

### Traffic Management Plan (TMP) for Education Premises

<b>Name of Premises</b>	Libberton Primary School
<b>Address</b>	Libberton Primary School Libberton Muir Road Quothquan Biggar ML12 6NB
<b>Property Responsible Person (eg Head of Establishment)</b>	Elma McGregor
<b>Date of Plan</b>	January 2022
<b>Author</b>	Elma McGregor
<b>Review Date</b>	January 2025

## Introduction

Traffic management involves the elimination or reduction of risk associated with the interaction of vehicles and their environment, and especially their interaction with:

- ◆ Pedestrians
- ◆ Other vehicles
- ◆ Buildings/ structures
- ◆ Other plant, equipment and stored goods

This document specifies the traffic management arrangements that have been identified, developed and put in place for the premises. It will be reviewed every 3 years or after any significant alterations such as construction work on-site or in the surrounding area.

Assistance with completion of individual plans can be obtained via reference to OHSMS **Management Arrangements document "Workplace Transport"** (available on **MyWorks** Health and Safety page), and also on request from the Finance and Corporate Health and Safety Team or from Education Support Services Co-ordinators.

This plan should be used in conjunction with the following documents:

- ◆ School Travel Plan
- ◆ Health and Safety Workplace Inspection Report for the premises
- ◆ Health and Safety Workplace Transport Risk Assessment for the premises (where applicable)
- ◆ School Adverse Weather Plan

Where a premises is shared with other Resources or the Leisure Trust, they should be consulted on the content of the TMP.

The TMP must be communicated to all relevant parties

Employees, Parent Council, Parents

### 1. Principles of Traffic Management

The following principles will be applied so far as is reasonably practicable:

- ◆ Pedestrian and vehicle routes shall be separated
- ◆ Clearly defined vehicle access routes will be provided
- ◆ Where pedestrians are required to cross vehicle routes, clearly defined pedestrian crossing areas will be provided
- ◆ Vehicle and pedestrian routes will be adequately maintained, kept free from obstruction, properly lit and signposted according to appropriate standards
- ◆ Speed limit signage should be displayed at strategic points
- ◆ Safe areas for reversing of vehicles e.g. delivery of goods, uplifting bins etc. drop off and pick up of pupils will be provided,
- ◆ Persons driving or service users travelling in vehicles shall remain seated and wear seat belts and have wheel chairs clamped where these are provided

### 2. Vehicle and pedestrian safety

#### Drivers:

- ◆ Use only authorised entry and exit points
- ◆ Adhere to all traffic route and directional requirements
- ◆ Adhere to speed restrictions and other warning signage e.g. roadworks
- ◆ Use authorised parking/waiting areas

Use this space to record arrangements for **general vehicle traffic** (access/egress points, road layout, parking/drop-off areas etc.)

**Libberton Primary School is situated in rural countryside on Libberton Muir Road. This road is busy with farm vehicles and lorries. At present, no child lives within walking safe distance of the school and children are either brought to school by car with parents/carers or by school transport .**

**Vehicle access into the school is via access from Libberton Muir Road. There is a 5mph speed limit. Signage to this effect is clearly displayed in the car park. A route for deliveries leads to the right hand side of the school.**

**The main vehicular entrance to the school is from Libberton Muir Road and allows access to the school car park for use by South Lanarkshire Council employees only. The staff car park has parking for 6 cars and 2 additional disabled bays.**

**There is a school contract bus/taxi drop off area within the school grounds outside the main school entrance**

**There is a drop off area on Libberton Muir Road for parents to drop off children by car. Parents are encouraged to ensure children alight on to the pavement side of the road. Children then make their way by the pavement, via the gate and steps to the school playground**

**Regular communications are sent to parents/carers to highlight the correct way to pick up and drop off their children**

#### **Pedestrians:**

- ◆ Use designated access points
- ◆ Use authorised crossing points where provided
- ◆ Use footpaths provided
- ◆ Adhere to any other warning signage e.g. roadworks
- ◆ Observe any additional safety measures that may be required

Use this space to record arrangements for **pedestrian traffic** (including provision of School Crossing Patrollers and their locations, access points, crossing points, pathways and any monitoring arrangements etc.)

**Main pedestrian access point from Libberton Muir Road is via a single gate. This leads to a pedestrian stairway that allows direct access to the playground and the building.**

**There are no school crossing patrollers in the area.**

## **Buses, Taxis, Delivery Vehicles and Refuse Collection Vehicles**

- ◆ Avoid reversing where possible
- ◆ Provide sufficient room for reversing by SLC transport buses and other vehicles if necessary
- ◆ Pupils should be supervised when transferring to or from SLC provided transport vehicles including those outwith school grounds.
- ◆ The Traffic Management Plan should include contingency arrangements in the event of late arrival of minibus, taxi etc.
- ◆ Deliveries and refuse collection activities should not be carried out at peak times for pedestrian activity to and from the premises

Use this space to record any special arrangements for **Buses, Taxis, Delivery vehicles and Refuse Collection Vehicles**

For Example:

**The bus/buses/taxis park in the marked bay at the side of the school. This area (marked bay) is closely monitored by office staff to ensure it is kept clear at all times in case buses are early or late. Where necessary, buses can use the clear area at the rear of the car park for reversing.**

**Pupils are escorted by a member of staff to/from the bus/taxi when arriving and leaving school.**

**Delivery vehicles are not permitted access to the school at peak times.**

**Refuse collection is every Friday out with school hours.**

## **Gritting/Salting and Snow Clearance**

Use this space to record arrangements for **gritting and clearing of pedestrian paths and roadways** (where applicable)

**The Facilities staff follow the agreed Adverse Weather Plan for the school.**

**Children, staff, visitors and parents/carers are encouraged to remain on these paths when entering/exiting the school.(See attached Appendix 2)**

## **Maintenance Arrangements**

Regular checks of the premises will take place to ensure that vehicle and pedestrian routes:

- ◆ Are kept clean and free from hazards and obstructions
- ◆ Are in good condition
- ◆ Are separated and marked as originally intended to prevent danger
- ◆ Are adequately lit

Also:

- ◆ Where provided collision protection/ barriers protecting structures are in good condition
- ◆ Where provided, any traffic calming & control measures (e.g. speed bumps, speed signs) are in place
- ◆ Any deficiencies should be recorded in the STOP/HARM Book or the Facility Log Book and reported for repair

### 3. Implementation and Monitoring Arrangements

Overall responsibility for implementation of this plan is held by the Property Responsible Person(s). The plan will be communicated to employees and visitors by means of a notice at reception

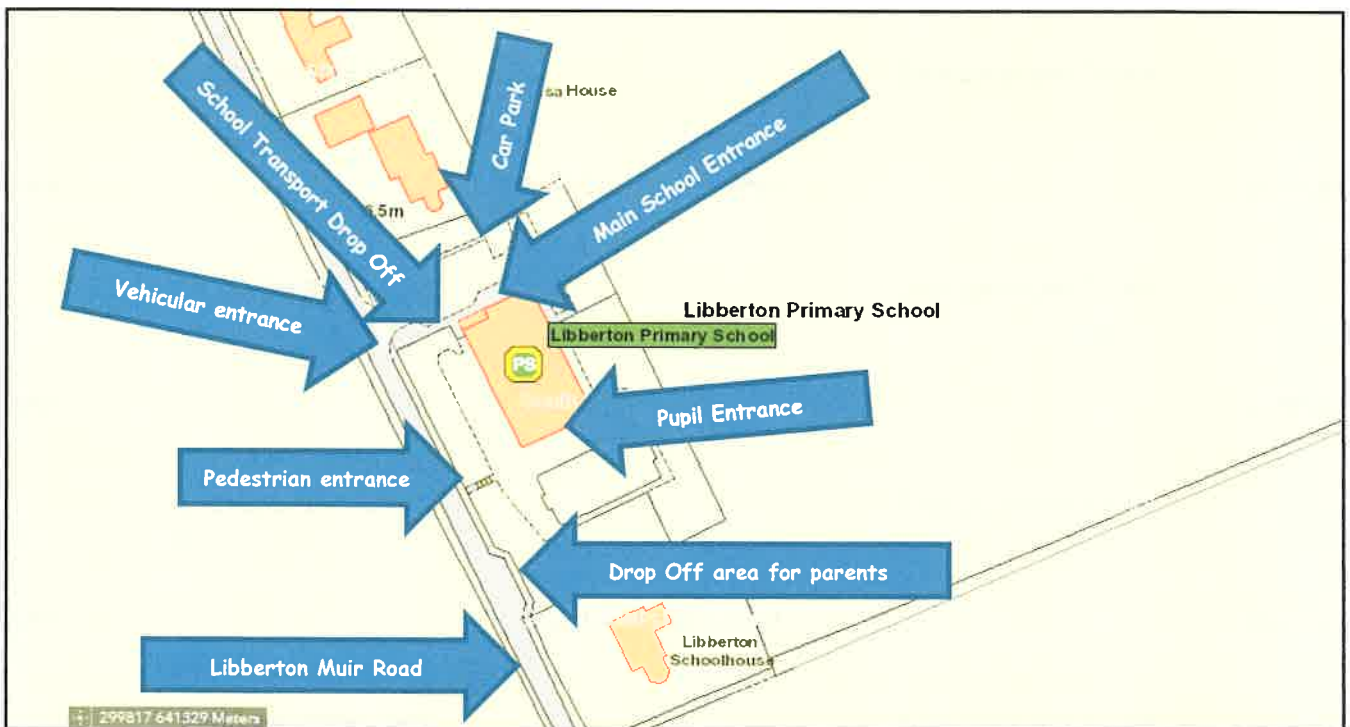
At peak times there should be a visible staff presence in the car park area where operational requirements permit.

Employees and managers must act on any unsafe behaviours witnessed or reported to them including the reporting of injuries and near misses using appropriate H&S reporting paperwork. Management will work to provide a suitable example to employees through their own adherence to site rules.

### 4. Site Plan

A diagram showing the road layout and parking areas is shown at Appendix 1 and displayed at the premises.

#### Appendix 1 ROAD LAYOUT AND PARKING AREAS: LIBBERTON PRIMARY SCHOOL





**Community and Enterprise Resources**  
**Executive Director Michael McGlynn**  
**Facilities Waste and Grounds Services**

### Adverse Weather Action Plan

See also; Aerial Overview Sheet

This will show aerial layout of school campus, and show available access routes and gates that will be closed when the Adverse Weather Plan is in operation.

#### Requirements

##### Equipment

Rock Salt  
 Salt Spreader (3Mtr Spread)  
 Shovel  
 Snow Scoop

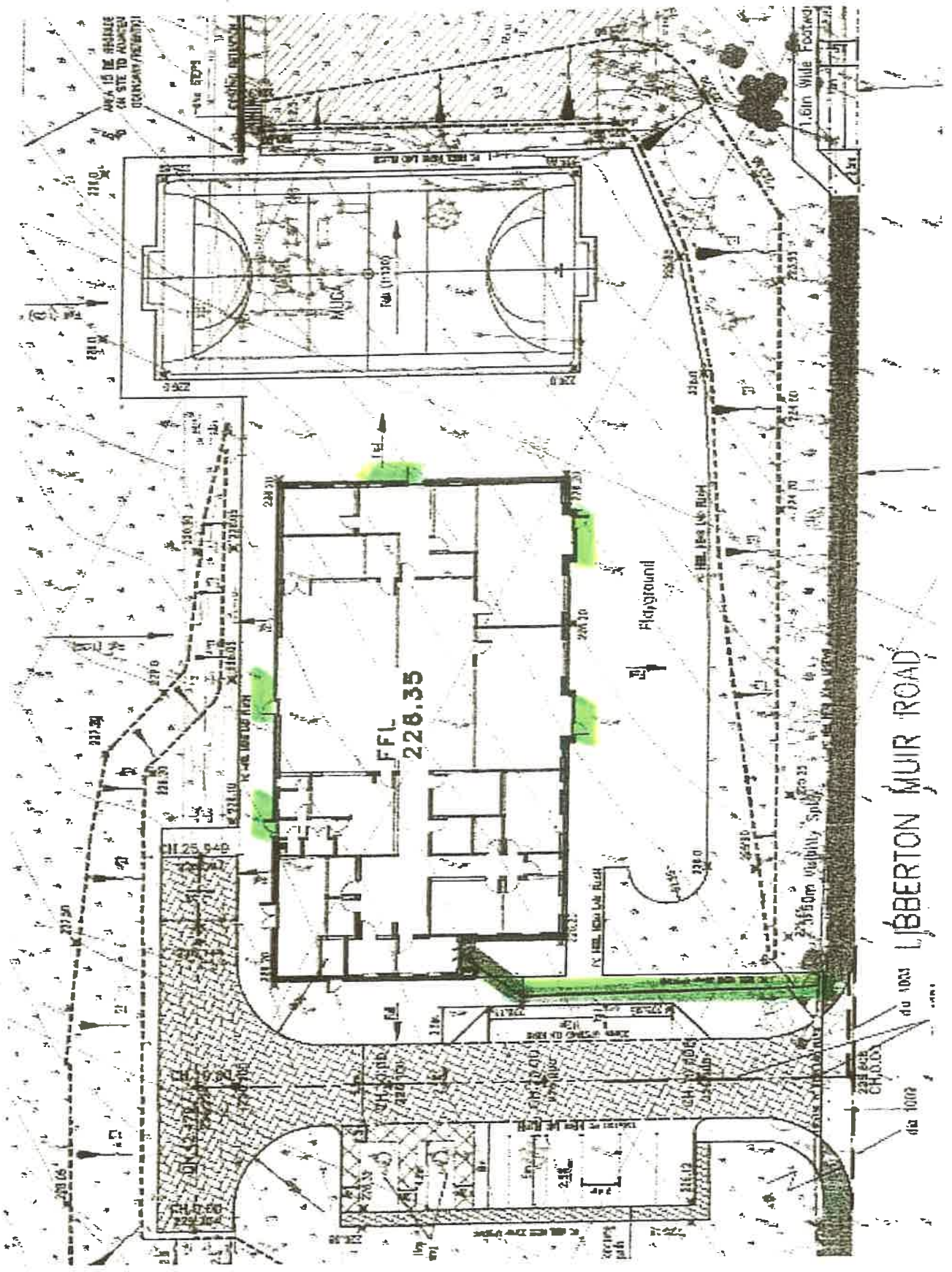
##### Caretaker/Janitor PPE

Waterproof Outdoor jacket  
 Waterproof Trousers  
 High Visibility Vest  
 Gloves  
 Woollen Hat  
 Wellingtons

- An agreed storage area should be available for storage of equipment with location identified on front page of site diary
- Adverse weather plan to take priority over janitorial work plan, resulting in some duties being postponed or abandoned.
- All work to be carried out in accordance with relevant Risk Assessments and Safe Systems of work: see SSOW/FC/031/045/JAN
- School or Janitor will activate Adverse Weather Plan, if warnings are received from Personnel or deteriorating weather conditions deem it necessary.
- School or Janitor will make decision after checking conditions of campus if Adverse Weather plan should be implemented.
- Priority clearing of snow and ice to a pathway from the main gates to the main entrance, one route from car park to the main entrance and delivery area. Then in order of priority and as agreed by the Head Teacher/Head of Establishment all remaining building entrances and emergency exits.
- Head Teachers should communicate the details of the Adverse Weather Plan to parents and Education staff.
- Facility Officer is responsible for communicating the details of the Adverse weather plan to Facilities staff

Head Teacher's Signature E. M. Crogor School LIBBERTON P.S.  
 Head of Establishment Elma M. Grey School Libberton P.S.  
 Facility Officer's Signature CSan Effective Date Jan 2019

LIBBERTON



LIBBERTON MUIR ROAD

du 1003  
CH.O.O.

du 1002