



# Traffic Management Plan

### Document Information

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### Version Control

Version	Issue Date	Amended by	Comments
1.0	January 2024	Created by Hannah Collier	
1.1	October 2024	SLT	Changes to site access (school) points following near misses and car damage in staff car park by pedestrian use
1.2	November 2024	SLT	Changes to staff supervision of gate – 2 members of staff to support movement of pedestrians
1.2	September 2025	SLT	No change

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## Introduction

This document has been prepared to inform and instruct employees, pupils, parents and others who come on the site, including visitors (both pedestrian and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

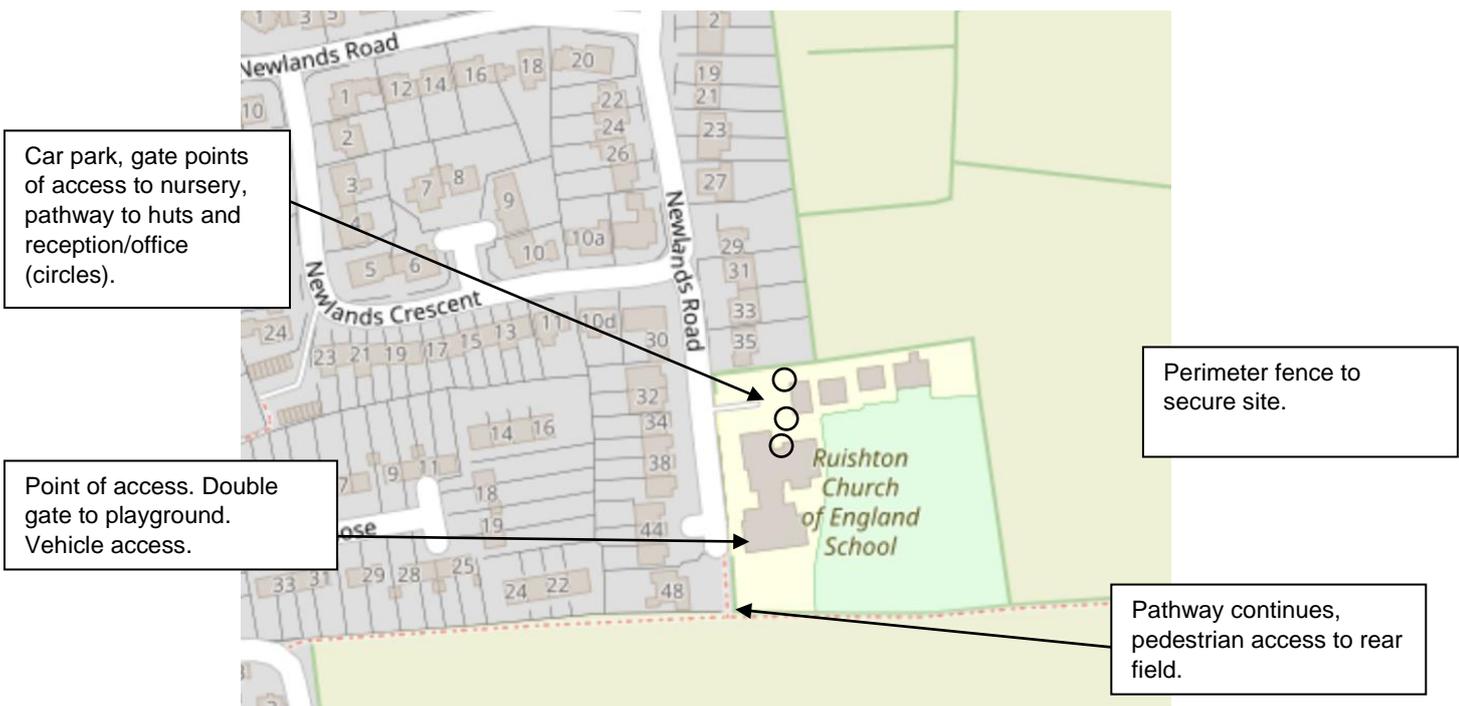
Ruishton Primary School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school leadership team.

We urge all site users to read this document carefully and act in accordance with the instructions contained therein. The instructions constitute site rules. Pupils in breach of the site rules may be subject to disciplinary action.

This document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, letters to the community, assemblies and school meetings.

The nominated Governor with the responsibility for Safeguarding is: Jasmine Riches. The nominated Governor for Health and Safety is: James Breakwell.

## Layout / Access Plan



## Environment

Ruishton Primary School and Woodlands Nursery is situated at the end of Newlands Road, in the village of Ruishton, Taunton, Somerset. The road is a cul de sac and the surrounding area is largely comprised of detached and semi-detached properties. The road joins Newlands Crescent and Lawn Meadow. The road and surrounding roads to the school are often used for resident parking, as well as used by staff and visitors to park their cars. Surrounding the estate is an area that is largely rural, with fields and farmlands. The village is connected to the A358 and is easily accessible to the M5. In the village, there is one village hall and recreation ground, a small church and a public house.

## School Streets

Ruishton Primary School is a School Streets school, working in partnership with SASP and Somerset County Council. Information on the School Streets scheme can be found here:

<https://www.sasp.co.uk/school-streets>

School Streets provides a safety zone immediately outside the school, with restricted vehicle access into the end of Newlands Road from the Newlands Crescent junction.

The hours of operation are: 8:30am – 9:10am and 2:45pm – 3:30pm (Monday to Friday, term time only).

During these hours of operation, the zone becomes pedestrianised and can only be accessed by blue badge holders, residents and emergency vehicles.

## Pedestrians

There are two pavements running along Newlands Road towards the school. These join Newlands Crescent Road and Lawn Meadow pavements. Pedestrians for school are advised to use the pathways leading to the large access gate at the end of the cul de sac and not through the vehicle entrance to the site. Once pedestrians have entered the school site they are immediately located on the school playground. From here, pupils may continue safely through the site to reach classrooms and other parts the building.

Nursery pedestrians are advised to use the single access gate located by the car park (north end of the site) and the pathway to the rear of the huts for direct access to the nursery.

## Pupils

**School hours are 8:45am – 3:15pm**

**Drop off:** The school gate opens at 8:45am and closes at 9:00am. The gate and road leading to the gate are manned by two members of staff. Pupils can either be dropped off at the main gate or taken to their classroom door.

**Pick up:** The school gate opens at 3:10pm for parent and carer access to the site. The gate will close at 3:30pm. The gate and road leading to the gate are manned by two members of staff. Parents are expected to wait outside their child's classroom. Pupils in Years 5 and 6 are allowed to leave the site without parental supervision. This permission must be given to the school office so that staff have full knowledge of which pupils are able to leave site without an adult.

**Wraparound care: out extended services provision (Hub) hours are 7:45am – 8:45am and 3:15pm – 6:00pm.**

Drop off and pick up: all children using Hub provision are to be dropped off and picked up at the reception gate. The gate has a dedicated bell for use to notify staff of your presence. Parents and carers are not permitted to use the car park, unless by prior arrangement with the headteacher.

Any children not picked up at the expected time will be taken to the school office or, in the case of Hub, will remain with staff in the hall. Usual safeguarding procedures will be followed for late collection, where necessary.

**Woodlands Nursery hours are 7:30am – 5:45pm.**

Drop off and pick up: all children using the nursery are to be dropped off and picked up at the reception door for Woodlands Nursery. The nursery has a dedicated gate for use to notify staff of your presence and allow access to the site. The nursery is accessible by using the path to the rear of the classroom huts and then via a ramp to the main door. Parents and carers are not permitted to use the car park, unless by prior arrangement with the headteacher.

Parents who are also collecting children from school are permitted to wait at the gate next to nursery and enter the school zone once the main gate has been opened and other users are onsite.

Any children not picked up at the expected time will remain onsite in the nursery. Two members of staff will remain onsite and where this is not possible, the child and staff member will relocate to Hub to be supported by school staff to ensure appropriate safeguarding protection for all. Usual safeguarding procedures will be followed for late collection, where necessary.

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school.

- Pupils found to be not following staff instructions in relation to the site, or not adhering to the contents of this plan will be in breach of the site rules and may be subject to disciplinary action.
- Only use the identified pavement/pathway areas around the school and do not walk in the road. Make use of road safety awareness.
- When using the footpaths – walk. This will avoid accidents and will make you more aware of what is happening around you.

## Staff

There is a small car park to the front of the school which staff are permitted to park in. Drivers should proceed slowly within the car parks at all times and obey the 5mph speed restriction. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this. Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unauthorised use of parking, this should be reported via the school reception or the Senior Leadership Team who will inform/remind the offending driver of the correct use of the site.

There will be occasions when staff might need to make use of the playground for event parking, with permission issued only by prior arrangement from the headteacher. There should be no cars parked around the school grounds other than in the designated car parks to avoid any restriction for emergency vehicular access at the front / rear of school.

When using the surrounding roads leading to school for parking, staff are advised to park carefully and with consideration of nearby neighbours.

## Visitors

Visitors are welcome to park in the school car park upon visiting the school site for specific reasons. Upon prior arrangement with the office, a space can be reserved for visitors. Parents are not permitted to park in the car park, unless holders of a blue badge and using the disabled bay, or by prior arrangement with the headteacher. The car park is often busy and visitors should only use a proper parking bay: this will allow unrestricted movement of other vehicles during the school day or at peak times. Access into the school during the day (between 8:45am and 3:15pm) is only permitted from the main reception and visitors are required to sign in via main reception where a lanyard and/or visitors badge will be issued. On departure, visitors must sign out at the main reception and leave via the main entrance door. Visitors should proceed slowly within the car parks at all times and obey the 5mph restriction.

If parents are dropping off and picking up and require use of the disabled bay, it is expected for users to not park earlier than 8:40am and 3:00pm. Users are expected to vacate the space within a reasonable time after these times.

If visitors require any advice on access or parking before their visit, please call the school reception on 01823 442832.

When using the surrounding roads leading to school for parking, visitors are advised to park carefully and with consideration of our neighbours. Where possible, visitors are encouraged to park away from the immediate roads surrounding the school and walk the rest of way to keep the zone around the school as safe as possible.

## Service / Deliveries

Drivers of service vehicles (If they have not been on the site before or obtained instruction in advance) should report to the main reception desk at the main entrance to advise the nature of their visit and get clarification on where they can park. Drivers may be issued with a copy of this plan for reference, copies of risk assessments or simply be advised of the site rules in relation to the area they are parking or using at the time. Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01823 442832 in advance to agree the most suitable parking location and/or entrance to the site.

## Coaches / Mini Buses

Where coaches / mini buses enter the school site to collect or deliver passengers the contractor will be informed of the management plan. The pupils accessing buses or mini buses on site will be closely supervised and monitored by staff. Staff and/or pupils will adhere to trips and visits protocol including relevant risk assessments relating to transport. Staff and/or pupils will wear hi vis waistcoats.

Coaches and mini buses are advised to reverse into the car park entrance point in the first instance, to ensure the safest entry and exit from the vehicle for all pupils and staff. Where this is not possible, drivers are advised to park parallel to the pavements located along the school's fenced perimeter so that the coach/bus passenger door can be entered/exited via a pavement.

## Disabled Access

Our site is fully accessible for disabled users. To the front of the car park there is a disabled car space clearly marked. A space can also be reserved for disabled visitors to the site upon prior arrangement with the office. If visitors, staff or pupils require information on access or any other considerations please contact the school reception in the first instance on 01823 442832.

## Vehicles and School (including events)

Where necessary, vehicles are permitted to come onsite to carry out works or for key events across the year (e.g. PTFA Summer Fayre, workshops). Users requiring vehicle access to the site will be informed of the management plan and be provided with the individual risk assessment covering management of vehicles onsite. Staff and visitors will adhere to these risk assessments.

The school will ensure there are appropriate personnel on duty for large events. They will wear their staff lanyard and hi-vis waistcoats so they can be seen and recognised as staff when supporting vehicles to and from the site.

## Management Practices/Guidelines

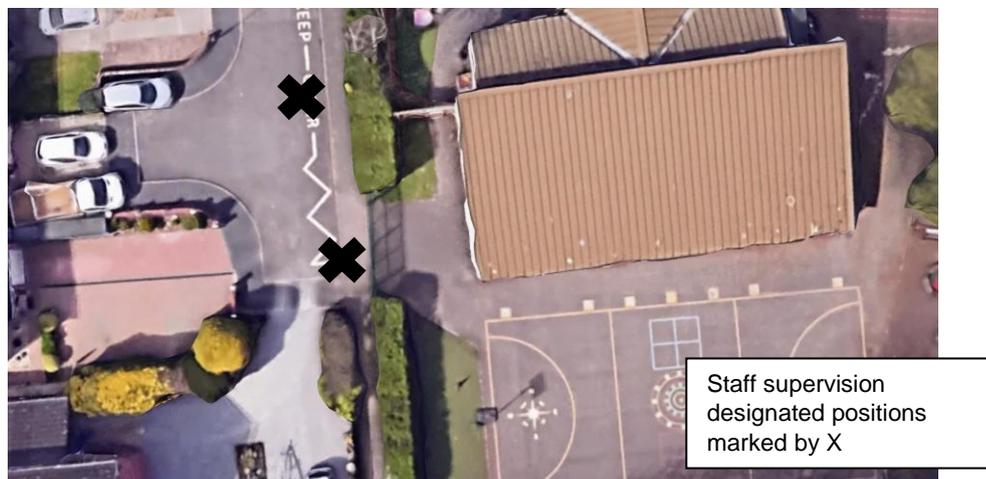
Key to the ongoing monitoring of the plan is the role of the Senior Leadership Team, the Caretaker, the Senior Office Administrator and the Trust Facilities Manager. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

### - Supervision and Safety Measures

The Senior Leadership Team will be responsible for ensuring that school staff are on duty at the designated times and are supervising the pupils on arriving and departing from the school. The Senior Leadership Team will arrange for daily supervision around the school drop off/pick up zone. Two members of staff will

supervise pedestrian and vehicular traffic near to the main gate. High visibility waistcoats will be worn when carrying out this duty. In addition, the main gate has the immediate safety measure of controlled zig zag lines to prevent the hazard of parked cars. Parents are advised and reminded each half term to refrain from driving to the end of the cul de sac, which is situated next to the main gate.

If necessary, the appropriate authorities will be contacted to assist with persistent offenders who continue to park indiscriminately around this area.



#### - Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the caretaker and/or a member of the Senior Leadership Team will carry out weekly site inspections to view practices. Any areas of concern will be recorded on the 'weekly site monitoring form' (see appendix A). These records will be retained for 6 months.

If particular issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the responsible member of the Senior Leadership Team. The Senior Leadership Team will be responsible for addressing the conduct of all pupils where this is not consistent with the requirements of this plan.

#### - Non-Compliance

If there are concerns or incidents that constitute non-compliance these will be recorded on the form by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to Contractor or Service management which may result in investigative action. On days where there is no monitoring carried out and there is an instance of non-compliance, these should be escalated immediately to the Senior Leadership Team who will make a record on the form and take appropriate action.

Appendix A  
Site Monitoring Form

Date	Area	Observation of Concern	Raised by	Actioned Date

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