



FAIRSTEAD HOUSE

## **ON-SITE VEHICLE MOVEMENTS POLICY** **Incorporating the Early Years Foundation Stage**

### **INTRODUCTION**

The Governors of Fairstead House School are committed to keeping the school grounds safe for pupils and staff alike to enable safe access and for use for exercise and relaxation, without risk from traffic.

### **ORGANISATION**

Day to day responsibility for planning, monitoring and controlling on site movements and for car parking is delegated to the Head, Bursar and Senior Management Team (SMT) who are assisted by the Caretaker. The Head manages site safety, recommending measures that may be needed to enhance the safety of pupils, parents, staff, pedestrians and cyclists. Risk assessments are in place covering:

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

The Head and Bursar are also responsible for liaising with the local education authority over the School Travel Plan and for monitoring achievements against its targets.

### **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 vehicle on-site movements. The Head and Bursar are responsible for liaising with the local police, the local highways authority and insurance and security advisors in pursuit of risk reduction measures. The school has lobbied successfully for the introduction of a 20mph speed limit in the immediate vicinity of the school, and the Jockey Club are considering installing a Pegasus Crossing outside the School.

### **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. Our second priority is looking after our cyclists. We designate some areas of the grounds that are closed to vehicles, using fences to create a visual barrier at different times of the day. The area of the playground inside the yellow line is for pedestrians and cyclists only.

We operate a one-way system, with separate entry and exit routes and exercise strict control of access and movement in the areas where vehicles are allowed.

### **ACCESS CONTROL**

In order to separate pedestrians and cyclists from vehicles, we ensure that the Caretaker, Head and/or Deputy Head are always on duty in the playground from [0820 to 0840] and if possible in the afternoons in term-time in order to ensure that vehicles enter safely during these critical periods of peak pedestrian movement. Arrangements have been made to ensure that our catering and other supplies are delivered outside these periods, and catering contractors and visitors are notified in advance of this policy.

### **PARKING**

Parking must only take place in designated areas that are clearly signed. The Head

will speak to the driver of any vehicle that is parked improperly and ask the driver to move it. The school cannot accept responsibility for any loss or damage to vehicles or their contents.

#### Parking Facilities: Staff

We have on-site parking in the staff car park.

#### Parking Facilities: Visitors

Visitors enter via the middle electronically secure gate and park in one of the designated spaces. The gates are now electrified and opened by a buzzer system from the office.

#### Parking for Major Events

We have no additional spaces for overflow parking for major occasions when large numbers are expected, such as open days, speech day, plays and concerts. Drivers may, by prior arrangement, park on site but are requested to park elsewhere such as the Waitrose car park. Visitors parking on-site will be directed by a member of staff.

#### Parking by Parents

Because Fairstead House 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. The Head assists with parking to try to keep the road outside the school clear of congestion at peak times, because we, as a community, want to avoid friction with other road-users.

Parents who drive onto school property to drop off or to collect their children are requested to complete the process as efficiently as possible, using the designated entry and exit points. Parents should only park in the visitors' area when they visit the school for longer periods of time.

Ideally, parents park their cars in the Waitrose car park or the Guineas car park, 5 minutes away. Waitrose keep the gate from their car park to Rayes Lane, opposite the school, open during the day in term time. Although waiting is limited to a maximum of 1½ hours, this is useful for pick-up and drop-off. Parents and children have to cross the busy Fordham Road at a point which is also a crossing for horses. It is very important that parents/carers pay regard to and give way to horses using the horsewalk, who have priority. A new Pegasus crossing is under consideration.

#### Parking by Contractors

Contractors may park in the visitors' area of the car park; they do not need to obtain a permit from the school office but should report there on arrival.

### **DELIVERIES**

We require all delivery lorries to be fitted with audible reversing alarms, and our Head of Kitchen has instructed our regular suppliers to make all food deliveries before 8.00am, close to the catering department. Any breaches of policy, or dangerous behaviour by delivery drivers will be reported by the Bursar to their employers.

Other deliveries are made to the school office during school time and delivery vehicles are parked in the visitors' area of the car park.

### **SCHOOL MINIBUSES**

Fairstead House School has 2 minibuses. The Bursar and Caretaker are responsible for ensuring that they are properly maintained and roadworthy. Minibuses may be driven by members of the teaching staff and teaching support staff and Caretaker, who have successfully completed their minibus driver training, for transporting small groups of pupils to sports fixtures, curriculum visits, theatre outings etc. There

should always be an additional member of staff in the minibus when pupils are being transported for more than 5 miles. The member of staff will ensure that the pupils wear their seat belts, remain in their seats etc. (Staff should refer to the Educational Visits policy for detailed guidance on organising trips and visits). When not in use, the minibuses are kept securely locked in designated parking bays by the Fordham end gates.

The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits.

**PEDESTRIAN ACCESS:**

There are risks associated with pedestrians and vehicles in the same area. At Fairstead House we have 2 entrances for vehicles. At drop off entry by vehicle is only through the Fordham end gates. Pedestrians are asked to use the middle gate and walk inside the yellow lined area.

At drop-off and pick-up times parents are responsible for their children in the car park and are supported by the Head in parking and moving vehicles.

During playtimes our recreation and play areas are clearly designated with fences that prevent pupils from running into the path of traffic.

**CYCLE ACCESS:**

We actively encourage staff and pupils to cycle to school. We arrange National Cycling Proficiency Test (now called 'Outspoken') training for Years 5 and 6 at the school, and encourage all cyclists to gain this qualification. All cyclists should wear helmets; the staff should set a good example. Failure to wear a helmet by a pupil may be treated as a breach of the school rules.

Cyclists should dismount and use the pedestrian entrance and walk inside the yellow lined area. Once on site, they should wheel their bicycles to the covered cycle storage behind the P.E. shed. All staff and pupils can store their helmets and cycling equipment in the cloakrooms.

Responsibility: Head/Bursar

Date: Lent 2022

Review Date: Lent 2024