

Heron Park Primary Academy



Traffic Management Plan

The aim of this plan is to minimise, as far as possible, the health and safety risk to all users (staff, pupils, parents and visitors) of the school site.

Parking

Long stay parking on the school premises is for school staff only.

Staff should only park in the allocated bays.

The staff car parking area is at the front of the school.

Staff

The car park gates are automatic; they close between 8.20am and 4.00pm, and will close again at 5.30pm until 6.00am. Between 2.40pm and 3.00pm staff are asked not to move their vehicles at these times unless for an emergency. The pedestrian gate will be unlocked between 6.30am and 9.00am and again from 2.30pm until 5.30pm.

The car park gates and the pedestrian gate work on a call to enter system and a keypad. Exiting the car gate you need to pull up in your vehicle and the gates will automatically open towards you. To exit via the pedestrian gate there is an exit button, you pull the gate, to open, and it will self-close behind you.

Pupils

Pupils will be made aware of traffic and road safety issues.

Parents/ Carers/ Pupils should not open or close gates for vehicles entering/leaving the car park.

Cycling/scooting is not permitted on the school site except during cycling tuition sessions.

Pupils cycling to school should dismount at the school gate and bicycles/scooters to be walked to the bicycle racks provided for their year group.

Contractors/ Visitors

Contractors, including Grounds Maintenance staff, must report to the school office before accessing the school site to ensure safety measures are in place for the duration of their visit to the site. There is no parking available on the school site for contractors or visitors.

No delivery vehicles, taxis or visitors will be allowed onto site via the front car park between the following times.
8.20am – 9.00am and 2.40pm – 3.15pm.

Deliveries via the Hydneye entrance

No deliveries will be allowed after 8.15am without prior agreement with the Site Manager/ Head teacher. Canteen deliveries need to be arranged with the canteen staff but must be kept within the school plan.

Parents/Carers

Parents/carers must not drop off their children outside the school gates. Cars should be parked safely and legally and children walked the remaining distance to school.

Pedestrians

Pedestrian footways are clearly marked.

Local Residents

Local residents should be discouraged from parking close to the school gates making it difficult for staff cars when entering and exiting the premises. Blocking the school gates could prevent emergency vehicles such as fire engines and ambulances from getting on to the school site.

The Health and Safety Coordinator will monitor the implementation of the school's traffic management plan.

