

Jennings Street School

Traffic Management Plan



School/Workplace:	Jennings Street School
Workplace Manager / OHS Coordinator:	Rosemary Hayes / Orla Smith
Health and Safety Representative:	Danielle Pendyk
Person completing TMP:	Rosemary Hayes
Date of Plan:	17/10/2019
Date of Plan Review:	17/10/2021

Pick up and drop off points for students (e.g. private vehicles, school buses etc):

The following safety features are in place to ensure that the picking up and dropping off of students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
4 Jennings Street School; within the staff car park and visitors car park
- Designated pick up and drop off areas for students are identified by **zebra stripes** in front of the school entrance gates
- Pick up and drop off areas for students are clearly marked by **zebra stripes**, **school crossing markings** and **school bus lanes** road signage
- Designated pedestrian crossings are located across the school bus access internal driveway at the pedestrian entrance to the school
- The pedestrian crossing is supervised twice daily from 8.40am to the conclusion of school buses arriving at approx. 9.00am, and 2.40pm to approx. 3.10pm
- Jennings Street School is a secure environment. The traffic thoroughfare is not accessible to students unless supervision is provided
- As most student's access government provided school bus transport, no traffic/crossing controllers personal are employed
- Pedestrian walkways are not physically protected from designated roadways
- Pedestrian walkways are clearly marked/indicated by zebra stripes, and pedestrian stripes only
- Speed restriction signage is clearly displayed in the workplace at the following locations: **staff carpark** entrance, **school bus access** entrance, **visitor's carpark** entrance
- Traffic signs restrict vehicle entrance into the staff carpark from **8.30am to 9.15am** and **2.30pm to 3.15pm** as a risk control when school buses are dropping off and picking up students.
- Members of staff supervise the designated drop off / pick up areas from 8.40am until conclusion of buses, and from 2.40pm until the last bus has left the school premises.

Courier and/or delivery drop off points

The following safety features are in place to ensure that deliveries of various items to the school/workplace is undertaken in a safe manner:

- Designated school entry and exit signage is located at the carpark entrance on **4 Jennings Street, Laverton**
- Courier and /or delivery drop off's are expected to be conducted in line with the signage instructions provided
- Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at **Carpark Entrance** and **Exit** points
- Jennings Street School is a secure environment. The traffic thoroughfare is not accessible to students unless supervision is provided.

Safe passage of vehicles in Jennings Street School *(large vehicles, buses, 4WD, mobile plant etc)*

The following safety arrangements and features are in place when large vehicles or mobile plant vehicles such as tractors, fork lifts or ride on mowers are required to move around the worksite:

- Vehicles **are not allowed** to move around Jennings Street School during the following time periods of peak pedestrian traffic:
 - **10.30am to 11.00am** and **12.30pm to 1.30pm** when students have access to the yards.
- Prior to entering Jennings Street School, drivers of large vehicles must report to the Daily Organiser to observe the **Contractors and Visitors to the School “Child Safe Policy and Protocols”** and arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site
- Fork lifts are only to be used in clearly marked areas as designated on the site map; and
- Worksite speed limits are set at (5 km/hr). This will be communicated to contractors by the Daily Organiser
- Jennings Street School learning units provide a secure environment. The school yards are not accessible to students unsupervised. The traffic thoroughfare is not accessible to students unless supervision is provided.
- access for contractor vehicles/machinery eg. scissor lifts is via the front gate and only on weekends when students are not on site.

Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:

- There are two car parking areas available for employees, and additional parks available for visitors
- There are three designated “Disabled Access” car parking bays reserved for people with disabilities in the staff car park
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - at 4 Jennings Street, Laverton, upon entering and exiting the car park.
 - Signage identifying the Administration area is clearly visible from the car park and is located at the bus drop off and pick up point adjacent to the school entrance.

Special Events *(e.g. Fetes, Sporting Events etc)*

Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learning's from previous special events.

The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace
- Additional car parking areas are clearly designated with marked parking bays and signage displayed
- Other considerations or risk controls will be considered such as concave mirrors to assist with visibility, pedestrian only pathways.

Additional documentation

Append any additional/relevant documentation e.g. site map to the TMP



Signatures

Workplace Manager / OHS Coordinator Date

Health and Safety Representative Date

Person completing TMP Date