



## Traffic Management Plan (TMP) for Education Premises

<b>Name of Premises</b>	Hallside Primary School
<b>Address</b>	Newton Station Road Drumsagard Cambuslang G72 7XN
<b>Property Responsible Person (e.g. Head of Establishment)</b>	Susanne Sandilands
<b>Date of Plan</b>	28 <sup>th</sup> September 2021
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## Introduction

Traffic management involves the elimination 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 arrangements that have been identified, developed and put in place for the premises. It will be reviewed every 3 years or after any significant alterations such as construction work on-site or in the surrounding area.

Assistance with completion of individual plans can be obtained via reference to OHSMS **Management Arrangements document “Workplace Transport”** (available on **MyWorks** Health and Safety page), and also on request from the Finance and Corporate Health and Safety Team or from Education Support Services Co-ordinators.

This plan should be used in conjunction with the following documents:

- ◆ School Travel Plan
- ◆ Health and Safety Workplace Inspection Report for the premises
- ◆ Health and Safety Workplace Transport Risk Assessment for the premises (where applicable)
- ◆ School Adverse Weather Plan

Where a premises is shared with other Resources or the Leisure Trust, they should be consulted on the content of the TMP.

The TMP must be communicated to all relevant parties

Employees, Parent Council, Parents

### 1. Principles of Traffic Management

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
- ◆ A “one way system” should be in place 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
- ◆ Speed limit signage should be displayed at strategic points
- ◆ 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

### 2. Vehicle and pedestrian safety

#### Drivers:

- ◆ Use only authorised entry and exit points
- ◆ Adhere to all traffic route and directional requirements
- ◆ Adhere to speed restrictions and other warning signage e.g. roadworks
- ◆ Use authorised parking/waiting areas

*Use this space to record arrangements for **general vehicle traffic** (access/egress points, road layout, parking/drop-off areas etc.)*

Hallside Primary School is situated on Newton Station Road at a long straight stretch of the road. To the north of the site is a roundabout that leads down to Westburn, Newton Station and Newton. To the south and around the corner is a taxi HQ and Parkview Primary School. High School transport (for Trinity HS and Cathkin HS) uses bus stops in the vicinity of Newton Station Road as a pick up and drop off point for pupils.

Vehicle access is via a double vehicle gate from Newton Station Road. There is a second double gate that could be used to create a one way system but that is closed to allow that area to be kept clear and safer for pupils arriving on foot. There is a 5mph speed limit. Signage to this effect is clearly displayed in the car park.

Parking is for staff and visitors only. Parents dropping children off will do so at parking bays along both sides of Newton Station Road. There are no bus bays or indeed any school transport that involves a bus.

The vehicle gate (the one on the right of the school as you look at it from the road) into the school car park is closed off at key times in the morning and afternoon. All staff supervising in this area wear hi-vis vests.

### **Pedestrians:**

- ◆ Use designated access points
- ◆ Use authorised crossing points where provided
- ◆ Use footpaths provided
- ◆ Adhere to any other warning signage e.g. roadworks
- ◆ Observe any additional safety measures that may be require

*Use this space to record arrangements for **pedestrian traffic** (including provision of School Crossing Patrollers and their locations, access points, crossing points, pathways and any monitoring arrangements etc.)*

There are four main pedestrian access points to the school as follows;

1. Via a pedestrian only gate from Overton Road – this is safely accessed from the pavement and leads up into the playground
2. Via a pedestrian only gate from Ash Wynd – this is safely accessed from that cul de sac and leads directly into the playground
3. From the open double vehicle gate – this is accessed from a pedestrian gate from the pavement and leads into the car park where pupils can cross over the zebra crossing to access the playground to the south or around past the kitchen access and MUGA pitch to the north.
4. From the closed double vehicle gate – via an opened pedestrian gate that leads into the playground. There is a zebra crossing marked across the car park area.

There is a School Crossing Patroller on Newton Station Road situated on the road midway between the two main gates

There is another zebra crossing to the north of this beyond the school and this leads to a path that cuts through to a residential housing area at Cedar Court.

### 3. Buses, Taxis, Delivery Vehicles and Refuse Collection Vehicles

- ◆ Avoid reversing where possible
- ◆ Provide sufficient room for reversing by SLC transport buses and other vehicles if necessary
- ◆ Pupils should be supervised when transferring to or from SLC provided transport vehicles including those out-with school grounds.
- ◆ The Traffic Management Plan should include contingency arrangements in the event of late arrival of minibus, taxi etc.
- ◆ Deliveries and refuse collection activities should not be carried out at peak times for pedestrian activity to and from the premises

Use this space to record any special arrangements for **Buses, Taxis, Delivery vehicles and Refuse Collection Vehicles**

For Example:

There are no school buses but taxis may use the main school car park to pick up/drop off pupils.

Between **08.50-09.00** and **14.50-15.00** the vehicle gate is supervised and only essential vehicles including blue badge holders permitted to enter. Staff supervise the exit of pupils from the school via the various exits. HT and DHT and other staff oversee pupil transfer. All supervisory staff wear hi-vis vests.

Delivery vehicles are not permitted access to the school at peak times.

Refuse collection is on a Tuesday and Thursday.

Kitchen deliveries and refuse collection is from an area of the school car park that is not used by pupils (they turn right through the open vehicle gate whereas the

### 4. Gritting/Salting and Snow Clearance

Use this space to record arrangements for **gritting and clearing of pedestrian paths and roadways** (where applicable)

In the event of the pedestrian pathways being unsafe due to ice or snow the janitor grits all pathways leading into the school building.

## **5. Maintenance Arrangements**

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

- ◆ Are kept clean and free from hazards and obstructions
- ◆ Are in good condition
- ◆ Are separated and marked as originally intended to prevent danger
- ◆ Are adequately lit

Also:

- ◆ Where provided collision protection/ barriers protecting structures are in good condition
- ◆ Where provided, any traffic calming & control measures (e.g. speed bumps, speed signs) are in place
- ◆ Any deficiencies should be recorded in the STOP/HARM Book or the Facility Log Book and reported for repair

## **6. Implementation and Monitoring Arrangements**

Overall responsibility for implementation of this plan is held by the Property Responsible Person(s). The plan will be communicated to employees.

At peak times there should be a visible staff presence in the car park area where operational requirements permit.

Employees and managers must act on any unsafe behaviours witnessed or reported to them including the reporting of injuries and near misses using appropriate H&S reporting paperwork. Management will work to provide a suitable example to employees through their own adherence to site rules.

## 7. Site Plan

### A) Wide view



### B) Close View



There are some additional rules that all users should be encouraged to adhere to as follows;

Pedestrians and pupils to stay on the pavement at all times,

Do not take short cuts across the car park, use the authorised crossing points

Try not to block the pavement thereby forcing other uses to go onto the road to get around you (i.e., if you are standing having a conversation do this somewhere else where there is sufficient space, similarly if you have a pram, ensure there is space for others to pass you safely

Do not partially park on pavement areas along Newton Station Road, Overton Road or Ash Wynd

So not park over residents driveways in surrounding streets or cause additional risks with narrow streets or cul de sacs.

Do not park or drop off pupils at the entry way at the closed double vehicle gate – this is closed to keep the area safe for pedestrians, so bringing your vehicle into this area creates risks for others

### Communication

Reminders are issues to parents/carers via email or are shared via the school newsletter.

Example below from September newsletter.

## Safe Parking in the Local Area



Please continue to support safe access to school for pupils and pedestrians by observing the following parking guidelines:

- Please be considerate of local residents when parking and ensure you are not restricting access to driveways etc.
- Please do not park in the area in-front of either of the main school gates.
- Please do not do a u-turn in front of the school gates.

Please consider ways to travel to school that reduce the amount of vehicles. Wherever possible, we ask that you consider active ways to travel such as walking, cycling, scooting etc.

JRSOs communicate road safety matters to children regularly via assemblies and through competitions.