or email:
carnockps.enquiries@fife.gov.uk

2. School Layout / Access



3. Pedestrians

There is a pavement along 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 at the front of the school.

Designated Entry Points

Pedestrians should follow the local footpaths to Main Street where there are 2 pedestrian entry points. One is located at the front of the school and the other is at the side of the school building near the 'Donkey Steps'. Please enter through the main school gates. Entry into the school building is through the main door (at the front of the school building) using the secure entry system.

4. 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 park) is strictly forbidden.
- Pupils found to be climbing over railings or walls, 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.
- Pupils must not walk on the car park at any time unless supervised by a member of staff.
- Pupils travelling to and from school by taxi must follow the instructions of staff and be aware of the following:
 - The taxi 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 enter/exit the school through the main entrance via the playground or donkey steps.
 - Allow the 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.
- When entering the school on bike or scooter pupils must dismount when in the school grounds to ensure the safety of other pupils.

Drop Off

There is no designated on-site drop off for pupils. No vehicle should be accessing the school car parks for this purpose. Please do not block the driveways of our neighbours.

5. Staff

There is one car park within the school grounds and this is strictly for the use by visitors and school staff. Drivers should proceed slowly within the car parks at all times. Please bear in mind that some young people may have little or no awareness of road safety and you should take account of this.

Staff are expected to act responsibly when parking and accessing the school building. If you are aware of unauthorised use of the car park, this should be reported via the school office or the Headteacher 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. School dinners are delivered to the school kitchen through this car park. There is parking for approx. 10 cars. Additional parking for staff can be in Queens Haugh. Staff should access the school via the rear entry door using their key fob.

When entering/leaving the car park, drivers should be aware that pedestrians may be crossing Queens Haugh.

6. Visitors

Visitors are welcome to park in the school grounds, but should only use the car park noted in section 5 and as illustrated in section 2. The car park is often busy; however visitors should only park in bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Alternative on-street parking is available in the surrounding area, but if you are unfamiliar with the area, please make sure that you do not block residential driveways or park where this could cause an obstruction.

Access into the school is permitted from either the main entrance or the rear entrance from the car park on Queens Haugh. Visitors need to press the security buzzer located to the side of the door then wait for the buzzer to indicate the doors are open. All visitors must report to reception and sign in before going anywhere in the school. Visitors may be required to leave a note of their registration number with staff. On departure, visitors should sign out at reception and leave the building by either the main entrance or rear door.

If visitors need any advice on access or parking before their visit, please call the school reception on 01383 602411.

7. Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the school office 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.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01383 602411 in advance to agree the most suitable parking location.

8. School Taxi

Taxis that collect/drop off pupils should only access the site from Queens Haugh car park entrance.

The vehicle should be at a complete stop before allowing pupils to get in or out the taxi with the engine switched off. Only when pupils are clear of the vicinity of the taxi should drivers exit the drop off points.

Pupils are reminded about good conduct in section 4 of this plan, however if there are any other concerns about how this area is being used, they should be brought to the attention of the head teacher.

9. Contract Hire Services

Contracted vehicle drivers (including taxi and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract. However there are some specific comments to make in relation to the site at Carnock Primary School

Taxi/Minibus for pupils

These vehicles must use the drop off points on Queens Haugh.

10. Disabled Access

Disabled access is via either the main front entrance or the ramp at rear entrance from the car park. Both sets of doors will not open until the buzzer is sounded.

Parking

There are no designated disabled bays in the car park.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01383 602411.

11. Outwith the School Grounds

The school accepts that parking near the school is not easy. Main Street is a residential street, used by Service buses as well as car traffic into and out of the surrounding area and village of Carnock. It is important that the school is a good neighbour to local residents. Main Street is a main thoroughfare and in constant use during the day. Queens Haugh is a residential street and is also in constant use during the day. Parents/Carers are encouraged not to park near the school and allow their children to walk the remaining distance if they drop them off further away.

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 Carnock Primary School, local residents and other road users safe.

12. 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 Head Teacher and Clerical Assistant will endeavour to observe pupils boarding and exiting the school taxi.

Monitoring of compliance against this plan

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

Where issues arise with vehicular access, minibus drivers and staffing, these will be dealt with or escalated by the school Business Manager. The head teacher will be responsible for 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 head teacher who will make a record on the form and take appropriate action.

Appendix A



**Traffic Management Plan
Site Monitoring Form**

Completed by: Head Teacher

Date	Area	Observations	Incidents	Signed by