Managing Traffic Safely on Site

September 2025

GRANGE
JUNIOR SCHOOL

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 site/premise. It should be used to identify hazards and to ensure appropriate controls measures are implemented. A site plan should be completed, showing details of all control measures that have been put in place on the site. Examples of site plans follow this checklist.

Name of Premise / Site Insert name of premise/site where inspection is taking place		**Grange Junior School**		
Pedestrian Access		**YES**	**NO**	**Controls already in place/further actions required**
1.1	Do pedestrian routes avoid crossing vehicle access routes and car parks?	X		
1.2	Are there well-defined crossing points clearly visible to drivers and pedestrians?	X		The pathway that runs alongside the entire length of the carpark and driveway ensures that pedestrians do not need to cross.
1.3	Are there clear sight lines between pedestrians & drivers at crossing points?	X		
1.4	Is there level pedestrian access for people with disabilities? e.g. tactile (blister) paving, flush kerbs, gradients?	X		
1.5	Are footways wide enough to avoid congestion e.g. between 1.8 – 3.5m?	X		
1.6	At internal road crossing points, is there sufficient space for pedestrians to wait safely?			N/A
1.7	Are footpaths free of trip hazards, obstructions e.g. signposts, ponding?	X		

Waiting Areas		YES	NO	Controls already in place/further actions required
2.1	Are designated waiting areas a safe distance from vehicle movements? (If not, are they protected by a physical barrier e.g. fence or hedge)?	X		There is a barrier at the front of the school, between the footpath and the school gate.
Fencing, Lighting & Signage		**YES**	**NO**	**Controls already in place/further actions required**
3.1	Where fencing provides segregation of pedestrians and vehicles, is it adequate for purpose?	X		
3.2	Does fencing impede visibility for either pedestrians or vehicles?		X	
3.3	Is directional signage clear, simple and visible e.g. to reception?	X		
3.4	Are warning signs clear, simple and visible e.g. slow or sharp bend?			NA
3.5	Are control signs clear, simple and visible e.g. speed limits, one way, parking restrictions?	X		There is a speed limit sign on entry to the longer driveway. Investigating need for one at other end of driveway, HCC informed this was not required and so was not put in at building stage.
3.6	Is lighting to footways and car parks adequate for safe pedestrian and vehicle movements?	X		
Cyclists		**YES**	**NO**	**Controls already in place/further actions required**
4.1	If allowed on site, are there designated internal routes for cyclists to use to access cycle/scooter storage areas?		X	Cyclists are asked to dismount and use use the footpath which leads to the cycle storage. CYCLIST DISMOUNT SIGN may be required.
4.2	Are access gates and routes to cycle/scooter storage areas of adequate width for both pedestrians and cyclists?		X	See above
4.3	Are entrance gates of sufficient width to avoid congestion near to highway?	X		

Vehicle Access		**YES**	**NO**	**Controls already in place/further actions required**
5.1	Is it clear to drivers that pedestrians have priority at all times?			NA: separate areas
5.2	Does vehicle parking restrict the width of footpaths?		X	
5.3	Is vehicle speed effectively restricted on access routes?	X		
5.4	Are signs required to identify vehicular routes from the highway to parking areas?		X	
5.5	Where visitors parking is permitted on site, is there effective control to ensure safe movements?	X		This is carried out by site manager at beginning and end of day when there is an increase in pedestrians using the site.
5.6	Do you have effective arrangements to prevent vehicular access by drivers who should not be using on-site parking?	X		Gates are closed at key times before and after school. Managed by site manager.
5.7	Are there an appropriate number of accessible parking bays for staff and visitors with disabilities?	X		
5.8	Are community users subject to the same access controls as staff?	X		
5.9	Are vehicles encouraged to reverse into parking spaces? If not, could this be successfully implemented on site?	X		
5.10	Is there a one-way system in operation?		X	
Other Vehicular Access		**YES**	**NO**	**Controls already in place/further actions required**
6.1	Do you liaise with other transport contractors about best arrangements, (including coaches) for arrival & departure arrangements?	X		

6.2	Are service and delivery vehicles able to manoeuvre safely on site? (e.g. turning heads, restricted times of entry, supervision of site users)	X		
6.3	Has consideration been given to access by emergency vehicles?	X		
6.4	Do you have other travel plans or procedures to identify related vehicle and pedestrian issues off-site?			Traffic map
School Minibus		**YES**	**NO**	**Controls already in place/further actions required**
7.1	Do you have a list of appointed drivers with suitable licences?	X		
7.2	Have drivers completed MIDAS training and a schedule in place for refresher training?	X		
7.3	Do drivers carry out suitable safety checks before using the vehicle and are they recorded?	X		This is also monitored by our sire manager.
7.4	Is there a regular preventative maintenance programme carried out at predetermined intervals of time or mileage?	X		
7.5	Is the minibus parked in a designated bay?	X		

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**
Leiza Harris		**19/07/25**

Manager's/Governor's Comments	Insert comments relevant to inspection as appropriate

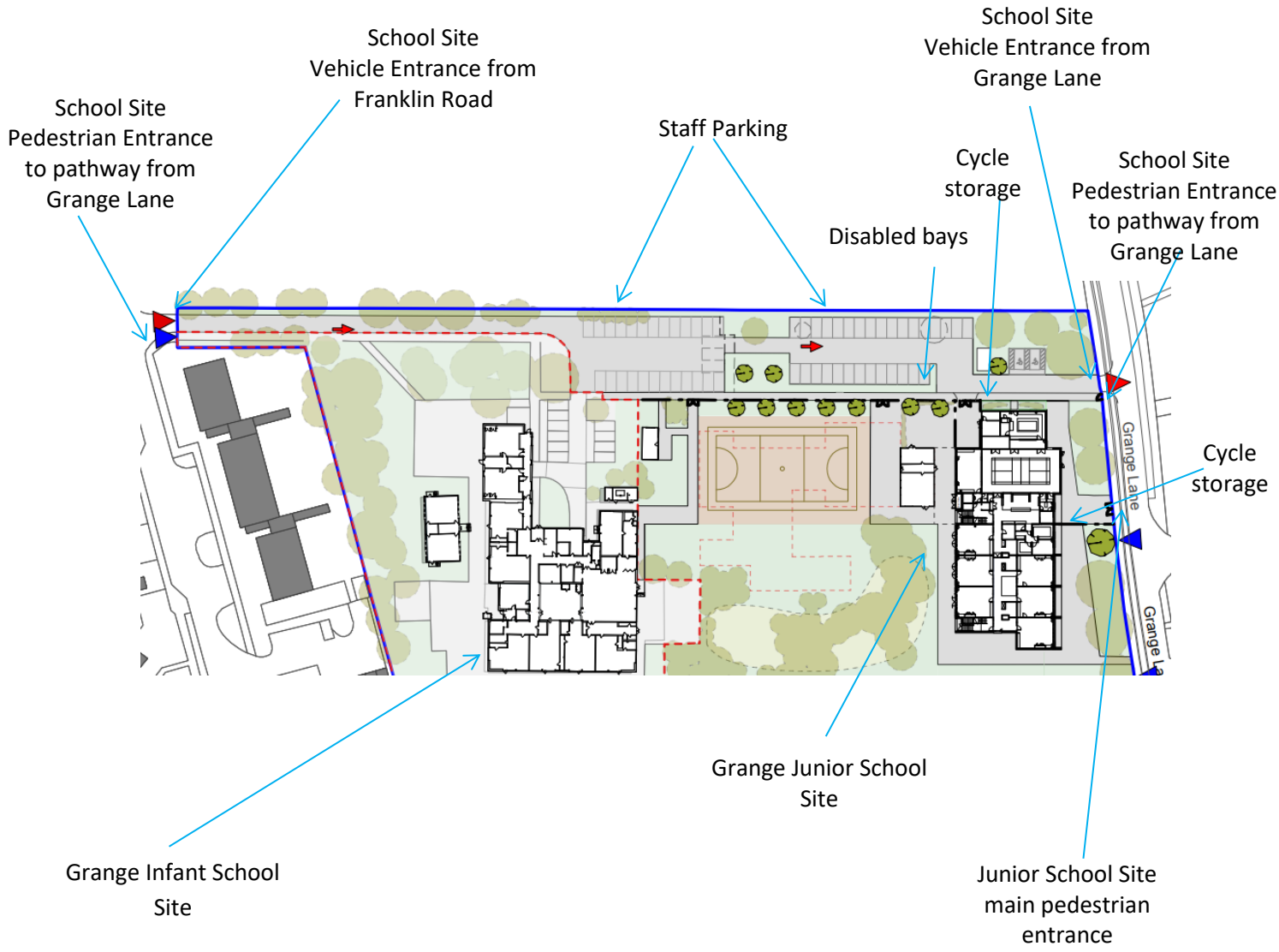
Name of Manager/Governor	**Signature of Manager/Governor**	**Date**

ACTION PLAN TO IMPROVE VEHICLE & PEDESTRIAN SAFETY
Use the above checklist to identify on-site hazards. Using the table below, insert the reference number for each hazard and describe actions required to improve vehicle and pedestrian safety.

Example			
5.2	***Provide knee rail barrier to staff car park to prevent vehicles overhanging footpaths. Priority: medium – within 12 months of assessment.***	***12/04 16***	***Estimated cost: £2,000.*** ***Action approved by ****** 30/11/15.*** ***Contract to commence 31/03/16 in Easter Holiday.***

Hazard Ref. No.	Description of Action Required	Date Completed	Notes/ Comments
2.1	The pathway outside of school becomes very congested at key times of the day.		Gate opened promptly at 8.40am to allow children through.
3.5	There is a speed limit sign on entry to the longer driveway. Investigate need for one at other end of driveway. In line with new build informed by HCC that this was not required.		
4.1	We have been experiencing some issues with bikes on the footpath. Signage to ask them to dismount would make this clear.		Monitor to establish if a cyclist dismount sign is required.
5.9	Encourage staff to reverse into car park spaces		Staff meeting agenda item Sept 2025

Grange Junior School Site Plan



Grange Junior School Traffic Management Plan

Our School

- We are a junior school with approx. 250 pupils aged 7 to 11 and approx. 40 teaching and non-teaching staff situated in an urban residential area.
- Grange Junior School and Grange Infant School share the same site, each having their own car-park, although accessed from shared drives.
- There are two entrances to the school: the main pedestrian entrance is from Grange Lane. The other pedestrian and vehicular entrance is on Franklin Road.
- The vehicular and pedestrian routes are kept separate: a pavement and drive into the car-park. The car park is separated from the footpath by a fence.
  A school fence acts as a barrier from the school car-park and public walkway.
- The responsibility for the opening and closing of both of these gates lies with the Site managers of the Infant and Junior School.
- Gates are closed between 8.30 and 9.00am and between 3.00 and 3.30pm to ensure safety during key times, they remain open during the rest of the school day to allow access for deliveries and visitors.
- For safety reasons, parents are not permitted to park, drop-off or pick-up in the school car park, at any time of the day, unless they have prior agreement with the school.
- The main school entrance gates open at 8.40am and close at 8.50am. They open again at 3.15pm and are then locked again once all children and parents have left the site.
- Before and after the school day pupils and parents wait outside the school gates on a pathway. There are railings to separate the pathway from the main road.
- Entrances and crossings are kept clear and this is monitored daily by the site manager from both infant and junior schools.
- External lighting ensures that all pedestrian and vehicular traffic routes are adequately lit.
- Cycle and scooter storage is located directly inside the main school gates and there is additional storage next to the school car-park.
- The school is not on a direct public transport route, the nearest bus stops being on St Nicholas Avenue.
- There are two patrolled school road crossing points - one at the end of Grange Lane and the other across Nimrod drive.

Emergency Vehicles

- Yellow lines in the car-park ensure access through the car park for emergency vehicles.
- A large double gate in the fence, situated on Grange Lane allow access for emergency vehicles onto the school field and playground. Staff contacting the emergency services know to provide this instruction upon phoning.

Pupils

- Pupils are instructed as to how to keep themselves safe on and around the school site through the taught curriculum and are regularly made aware of traffic and road safety issues.
- Pupils take part in 'bikeability' training and are taught about the importance of road safety, including the wearing of a cycle helmet.
- Pupils are informed not to ride bikes or scooters along the pedestrian path or on the school site.
- Pupils have access to a bike shed in which to lock bikes and scooters during the school day.

Pedestrians

- We have a clear pedestrian walkway with clear access points
- Pedestrian routes from the edge of the site boundary and car park(s) to building entrances are well maintained and checked by the site manager, including during adverse weather.
- The main school entrance is clearly identifiable.

Deliveries/Contractors

- No pupils are taken onto the car-park when delivery vehicles are loading/unloading
- We ensure contractors do not block exit routes and this is identified on associated risk assessments.

After School/Community Use

- Consideration is given to traffic movement around the site when pupils are using the school site at the end of the day.
- The site Manager is responsible for locking and unlocking the school gates outside of normal school hours.
- Lighting in the car park is adequate and maintained by the site manager and Property Services.

Disabled Access

- There are 2 designated accessible car parking spaces, clearly marked disabled.
- The accessible parking space is close to the accessible entrances and allows sufficient access room.

School Minibuses

- All drivers are MIDAS trained and policies for minibus usage are followed.
- School minibuses are managed and maintained by the site manager

Date: September 2025