

## Sherborne House School



## Vehicle Movement on Site Policy

Created: July 2016

Annual Review: July

Date of next review: July 2017

Responsibility for review: N Roache, School Business Manager

This policy will also be reviewed following an incident or near miss involving onsite vehicle movement.

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# **Sherborne House School**

## **Vehicle Movement on Site Policy**

### **SECTION 1: Procedures**

#### **1. Scope**

This guidance applies to all vehicle movements undertaken on school premises.

#### **2. Objectives**

The school seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

#### **3. Responsibility**

The Head Teacher and School Business Manager have responsibility for the implementation of this policy with support from the Site Manager as appropriate. The following areas will be addressed:

- Vehicles on site
- Parking and deliveries
- Access control and security

Checklists in Section 2 cover design and layout, reversing, risk control and specific issues, and are used to develop and review procedures and undertake risk assessments. The school ensures that signage is in place to designate speed limits parking facilities and restrictions in place for areas beyond the main driveway.

Parking arrangements are specified for staff. There is a very limited amount of parking which may be designated for use by visitors, those who are disabled and contractors within the staff car park.

#### **Deliveries**

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers will be required to seek permission via the access control system to drive onto the school premises. They are only to go directly to the kitchen for catering deliveries or otherwise as far as the Wattles building as designated by the traffic bollard. Their arrival and departure will be supervised by the site manager or a member of administration or catering staff, as appropriate, and parking will be permitted only in designated areas.

#### **Vehicles and hired vehicles for trips, fixtures and other school events**

There is no provision for hired buses or coaches on the school site. They must park in the designated bus stop or alongside the kerb in Lakewood Road adjacent to the main school entrance. On arrival, hired vehicles will make themselves known to the school office through the access control intercom.

The trip leader/teacher in charge will designate a member(s) of staff to supervise pupils prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location on the school site prior to boarding and move away safely from vehicles and directly back onto the school site after disembarking.

### **Parents and Visitors bringing vehicles on site**

Parents' and visitors vehicles are only allowed on the main school site beyond the Wattles building only in exceptional circumstances (eg collecting a sick child or the delivery or collection of heavy or bulky items). In such circumstances, permission must be obtained from the school office/site manager. During school hours, vehicle movement beyond the Wattles building must be supervised at all times, proceeding with extreme caution and with a member of staff walking alongside the vehicle to alert pedestrians, observing speed limits. Vehicle movements are not to be undertaken on the school site immediately before, after or during the start or end of the school day. Vehicles may be parked only in specifically agreed areas.

### **Staff bringing vehicles on site.**

At times when pupils are on site, including holiday club, only in exceptional circumstances can staff vehicles move in areas also used by pupils. This must be by prior agreement of the Site Manger or School Business Manager and must proceed with extreme caution hazard warning lights on and with a member of staff walking alongside the vehicle to alert pedestrians. Otherwise, staff may park only in the staff car park

### **School Tractor Mower**

It is inevitable that the tractor mower will need to move around the site during school hours. When moving across the site at times when pupils are in school, great care is to be taken and speed limit observed.

## **SECTION 2: Considerations and Risk Assessment**

The three sections below should be used by schools as a checklist in order to

- a. Refine section 1, above, to provide clearer procedures
- b. Undertake annual review of the policy
- c. Conduct risk assessments in relation to the activities covered by this policy

### **1. Design and Layout**

- Are the traffic routes wide enough for the movement of vehicles?
- Has consideration been given to the need for vehicles to pass each other?
- Can you use a one-way system?
- Does the layout allow safe movement of pedestrians close to vehicles?
- Are pedestrian walkways and waiting areas protected by physical barriers?
- Are storage tanks and sources of power, which are close to traffic routes protected against impact?

### **2. Reversing**

- Are arrangements in place for dealing with reversing vehicles?
- Are pedestrians separated from reversing activities?
- Have designated individuals been trained to assist with reversing activities where appropriate?
- Do such individuals have high visibility clothing?
- Have vehicle drivers been informed to stop if they lose sight of the reversing assistant?

### **3. Risk control**

- Do staff in charge of supervising vehicle movement and pupils boarding and disembarking wear high visibility clothing?
- Can arrangements be made for vehicles to be parked off-site?
- Can you provide separate pedestrian access?
- Can you organise buses to be loaded/off-loaded so that reversing is not required?
- Can you arrange deliveries/contractors activities so that they do not coincide with school start/finish times and breaks during the day?
- Can you improve on-site lighting?
- Have you communicated traffic arrangements to pupils and parents?
- Can drop-off zones be provided for parents?
- Can you enforce speed restriction on site?
- Can you provide increased supervision during peak vehicle/pedestrian movement times?

## **Legal Requirements and Education Standards**

### References:

- A. Handbook for the Inspection of Schools – The Regulatory Requirements, Part 3 (<http://www.isi.net>)
- B. Health and Safety Executive, homepage workplace transport ([www.hse.gov.uk](http://www.hse.gov.uk))
- C. “Guidelines for Environmental design in Schools” DfE Guidance 2003