

Hawarden High School

The Highway

Hawarden

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Headteacher – Simon Budgen

Site Traffic Management Plan

April 2019

To be reviewed April 2020 or before



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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.

Hawarden High 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.

Following a review of the usage of 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 that was completed by September 2017.

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.hawardenhigh.org.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:

Simon Budgen – Headteacher

Sandra Sant – School Business Manager

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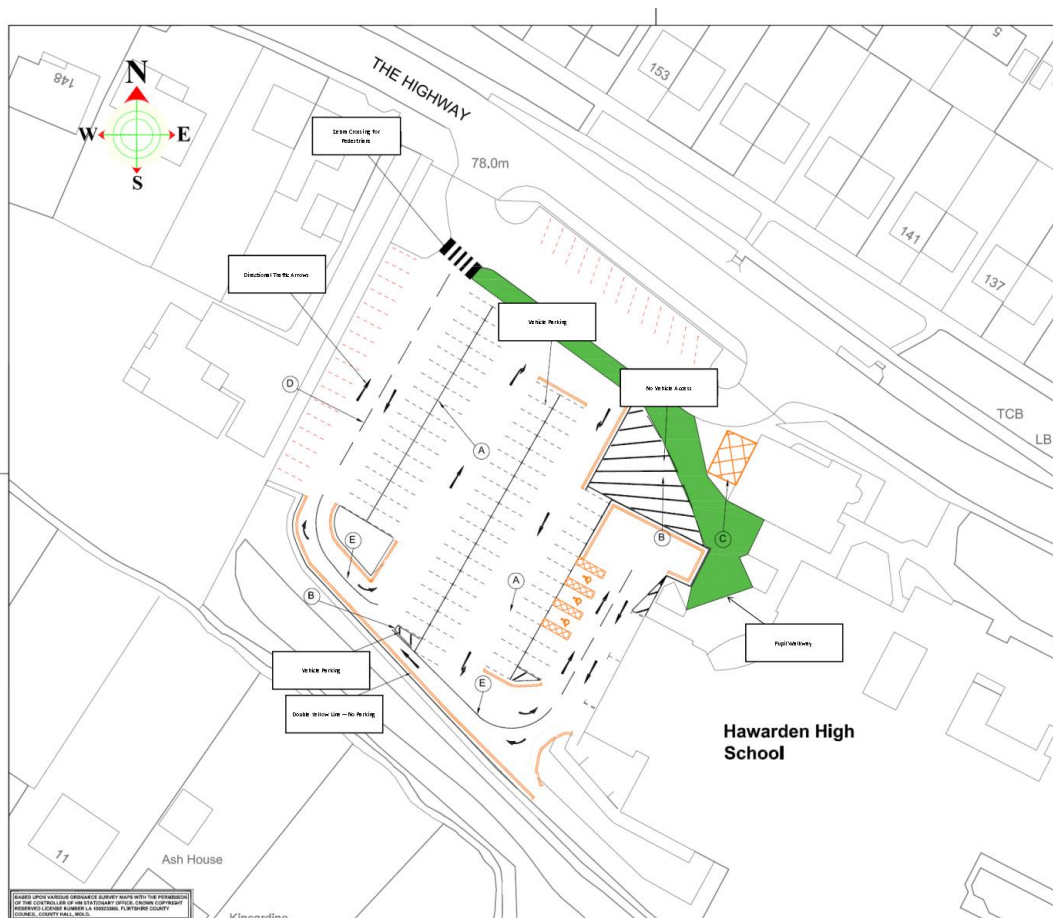
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2 School Layout/ Access

Aerial View of School



Plan of Front Car Park



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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 The Highway where there are two pedestrian entry points located at the front of the school and one to the rear which is locked at 9.am. The vehicular access should not be used by pedestrians. Entry into the school building is through the main entrance at the front of school.

4 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 ground via vehicular access points (school car parks, Bus Park and the service area) 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 must use the designated 'green' walkway on the front car park when entering and leaving the site.
- Pupils found to be climbing over 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 not walk on the bus lane at any time, unless dis/embarking the buses. Pupils must follow the instructions of staff and be aware of the following:
 - The bus must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
 - Only use the paths identified around the bus lane. To access the bus lane please use the footpaths.

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- 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.
- There are no designated parking spaces for pupil's own vehicles. Pupils must seek permission of the Senior Leadership Team before parking a car in any of the car parks. Pupil parking is restricted to out with the school grounds with the exception of disabled pupils.
- When using the footpaths – walk! This will avoid accidents and will make you more aware of what is happening around you.
- Pupils cycling to school must enter the grounds, on foot, via the pavement from The Highway (known as the Hawarden Gate) into the school grounds. They should exit the school via this same route. Bicycles must not be ridden on school grounds.
- If pupils are accessing the school before the school day, entry into the building is only permitted via the main entrance doors.

5 Staff

There are two car parks within the school grounds. One (front car park) is strictly for the use by school staff and visitors which includes 3 disabled bays and 3 visitor bays. The rear car park is not used during the school day under any circumstances and is for the sole purpose of visitors to the school sports facilities after school and at weekends. Drivers should proceed slowly within the car parks at all times, following the directional arrows. Please bear in mind that some young people and some pupils 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 on the site when parking and accessing the school building. If you are aware of unauthorised use of parking bays, this should be reported via the school receptionist or to the School 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 your registration number so that you can be contacted if there is a need to do so.

Staff, Visitors, Disabled & Deliveries

The car park is used by a number of vehicles - staff, visitors and deliveries. Staff should enter the building via the main entrance and sign in using their staff card, then access the locked doors by passing their card over the receiver. Visitors/deliveries should make their way to reception where assistance will be provided.

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6 Parents

Parents are requested to observe the following when driving on the school site.

Please:

- Observe and restrict speed whilst driving on the school site to 5mph.
- Be vigilant of pedestrians and other vehicles.
- Take extra care when approaching pedestrian crossings.
- Wherever possible encourage students to walk to school (this not only is a form of exercise, but assists in reducing traffic congestion).

Please avoid:

- Students being dropped off in the bus bay if at all possible. If you must use the school car park to drop off your child(ren), please proceed to the far end of the bus bay, thus enabling other motorists to enter the school site with minimal delay. An easier access/drop off point is available at Gladstone's Playing Fields.
- Parking on the school site to collect children at the end of the day. Gladstone Playing Fields has a car park for this purpose.
- Parking your vehicle in the bus bay at any time; should you need to enter the school please park in one of the designated visitor spaces.
- Parking vehicles on 'yellow lines or zig zag lines'.
- Parking on the bus bay to the rear of the school, adjacent to the school canteen and rear (Hawarden) gate.

7 Visitors

Visitors are welcome to park in the school grounds, but should only use the car parks noted in Section 5 and as illustrated in Section 2. The car park is often busy, however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Parking is not permitted in the bus lane area at any time, even for the shortest visits.

Alternative off-street parking is available at Gladstone's Playing Fields.

Access into the school is only permitted from the main entrance. Visitors need to report to reception and sign in using the automated system before going anywhere in the school. Visitors are required to leave a note of their registration number on the system. 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 01244 526400.

Please observe and restrict speed whilst driving on the school site to 5mph and be vigilant of pedestrians and other vehicles at all times. Take extra care when approaching pedestrian crossings.

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8 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. The school actively discourages deliveries between 08.30-09.00hrs, and 15.00-15.30hrs when pupils are out of the building to reduce the likelihood of any accidents.

Delivery drivers must observe the safety instructions issued in Section 7 of this plan.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01244 526400 in advance to agree the most suitable parking location and time.

Bus Lane, Hawarden Gate

This area is strictly for use by contracted buses between 8.00 am – 9.00 am and 3.00 pm – 4.00 pm and school minibuses at other times. It is essential that this area is not used for drop off point or parking. Contractors and delivery vehicles are similarly not permitted to use the bus lane unless express authorisation given by the Business Manager.

9 School Buses

Buses that enter the site to collect mainstream pupils should only access the site from the main school gate.

The Senior Leadership Team has designated the bus lane for sole use of the buses between 3.00pm – 3.20pm.

Three buses use the bus lane in the main grounds. Drivers enter the bus lane via the nearest gate to the school from and exit the school grounds using the Ewloe Gate.

The bus should be at a complete stop before allowing pupils to get on or off the bus with the engine switched off. Only when pupils are clear of the vicinity of the bus lane (am) or all on board (pm), should drivers exit the bus park following the agreed departure sequence.

Pupils are reminded about good conduct around the bus park in Section 4 of this plan, however if there are any other concerns about how this site is being used, they should be raised via the staff supervisors during the afternoon pick up.

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10 Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Streetscene and Transportation as part of the terms of the contract.

Minibus and Taxis for mainstream pupils

These vehicles must use the designated visitor bays for collecting pupils at the end of the school day.

11 Disabled Access

Pedestrian access is by the main front entrance.

Parking

There are 4 disabled bays in the main car park. These spaces are clearly marked out on the road surface. Access to the disabled parking bays is by following the same one way system as indicated on the diagram above.

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01244 526400.

12 Outwith the School Grounds

The school accepts that parking near the school is not easy. The Highway is a main thoroughfare and in constant use during the day. Parents/carers must not park on The Highway and should allow their children to walk the remaining distance by dropping them off in the car park by Gladstone Playing Fields. However, pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points at the rear (Hawarden Gate) or front (Ewloe Gate) of the school

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.

Please act responsibly by parking as far away from the school as possible to keep the pupils at Hawarden High School, local residents and other road users safe.

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13 Management Practices

Key to the ongoing monitoring of the plan is the role of school managers 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

The Senior Leadership Team will arrange for daily supervision around the bus lane and the pedestrian areas at the end of the school day. Caretaking staff will be providing limited monitoring of the vehicular access to car parks.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, Senior Leadership Team will carry out weekly site inspections to view practices. These inspections will be recorded on the 'weekly 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 Senior Leadership Team will be responsible addressing the conduct of all pupils 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 Senior Leadership Team who will make a record on the form and take appropriate action.

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14 Appendix A

Traffic Management Plan - Weekly Site Monitoring Form

Completed by: Senior Leadership Team

Date	Area	Observations	Incidents	Signed by

Title	School Traffic Management Plan	Doc No.	[Insert document reference]
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