



Husthwaite CE Primary School And Apple Tree Nursery Site Traffic Management Plan





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Introduction:

This document has been prepared to inform all pedestrians, cyclists, vehicular drivers who enter the school site about the site rules concerning pedestrian and vehicle separation, including the likes of delivery drivers and contractors attending on scheduled business to the school.

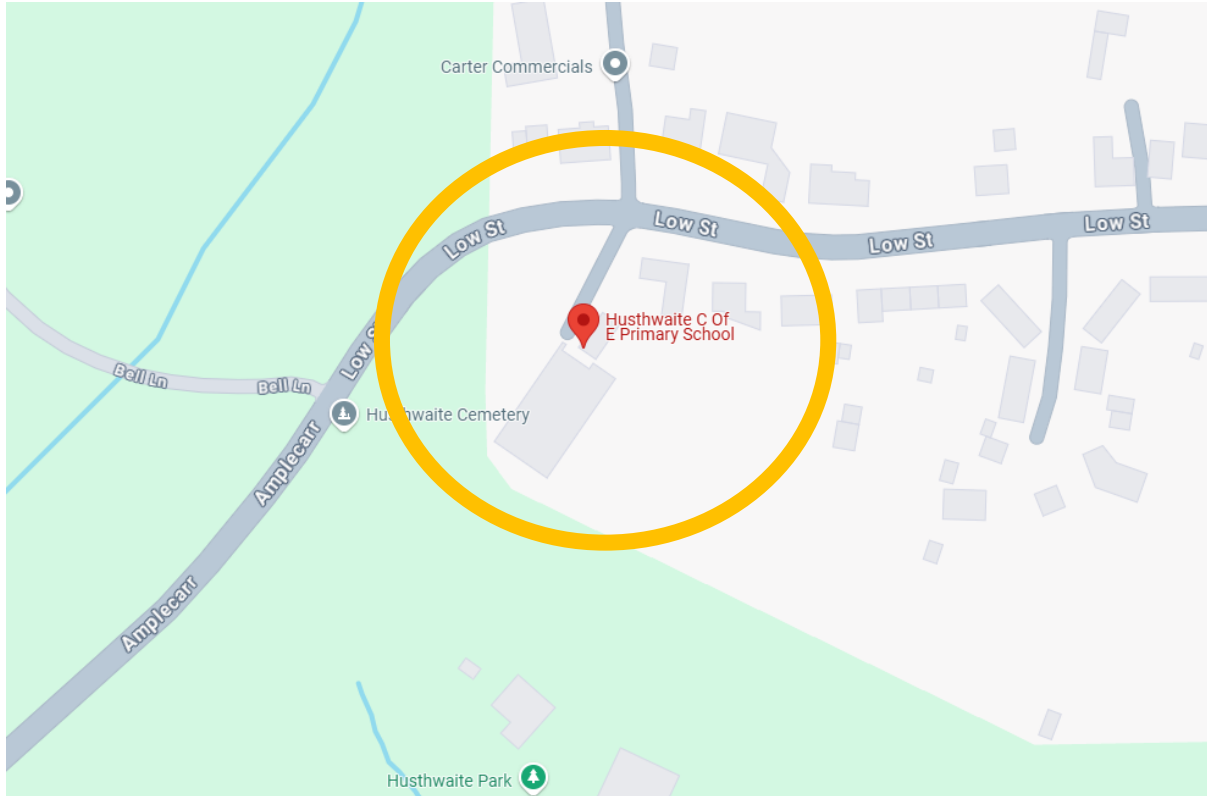
Hustwaite CE Primary School and Apple Tree Nursery maintains the highest regard for safeguarding and the Health & Safety of all site users. It is therefore imperative that individuals take great care and exercise caution when entering and whilst on the school grounds or within the vicinity of the grounds. They follow instructions put in place to minimise and where possible avoid risk of injury. If there are any concerns about traffic safety, they should be reported in the first instance to the responsible person (Headteacher), who will if required escalate the issue to the Trust Head of Estates.

The instructions constitute site rules, so all site users are encouraged to read this document carefully and act in accordance with its content. Should any breaches of the site rules occur the responsible person may take suitable action to ensure the continued Safeguarding and Health & Safety.

Copies of this document will be placed on the school website www.hustwaiteprimaryschool.org and can also be obtained from the school office on request. This document will be reviewed annually, should an incident occur, or the responsible person alters, and awareness is raised through the school communication routes.

For further and additional information please contact the Headteacher in the first instance followed by The Trust Head of Estates, t.bland@elevatemat.org.

School Layout / Access:



Hustwaite CE Primary School is located on Low Street in the rural village of Hustwaite, North Yorkshire (YO61 4QA). The school sits at the southern end of the village, just west of the A19, providing convenient access from nearby towns such as York and Thirsk. The site is surrounded by open countryside and residential properties, with direct pedestrian and vehicular access from Low Street. The setting is quiet and predominantly residential, with limited through traffic.

Pedestrian Access (to the academy):

Pedestrian access is provided via a dedicated footpath leading directly to the main entrance, ensuring a safe and clearly defined route for children, parents, staff and visitors. The entrance is separated from vehicle access points to reduce the risk of conflict between pedestrians and vehicles. Appropriate signage and markings are in place to guide pedestrians safely.

Designated Pedestrian Entry Points:

Pedestrians should enter firstly through the green metal loop top fencing access to the left side of the vehicle access driveway into school. There is a wooden pedestrian gate to the left of the vehicle access gate, once through this gate there is a further pedestrian gate coloured blue which will guide pedestrians to the main entrance of the school.





Children:

It is very important that everyone including parents/carers/visitors/staff set a good example to others, particularly in the spirit of being a safe school. There are a number of site related areas Children should be aware of;

- All children and visitors to the site should be particularly aware that entry into the school grounds via vehicular access points (staff carpark and service areas) is strictly out of bounds. Whilst this may sometimes appear to be a quick way into the school it is a breach of the site rules and compromises safety and the safety of others.
- Children found to be climbing over railings, not following instructions in relation to the site, rules may be subject to disciplinary action.
- When using the footpaths – WALK! This will avoid accidents and will make you more aware of what is happening around you.
- Children cycling / scootering to school must enter the grounds via the main entrance leave their cycles/scooters in the provided safe area. On entry to the grounds children must stop riding and walk their bikes/scooters to the cycle storage area. They should exit the school grounds in the same way and via the same route.
- If children are accessing the school before the school day begins, entry into the building is by the use of the pedestrian gate.

Drop Off:

There is no dedicated delivery/drop off area but parking on Low Street is permitted.

Apple Tree Nursery Access:

The nursery is located on the left as you approach the main school. Entry is beyond the main school entrance gates around to the left of the building. Parent/carers are encouraged to park on Low Street and dismount their child/children nearest the kerb edge to ensure safe egress from the vehicle.

The nursery is secured by way of a coded number lock meaning only designated staff have access. This door will remain securely locked during the periods of school activity.





Staff Access:

There is a designated staff car park at the side of the school building that is accessible from Low Road. The wooden 5 bar gates should be kept closed. The car park is only for the staff of Hustwaite CE Primary School, Apple Tree Nursery and Elevate Multi Academy Trust employees. The carpark should not be used by visitors. Drivers should always adhere to the 5mph speed limit. Please bear in mind that some young people with additional support needs may have little or no awareness of road safety and you should take account of this when entering.

Staff are expected to act responsibly on the site when parking and accessing the school building. It is a requirement of employees to supply the administration staff with their registration number so that it can be added to the management information system. Staff should enter the building via the main entrance and sign in for fire and safeguarding purposes.





Visitors Access:

Visitors must park on Low Street and use the designated pedestrian access to enter the school site. When parking, visitors should take care not to block driveways and always be considerate of local residents to maintain good community relations.

Access into school is only permitted via the main reception entrance doors, unless by express permission by a member of the academy or trust staff. Visitors are required to sign in at reception, obtain an identification badge and when applicable, be accompanied by a member of trust staff. You will be required to sign out prior to leaving the premises.



Servicing / Deliveries:

Drivers of service vehicles should park either on Low Street or access the school car park through the 5 bar wooden gates. If access to the rear playing field is required vehicles will need to drive into the staff car park, go onto the patch of grass to the back and drive around the oil on the left before entering the field through another set of padlocked vehicle access gates.

All personnel must report to reception, if applicable, sign in, obtain an identification badge, and be guided by school staff.

During schemes of works, all contractors must also complete the Trust authorisation to work document prior to any work taking place with the permission of the responsible person.

It is expected that all services and delivery drivers adhere to the speed limit on site, park responsibly alight their vehicle safely and are responsible for their welfare and the safety and security of their vehicle whilst on site.

Any out of hours deliveries generally will not be accepted by staff who should adhere to the Trust Lone Worker Policy, exceptions to this is by prior arrangement and agreement from the responsible person or Head of Estates.

Access to the playing field to the rear of the school.



Coaches, Minibuses & Educational Trips:

The use of coaches and minibuses for school educational trips is a regular occurrence for the academy, these vehicles are permitted to use the designated bus parking bay leading up to the staff car park off Low Street. Vehicles are encouraged to reverse onto the parking bay so that children can access the vehicle from the path. At no time, are the children permitted to enter onto the road. During drop off, the same procedure should take place.



Disabled Access:

Level access is by the main front entrance leading into the school office area, a member of the reception team will assist with opening gates/doors if required after signing in.

Disabled Parking:

One disabled parking bay is located in right of the front of the main school entrance. It is clearly marked and must be always prioritised for use. If help is required opening the vehicle gates to access the car park school, staff can be contacted by phone: 01347 868371



Vehicular parking outside school grounds:

The academy accepts that parking near the school is often a challenge. Parking indiscriminately, such as mounting pavements, double parking, stopping on double yellow lines, white zigzag lines, obstructing access points on the street and on the school grounds causes danger to children and other road users. Accidents can arise if views are obstructed, or pedestrians have to negotiate between parked vehicles. In addition, the roads can become very congested which results in frustration and delay to other road users.

Parents/carers are reminded regularly by the responsible person to act in accordance with the law.

Emergency Vehicle Access:

Emergency vehicle access to Hustwaite CE Primary School and Apple Tree Nursery is via the access off Low Street, using the same entrance as staff and pedestrians. Although the entrance is narrow, it remains passable for emergency services vehicles. However, on-street parking during peak times can restrict manoeuvrability, particularly for larger vehicles such as fire engines.



The school entrance should be kept clear at all times, and staff and parents are regularly reminded not to block access routes. There is currently no designated emergency bay but there is a bay for buses near the entrance that could be used in an emergency.

(the bus parking bay is indicated by the arrow)



Management Practises:

Key to the ongoing monitoring of the plan is the role of the school Senior Leadership Team and other key staff. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health, safety, and wellbeing of themselves and others.

Supervision:

The Senior Leadership Team will arrange for daily supervision to the pedestrian access areas of the site at the beginning and end of each school day.

Non-Compliance:

If there are near misses, accidents, concerns, or incidents these will be recorded by those monitoring the academy site and appropriate action will be taken as deemed necessary by the Senior Leadership Team that may include a report logged with North Yorkshire Police.

(Document to be read and signed by the responsible person and shared with all relevant staff.)

Name:	Job Role:	Signature:	Date: