



**Sharps Copse Primary School**  
**Prospect Lane**  
**HAVANT**  
**Hants**  
**PO9 5PE**

# On-Site Traffic Policy

## 2019 – 2020

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| <b>Date:</b>  | 9 <sup>th</sup> July 2019              |
| <b>Review Date:</b>   | June 2020                              |
| <b>Responsibility:</b>  | Headteacher & Families Centre Manager  |
| <b>Statutory, recommended or additional:</b>  | Recommended                            |
| <b>Checked against Equalities Policy:</b>   | Yes                                    |
| <b>Linked Documents:</b> Travel Plan & Safer Routes to School Action Plan, Health & Safety Policy and Cycle Agreement |  |
| <b>Accepted by Families Centre:</b>   | <b>Date:</b> 9 <sup>th</sup> July 2019 |
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| <b>Chair of Governors:</b> Mrs J. Towers  | <b>Date:</b> 9 <sup>th</sup> July 2019 |
| <b>Headteacher:</b> Mr M. Elsen   | <b>Date:</b> 9 <sup>th</sup> July 2019 |

## **1. STATEMENT OF INTENTION**

For the purpose of this On-site Traffic Policy, reference used for Sharps Copse includes the School, the families centre and Park Families nursery who share the site. Geographically the site divides, but the main vehicle and pedestrian gates are shared.

For this purpose, this policy indicates where separate procedures are locally managed either by the school or the families centre. Park Families nursery share the same building as the families centre who are responsible for dealing with their parents or carers complaints and will inform the families centre of said complaints.

Sharps Copse intends to provide a safe, secure and healthy working environment at all times and are jointly committed to reducing the risk of injury or ill health to its employees, children, families or other persons who might be affected by their actions. It will do this by carefully risk assessing both site and all activities to determine the potential risk of injury with the intention of eliminating any such risk or reducing it to the lowest level possible.

This policy has been developed to ensure that the above commitments are being met. All staff, governors and families centre partnership board members are expected to adhere to this policy and encourage users, children and parents or carers of the site to take due care and regard to theirs and others safety. This policy and the safety features were created by a joint working party of the Safer Routes to School Group whose membership represented the parents, families centre, nursery and school, and is linked to the travel plan.

This working party, with the assistance, advice and recommendations of Hampshire County Council (HCC) Safer Routes to School initiative, identified high risk of potential hazard and near-misses in the layout and use of the car park at the Baybridge Road entrance, and therefore acted to reduce these risks by designating this car park for staff use only. This action resulted in the modification of existing vehicle entry and two of the four pedestrian gates for automated use as well as the resiting and erection of original and additional high fencing in order to control on-site traffic and pedestrian use.

## **2. VEHICLE AND PEDESTRIAN GATES**

The modified vehicle gates are electronically secured 24/7 and operated via remote controllers or by using the buzzer/intercom system located on the right hand side at the entrance to gain entry to the site. Drivers have the option via two buttons located on the intercom system linked to either the school or families centre and is monitored by 24 hour CCTV. Staff users who wish to use the car park will have the use of a controller issued at induction and organised by Sharps Copse.

Traffic driving onto the site should drive slowly and carefully; particular due care and attention needs to be taken when entering and exiting the driveway which is only a single lane of traffic with a busy pedestrian route, regularly used by parents or carers

and small children, which runs alongside. Gates automatically open for exiting traffic which should wait before the white designated road marking to activate and until the gates are fully open. Exiting traffic is expected to give way to entering traffic to avoid unnecessary congestion onto Baybridge Road.

Pedestrians are expected to follow the Safer Routes to School safety 'footprint trail' when entering the site using the pedestrian gate.

It is expected that pedestrians are discouraged from using the vehicle gates for entry or exit.

**At the school:** The modified pedestrian gate accessed via Baybridge Road and used by the school is on a timed operation; it automatically opens at 8.40am each morning and closes at 9.15am, remaining closed until 3.00pm when it automatically re-opens and closes again at 3.30pm, Monday to Friday of each day that the school is operational. This gate remains electronically secured during the weekends and school holidays.

The modified pedestrian gate running alongside the vehical gates is also on a timed operation opening automatically at 6.00am each morning and closing again at 6.00pm, Monday to Friday of each day that the families centre is open. This gate remains electronically secured during the weekends and bank holidays.

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If activities are taking place after these hours, during weekends or INSET days, then these pedestrian gates will be manually over-ridden by either the site manager or caretaker, to be arranged locally.

**At the families centre:** There are two manual pedestrian gates, one facing Tanglely Walk and the other facing Lasham Green. These are manually locked at the close of day by at 6.00pm and re-opened again at 6.00am by families centre staff.

### **3. ACCESS FOR EMERGENCIES**

The modified and automated vehicle and pedestrian gates are linked to the school and families centre fire alarm systems and automatically released in the event of an emergency.

**At the school:** In the case of ambulance/first response need, and in accordance with the school's First Aid Policy and procedures for managing an incident, a member of staff will collect the adhoc controllers retained in the safe, and situate themselves outside the school vehicle gates in the first instance to give accurate guidance and direction to the ambulance/first response and to activate the vehicle gates for

admission. It is expected that this member of staff will remain with the ambulance personnel until they leave.

The gates can also be manually over-ridden by Ian Broome, Site Manager and Mike Elsen, Headteacher at the school and John Blandford the Caretaker at the families centre.

If any of the above mentioned staff are not available, please contact Corriegenda (HCC contractors) on 01962 847952.

**At the school:** The key retained by the school is clearly labelled and kept in the key safe located in the staff room which remains unlocked for ease of access. Ian Broome also keeps a key and remote controller secured with all other school keys about his person which are taken home each day.

**At the families centre:** Keys retained by the families centre are held within the reception office keyboard which is secured at night.

When manually over-riding the gates, under no circumstances are site staff to access the electrical control box fitted adjacent to the gates as 'live' cables are present and there is a risk of electrocution.

#### **4. CAR PARKING AND ON-SITE TRAFFIC CONTROL**

The car park at the Baybridge Road entrance to the site is designated as a staff carpark. There are limited parking bays on the site and are for use by site staff only on a first come, first served basis. Visitors to both the school and families centre are advised that there are no parking facilities available to them.

The only variation to this arrangement will be at weekends where general access to the main staff car park by users/public will be permitted by managed access using the intercom and existing buzzer entry system.

A staff car user will be issued with a remote controller at induction and signed for record keeping purposes.

These controllers become the responsibility of the member of staff and if need replacing due to damage or loss, will incur a charge. If a replacement is not required, then that member of staff will need to make alternative car parking arrangements.

If the controller has been lost/mis-placed, Ian Broome, Site Manager or John Blandford, Caretaker of the families centre need to be informed immediately to deactivate the remote controller to prevent misuse.

Staff at the families centre should make their requests via the Service Co-ordinators. Staff at the nursery should make their requests via the Manager and staff at the school should make their requests via the Site Manager, Ian Broome.

Controllers remain the property of the school, families centre and nursey and should be returned to Ian Broome, Site Manager of the school, the Nursery Manager or the Service Coordinators of the families centre when employment/service ceases.

Due to the limitation of car parking spaces, once full, staff or weekend users who are unable to find a car parking bay are required to park their vehicle outside the site to avoid adding to the congestion hazards to ensure that risks to pedestrian users continue to be kept low.

Under no circumstances should anyone leave their vehicle parked or unattended on the driveway at the Baybridge Road entrance even for the shortest of times, since this is the only access/exit to the site for emergency vehicles.

Anyone who leaves their vehicle on the driveway at the entrance or is double parking, blocking other vehicles, parked half on or half off the pedestrian pathways or in other areas of the car park designated as 'no parking' including the disabled bays will be asked to move their vehicle.

Anyone who refuses to move their vehicle or who continually refuses to follow this guidance will be reported to the police and CCTV footage may be released and used as evidence.

Staff who chose to use the car park are expected to comply with the above conditions at all times, failure to do so may result in disciplinary action being taken.

The car park is used at the owners own risk.

## **5. DESIGNATED VISITORS CAR PARKING BAYS**

There are no designated car parking bays for visitors at the site. It is expected that if a visitor is due who may require a parking bay, that prior liaison takes place between Ian Broome, Site Manager of the school or John Blandford, Caretaker of the families centre who will arrange cones to zone-off a parking bay for that purpose.

The lower car park which can be accessed via the Sharps Road entrance is designated as a car park for use by staff at the families centre and nursery. It is also designated as a drop-off, pick-up and waiting area and is for use by patrons of the families centre.

The car park is used at the owners own risk.

## **6. COLLECTING CHILDREN**

**At the school:** Parents or carers vehicles should not be given access via the main gate unless their child is unwell and they have been called by the school to collect them or they are being collected for an emergency dental/medical appointment and should be directed to use the space outside the staff entrances.

**At the families centre and nursery:** Parents or carers vehicles should not be given access via the main gate unless their child is being collected in an emergency or a taxi has been arranged for drop off and pick up for the purpose of our targeted services.

## **7. ACCESS FOR REGISTERED DISABLED USERS AND OTHER CONCESSIONS**

There are four designated disabled bays in the Baybridge Road entrance car park, clearly marked and signposted which are to be kept for this purpose at all times unless used by staff, parents, carers or visitors who need access.

Parents or carers who need access to the car park either due to their own or their child's registered disability should let the school or families centre know as soon as possible.

If unauthorised users accessed by tail-gating are found using these bays, they will be asked to move their vehicle. Concession arrangements will be made for parents or carers of multiple newborns dropping-off or collecting siblings from either the school or the children's centre.

## **8. CO-OPERATION WITH THIRD PARTIES, EXTENDED SERVICES AND COMMUNITY GROUPS**

Our On-Site Traffic arrangements have taken into account the third parties who use the site or grounds. In most circumstances the arrangements for the site will be equally applicable for the third parties involved.

## **9. DELIVERIES, CONTRACTORS AND EMERGENCY VEHICLES**

**At the school:** The area outside the school staff entrance and the caterer's kitchen should be kept clear at all times. This area forms the Safer Routes to School safety 'foot print' trail and is for pedestrian use throughout the day and links the school to the families centre. Vehicles should park in the designated car parking bays and not along the walls blocking exit for other car park users and proving hazardous to pedestrian users of the 'foot print trail', or outside the staff entrance which is designated as an emergency entrance.

This area will be used for setting down deliveries, contractors use and emergency vehicles only and is therefore deemed to be controlled and not long standing.

Remote controllers for accessing the vehicle gates have been issued by the school to the refuse collection contractors, a local arrangement organised due to the timing of the site visit occurring twice a week to avoid further congestion in the car park and to limit injury/accident risk.

The school no longer provides a transportable meal service, but reserves the right to issue a remote controller to Hampshire Caterers if this is required again.

'Adhoc' remote controllers are retained in the school's safe located in the school's main admin office and the families centre reception area key safe to use for allowing ambulance access and should be taken/given to the person who will be standing outside of the main vehicle gates on the corner to meet and direct the vehicle to the emergency and should be returned after use.

From time-to-time 'adhoc' remote controllers will be issued to contractors visiting the site to carry out routine and planned maintenance or repairs. In-line with the above procedures these will be returned after use.

**At the children's centre: At the children's centre:** A barrier situated on the road leading to the children's centre is available to be used when needed. For instance an event being run, so that traffic can be controlled. This barrier is controlled by HCC site management staff.

## **10. MEETINGS**

From time to time meetings are held on the site and it is advised when arranging these that attendees are informed in advance by site staff that the car park is for staff use only with limited parking bays for visitors. Expectations are that if there are no car park spaces available, that visitors make alternative arrangements by parking outside the site.

## **11. OTHER**

**At the school:** There are three designated evenings throughout the academic year (one per term) for parents or carers to visit the school to discuss their child(rens) progress.

These visits are managed locally by the school with the intention that the car park remains for staff use only as children as well as siblings are welcome to attend.

Up to 18 designated evenings are arranged throughout the academic year in which governor meetings are held at the school, which the school manages locally with the intention that the car park remains for staff use only.

There are also other invitations to parents/carers throughout the academic year when school productions, sports day and other celebrations take place, which is locally managed by the school with the intention that the car park remains for staff use only.

After and before school activities take place on every day during the school academic year, which is locally managed by the school with the intention that the car park remains for staff use only.

The school is used annually as a polling station and is locally managed by the school with the intention that the car park remains for staff use only.

**At the families centre:** There are 12 Parent Education evening sessions throughout the year.

These visits are managed locally and the families centre will enable access to the car park as heavily pregnant expectant mums will be attending.

Services run within the centre or by outside agencies may require access to drop off equipment. This will be managed locally and the families centre will enable access to the car park for drop off purposes only.

**The nursery:** There is a termly parents or carers meeting between 6.30 and 8.00pm and these will be managed locally by the nursery staff using guidance recommended by the families centre, with the intention that the car park remains for staff use only.

## **12. MAINTENANCE**

The automated gates will be routinely inspected and maintained by HCCs Property Services twice a year. It is expected that during these routines that this policy is respected by all site users.

Manually operated gates will be inspected by the school's Site Manager and families centre Caretaker as part of their routine monthly inspection and monitoring procedures.

Risk assessments will be reviewed by the school's Site Manager and families centre Caretaker after each of these inspections and recorded accordingly

## **13. REVIEW**

Annually or sooner if required.