



Archdeacon Griffiths Church in Wales Primary School Traffic management Plan

Introduction-

This document has been prepared to inform employees, learners, parents and others who come onto the site, including visitors (both pedestrian and in vehicles), about the site rules concerning pedestrian and vehicle management.

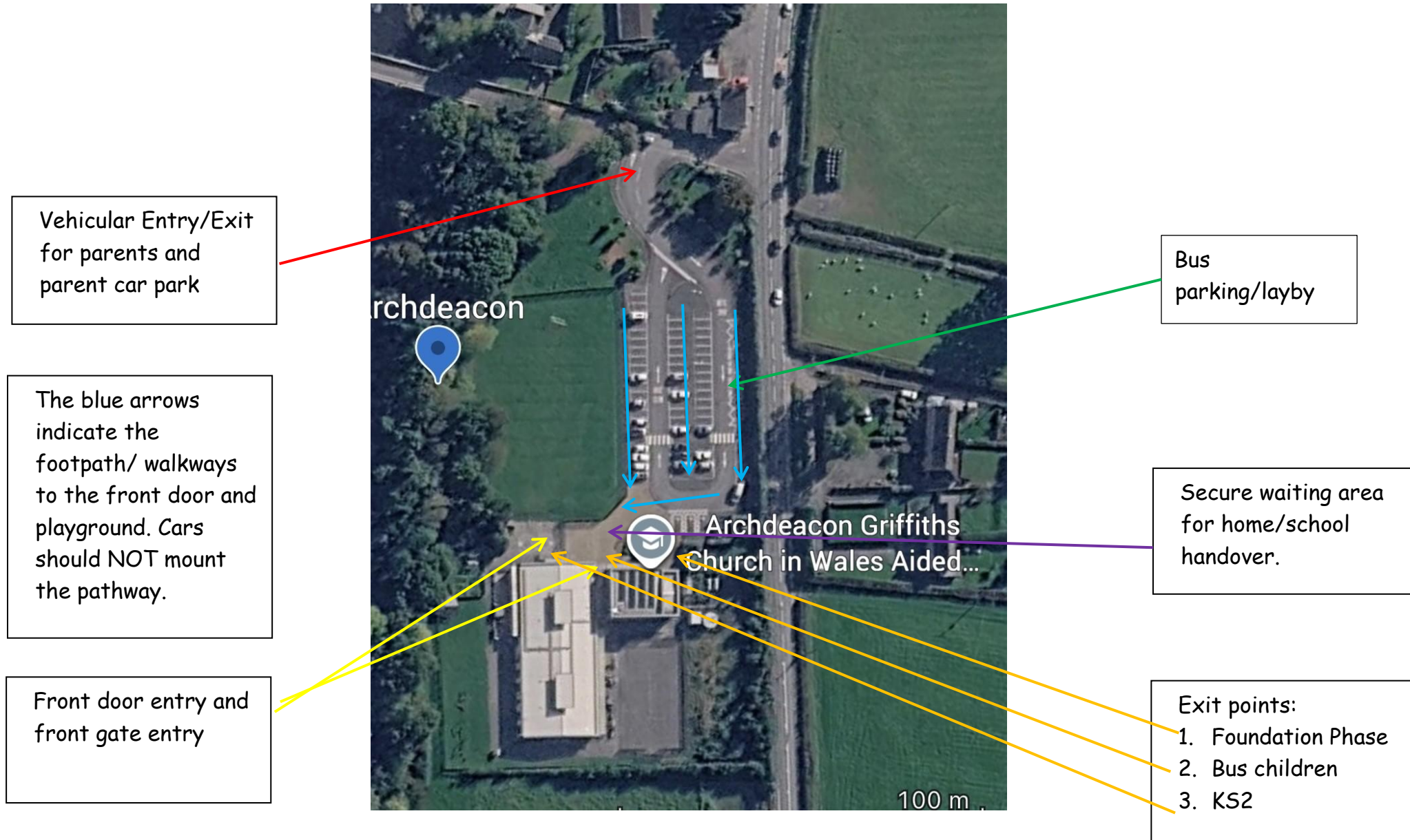
Archdeacon Griffiths School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, when in the school grounds or within the vicinity of the school and follow instructions to reduce the risk of injury. If there are any concerns about traffic safety, they should be reported to the headteacher as soon as possible.

We urge all site users to read this document carefully and act in accordance with the instructions which constitute site rules. Staff and learners in breach of the site rules may be subject to disciplinary action. Copies of this document are available to school staff, learners, parents and carers via the school website. This document will be reviewed regularly and awareness raised regularly through parental events, assemblies and school meetings.

In addition to the instructions in this document, the school has also undertaken a risk assessment which is recorded in Appendix A.

Adam Shearman
Headteacher

Our school site:



Please note – the car park is a strict one way system.

Pedestrians-

Where there are pavements, pedestrians should make sure that they use these safely and avoid spilling onto the road and car parking area. Pedestrians need to recognise that pavements are adjacent to vehicular access points that may be in use during peak times and should exercise caution. Pedestrians should only access the school through the main pedestrian gate at the front. Entry is via the main front door or gate and children are dismissed to an adult.

Learners Walking-

There are a number of site related issues that learners should be aware of:

- Entry to the school grounds for learners is through this main entrance gate from 8.45am, unless attending breakfast club, they then should arrive between 8.15 and 8.45am. When entering the school grounds learners should always walk. This will avoid accidents and make learners more aware of what is happening around them.
- Learners should walk to school with an adult until the gates are opened by school staff. Supervision begins at this point. Until this point, children should be supervised by an adult.
- Learners cycling or scooting to school must enter the grounds through the main entrance gate and deposit their cycles/scooters under the shelter at the front of the school.
- When leaving the school grounds at the end of the school day, any children walking home unsupervised will need written parental permission, even if it is a one-off event.
- Parents are responsible for their child/children until they enter the school premises and then resume the responsibility of supervision at the end of the day at handover. Pupils are never unsupervised outside.

End of day arrangements-

At the end of the day children are dismissed from two locations- the main gate (Key Stage 2) and the Kitchen gate (Foundation Learners). This is to increase the visibility of parents, avoid congregation and make collection time as swift and safe as possible.

Staff parking-

There is parking for staff at the front of the school in the main car park. Staff should proceed slowly within the car park areas at all times. Staff are expected to act responsibly on the site when parking and accessing the school building.

Visitors and parents:

We ask that visitors park respectfully in the car park areas. All visitors must report to reception and sign in before going anywhere in the school. On departure, visitors should sign out at reception and leave the building by the main entrance door. If visitors need advice on access or parking before their visit, please call the school reception. Parents and visitors are reminded regularly to keep the area at closest to the school entrance clear for school bus transportation.

Service Vehicles/Deliveries-

Drivers of service vehicles are asked NOT to deliver between 8.40 and 9.05am and 3.00 and 3.40pm. 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 and times they are parking.

School minibuses/ Powys transportation-

The area to the side of the car park will be left clear for school transport to drop off/pick up children. Children will be handed to a driver each day after other pupils have been dismissed and the waiting areas on The Plaza have dispersed. A daily register of children using buses will be taken by the teacher/headteacher on duty. Only children with bus passes and on the school's "bus register" will be permitted to board buses.

Disabled access-

There are three designated disabled parking spaces situated at the front of the school in the staff car parking area. If visitors, staff or learners require information on access, they should contact the school reception in the first instance.

Outside the school grounds-

We would ask all staff, parents and visitors park within the school car park. Where this is not possible we ask that all parking is done carefully and with consideration to local residents. Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions causes danger to 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. Please act responsibly by parking as far away from the school as possible to keep the learners at Archdeacon Griffiths School, local residents and other road users safe.

Management-

The ongoing monitoring of this plan is the role of the headteacher and school governors and they will carry out site inspections to view practices and review procedures. Where issues arise these will be dealt with or escalated by the headteacher and governing body. If there are concerns or incidents that constitute non-compliance, appropriate action will be taken.

The headteacher will be responsible for addressing the conduct of all learners where this is not consistent with the requirements of this plan. All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health and safety of themselves and others. All staff are responsible for ensuring daily supervision of the children as they are being dismissed at the end of the school day. Children should only leave the premises on handover to a parent/carer.

Traffic Management Risk Assessment Form

School:	Archdeacon Griffiths School	Date Completed:	5/9/25
Activity:	Access to school site	Completed by:	Adam Shearman- Headteacher

Significant Hazards	Who might be harmed?	Control Measures		Action by who?	To be done by?
		Already in place	Additional measures required		
Struck by Vehicles Onsite	Staff Learners Parents Visitors Contractors	Staff, learners, and parents advised of safe movement procedures, including using pedestrian walkways. Supervision of learners when letting pupils out at the end of the day. No access to school car park by delivery vehicles (except those previously identified) during restricted times	Regular communication		Ongoing

Struck by Vehicles Off site	Staff Learners Parents Visitors Contractors Public	During restricted times (when the playground and access road are locked), parents are asked to park sensibly and with respect in the vicinity of the school.	Regular school communication.	HT	Ongoing
Parents and carers parking vehicles on pavements	Staff Learners Parents Visitors Contractors Public	Regular reminders to park sensibly and not block pathways. Powys CC monitoring of parking		HT Safety team-LA	
Poor weather conditions on walkways/roads causing slips, trips and falls	Staff Learners Parents Visitors Contractors	The exterior of the school has level surfaces with no stairs There is external lighting to the front of the school and car park Main pedestrian walkways and routes are gritted when frosty and snow is cleared.			
Children walking to home/school transport	Learners	Children are handed to transport staff after the main bulk of children have been dismissed and the waiting area has dispersed. School staff take register and ensure drivers are told how many children are being handed over.	Liaison with driving staff	Daily by member of staff on duty	Ongoing