



YSGOL CWM  
BROMBIL



# Traffic Management Arrangements

Reviewed By: S. Williams (School Business Manager / M. Evanson (Facilities Manager) & S. Clarke (Headteacher)

Reviewed on: 5<sup>th</sup> July, 2026

Date of Next Review: 5th July, 2026

Academic Year 2025 – 2026

Policy Adopted:	
Policy Review Date:	
Additional Comments:	
Signed:	
(Chair of Governors)	

The Traffic Management Policy is within the guidelines set in the Health & Safety at Work etc. Act 1974 and associated regulations mentioned in the text.

This policy will be distributed to all staff including Health & Safety Representatives and the governors of the school.

The school's corporate Health and Safety officer is Ruth Hardie who can be contacted as elow.

Corporate Health & Safety Section

Tel: 01639 861912

Email: [healthandsafety@npt.gov.uk](mailto:healthandsafety@npt.gov.uk)

These site safety arrangements provide an overview of most of the significant health & safety aspects of the development of Traffic Management Arrangements at Ysgol Cwm Brombil.

The arrangements at Ysgol Cwm Brombil will be recorded as part of the Health and Safety Policy and will be communicated to all relevant parties. (Staff, L.E.A., pupils, parents, visitors, delivery persons, contractors, etc.) The fundamental principle is to minimise and control the risk posed by vehicles on the school site.

The Management of the Health and Safety at Work Regulations require employers to undertake risk assessments on all activities where there is foreseeable risk. Therefore, there is a statutory requirement to undertake a risk assessment on the traffic management at Ysgol Cwm Brombil which will be held on the risk assessment file.

### **Risk Assessment**

The risk assessment identifies: -

- ❖ All significant hazards
- ❖ All persons at risk
- ❖ What control measures are in place to control the risk

The significant findings of the risk assessment are recorded and include the arrangements for effective traffic management.

These arrangements take into account previous practical experiences and include the information provided in the LEA guidance notes.

The risk assessment will be reviewed:

- following an incident,
- when factors change or
- when it is no longer valid.

Things that will be considered when reviewing a risk assessment are;

- new staff,
- new or altered buildings/facilities
- changes to the layout of the site.

The completed risk assessment is also attached to this policy, see Appendix A.

### **Vehicles on site**

There is a designated car park for staff and agreed visitors only which is situated at the front of the School premises after entering through the barrier system that is in place at the main entrance to the school gates. Visitors to the school have to buzz through to the main office to arrange access to the Car Parking.

When vehicles are allowed on site they are informed to activate their hazard lights when entering and exiting the car park. The maximum speed limit in the car park is 5 mph. There are designated disabled parking spaces and mini bus parking spaces in the main car park.

There will be no traffic movement on site at the start and the end of the school days of both the Secondary and Primary Phase. There will be no traffic movement between:

8.20 a.m. – 8.30 a.m.

8.50 a.m. – 9.00 a.m.

2.40 p.m. – 2.55 p.m.

3.20 p.m. – 3.30 p.m.

Staff have been informed that during these periods there is no traffic movement, visitors will also be informed and not allowed to enter or leave during these times. The school's facilities team also cone off the car park exits as an added measure to limit risk.

Some parents may be given permission to collect their child from the car park and exit during the cordon. A member of the facilities team or SLT will then walk alongside the parents' vehicle as they exit to spot any potential dangers and to limit vehicle speed to a walking pace. Parents can only get this permission from the Headteacher, and a list of approved parents is kept in the main office.

All School Buses will come in through the main school barrier and park in the Bus Bays for drop off and collection. All buses are parked in the bus bays by 2.35 p.m.

All School Buses will not leave the school premises until 3.00 p.m. once all the pupils are safely on the bus and pupils walking have left the school premises. This will be managed by SLT and Facilities Manager and on duty Caretakers. There will be a member of the Facilities Team / SLT on the duty in the morning and at the end of the school day when the pupils are arriving / leaving the Secondary Phase. All staff are to wear High Visability Jackets or vests. There is a rota in place to ensure adequate staff on bus duty.

There is one member of SLT on Bus Duty from 8.20 – 8.30 to ensure pupils from the **secondary phase** are arriving safely from the bus onto the school premises in the morning. This member of staff is situated by the bus bay at the front of the school near the main pupil entrance.

Parents walk pupils onto the school premises from the Drop Off / Pick up zone at the bottom of the car park (which is a separate through road) or from the pavement through the middle access gates.

There are Three Members of SLT staff and 2 other staff on Bus Duty for the **Secondary Phase** from 2.43 - 3.00 to ensure the buses leave the school premises safely in the following allocated areas:

Staff are situated in the bus bays ready for the pupils to embark the buses and to guide pupils walking home from the school premises

Buses will not leave until SLT have given the go ahead via the Walkie Talkie, Buses leave at the rear of the school. Buses leave in order from the top down to the last bus.

Pupils from the Primary School are collected by their parents from the external gates at the Foundation Phase and Key Stage Gates. Caretakers are on duty from 3.10 – 3.30 to ensure parents / pupils are able to cross over the road safely and to manage the moving traffic and to put traffic in lock down again from 3.20 – 3.30 when all pupils and parents are off the school premises.

The School Mini Buses are kept on site in the mini bus parking bay in the car park, the mini buses are only used by those staff who have undertaken full middas training.

### **Parents' vehicles**

No parents' vehicles are allowed on site except on the drop off / picking up bay at the bottom of the school.

No non contracted buses or taxis are allowed on site. These vehicles are to use the drop off / picking up bay as normal.

### **Delivery vehicles**

The school tries to arrange deliveries so as not to coincide with the start/end of the day and break/lunchtimes. All delivery vehicles will be allowed access onto the school premises and will be met by the Catering Manager / Member of Kitchen Staff for deliveries to the kitchen or to the main reception office for all other deliveries.

### **Visitors/Contractors vehicles**

Visitors/Contractors should arrange to visit the site by appointment and are to report to the reception office immediately. No visitors / contractors vehicles are on site unless they make arrangements with the School Office prior to the visit. On these occasions they can park in the main school car park.

They are informed not to arrive or depart at the start/end of the day or break/lunchtime.

### **Building works vehicles**

Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Head teacher, School Business Manager, Facilities Manager and Contractor.

The vehicles should be closely supervised by a banks man employed by the construction firm.

### **Emergency Access**

If a vehicle has to be driven through the School Car Park due to exceptional circumstances, then vehicles should be driven slowly through the yard whilst sounding the horn and activating their hazard warning lights to alert all in the area. A member of the senior management team should clear the vehicle's route in advance.

### **Cycles**

Cyclists must dismount before entering the school premises and park the cycle in a designated area.

### **Pupils**

Pupils are not asked to collect or carry things from staff vehicles unless a member of staff accompanies them.

Pupils are not allowed to open/close the school gates to allow vehicles access/egress.

### **Physical Control Measures**

#### *Signage*

The installation of appropriate signage will be considered such as: -

- ❖ Warning notices at entrances stating that only authorised vehicles are permitted on site and the times they will be allowed access
- ❖ Speed restriction sign
- ❖ Signage indicating where deliveries are to be made.

(Signs used in connection with traffic will where possible comply with the Highway Code).

### **Fencing**

There is a fence around the whole school, the school has barrier entrance to the school. There are three gates for access, front gate that is opened by the Facilities team in the morning and this remains open all day. A gate in the middle of the fence which allows people access by foot and a gate that the exit of the school to allow cars to leave the premises.

### **Gates**

There are three gates for access, front gate that is opened by the Facilities team in the morning and this remains open all day. A gate in the middle of the fence which allows people access by foot and a gate that the exit of the school to allow cars to leave the premises.

## Supervision

Children are supervised by Senior Management Team or appropriate members of staff when leaving the school to embark the School Buses in the Car park. No buses are permitted to leave the School Car Park until all buses are ready to leave and all pupils are on the bus safe.

## Access to and from School

Ysgol Cwm Brombil suffers from some vehicle congestion problems close to and surrounding their premises. Parents who drop off and pick up their children by car cause much of the congestion.

The School will consider the following in an attempt to reduce the congestion:

- ❖ Encourage walking
- ❖ Liaise with local Police regarding enforcement.
- ❖ Revise the travel plan annually.
- ❖ Remind parents from time to time of the dangers and problems associated with congestion at school entrances.
- ❖ Parents should also be encouraged to car share to reduce the number of vehicles outside the site.
- ❖ Blame and shame scheme
- ❖ Liaise with operators who pick up/drop off pupils transported by bus.

The school will maintain a record of traffic incidents that occur off site in the vicinity of the school when they are informed of them. These records may help Police with enquiries or the Local Authority may use them to support the introduction of remedial measures.

## Useful contacts:

*Traffic management advice.*

Corporate Health and Safety Section

01639 763961

*On site premises development.* Capital Programme and Premises Development  
Section

01639 763619

*Remedial highway measures in the school vicinity.*

Traffic Section

01639 686486

*Road Safety Education, Safe routes to school, child pedestrian training, school crossing patrol, integrated transport, cycle proficiency, school travel plans.*

Road Safety

01639 686579

*Design of signs, road markings, footways, safe routes to schools, fencing, crossing facilities etc.*

Design Section

01639 686457



# Risk Assessment Form

Activity to be Assessed		Assessment Number	
Traffic Management ( <i>in or around School</i> )		BUILDING-ORIGINAL-004	
Persons undertaking or affected by the activity			
<input checked="" type="checkbox"/>	Employees	<input checked="" type="checkbox"/>	Contractor
<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Pupil
<input checked="" type="checkbox"/>	Service User	<input type="checkbox"/> Other .....	
Identified Hazards and Associated Risks		Likelihood	Severity
1	Vehicle / Pedestrian collision – Pupils arriving / leaving school, Kitchen deliveries, After school activities, etc.	3	5
2	Bus departure at the end of the day	3	5
3	Winter weather	3	5
4	Slips and trips	3	5
Existing Control Measures / Additional Control Measures Required			
1	<p>Where possible there should be no traffic movement on site at the start and the end of the school day. No traffic movement between 8.20 – 8.30, then 8.50 – 9.00 and 2.40 – 2.55, then 3.20 – 3.30.</p> <p>Physical barriers should be erected to segregate pedestrian routes and vehicles.</p> <p>Automatic Barriers should be down and in place from the hours of 8.00 a.m. to 3.50 p.m.</p> <p>Staff are made aware of the times they are allowed to enter/leave the school site.</p> <p>Deliveries should only take place at times agreed with the school.</p> <p>Deliveries should follow the route agreed with the school where “safe” parking will be made available.</p> <p>Visitors/delivery drivers to follow the designated routes into the building and report to reception.</p> <p>Staff undertaking supervision of parking etc to wear high visibility waistcoats / jackets</p> <p>Dedicated parking areas to be clearly signed for staff, visitors, deliveries and disabled.</p> <p>Speed limits will be clearly displayed and adhered to.</p>		
2	<p>Bus departures to be supervised by SLT / teaching staff.</p> <p>Bus departures controlled until all pupils have left the school building and boarded the bus.</p> <p>Where necessary bus arrivals will also be controlled.</p> <p>Pedestrians to be supervised and only allowed into the vehicle area when traffic is stationary.</p> <p>Separate procedures and risk assessment for pupils boarding and alighting buses to be in place and followed.</p> <p>Pupils should access the bus from the pavement.</p>		
3	<p>When appropriate, staff and pupils will be warned of slippery road and path way conditions.</p> <p>Appropriate procedures to be in place and followed to reduce risk of slipping over at entrances to building.</p>		
4	<p>Appropriate procedures to be in place for the inspection and maintenance of car parks, roadways and footpaths in order to identify defects and obstructions.</p>		
<p><b><u>Mandatory Control Measures</u></b></p> <p>All staff to be aware of accident/incident reporting procedure.</p> <p>All staff to be aware of nearest First Aider.</p> <p>Appropriate footwear to be worn at all times.</p> <p>Appropriate PPE to be worn at all times.</p> <p>All staff to have regard for their and others health and safety at all times.</p>			
Reassessment of Activity Hazards		Likelihood	Severity

1	Vehicle / Pedestrian collision – Pupils arriving / leaving school, Kitchen deliveries, After school activities, etc.	1	5	5G					
2	Bus departure at the end of the day	1	5	5G					
3	Winter weather	2	5	10Y					
4	Slips and trips	2	4	8					
Name Sharon Williams / Ben Field		Signed		Date 1 <sup>st</sup> October 2021					
Position School Business Manager / Facilities Manager									
Reviews	Key								
Review Date : 05.11.19	Likelihood	Severity	Likelihood of Injury	5	5Y	10R	15	20	25
Reviewed by: BF	1 very unlikely	1 nuisance	Likelihood of Injury	4	4	8	12	16	20
Review Date :				3	3	6G	9	12	15
Reviewed by:	2 unlikely	2 minor	Likelihood of Injury	2	2	4	6Y	8	10Y
Review Date :				1	1	2	3	4	5G
Reviewed by:	3 likely	3 medical treatment	Likelihood of Injury	0	1	2	3	4	5
Review Date :	4 very likely	4 major		Severity of Injury					
Reviewed by:	5 certainty	5 fatal	<span style="background-color: green; color: white; padding: 2px;">Low Risk</span> <span style="background-color: yellow; color: black; padding: 2px;">Medium Risk</span> <span style="background-color: red; color: white; padding: 2px;">High Risk</span>						

CF/04/02 (bw)





HEADTEACHER: MR. S. CLARKE

BERTHA ROAD  
MARGAM  
PORT TALBOT  
SA13 2AN

[www.ysgolcwmbrombil.co.uk](http://www.ysgolcwmbrombil.co.uk)

 @YsgolCwmBrombil

TEL: (01639) 760110