

# Traffic Management Plan

## Last Updated: September 2024



### Introduction

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

Saltergate Schools takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care and 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.

This document will be reviewed annually, and awareness raised regularly.

### Environment

Saltergate Schools is situated between Skipton Road and Jennyfield Drive, adjacent to Newby Crescent. The surrounding area is mainly residential.

Skipton Road is a main artery into Harrogate itself but we are distance away with secure fencing and no direct car or pedestrian access. Agricultural land lies on the other side of Skipton Road. The main school site is not directly overlooked by residential areas, however the green field and car park are overlooked by residential properties.

## Pedestrians

There is a pavement running along Newby Crescent around the residential area leading up to the school's driveway itself. There two other pedestrian gates, one in the junior playground and one in the infant playground.

We have a 'lollipop man' to assist people in crossing Harewood Road to Newby Crescent at the beginning and end of the school day.

Pedestrians should enter and exit the site either through the main entrance to the site or the pedestrian gates at either end of the school. Vehicular access gates should not be used by pedestrians. Entry by into the school building is through the main entrance opposite the main gates.

Once pedestrians have entered the school premises, they are to move down the path on the left-hand side of the drive towards the main reception to access the junior drop off points and not walk through the car park.

## Morning Drop Off and Afternoon Pick up

All gates are opened in a morning to allow staff, families, visitors and contractors on site.

Vehicular access is closed at 8:30am and not opened again until 4:30pm to allow for the volume of foot traffic moving between the infant and junior schools and to ensure the maximum level of safety for anyone moving around the school site during the day. This includes any children who are travelling to and from school via a taxi, the taxi will not be allowed onto school grounds during these hours.

Pedestrian access is closed at 9am also to safeguard the children in our care. Gates are opened again at 3pm for afternoon collection. Staff should ensure no classes are outside at 3pm for safeguarding. Gates opening will be delayed if there is activity/learning outdoors.

## Staff

Car parks within the school grounds are strictly for the use of school staff and visitors. Drivers should proceed slowly (5 mph) within the car parks at all times. Some young people and some pupils with additional support needs may have little or no awareness of road safety and drivers 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 office who will inform/remind the offending driver of the correct use of the site.

We have a disabled bay adjacent to the main entrance to the school.

## Visitors

Visitors are asked to not park in the school grounds during the school day to ensure our site is safe and secure at all times. Vehicular gates are locked during the school day.

Access into the school is only permitted via the main entrance using the buzzer system to ring the school office. All visitors must report to reception and sign in before going anywhere in the school. On departure, visitors should sign out at reception and leave the building by the main gates.

Parking is available in the residential area, however, please be respectful of residential only car parks, driveways and yellow lines.

## Servicing/Deliveries

Drivers of service vehicles should report to the reception via the buzzer intercom on the vehicular gate to advise the nature of their visit and get clarification on where they can park.

The school actively discourages deliveries at the high traffic times (8:30am – 9am and 3pm to 4:30pm) when pupils are out of the building. Where a contractor is on site to carry out works by prior arrangement, they should call the school reception in advance to agree the most suitable parking location and time.