

## Skippers Hill Manor Preparatory School



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Preparatory School

### Vehicle Movement on Site Policy

Created: July 2016

Annual Review: July 2017

Date of next review: September 2018

Responsibility for review:

- C M Sanderson (Safeguarding governor, Bellevue Education)
- Mark Hammond (Headmaster, Skippers Hill Manor Preparatory School)
- David Leggett (Deputy Head, Skippers Hill Manor Preparatory School)

This policy will also be reviewed following an incident or near miss involving onsite vehicle movement.

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# Skippers Hill Manor Preparatory School

## Vehicle Movement on Site Policy

Note to schools: In relation to vehicle movement, each school's circumstances are different. This document provides a framework identifying the areas which need to be covered and enabling the school to personalise as required. The 2015-16 regulation and compliance checks identified that several schools have procedures for onsite vehicle movement, but that these are not written down. This document provides the means to set out such procedures in writing.

### SECTION 1: Procedures

#### 1. Scope

This guidance applies to all vehicle movements undertaken on school premises.

#### 2. Objectives

The school seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

#### 3. Responsibility

The SLT has responsibility for the implementation of this policy with support from the Caretaker as appropriate. The following areas will be addressed:

- School Minibuses
- Vehicles on site
- Parking and deliveries
- Access control and security
- School travel plan

Checklists in Section 2 cover design and layout, reversing, risk control and specific issues, and are used to develop and review procedures and undertake risk assessments. The school ensures that signage is in place to designate speed limits, access areas, prohibited areas, one-way systems and parking facilities. The Head will be responsible for liaison with the police, highway authority, insurer/security advisers etc with regard to the School Travel Plan.

Parking arrangements are specified for staff, visitors, parents, those who are disabled and contractors. Additional information will be provided as appropriate in relation to special events.

#### Deliveries

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Where it is essential that a delivery takes place during the normal working day, drivers are required to park only in designated areas where pupils do not have access. See also notes below about reversing.

School buses for transportation to and from home

School buses arrive and leave the premises at agreed times. When moving on site at times when pupils are in school, school vehicles will progress with hazard lights switched on. The Duty Person supervises the arrival and departure of the buses and ensures the safety of pupils and their separation from vehicles. Pupils will wait in designated areas away from transport movement prior to boarding and will be guided to move away safely from transport after disembarking.

All use of the school minibus must be arranged via the Transport Manager. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

School vehicles and hired vehicles for trips, fixtures and other school events do not enter the school premises. The trip leader/teacher in charge will designate a member(s) of staff to supervise pupils walking to the transport, prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location prior to boarding and move away safely from vehicles after disembarking.

Parents bringing vehicles on site

Parents' vehicles are allowed on site only in exceptional circumstances (eg collecting a sick child or the delivery or collection of heavy or bulky items. In such circumstances, permission must be obtained from the school office/headteacher. During school hours, including immediately before or after school, vehicle movement must be supervised and must proceed with caution, observing speed limits and directional signage. Vehicles may be parked only in designated or specifically agreed areas.

Grass cutting -

Grass cutting is done by an outside contractor and takes place out of school hours

Caretaker's vehicle - whenever possible the vehicle is driven through the grounds at times when pupils are not in that particular area. There is a very low speed limit on this vehicle.

## **SECTION 2: Considerations and Risk Assessment**

The three sections below should be used by schools as a checklist in order to

- a. Refine section 1, above, to provide clearer procedures
- b. Undertake annual review of the policy
- c. Conduct risk assessments in relation to the activities covered by this policy.

### **1. Design and Layout**

- Are the traffic routes wide enough for the movement of vehicles?
- Has consideration been given to the need for vehicles to pass each other?
- Can you use a one-way system?
- Does the layout allow safe movement of pedestrians close to vehicles?
- Are pedestrian walkways and waiting areas protected by physical barriers?
- Are storage tanks and sources of power, which are close to traffic routes protected against impact?

### **2. Reversing**

- Are arrangements in place for dealing with reversing vehicles?
- Are pedestrians separated from reversing activities?

- Have designated individuals been trained to assist with reversing activities where appropriate?
- Do such individuals have high visibility clothing?
- Have vehicle drivers been informed to stop if they lose sight of the reversing assistant?

### **3. Risk control**

- Do staff in charge of supervising vehicle movement and pupils boarding and disembarking wear high visibility clothing?
- Can arrangements be made for vehicles to be parked off-site?
- Can you provide separate pedestrian access?
- Can you organise buses to be loaded/off-loaded so that reversing is not required?
- Can you arrange deliveries/contractors activities so that they do not coincide with school start/finish times and breaks during the day?
- Can you improve on-site lighting?
- Have you communicated traffic arrangements to pupils and parents?
- Can drop-off zones be provided for parents?
- Can you enforce speed restriction on site?
- Can you provide increased supervision during peak vehicle/pedestrian movement times?

## **Legal Requirements and Education Standards**

References:

- A. Handbook for the Inspection of Schools – The Regulatory Requirements, Part 3 (<http://www.isi.net>)
- B. Health and Safety Executive, homepage workplace transport ([www.hse.gov.uk](http://www.hse.gov.uk))
- C. “Guidelines for Environmental design in Schools” DfE Guidance 2003

Recommended Review period: Annual

Review by: Mark Hammond, Headmaster

Date reviewed: September 2016