



Ysgol Gyfun Bryntirion |     
Bryntirion Comprehensive

## SITE TRAFFIC MANAGEMENT PLAN

Reviewed by:	
Date:	
Approved by Governing body	

**Site Traffic Management Plan**

**Bryntirion Comprehensive School**

**Merlin Crescent**

**Cefn Glas**

**Bridgend**

**CF31 4QR**

**01656 641100**

**Pennaeth / Headteacher**

**Mr. Derek Mead B.A. (Hons), NPQH**

**Site Traffic**

**Management Plan**

<b>Date policy approved and adopted</b>	
<b>Reviewed By</b>	<b>Chair of Governors</b>
<b>Review frequency</b>	<b>Annually</b>
<b>Next Review Date</b>	<b>March 2027</b>

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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.

Bryntirion Comprehensive 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 of this document have been given to school staff, pupils, parents and carers. Copies are also available from reception and on the school website.

[www.bryntirioncs.bridgend.sch.uk](http://www.bryntirioncs.bridgend.sch.uk)

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

**For further information, please contact:**

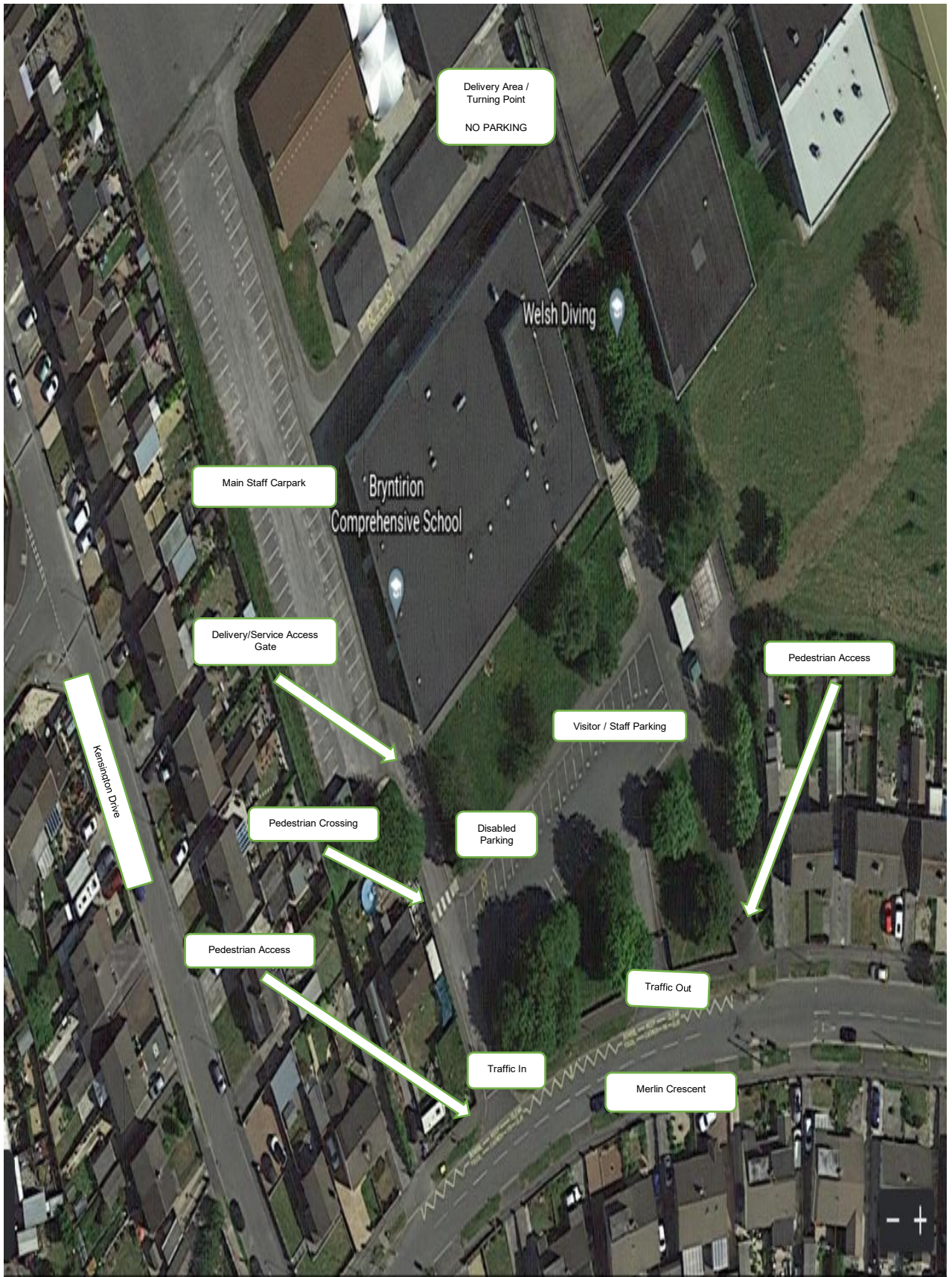
***Mr Derek Mead***

***Head teacher***

***01656 641100***

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## 2. School Layout / Access



### **3. Pedestrians**

There is a pavement to 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. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

#### **Designated Entry Points:**

Pedestrians should follow the local footpaths along Merlin Crescent where there are pedestrian entry points located at the front of the school site. The vehicular access should not be used by pedestrians. Entry into the school building, for visitors, is through the main entrance.

### **4. Information for 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 grounds via vehicular access points is strictly forbidden. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- Pupils found to be climbing over fencing/railings, 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 and may be subject to disciplinary action.
- Pupils must walk when using the footpaths. This will avoid accidents and will make them more aware of what is happening around them.
- Pupils cycling to school must enter the grounds via the pavement from Merlin Crescent and they should dismount and walk to the bike storage

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facility to deposit their bicycles. They should exit the school via this same route and rules.

- **Pupils entering the school via the pedestrian gate next to the main vehicle access gate must proceed via the footpath and use the pedestrian crossing in front of the staff car park. A member of the Senior Leadership Team or Site Management Team will wear a high visibility jacket and ensure that pupils stay on the footpath and use the pedestrian crossing to cross the road.**
- Pupils accessing the school before the school day should be aware that entry into the building is only permitted via the main entrance doors or security gates.
- Pupils need to be aware that the traffic calming measures in place outside the school on Merlin Crescent are **NOT** designated pedestrian crossings and vehicles are not obliged to stop for pupils to cross the road. **Pupils should exercise extreme caution when crossing the road at these points.**
- Pupils must follow the instructions of staff at all times.

### 5. All drivers

***All motorists should be aware that they are working in a school environment – exercising extreme caution and being vigilant when carrying out any vehicle manoeuvres in any part of the school grounds.***

### 6. Excursions Buses

Buses are required to park on the tennis courts, staff car park side. Buses are not permitted to move when pupils are outside.

Buses will be chaperoned through the school site if they arrive during the school day. Marshals must wear high visibility jackets when chaperoning buses onto and off the school site.

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Buses must be at a complete stop before passengers are permitted to embark/disembark. Drivers cannot see pedestrians who are out of their view and must act responsibly.

Pupils must allow the staff/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.

### 7. Staff

There is one main staff car park within the school grounds and one staff/visitors' car park. The main staff car park adjacent to the Sports Hall is ***strictly for the use of school staff***. The car park at the front of the school is for use by staff and visitors and includes two disabled bays.

Staff should arrive in school and be in class in readiness for registration at 8.40am. Staff should always proceed slowly within the school (5 mph). Staff should bear in mind that some young people or pupils requiring additional support may have little or no awareness of road safety. Staff must take account of this when leaving or entering the school site. **No vehicle movement is permitted in the staff car park during lockdown in the afternoon between 2.50pm and 3.10pm.**

Staff are expected to act responsibly on the site when parking and accessing the school building. If staff are aware of unauthorised use of parking bays, this should be reported to the school's receptionist or the Business Manager 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 their car registration number so that they can be contacted if there is a need to do so.

### 8. Visitors

Visitors are welcome to park in the school grounds but should only use the car park signposted at the front of the school. The car park is often busy, however, visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles at the front of the school. Please note there is a signposted one-way system in place.

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Parking is not permitted anywhere apart from the designated parking i.e. staff car park/front car park. Parking is forbidden on double yellow lines or kerbsides.

Access into the school is only permitted via the main entrance. All visitors must report to reception and sign in before going anywhere in the school. Visitors are required to leave a note of their registration number when they sign-in. On departure, visitors should sign out at reception and leave the building via the main entrance door.

If visitors need any advice on access or parking before their visit, they should call the school reception on 01656 641100.

There is a designated on-site drop off for pupils in the visitor car park at the front of school, from Merlin Crescent. No vehicle should be accessing the main staff car park or the main school site beyond the delivery/service access gate for this purpose, without express permission from a member of the Senior Leadership team or Site Management Team.

When dropping off pupils in the morning parents/carers should enter the school site slowly (5mph) and proceed in single file to ensure that pupils can exit their vehicles and access the pedestrian walkway next to the visitor car park safely.

**The visitor car park and designated on-site drop off for pupils is locked down between 2.50pm and 3.10pm to ensure that pupils can leave the site safely at the end of the school day. No vehicle movement is permitted in the visitor car park during these times.**

### **9. Delivery and Service Access**

Delivery and service vehicles can enter the school site via the main entrance and the delivery/service access gate to access the area between E block and D/F blocks. **This entrance is strictly for deliveries only.**

Drivers of delivery and service vehicles should contact the reception desk to advise of the nature of their visit and await a member of the site team who will chaperone them to the delivery/service area. Drivers will be issued with a copy of this plan for reference and advised of the site rules in relation to the area they are parking at the time.

**Access to the main school site is restricted to vehicles during the school day from 8.40am to 3.10pm. Vehicular movement on the main school site between these times is not permitted without chaperoning.**

Where a contractor is on site to carry out works by prior arrangement, they should contact the school reception in advance to agree the most suitable parking location and time.

## **10. Contract Hire Service**

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through School Transport as part of the terms of the contract. However, there are some specific comments to make in relation to the site at Bryntirion Comprehensive School. Taxis should collect pupils from the bottom sideroad by the main vehicle entrance. All taxis should be lined up in the designated area and not block the disabled access.

## **11. Disabled Access**

Pedestrian access is via the main front entrance.

There are two disabled parking bays which can be accessed from the main traffic entrance. These spaces are clearly marked out on the road surface and with signs.

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

## **12. Outside the School Grounds**

The school accepts that parking near the school is not easy as Merlin Crescent is a main thoroughfare and in constant use during the day. Parents/carers are encouraged not to park near the school and should attempt to drop their children off further away from the school and encourage them to walk the remaining distance. However, pupils should be reminded to use the perimeter of the site and only enter via the dedicated pedestrian access points on Merlin Crescent.

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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.

Parents/carers and visitors are reminded that the traffic calming measures in place outside the school on Merlin Crescent are **NOT** designated pedestrian crossings and vehicles are not obliged to stop for pupils to cross the road. **All road users must exercise extreme caution when driving through these zones, particularly at the start and end of the school day.**

Parents/carers are asked to act responsibly by parking as far away from the school as possible to keep the pupils at Bryntirion Comprehensive, local residents and other road users safe.

### **13. Management of this Plan**

School managers and the site team will undertake ongoing monitoring of the plan. 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.

The Senior Leadership Team and Site Management Team of Bryntirion Comprehensive School will arrange for daily supervision around the visitor car park, designated pupil drop-off, taxi drop off and the pedestrian areas at the end of the school day. Site staff will monitor vehicular access to car parks. High visibility jackets should be worn at all times whilst supervising.

The Senior Leadership Team and Site Management Team will record any incidents on the 'Traffic Management Incident Form' (see Appendix A) and amend the Traffic Management Risk Assessment where necessary.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the school Business Manager. The Senior Leadership Team will be responsible for

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addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

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 Senior Leadership Team who will make a record on the form and take appropriate action.



