

# HAVERFORDWEST HIGH VC SCHOOL



## TRAFFIC MANAGEMENT GUIDANCE

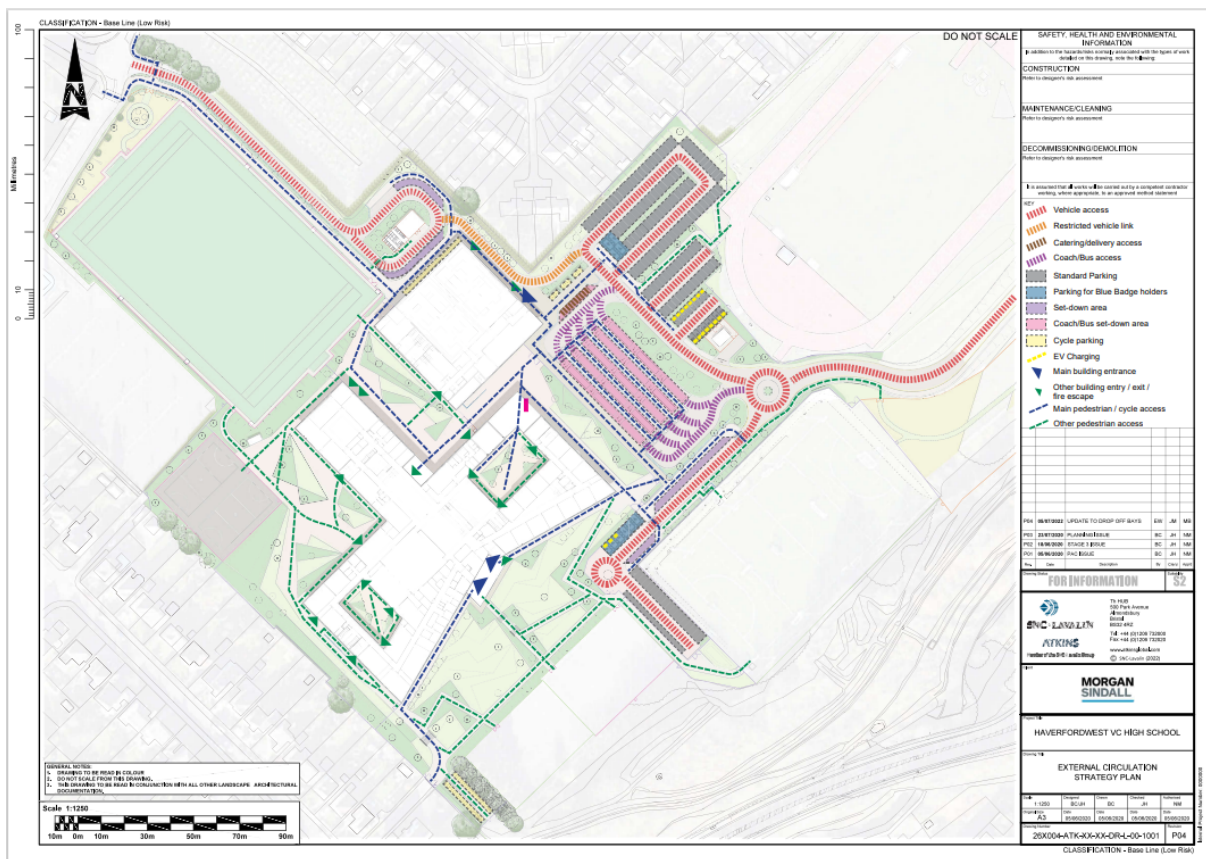
## Traffic Management Guidance

### General guidance

The safety of all those accessing the site is very important to the school. This guidance has been produced to inform vehicle and pedestrian access to the school site for the start of the new academic year.

The safeguarding of our pupils whilst in our care is of paramount importance to us and the school site has in-built security fencing and gates to assist us with this. School gates will be opened from 8.30 for pupil access and will remain open until 8.45am. After this time pupils will need to make their way to the gates and use the intercom to gain access at the front of school.

Pedestrian and vehicular access (except for school buses whose access is via the A40 only) to the site is via the A40 or Mikes Bikes entrance. The map below details this.



### School Buses

School Buses will access the site via the A40 entrance and proceed to the bus park. Staff will be on duty at the start and end of the day to supervise pupils coming onto site and leaving the site on buses.

### **Pedestrians**

Pedestrians can access the site from the A40 and also the Mikes Bikes entrance. The main entrance for pupils walking to the site is the Mikes Bikes entrance and this is the recommended entrance of the school for this purpose.

### **Pupils driven to site.**

Pupils driven to school can access the site from the A40. The plans details the drop off area for pupils driven to site. Vehicles should pull into the Set - Down areas only at the front of the school indicated on the plan and allow the pupils to exit the vehicle. Pupils are to use the crossings. Vehicles are asked to use the one way system and not cut across the road to the opposite Set-down area. Vehicles should then proceed to the roundabout and turn to exit the site via the A40. There is also access via the Mikes Bikes entrance with a turning circle and Set Down areas for vehicles at the Mikes Bikes entrance.

### **Cycle access**

Cycle access is indicated on the plan and is the same as the Pedestrian access. The main entrance for cyclists to the site is the A40 and Mikes Bikes entrance and the Mikes Bikes entrance is the recommended entrance for cyclists. The site has cycle parking as indicated on the plan.

### **Staff in vehicles**

Staff will access the site from the A40 entrance and park up in the designated staff parking area. Staff can access via the Mikes Bikes entrance but will have to use their access card to open the barrier which will be down. The preferred access for staff is the A40 entrance.

### **Visitors**

Visitors to the site should be by appointment only. Access in vehicles is via the A40. Vehicles will need to park up at the front area to the school and make their way to the gate. To gain access, visitors will need to use the intercom.

Parking is restricted to relevant designated areas to ensure access by emergency services.

## **Traffic Management Policy**

### **Segregation of vehicles & Pedestrian/Cyclists.**

The site has been designed with clear segregation of vehicles, pedestrians and cyclists. It has a designated parking area for school buses, staff vehicles, visitor vehicles and cyclists. It has pedestrian safe routes. There is adequate signage and processes in place to supervise pupils as they access and leave the site.

### **Excess speed - Employees or others**

Drivers are expected to adhere to the site safety rules and road conditions. Suitable signage has been erected as part of the design. The school has imposed a 5 mile speed limit. CCTV is available to identify offenders to allow corrective measures to be progressed.

## **Distractions while driving**

- Use of any mobile phone whilst any vehicle is in motion is strictly prohibited.
- It is recognized that parking in undesignated areas is not acceptable causing further distractions and also inviting others to do the same increasing the risk of accidents. Therefore this will be monitored closely and rectified at the nearest opportunity.

## **Access for Disabled**

Consideration of the needs of all disabled users has been undertaken in design and standard with:-

- Designated accessible car parking space
- Taxis/Minibuses that transport pupils with disabilities are to use the designated drop off areas and not the designated bus park.
- Clear visible signage of safe level access/egress routes.
- Within the design, parking bays are situated as close as possible to the main or accessible entrances.
- Disabled individuals using specific disabled parking bays are able to transfer out of their vehicle onto a safe hatched area and do not have to cross a major vehicle route.
- Parking for staff with disabilities separate from that designated for disabled visitors.
- Access gates user friendly.
- Barrier to the end of the disabled bays adjacent the visitor parking to protect pedestrians from cars exiting the turning circle.

## **Reversing manoeuvres**

The need for reversing of a vehicle has been designed out (Principles of Prevention) as part of the design. It is recognised that reversing is a major cause of serious or fatal accidents. There should be no parking on the roundabout at the access gate as this prevents other drivers from being able to manoeuvre safely.

- Bus bay drop off and pick up require no reversing.
- Roundabout installed at pick up drop off for parents.
- One-way systems in place.
- If a reversing manoeuvre has to be undertaken then a suitably competent person must watch the vehicle back as in a delivery large goods vehicle.

### **Contractors to include delivery vehicles**

- The School will agree delivery times with contractors in advance.
- No delivery vehicles permitted on to the schools site when pupils are transitioning to or from play areas.
- Breaches in delivery times to be investigated by the school Site Manager.

### **Public transport**

- Highways to work closely with the school to plan travel arrangements identifying constraints and opportunities.
- Safe transport with adequate stop off and waiting facilities for staff and pupils

### **External Lighting**

- Suitable and sufficient lighting system covering the whole of the school site.

### **Winter Plan**

- Rock Salt readily available
- Mechanism for applying rock salt to road surfaces and pedestrian routes.
- School advised of anticipated periods of extreme wintery conditions to allow arrangements to be implemented well in advance.
- **Uncontrolled parking may hinder emergency vehicles accessing areas of the school, school to monitor closely**