



Ridgeway Primary School Vehicle and Pedestrian Policy

POLICY STATEMENT

The safety of children and staff must always be the first consideration.

The School will undertake to ensure compliance with the relevant legislation with regard to vehicle and pedestrian safety for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

THE LAW

As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Department for Education website at www.education.gov.uk/schools and the Health and Safety Executive website www.hse.gov.uk.

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

MANAGEMENT

The Headteacher will:

- Ensure that Risk Assessments are carried out and identified control measures are implemented for all vehicular movement on school premises outside of the car park/ main driveway during the school day.
- It will be the responsibility of the Site Supervisor to accompany such movement

VEHICULAR ACCESS TO THE SCHOOL

- There is controlled vehicular access to the school site from the Grange Road entrance via a barrier and Lawnswood Avenue entrance via a gate.
- Access to the main playground is via Lawnswood entrance.

During the school day:

- The **Grange Road entrance** has barrier control and allows access to the lower drive for access to Sunny Days Nursery. The barrier is locked down for 20 minutes at the start and 10 minutes at the end of the day prohibiting access during these times.
- No vehicles, other than emergency services responding to a school emergency or staff vehicles, will normally be permitted to enter or leave the school or move anywhere within the school grounds, including the car park, during the following times:
 - From 10 minutes before school morning registration until 10 minutes after.
 - From 5 minutes before dismissal time until 10 minutes after.
- Access to the playground by vehicles is restricted by a locked gate
- The drive way has a 5mph speed limit

- The **Lawnswood Avenue entrance** has access to the staff car park.
- There is a physical barrier across the slope onto the main playground preventing direct access.
- Only the Site Supervisor has the authority to allow vehicular access onto the playground during the school day and will:
 - Ensure any children are carefully supervised in a safe area well away from the vehicle and its intended path.
 - Accompany the vehicle whilst on the school site.
 - If necessary act as a “banksman” should the vehicle need to reverse.
- During the school day, the car park and the sloped area is strictly out of bounds to children unless they are accompanied by an adult.

CAR PARKING

- Staff and visitors cars may be parked in the car park and within the marked parking spaces. Parking elsewhere in school grounds will be exceptionally authorised for specific events by the Headteacher.
- Visitors using the car park are to leave their car registration number with reception when signing in.
- Vehicles are never to be parked in a way that could obstruct the entry/exit of emergency services or other vehicles.

PEDESTRIAN ACCESS

- All pedestrians should enter and leave the school via the pedestrian gates on Grange Road or The Ridgeway.
- There is no pedestrian access from the Lawnswood gate.
- The gates to the playgrounds are closed during the working day.

DOGS

- With the exception of guide/assistance dogs, dogs are not allowed in the school grounds except with the express permission of the Headteacher if a dog is to form part of a planned lesson or project. Dogs that are specifically allowed onto the school grounds are never to be left unattended.
- Parents/carers bringing dogs with them when they drop off and collect children are asked to bear in mind that many children, especially those where there is no pet dog in the household, are scared of dogs. **Please do not leave dogs unattended outside of school grounds whilst dropping off or collecting children.**

CYCLISTS

Cycling or scootering is not allowed by any person anywhere in the school grounds at any time unless authorised for a specific event by the Headteacher.

January 2018
Joanne Jelves
Headteacher

Document History

June 2014	Presented for adoption at Sites and Buildings Committee 2 nd July 2014
January 2018	Minor amendments made presented to Resources Committee 13 th February 2018