



Queen Anne High School

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Site Traffic Management Plan

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Introduction

This document has been prepared to inform employees, pupils, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site guidelines concerning pedestrian and vehicle separation.

Queen Anne High School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow guidelines to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the Business Manager or any member of the Senior Leadership Team.

We urge all site users to read this document carefully and act in accordance with the guidelines.

Copies of this document have been given to school staff, pupils, parents and carers. Copies are also available from reception and on the school website: www.qahs.org.uk

The document will be reviewed annually and awareness raised regularly through parental events, pupil sub-groups, assemblies and school meetings.

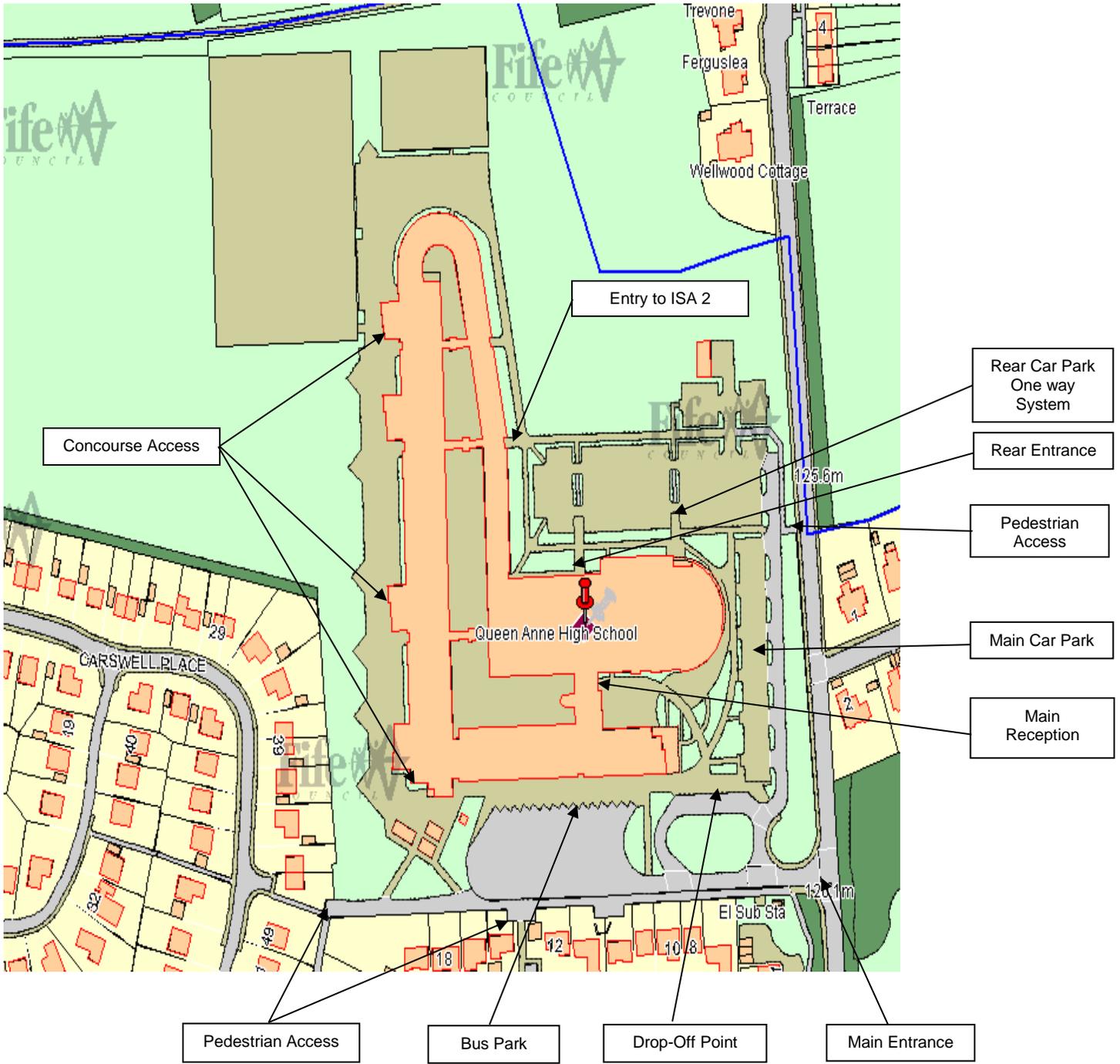
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School Layout / Access



Queen Anne High School Site Plan

Pedestrians

There is a footpath to the south of the school adjacent to the bus park and pedestrians should make sure that they use this safely and avoid spilling onto the bus park. Pupils walking in groups should take this into account and allow other users to pass safely.

Pedestrians should only access the school from the designated access points. They also need to recognise that these may be adjacent to vehicular access points that will be in use during peak times and should exercise caution.

Designated Entry Points

Pedestrians should follow the local footpaths from Carswell Place, Queen Anne Gate, Wellwood and Pilmuir Street as shown on the site plan.

The footpaths adjacent to the vehicular access can also be used by pedestrians but they should use the zebra crossing for access to the school or the pavement adjacent to the bus park. Entry into the school building is through the three concourse areas, the main reception and the access from the rear car park.

There is an entry point to ISA 2 for authorised personnel from the rear car park.

Pupils

It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of site-related areas pupils should be aware of.

- When accessing the school via car parks the designated zebra crossing areas should be used.
- Extra care should be applied to behavior around the bus park, car park and roads into and out of the school.
- The bus park is out of bounds other than getting on or off the buses. Pupils must follow the instructions of staff and be aware of the following:
 - The bus must be at a complete stop before getting on or off. Drivers cannot see pedestrians who are out of their view. Make sure that you are acting responsibly.
 - Only use the paths identified around the bus park. This applies to pupils who walk to school. No one should cross the bus park as a pedestrian to access the pavements on the south side of the school.
 - Allow the staff/drivers to carry out their duties without distraction and behave well whilst on board. This ensures that vehicles can move off on time and the journey is comfortable for all.
 - The bell will be sounded for the buses to begin leaving the bus park and they leave starting at bus stance number 14
- When using the footpaths please walk and give consideration to whether use of a mobile phone and/or ear buds could be negatively impacting on your safety and that of others.
- When accessing the school from the playing fields, entry into the building is via the door at the rear of the school and the door at the Astro-turf changing rooms. Entry using any other door is not permitted as this would require you to cross the areas that are out of bounds.

Drop-Off Areas

There is a designated drop-off area for pupils at the front of the school. This is specifically for taxis or families wishing to drop-off pupils at the start of the day. Parking in this area to uplift pupils at the end of the school day is not permitted. Taxis are allowed to use this area to pick up designated pupils. Pick-ups and drop-offs are not permitted in the bus park at any time.

The drop-off area is also the main zone used by the emergency services so should be clear of vehicles during the day. Emergency vehicles will always be given priority over any other vehicles parked in this area.

There is also a Drop-Off /Pick-Up Area within the rear car park for Integrated Support Area 2 (ISA 2) traffic. There is **no** parking in this area except for authorised vehicles.

Cyclists

Pupils and staff who cycle to and from school should use the bicycle shelter at the south west corner of the bus park to store their bicycles, or the bicycle racks at the front entrance. Access to the shelter should be via footpaths and not through the bus park.

Staff

Drivers should proceed slowly within the car parks at all times. Please bear in mind that some young people and some pupils with additional support needs may have little or no awareness of road safety and you should take account of this.

Staff using the school's mini bus should use the designated parking bay at the rear of the school. Staff are expected to act responsibly on the site when parking and accessing the school building. If you are aware of unauthorised use of parking bays, this should be reported via the school receptionist or to the school's Business Manager who will inform/remind the offending driver of the correct use of the site. It would be helpful if staff could supply the school with your registration number so that you can be contacted if there is a need to do so.

Visitors

Visitors are welcome to park in the school grounds and should use the car parks bays designated as visitors in the car park to the front of the school wherever possible.

All visitors must report to reception and sign in before going anywhere in the school. On departure, visitors should sign out at reception.

Parking is not permitted in the bus park area except when directed there by the janitors on designated School Events such as Parent Evenings or Award Ceremonies.

If visitors need any advice on access or parking before their visit, please call the school reception on 01383 602404.

Servicing / Deliveries

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the reception desk in the main building to advise the nature of their visit and get clarification on where they can park. Drivers may be issued with a copy of this plan for reference or simply be advised of the site rules in relation to the area they are parking at the time.

Where the contractor is on site to carry out works by prior arrangement, please call the school reception on 01383 602404 in advance to agree the most suitable parking location.

Bus Park

This area is strictly for use by contracted buses between **8.00 am – 9.00 am** and **3.00 pm – 4.00 pm**. It is essential that this area is not used for drop off point or parking during these times. Out with these times contractors and delivery vehicles are permitted to use the bus park, subject to obtaining permission from the school reception and notifying the staff of the registration number.

Vehicles collecting /depositing waste skips from the bus park must do so out with the designated times for buses.

Contractors must remove vehicles by 3.00 pm to ensure that the area is clear for bus access.

Service Area (Rear Car Park)

The area that provides access to the kitchen is designated for service vehicles only. There is clear signage in the area to identify this. Care should be taken when service vehicles are operating in this area as it can coincide with staff accessing the rear car park in the morning.

Service vehicle drivers should be aware that they are working in a school environment - exercise extreme caution and be vigilant when carrying out vehicle manoeuvres in any part of the school grounds.

School Buses

Buses that enter the site to collect pupils should only access the site from Pilmuir Street. The bus should be at a complete stop before allowing pupils to get on or off the bus with the engine switched off. Only when pupils are clear of the vicinity of the bus park (am) or all on board (pm), should drivers exit the bus park following the agreed departure sequence.

Pupils are reminded about good conduct around the bus park, however if there are any other concerns about how this site is being used, they should be raised via the staff supervisors during the afternoon pick up.

Contract Hire Services

Contracted vehicle drivers (including taxis and minibuses) will have specific instructions given to them through Transportation & Environmental Services as part of the terms of the contract.

Minibus and Taxis for pupils

These vehicles can use the car park at the front of the school. They can also use the drop-off area and are allowed to park in this area at the end of the school day. Emergency vehicles will always be given priority over any vehicle in the drop-off area so Taxi and Minibus drivers should be aware of this. Only by agreement with the Senior Leadership Team, should the bus park be used out with pupil collection and drop off times.

Disability Access from the car park

There are designated disability access parking bays in the car parks at the front and rear of the school to allow transfer from a car to a wheelchair. The extended space will also support any visitor to the school who may have mobility issues. Please note that non-disabled users will be challenged if using these spaces.

Outside the School Grounds

The school accepts that parking near the school is not easy. Queen Anne Gate is a residential street, used by car traffic into and out of the surrounding area. It is important that the school is a good neighbour to local residents. Families are encouraged not to park near the school and allow their children to walk the remaining distance if they drop them off further away.

Parking indiscriminately, such as mounting pavements, double parking, stopping on any yellow lines, obstructing access points to streets and driveways and parking near junctions causes danger to pupils and other road users. Accidents can arise if views are obstructed or pedestrians have to negotiate

between parked vehicles. In addition, the roads can become congested which results in frustration and delays to services and ongoing journeys.

Please act responsibly by parking as far away from the school as possible to keep safe the pupils and staff at Queen Anne High School, local residents and other road users.

Management Practices

Key to the ongoing monitoring of the plan is the role of school staff. All staff have a responsibility to make sure that they are acting in such a way as to not compromise the health and safety of themselves or others.

Supervision

The Senior Leadership Team will arrange for daily supervision around the bus park and the pedestrian areas at the end of the school day. Janitorial staff will be providing limited monitoring of the vehicular access to the school. High visibility waistcoats will be worn by janitorial staff when carrying out this duty.

Role of the Pupil Support Staff and Travel Escorts

The Pupil Support Staff will be responsible for meeting the taxi/minibus at the drop off zone, receiving the pupil from the travel escort and escorting the pupil into the school. At the end of the school day, Pupil Support Staff will be responsible for escorting the pupils to the drop off zone and helping them into the vehicle. However, local flexibility can be exerted regarding this arrangement, depending on the needs of the pupil, his or her relationship with staff and local weather conditions. High visibility waistcoats will be worn by all staff when carrying out these duties.

Monitoring of compliance against this plan

In addition to the supervision arrangements in place, the Senior Leadership Team will carry out regular site inspections to view practices.

Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the school Business Manager.

Non-compliance

If there are concerns or incidents that constitute non-compliance these will be recorded by those monitoring the site and appropriate action will be taken. On days where there is no monitoring carried out and there is an instance of non-compliance, these should be escalated immediately to the Senior Leadership Team who will take appropriate action.