



Traffic Management Plan (TMP) for Education Premises

Name of Premises	Loch Primary School & Nursery
Address	Lochaber Drive Springhall Rutherglen G73 5HX
Property Responsible Person (e.g. Head of Establishment)	Dawn Simpson
Date of Plan	23 rd September 2021
Author	Christopher Quinn
Review Date	August 2024

Introduction

Traffic management involves the elimination or reduction of risk associated with the interaction of vehicles and their environment, and especially their interaction with:

- ◆ Pedestrians
- ◆ Other vehicles
- ◆ Buildings/ structures
- ◆ Other plant, equipment and stored goods

This document specifies the traffic management arrangements that have been identified, developed and put in place for the premises. It will be reviewed every 3 years or after any significant alterations such as construction work on-site or in the surrounding area.

Assistance with completion of individual plans can be obtained via reference to OHSMS **Management Arrangements document “Workplace Transport”** (available on **MyWorks** Health and Safety page), and also on request from the Finance and Corporate Health and Safety Team or from Education Support Services Co-ordinators.

This plan should be used in conjunction with the following documents:

- ◆ School Travel Plan
- ◆ Health and Safety Workplace Inspection Report for the premises
- ◆ Health and Safety Workplace Transport Risk Assessment for the premises (where applicable)
- ◆ School Adverse Weather Plan

Where a premises is shared with other Resources or the Leisure Trust, they should be consulted on the content of the TMP.

The TMP must be communicated to all relevant parties

Employees, Parent Council, Parents

1. Principles of Traffic Management

The following principles will be applied so far as is reasonably practicable:

- ◆ Pedestrian and vehicle routes shall be separated
- ◆ Clearly defined vehicle access routes will be provided
- ◆ A “one way system” should be in place where possible
- ◆ Where pedestrians are required to cross vehicle routes, clearly defined pedestrian crossing areas will be provided
- ◆ Vehicle and pedestrian routes will be adequately maintained, kept free from obstruction, properly lit and signposted according to appropriate standards
- ◆ Speed limit signage should be displayed at strategic points
- ◆ Safe areas for reversing of vehicles e.g. delivery of goods, uplifting bins etc. drop off and pick up of pupils will be provided,
- ◆ Persons driving or service users travelling in vehicles shall remain seated and wear seat belts and have wheel chairs clamped where these are provided

2. Vehicle and pedestrian safety

Drivers:

- ◆ Use only authorised entry and exit points
- ◆ Adhere to all traffic route and directional requirements
- ◆ Adhere to speed restrictions and other warning signage e.g. roadworks
- ◆ Use authorised parking/waiting areas

*Use this space to record arrangements for **general vehicle traffic** (access/egress points, road layout, parking/drop-off areas etc.)*

Loch Primary School and Nursery is situated at the end of Lochaber Drive, which is a cul de sac. This means there is no through traffic. The school is adjacent to St Anthony's Primary School and across the road from St Anthony's Church.

Vehicle access is via a double vehicle gate from Lochaber Drive. It is not possible within the layout to devise a one-way system and there is a 5mph speed limit. Signage to this effect is clearly displayed in the car park. A route for deliveries leads to the front of the school and is clearly indicated by signage.

Parking is for staff and visitors only-there is a managed drop-off area further down Lochaber Drive. This is used in the mornings only for quick drop off by parents/carers (i.e. parents/carers are not to stop for any time to get out of the car). There are no bus bays or indeed any school transport that involves a bus.

The vehicle gate into the school car park is closed between 08:45-09:00 and 14:45-15:00 due to the use of all entrances, staggered start and stop times and the volume of children and adults entering the school/Nursery via the main car park. This gate is supervised by the school Janitor and opened for staff, planned visitors, SLC transport and blue badge holders. Vehicles that do enter the car park must wait until the gates are opened and all pupils have safely entered/exited the school grounds.

In the afternoon, the drop off area is closed and the school Janitor achieves this by placing traffic cones across the entrance to the teardrop shaped zone. This prevents vehicle movement at the gates while pupils are coming out of school. Staff are present to supervise this area and can be identified by SLC badges, SLC uniform or hi-vis vests.

Alternative modes of transport such as park and stride, cycling or walking to school to reduce traffic are encouraged.

Pedestrians:

- ◆ Use designated access points
- ◆ Use authorised crossing points where provided
- ◆ Use footpaths provided
- ◆ Adhere to any other warning signage e.g. roadworks
- ◆ Observe any additional safety measures that may be required

*Use this space to record arrangements for **pedestrian traffic** (including provision of School Crossing Patrollers and their locations, access points, crossing points, pathways and any monitoring arrangements etc.)*

One of the main pedestrian access points is from the drop off teardrop at Lochaber Drive via a double gate. This leads via another gate to the left that leads directly into the playground at the rear of the school. The other entrance for children is via the main car park and beside the main school entrance. Our Nursery children access via the allocated Nursery entrance. If children access school or Nursery via these routes (i.e. via the car park gates) there is a marked pedestrian route that allows direct access to the building. A crossing point is located across the car park that leads to another pavement that provides safe access to the school main entrance and the nursery entrance. This crossing point is located beyond the two areas mainly used for parking and is marked as a zebra crossing.

There are no School Crossing Patrollers in the area.

3. Buses, Taxis, Delivery Vehicles and Refuse Collection Vehicles

- ◆ Avoid reversing where possible
- ◆ Provide sufficient room for reversing by SLC transport buses and other vehicles if necessary
- ◆ Pupils should be supervised when transferring to or from SLC provided transport vehicles including those out-with school grounds.
- ◆ The Traffic Management Plan should include contingency arrangements in the event of late arrival of minibus, taxi etc.
- ◆ Deliveries and refuse collection activities should not be carried out at peak times for pedestrian activity to and from the premises

Use this space to record any special arrangements for **Buses, Taxis, Delivery vehicles and Refuse Collection Vehicles**

There are no school buses but taxis may use the main school car park to pick up/drop off pupils.

Between **08.45-09.00** and **14.45-15.00** the vehicle gate is supervised by the school Janitor to allow access. Vehicles that do enter the car park must wait until the gates are opened and all pupils have safely entered/exit the school grounds. Staff supervise the exit of pupils from the school at all exit points including the teardrop drop off point, which is closed off in the afternoon. HT and PT oversee pupil transfer.

Delivery vehicles are not permitted access to the school at peak times.

Refuse collection is every **Wednesday and Friday morning**.

4. Gritting/Salting and Snow Clearance

Use this space to record arrangements for **gritting and clearing of pedestrian paths and roadways** (where applicable)

The Facilities staff follow the agreed Adverse Weather Plan for the school with regards to gritting and the clearing of pedestrian paths and roadways. Children, staff, visitors and parents/carers are encouraged to remain on these paths when entering/exiting the school.

5. Maintenance Arrangements

Regular checks of the premises will take place to ensure that vehicle and pedestrian routes:

- ◆ Are kept clean and free from hazards and obstructions
- ◆ Are in good condition
- ◆ Are separated and marked as originally intended to prevent danger
- ◆ Are adequately lit

Also:

- ◆ Where provided collision protection/ barriers protecting structures are in good condition
- ◆ Where provided, any traffic calming & control measures (e.g. speed bumps, speed signs) are in place
- ◆ Any deficiencies should be recorded in the STOP/HARM Book or the Facility Log Book and reported for repair

6. Implementation and Monitoring Arrangements

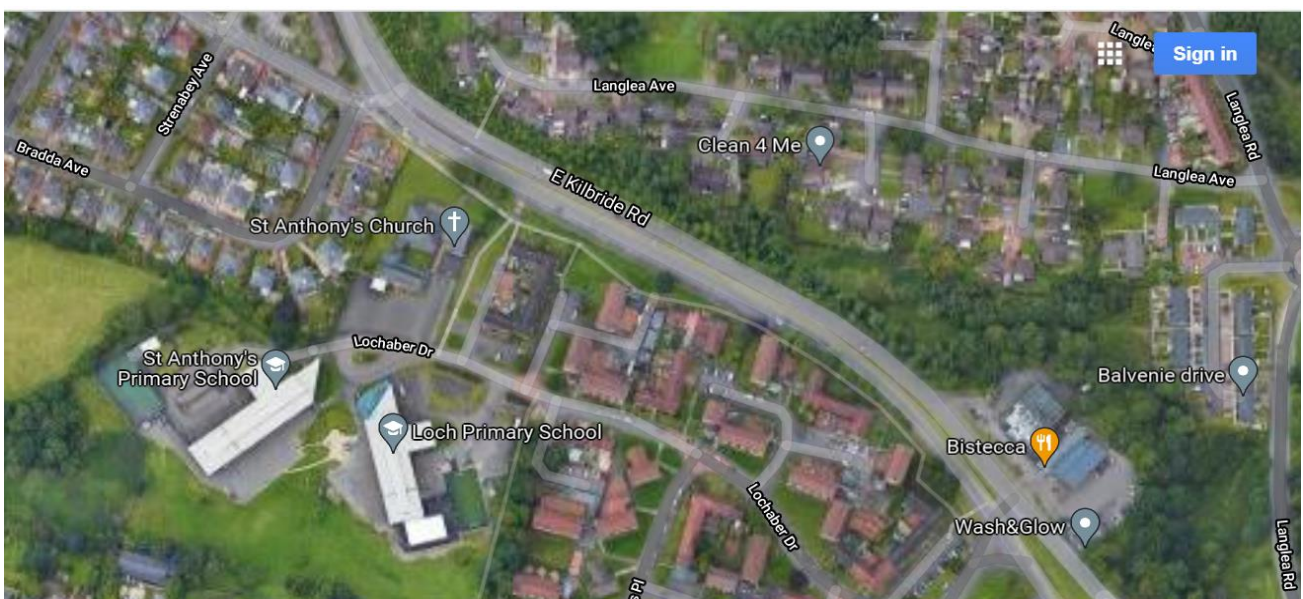
Overall responsibility for implementation of this plan is held by the Property Responsible Person(s). The plan will be communicated to employees.

At peak times there should be a visible staff presence in the car park area where operational requirements permit.

Employees and managers must act on any unsafe behaviours witnessed or reported to them including the reporting of injuries and near misses using appropriate H&S reporting paperwork. Management will work to provide a suitable example to employees through their own adherence to site rules.

7. Site Plan

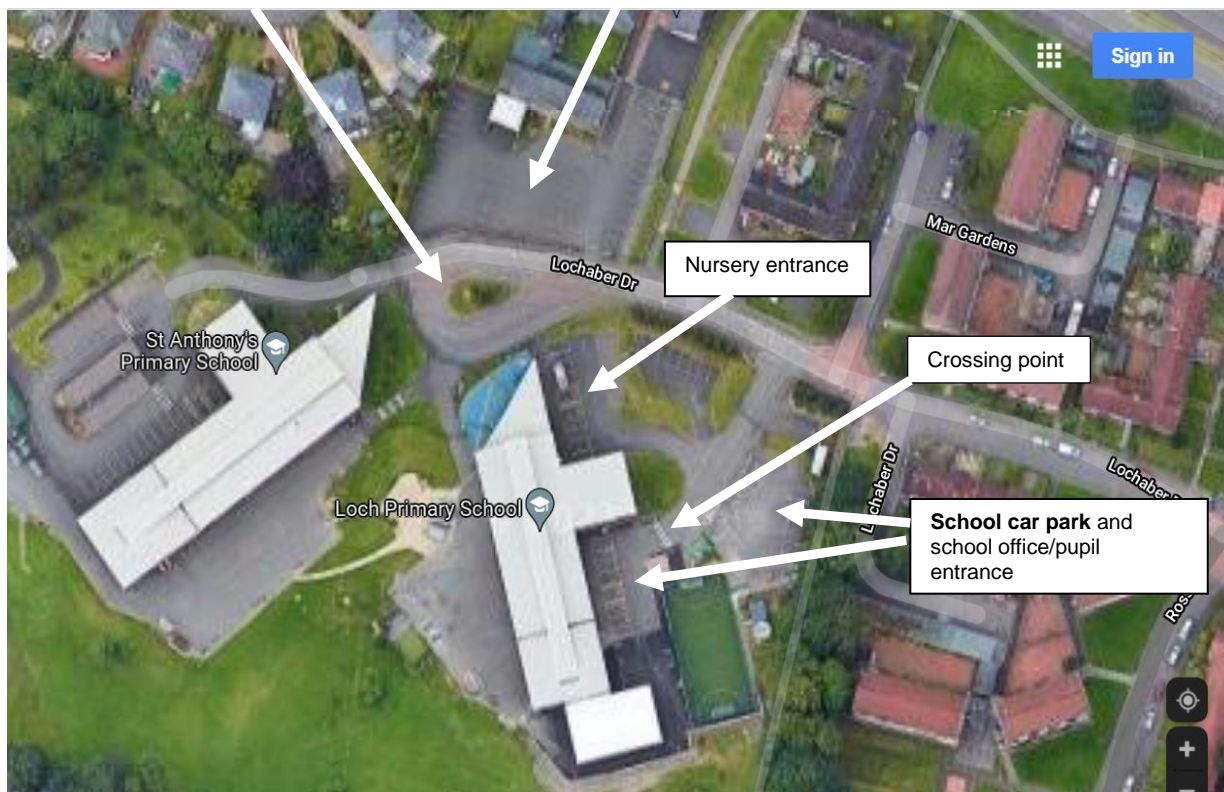
A) Wide view



B) Closer view

Drop off zone – only operates in morning and is for quick drop off only – i.e., do not get out of or leave your car parked here as it causes congestion. This is closed in the afternoon to allow pupils to exit safely

St Anthony's Church Car Park – if exiting from here, please do so slowly and be wary of pedestrians crossing at the gate.



There are some additional rules that all users should be encouraged to adhere to as follows;

Pedestrians and pupils to stay on the pavement at all times.

Do not take short cuts across the car park, use the authorised crossing points.

Try not to block the pavement thereby forcing other users to go onto the road to get around you (i.e., if you are standing having a conversation do this somewhere else where there is sufficient space, similar if you have a pram, ensure there is space for others to pass you safely).

Do not partially park on pavement areas along Lochaber Drive.

Do not stop and exit your vehicle in the drop off zone in the morning – if cars are stationary in the drop off zone this creates congestion up to Lochaber Drive and creates a risk if vehicles need to manoeuvre around your vehicle.

If making use of the school car park, always wait until children crossing over at the gates are clear from the area.

Do not mount the pavement on the way into or out of Lochaber Drive as pedestrians are walking to and from school.