



Botley C of E Primary School

Traffic & Transport Management Policy

December 2025 – Version 3

Contents

1. Purpose & Scope
2. School Site Diagram
3. Site Traffic Check Sheet
4. How to complete the Check Sheet (*Considerations and Guidance*)
5. Risk Assessment
6. Notes updates and amendments
7. Appendix 1 – Workplace Transport Safety - Site Plan check Sheet

Purpose

This document provides information on how we meet our legislative, corporate, and local procedures and standards.

The Plan sets out the consistent way Botley Primary School manages the risks to its employees, service users, contractors, volunteers, parents and other members of the public arising from site traffic safety. This plan aims to ensure compliance with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Health and Safety at Work Act 1974.)

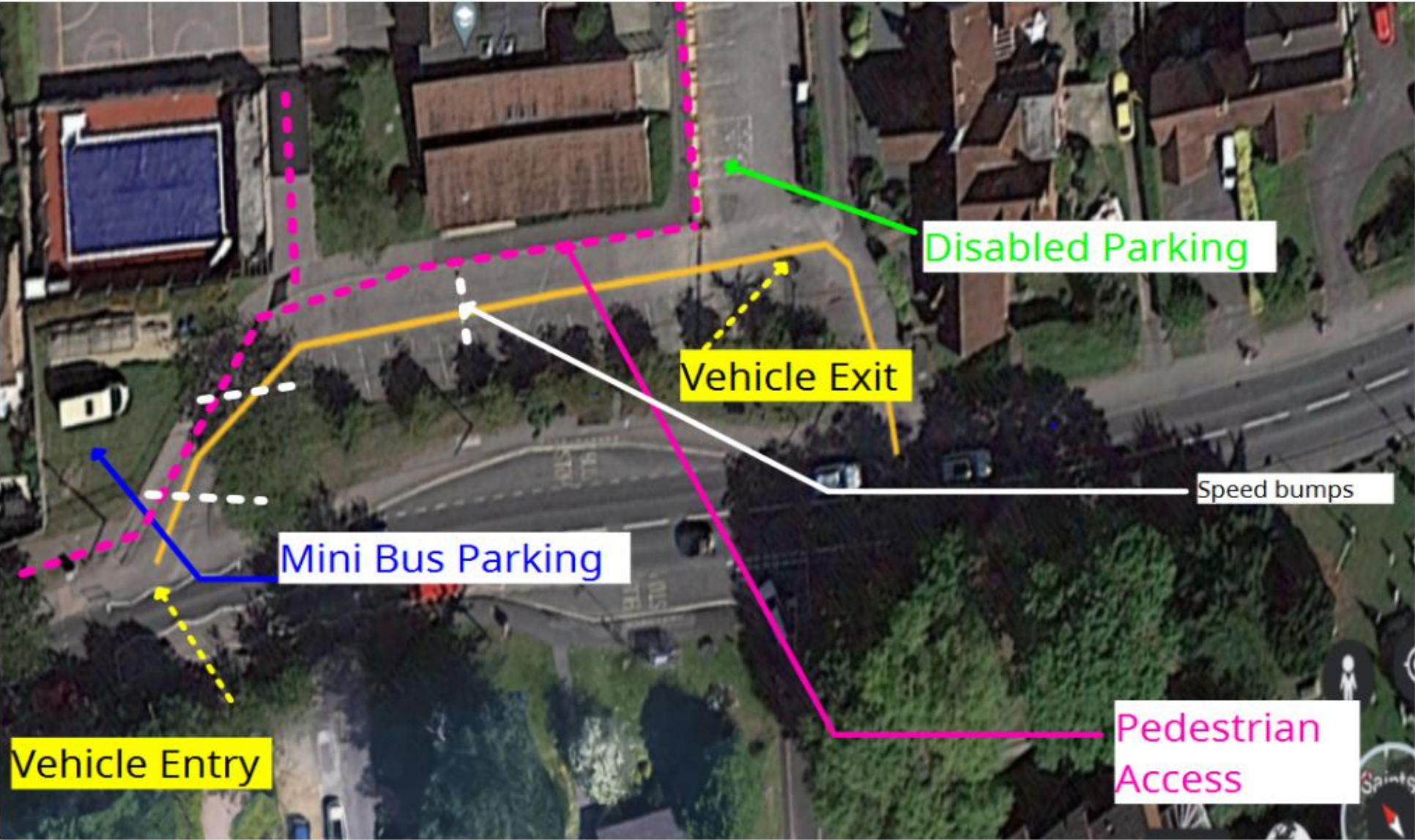
Scope

The plan deals with the management of risks arising from vehicular traffic entering, exiting, and manoeuvring on our school grounds. This will include the interaction between pedestrians and vehicles, identifying the hazards and implementing control measures to mitigate the risks thereof.

Effective traffic management on a school site comprises of :

- Physical measures that can be put in place to segregate pedestrians from vehicular traffic;
- An effective management regime to ensure the actions outlined in a school's traffic management plan and corporate guidance are adhered to;
- Clear communication with staff, parents and visitors, and raising awareness of safety issues with pupils.

Site Diagram



Hamshire County Council

Traffic on site checklist

This checklist has been prepared to be used by all sites; all questions should be considered when trying to reduce the risk from vehicles on your premise. It should be used to identify hazards and to ensure appropriate controls measures are implemented. Once completed a site plan with all control measures detailed should be put in place.

Botley Primary School				
Pedestrian Access		YES	NO	Comments
1.1	Do pedestrian routes avoid crossing vehicle access routes and car parks?		NO	The vehicle entrance and Exit to the school car park crosses the pedestrian entrance to the school. Please refer to Risk Assessment control measures
1.2	Are there well defined crossing points clearly visible to drivers and pedestrians?		NO	Pedestrian crossing markings to be installed to clearly indicate the crossing point.
1.3	Are there clear sight lines between pedestrians & drivers at crossing points?	YES		

1.4	Is there level pedestrian access for people with disabilities? eg. tactile (blister) paving, flush kerbs, gradients?	YES		
1.5	Are footways wide enough to avoid congestion eg. between 1.8 – 3.5m?	YES		
1.6	At internal road crossing points, is there sufficient space for pedestrians to wait safely?	YES		
1.7	Are footpaths free of trip hazards, obstructions eg. signposts, ponding?	YES		
Waiting Areas		YES	NO	Comments
2.0	Are designated waiting areas a safe distance from vehicle movements? (If not, are they protected by an appropriate physical barrier eg. fence or hedge)?		NO	As we are very constrained for pedestrian waiting space it is common practice for pedestrian traffic to converge with the car park during drop – off and pick-up times (including for extra-curricular activities). This is precisely the reason we vigilantly restrict vehicular access and movement during these times.

Fencing, Lighting & Signage		YES	NO	Comments
3.0	Where fencing provides segregation of pedestrians and vehicles, is it adequate for purpose?	YES		
3.1	Does fencing impede visibility for either pedestrians or vehicles?		NO	
3.2	Is directional signage clear, simple and visible eg. to reception?	YES		
3.3	Are warning signs clear, simple and visible eg. slow or sharp bend?	n/a		
3.4	Are control signs clear, simple and visible eg. speed limits, one way, parking restrictions?		NO	<p>New signage to be installed to clearly indicate:</p> <ul style="list-style-type: none"> - Authorised access times - Entry & Exit Points - Speed restrictions

3.5	Is lighting to footways and car parks adequate for safe pedestrian and vehicle movements?	YES		
Cyclists		YES	NO	Comments
4.0	If allowed on site, are there designated internal routes for cyclists to use to access cycle/scooter storage areas?	YES		
4.1	Are access gates and routes to cycle/scooter storage areas of adequate width for both pedestrians and cyclists?		no	
4.2	Are entrance gates of sufficient width to avoid congestion near to highway?	YES		
Vehicle Access		YES	NO	Comments
5.0	Is it clear to drivers that pedestrians have priority at all times?	YES		
5.1	Does vehicle parking restrict the width of footpaths?		NO	

5.2	Is vehicle speed effectively restricted on access routes?	YES		X3 speed bumps are strategically placed through the car park and entrance.
5.3	Are signs required to identify vehicular routes from the highway to parking areas?		NO	
5.4	Where visitors parking is permitted on site, is there effective control to ensure safe movements?	YES		Yes, the same time access and movement restrictions apply to visitors.
5.5	Do you have effective arrangements to prevent vehicular access by drivers who should not be using on-site parking?	YES		Both the entrance and exit to the school car park are gated and are closed by the site team at the appropriate times. (08:20 - 09:00 and 15:00 – 15:30) Staff and pre-arranged visitors are reminded that vehicular movements are not permitted during these times. Traffic cones are also used at the school entrance as a visual deterrent. Parents and ad-hoc visitors will only be permitted to use the staff Car Park before 7:30am and after 4:00pm.
5.6	Are there an appropriate number of accessible parking bays for staff and visitors with disabilities?	YES		
5.7	Are community users subject to the same access controls as staff?	YES		

5.8	Are vehicles encouraged to reverse into parking spaces?		NO	Due to the design of our car Park, reverse parking is not easily achieved.
5.9	Is there a one way system in operation?	YES		

Other Vehicular Access		YES	NO	Comments
6.0	Do you liaise with other transport contractors about best arrangements, (including coaches) for arrival & departure arrangements?	YES		
6.1	Are service and delivery vehicles able to manoeuvre safely on site? (eg. turning heads, restricted times of entry, supervision of site users)	YES		Regular service and delivery vehicles are accustomed to the restricted access times. Delivery companies such as Amazon, DPD etc, will not ways be aware of local arrangements and therefore we will have to rely on local control measures such as gates closures and traffic cones.
6.2	Has consideration been given to access by emergency vehicles?	YES		
6.3	Do you have other travel plans or procedures to identify related vehicle and pedestrian issues off-site?	YES		We do have a park and stride program in operation which encourages walking into School where possible.

School Minibus		YES	NO	Comments
7.0	Do you have a list of appointed drivers with suitable licences?	YES		
7.1	Is training provided for drivers with regular refresher training (e.g. MIDAS)?	YES		
7.2	Do drivers carry out suitable safety checks before using the vehicle and are they recorded?	YES		

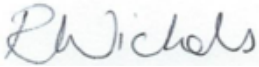
7.3	Is there a regular preventative maintenance programme carried out at predetermined intervals of time or mileage?	YES		
7.4	Is the minibus parked in a designated bay?	YES		

The checklist should be kept locally and used to generate an action plan to document the controls and actions that have come out of the checklist process

Name of Inspector	Signature of Inspector	Date
Paul Burton	Paul Burton	28.1.26

Manager's/Governor's Comments	Insert comments relevant to inspection as appropriate
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The Checklist is an integral part of our *Traffic and Transport Management Plan* and demonstrates how we proceed to identify potential traffic hazards. Together with the Risk Assessment (R.A) both documents form a comprehensive management approach to pedestrian safety in our school.

Name of Manager/Governor	Signature of Manager/Governor	Date
Joe Cooil Becs Nichols		04.02.26

Considerations when completing your checklist/Site plan

General

- Where possible, there should also be a one-way system as this will reduce the need for vehicles to reverse, and will help both pedestrians and drivers.
- Circumstances might mean that complete segregation is not possible, so you would need to have clearly marked pedestrian and vehicle traffic routes, using measures such as barriers and signs.
- Staff parking, regardless of custom and practice, should be designated in the illuminated area of the car park(s).
- Where possible, schools should designate specific times for the entry and parking of staff cars which would be before the normal morning arrival time for pupils. Staff cars arriving after this time may need to be directed to park elsewhere. There should also be designated times for staff cars leaving at the end of the day.
- Such arrangements should be clearly documented and compliance required.
- Where possible seek to ensure separate vehicular and pedestrian routes, i.e. a pavement and a road separated by a fence or barrier.
- Keep entrances clear and ensure that crossings are kept clear.
- Where school premises are to be regularly accessed and used out of daylight hours then sufficient external lighting needs to be provided to ensure that all pedestrian and vehicular traffic routes are adequately lit.
- Schools should consider supervision of areas within school grounds, or in the immediate vicinity, where pupils congregate before embarking for the journey home in the afternoon or after disembarking from

vehicles in the morning. Such areas should be clearly marked and kept clear of obstructions, including parked vehicles.

- Consider cyclists access to the site and routes once in the car park

Pupils

- Pupils should be instructed as to how to keep themselves safe on and around school sites and to be aware of traffic and road safety issues.
- Pupils should not be asked to put items into or collect items from staff cars.
- Pupils should not be allowed to open or close school gates for vehicle access/egress.

Visitors

- Visitor parking bays should be clearly sign posted/indicated and marked.
- Visitor parking bays should be monitored periodically to ensure they are being used correctly.

Pedestrians

- All pedestrian footways should be clearly marked.
- Access points for pedestrians should be clearly marked.
- Pedestrian routes from the edge of the site boundary and car park(s) to building entrances should be hazard free and level.
- Ensure the main school entrance is clearly identifiable and way-marked for pedestrians.

Deliveries/Contractors

- Schools are advised to agree delivery times with contractors in advance. No delivery vehicles should be permitted on to school sites at times when pupils are using the playgrounds or moving to or from school buildings or the playground/s.

- Ideally, designated loading /unloading bays should be provided for commercial delivery vehicles.
- Ensure contractors do not block exit routes .

After School/PTA/Community Use

- Risk assessments should be in place for all after school, PTA and community use activities to include traffic management (a separate site plan may need to be produced).
- Consideration should be given to traffic movement around the site when pupils are still leaving the school at the end of the day.
- Arrangements should be in place for locking and unlocking the school gates out of normal hours.
- Lighting in the car park should be adequate.

Disabled Access

- Special consideration should be given to the needs of disabled users in relation to car parking and pedestrian access to the school. Where possible, this should include designated accessible car parking spaces, and clearly visible signage of safe, level access/egress routes.
- Disabled people using designated spaces should be able to transfer out of their car onto a safe area, and where possible, should not be forced to cross vehicle routes.
- Accessible parking spaces should be as close as possible to the main or accessible entrances.

School Buses/Minibuses

- Hampshire County Council has agreed Codes of Practice for transport drivers, escorts, buses and minibuses. These can be obtained from the Passenger Transport Dept and the Road Safety Team.

Shared sites

- Consider if there is a shared site, the Headteacher should seek to cooperate and coordinate with others to manage the risk appropriately. This may involve a range of actions, from creating the plan for everyone, to following others' plans, but at every site where Hampshire County Council has any element of control the local manager must control the risks and ensure that there is a traffic plan in place which are being followed.

RATF-013

Site Traffic and Travel Risk Assessment

To be completed using local information and in accordance with [SGP 01/07 \(Risk Assessment\)](#)

Location / Site	Botley C of E Primary School
Activity / Procedure	Generic Risk assessment of traffic on the School Site
Assessment date	January 2023
Assessment serial number	File 1 - Index Number 16

Common hazards		
Vehicle collision with property		NO
Vehicle collision with persons	YES	
Excessive or unreasonable vehicle speeds on premises/grounds	YES	
Lack of segregation between vehicles & pedestrians	YES	
Lack of information & direction for vehicle drivers		NO
Lack of information & direction for pedestrians		NO
Inappropriate vehicle parking		
Poor unloading arrangements (eg. location, timings, proximity to persons)		NO
Unauthorised parking	YES	
Poor lighting & signage		NO
Ineffective security for parked vehicles (eg. leading to theft, joyriding)		NO

Identify additional hazards	
Parents entering the car park during peak times to drop children off directly outside of the school building.	
Children not staying on the pavement that runs alongside the car park.	
Mini Bus on site.	
Control Measures:	
1. All staff have been informed that entry to the car park by car is no longer permitted between: 08:20 – 09:00 & 15:00- 15:30	
2. Site staff will place traffic Cones at the entrance to the Car park to stop vehicles from entering between the above times.	

1. All staff have been informed that entry to the car park by car is no longer permitted between:
08:20 – 09:00 & 15:00- 15:30

2. Site staff will place traffic Cones at the entrance to the Car park to stop vehicles from entering between the above times.

3. Site staff will Marshal the Car park entrance above to act as both a deterrent and also a point of contact should any difficulties arise.

4. Entry and Exit pathways will be marked using a combination of High Vis spray Paint on the floors and Traffic cones and rope to create a clear one way system.

5. The Head Teacher or deputy Head will be present at the school gates to monitor the flow of footfall and direct pedestrian traffic whilst all the time looking out for traffic safety.

Identify people at risk		
Employees	YES	
Visitors	YES	
Contractors	YES	
Vulnerable persons	YES	
Pupils	YES	

Existing control measures	List controls already in place to reduce risk from of injury
<p>Parents informed that they should not drop children off inside the school gates at the beginning and end of the school day due to safety concerns. Gates are closed in order to discourage this.</p> <p>Speed bumps have been added in the car park to ensure that vehicles have to travel slowly.</p> <p>Parents have been informed that they must ensure that their children stay on the pavements when entering or leaving school.</p> <p>Mini Bus not permitted to exit and entry during drop off and pick up times.</p> <p>Designated parking for the mini bus.</p>	

Existing level of risk	Consider current level of risk with existing controls in place		
	High > Medium		

Common control measures	Circle boxes where these common controls can be used
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Practical/sensible segregation of vehicle and pedestrians where possible	YES	
Well-defined crossing points	YES	
Effective system/procedure in place for traffic control & vehicle security	YES	
Appropriate signage (eg. speed restriction & drive carefully signs)	YES	
Adequate lighting (eg. particularly for vehicle movement at night)		NO
Marked parking bays including provision for people with special needs	YES	
Arrangements for emergency vehicles access & parking	YES	
Arrangements for delivery vehicles to park & unload safely	YES	
Well-appointed, marked & maintained pathways and pedestrian areas	YES	
Information & direction for pedestrians & building occupants about traffic		NO

Additional control measures	List any additional control measures that are required
Regular section in school newsletter to parents about safety in the car park vicinity.	
<p>Speed restriction signs on entry to the school site.</p> <p>The Site manager is regularly monitoring the entrance gates</p> <p>Car Park Gates are CLOSED at drop off and pick up times : (8:20am – 9:00am 15:00 – 15:30)</p> <p>Site traffic check list appendix 1.</p>	

Remaining level of risk	Consider level of risk following use of additional controls		
		Medium	

Assessor's comments	Insert comments relevant to findings as appropriate
<p>The level of risk is designated as medium to high due to the severity of any incident which could occur involving a vehicle and child.</p> <p>The Site manager is regularly monitoring the entrance gates to spot any breach of entry from parents or family members dropping off or picking up.</p>	

Staff are, regularly reminded to close the gates behind them when entering or leaving the premises.

Name of assessor	Signature of assessor	Date
Paul Borg	<i>Paul Borg</i>	January 2023

Manager's comments	Insert comments relevant to assessment as appropriate
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Name of manager	Signature of manager	Date
Joe Cooil		January 2023

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
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Jan. '24	Joe Cooil	<i>J. Cooil</i>	No significant changes, however the addition of the Transport check list in appendix 1 is noted.
Jan. '25	Joe Cooil	<i>J. Cooil</i>	No changes – review with new Site Manager.
Jan. '26	Joe Cooil	<i>J. Cooil</i>	No changes
Jan. '27			

Notes updates and amendments

Ref. Number	Notes /Amendment	Actioned by	Person Responsible	Completed? Yes/No

APPENDIX 1 – SITE PLAN CHECK SHEET

To be completed and reviewed as part of the site transport plan and risk assessment process

Topic	Risk	N/A – Y – N Note any additional control measures needed	Is the risk reduced to an acceptable level? How?	Name of assessor	Verified as suitable and sufficient control measures in place
Traffic routes	Are traffic routes suitable for types of vehicle in use? List types of vehicle	Yes – we have never had any real issues with physical access widths or sizes. Although the Turning circle at the exit gate can be tight for larger delivery vehicles.	Yes, the risk level is acceptable, however we are working towards better access and exit controls in the form of automatic gates.	Paul Borg	
	Does the site have a one-way system? If no is a one-way system possible?	Yes , we currently have a one way system in place.	Y	Paul Borg	
	Is it possible to minimise or avoid reversing if so how?	Staff vehicles have to reverse to exit the parking bays, however the hazard is mitigated through controlled access and exit timings	Y	Paul Borg	

APPENDIX 1 - SITE PLAN CHECK SHEET

Workplace transport safety

Topic	Risk	N/A – Y – N Note any additional control measures needed	Is the risk reduced to an acceptable level? How?	Name of assessor	Verified as suitable and sufficient control measures in place
	Is it possible to set out a dedicated reversing/turning area, if so where?	No.		Paul Borg	
	Do you have a safe system of work for reversing, where is it?	No		Paul Borg	
	Any reason you cannot implement reverse parking on the site?	The entrance angles to the staff car park are such that would not be safe to “reverse” the current one way system i.e to make the current entrance the exit and vice versa.	Y	Paul Borg	
	Do slopes or surfaces pose risks including overturning or rolling?	No	Y	Paul Borg	
	Are there any high-risk areas or plant such as severe level changes or chemical storage?	No	Y	Paul Borg	
	Are pedestrians segregated from vehicles?	Pedestrains are segregated for 90 % of the walkways with only a small portion left “unassigned”	P.B to investigate including segregation floor marking as part of the contract with the	Paul Borg	

APPENDIX 1 - SITE PLAN CHECK SHEET

Workplace transport safety

Topic	Risk	N/A – Y – N Note any additional control measures needed	Is the risk reduced to an acceptable level? How?	Name of assessor	Verified as suitable and sufficient control measures in place
			proposed Automatic gates.		
	If segregation is not possible what other controls suitable?	As described above, we will seek to use segregation line marking.	Y	Paul Borg	
	How can the risk from doors opening into traffic routes be reduced?	N/A		Paul Borg	
	Are surfaces in good order and well drained?	Yes	Y	Paul Borg	
	Are all signs, mirrors and road markings as appropriate, clear, clean and in good order?	Yes.	Y	Paul Borg	
	Can vehicles circulate freely?	Yes	Y	Paul Borg	
Traffic routes (continued)	Do drivers have good visibility?		Y	Paul Borg	
	Is lighting suitable and sufficient illuminating all pinch points pedestrian crossings and hazards?	Lighting is not sufficient during the winter months, P.B to include a Car park lighting upgrade within the Automatic gates contract.	Y	Paul Borg	
	Are obstructions including overhead obstructions prominently marked from all directions, suitably labelled and protected?	N/A	Y	Paul Borg	

APPENDIX 1 - SITE PLAN CHECK SHEET

Workplace transport safety

Topic	Risk	N/A – Y – N Note any additional control measures needed	Is the risk reduced to an acceptable level? How?	Name of assessor	Verified as suitable and sufficient control measures in place
	Are speed limits set and suitable and enforced (how)?	Enforced when observed by verbal communication.	Y	Paul Borg	
Pedestrian routes	Is it clear where pedestrians should walk? Are crossing points clear and appropriately designed/ located?	We have a pavement, which sufficiently handles the majority of pedestrian traffic with the exclusion of pedestrians entering the school from the exit gate side of the school car park.	P.B to investigate including segregation floor marking as part of the contract with the proposed Automatic gates.	Paul Borg	
	Are there high-risk areas where people might be likely to appear without warning, such as between buildings? Can barriers be used barriers to reduce the risk?	N/A		Paul Borg	
Members of the Public (MOP)	Are there clear instructions for visitors? (e.g. clear signage, Hi Viz instructions, disabled and visitor parking areas)	Yes.	Y	Paul Borg	
	Are there clear areas where MOPs should and should not go? Are safe routes clearly and accurately signed?	Yes	Y	Paul Borg	

APPENDIX 1 - SITE PLAN CHECK SHEET

Workplace transport safety

Topic	Risk	N/A – Y – N Note any additional control measures needed	Is the risk reduced to an acceptable level? How?	Name of assessor	Verified as suitable and sufficient control measures in place
	Are there clear visitor/ MOP parking areas?	N/A		Paul Borg	
Contractors and Service Users	Are all contractors and service users clearly briefed on how to drive and behave on site?	Yes.	Y	Paul Borg	
	Are all site users, contractors and visitors informed of unusual situations on site?	N/A		Paul Borg	
	Are specific high-risk operations considered in a risk assessment? (e.g. lorry sheeting/ tipping/salt deliveries)	N/A		Paul Borg	