



FOUR MARKS CE PRIMARY SCHOOL

Traffic on Site Checklist & Plan

Name of Unit/Premises/Centre/School	Four Marks CE Primary School
Date of Last Policy Review	January 2025
Review Schedule	Bi-annually
Date of next Review	January 2027
Name of Responsible Manager/Headteacher	Veronica Stoodley
Signature of Responsible Manager/Headteacher	

Introduction

This checklist and plan helps to ensure vehicle movements on our school site are carried out safely. Our site is mainly pedestrianised, and traffic on site is restricted to staff cars in a designated car park. This is located away from any pedestrian routes around school. A traffic on site checklist has been completed with relevant information our school site, and the suggested control measures are documented in the checklist.

Our traffic management plan considers :

- physical measures that can be put in place to segregate pedestrians from vehicular traffic;
- an effective management regime to ensure the actions outlined in a school's traffic management plan and corporate guidance are adhered to;
- clear communication with staff, parents and visitors, and raising awareness of safety issues with pupils.

Traffic On Site Checklist

This checklist has been prepared to be used by all sites; all questions should be considered when trying to reduce the risk from vehicles on your premise. It should be used to identify hazards and to ensure appropriate controls measures are implemented.

Name of Premise / Site Insert name of premise/site where inspection is taking place			Four Marks CE Primary School	
Pedestrian Access		YES	NO	Comments
1.1	Do pedestrian routes avoid crossing vehicle access routes and car parks?	X	X	During the pandemic a one way pedestrian route has been identified that crosses the school car park. No entry/ exit to the car park is permitted during pedestrian access.
1.2	Are there well defined crossing points clearly visible to drivers and pedestrians?	NA		
1.3	Are there clear sight lines between pedestrians & drivers at crossing points?	NA		
1.4	Is there level pedestrian access for people with disabilities? eg. tactile (blister) paving, flush kerbs, gradients?	NA		
1.5	Are footways wide enough to avoid congestion eg. between 1.8 – 3.5m?	X		
1.6	At internal road crossing points, is there sufficient space for pedestrians to wait safely?	NA		
1.7	Are footpaths free of trip hazards, obstructions eg. signposts, ponding?	X		
Waiting Areas		YES	NO	Comments
2.1	Are designated waiting areas a safe distance from vehicle movements? (If not, are they protected by an appropriate physical barrier eg. fence or hedge)?	X		However, parents waiting outside of the school site are adjacent to a road on a pavement. Immediately outside school there is a fence/ barrier.

Fencing, Lighting & Signage		YES	NO	Comments
3.1	Where fencing provides segregation of pedestrians and vehicles, is it adequate for purpose?	X		
3.2	Does fencing impede visibility for either pedestrians or vehicles?		X	
3.3	Is directional signage clear, simple and visible eg. to reception?	X		
3.4	Are warning signs clear, simple and visible eg. slow or sharp bend?	NA		
3.5	Are control signs clear, simple and visible eg. speed limits, one way, parking restrictions?	NA		
3.6	Is lighting to footways and car parks adequate for safe pedestrian and vehicle movements?	X		However, lighting to footpath around the side of school (access to After School club) could be improved as this is dark during winter months.
Cyclists		YES	NO	Comments
4.1	If allowed on site, are there designated internal routes for cyclists to use to access cycle/scooter storage areas?	NA		Storage area for bikes and scooters is accessed at the point of entry. There are no routes around school for cyclist/ scooters as these are not needed.
4.2	Are access gates and routes to cycle/scooter storage areas of adequate width for both pedestrians and cyclists?	X		See above.
4.3	Are entrance gates of sufficient width to avoid congestion near to highway?		X	This has been discussed at length with Highways. The entrance gates are situated in the best possible position given the local circumstances of our surrounding roads.
Vehicle Access		YES	NO	Comments
5.1	Is it clear to drivers that pedestrians have priority at all times?	NA		No cars on site except for staff cars. The car park is not in a pedestrian area.
5.2	Does vehicle parking restrict the width of footpaths?	NA		
5.3	Is vehicle speed effectively restricted on access routes?	NA		

5.4	Are signs required to identify vehicular routes from the highway to parking areas?		x	
5.5	Where visitors parking is permitted on site, is there effective control to ensure safe movements?	NA		
5.6	Do you have effective arrangements to prevent vehicular access by drivers who should not be using on-site parking?	NA		
5.7	Are there an appropriate number of accessible parking bays for staff and visitors with disabilities?	X		Though on the roadside we have 2 disabled parking bays. This does not currently meet the demand for accessible parking bays for parents who have need of this facility. However, Highways state that this is the allocation for our school.
5.8	Are community users subject to the same access controls as staff?	NA		
5.9	Are vehicles encouraged to reverse into parking spaces?	NA		The staff car park is so small that a number of manoeuvres is necessary for most staff to park their cars- cars are usually double parked.
5.10	Is there a one way system in operation?	NA		
Other Vehicular Access		YES	NO	Comments
6.1	Do you liaise with other transport contractors about best arrangements, (including coaches) for arrival & departure arrangements?	X		None on site- this has to be achieved using the road side. Where possible this is done outside of drop off/ pick up times. A one-way system around local roads is used by coaches where possible (though some of these have limited accessibility for large vehicles).
6.2	Are service and delivery vehicles able to manoeuvre safely on site? (eg. turning heads, restricted times of entry, supervision of site users)		X	Delivery vehicles remain on the roadside with good transported to kitchen or staff room entrance. Drivers request gate keys from Reception- Gate opening/ closing is managed by Office/ caretaker/ delivery driver. Where possible, large deliveries to site are undertaken outside of school drop off and pick up times.

				No delivery vehicles are permitted on to school sites at times when pupils are using the playgrounds or moving to or from school buildings or the playground/s. Access onto the school site by service vehicles (e.g. grounds maintenance) is via the bottom gate. Access is not permitted when pupils are using the playground/ field or moving to/from playground. Access is strictly supervised by a member of school staff who will lock/ unlock the gate on entry and exit.
6.3	Has consideration been given to access by emergency vehicles?	X		Though this is restricted due to the school's location. It is planned that a new gate onto top playground will provide improved emergency access when the school expands.
6.4	Do you have other travel plans or procedures to identify related vehicle and pedestrian issues off-site?	X		See our School Travel Plan.

Traffic On Site Plan



