



## **Pedestrian & Vehicular Movement Policy**

This is a specific policy and procedure that applies to St George's CE Primary

<b>Agreed by Governors:</b> 18.07.2019	
<b>Schedule:</b> Bi Annual	
<b>Reviewed:</b> 07.05.2024	Resource Sub-Committee
<b>Next Review:</b> Summer 2026	

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## **1. Introduction**

The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely.

St George's CE Primary School recognises that the avenue belongs to St George's Church and that pedestrians and vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it, that roadways and footpaths are separate whenever possible and that protection for people who work near vehicle routes is provided.

Equally, vehicle routes are kept far enough away from doors or and exits that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened.

## **2. Statement of intent**

This document sets out what is required of Governors and is designed to assist with the risk assessment of traffic and pedestrian movement. It provides guidance on the specific risks and how these can be effectively managed. Traffic on and around the school site must be actively managed and everyone has a role to play in ensuring the safety of children and adults.

We urge all site users to read this document carefully and act in accordance with the instructions contained herein. The instructions constitute site rules. Staff and Pupils in breach of the site rules may be subject to further action.

Copies of this document have been given to school staff, pupils, parents/carers. Copies are also available on the St George's Primary School website.

The document will be reviewed bi-annually by the Leadership Team and the Governors. Awareness will be raised regularly through parental events, electronic communication systems, assemblies and staff meetings.

## **3. The risk assessment**

The risk assessment completed by St George's CE Primary looks at the following:

- How pedestrians and cyclists are kept away from vehicles
- How vehicle and pedestrian areas are delineated
- How crossing points are marked out for drivers and pedestrians

#### **4. Pedestrians (Including pupils and parents)**

Wherever it has been possible to do so, the school has provided separate routes and footways for pedestrians to keep them away from vehicles. Where it has been possible to do so, pedestrian traffic routes represent the paths people would naturally follow, often known as 'desire lines', to encourage people to stay on them.

Bramhall Lane is the main road at the bottom of the avenue which is manned by a school crossing patrol. This safe crossing place must be used by all pupils when crossing the road outside the school.

The A6, Buxton road is the main road at the top of the avenue. There is a pelican crossing located opposite The Bamford Arms. This safe crossing place must be used by all pupils when crossing the road outside the school.

The avenue operates as one way from the A6 Buxton Road.

These instructions should be followed because this keeps pedestrians at the lowest level of risk possible from vehicle strike.

Entry into school building:

Reception, Y1 & Y2 – Infant Playground  
Y3 & Y4 – Middle Playground  
Y5 & Y6 – Junior Playground

There are a number of site related areas pupils should be aware of:

- Pupils should be particularly aware that walking into school on the vehicle section of the avenue is strictly forbidden. Pupils must use the designated footpaths.
- When using the footways please walk and do not run. This will avoid accidents and will make you more aware of what is happening around you. Pupils riding bicycles must enter the grounds on-foot via the pavement and proceed to the junior playground store. They should exit school, on foot, via this same route.

#### **5. Parking**

The school accepts that parking is not easy. Parents/carers are encouraged to use Hallam Street free parking. 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, please act

responsibly by parking as safely as possible, to keep the pupils at St George's CE Primary School, local residents and other road users safe.

## **6. Vehicles**

The speed limit on the avenue is 5mph. Drivers should exercise extreme caution at all times. The avenue provides limited parking which is for the use by both staff and visitors. 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. Vehicles should be parked in such a manner as to avoid causing an obstruction. The areas in front of the school gates must **not be used** in case an emergency vehicle requires access. Parents must not pull up in the avenue without parking and allow children to exit/enter cars.

The avenue becomes heavily congested at key times during the school day notably drop off and pick up. The avenue gates will be closed to traffic between 8.20am – 9.10am and 2.50pm – 3.50pm

It would be of great help to the school if your child could use an alternative to car travel for their journey. Please consider car sharing, public transport, walking or cycling as frequently as possible for your circumstances.

Parking is not permitted on the A6 entrance before the gates.

Parents and carers are thanked for their cooperation in this important safety aspect of school operation which helps keep your children safer.

## **7. Service and delivery vehicles**

Wherever possible deliveries are requested outside of the school day. The speed limit on the avenue is 5mph. Drivers should be aware that they are working in a school environment - exercise extreme caution and be vigilant when carrying out vehicle manoeuvres. Drivers of service and/or delivery vehicles (if they have not been on the site before or obtained instruction in advance) should report to the school office 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 where they are parking at the time. Where the contractor is on site to carry out works by prior arrangement, please call the school reception in advance on 0161 480 8657 to agree the most suitable parking location and time.

## **8. Drop off and pick up**

The avenue operates one way from the A6, Buxton Road. Vehicles must enter via this entrance and exit onto Bramhall Lane. The avenue gates are closed at the start and end of the school day.

Gates Closed 8.20am – Gates Opened 9.10am  
Gates Closed 2.50pm – Gates Opened 3.50pm

## **9. Staff**

Staff must act responsibly on the site when parking and accessing the school buildings. If you are aware of unauthorised parking, this should be reported via reception to the Site Manager who will inform/remind the offending driver of the correct use of the site. All staff must provide their registration number so that they can be contacted if there is a need to do so.

## **10. Visitors**

Visitors are welcome on the avenue if there is parking available. Alternatively free parking is available at Hallam St. All visitors must report to reception and sign in before going anywhere in school. Visitors are required to provide their registration number when signing in. On departure, visitors should sign out at reception. If visitors need any advice on access or parking before their visit, please call the school reception on 0161 480 8657.

## **11. Disabled access**

Pedestrian access is by reception where there is an access ramp. If visitors, staff or pupils require information on access or any other considerations, they should contact the school reception in the first instance on 0161 480 8657.

## **12. Ongoing review of this policy and procedure**

The Leadership Team and the Governing Board will continually review and strive to improve the site-layout with the aim of reducing the risk of injury to as low as practicable. To manage this, this policy and procedure will be reviewed continually during the course of the year and any changes identified will be noted alongside expected implementation/completion dates.

## **13. Further reading & Related Policies**

Please visit <http://www.st-georges.stockport.sch.uk/useful-information/>

**Appendix 1:**

Risk:	Pedestrian & vehicle movement – St George’s CE Primary			People at Risk:	Parents, pupils, siblings, visitors, staff, contractors	
Assessment carried out by:	Business Manager	Date:	28.06.2022	Date of Review:		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls to be considered	Target Date & By Whom	New Risk Rating**
<p><b>Parents enter school site with vehicle e.g. to drop off/pick up</b></p> <p>How:                      Pedestrians coming into contact with moving vehicle (e.g. inadequate segregation between pedestrians and moving vehicles.                      Parents vehicle collides with other vehicles (e.g. lack of space, poor visibility or lack of speed restrictions).                      Parents vehicle comes into contact with another object e.g. gate post, fencing                      Parents use avenue wrong way                      Parents park in unauthorised places e.g. on pedestrian walkways, blocking entrances, on double yellow lines, in private roads nearby to the school                      High volume of pedestrians                      Speeding of vehicles above 5mph.                      No clear rules and procedure for parents regarding access to the school grounds with vehicles.                      Pupils crossing between parked cars                      Parents pulling up in the avenue without parking letting children exit from cars.</p>	<p>Clear rules and policy for parents/carers regarding entry to the school grounds with vehicles.                      Monitor provision of suitable segregation between vehicles and pedestrians i.e. zebra crossing, clear walkways.                      Clear road markings.                      Clearly mark vehicle/pedestrian routes.                      Use of signage to stop parking of vehicles in unauthorised parking areas.                      Hedges and shrubs kept cut back to ensure maximum visibility. (Twice a year)                      Cones to prevent parents parking in front of the school gates.</p>		<p>Communications to be consistent, concise and clear.                      Reinforce rules (e.g. electronic communications sent regularly to parents, communications on website, info to parents, assembly, monitoring by members of staff).                      Restrict access for unauthorised vehicles (e.g. by closing gates).                      Check what adequate signage is in place re: restrictions.                      Investigate further speed control measures – humps.                      Encourage parents to encourage their children to walk to school.                      Assess park and walk options.                      Explore installing plates to prevent traffic from going the wrong way on the avenue.</p>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls to be considered	Target Date & By Whom	New Risk Rating**
<p><b>Vehicles parked on A6 Entrance</b>            How:            Parking before the gates – increases traffic congestion on main road. Impedes vision of pedestrians.            Parents ignore safety signs and markings            Danger to pedestrians crossing road e.g. from parked vehicles – reducing vision, oncoming vehicles, vehicles double parked            Vehicles park on pedestrian walkway.</p>	<p>Signage            School communications to parents regarding access arrangements.            Policy</p>		<p>Seek co-operation of parents e.g. persuading them to park away from the gates.            Encourage parents to encourage their children to walk to school.            Encourage car sharing to reduce the number of vehicles.            Encourage parents with older children to drop them off away from the school.            Seek advice from the Road Safety Officer.            Seek advice on road markings.            Clear, concise and consistent information provided to parents.</p>		
<p><b>Delivery vehicles</b>            How: Need to get close to school buildings to make deliveries.            Driver of large vehicle may have limited vision of obstacles/pedestrians.            Enter school when pedestrian activity is high e.g. visiting Church.            Traffic route may not be of sufficient width or suitable for large vehicles.            Lack of clear rules for delivery vehicles            Inadequate segregation between vehicles and pedestrians.            Unplanned deliveries.</p>	<p>Hedges and shrubs cut down to ensure maximum visibility (twice a year)             Deliveries requested outside of school day             One way system in operation</p>		<p>Clear rules for delivery drivers            Ensure site manager supervises the safe movement of vehicles.            Ensure traffic route is of sufficient width and suitable for large vehicles.            Wherever possible avoid companies making unplanned deliveries (e.g. make them aware of the rules for delivery vehicles when negotiating contracts).            Turn delivery vehicles away when there is a risk to pedestrian safety.            Use barriers/posts etc. to stop parking of vehicles in unauthorised parking areas.            Training and information provided as required.</p>		
<p><b>Contractors' vehicles</b>            How:            May need to park in unauthorised areas e.g. in playgrounds            Reversing vehicles with poor rear visibility</p>	<p>Pupil access prevented if playgrounds used for vehicles            The playground is of sufficient width and suitable for large vehicles.</p>		<p>Clear rules for contractors' vehicles.            Restrict movement of contractors' vehicles during times when there is high pedestrian activity (e.g. Start and end of school day, visiting church).            Restrict access to school grounds</p>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls to be considered	Target Date & By Whom	New Risk Rating**
<p>May need to cross pedestrian walkways/designated play areas to gain access to certain areas of the school. Enter school when pedestrian activity is high e.g. start and end of school day, visiting Church Vehicles left unattended</p>	<p>Pupils do not have access to unattended vehicles and their loads. Designated parking areas for contractor's vehicles for long-term parking e.g. building works. Hedges and shrubs cut down to ensure maximum visibility. (twice a year)</p>		<p>The need for vehicles with poor rear visibility to reverse could be eliminated as far as possible e.g. by the use of one-way system. Restrict reversing to places where it can be carried out safely. Ensure a banksperson supervises the safe movement of vehicles. Ensure parked vehicles are secure including loads. Notify contractors of any vehicle height/width restrictions on the premises. Use barriers/posts etc. to stop parking of vehicles in unauthorised parking areas. Training and information provided as required.</p>		
<p><b>Staff parking</b> How: Non-use of parking spaces results in vehicles being parked in unauthorised places e.g. in front of school gates and emergency exits.</p>	<p>Message enforced through staff meetings, a written procedure (in the staff handbook).</p>		<p>Ensure there is adequate segregation between vehicles and pedestrians. Prevent staff from parking in unauthorised/dangerous places (e.g. during times when avenue is full). Signage (e.g. "NO PARKING"). Putting notes on offending vehicles Disciplinary action for persistent offenders Incentivise a staff car sharing scheme Use barriers/posts etc. to stop parking of vehicles in unauthorised parking areas. Instruction and information to staff to be provided.</p>		
<p><b>High pedestrian activity</b> How: Pupils spill onto avenue Poor visibility for both drivers and pupils because of numbers Narrow pavement</p>	<p>Speed limits set at 5mph and new signage erected.</p>		<p>Restrict access/movement of vehicles Close supervision of pupils. Clear rules for delivery vehicles. Clear rules for contractors' vehicles. Clear rules for visitors. Clear rules for staff. Introduce speed retarders. bottom of drive. Training and information provided as required.</p>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls to be considered	Target Date & By Whom	New Risk Rating**
<p><b>Visitors</b> How: No clear rules for visitor parking Visitors unsure of parking arrangements Visitors unsure of where to park due to lack of signage/information could lead to dangerous parking e.g. in front school gates and emergency doors or pedestrian routes.</p>	<p>Clear signage for reception. 5mph signage. Use of cones to stop parking of vehicles in unauthorised parking areas.</p>		<p>Clear rules for visitor parking. Rules conveyed to the visitor when making appointment. Training and information provided as required.</p>		
<p><b>Pedestrians on school site</b> How: Pedestrian route not clearly marked. Unauthorised pedestrians (e.g. members of the public using the avenue) No clear rules for pupils Pedestrians do not use designated pedestrian crossing or walkways</p>	<p>Reception/school office clearly identified (e.g. by signage). Crossing Patrol at Bramhall Lane Pelican Crossing on A6, Buxton Road</p>		<p>Close supervision of pupils when in the vicinity of vehicles. Clear rules for pupils (e.g. do not cross the avenue without an adult). Clearly marked pedestrian routes away from vehicles Training and Info as required.</p>		
<p><b>Coaches</b> No clear rules for where coaches pick up from Pupils spilling into coach area Parent cars mingle with bus traffic and congestion is caused along with increased risk of vehicle /pedestrian strike. Buses turning onto avenue</p>	<p>Coaches do not enter avenue Coaches to collect and drop off pupil on the A6 with the doors adjacent to the pavement Pupils to be escorted by class teacher to enter and exit the coach</p>		<p>Communications to coach companies to be consistent, concise and clear. Need to be communicated a time of coach booking. Provision of parking stewards for coach arrival and departure.</p>		
<p><b>Traffic route not wide enough</b> How: Traffic route not wide enough e.g. to allow vehicles to pass parked vehicles</p>	<p>Parking restrictions on avenue gate posts, speed restrictions, one way, private avenue</p>		<p>Introduce a traffic management system. E.g. barrier controlled access Training and information provided as required.</p>		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls to be considered	Target Date & By Whom	New Risk Rating**
<p><b>Set piece events such as open evening/ Church services</b>                      High volumes of traffic                      Aggressive/challenging driving behaviour of parents/carers.</p>	<p>Ensure that car parking and stewarding is factored into the academy health and safety event plan.</p> <p>Clear signage to help users who are unfamiliar with the site layout.</p>		<p>Communications to parents asking them to share a car if possible and where ever possible to walk to the academy.                      Provide neighbours with heads up to all major events.</p>		

Title: Pedestrian and vehicle movement - Policy and Procedure

Issue date:

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