

SITE TRAFFIC MANAGEMENT PLAN

Introduction

This document has been prepared to inform and instruct employees, students, parents/carers and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Biddenham School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care and 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 the Senior Leadership Team.

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

Copies of this plan are also available from reception and on the school website:

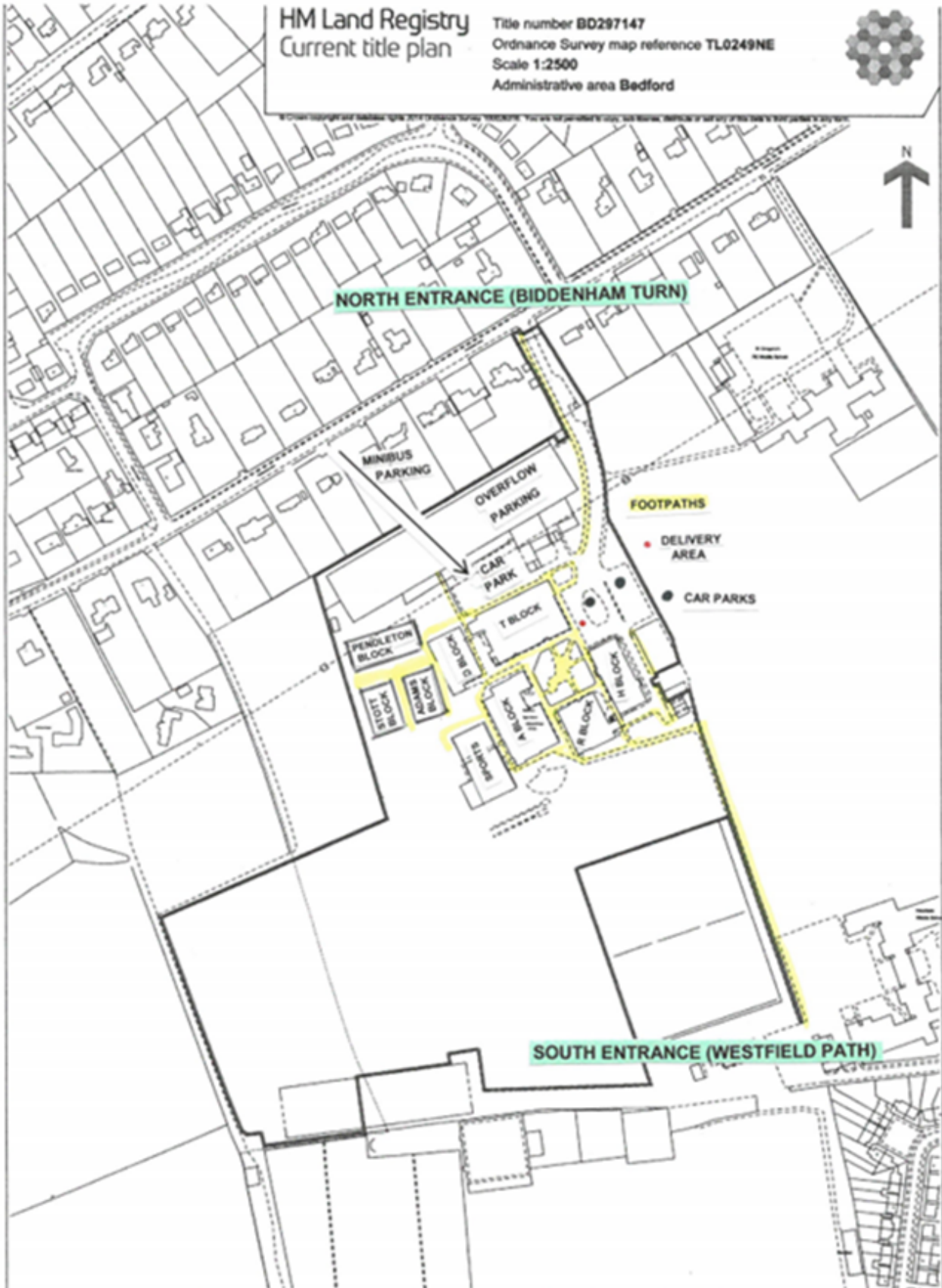
www.biddenham.beds.sch.uk

The document will be reviewed every two years and awareness raised regularly through parental events, student sub-groups, assemblies and school meetings.

For further information, please contact:

School Business Manager on 01234 342521

Principal Mr D Bailey 01234 342521



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This title is dealt with by HM Land Registry, Peterborough Office.

Layout/Access

Environment

Biddenham School is an open site. It is surrounded by sports fields and visibility for drivers is good. There is lighting for the main blocks in the evening but car parks can be quite dark. During the winter months the main access roads and paths are gritted by our site agents but care must still be taken if you are a cyclist.

Pedestrians and Cyclists

There is a pavement to the front of the school and pedestrians should make sure that they use this safely and avoid spilling onto the road. Students walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated entry points. Pedestrians need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

Designated Entry Points

- **North Entrance (Biddenham Turn)**

Pedestrians should follow the local footpaths along the main entrance from Biddenham Turn where there is one pedestrian entry point located at the front of the school. The vehicular access should not be used by pedestrians. Pedestrians should remain on the footpath. Entry into the school building is through the main entrance for visitors.

- **South Entrance (Westfield path)**

Pedestrians should follow the local footpath along Westfield school, pedestrians and cyclists have the only access to this.

Cyclists enter through the main site from Biddenham Turn using the main road or at the South side of the school using the Westfield path. Cyclists should ride singularly and take care that they do not cross in front of buses or cars and whilst using the Westfield path they should take care of pedestrians.

Students

Student ages range from age 11 to 18 at Biddenham. We have over 1200 students and over 200 staff. The youngest students are based in purpose built buildings that have no vehicular access. Our SEN students or disabled students have ramps and pathway access to most of the buildings. The Library has a lift that can take disabled staff/students to the second floor.

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

- There are designated parking spaces for students own vehicles, these are on the old tennis courts (marked overflow car park on diagram).
- When using the footpaths - walk! This will avoid accidents and will make you more aware of what is happening around you.
- Students cycling to school must enter the grounds via the North Entrance (Biddenham Turn) or the South Entrance (Westfield Path). They should exit the school via the same routes.
- Drop Off: There is a marked, designated on site drop off and pick up area for students, next to the footpath on the main roadway to the North Entrance on Biddenham Turn.
- Cars should follow the circular route around the car park by the main entrance in A Block.

Staff

There are four car parks within the school grounds for use by staff and visitors, which include four disabled and two visitor bays. Drivers should proceed slowly within the car parks at all times. 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.

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, this should be reported via the school Receptionist or to the school Business Manager who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with their registration number so that they can be contacted if there is a need to do so.

Car Parks

- Car park 1 at the end of the main drive is used mainly for staff.
- Car park 2 behind T Block is used for staff and visitors and also has minibus parking plus one disabled car space.
- There is a small car park in the centre reservation with extra parking and disabled spaces to the front of the school. visitor spaces x 2 disabled spaces x 3
- There is a large overflow car park on the old tennis courts.
- There are also parking bays alongside the basketball courts and outside the Sanctuary for parents/carers dropping their children at the Nursery.

Staff, Visitors, Disabled & Deliveries

All car parks are used by a number of vehicles - staff, visitors and deliveries. Visitors/deliveries should make their way to the reception doors at the main entrance across the playground and report to Reception.

Visitors

- Visitors are welcome to park in the school grounds.
- On departure, visitors should sign out at Reception and leave the building by the main entrance door.
- If visitors need any advice on access or parking before their visit, please call school Reception on 01234 342521.

Servicing/Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the Reception in the main building to advise the nature of their visit and get clarification on where they can park.

- Kitchen Access:
The area that provides access to the kitchen and refuse collection is located at the back of H Block.

Drivers should be aware that they are working in a school environment - exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract.

Minibuses and taxis for mainstream students must use the main entrance from Biddenham Turn.

Disabled Access

Pedestrian access is by the main front entrance.

Parking

There are three disabled bays at the front of the school. These spaces are clearly marked out on the road surface and with signs. There is also another disabled space in car park 2. Access to the disabled parking bays is by following the same one way system as indicated on the diagram above.

If visitors, staff or students require information on access or any other considerations, they should contact the school Reception in the first instance on 01234 342521.

School Grounds

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 students 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 frustration and delays to services and ongoing journeys.

Please act responsibly by parking in the correct areas.

Management Practices

Key to the ongoing monitoring of the plan is the role of school managers and other 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.

- Monitoring of compliance against this plan:

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the school Business Manager. The Senior Leadership Team will be responsible for 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 below by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to Contractor or Service management 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 immediately to the Senior Leadership Team who will make record it on the form and take appropriate action.

Date of Next Review: **May 2023**

