



TRAFFIC MANAGEMENT PLAN

Name of Premises	Swanlea School		
Address	31 Brady Street, Whitechapel, London. E1 5DJ.		
Date of Plan	25/9/2023	Review Date	25/9/2024
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Reviewed	08/09/2024	Review Date	Sept 2026



Introduction

The main objective of a traffic management plan is to ensure the workplace is safe for the people and vehicles using it.

A risk assessment which identifies potential traffic hazards on school site and appropriate control measures has been completed and a copy is available with the school's business/premises manager. Based on the findings of the risk assessment, this traffic management plan has been developed.

This traffic management plan provides employees, pupils, parents, visitors and others who come on site guidance on the traffic safety arrangements that have been put in place for Swanlea Secondary School. It will be reviewed every two years or after any significant alterations such as construction work on-site or in the surrounding area. This plan is based on HSG 136-A guide to workplace transport safety – Sept 2014 (hse.gov.uk/pubns/books/hsg136.htm)

If there are any concerns about traffic safety, they should be reported to the Business/Premises Manager or any member of the Senior Leadership Team.

Where a premises is shared with other schools or organisations, they should be consulted on the content of the TMP.



SWANLEA SCHOOL

School Layout and Access





Safe Site- Design of the Site

1. **Arrangements for pedestrians**-(a person walking rather than travelling in a vehicle could be pupils, visitors, staff)

Pedestrians should: 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.

There are footpaths for teachers that are driving to school, there is also a visitor's footpath to enter the school.

There are two bike sheds in the staff car park if staff wish to ride their bike to work.

There are line markings in place to segregate the parked cars from any moving vehicles, this includes a small zebra crossing.

There is a 5mph limit for staff who are driving which is clearly marked up on the road.

2. **Lighting, signs, signals and markings**

Signs should: be placed so that people have time to see and understand them and then act before they reach the hazard; be kept clean and well maintained so they are always visible; be reflective or phosphorescent if they must be visible in darkness and, where possible, adequately illuminated; be regularly reviewed to make sure they are still relevant to the hazard.

All traffic routes are properly lit, and all road signs/markings are currently suitable

Safe Site-Activity

3. **Speed limit within the school grounds**

Speed limits should: take account of the activity on site, driving surface and the site layout; be appropriately enforced; be clearly signed at appropriate intervals

Max speed limit 5mph signs are painted very large on the floor markings and by the gate in both the staff car park and the service road



4. Car Parks

Parking areas should: be clearly signposted; not impede traffic routes; ensure pedestrians and vehicles are kept apart; allow drivers and pedestrians to see clearly; be firm, level and well drained; be well lit, if possible; be as close as possible to where people need to go when they leave their vehicles.

Staff Car Park:

Staff have their own designated parking spaces.

The School Minibus is used from time to time, all drivers that are authorised to drive the bus are Midas trained or have D1 on their licence and regular procedures are carried out and documented before the bus is driven.

There are two electric vehicle charging bays at the far end of the car park near the football cage. These must be booked with reception in advance for charging your vehicle.

Official Visitors Car Park: when a visitor needs a parking space, they are required to inform us of the registration number beforehand and the time/date they are coming.

5. Disabled Parking

We have 2 x bays for disabled parking in our staff car park.

6. Parking Outside the school grounds

N/A

7. Dropping Off/Collecting Pupils

Morning Drop Off Arrangements:

Parents drop their children outside the school premises, students enter the school between 8.20 and 8.35am. There is strictly NO VEHICLE MOVEMENT between these times.

Afternoon Pick Up Arrangements: Student leave between 3.15 and 3.30pm.

There is strictly NO VEHICLE MOVEMENT between these times.

8. Cyclists

Cyclists are asked to dismount their bikes at the gate and wheel their bike to the bike shed, this is located in the staff car park.

9. Contractors and Delivery Drivers

Contractors are instructed to park their vans in the service road whilst carrying out essential works during the school term, in general all works are scheduled to be completed during half term and holidays when pupils are not present. Kitchen deliveries are made via the service road.



All other deliveries come through the main entrance and vehicles are parked up on the road, outside of the school.

10. Waste and Recycling Collection

Food waste is collected from the service road, before 8am each Monday morning.
The Recycling is collected every Thursday, these bins are pushed out onto Durward Street, therefore the cart does not have to enter the premises, this also applies to the Bywater bin that is emptied every Tuesday morning.
The compactor is also situated on the service road and emptied approximately every 5 weeks, this is booked in by the premises team and when the driver arrives, a member of the premises team oversees the retrieval and return of the compactor.

11. School Minibus

The school minibus is parked in its designate space in the staff car park.

12. Reversing

There is strictly no pedestrian access whilst there are moving vehicles.
Occasionally a vehicle may have to go into reverse when exiting either the staff car park or the service road and there is sufficient room for this to happen.

Safe Vehicle and Safe Drivers

Where the school has a minibus, the school will make sure that the vehicle is maintained in an efficient state, in efficient working order and in good repair. The school arrange for the inspections of vehicles and associated equipment to ensure this happens, including daily driver checks before using the vehicle and regular preventive (planned) maintenance inspections based on time or mileage. The school should always follow the manufacturer's guidelines on regular maintenance.

When hiring drivers, the school will ensure its procedures for recruitment, checking references, induction, training, supervision, auditing and assessing competence ensures that workers are capable of operating the vehicles they use at work, in all of the environments in which they are used.

The school minibus is parked in its designate space in the staff car park. Staff have allocated parking spaces and are aware of the speed and movement time restrictions.
When hiring drivers, the school ensures drivers are capable/qualified to operate the vehicle.