



General Guidance



Example Traffic
Management Risk
Assessment



Example Traffic
Management Plan

Managing Traffic Safety on School Premises

Document 3 of 3 - Example Traffic
Management Plan

Issue 1

May 2018

Purpose

This example Traffic Management Plan (TMP) has been developed by the Council's Corporate Health and Safety Team to assist Head Teachers in developing their own school specific TMP. The school TMP should be developed following a school based traffic management risk assessment.

The TMP supports the risk assessment by clearly documenting the site rules with a view to preventing harm to people from impact by / collision with vehicles.

The TMP should identify staff who have been allocated specific responsibilities, such as supervisory roles, and set out what is expected of all site users, including staff, pupils, bus / minibus / taxi drivers, parents, delivery / collection drivers, contractors and any other visitors, in respect of traffic safety. It should cover specific issues such as the site speed limit, reversing, parking, deliveries, and how compliance with site rules will be monitored and breaches reported and dealt with.

The TMP, or the appropriate parts of it, must be communicated to all relevant people. For example: each member of staff could be given their own copy; appropriate staff could go through their copy with their pupils; a copy could be posted on the school's website, clearly displayed, for access by pupils and potential visitors, including contractors, parents, service providers and their vehicle drivers; a copy could be displayed in the reception area with others available on request; etc.

All schools are different and it is impossible to cover all aspects of traffic management in one document. This example does not relate to any specific school and Head Teachers will need to amend the document to suit their own particular needs.

Document 1 of 3 of 'Managing Traffic Safety on School Premises' provides general guidance, and Document 2 of 3 gives an example of a traffic management risk assessment.

Documents 1, 2 and 3, as well as blank risk assessment forms, are available on *The RCT Source* and by contacting the Council's Corporate Health and Safety Team on 01443 425531.

Should Head Teachers need further advice they should contact the Council's Corporate Health and Safety Team.

Headteacher signature	Mrs Rhian Scott	12.09.2025
Chair of Governors	Mr Mark Adams	12.09.2025

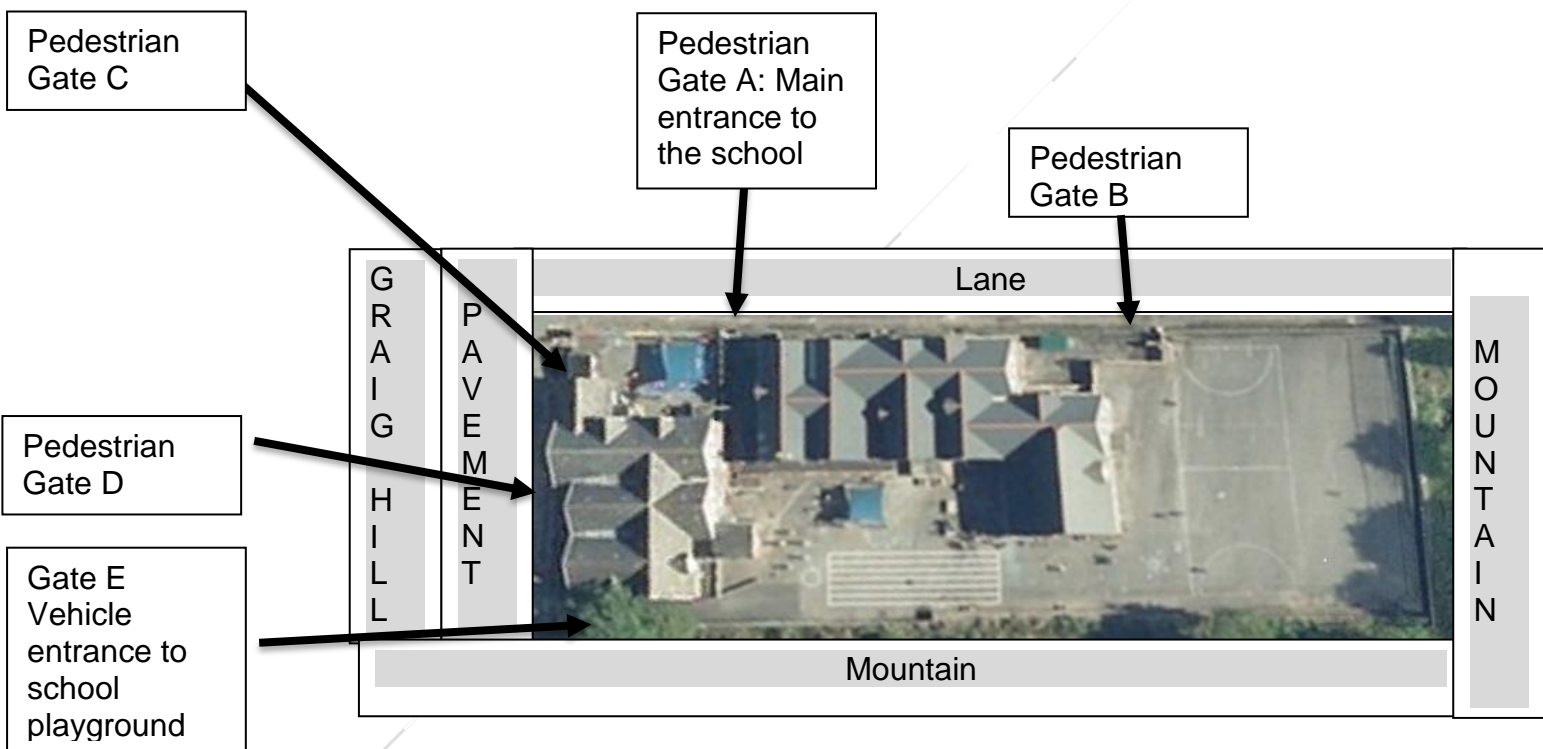
Contents

Topic No	Description	Page No(s)
1.	Introduction	1 - 2
2.	Site Access / Layout	3
3.	Site Speed Limit	4
4.	Reversing	4
5.	Pedestrians	4
6.	Staff	5
7.	Pupils	5 – 6
8.	Car Parks	6
9.	Parents Dropping Off / Collecting Pupils	7
10.	Visitors	7
11.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses	7 – 8
12.	Home to School Transport	8
13.	Outside School	9
14.	Supervision	9
15.	Monitoring of Compliance Against this Plan	9 – 10
16.	Reporting of On-site Traffic Incidents / Accidents	10
Appendix 1	Morning Drop Off Arrangements	11 – 12
Appendix 2	Afternoon Pick Up Arrangements	13 - 14

Pontygwaith Primary School
Traffic Management Plan
September 2025

1.	Introduction
	<p>Pontygwaith Primary School is a large site situated in the back streets of Pontygwaith. Its pedestrian access is on Graig Street Hill. The site does not have a car park facility but, when required, vehicles are able to access the site through the double gate at the top of Graig Street Hill.</p> <p>A risk assessment has identified the significant traffic hazards at the school and control measures have been put in place to ensure the risks are kept to a minimum. A copy of the risk assessment is available from the Head Teacher.</p> <p>This Traffic Management Plan (TMP) has been prepared to inform and instruct employees, pupils and visitors concerning the site rules to manage traffic movements at the school with the main objective to keep people safe, principally by segregation of pedestrians and vehicles. The TMP is published on the school's website.</p> <p>If there are any concerns about traffic safety on or around the site, these should be reported to the Head Teacher. Staff and visitors in breach of the TMP site rules may be subject to disciplinary action. Staff will be provided with a copy of this TMP, and it will be shared with pupils at the start of the academic year.</p> <p>The TMP allows staff, visitors, delivery drivers and contractors to access the site at specific times only. It should be noted that non-compliance with the site rules could involve prohibiting vehicular access to those not following the site rules, or even the closing of the vehicular gates to all.</p>

2. **Site Access / Layout** (this section should be used to provide a plan showing the traffic management measures at the school including, drop off points, crossings, exits, entrances, one way system etc.)



3.	Site Speed Limit
	Maximum speed limit of 5MPH throughout the school grounds.
4.	Reversing
	<p>Reversing on the school site is to be avoided as far as is practicable.</p> <p>No reversing must be carried out during prohibited times. However, in exceptional circumstances, such manoeuvres must be overseen / supported by an additional member of staff.</p> <p>Any pedestrians in the vicinity of an area where reversing manoeuvres are being carried out must position themselves in a safe location and away from any crush zones.</p>
5.	Pedestrians
	Pedestrians must only access the school grounds from the designated entrances, which are the pedestrian gates A, B, C & D. Pedestrians must not use gate E which is for vehicles only.
6.	Staff
	All staff must adhere to the TMP site rules and must report any incidents of non-compliance with site rules they observe to the Headteacher.
7.	Pupils
	<ul style="list-style-type: none"> • Pupils being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only outside of the school entrances. • Pupils must avoid using earphones as this would disguise the sound of vehicle movements. • Pupils must ensure that they stop, look and listen before crossing roads, especially when wearing hoodies or similar clothing that restricts vision to either side; • When using the public footpaths – walk, not run. • Pupils with scooters and bikes must use the public footpaths when entering or leaving the cycle shed.
8.	Car Parks
	<p>There is no car park on the school site. However, vehicles can access the school playground when required but must follow the following rules:</p> <ul style="list-style-type: none"> • 5 mph speed limit • Access onto school site playground for vehicles is prohibited at: <ul style="list-style-type: none"> - the start and end of school day: 8.45–9:05 and 3.10-3.25 - during break time and dinner time. - when pupils are on the playground • When vehicles enter/exit the playground, all pupils are inside the school building.

	<ul style="list-style-type: none"> When vehicles are on the school site, they must be stationary, engine off and keys removed from the vehicle and with the owner. Stationary vehicles to have cones around it.
9.	Parents Dropping Off / Collecting Pupils
	Vehicles driven by parents are not allowed on the school grounds at any time.
10.	Visitors
	<p>All visitors must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules.</p> <p>All visitors must sign in at Reception where the Caretaker or a responsible member of staff tells them the TMP rules and opens the school vehicle gate for them.</p>
11.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses
	<p>Contractors and delivery drivers Drivers of contractor and delivery vehicles must report to the reception desk in the main building to advise of the nature of their visit and to get clarification on where they can park, and to record their vehicle registration details. These visitors will simply be advised of the site rules in relation to the area they are parking at the time, as appropriate to the nature of their visit. All drivers must adhere to the 5MPH maximum speed limit on site, as well as all other site traffic rules. Parking arrangements for contractors who are carrying out long term construction works on site must be agreed to prior to the commencement of the work.</p>
12.	Home to School Transport
	No pupils have transport provided by RCT at present. If this did happen, these pupils would be dropped off on public street.
13.	Outside School
	<p>Parents are able to park in the service road (Graig Street Hill, Graig Street, Madeline Street) outside the school except on the junction and zig zag yellow lines.</p> <p>The morning is less congested due to breakfast club.</p> <p>There is a concerning lack of any type of crossing for pedestrians surrounding the school including lack of crossing patrol person on the main road.</p>
14.	Supervision
	There are no supervisory staff. The caretaker ensure the gates remain closed at the appropriate restricted times.

15.	Monitoring of Compliance Against this Plan
	The Headteacher and caretaker carry out termly site inspections and will review the TMP. The outcomes of this monitoring will be noted, including details of any instances of non-compliance. Vehicle and pedestrian issues affecting safety will be dealt with by the Headteacher or delegated by the Headteacher.
16.	Reporting of On-site Traffic Incidents / Accident
	Incidents and accidents must be reported initially to site management, who will then inform the Council's Corporate Health and Safety Team using the Incident / Accident Investigation and Injury Record Form HS5(A).

Appendix 1 – Morning Drop Off Arrangements

	Morning Drop Off Arrangements
	<p style="text-align: center;"><u>Morning & Afternoon Drop Off Arrangements</u></p> <ul style="list-style-type: none">• Access onto school site playground for vehicles is prohibited at:<ul style="list-style-type: none">- the start and end of school day: 8.45–9:05 and 3.10-3.25• Staff should be proactive in supervising. General duties include:<ul style="list-style-type: none">- challenging unauthorised or inappropriate parking which creates a hazard or congestion;- steering pedestrians away from hazard areas;- challenging and reporting incidents of excessive speed;- challenging and reporting drivers and pedestrians ignoring instructions or otherwise contravening site traffic rules.

