



Rhyl High School
Including Ysgol Tir Morfa
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Site Traffic Management Plan

To be read in conjunction with the school's Travel Plan

Initial Document date	Annual Review	Annual Review	Annual Review
16/11/2018	01/09/2019	01/09/2020	01/09/2021

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1. Introduction

This traffic management plan has been prepared to inform and instruct staff, Students, parents, carers and others where practicable, about the site rules concerning pedestrian and vehicle access/egress to the school with the aim of maintaining a safe site for all. A risk assessment has been completed in preparation of this document and is attached as Appendix B.

Rhyl High School 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 Mrs Raye Phillips, Amenities Manager and responsible person for Health and Safety.

The instructions constitute site rules. Students in breach of the site rules may be subject to disciplinary action as per the schools disciplinary procedure.

This document has been shared with staff, Students, parents and carers and has been made available on the school website www.rhylhigh.denbighshire.sch.uk. Copies are also available from Mrs Raye Phillips.

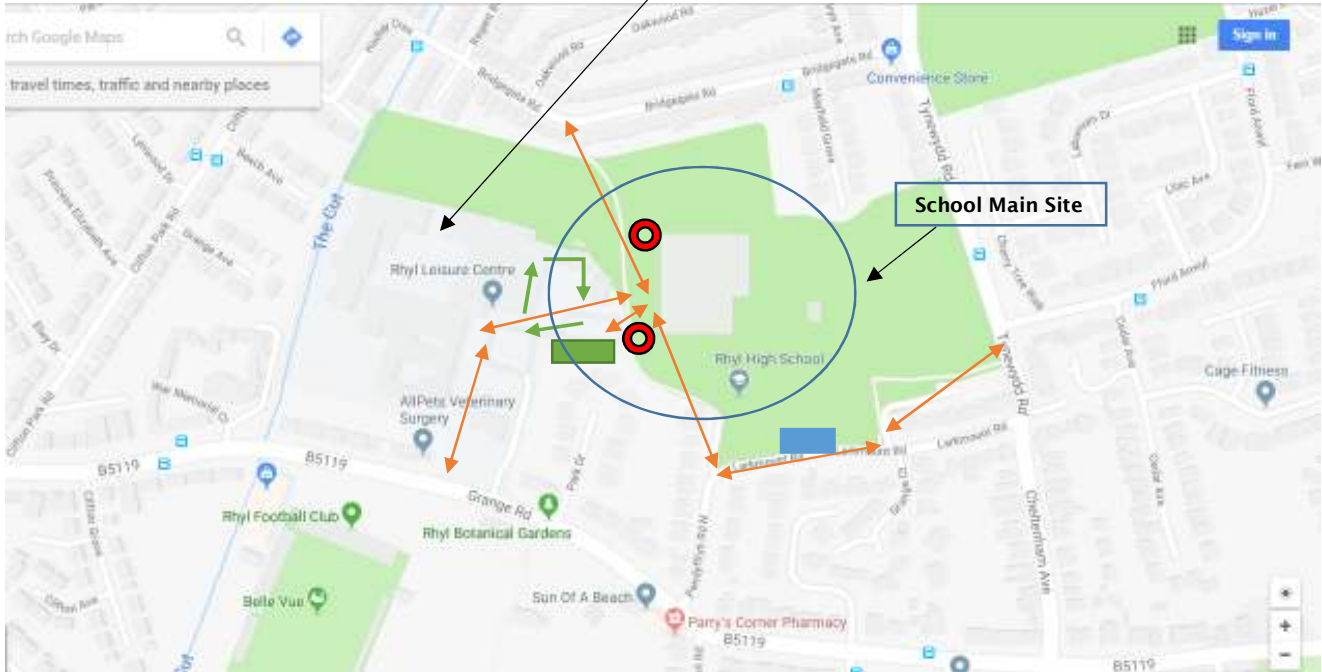
This document will also be shared with Rhyl Leisure Centre.

This document will be reviewed annually and awareness raised regularly through letters to parents and information on the school website.

2. School Layout / Access

Emergency Access is available to approximately 50% of the main school site

Leisure Centre open daily to the general public



↗ Pedestrian access to/from the school and Ysgol Tir Morfa bus pick up/drop off point

⊙ Staff supervision points. – Start and End of day (Times indicated in section 4 of this document). There are crossing points on school grounds

▬ Ysgol Tir Morfa Taxi & Bus drop off/ Pick point. One way system. (also used by other bus companies)

▬ At busy times within the car park, buses for school trips and PE fixtures are requested to park on Larkmount Road.

↘ One way system for morning drop off

3. Pedestrians in general (up to 1200 persons)

Pedestrians must keep to the pathways and marked, designated walkways around the school site, avoiding any spilling onto the roadways where possible. Students walking in groups should take this into account and allow other users to pass safely.

The Leisure centre on site has vehicular access at all times by members of the public. All pedestrians must exercise caution when crossing the leisure centre access road and use the designated crossing points.

General lighting is provided on the main site to cover the majority of walkways.

4. Pedestrians accessing Ysgol Tir Morfa transport and private transport

The Ysgol Tir Morfa transport drop off and pick-up area is located directly in front of the main school building within a one way system. Signage is displayed to inform persons this is a designated area and parking is not permitted in the area. There is street light provision in this area.

Those who use the Ysgol Tir Morfa transport must use the designated pathway provided as indicated with an orange arrow on the site plan. There is street light provision in this area.

Caution must be exercised when crossing any roads on school grounds and any crossings provided must be used. A member of staff will supervise Students during busy times at 8.30am – 8.40am & 2.55pm – 3.10pm.

Ysgol Tir Morfa Drop Off : 08.45hrs and 09.00hrs

Ysgol Tir Morfa Pick-ups : 15.05hrs and 15.15hrs

There is a designated wide walkway and designated crossings for Students accessing private vehicles within the car park area. Students must keep to the pathways and crossings provided. Caution must again be exercised when accessing the car park, and adhere to the information from the supervisors. There is street light provision in this area.

5. Rhyl High School Minibus

Rhyl High School has one minibus, which is usually parked in the Ysgol Tir Morfa drop off/pick up area when not in use. The minibus is used to transport students to and from Rhuddlan. Drivers enter the car park using the one way system indicated on the site plan. There are speed restriction signs in place and a signed one way system, with no entry signs at access junctions. The one way system negates the need for the minibus to be reversed.

- The minibus must be at a complete stop before Students attempt to get on or off.

Morning Drop off

- Only when Students are clear of the vicinity of the minibus, should drivers move on during the drop off period in the morning.

Afternoon Collection

- The minibus must not move off until all Students are seated, students will be reminded of the need to wear their seat belts and the drivers will discuss any concerns with the Senior Leadership Team.

Students are reminded about good conduct in and around the minibus in section 7 of this plan, however if there are any other concerns they should be raised via SLT.

6. Contract Hire Services (Ysgol Tir Morfa)

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them by the local authorities passenger transport team, however there are some specific comments to make in relation to the site at Rhyl High School.

Minibuses and Taxis for Ysgol Tir Morfa Students

- Do not arrive at RHS site until 3.05pm
- If needing to arrive earlier than 3.05pm, make use of Rhyl football Club car park and enter RHS site at 3.05pm
- This is to avoid congestion in the car park one way system with RHS parents

7. Students

It is paramount that Students set a good example to others, particularly in the spirit of being a safe school site. There are a number of site related concerns that Students should be aware of:

- Students found to be climbing over railings, not following staff instructions, or not adhering to the contents of this plan will be in breach of the site rules and may be subject to disciplinary action.
- Students must stick to the designated walkway and crossing and exercise caution at all times.
- Students must follow the instructions of supervising staff
- Students must not run in and out of parked cars

8. Parking on the school site

There is parking provided for staff, visitors, parents at Rhyl high School, which includes a number of disabled bays. Drivers should proceed slowly within the car park at all times and adhere to the 5mph speed limit. Please bear in mind that some young people and some Students with additional support needs may have little or no awareness of road safety and you should take account of this. There will also be users of the leisure centre in this vicinity.

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 or inappropriate parking around the school site, this should be reported to main reception on 01745 343533 who will inform the Amenities Manager. The offending driver will be reminded of the correct use of the site.

- There are designated car park spaces provided for the Leisure Centre which can be used for staff and parent parking.
- Staff, parents and visitors must not park in the disabled bays without a blue badge permit on display
- Staff, parents and visitors must not park behind the disabled bays causing obstruction for disabled drivers to access or leave the disabled bays
- Staff must not move their cars during busy periods at the start and end of the day.
- The School mini bus is parked in the Ysgol Tir Morfa transport area during the school day and in the school compound at night, weekends and during the school holidays

9. Visitors

Visitors should use the designated car park within both Rhyl High School and Rhyl Leisure Centre vicinities. 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.

Access into the school is only permitted from the main entrance on Grange Road. All visitors must report to reception and sign in. On departure, visitors must sign out at reception and leave the building by the main entrance door, via reception.

10. Service / Deliveries

Contractors and delivery drivers (if they have not been on the site before or obtained instruction in advance) must report to the reception desk at the main entrance. 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. The school actively discourages deliveries between 08.00-09.00hrs and 14.30-15.15hrs to reduce the likelihood of any accidents.

DCC catering managers instruct suppliers not to deliver when Students are out of class and early morning deliveries are encouraged. Access to the kitchen is via a segregated locked compound. Kitchen staff have been instructed to ensure the gates are locked at all times. Anyone expressing any concerns around these arrangements must report them to the school who can in turn report them to the DCC catering team managers.

Waste collection takes place early morning before school start time.

11. Disabled Access

There are no steps or inclines leading to the main school entrance. There is tactile paving at key points along the pathways. The piazza, directly outside the school entrance, is of varying colours to aid visually impaired persons. The flag stones are made of non-slip material.

Parking

There are disabled bays located in the car park to the front of the school premises. These spaces are clearly marked out on the road surface and with signs. If visitors, staff or Students require information on access or any other considerations, they should contact the school on 01745 343533.

12. Cycling to School and cycle storage

Cyclists must abide by the onsite rules, and all cycles must be stored and locked in the designated storage areas on site. Cyclists must provide their own locks to secure their bikes. Rhyl High School and Denbighshire County Council will not accept any liability for the loss, theft or damage of bikes/scooters left in the bike store.

13. Outside the School Grounds

The senior management team accepts that parking near the school is not easy. Grange Road is a main thoroughfare and in constant use during the day. Parents/Carers are encouraged not to park on Grange Road at the end of the school day. This does restrict access along this road and reduces visibility of pedestrians crossing the road.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, and obstructing access to crossing points could cause danger to Students and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate between parked vehicles.

Please park responsibly and give consideration to the residents nearby the school.

There is a traffic light controlled crossing situated on Grange Road, for pedestrian use.

14. Senior Management Team and Supervisors

Key to the ongoing monitoring of the traffic management plan is the role of school managers and supervising 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 school pedestrian areas and the crossing points as indicated on the site layout of this document.
- Supervisors are only in place to manage the children and not to manage traffic.
- All supervisors must wear High visibility vests / coats.

Monitoring of compliance against this plan

- In addition to the supervision arrangements in place, Senior Management Team will carry out periodic site inspections to view practices.
- These inspections will be recorded on the '**site monitoring form**' (see appendix A).

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the Headteacher. The Senior Management team will be responsible addressing the conduct of all Students 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 providers 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 to the Senior Management Team who will make a record on the form and take appropriate action.

14. Accident and Incident reporting.

All accidents and Incidents must be reported through the school reporting system and subsequently reported online through the DCC Accident / Incident reporting system. This can be accessed via the Amenities Manager.



Appendix A

Periodic Traffic Management Plan Monitoring Sheet

Date	Area	Observations	Incidents	Signed

Health and Safety Risk Assessment

GRA 2017

Appendix B

Description of what is being assessed:		Rhyl High School Traffic management to include school grounds and the road/highway outside the school									
Service	Education	Department	RHS			Review Date:					
Assessor(s)	RKP/EDW/SLT	Assessment Date	Nov 2018			By:					
Identify Significant Hazards	Identify Who might be harmed & how?	Identify How the risk is currently controlled?	Assess the risk level with controls			Identify any further actions	Risk Level after any additional controls				
			Severity	Likelihood	Risk Level		Severity	Likelihood	Risk Level	Action By	Target Date
<p>Movement of buses, minibuses & Delivery Vehicles on school site</p> <p>Excessive Speed, Limited driver visibility Unexpected positioning on road Turning circle/sweep radius Reversing Manoeuvres Interaction with cars at entrance/exit gates.</p>	<p>Who: Bus/Delivery Driver, Other vehicle drivers, students/Pedestrians</p> <p>How: Collision Struck by/against vehicle Trap/Crush between vehicle Run over by vehicle causing Fatal/Major injury</p>	<p>Only use reputable bus companies.</p> <p>Copies of individual company risk assessments obtained.</p> <p>Bus Companies requested to park up on Larkmount Road during busy times, to avoid congestion within the car park.</p> <p>If needed for a very early morning departure (such as school trips) use of carpark is permitted as traffic is at a minimum.</p> <p>Use of bus turn around area to avoid the need of reversing.</p> <p>Site speed limit of 5mph with signage at front entrance.</p> <p>Speed reducing bumps are in place.</p> <p>One way system identified within car park.</p> <p>Obvious Pedestrian zones with clearly marked zebra crossing points.</p> <p>Adequate lighting.</p> <p>Designated parking area for YTM school transport.</p> <p>School Transport for YTM requested to arrive at 3.05pm to avoid congestion with RHS parents.</p> <p>No deliveries taken at the start or end of the school day.</p> <p>Waste collection is always carried out before the start of the school day.</p>	5	2	10	<p>Where possible stagger bus arrivals for school trips when requiring a large quantity of buses.</p> <p>Reminder for Kitchen to liaise with delivery companies not to deliver between the times of 8.15am – 9am and 2.30pm – 3.15pm.</p>	5	2	10		

Health and Safety Risk Assessment

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Appendix B

<p>Movement of private vehicles and taxis on school site</p> <p>Excessive Speed, Limited driver visibility Unexpected positioning on road Inappropriate parking of cars Turning circle/sweep radius Reversing Manoeuvres Interaction with cars at entrance exit gates. In-car distractions.</p>	<p>Who: vehicle drivers, students/Pedestrians</p> <p>How: Collision Struck by/against vehicle Trap/Crush between vehicle Run over by vehicle causing Fatal/Major injury Physical Violence/conflict/verbal abuse</p>	<p>Marked parking bays in current permissible areas.</p> <p>Parking prohibition notices clearly displayed in the bus turnaround area.</p> <p>Site speed limit of 5mph with signage at front entrance.</p> <p>Speed reducing bumps are in place.</p> <p>One way system identified within car park.</p> <p>Obvious Pedestrian zones with clearly marked zebra crossing points.</p> <p>Adequate lighting.</p> <p>Half termly reminders to parents and visitors, regarding the use of school car park. This is via email and message on school website.</p> <p>Staff supervision of students at the start and end of the school day is provided.</p> <p>Accidents/Incidents are reported to SLT and DCC Corporate Health & Safety.</p>	5	2	10	<p>Students should be reminded about road safety during assemblies and registration</p> <p>Staff advised to avoid vehicle movement between 2.55pm – 3.15pm</p> <p>School Traffic Management plan and Travel Plan to be displayed on School Website.</p> <p>Investigate possibility of using RFC car park as a drop off/pick up zone</p>	5	2	10		
<p>Other users of the site</p> <p>Leisure Centre based on the school premises</p>	<p>Who: As above</p> <p>How: As Above</p>	<p>As above</p> <p>Close coordination between the school and leisure centre</p>	5	2	10						
<p>Movement of vehicles on roads and highways directly outside of school</p>	<p>Who: vehicle drivers, students/Pedestrians</p> <p>How: Collision Struck by/against vehicle Trap/Crush between vehicle Run over by vehicle causing Fatal/Major injury</p>	<p>School warning signs in place on highway</p> <p>20mph speed limit around school vicinity</p> <p>Yellow zigzag lines on roadway at entrance to the school site</p> <p>Adequate pavements run alongside the road</p> <p>Pelican crossing available for use</p>	4	3	12	<p>Any concerns to be raised with DCC Highways</p> <p>Students should be reminded about road safety during assemblies and registration</p>	4	2	8		

Health and Safety Risk Assessment

GRA 2017

Appendix B

Inclement Weather conditions Snow and Ice Severe Rain Excessive speed	Who: Students, Staff, Visitors, General Public	Adequate Lighting provided Access to grit/salt	5	2	10						
	How: Causing vehicle to skid and driver to lose control of vehicle Collision Struck by/against vehicle Trap/Crush between vehicle Run over by vehicle causing Fatal/Major injury	Dynamic assessment carried out on the condition of the area									

	Severity				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1- Rare	1	2	3	4	5
2- Unlikely	2	4	6	8	10
3- Possible	3	6	9	12	15
4- Likely	4	8	12	16	20
5- Almost Certain	5	10	15	20	25

This school Traffic Management procedure

- The current layout of this school provides separate access \ egress routes for vehicles and pedestrians. All school staff will ensure that they and all learners use the correct gates to enter and leave the school.
- The site speed limit is set at 5mph. Signage is in place for this.
- A staff duty rota has been developed in consultation with staff, to ensure supervision is available to comply with this procedure.
- There will be 5 members of staff on duty each morning and evening.
- Duty staff will
 - Arrive on duty at 8.30am in the morning and remain on duty until 8.40am
 - Arrive on duty at 2.55pm in the afternoons and remain there until 3.10pm
 - Position themselves in the positions identified below:
 - 1 by the main entrance /school gates
 - 1 behind the school hall
 - 1 in the bus park area
 - etc. etc.
 - Identify any deterioration in the infrastructure in the vehicle areas (i.e. lights working, pot holes, damaged gate, appropriate signage)
 - Wear a high visibility vest during their duty period.
 - Only supervise the school Students and **will not** attempt to control or direct traffic.
 - Ask parents to be considerate where necessary but will not get involved in conflict.
 - Will attempt as far as is reasonably practicable to ensure that the routes for emergency vehicles are kept clear.
 - Report any accidents, incidents and near misses to the school senior leadership team or Amenities Manager
- Where Students are crossing between the school and the car park staff will supervise student behaviour to ensure they cross at appropriate times. Vehicle management **will not** be the responsibility of school staff.
- Where particular parents are identified as not complying with school traffic management procedures e.g. speed limit \ parking restrictions they will initially be asked to comply. If necessary escalation to a formal letter and potential exclusion from the premises will be at the discretion of the Headteacher.
- School traffic management is regularly reviewed by Mrs Claire Armitstead, Headteacher and where necessary appropriate changes are adopted.
- Formal tours / monitoring / reviews are carried out and recorded in the school health and safety file.