

WESTFIELD NURSERY SCHOOL
Westfield Road
Cupar
Fife KY15 5AR

Telephone: 01334 659484
E-mail: westfieldns.enquiries@fife.gov.uk
Headteacher: Nicola Clelland
Depute Head of Centre: Tricia Russell



Site Traffic Management Plan

February 2024
(Next review date February 2024)



Contents

Section

1. Introduction
2. Layout / Access
3. Pedestrians
4. Parents with Pupils
5. Staff
6. Visitors
7. Servicing / Deliveries
8. Contract Hire Services
9. Disabled Access
10. Out with the School Grounds
11. Management Practices

Appendix A

1. Introduction

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

Westfield Family Nurture Centre 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 Headteacher, Nicola Clelland or Depute Head of Centre, Tricia Russell.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.

Following a review of the usage of the 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.

Copies of this document have been given to school staff, pupils, parents and carers. Copies are also available from reception and on the nursery website: <http://www.fifedirect.org.uk/westfieldnur>

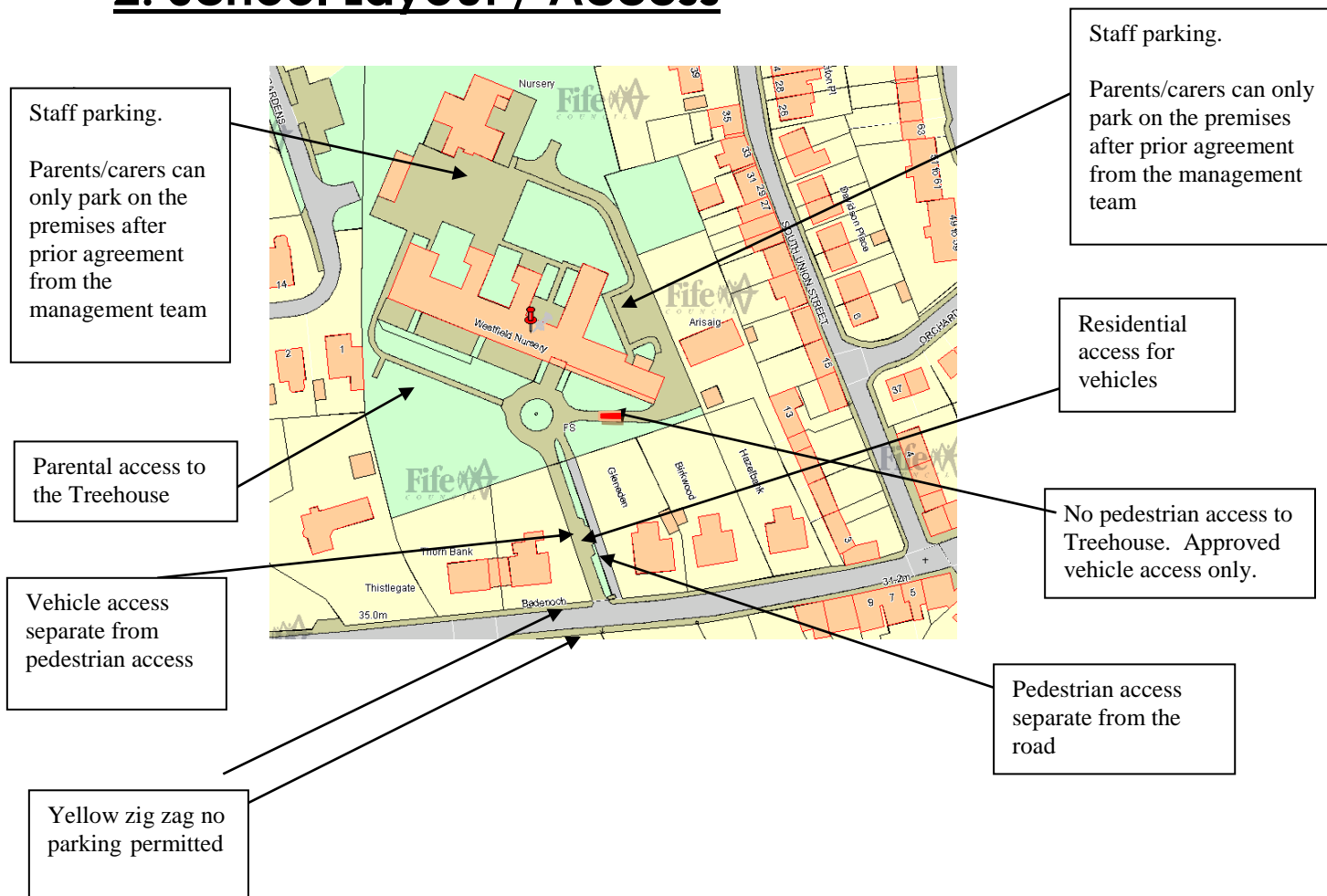
The document will be reviewed annually and awareness raised regularly through parental events and school and staff meetings.

For further information, please contact:

Angela McCallion, Business Manager on Internal: 442043 (through VOIP)
External: 03451 55 55 55 + Ext 442043 (Direct Line) or email
Audrey.Campbell@fife.gov.uk

Nicola Clelland, Headteacher or Tricia Russell Depute Head of Centre on 01334 659484 or 08451 55 55 55+ extension 456782 or email
Lorraine.Rotchford@fife.gov.uk or Tricia.Russell@fife.gov.uk

2. School Layout / Access



3. Pedestrians

There is a pedestrian access to the nursery, which is separate from the vehicle access. Pedestrians should make sure that they use this to avoid any vehicles entering or exiting the nursery grounds.

Pedestrians should only access the nursery from the designated entry point. Pedestrians need to be aware that there is a residential access point that will be in use during peak times and they should exercise caution. Signage is in place to support this. Residents using this access are aware that small children and parents/carers will be using this pedestrian path to enter the Nursery.

Designated Entry Points

Main Building

Pedestrians should follow Westfield Road to the main entrance where there is a designated walkway. Pedestrians should not walk along the vehicle access road at any time. Entry into the nursery building is across the roundabout and straight to the main entrance. We would encourage you to be aware of any service vehicles that may be entering the premises and ensure your child remains with you as you cross. We would also ask that your child holds your hand to ensure their personal safety.

Treehouse

In line with Health and Safety procedures within the nursery, pedestrians and children accessing the Treehouse should use the path through the large metal gate to the left of the roundabout marked 'Access to Treehouse'. This is highlighted on the map above. No access should be via the road on the right, which has signage stating 'No pedestrian access'.

4. Parents with Children

It is very important that parents set a good example, particularly as we are a Nurture Centre. There are a number of site related areas parents/carers should be aware of:

- Parents/carers should be aware that **entry into the nursery grounds is from the main gate along the designated pathway.**
- Parents with children are discouraged in the interest of health and safety from hanging around the main entrance area where vehicles may be moving. This is to ensure that children can leave the premises safely.
- Parents with children should avoid walking with children on the roads around or near the nursery when leaving or entering the premises and should use the designated pathways.
- Children arriving at nursery on a bike or scooter are asked to stop at the main gate and enter the premises on foot at all times in the interest of all site users and for their own safety. Bikes and scooters can be left in the shelter outside the nursery, but nursery cannot be responsible for any damage or loss.
- Be aware of vehicles when crossing from the path across the roundabout to the main entrance and try to discourage your child from running across the road without you. We would ask you to hold their hand to ensure their safety.

Drop Off (including in private taxi's)

There is no designated on site drop off for children. Parents are encouraged to adhere to the road markings on the road that clearly identify where they can not park to drop off or pick up children. Please ensure you do not block residential driveways, park where you could cause an obstruction or park on the yellow or zigzag lines which are in place for the safety of the nursery users.

5. Staff

There are 2 car parks on the nursery grounds used by staff and service vehicles during the nursery week. Parents/carers can only use the on-site parking after prior discussions and agreement from the management team. Drivers should proceed slowly within the car parks at all times, adhering to the 5mph limit. Please bear in mind that some very young children and children 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 when parking and accessing the school building. If you are aware of unauthorised use of parking bays, this should be reported to the Headteacher or Depute who will inform/remind the offending driver of the correct use of the site. It would be helpful if you could provide us with a registration number and your contact details so that you can be contacted and updated if there is a need to do so.

6. Visitors

Visitors are welcome to park in the car parks to the rear of the building unless otherwise advised, however, the education department cannot take any responsibility for the safety of the vehicles. The car parks are often busy and visitors should park responsibly to allow unrestricted movement of other vehicles during the nursery day or at peak times.

Alternative on street parking is available, but if you are unfamiliar with the area, please make sure that you do not block residential driveways, park where you could cause an obstruction or park on the yellow or zigzag lines which are in place for the safety of the nursery users.

Access into the school is only permitted from the main entrance. Visitors need to press the button located to the right of the main entrance door and wait for the doors to open. All visitors must report to reception and sign in before going anywhere in the school. **Visitors are not 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 01334 659484.

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 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.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 013334 659484 in advance to agree the most suitable parking location.

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

8. Contract Hire Services (not private taxi firms)

Contracted vehicle drivers (including taxis 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 Westfield.

Taxis for pupils

These vehicles must park inside the main entrance at the roundabout with the passenger door facing the school in order to collect and drop off pupils.

Taxis for pupils with additional support needs

The accessible vehicles (those who use a tailgate to pick up / drop off wheelchair users and require 3 meters clearance at the rear for wheelchairs) or larger vehicles by prior arrangement are permitted to park and collect/drop off pupils in the nursery grounds.

- When vehicles are ready to leave the site, they should not do so until there are no children, parent/carers or staff in the vicinity and it is safe to move off.

9. Disabled Access

Pedestrian access is primarily via the main entrance. Access to the nursery is via the main door, however the internal door will not open until the buzzer is sounded.

If visitors, staff or parents require information on access or any other considerations, they should contact the school reception in the first instance on 01334 659484.

10. Out with the School Grounds

The school accepts that parking near the school is not easy, but it is important that we are a good neighbour to local residents. Westfield Road is a residential street, used by car traffic into and out of the surrounding area and by Secondary School pupils going to and from Bell Baxter high school. It is also a main thoroughfare, in constant use during the day, therefore parents/carers are encouraged not to park near the school on Westfield Road if this can be avoided.

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. In the case of complaints arising from the local residents or parents/carers in respect of illegal or thoughtless parking, the nursery reserves the right to contact the local highway patrol officers and their colleagues from the Traffic Warden team to monitor the situation.

Please act responsibly by parking as far away from the school as possible to keep the parents/carers and children at Westfield Family Nurture Centre and local residents and other road users safe.

11. Management Practices

Key to the ongoing monitoring of the plan is the role of the Headteacher, Depute 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

Regular monitoring of car parking and vehicular access will be maintained by nursery staff and records will be kept. Offenders who cause a breach in safety will be reported to the Headteacher or Depute and may in turn be reported to the local authorities.

Monitoring of compliance against this plan

Supervision and monitoring of parking and vehicular access areas will be carried out monthly to view practices or if an issue has occurred. These inspections will be recorded on the '**monthly 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 Headteacher and Depute will be responsible for addressing the conduct of all parents/carers and visitors 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 Headteacher or Depute who will make a record on the form and take appropriate action.

Appendix A

**Traffic Management Plan
Weekly Site Monitoring Form**

Completed by: Senior Management Team /Health and safety coordinator

Date	Area	Observations	Incidents	Signed by
11.08.20		COVID note		TR