



Cookstown High School

Interim Traffic and Pedestrian Safety Policy

Review: December 2021

Next review: December 2024

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INTERIM TRAFFIC & PEDESTRIAN SAFETY POLICY

1. INTRODUCTION

1.1 The Principal and Board of Governors recognise their statutory duty under the Workplace (Health, Safety and Welfare) Regulations (NI) 1993.

1.2 This legislation requires that workplaces are organised to ensure that vehicles and pedestrians can move around safely and this includes;

- Construction of walkways, parking areas and roadways to ensure they are suitable for the purpose for which they are used; and
- Organisation of pedestrian and traffic routes to enable people and vehicles to move around safely.

1.3 The Management of Health and Safety at Work Regulations (NI) 2000 requires employers to carry out a risk assessment to identify the nature and level of risk associated with work activities.

1.4 The school has a responsibility to;

- Carry out a risk assessment of traffic hazards on site; and
- Implement control measures to minimise the risk of injury from traffic.

1.5 Effective traffic management on a school site comprises;

- Physical measures that can be put in place to segregate pedestrians from vehicular traffic.
- Effective supervision to ensure that the control measures outlined in the school's traffic risk assessment are adhered to.

- Clear communication with parents, visitors and suppliers and raising awareness of safety issues with pupils.

2. IDENTIFYING HAZARDS

2.1 The school will **check the layout of routes** to ensure they are appropriate for both vehicles and pedestrians, including;

- Are vehicles and pedestrians kept apart? For example, are there separate entrances, barriers, staff supervision.
- Are traffic routes well-constructed and maintained on a regular basis?
- Are there clearly marked pedestrian crossing points on vehicle routes?
- Are there suitable parking areas for all parking needs?
- Are there any sharp or blind bends?
- Is there a one-way system to minimise the need for reversing on site?
- Is there a speed limit?

2.2 The school will consider the **type of vehicles** that come onto the site including;

- How many vehicles?
- What times they come at.
- Are there periods when there are a large number of vehicles for a short duration.

2.3 The school will check if **traffic routes** are suitable for the type and volume of vehicles that use them, including;

- Are they wide enough?
- Are they free from other obstructions or hazards, like unloading bays or steep gradients?

- Are they well-maintained?
- Is access maintained for emergency vehicles?

2.4 The school will check **that suitable safety features** are provided where appropriate, including;

- Are the roadways marked to indicate the right way at junctions or changes of direction?
- Is there a need for direction signs like speed limit and 'No Entry'?
- Are there times when vehicles are prohibited from entering or leaving the site?
- Is there suitable lighting on the traffic route?

2.5 The issue of traffic management is an element of the school's health and safety monitoring checklist and this will facilitate proactive monitoring of the issue by school management.

3. RISK ASSESSMENT

3.1 The school will use the EA generic risk assessment template for traffic and pedestrian management to:

- Identify hazards relating to traffic and pedestrians
- The risk posed by the hazards
- What existing controls measures are in place?
- Whether these control measures are suitable and sufficient?
- What further control measures may be required?

3.2 The EA guidance documents acknowledge that the guidance is not prescriptive for all sites and that schools should consider indications of good practice in seeking to reduce risk from vehicle movements.

4. BUSES WITHIN SCHOOL

4.1 Where buses come onto the school site this can be an area of high risk and the following potential precautions will form part of the risk assessment;

- Provision of a designated bus stop
- Provision of designated parking areas for buses
- Where possible, buses should not reverse on the school site. Where reversing is required this should be carried out before pupils come out of lessons and/or be supervised.
- Designated bus parking areas should preferably be located where pupils can enter a safe pedestrian area immediately on alighting from a bus.
- If a bus has not arrived for an after-school pick-up, where possible, pupils should be held back in a safe area.

4.2 The school will endeavour to inform parents/carers when a bus does not arrive for an after-school pick-up.

5. SUPERVISION

5.1 The level of risk from traffic movement on site will determine the level of supervision required and the school will ensure that:

- Sufficient staff are available for supervision
- Staff challenge unauthorised/inappropriate parking while steering pupils away from traffic hazard areas
- Staff bus embarkation/disembarkation and monitor the arrival/departure times of buses and taxis.
- Staff involved in supervision wear high visibility clothing.

5.2 Staff who undertake supervision will be provided with awareness information relating to their role.

6. SIGNS

6.1 The school shall ensure that there are adequate signs to provide information to site users, including:

- Entrance and exit signs
- Site speed limit
- Directions for deliveries
- Designated pick-up/drop-off points

6.2 The signs will be maintained and cleaned to ensure they remain visible.

7. SPEED CONTROL

7.1 The school shall maintain speed bumps in place to physically force drivers to reduce their speed.

7.2 The number and location of speed bumps will be reviewed as part of health and safety monitoring.

8. PEDESTRIAN ROUTES

8.1 The school shall, where possible, endeavour to have separate access for pedestrians and vehicles – although this will be affected by the physical features on the site.

- 8.2 The pedestrian routes will be maintained unobstructed and in good condition as far as is reasonably practicable.

9. RECORDING THE ASSESSMENT

- 9.1 The school shall use the EA generic risk assessment and template for conducting its own risk assessment process.
- 9.2 The completed risk assessment proforma will be retained as a documentary record, in accordance with EA guidance, and will also constitute an action plan to address control measures identified within the risk assessment.
- 9.3 The risk assessment will be reviewed every 3 years or following any alteration to the site, access, egress or traffic and pedestrian routes.

10. PUPILS BRINGING PERSONAL VEHICLES TO SCHOOL

- 10.1 The school has a procedure for pupils who wish to bring a vehicle into school including request form, conditions and safety advice.
- 10.2 The school may withdraw permission for a pupil to bring a vehicle onto school premises if the conditions relating to safety are breached.