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# TRAFFIC MANAGEMENT PLAN

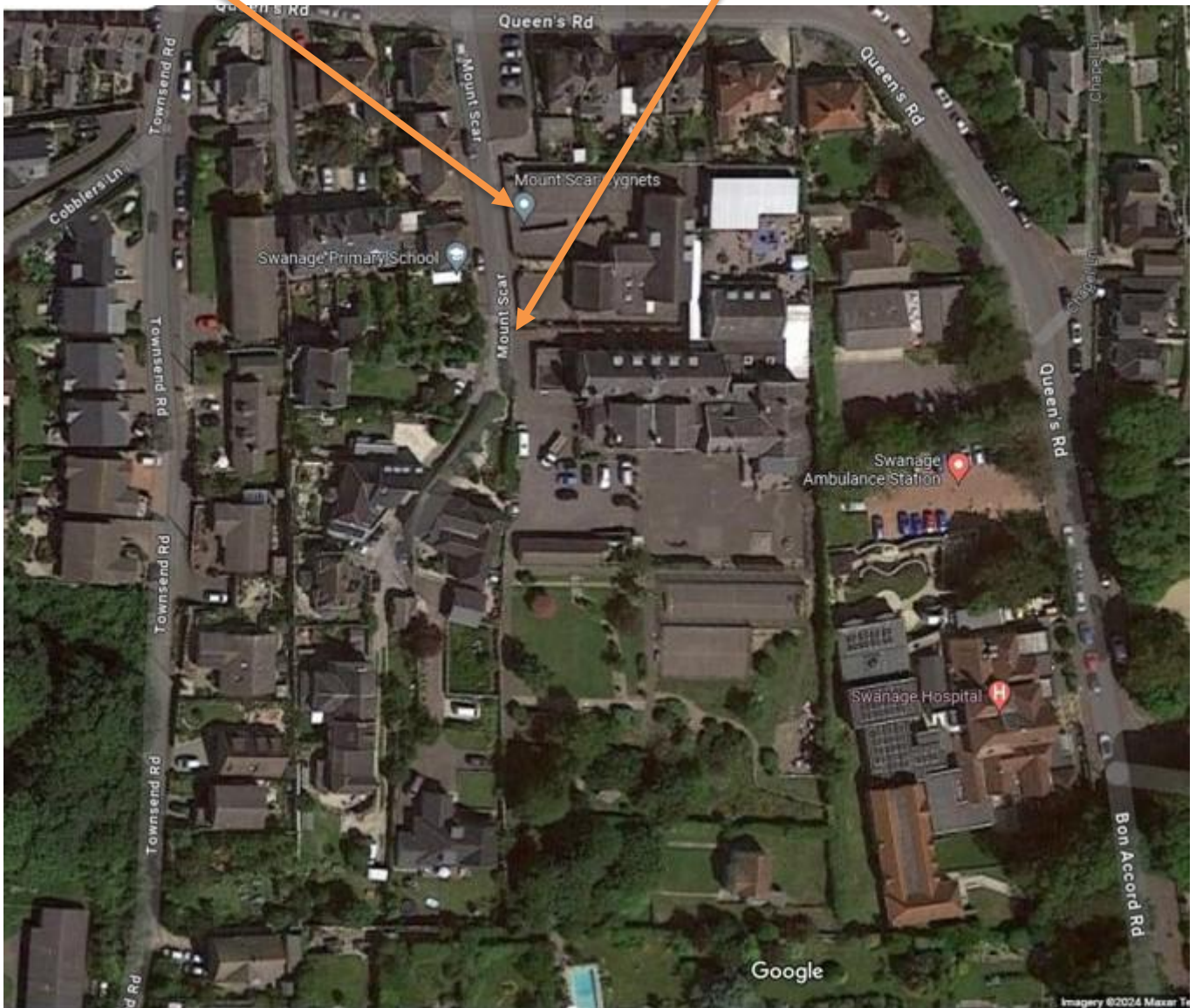
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Draft v1.0

<b>1.</b>	<b>Introduction</b>
a	The school is a small site, with limited vehicle movements throughout the day, peaking at the start and end of the school day. Vehicles present routinely include staff cars, authorised visitors, delivery vehicles and contractor vehicles including, for example, refuse collection.
b	As with other aspects of health & safety it is important that vehicle movements on site are properly managed. In order to identify hazards associated with traffic management, the starting point for the Senior Leadership Team (SLT) was the undertaking of a risk assessment that identified the significant traffic hazards at the school. Control measures were identified to ensure the risks are kept to a minimum. A copy of the risk assessment is available by request from the school office
c	This Traffic Management Plan (TMP) has been prepared to inform and instruct employees, pupils and visitors concerning the site rules and the SLT deem suitable and sufficient to manage traffic movements at the school. The main objective is to keep people safe, principally by segregation of pedestrians and vehicles.
d	The SLT takes the health & 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 on or around the site, these should be reported to the Head Teacher.
e	The instructions contained within the TMP constitute site rules. Pupils and staff in breach of the site rules may be subject to disciplinary action. Staff will be provided with a copy of this TMP at induction, and at regular intervals as required. Pupils will be informed of the relevant parts at the start of the academic year or when they enrol at the school if that falls outside the academic year. This is the responsibility of the Head Teacher.
f	Relevant parts of this TMP will be used to inform parents, contractors, delivery companies, contractors and other visitors of the traffic management arrangements at the school. the SLT has developed the control measures stated within this TMP. It should be noted that non-compliance with the site rules could involve prohibiting vehicular access to those not following the site rules or even closing the vehicular gates to all.
h	An electronic copy of this TMP is accessible on the school website  A hard copy is on display in the reception area. This copy should not be removed from display – additional copies are available from the Main Office.

Pedestrian access

Gated vehicular access point



Aerial view of Swanage Primary School showing pedestrian and vehicular access points

<b>2. Site Speed Limit</b>	
	A significant factor in most traffic accidents is the speed at which the vehicle is being driven. This factor also significantly affects the severity of any injuries suffered by pedestrians. Therefore, the school operates a strict maximum speed limit of <b>5MPH</b> throughout the school site. Drivers are expected to adhere to the speed limit (as well as all other site rules) and drive appropriately, considering pedestrians as well as local weather conditions and other site traffic.

<b>3.</b>	<b>Reversing</b>
	<p>Reversing vehicles are a significant factor in many fatal accidents. Reversing on the school site is to be avoided as far as is reasonably practicable. In general, this is to be achieved by vehicles entering the site via the main gate and using the authorised turning area within the school grounds. Where reversing is unavoidable drivers must use all reversing aids at their disposal, such as any alarms, cab-mounted CCTV, reversing assistants etc., and check that the area is clear of pedestrians before carrying out a reversing manoeuvre. <b>No reversing must be carried out during the morning drop off or afternoon collection periods.</b> Any pedestrians in the vicinity of an area where reversing manoeuvres are being carried out must position themselves in a safe location and away from any crush zones.</p>
<b>4.</b>	<b>Pedestrians</b>
	<p>Pedestrians must only access the school grounds from the designated entrances, which are on the Mount Scar road and behind the magnetic locked vehicle gate. The vehicle gate is controlled by a key number pad and is to be <b>opened\closed by authorised staff only</b>. Please proceed with caution at peak times. At no time are pupils to use the vehicle access /egress gate unattended as there is a significant risk of collision.</p>
	<p>There are various footpaths / steps around and in the school and all pedestrians must make sure that they use these safely and avoid moving onto public highways and on-site vehicle routes. Pupils walking in groups must take this into account and allow other users to pass safely. Dropped kerbs are provided throughout the site to provide suitable access and egress for wheelchair users.</p>
	<p>During arrivals in the morning, entry into school buildings is only available via the Mount Scar entrance. Similarly, the same applies to exiting the buildings at the end of the school day.</p>
<b>5.</b>	<b>Staff</b>
	<p>All members of staff must set a good example, particularly to pupils, but also to others, by complying with all site rules. This includes obeying the site speed limit, only parking in the designated staff car park and ensuring that their parking does not obstruct other users.</p> <p>Staff must remember that some pupils, particularly young ones, will have little appreciation of the risks associated with traffic movement and must take this into consideration when driving on or near the school.</p>
	<p>All staff, irrespective of whether they are undertaking any formal supervisory or monitoring duties, must report any incidents of non-compliance with site rules they observe to the relevant person.</p>

6.	Pupils
	<p>It is very important that pupils follow staff instructions in relation to the site and road safety.</p> <p>A school crossing patrol officer, employed by Dorset Council, is on duty in Queens Road at the start and end of the school day and their instructions must always be followed.</p> <p>There are several rules that pupils should be aware of:</p> <ul style="list-style-type: none"> <li>• Pupils who do not follow staff instructions in relation to the site, or who don't adhere to the contents of this plan, will be in breach of the site rules and be subject to disciplinary action.</li> <li>• When crossing roads within or near to the school, pupils must take care.</li> <li>• Pupils being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only. Dropping off is not allowed in Mount Scar or on Queens Road in the vicinity of Mount Scar.</li> <li>• Pupils must avoid using earphones as this would disguise the sound of vehicle movements.</li> <li>• Pupils must ensure that they stop, look and listen before crossing roads, especially when wearing hoodies or similar clothing that restricts vision to either side.</li> <li>• When using the footpaths – walk, not run. This will avoid accidents and will make you more aware of what is happening around you.</li> <li>• Pupils must not congregate in the car park, pedestrian routes or near access / egress gates.</li> </ul> <p>Pupils must follow the instructions of staff and be aware of the following when accessing minibuses or coaches used for school transport:</p> <ul style="list-style-type: none"> <li>• The minibus or coach must be a complete stop before embarking / disembarking.</li> <li>• Pupils must appreciate that minibus or coach drivers may not be able to see pedestrians who are out of their direct line of sight and must act responsibly.</li> <li>• Pupils must only use designated footpaths to gain access to the minibuses or coaches.</li> <li>• Pupils must allow 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.</li> </ul>

<b>7.</b>	<b>Car Parks</b>
	<p>Only authorised staff and visitors are permitted to use the school car park.</p> <p>The vehicle gate is controlled by a key number pad and is to be <b>opened\closed by authorised staff only</b>. There are a limited number of parking spaces available. All site rules apply to staff using these parking spaces. Staff and car park users are reminded to proceed with extreme caution at these times, following all site rules.</p> <p><b>Entry and exit from the car park is prohibited between 08:30 and 09:00 and between 15:00 and 15:30.</b></p> <p>Staff are expected to act responsibly on the site when parking and accessing school buildings. Any unauthorised parking should be reported to the Main Office. SLT will inform / remind the offending driver of the correct use of the site. All staff must supply the school with their vehicle registration number if requested so that they can be contacted if there is a need to do so.</p>
<b>8.</b>	<b>Parents Dropping Off / Collecting Pupils</b>
	<p>Parents and carers are expressly forbidden to drive their vehicles into the school car park to drop off and collect their children.</p> <p>They are also respectfully requested to avoid using Mount Scar and to ensure that they do not park on yellow lines or obstruct local resident's driveways.</p>
<b>9.</b>	<b>Visitors</b>
	<p>Authorised visitors must only park in available parking spaces. Doing so will allow unrestricted movement of other vehicles during the school day. If parking spaces are unavailable, then visitors should park safely and legally in the adjoining streets. All visitors must adhere to the <b>5MPH</b> maximum speed limit on site, as well as other as all other traffic rules.</p> <p>Visitors are required to sign in at reception and record their vehicle registration number. On departure, visitors should sign out at the Main Office and leave the building by the main entrance door.</p>
<b>10.</b>	<b>Contractors / Deliveries / Waste &amp; Recycling Collection / School Minibuses</b>
	<p><b>Contractors and Delivery Drivers</b></p> <p>Drivers of contractor and delivery vehicles must report to the Main Office on arrival. They must advise of the nature of their visit and seek clarification on where they can park, and to record their vehicle registration details. Drivers must be advised of the site rules in relation to the area they are parking at the time, as appropriate to the nature of their visit. All drivers must adhere to the <b>5MPH</b> maximum speed limit on site, as well as all other site rules.</p> <p>Parking arrangements for contractors who are carrying out long-term construction works on site must be agreed to prior to the commencement of the work.</p>

	<p><b>Waste and Recycling Collection</b></p> <p>All refuse and collections are programmed for collection on a weekly schedule by the contractor Suez. Operatives have access to the gate codes to gain access to the bins located on the north side of the main classroom block.</p> <p>Due to the narrow confines of Mount Scar and the school car park refuse/recycling lorry will reverse up Mount Scar from Queens Road and stop by the car park gate. Drivers must use reversing assistants during this reversing manoeuvre.</p>
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<b>11.</b>	<b>Outside School</b>
	<p>The school accepts that parking near the school is not easy. Where parents / carers are unable to access / stop safely near the school, they are asked not to park immediately outside the school, but to drop the children off further away, in a location where it is safe to do so, and allow them to walk the remaining distance. Pupils are reminded to walk safely and only enter via the dedicated pedestrian gates.</p>
	<p>Drivers are asked to keep the road outside each entrance clear to allow vehicles to pass safely. Drivers are asked not to park indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points and parking near junctions, as this 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 frustrated residents and delays to services and ongoing journeys.</p>
<b>12.</b>	<b>Supervision</b>
	<p>The school has a traffic &amp; gate supervision Rota in place to ensure that appropriate numbers of supervisors are on duty at the designated times and locations. Supervisory staff should receive appropriate information / instruction and training regarding their role, including information / instruction on how to ensure their safety when undertaking their duties. Supervisory staff must position themselves in a safe location when undertaking their role. High visibility waistcoats or jackets are available to be worn when carrying out these duties.</p>
<b>13</b>	<b>Monitoring of Compliance Against this Plan</b>
	<p>Key to the ongoing monitoring of the plan is the role of SLT and other staff. All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health &amp; safety of themselves or others. In addition to the supervision arrangements in place, the SLT will carry out termly site inspections to view practices. The outcomes of this monitoring will be recorded, including details of any instances of non-compliance. Similarly, details of any instances of non-compliance noted at any other times will also be recorded.</p> <p>Traffic and driving issues arising from the behaviour of parents, carers, contractors, delivery drivers, cleaning and kitchen staff will be dealt with / escalated by the Site Manager.</p> <p>The Head Teacher will be responsible for addressing the conduct of pupils where it is not consistent with the requirements of this TMP.</p>

<b>14.</b>	<b>Reporting of On-Site Traffic Incidents / Accidents</b>
	<p>Incidents and accidents must be reported initially to the School Office or Site Manager. All near misses must also all be reported as per school procedures.</p> <p>Serious and / or RIDDOR reportable incidents and accidents must be reported to Coastal Learning Partnership (CLP) using the approved reporting mechanism.</p> <p>Accident investigations must be carried out in line with CLP procedures and reported fully to the Head Teacher and Governors if applicable.</p>