

# **Brownhills Ormiston Academy Site Traffic Management Guidance**

## **Introduction**

This document advises staff, students, parents and others who come onto the site regarding pedestrians and vehicles.

Brownhills Ormiston Academy (BOA) takes the health and safety of all site users seriously. It is therefore advised that individuals, when on the school grounds or on Deakin Avenue, take care, exercise caution to avoid the risk of injury. If there are any concerns about traffic safety, they should be reported to the Health and Safety Officer or the School Leadership Team.

This document is available from main reception and is on the BOA website.

The document will be reviewed regularly, and awareness raised through staff, parent and student communications.

### **For further information, please contact:**

Ann Lloyd, the Principal

## **Guidance**

### **Entrance and Carparks**

The main entrance to BOA's site is accessed via a pedestrian gate for pedestrians and a vehicle gate for vehicles, which are situated on Deakin Avenue. Both are next to each other. All vehicles accessing the premises are to enter the site via the vehicle gate. A second vehicle gate is situated at the front of the site, further along Deakin Avenue and is usually accessed by larger vehicles only, e.g. coaches and lorries.

Staff are permitted to park on site in the main carpark. Visitors, with permission (see below) in vehicles are to access the main car park parking in any spare spaces available in the main car park area or in the visitor bays.

The main pedestrian and vehicle gates are closed between the times of 8:40am and 15:05pm, during the main school hours and must be closed after entrance and exit. Usually, they are set on an automatic timer. Permission to enter the site is via the intercom stations, which enables contact with main reception from the pedestrian and vehicle gates. The receptionist makes decisions on allowing access or not and may refer to the Principal or the senior leadership team as necessary.

### **School Opening / Closing times**

The main school is open for students during the hours of 8.35 am and 15.10 pm. Some students may arrive earlier and may leave later for enrichment activities and other school activities. Students are to arrive and leave via the site the pedestrian gate.

### **Start and End of the School Day Staff Duties**

Members of staff will carry out gate duty at the pedestrian and vehicle gate from approximately 8:25am-8:45am and from 15:10pm to 15:25pm. Other members of staff carry out coach supervision duty (enabling students to access the school coach service) and the student entrance duty.

### **School owned vehicles**

School vehicles are parked, when not in use, at the back of the school in the main carpark near the back field. Only staff who have received the appropriate training are authorised to drive the vehicles and follow all necessary safety guidelines. Students are always supervised by staff to access these vehicles for trips and other travel purposes arranged by the school.

## **Vehicles on site**

Staff, authorised visitors, authorised contractors and parents who have been given permission from reception are usually able to park on the school grounds. If the car an event is taking place, which means parking is not possible, the school has the right to disallow the parking of vehicles. Parking vehicles can take place if there are available spaces in the main carpark and for the duration of the visit only. All vehicles (except the school coach service) must enter and exit the main vehicle gate only. School staff and only visitors with disabilities/blue badge holders take precedent for parking spaces over other visitors. On occasions, spaces are reserved, e.g. for specific school events.

All visitors must report to reception and sign in at the main reception on the sign in app, unless they are an authorised contractor or a member of staff (we will have details on file). On departure, visitors should sign out at reception and leave the building by the main entrance door.

## **Deakin Avenue**

Parking on the double yellow lines or on pavements is not permitted on Deakin Avenue, following the UK Highway Code. The dropping of passengers or unloading/loading goods into a vehicle is permitted only for a very short time period and when it is safe to do so.

BOA requests that drivers of vehicles are considerate and think of our students' safety, especially drivers who are parents and carers of our students. We request that drivers do not park on the double yellow lines during the main school start and end times as this could cause additional risk to pedestrians and the students at the school and creates additional pressure on school duty staff. If school staff ask drivers who park on double yellow lines to refrain from parking and to move on, this is always to support the safety of our children. We ask drivers to support us, if asked to move on, and to drive away only when it is safe to do so. We ask drivers to consider parking well away from the school site during its busiest times, namely, the start and end of the school day.

Drivers visiting the school or parents/carers dropping off and collecting students must not block residential driveways or park where they could cause an obstruction or a safety risk for pedestrians and other drivers. BOA asks that all drivers show courtesy and support to staff to our students and to our immediate and nearby neighbours, especially during the start and end of the school day when students enter and exit the site.

If visitors need any advice about accessing the site or parking on site before their visit, please call the school reception on 01543 452886

## **Staff vehicles**

Staff must park in the allocated main car park only and should take care not to obstruct any access routes. Drivers should proceed slowly within the car park. Staff are expected to act responsibly on the site when parking and accessing the school building. Staff should supply the HR manager with their registration number so that they can be contacted if there is a need to do so. Staff must not leave their vehicles on site overnight, unless they have permission from the Principal or site team.

## **Building Works Vehicles**

Where significant works are proposed, the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Principal, Site Manager and Contractor. As required, any special site access arrangements are to be recorded and communicated to any site users that they affect.

## **Pedestrians on the School Site or on Deakin Avenue**

All pedestrians are advised to use the pathways on Deakin Avenue to walk up to and away from the school's entrance. Pedestrians enter / exit the site from the pedestrian gate.

Pedestrians are advised to use routes safely and to be alert to vehicles driving along Deakin Avenue or within the site. Pedestrians walking in groups on Deakin Avenue are advised to allow other users to pass safely.

Pedestrians should only access the school from the pedestrian gate. Pedestrians need to recognise that this is next to the vehicle gate and are advised to exercise caution.