



VEHICLE MOVEMENTS POLICY

The Governors of St Andrew's school are committed to keeping the school grounds safe for pupils and staff alike to use, without risk from traffic.

Day to day responsibility for planning, monitoring and controlling on site movements and for car parking is delegated to the Bursar, who is assisted by the Facilities Officers. They manage site safety, recommending measures that may be needed to enhance the safety of pedestrians. Risk assessments are in place covering:

- Vehicles on school site
- Parking and deliveries
- Access control and site security
- Operation of the school minibuses

The Health and Safety Committee

The School's Health and Safety Committee is the main forum within the school for discussing health and safety issues, and for monitoring all risk assessments, health and safety induction and training programmes and safety measures adopted by the school, including those relating to vehicles and on-site movements. Details of the wider role and responsibilities of this committee, together with a list of its members, can be found in the school's Health and Safety Policy document.

VEHICLES ON SITE

The physical separation of pedestrians from vehicles lies at the heart of our management of vehicles and on-site movements. Priority is given to pedestrians and to ensuring their safety. We designate certain areas of the grounds that are closed to vehicles with fencing, posts or flower borders.

We exercise strict control of access and movement in the areas where vehicles are allowed. There are clear warning signs restricting speed.

ACCESS CONTROL

There are electronic vehicle gates at our Wilson Way entrance, which are linked by intercom to our School Office. Drivers should contact the School Office in order to gain admission. Pedestrians must not use the vehicle entrance. Instead, they use the keypad access, pedestrian gates, which are kept locked during the school day and overnight and, as additional protection, in the day during the school holidays.

PARKING

Parking must only take place in designated areas that are clearly signed. The school cannot accept responsibility for any loss or damage to vehicles or their contents.

Parking Facilities: Staff

We have limited on-site parking which is available on a first served basis. Staff are asked to register their vehicle(s) details with the Admin Assistant to the Bursar.

Parking Facilities: Visitors

We have a parking space outside our main building front door for disabled visitors, and will reserve a space for those who notify us in advance. There are 2 spaces reserved for the Headmaster's visitors on site, which are available on a first-served basis and we will endeavour to reserve a space for those who notify us in advance.

Parking for Major Events

We use Church field for overflow parking for major occasions in the Summer Term only when large numbers are expected, such as Prize Giving, Sports days and the FoSA Summer Fair. Drivers will receive directions from a member of our security team.

Parking by Parents

Because the school is located in an urban area, we emphasise to parents the importance of dropping off and collecting their children in a considerate manner that does not cause congestion, or annoyance to our neighbours, because we, as a community, want to avoid friction with other road-users. The car park at the Ridgeway entrance is not available for parent parking until after 6pm each day. For evening events, parents are permitted to use the Ridgeway and Wilson Way entrances to the car parks.

Parking by Contractors

Contractors may park in the car park by arrangement with the Bursar.

DELIVERIES

Delivery vehicles are directed to our designated delivery bay close to the catering department in the Wilson Way car park. Any breaches of policy, inconsiderate driving or dangerous behaviour by delivery drivers will be dealt with immediately and may be reported to their employers.

SCHOOL MINIBUSES

The school has 4 minibuses which are kept securely locked in designated parking bays when not in use. No one should drive the school minibus unless s/he has qualified as a minibus driver.

PEDESTRIAN ACCESS

At school we have separate entrances for pedestrians and vehicles. All our footpaths are sufficiently wide to prevent pupils from walking on the vehicle route, and are physically separated from vehicle routes by fencing or posts and flower borders. They are fitted with lighting to reduce the risk of accident. The areas where pupils wait are covered and paved. Fencing or posts clearly designate the edge of the safe waiting area.

Our recreation and play areas are clearly designated with barriers that prevent pupils from running into the path of traffic.

CYCLE ACCESS

We encourage staff and pupils to cycle to school. All cyclists should wear helmets.

Cyclists should dismount and use the pedestrian entrance. Once on site, they should wheel their bicycles to our cycle storage. All staff and pupils have lockers where they can store their cycling equipment securely. Showers are available for both staff and pupils. All cyclists should wear helmets at all times.

Failure to wear a helmet by a pupil may be treated as a breach of the school rules.

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