# Leesland C of E Federation

# On-Site Traffic Policy

"Two Schools, One Vision"

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| **Approval By:** | Full Governing Body |
| **Review Frequency:** | 3 Years |
| **Last Reviewed:** | October 2023 |
| **Next Review Due:** | Autumn 2026 |

**Review Approved (signature):** EXECUTIVE HEADTEACHER

ON BEHALF OF GOVERNING BODY

**Date Approved: 3rd October 2023**

*Through our Core Christian Values, we aim to create an environment in which everybody feels* ***loved*** enough to aspire to greatness, ***respected*** enough to build a community, and ***gracious*** enough to include everyone in *our journey to achieve a bright future.*

## General

1.1 Infant School: The vehicular access gate from Whitworth Close will be kept locked between 8.45am and 2.50pm when the children are in school. Should vehicular access be required, a member of school staff will open the gate, supervise access and refer to the Onsite traffic policy. The pedestrian access gate from Daisy Lane will be kept closed throughout the school day. At break and lunchtimes, the adult on duty will be responsible for locking and supervising this gate. The additional side gate from Daisy Lane is key pad operated. This must remain closed at all times unless supervised by a member of schools staff to allow approved staff/pupil access between the Federation schools.

1.2 Junior School: The pedestrian access gate from Daisy Lane will be kept locked between 8.50am and 3pm. The pedestrian access gate from Gordon Road will remain open throughout the school day to allow access to the school's main reception as well as the onsite pre-school. The vehicular access gate will be locked 8.00am to 8.50am and 3.00pm to 3.40pm. It will be open at other times for access to the staff / approved visitor carpark. The pedestrian gate from the main entrance onto the playground will be locked 8.50am to 3.10pm, unless being accessed and supervised by staff for an agreed reason (such as children visiting from Leesland Infant School)

1.3 Contractors are to be advised of restricted times for accessing and moving

about the site when they arrange an appointment; e.g. grass cutters are not allowed to move vehicles around the site when pupils are at play.

1.4 Parent/carers are asked not to park on site via regular reminders in newsletters. The exception to this is the Junior School car park adjacent to the swimming pool.

1.5 There is clear signage to remind users to close the Infant pedestrian entrance from Daisy Lane gate after use.

1.6 There is clear signage on junior school staff car park gate and pre-school entrance that all pedestrian users must look out for cars and all children must be supervised.

1.7 In exceptional circumstances where vehicles are required to move across the playground during school hours, the following control measures will be in place:

- Children will be kept away from the area by staff members. Ideally, there will be no children on the playground at all.
- A responsible member of staff will act as an escort for all vehicles moving on site during school hours.
- Vehicular movement will be kept to an absolute minimum.

**Parent, carer and visitor expectations**

2.1 Please walk to and from our schools where ever possible as there is limited parking in the local area.

2.2 Do not park on zigzag lines outside our schools or in the school staff car park.

2.3 Do not obstruct local residential or commercial property access, or park in anyway which causes obvious congestion.

2.4 At the beginning and end of the school day, pedestrians please make use of the Crossing Patrol Staff (Lollypop Ladies) to help you cross safely. Drivers, please be respectful of the Crossing patrol Staff and drive responsibly.

2.5 Do not use the school entrances or local residents' property for turning.

PLEASE REMEMBER

3.1 Always use the pedestrian entrance at the front or the rear of the school, not the vehicular gate off Gordon Road (Junior school).

3.2 Always close the gate to the Infant School from Daisy Lane behind you.

3.3 Never climb on or over gates or fences or allow your child to do so.

3.4 Dogs are not allowed in the school grounds (except guide dogs and the junior school's named, fully risk assessed, therapy dog).

3.5 Do not ride bicycles, tricycles or scooters in the grounds (including those for toddlers) as they constitute a danger to children at play. These should all be pushed and stored securely on site.

**On Site Traffic Checklist**

| **Name of Premise / Site**<br>Insert name of premise/site where inspection is taking place | | | Leesland C of E Infant School & Leesland C of E Junior School, Gosport | |
|---|---|---|---|---|
| **Pedestrian Access** | | **YES** | **NO** | **Comments** |
| 1.1 | Do pedestrian routes avoid crossing vehicle access routes and car parks? | | | There is a cross over with pedestrian and vehicular access from Gordon Road at the junior school. For this reason, vehicular gates are locked during school drop off and pick up times. Additional signs are visible for times when both gates are open. This includes to the on-site (separately managed) Leesland Gateway Pre-School. |
| 1.2 | Are there well defined crossing points clearly visible to drivers and pedestrians? | | | |
| 1.3 | Are there clear sight lines between pedestrians & drivers at crossing points? | | | |
| 1.4 | Is there level pedestrian access for people with disabilities? eg. tactile (blister) paving, flush kerbs, gradients? | | | Pedestrian access to the rear of the junior school has steps. There is level access to the front of the junior school and to the infant school. |
| 1.5 | Are footways wide enough to avoid congestion eg. between 1.8 – 3.5m? | | | At most points yes. Some pinch points at the junior school. |
| 1.6 | At internal road crossing points, is there sufficient space for pedestrians<br>to wait safely? | | | |

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| 1.7 | Are footpaths free of trip hazards, obstructions eg. signposts, ponding? | | | |
| **Waiting Areas** | | **YES** | **NO** | **Comments** |
| 2.1 | Are designated waiting areas a safe distance from vehicle movements?<br>(If not, are they protected by an appropriate physical barrier eg. fence or hedge)? | | | Regular reminders to families in 'Friday Flyer' not to arrive early at the junior school prior to vehicular gates being locked. |
| **Fencing, Lighting & Signage** | | **YES** | **NO** | **Comments** |
| 3.1 | Where fencing provides segregation of pedestrians and vehicles, is it adequate for purpose? | | | |
| 3.2 | Does fencing impede visibility for either pedestrians or vehicles? | | | |
| 3.3 | Is directional signage clear, simple and visible eg. to reception? | | | |
| 3.4 | Are warning signs clear, simple and visible eg. slow or sharp bend? | | | |
| 3.5 | Are control signs clear, simple and visible eg. speed limits, one way, parking restrictions? | | | |
| 3.6 | Is lighting to footways and car parks adequate for safe pedestrian and vehicle movements? | | | |
| **Cyclists** | | **YES** | **NO** | **Comments** |
| 4.1 | If allowed on site, are there designated internal routes for cyclists to use to access cycle/scooter storage areas? | | | Families regularly reminded that cycles/scooters must be pushed, not ridden on site. Staff on duty provide additional reminders. |
| 4.2 | Are access gates and routes to cycle/scooter storage areas of adequate width for both pedestrians and cyclists? | | | |
| 4.3 | Are entrance gates of sufficient width to avoid congestion near to highway? | | | |
| **Vehicle Access** | | **YES** | **NO** | **Comments** |

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| 5.1 | Is it clear to drivers that pedestrians have priority at all times? | | | |
| 5.2 | Does vehicle parking restrict the width of footpaths? | | | |
| 5.3 | Is vehicle speed effectively restricted on access routes? | | | |
| 5.4 | Are signs required to identify vehicular routes from the highway to parking areas? | | | |
| 5.5 | Where visitors parking is permitted on site, is there effective control to ensure safe movements? | | | Locking of rear car park at key times for swimming pool users. |
| 5.6 | Do you have effective arrangements to prevent vehicular access by drivers who should not be using on-site parking? | | | Gates locked at key times and signage. |
| 5.7 | Are there an appropriate number of accessible parking bays for staff and visitors with disabilities? | | | In both carparks |
| 5.8 | Are community users subject to the same access controls as staff? | | | In both carparks |
| **Other Vehicular Access** | | **YES** | **NO** | **Comments** |
| 6.1 | Do you liaise with other transport contractors about best arrangements, (including coaches) for arrival & departure arrangements? | | | |
| 6.2 | Are service and delivery vehicles able to manoeuvre safely on site? (eg. turning heads, restricted times of entry, supervision of site users) | | | |
| 6.3 | Has consideration been given to access by emergency vehicles? | | | |
| 6.4 | Do you have other travel plans or procedures to identify related vehicle and pedestrian issues off-site? | | | Hampshire Travel Plan to encourage walking/cycling/scooting to school/work. |
| **School Minibus** | | **YES** | **NO** | **Comments** |
| 7.1 | Do you have a list of appointed drivers with suitable licences? | | | N/A |
| 7.2 | Is training provided for drivers with regular refresher training (e.g. MIDAS)? | | | N/A |

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| 7.3 | Do drivers carry out suitable safety checks before using the vehicle and are they recorded? | | | N/A |
| 7.4 | Is there a regular preventative maintenance programme carried out at predetermined intervals of time or mileage? | | | N/A |
| 7.5 | Is the minibus parked in a designated bay? | | | N/A |

The checklist should be kept locally and used to generate an action plan to document the controls and actions that have come out of the checklist process

| Name of Inspector | Signature of Inspector | Date |
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| **Manager's/Governor's Comments** | Insert comments relevant to inspection as appropriate | |
| | | |
| **Name of Manager/Governor** | **Signature of Manager/Governor** | **Date** |
| Claire Wilson | Head Teacher | |
| Peter Metcalf | Chair of Governors | |

| **ACTION PLAN TO IMPROVE VEHICLE & PEDESTRIAN SAFETY** | | | |
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| Use the above checklist to identify on-site hazards. Using the table below, insert the reference number for each hazard and describe actions required to improve vehicle and pedestrian safety. | | | |
| ***Example*** | | | |
| ***5.2*** | ***Provide knee rail barrier to staff car park to prevent vehicles overhanging footpaths. Priority: medium – within 12 months of assessment.*** | ***12/04 16*** | ***Estimated cost: £2,000. Action approved by ****** 30/11/15. Contract to commence 31/03/16 in Easter Holiday.*** |
| **Hazard Ref. No.** | **Description of Action Required** | **Date Completed** | **Notes/ Comments** |
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