

Hackness CofE Primary School

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 Academy.

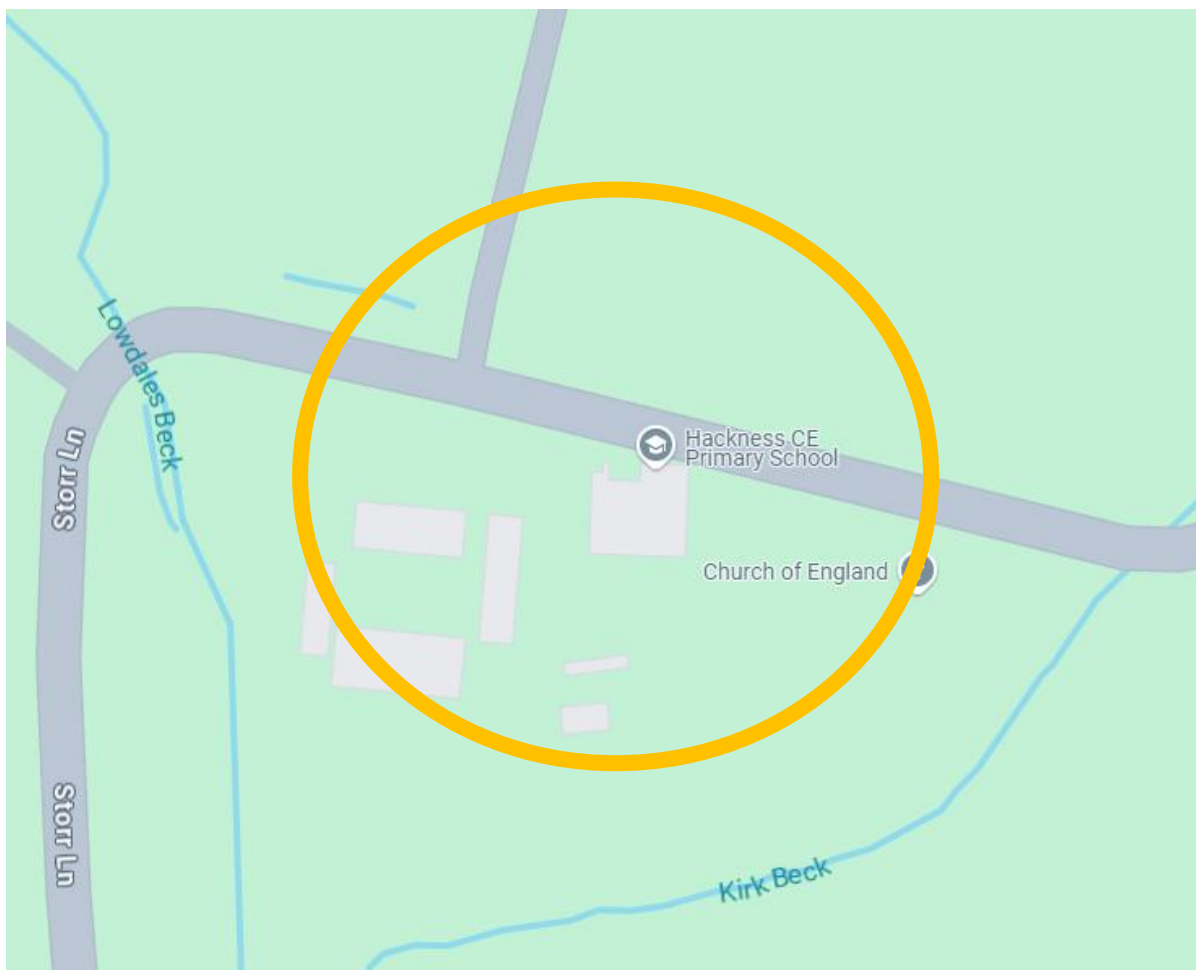
Hackness CofE Primary School maintains the highest regard for safeguarding and the Health & Safety of all site users. It is therefore imperative that individuals take great care and exercise caution when entering and whilst on the Academy grounds or within the vicinity of the grounds. They follow instructions 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 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](#) 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 Academy 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:



Hackness Church of England Voluntary Controlled Primary School is located in the village of Hackness, within the North York Moors National Park, approximately 5 miles west of Scarborough, North Yorkshire.

The school is situated on a narrow rural road (Hackness Road), with limited footpaths and no formal pedestrian crossings. The area immediately surrounding the school is residential and agricultural, with a mix of stone-built houses and open fields.

Access to the school is primarily via local country lanes including Broxa Lane and Lowdales Road. These roads are narrow, with limited visibility in places due to hedgerows, walls, and bends. There is minimal street lighting and limited provision for on-street parking.

The school is adjacent to St Peter's Church and near Hackness Hall, with some traffic generated by these premises. The village itself has a dispersed settlement pattern, with relatively low traffic volumes overall, but with peak-time congestion around drop-off and pick-up times due to the narrow roads and lack of designated parking areas.

Pedestrian Access (to the Academy):

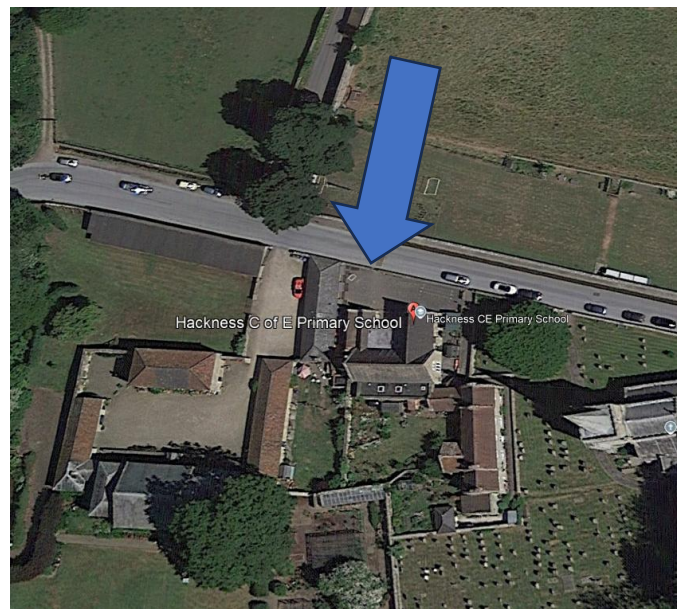
Pedestrian access to Hackness CE Primary School is via the main school entrance directly off Hackness Road, which has a speed limit of 60mph. There are **no dedicated footpaths or pavements** leading up to or within the immediate vicinity of the school entrance, which can present safety challenges for pedestrians, particularly during peak school hours.

The approach roads, Hackness Road and surrounding country lanes are **narrow and shared with vehicular traffic**, with minimal verge space for walking. Visibility is also limited in places due to hedgerows and bends in the road, increasing the risk for pedestrians.

There are **no formal pedestrian crossings**, traffic calming measures, or school crossing patrols in place. The lack of street lighting may also affect pedestrian safety during darker hours in winter months.

Designated Pedestrian Entry Points:

Pedestrians should access the school through the pedestrian gate on Hackness Road marked by the blue arrow on the picture below. Should the gate be locked a bell on the gate will attract the attention of academy staff.



Children's Access:

It is very important that everyone including parents/careers/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 pupils should be aware of;

- Children found to be climbing on walls, not following instructions in relation to the site, rules may be subject to the school behaviour policy.
- When using the areas alongside the cars – WALK! This will avoid accidents and will make you more aware of what is happening around you.
- Be aware of fast-moving traffic at all times, the speed limit on Hackness Road is 60mph.

Drop Off:

There is a designated drop-off or collection area at Hackness CE Primary School, which runs along the front wall of the school. Due to the lack of formal parking or turning facilities on site or in the immediate vicinity, all children **must be accompanied by an adult at all times** during drop-off and collection.

Parents and carers typically park on the roadside where space permits, but this is very limited and can cause localised congestion. The school strongly encourages responsible parking and supervision to ensure the safety of all pupils, particularly given the narrow roads and absence of footpaths.



School Transport

Children who live further afield may arrive by school minibuses or taxis, which stop in the designated bus stand to the right of the main school gate. The school and drivers manage these arrivals carefully to ensure children embark/disembark safely due to the busy road and limited space.



Staff Access:

Staff access to Hackness CofE Primary School is via the main school entrance off Hackness Road. There is no dedicated staff car park on site. Staff typically park on the roadside where space is available, which is limited and shared with parents and visitors.

Due to the rural location and narrow approach roads, staff are advised to arrive outside of peak drop-off and collection times where possible to minimise congestion. Pedestrian access is via a single shared entrance via Hackness Road.

Visitor's Access:

Visitor access to Hackness CofE Primary School follows the same arrangements as Staff Access mentioned above.

Servicing / Deliveries:

Hackness CofE Primary School receives minimal deliveries, primarily consisting of catering supplies, educational materials, and occasional maintenance-related visits. All servicing and delivery vehicles access the site via Hackness Road and use the main entrance, which is shared with pedestrians and staff vehicles.

There is no dedicated delivery bay. Delivery vehicles typically stop on the roadside outside the school, which can cause temporary obstruction due to the narrow width of the road.

To minimise disruption and ensure safety:

- Deliveries are scheduled outside of pupil drop-off and collection times wherever possible.
- Drivers are instructed to park safely, avoid blocking pedestrian access, and report to the school office upon arrival.
- Large vehicle access is limited and managed carefully due to space constraints.

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

Coaches, Minibuses & Educational Trips:

For school trips and occasional group transport, coaches and minibuses park on the designated bus stand located on Hackness Road outside the main pedestrian entrance to the school. This stand provides a safe and practical location for supervised boarding and disembarking of children and is marked yellow on the plan below.

Due to the limited road width and lack of on-site turning facilities, advance coordination is essential to ensure:

- Vehicles arrive outside peak drop-off and collection times.
- Staff are present to supervise safe loading/unloading of children.
- The entrance and access routes remain clear during arrival and departure.

Where larger coaches are used, drivers may be required to reverse with the assistance of a staff spotter, or park at an alternative location depending on space availability and road conditions.



Children will be escorted onto coaches by staff / volunteers. At no time, are children permitted to enter onto the road.



Disabled Access:

At present, Hackness CofE Primary School does not have any designated disabled parking bays on site. This may limit accessibility of the school for individuals with mobility impairments, including visitors, parents/carers and staff who may require closer access to the main entrance. Please contact the school should any specific provision be required. Tel: 01723 882212

Emergency Vehicle Access:

Emergency vehicle access to Hackness CE Primary School is via Hackness Road, using the same entrance as staff and pedestrians. Although the road 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 stand for buses just outside the front pedestrian gate that should be used in an emergency.





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:
Rowena Thorp	Acting Headteacher	R THORP	23.04.25