

# Denbeath Primary School



## **TRAFFIC MANAGEMENT PLAN**

**June 2024**

# **Denbeath Primary School**



## **Traffic Management Plan**

### **Section**

1. Introduction
2. School Layout / Access
3. Pedestrians
4. Designated Entry Points
5. Pupils
6. Taxis
7. Disabled Parking
8. Staff
9. Visitors
10. Out with the School Grounds
11. Servicing / Deliveries
12. Monitoring Procedures

Appendix A Site monitoring record

## **1. Introduction**

This document has been prepared to inform and instruct staff, pupils, parents, tradesmen and visitors to the school grounds. Denbeath 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.

The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings. We will encourage all site users to read this document carefully and act in accordance with the instructions contained therein. Copies of this document have been given to school staff, pupils, parents and carers. Copies are also available from reception.

### **For further information, please contact:**

Nicola Graham, Business Manager on 08451 55 55 55 + ext.

Lindsey Manton, Head Teacher on 01592 583422  
[denbeathps.enquiries@fife.gov.uk](mailto:denbeathps.enquiries@fife.gov.uk)

.

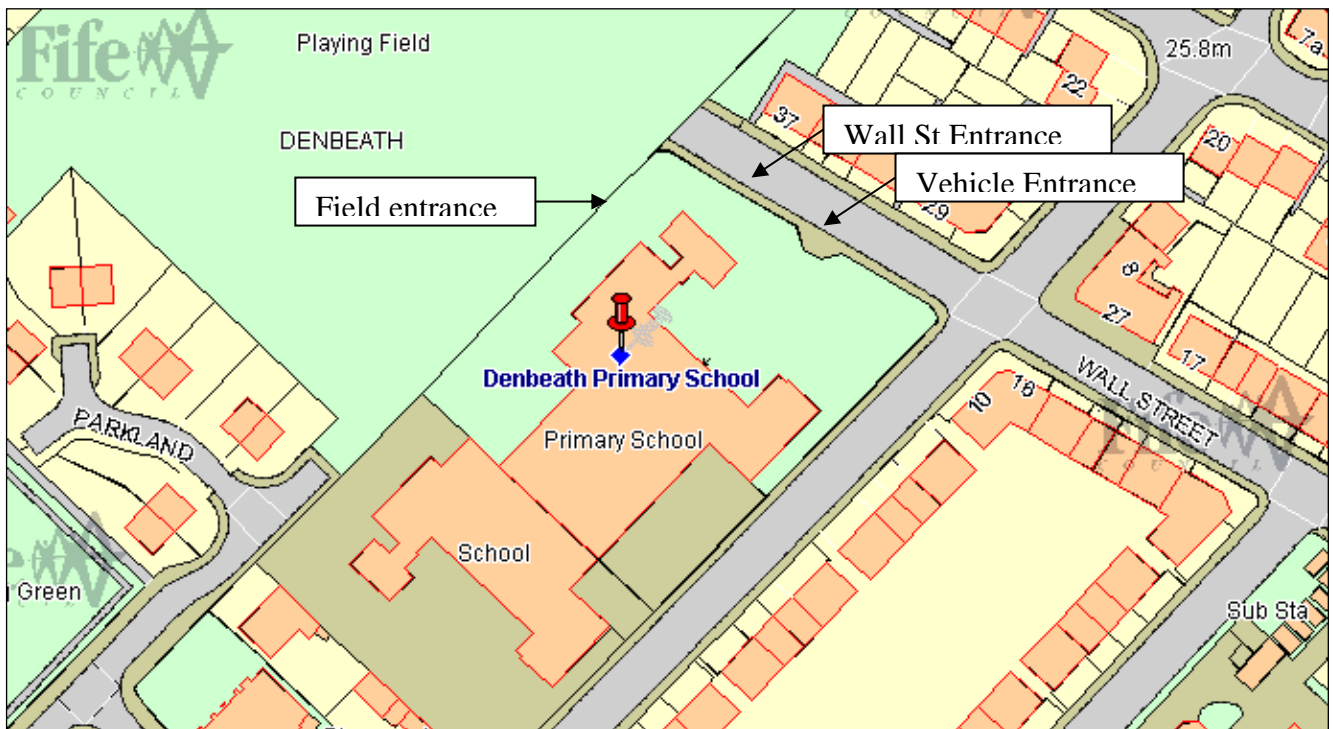
## **2. School Layout / Access**

The main pedestrian access to the school is via the main entrance on Wall Street. The smaller gate off the school field, gives pupils and parents access to the school grounds.

## **3. Pedestrians**

There is a pavement around the perimeter 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. Parents are asked to congregate inside the school grounds when they come to collect children. This means children don't have to walk around them (and walk on the road) to get home.

The plan below shows the various access points for **Denbeath Primary School**.



**Pedestrians should only access the school from the two designated entry points.**

At Denbeath this is at the far end of Wall Street, ~ the main entrance plus a smaller entrance from the playing field.

## **5. Pupils**

Pupils can enter school from the gates at Wall Street or from the field. **Children should be very aware of that in the cul-de-sac there are manoeuvring vehicles at the beginning and end of the school day.**

Pupils should be particularly aware that **entry into the school grounds through the school vehicle gate is not allowed.** The car parking is in the playground so staff can only gain entry and exit at the beginning and ends of the day.

## **6. Taxis**

Some pupils arrive by designated taxis. Children should take care if they are dropped off in the cul-de-sac and cross on to the school pavement side to gain entry through the main pedestrian gate. Taxis should not stop on the yellow zigzag lines.

## **7. Disabled Parking**

We have two designated disabled parking spaces for those who hold a blue disabled badge.

Other drivers are discouraged from occupying these spaces as we have more people than spaces who require them.

## **8. Staff**

Our staff car park is small with eight designated spaces. As it is within the playground staff may only enter before 8.45am and leave after 3.15pm. The remaining staff cars use the surrounding streets, preferably not in the cul-de-sac of Wall Street for the courtesy of residents and to free up drop off points for taxis.

## **9. Visitors**

Unfortunately there is no provision for visitor parking within the school grounds. There is ample parking in the streets around, avoiding road markings to keep junctions clear.

## **10. Parking outwith the school grounds.**

Denbeath although within a cul-de-sac has ample parking on the residential streets in the area. The school is off the main road, Wellesley Road, and there are traffic calming

bumps along Barncraig Street. There are yellow zigzag lines in front of the school at Wall Street and round the corner onto Barncraig Street. It is a traffic offence to park on these lines and tickets have been given to drivers by police or traffic wardens for this violation. It is important that the school is a good neighbour to local residents, many of which are elderly. It is also important that we are considerate of the children and young people at Hyndhead Special School on Barncraig Street, who may have accessibility issues. There is a large car park beside Randolph Wemyss Hospital that is within easy walking distance to the school.

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.

## **11. 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 to advise the nature of their visit and get clarification on where they can park. If contractors require alternative parking arrangements, advice should be sought from school management in advance.

## **12. Monitoring Procedures**

**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. Staff, Parents, Pupils and Visitors should report any actions / incidents that compromise this plan. These will be recorded on the '**site monitoring form**' (see appendix A).

School Management will carry out regular site 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.

If there are concerns or incidents that constitute **non-compliance** these will be recorded on the form 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.

Where issues arise with vehicular access, taxi/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.

## Appendix A

### Traffic Management Plan Site Monitoring Form

Completed by: Management Team (delete as applicable)



Date	Area	Observations/ Concerns	Incidents	Signed by