



Vehicles on Site / Safe Walking Routes

ADVICE FOR SITE USERS

This site has potential dangers posed by vehicles and pedestrians particularly at the beginning and end of the day. The school issues this advice after undertaking regular risk assessments for the site.

To reduce the level of risk as much as possible the following guidelines have been developed and all site users are expected to follow.

Vehicles

PARKING

To ensure the safety of children, staff and visitors at the beginning and end of the school day, designated members of staff wearing a high visibility jacket will be monitoring and directing all site users. You will need to follow their direction to ensure the safety of everyone using the site.

- All site users need to work together constructively with regard to parking spaces
- There are allocated parking spaces for each vehicle. Please use your allocated space unless requested to move by a designated staff member.
- The maximum speed limit on site is 5MPH
- All vehicles must use hazard warning lights and reversing "beep" when reversing around the school site.
- Staff members are asked that they use all the spaces in the main car park and try to leave the spaces on the edge of Andy's Wood as clear as possible. These are reserved for staff members who arrive late and leave early. There are 2 visitors spaces just inside the vehicle gate.
- Staff members should only be parking in Scratchface Lane 9.15am-2.30pm
- Between 8.45 am to 9.15 am and 2.45 pm to 3.15 pm only contracted home/school transport vehicles should park on the zig-zag yellow marked areas.
- All vehicles should have their engines switched off when parked
- Drivers are asked to ensure that their vehicle does not obstruct walkways (ie back or front of vehicle 'overhanging' a walkway or path.)
- Minibuses must not start to unload or load pupils until they are given the all clear by the designated members of staff.
- When dropping off or picking up children, all drivers must not to move off until directed. All passengers must be wearing seatbelts. The designated members of staff wearing yellow jackets will direct drivers when they consider minibus manoeuvres to be safe. This includes parking, waiting and leaving the site.
- Cones/chains will be used to ensure buses do not move and that pupils and staff do not move in between vehicles where they may not be seen. These will be moved by designated staff members only.
- Only parents who have gained prior permission can park on site. They must only use the designated spaces. Parents are asked to pick up their children at 2.45pm and drop off at 9.10am. Parents may need to wait for their parking space as these are limited. Priority is given to school transport parking.
- Parking spaces for the disabled are available on site and clearly marked.

Walking

- Pedestrians are asked **not** to walk on the school drive or through the main car park. PLEASE USE THE PEDESTRIAN GATES AND PATHWAYS all of which are clearly signposted.
- Pedestrians are asked to be aware of moving vehicles, particularly at busy times of the day
- Pedestrians should use pathways even if this is a longer way round.

We believe that if everyone concerned follows these procedures, then the risk level of vehicles and pedestrians using the site will be low. The school will monitor the way in which these procedures are being followed and reserves the right to only permit authorised school transport vehicles to enter the site at key times of the day.

Complaints

Any complaint about staff members and parents must be made in writing to the Head teacher, via the school office.

Any complaint about the Head teacher, must be made in writing to the Chair of Governors, via the school office.

Any complaint about HCC escorting staff must be made to the Head teacher who will forward the complaint to HCC transport

Any complaint about the drivers must be made to the Head teacher who will forward the complaint to the contracted company.

The complaints policy is available via the school website.

PARKING PLAN attached.

Yearly Review (September)

Reviewed Autumn 2024

