

## ST AGNES/ SITE INTERNAL TRAFFIC MANAGEMENT PLAN

School Details	
<b>School / Location</b>	St Agnes Primary School
<b>School Principal</b>	Bernadette Judd
<b>Business Manager / WHSO</b>	Liesl Clark

### Pick up and drop off points for students (e.g. private vehicles and private buses)

The following safety controls are in place to ensure that the picking up or dropping off students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
  - *Tudor Street Entrance/Exit*
  - *Logan Road Entrance/Exit*
  - *Middleton Street Entrance/Exit*
- Designated pick up and drop off areas for students are located at:
  - *Tudor Street Entrance*
  - *Middleton Street Entrance*
- Pick up and drop off areas for students are clearly marked by:
  - *Signage (Tudor Street Entrance)*
- Designated pedestrian crossings are:
  - *Tudor Street entrance car park*
  - *Supervised at the following times: 8:15am – 8:30am and 3.00-3.20pm*
- School crossing supervisors use the following aids and personal protective equipment (PPE):
  - *high visibility jacket*
- Pedestrian walkways are physically protected from designated roadways by:
  - *Line Markings*
- Pedestrian walkways are clearly marked/indicated by:
  - *Road markings*
- Speed restriction signage is clearly displayed at the following locations:
  - *Tudor Street entrance*
  - *Logan Road entrance*

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- Speed controlling devices are in place to restrict vehicle speed on site:
  - *No speed controlling devices are in place*
- Other considerations or risk controls that need to be documented?
  - *(Traffic flow impeded by vehicles picking up or dropping off students)*

### Courier and/or delivery drop off points

The following safety controls are in place to ensure that deliveries of various items to the workplace is undertaken in a safe manner:

- All couriers and/or delivery drivers must report to the school's reception before entering the school grounds. Designated courier and/or delivery drop off points are directed by reception and if vehicle entry into the school is required a staff member will escort the driver:
- Courier and/or delivery drop off points are clearly marked by:
  - *Marked loading bay*
- School / site speed limits are set at (5 km/hr.) with clearly displayed signage located at:
  - *Speed limits are set at (5 km/hr.) per council Traffic Regulations Policy done by Council and signage displayed*
  - Speed controlling devices are in place to restrict vehicle speed on site:
    - *No speed controlling devices are in place*
- Other considerations that may need to be documented?
  - *Traffic flow for school families should be one way towards Logan Road, turning left when exiting drive through as per Traffic Regulations Policy done by council. Displayed under school policies on school portal*
  - *(Vehicles are prevented from accessing the following areas):*
    - *Pathways used by students*

**Safe passage of vehicles within the school (e.g. tractors, golf buggies, ride on mowers, Utes, school buses)**

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The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, golf buggies or ride on mowers are required to move around the school:

- Vehicles are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
  - School hours between buildings (Vehicles and Tractor)
  - Breaktime (Vehicle and Tractor)
  - Staff Car Park: 8-9 am and 2:30-3:30 pm (Tractor)
- Prior to entering the school, drivers of any vehicles must report to the school reception to arrange for a member of staff to act as a “spotter” to supervise onsite vehicle movements.
- Plant only to be operated in clearly marked areas as designated on the site plant traffic management map-see additional documentation
- Worksite speed limits are set at (5 km/hr.) with clearly displayed signage located at:
  - Tudor Street Entrance
  - Logan Road Entrance

### Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking within the school:

- There are car parks available for employees, car parks available for visitors, and car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
  - *Tudor Street Entrance*
  - *Logan Road Entrance*
  - *Middleton Street Entrance*
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
  - *Tudor Street Entrance*
  - *Logan Road Entrance*

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- *Middleton Street Entrance*

### Special Events (e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

The following safety arrangements are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace.
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
  - *No additional car parking*
- Other considerations or risk controls that need to be documented:
  - *Fetes-follow Fete Traffic Management Plan*
  - Other Events: Follow School Traffic Regulations Policy

**Additional documentation / Site Map (*School map layout*)**

## ST AGNES/ SITE INTERNAL TRAFFIC MANAGEMENT PLAN



-  **No restrictions: Powered Mobile Plants**
-  **No go areas (Mobile Plants) per restrictions below:**

### **Tractor:**

Not during school hours-between buildings

Not during breaktime

Courts: not during breaktime or PE lessons

### **Staff Car Park**

Not during the following times:

8-9 am

2:30-3:30pm

Breaktimes

-  **No go zone**
-  **Emergency vehicle access**