



**Nova Hreod Academy**

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# **Nova Hreod Academy**

## **Site Traffic Management Plan**

**September 2023**

**(Next review date September 2025)**



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# **1. Introduction**

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

Nova Hreod Academy 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 management 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.

Copies are also available from reception and on the school website:

<https://www.novahreodacademy.org.uk>

This document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies, [school website](#) and school meetings.

## **For further information, please contact:**

### **General visitors & Staff**

Sam JadeJa, Cluster Business Manager on 01793 436963 or <mailto:sam.jadeja@swindon-academy.org>

### **Contractors & PFI FM Provider**

Glynn Porter Cluster Estates Manager on 01793 436951 or <mailto:glynn.porter@swindon-academy.org>

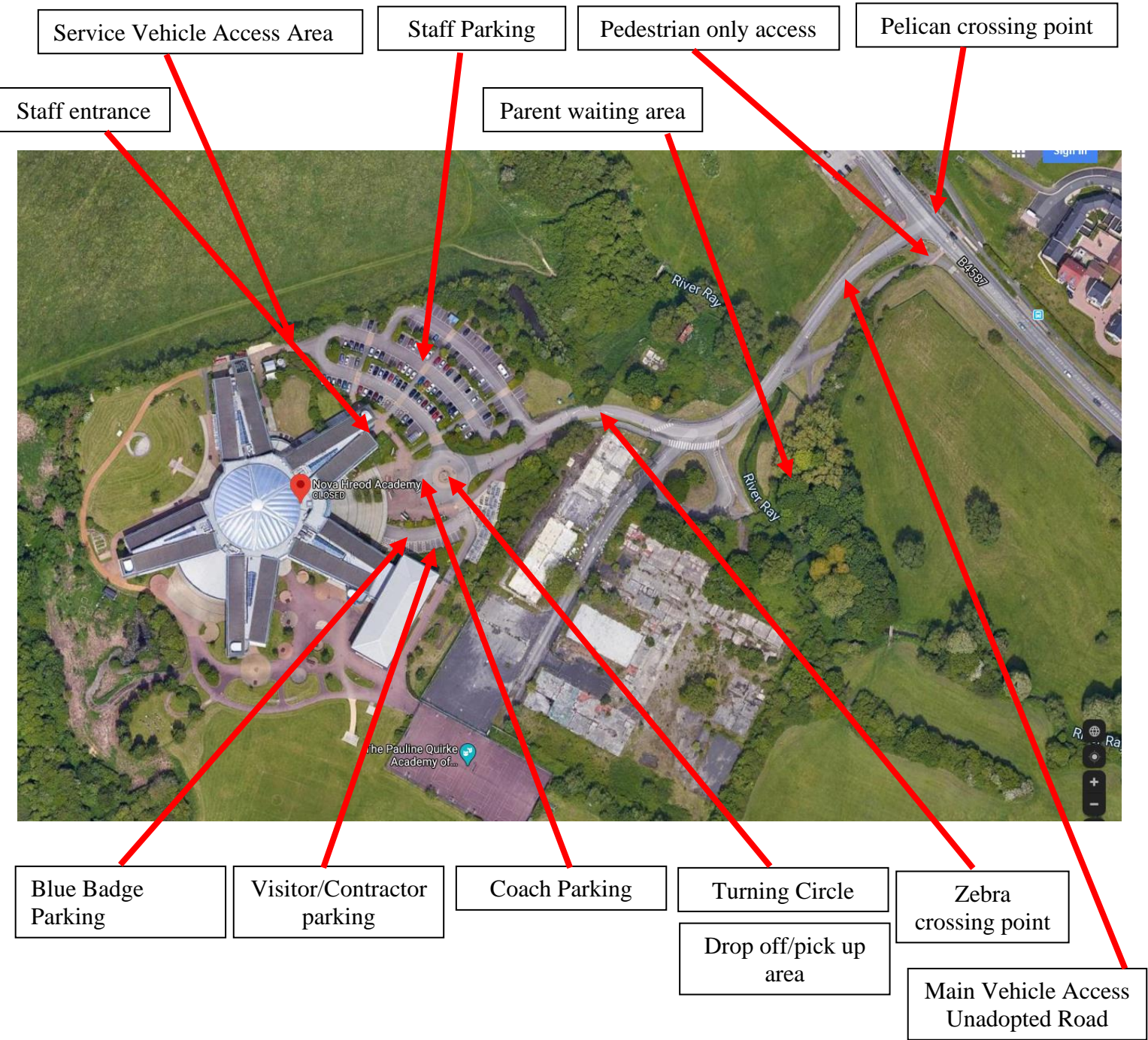
### **Private Finance Initiative (PFI)**

Nova Hreod Academy is managed under a PFI agreement with Educational Swindon Schools Ltd (ESSL) and as such, all arrangements for out of hours access as well as contractors employed directly by the school must seek prior approval from the PFI FM provider (Pinnacle UK Ltd)

Contractors that have been engaged directly by the school must comply with all the necessary access approvals from the cluster estates manager prior to arriving on site.

A copy of this traffic management plan will be issued as part of the approval process. Any queries regarding the content of this plan should be raised with the cluster estates manager in the first instance. who will seek clarification from the FM provider.and/or ESSL management team.

# 2. School Layout / Access



## Key safety measures

1. Dedicated vehicle only access area
2. Separate pedestrian access route
3. One-way system for pupil drop off/pick up
4. Dedicated service delivery access
5. Road markings clearly visible
6. Dedicate coach parking area
7. Traffic management systems at key positions
8. Dedicated parent waiting area

### 3. Pedestrians

There is a pedestrian & cycle path along Akers Way, Users should ensure that they use this facility safely and avoid spilling onto the road. Pupils walking in groups should take this into account and allow other users to pass safely.

In order to cross Akers Way safely, pedestrians must use the zebra crossing situated opposite the main entrance access road & use extreme caution during peak periods.

Pedestrians should only access the school from the designated entry point. Pupils and visitors need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution around the Akers Way entrance point

### Designated Entry Points

Pedestrians should follow the local footpaths along Akers Way where the pedestrian entry point can be located at the front of the school. The vehicular access should not be used by pedestrians. Entry into the school building is through the main entrance and main student entrance or main reception

### 4. Pupils

It is very important that pupils 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:

- Pupils should be particularly aware that **entry into the school ground via vehicular access points (school car parks, and the service area) is strictly forbidden**. Whilst this may seem a quick way into the school, it is a breach of the site rules and compromises personal safety and the safety of others.
- Pupils found to be climbing over railings, 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.



- Pupils must not walk through the drop off area at any time, unless dis/embarking school vehicles. Pupils must follow the instructions of staff and be aware of the following:
  - The bus must be at a complete stop before dis/embarking. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
  - Only use the paths identified around the bus lane. No one should cross the bus lane as a pedestrian to access the pavements on the perimeter of the school. To access the bus lane please use the footpaths.
  - Allow the staff/drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
- When using the footpaths – walk! This will avoid accidents and will make you more aware of what is happening around you.
- Pupils cycling to school must enter the grounds via the student entrance gate only and use the designated area of the pathway. They should exit the school via this same route taking care around the zebra crossing point.
- If pupils are accessing the school before the school day, entry into the building is only permitted via the main entrance doors. Entry using any other door is not permitted as this would require you to cross the areas that are out of bounds.

## **Drop Off**

There is a designated on-site drop off area for pupils using contract hire services, No vehicle should block the drop off or turning circle area at any time.

Parents are encouraged to use the parent waiting area when picking up and dropping off students, this would relieve congestion around the turning circle area during peak times.

## **5. Staff**

There is a dedicated car park within the school grounds which is reserved for Nova Hreod Academy staff only, Drivers must adhere to the 5mph rule within the car parks at all times. 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 bays, this should be reported via the school receptionist, the Cluster estates manager or the PFI FM provider who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with your registration number so that you can be contacted if there is a need to do so.

Disabled parking bays are restricted to staff & visitors who display a valid blue badge.

When entering/leaving the staff car park, drivers should be aware that pedestrians may be crossing the car park access road and should use extreme caution

This car park is strictly for staff car parking. Staff should enter the building either through the staff only entrance doors or the main reception area using their key card

Taxi contract vehicles may use the area in front of the emergency vehicle bay to pick up and drop off pupils only, no parking is allowed in this area..

## **6. Visitors**

Visitors are welcome to park in the school grounds, however, they should only use the dedicated car park situated at the front of the main reception block adjacent to the sports hall. The car parks are often busy, however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Parking is not permitted in the coach parking area at any time, even for the shortest visits.

There is limited alternative off-street parking available within a five minute walk from the school entrance. If you are unfamiliar with the area, please do not block residential driveways or park where this could cause an obstruction.

Access into the school is only permitted via the main reception entrance. Visitors must report to main reception and sign in, they will be issued a visitors or contractor badge which must be returned when signing out of the building.

All visitor arriving on foot to the school should enter the site through the pedestrian entrance gates. Visitors should not walk across the turning circle at any time. Pedestrians must use the dedicated footpaths at all times.

If visitors need any advice on access or parking before their visit, please call the school reception on 01793 528800

## **7. Servicing / Deliveries**

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building 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 or simply be advised of the site rules in relation to the area they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the Cluster estates manager on 01793 426951 or PFI provider in advance to agree the most suitable parking location and time.

### **Coach parking area**

This area is strictly for use by contracted buses between **8.00 am – 9.00 am** and

**3.00 pm – 5.00 pm.** It is essential that this area is not used for drop off point or parking during these times. Outwith these times contractors and delivery vehicles are permitted to use the turning circle, subject to obtaining permission from the school reception and notifying the staff of the registration number. **Contractors must remove vehicles by 3.00 pm to ensure that the area is clear for bus access & pupil pick up**

### **Service Area**

The area that provides access to the kitchen and refuse collection is located at the rear of the school on, this area is strictly for use by contracted service vehicles between **06.30-18.00**. It is essential that this area is not used for drop off or pick ups during these times

Kitchen deliveries and waste collection vehicles must use the service entrance only.

Drivers should be aware that they are working in a school environment - exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

## **8. School Buses**

Buses that enter the site to collect mainstream pupils can only access the site from the main vehicle entrance and turning circle area only unless directed otherwise by school staff

The Senior Management Team has designated the bus lane for sole use of the buses between **8.00am – 5.00pm**. with the exception of multi drop delivery drivers.

Drivers of all buses and coaches must demonstrate extreme caution when manoeuvring vehicles into the turning circle area.

The vehicle should be at a complete stop before allowing pupils to get on or off the bus with the engine switched off. Only when pupils are clear of the vicinity of the coach parking area, should drivers exit the area following the agreed departure sequence.

Pupils are reminded about good conduct around the coach parking area, however if there are any other concerns about how this site is being used, they should be raised via the school or communicated directly to the PFI provider.



## **9. Contract Hire Services**

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through the trips supervisor as part of the terms of the contract

### **Minibus and Taxis for mainstream pupils**

These vehicles must use the pick up/drop off area and follow the route to exit the school safely. Only by agreement with the Senior Management Team, should the bus lane be used during with pupil collection and drop off times.

## **10. Blue badge Access**

Disabled access is primarily via the main front entrance. Both sets of doors are operated automatically. Safe access into the building will be arranged by the main reception team if required.

### **Parking for blue badge holders**

Blue badge parking is situated close to the main building and are clearly marked and signed. These parking spaces are not reserved and operate on a strict **first come first served basis**

If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 01793 528800

## **11. Outside the School Grounds**

The school accepts that parking near the school is not easy. Akers Way is a main thoroughfare and in constant use during the day. Parents/Carers are encouraged not to park near the school and allow their children to walk the remaining distance if they drop them off further away. However, pupils should be reminded to walk the perimeter of the site and only enter by the dedicated pedestrian access point on Akers Way using the public walkways, cycle routes and zebra & pelican crossing points.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions causes danger to pupils 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 congested which results in frustration and delays to services and ongoing journeys.

Please act responsibly by parking as far away from the school as possible to keep the pupils of Nova Hreod, local residents and other road users safe.

## **12. Management Practices**

Key to the ongoing monitoring of the plan is the role of school managers and other staff. 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**

The Senior Management Team will arrange for daily supervision around the pedestrian areas including zebra crossings and the pelican crossing at Akers Way at the end of the school day.

The PFI FM provider is responsible for locking and unlocking gates. High visibility waistcoats should be worn when carrying out this duty.

### **Monitoring of compliance against this plan**

In addition to the supervision arrangements in place, The PFI FM provider will carry out periodic site inspections to view practices. These inspections will be recorded on the '**Site monitoring form**' (see appendix A). These records will be retained for 6 months.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the PFI FM provider to the Cluster estates manager, The Senior Management 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 cluster estates manager who will make a record on the form and take appropriate action where necessary.

### **Zero tolerance policy**

Nova Hreod Academy operates a "Zero tolerance policy " with regards to abusive and or threatening words and behaviour directed at any member of staff or pupils, therefore all incidents as well as traffic violations are always reported to the police as well as surrendering CCTV evidence to their representatives as and when required.



**Appendix A**

**Traffic Management Plan  
Weekly Site Monitoring Form**

**Completed by: Site premises Team**

<b>Date</b>	<b>Area</b>	<b>Observations</b>	<b>Incidents</b>	<b>Signed by</b>