



All Saints Catholic Primary School

Traffic Management Plan

June 2025

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1.	Introduction
	<p>All Saints Catholic Primary school is a large site, with two entrances to the two car parks and access to the kitchen area. There is some vehicle movement throughout the day, peaking at the start and end of the school day. Vehicles present include staff cars, parent cars, bus, delivery vehicles and contractor vehicles including, for example, refuse collection.</p>
	<p>As with other aspects of health and safety, it is important that vehicle movements on site be properly managed.</p>
	<p>This Traffic Management Plan (TMP) has been prepared to inform and instruct employees, pupils and visitors' concerning the site rules that the Headteacher deems suitable and sufficient to manage traffic movements at the school. The main objective is to keep people safe, principally by segregation of pedestrians and vehicles.</p>
	<p>The Headteacher 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 on or around the site, these should be reported to the Head Teacher.</p>
	<p>Relevant parts of this TMP will be used to inform parents, contactors, delivery companies, kitchen staff, cleaning staff and other visitors of the traffic management arrangements at the school.</p>
	<p>An electronic copy of this TMP is accessible on the school website A hard copy is on display in the reception area. That copy should not be removed from display – additional copies are available at reception.</p>

3.	Site Speed Limit
	<p>A significant factor in most traffic accidents is the speed at which the vehicle is being driven. This factor also significantly affects the severity of any injuries suffered by pedestrians. Therefore, the school operates a strict maximum speed limit of 5MPH throughout the school. Drivers are expected to adhere to the speed limit (as well as all other site rules) and drive appropriately, taking into account pedestrians as well as local weather conditions and other site traffic.</p>

4.	Reversing
	<p>Reversing vehicles are a significant factor in many fatal accidents. Reversing on the school site is to be avoided as far as is practicable. Where reversing is unavoidable, for example when deliveries are made to the kitchens, drivers must use all reversing aids at their disposal, such as any alarms, cab-mounted CCTV, reversing assistants, etc., and check that the area is clear of pedestrians before carrying out a reversing manoeuvre. No reversing must be carried out during the morning drop off or afternoon collection periods. Any pedestrians in the vicinity of an area where reversing manoeuvres are being carried out must position themselves in a safe location and away from any crush zones.</p>
5.	Pedestrians
	<p>Pedestrians must only access the school grounds from the designated entrances. Pedestrians need to recognise that these pedestrian gates are adjacent to vehicle access / egress gates that may be in use during peak times and must exercise caution. All gates are locked by 9.30am to secure the site and separate vehicle access.</p>
	<p>There are various footpaths around and in the school and all pedestrians must make sure that they use these safely and avoid spilling onto public highways and on-site vehicle routes. Pupils walking in groups must take this into account and allow other users to pass safely. Dropped kerbs are provided throughout the site to provide suitable access and egress for wheelchair users.</p>
	<p>During arrivals in the morning, entry into school buildings is only available via the reception, Junior pupil entrances and Early Years/foundation phase classroom doors.. Similarly, the same applies to exiting the buildings at the end of the school day.</p>
6.	Staff
	<p>All members of staff, as responsible adults, must set a good example, particularly to pupils, but also to others, by complying with all site rules. This includes obeying the site speed limit. Staff must remember that some pupils, particularly young ones, will have little appreciation of the risks associated with traffic movement and must take this into consideration when driving on or near the school.</p>
	<p>All staff, irrespective of whether or not they are undertaking any formal supervisory or monitoring duties, must report any incidents of non-compliance with site rules they observe to the relevant person.</p>

7.	Pupils
	<p>It is very important that parents and pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of rules that pupils should be aware of:</p> <ul style="list-style-type: none"> • When crossing roads within the school, pupils must use caution. • Pupils being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only. • Pupils must ensure that they stop, look and listen before crossing roads, especially when wearing hoodies or similar clothing that restricts vision to either side; • When using the footpaths – walk, not run. This will avoid accidents and will make you more aware of what is happening around you; • Our Heddlu Bach Team (with PCO supervision) have a traffic management project to stop cars parking on the pavement outside school. They issue “Heddlu Back Parking tickets” to anyone who is not compliant.
8.	Car Parks
	<p>There are two car parks within the school grounds (infants and Juniors). The Car Park is strictly for use by school staff only. Drivers should proceed slowly around the school and within the car parks at all times and within the designated 5MPH speed limit.</p> <p>Staff are expected to act responsibly on the site when parking and accessing school buildings. When leaving the school premises via the junior car park THE GATES MUST BE CLOSED.</p>
9.	Parents Dropping Off / Collecting Pupils
	<p>Vehicles driven by parents are not allowed on the school grounds during the morning drop off or afternoon pick up times. Drivers of any unauthorised vehicles will not be allowed on site and will be politely informed of this. Parents have been informed of this arrangement via newsletters to their homes. Any vehicles already on site will not be allowed to leave until after school collection time.</p>
10.	Visitors
	<p>All Saints Catholic Primary School does not have designated visitor parking. If parking bays are unavailable, then visitors should park safely in the local community. All visitors must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.</p>

	Visitors are required to sign in at reception via the iPad in the foyer. On departure, visitors should sign out at reception and leave the building by the main entrance door.
11.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses
	<p>Contractors and delivery drivers</p> <p>Drivers of contractor and delivery vehicles must report to the reception desk in the main building to advise of the nature of their visit and to get clarification on where they can park. All drivers must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules. Parking arrangements for contractors who are carrying out long term construction works on site must be agreed to prior to the commencement of the work.</p>
	<p>Waste and Recycling Collection</p> <p>All refuse and recycling collections are made after 9.15am. The waste bins are located at the front of the school in the junior car park outside the kitchen. The refuse / recycling drivers must use reversing assistants during any reversing manoeuvre. All refuse and recycling vehicles must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.</p>
12.	Home to School Transport
	The school has one bus home to school/school to home, transport at present. The bus does not enter school grounds but parks outside the junior car park.
13.	Outside School
	The school accepts that parking near the school is not easy. The residential streets outside the school are used by traffic into and out of the surrounding area. It is important that the school is a considerate neighbour to local residents. Where parents / carers are unable to access / stop on the school site, they are asked not to park immediately outside the school, but to drop the children off further away, in a location where it is safe to do so, and allow them to walk the remaining distance. Pupils are reminded to walk the perimeter of the site and only enter via the dedicated "green" pedestrian gates.
	Drivers are asked to keep the road outside each entrance clear to allow vehicles to pass safely. Drivers are asked not to park indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions, as this 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 to residents and delays to services and ongoing journeys.
14.	Monitoring of Compliance Against this Plan
	<p>Key to the ongoing monitoring of the plan is the role of 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.</p> <p>Traffic and driving issues arising from the behaviour of parents, contractors, delivery drivers, cleaning and catering staff will be dealt with, if appropriate.</p> <p>Issues involving contractors' employees, drivers of delivery vehicles or similar will be reported to the relevant employer. All staffing issues will be dealt with by the Head Teacher, who will ensure that both the school traffic management risk assessment and this TMP is updated to reflect any amendments to the actual traffic management arrangements at the school.</p>
15.	Reporting of On-site Traffic Incidents / Accident
	Incidents and accidents must be reported initially to site management, who will then inform the Blaenau-Gwent's Local Authority Corporate Health and Safety Team.