



Aspin Park Academy

Site Traffic Management Plan





Contents:

Page 3- Introduction

Page 4- Layout / Access

Page 5- Pedestrian Access (to the academy)

Page 6- Child Access

Page 7- Nursery Access (private)

Page 8- Staff Access

Page 9- Visitor Access

Page 10- Servicing, Refuse Collection & Deliveries

Page 11- Coaches, Minibuses and Educational Trips

Page 12- Disabled Access

Page 13- Vehicular parking outside school grounds

Page 14- Emergency Services Access

Page 15- Management Practises

Page 15- Signatures



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 Academy.

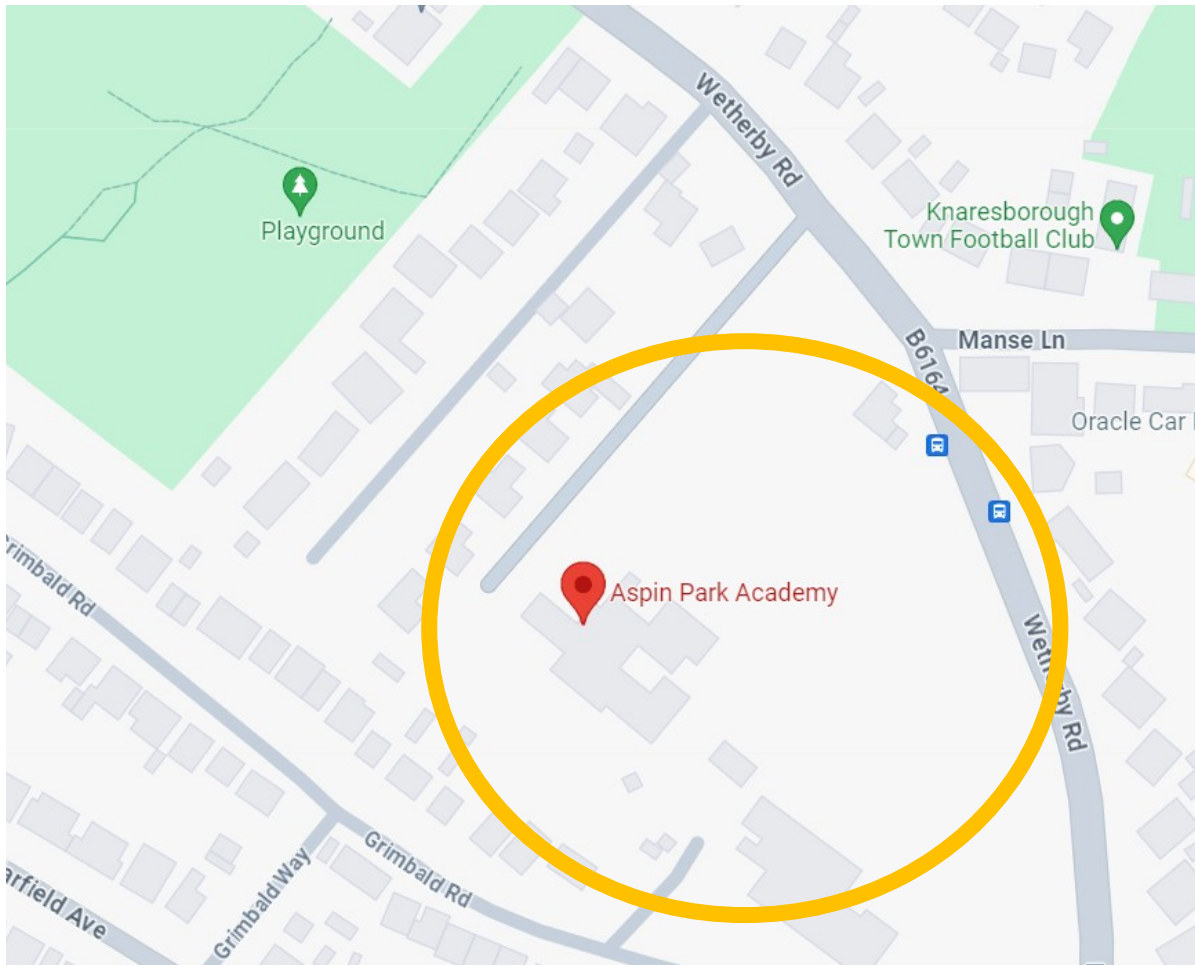
Aspin Park Academy maintains the highest regard for safeguarding and the Health & Safety of all site users. It is therefore imperative that individuals take great care and exercise caution when entering and whilst on the Academy grounds or within the vicinity of the grounds. They follow instructions 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 persons (Mrs E Meadus, Head Teacher or Mrs H Windsor, Deputy Head Teacher), 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.aspinparkacademy.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 persons alters, and awareness is raised through the Academy communication routes.

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

School Layout / Access:



Aspin Park Academy is located just off the B6164, Wetherby Road in Knaresborough. On street parking is permitted on Grimbold Road, to facilitate drop off and pick up and in the carpark just inside the gate on Wetherby Road, beside Aspin Early Years Play Group. Parents are asked not to drive into the carpark directly outside the main entrance, unless they have a blue badge or are picking up a child who is unwell during the day. Pedestrian access to the site can be gained both from Wetherby Road and Grimbold Road.

Pedestrian Access (to the academy):

From Wetherby Road, there is a designated footpath that runs to the school building, further pedestrian access points are 3 in total on Grimbald Road. All gates on Grimbald Road will be locked during school hours to ensure safety and safeguarding.

Designated Pedestrian Entry Points:

Pedestrians should use the designated routes to and from the main roads to access/egress the site.



Child Access:

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 a designated entrance and park 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 main gate, accompanied by parent/carer on foot via the carpark pedestrian gate.

Private Play Group Access:

The entrance to Aspin Early Years Play Group is located off Wetherby Road immediately left into the designated car park, this is a private entity. The academy allows vehicles to drive into the car park but not beyond. The academy continues to work collaboratively with the Play Group to ensure a safe drop off and pick up of the play group children whilst remaining vigilant of the academy children during peak times.

It is expected that all parents/carers will supervise their children, it is not the responsibility of the academy to do so. The play group is expected to ensure their safety, security and safeguarding measures are strictly adhered to.



Staff Access:

There is designated staff car parking along the driveway and outside the main entrance with marked bays for staff use. There is also a carpark at the top of the driveway with limited bays.

A second available area for staff to park is to the rear of Fountains Block. Vehicular access is via Grimbald Road. These gates remain locked during school hours.

The carpark should not be used by visitors. Drivers should adhere to the 5mph speed limit at all times. 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 or use the sign in app.



Visitors Access:

Generally, visitors are not permitted to drive beyond the barrier into the staff carparking area. At the discretion of administrators on occasions this may be permitted. All visitors are requested to park offsite and walk from the Wetherby Road entrance to the school office using the designated footpath.

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. All visitors will be required to sign out prior to leaving the premises.



Servicing, Refuse Collection and Deliveries:

By appointment, drivers of service and deliver vehicles are permitted to use the staff carpark temporarily to gain access to areas such as the kitchen and the main entrance to the academy.

They must report to reception, if applicable, sign in, obtain an identification badge, and be guided by trust 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.

Refuse collection generally takes place prior to school hours. The driver is encouraged to use a banksman and flashing beacons whilst onsite, operatives wearing high-vis jackets.



Coaches, Minibuses & Educational Trips:

The use of coaches and minibuses for school educational trips is a regular occurrence for the academy. All vehicles used to transport children are instructed to park on Wetherby Road or to reverse down the drive. Children will be supervised on and off vehicles by delegated members of staff to ensure their safety as they transition from the site to the vehicle. Any other transportation requirements involving minibuses will adhere to the same procedure.

Coach drivers are advised not to park on Grimbald Road as this causes access issues for residents and parents who are bringing children to school.



Disabled Access:

Off the Wetherby Road entrance, two marked bays can be used near to the main entrance area for anyone needing disabled access. Access into the main building is step free and there is use of an intercom service entry into the school entrance. A member of the reception team will assist with opening doors where required after signing in.

In Fountains block, one marked bay can be used, and this is accessed via Grimbald Road. This is generally for the use of staff as the carpark gate is locked by 8am.



Vehicular parking outside school grounds:

The academy accepts that parking near the school is not easy. Parents/Carers are encouraged to park legally around access areas to allow their children to walk the remaining distance if they drop them off further away.

However, children should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access points as previously detailed on page 5.

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 Service Access:

All emergency vehicles requested to attend the site will either access using the Wetherby Road entrance and/or the layby on Grimbald Road. Fire and rescue attendance usually will be the same access arrangements.



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 of 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:
Emma Meadus	Head Teacher	EMeadus	24.5.2024
Helen Windsor	Deputy Head Teacher	HVM Windsor	