



# The Forest View Academy



## Site Traffic Management Plan SEPTEMBER 2018

(Next review date 2019)



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## 1. Introduction

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

The Forest View Academy takes health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the Academy grounds or within the vicinity of the Academy grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the Academy management 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. Pupils in breach of the site rules may be subject to disciplinary action.

Following a review of the kind offer of Ollerton Town football club to use their car park for drop off area/car Park, making a short walk to the Academy a safe alternative to parking on the roadside and leaving Walesby Lane free for the local bus service, Emergency vehicles and local residents. BUT most IMPORTANTLY making it safer for children to cross the road.

The document will be reviewed annually and awareness raised regularly through parental events assemblies, and Academy meetings.

## 2. Layout / Access



### 3. Pedestrians

There is a pavement at the front of the Academy and the pedestrian entrance points are to the left of the Academy, and the main reception. Pedestrians should make sure they use these routes safely and avoid spilling onto the road. Pedestrians walking in groups should take this into account and allow other users to pass by. Please keep the gateways clear, pedestrians should only access via the designated entry points.

The designated pedestrian gate leading onto the playground will be locked at 09.00hrs and unlocked at 15.27 approx. The gate leading to main reception is on a security key code which will be opened by the office staff. The vehicular access should not be used as a pedestrian short cut.

### 4. Pupils / Adults

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

- . Pupils should be particularly aware that entry into Academy ground via vehicular access point (school car parks) is strictly forbidden.

- . When using the Academy footpaths – walk (No cycling, riding on scooters). This will help to avoid accidents and make you more aware of what is happening around you.

### 5. Staff

There is car parking within the Academy grounds and these are for the use by authorised visitors and Academy staff. Drivers should proceed slowly within the car park at all times. Particular attention must be taken when exiting the car parks.

Staff are expected to act responsibly on the site when parking.

Staff to supply the office with their registration number so that they can be contacted if there is a need to do so.

## 6. Visitors

Authorised visitors are welcome to park on school grounds. The car parks are often busy, however visitors should only park in available designated bays. Doing so will allow unrestricted movement of other vehicles during the school day or at peak times.

Alternative on street parking is available in the surrounding area, but if you are unfamiliar with the area, please make sure you do not block local residential driveways or park in a way that could cause an obstruction.

Access into the Academy is only permitted by the main entrance on Walesby lane. Visitors need to press the security buzzer located on the right hand side of the gate and wait for the gate to fully open. All visitors must report to reception and sign in before going anywhere in the academy. On departure, visitors should sign out at reception and leave the building by the main entrance door. For anyone not needing the reception there is a pedestrian gate on Walesby Lane that takes you to all playgrounds.

## 7. Servicing / Deliveries

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

## 8. Disabled Access

Pedestrian access is primarily via the main entrance where there is a ramp to ease access.

### Parking

We have one allocated disabled parking space for permit holders.

## 9. Out of the Academy grounds

The Academy accepts that parking near to the academy is not easy. Walesby Lane is a residential street, used by buses as well as car traffic into and out of the surrounding area. It is important that the Academy is a good neighbour to local residents.

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, the roads can become congested which results in frustration and delays to services and ongoing journeys. Please act responsibly by parking away from school if possible to keep the pupils at Forest View Academy, local residents and other road users safe.

## 10. Management Practices

Key to the ongoing monitoring of the plan is the role of the Academy management team 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.