



# ST PIRAN'S SCHOOL

## ON-SITE VEHICLES MOVING POLICY

### **INTRODUCTION**

The Governors of St Piran's School are committed to keeping the school grounds safe for pupils and staff alike to use for exercise and relaxation, without risk from traffic.

### **ORGANISATION**

Day to day responsibility for planning, monitoring and controlling on site movements and for car parking is delegated to the Bursar, who is assisted by the Maintenance and Grounds Staff. She manages site safety, recommending measures that may be needed to enhance the safety of pedestrians. Risk assessments are in place covering:

- Vehicles on school site
- Parking and deliveries
- Access control and site security
- Operation of the school minibuses

The Bursar is also responsible for liaising with the local planning department over the School Travel Plan and for monitoring achievements against its targets.

### **The Health and Safety Committee**

The School's Health and Safety Committee is the main forum within the school for discussing health and safety issues, and for monitoring all risk assessments, health and safety induction and training programmes and safety measures adopted by the school, including those relating to vehicles, on-site movements and the School Travel Plan. The Bursar is responsible for liaising with the local police, the local highways authority and insurance and security advisors in pursuit of risk reduction measures that are incorporated into the School Travel Plan. Details of the wider role and responsibilities of this committee, together with a list of its members, can be found in the school's policy on the Management of Health and Safety.

### **VEHICLES ON SITE**

The physical separation of pedestrians from vehicles lies at the heart of our management of vehicles and on-site movements. Priority is given to pedestrians and to ensuring their safety. Our second priority is looking after our cyclists. We designate certain areas of the grounds that are closed to vehicles, using bollards and planters to create a visual barrier.

We exercise strict control of access and movement in the areas where vehicles are allowed. There are warning signs restricting speed to [10mph], and speed humps to restrict speed. Overtaking is not permitted. Our signage is clear.

## **PARKING**

Parking must only take place in designated areas that are clearly signed. The school cannot accept responsibility for any loss or damage to vehicles or their contents.

### **Parking Facilities: Staff**

We have on-site parking in the staff car park. Staff are asked to register their vehicle(s) with the School Office and obtain a parking permit, which should be displayed on their windscreens.

### **Parking Facilities: Visitors**

There are clear signs, directing visitors to our visitors' car park.

### **Parking for Major Events**

We use one of our sports fields for overflow parking for major occasions when large numbers are expected, such as Open Days, Speech Day, plays and concerts. Drivers will receive directions from a member of our Grounds and Maintenance staff.

### **Parking by Parents**

Parents who drive onto school property to drop off or to collect their children are requested to complete the process as speedily as possible, using the designated entry and exit points. Parents should only park in the visitors' car park when they visit the school for longer periods of time.

### **Parking by Contractors**

Contractors may park in the visitors' car park or elsewhere at the direction of the Bursar. All contractors are required to sign in at the School Office to obtain a day pass.

## **DELIVERIES**

We require all delivery lorries to be fitted with audible reversing alarms, and our Catering Manager has instructed our regular suppliers to make all food deliveries before 8.00am. We specify the times when deliveries should be made between the hours of 9.15am -3pm, and may not permit access outside those times unless notified in advance. Any breaches of policy, or dangerous behaviour by delivery drivers will be reported to their employers.

## **SCHOOL MINIBUSES**

St Piran's school has 2 minibuses. The Bursar and Maintenance Staff are responsible for ensuring that they are properly maintained and roadworthy. Minibuses may be booked out from the School Office by members of the teaching staff who have successfully completed their training in minibus driver training, for transporting small groups of pupils to sports fixtures, theatre outings etc. There should always be an additional member of staff in the minibus when pupils are being transported for journeys over 45mins away. S/He will ensure that the pupils wear their seat belts, remain in their seats etc. Staff should refer to the Educational Visits policy for detailed guidance on organising trips and visits. Members of the support staff who are qualified minibus drivers may also book a minibus for activities connected with their work. When not in use, the minibuses are kept securely locked in designated parking bays.

No one should drive the school minibus unless s/he has qualified as a minibus driver. For any minibus journey that lasts for longer than 45 minutes, there should be a second member of staff. The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. At St Piran's school, we expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school minibus or privately owned vehicle. The completed forms are held by the Education Visits Organiser (EVO).

## **PEDESTRIAN ACCESS**

Pedestrians and vehicles do not mix. At St Piran's school we have separate entrances for pedestrians and vehicles.

All our footpaths are sufficiently wide to prevent pupils from walking on the vehicle route, and are physically separated from vehicle routes by planters, bushes, fencing and bollards. They are fitted with lighting to reduce the risk of accident.

Our recreation and play areas are clearly designated with barriers that prevent pupils from running into the path of traffic.

## **CYCLE ACCESS**

We actively encourage staff and pupils to cycle to school. We arrange National Cycling Proficiency Test training at the school, and encourage all Year 6s to gain this qualification. All cyclists should wear helmets.

Cyclists should dismount and use the pedestrian entrance. Once on site, they should wheel their bicycles to our covered cycle storage. Showers are available for both staff and pupils.

Failure to wear a helmet by a pupil may be treated as a breach of the school rules.

**Reviewed by:** Bursar  
**Date:** July 2015  
**Next Review date:** January 2017