



Traffic Management Plan for Education Premises

Name of Premises	CATHKIN HIGH SCHOOL, RUTHERGLEN HIGH SCHOOL, CATHKIN COMMUNITY NURSERY
Address	Langlea Road, Cambuslang, G72 8ES
Name of Responsible Manager	Joanne Sturgeon, Jan Allen, Vicki McKee
Date Traffic Management Plan Undertaken	20 th September 2022
Name of person who carried out the Traffic Management Plan	Christopher Quinn
Designation	Support Services Co-ordinator
Review date of Traffic Management Plan	September 2024

Brief Description of Premises

The campus is made up of three educational establishments which share the main entrance into the campus from the roundabout on Langlea Road. The access includes marked bus bays on either side of the road for up to 5 large buses with pedestrian barrier fencing. There is a tear-drop roundabout with two access points into the schools. One to the left leads into the main car park (and the entrance into Cathkin High School and Cathkin Community Nursery) and the other access, to the right of the building, leads into Rutherglen High School car park and main entrance.

There is pick up/drop off zone adjacent to the main gates into Cathkin High School that can accommodate approximately 7 vehicles. This area is designated as a pick up/drop off zone. Clearly there is not capacity for the number of vehicles accessing the site. Although it may not be marked as such, this is not to be used for parking at any time. It is designed as a pick up/drop off zone only and is used by smaller school contract vehicles. As a result, the area around this zone can often have vehicles double and triple parked, creating a clear hazard for pedestrians and other road users and preventing school buses from moving safely around the roundabout. We urge all users to use pick up places elsewhere if it is really required.

Within the main car park there are 70 car parking spaces, 6 disabled spaces and a nursery drop off point that accommodates around 5 cars. The main car park has a clearly marked one way system that should be followed at all times. The service delivery road that leads to the kitchen and bin store etc is accessed from the main car park to the north of the building (or around the left hand side of the building).

Rutherglen High School's car park, located on the south of the building (or around to the right from the tear-drop roundabout, has 22 car parking spaces and 2 disabled bays.

1. Introduction

Traffic management involves the elimination and/ or reduction of risk associated with the interaction of vehicles and their environment, and especially their interaction with:

- Pedestrians
- Other vehicles
- Buildings/ structures
- Other plant, equipment and stored goods

This document specifies the traffic management safety arrangements that have been identified, developed and put in place for Cathkin High School, Cathkin Community Nursery and Rutherglen High School (also known as “Cathkin Campus”) will be reviewed every 2 years or after any significant alterations to vehicle working practice that will affect the safety of relevant people.

Assistance with completion of individual plans can be obtained via reference to OHSMS Guidance Note/ Work Instructions on Workplace Transport (on SLC Intranet H&S Page), and also on request from the Finance and Corporate Health and Safety Team.

2. Principles of Traffic Management

During both the development and operation of the Traffic Management Plan, the following principles will be applied so far as is reasonably practicable:

- Pedestrian and vehicle routes shall be separated.
- Clearly defined vehicle access routes will be provided, (to be one- way where possible)
- Where pedestrians are required to cross vehicle routes, clearly defined pedestrian crossing areas will be provided
- Vehicle and pedestrian routes will be adequately maintained, kept free from obstruction, properly lit and signposted according to appropriate standards
- Vehicles speed restrictions will be identified and enforced – within the car park the speed limit is 5 mph
- Any Council or school owned vehicles will be maintained and in good working order
- Consideration should be given to fitting reversing alarms on the above vehicles
- Persons driving any of the above will be in possession of relevant licence and certification
- Safe areas for reversing of vehicles e.g. delivery of goods, uplifting bins etc. drop off and pick up of pupils will be provided,
- Persons driving or service users travelling in vehicles shall remain seated and wear seat belts and have wheel chairs clamped where these are provided
- Adherence to standards will be verified by managerial/ supervisory monitoring of compliance, and maintained by clear action on their part in the event of breaches being identified

3. Vehicle and pedestrian safety

Vehicle Rules

Staff and visitors driving vehicles within the grounds of the premises must at all times adhere to the following requirements:

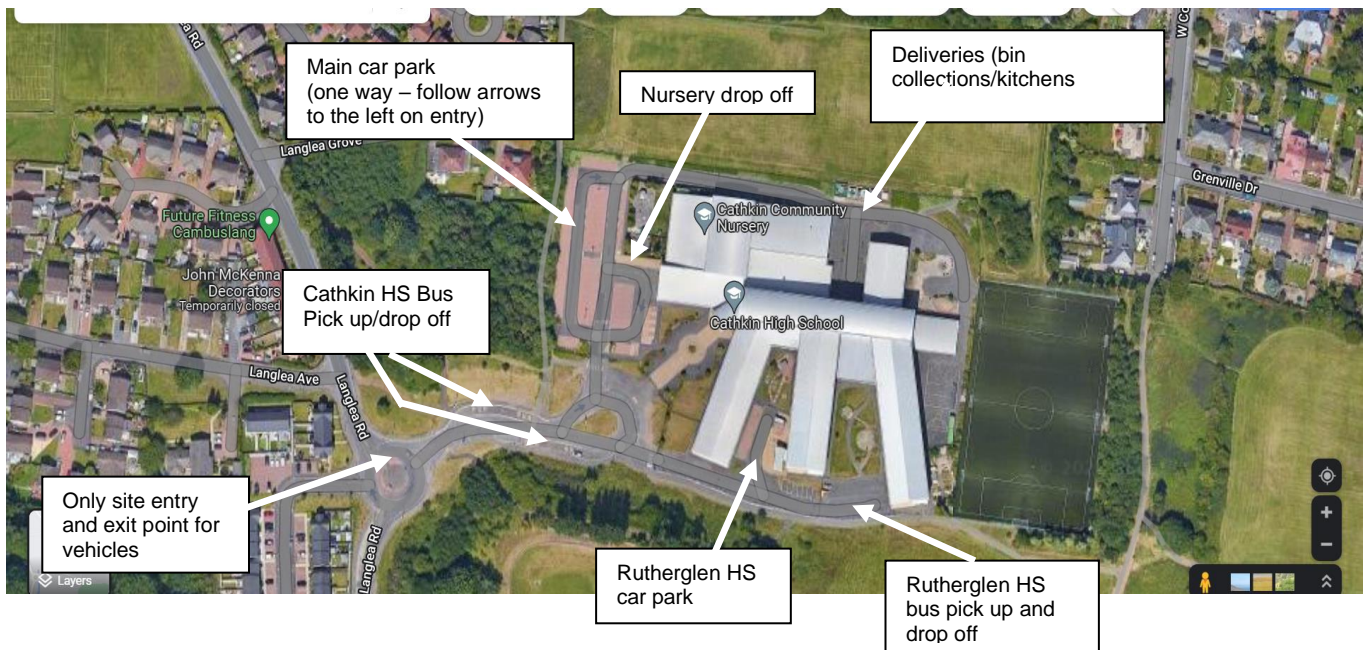
- Senior pupils are not permitted to use the car park
- Use only authorised entry and exit points
- Adhere to all traffic route and directional requirements at all times – this means turning left on entry through the main gates
- Observe speed restrictions (note – speed limit within the car park is 5mph)
- Use authorised parking areas – the bus bays, the drop off at the front of Cathkin HS and the nursery drop off area are unauthorised for parking. Disabled bays can only be used by eligible drivers displaying their badge
- Take note and abide by any other warning signage e.g. men at work etc.
- Observe and abide by restricted or prohibited areas
- Observe any additional safety measures that may be required

Pedestrian Rules

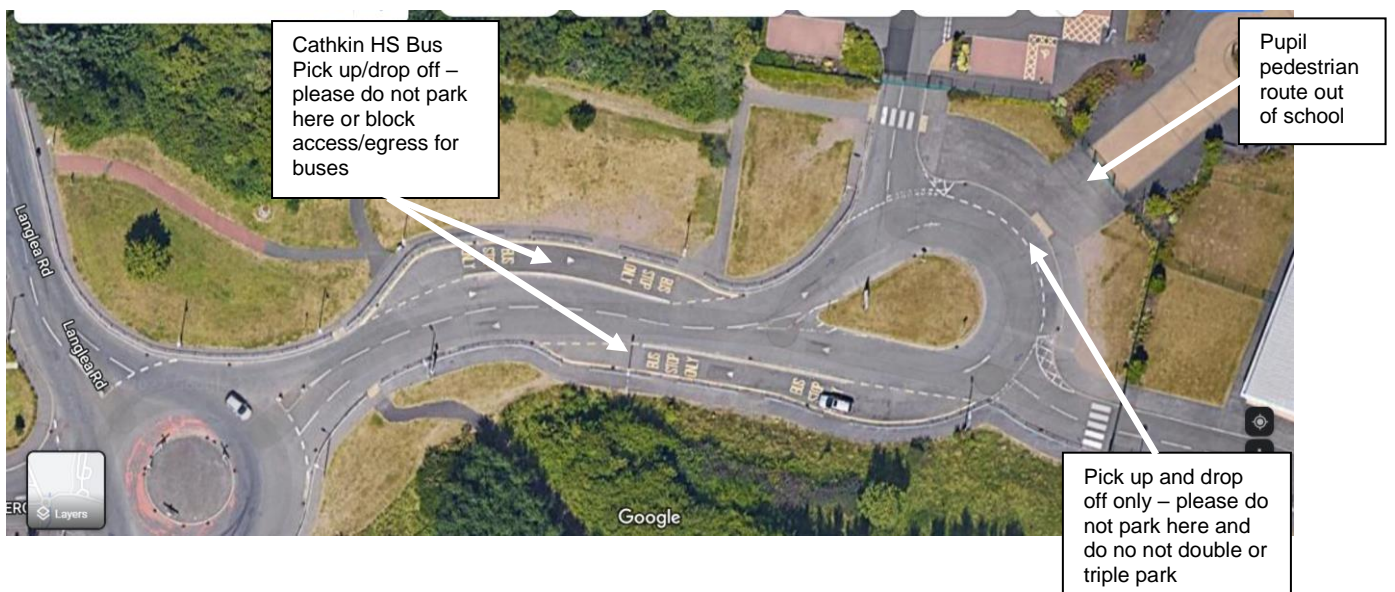
Pedestrians accessing or leaving the premises must at all times adhere to the following requirements:

- Use authorised pedestrian routes
- Use (where provided) authorised crossing points
- Take note and abide by other warning signage e.g. men at work etc.
- Observe any additional safety measures that may be required
- Do not cross over the roundabouts

Site Google Map



Site map – external tear-drop roundabout and bus drop off/pick up point



Site Illustration Diagram 1



This document and included site diagrams are located on the “Policies” section of the Cathkin High School web-site and is available within the staff areas within Cathkin Community Nursery and Rutherglen High School to enable its requirements to be clearly accessed and understood by employees and visitors. It specifies, so far as is possible in diagrammatic form, those safe requirements for vehicles and pedestrians specified in the sections above.

CATHKIN CAMPUS ROAD SAFETY INSTRUCTIONS FOR ALL STAFF, PUPILS, PARENTS & OTHER VISITORS

GENERAL INFORMATION AND ADVICE FOR ALL USERS

- Safety is everyone's responsibility
- Please be patient and considerate
- At all times, please be aware and concerned for everyone's safety within the busy campus
- The campus has over 1200 pupils of all ages
- Monday and Tuesday afternoons at 4pm are the most challenging as the Nursery and High School leave at roughly the same time

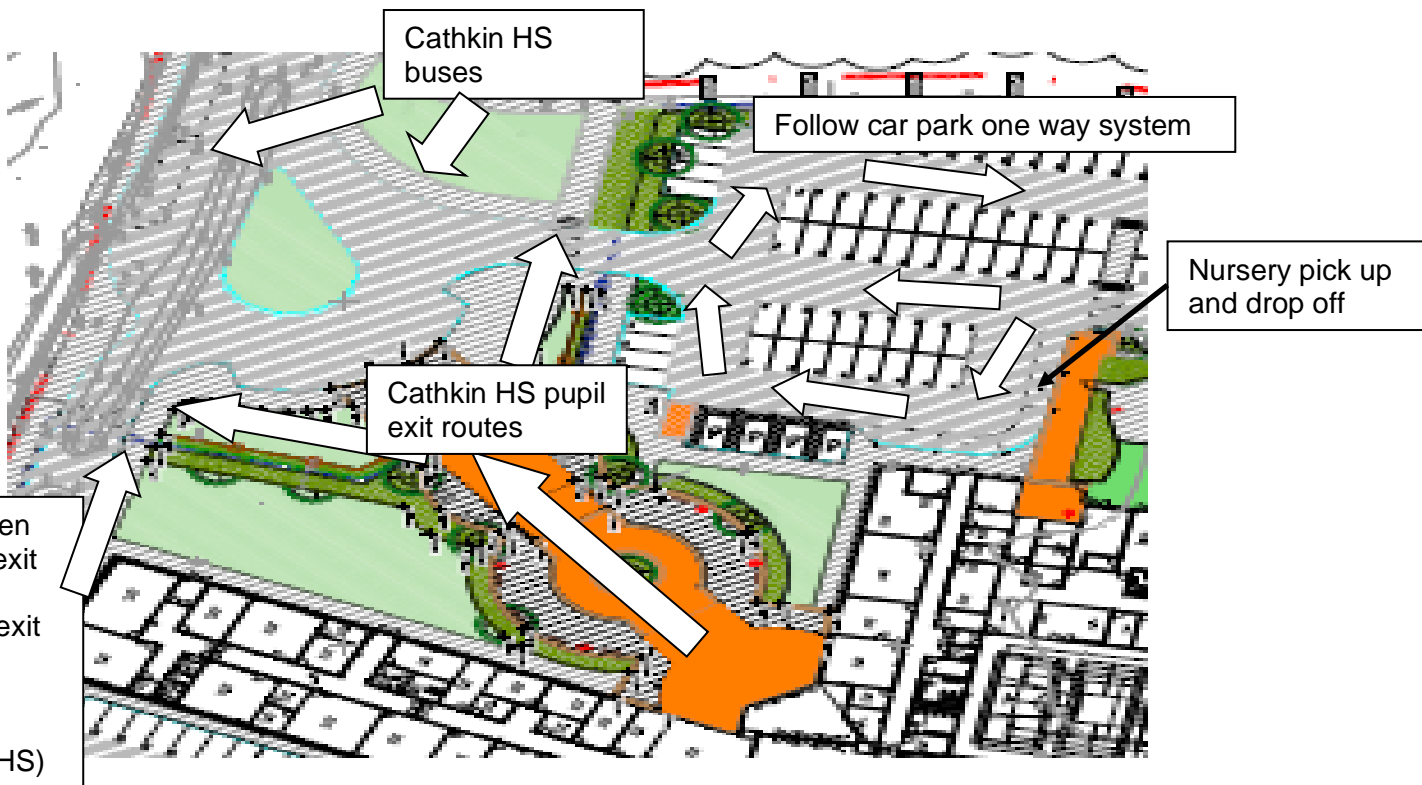
INFORMATION AND ADVICE FOR DRIVERS

- Please consider whether you need to bring your car into the campus car parks and drop off points at all. If your child can walk a short distance then arrange to pick them up in a quieter area away from the campus. As well as making it safer for our pupils, this will prevent you getting caught up in the busy traffic within the confines of the campus grounds.
- If you must come into the campus (e.g. if you are collecting a child from nursery or your child is disabled) then please arrive and park before the school bell goes.
- Please respect and follow all directional signage within the main car park (e.g. one way system around to the left)
- Please only occupy disabled bays if you hold the relevant badge to do so. These spaces are to allow access to and from the buildings by people with a registered disability. They are not intended to be occupied by disabled drivers who do not require access but who may simply sit in their cars and wait for children who do not have a disability.
- Please respect and follow instructions from any staff in the area. If they ask you to move they are only doing so to keep all of our children safe. Please do not take your frustrations out on them or use foul and abusive language towards them.
- Please do not park up on pavements, on or near zebra crossings or block the bus bays
- Please try to wait a few minutes for the area to be clear of pupils on foot before moving off – the less moving vehicles there are when pupils are exiting reduces the risk of any accidents.

INFORMATION AND ADVICE FOR PEDESTRIANS

- Pupils must follow the safe routes via the zebra crossings to the left and right as you exit the gates
- Do not cross straight over via the roundabouts
- Keep to the pavement side of the pedestrian safety barriers at all times
- Follow instructions from school staff and bus drivers
- Stay on the pavements at all times and only cross at the zebra crossings once traffic has stopped for you
- Be aware of the risk of moving vehicles in the area
- If you are late for your bus, don't take unnecessary risks to catch it

Site Diagram 2



Maintenance Arrangements

Regular inspections of the premises will take place to ensure that vehicle and pedestrian routes:

- Are kept clean and free from hazards and obstructions
- Are kept in a physical condition that is safe and appropriate to the needs of vehicles and pedestrians that use them
- Are segregated and marked as originally intended to prevent danger
- Are adequately lit, taking into account planned hours of operation and the needs of pedestrians and vehicle drivers
- Where provided collision protection/ barriers protecting structures are in sound condition
- Where provided, any traffic calming & control measures (e.g. speed bumps, speed signs) are in place
- Protection and separation/ segregation measures designed to protect fixed and mobile plant, equipment and materials are in sound condition

Responsibility for ensuring that these inspections are carried out is held by the property responsible person – usually the Head Teacher - in each of the establishment but this will be delegated to Spie Matthew Hall Facilities Technicians through the managed PPP maintenance contract (for inside the school gates) and to SLC Roads & Transportation (for the access road and roundabout outside the school gate)

Gritting and Snow Clearance

During freezing weather, a programme of gritting will be initiated by Spie Matthew Hall for the area inside the school gate and by SLC Roads & Transportation for the access road and roundabout outside the school gates. This will be sufficient to enable operations to be carried out safely within the grounds of the premises, paying particular attention to pedestrian walkways and areas where vehicle risk may be present due to reasons of speed, adverse slope/ camber, cornering requirements or stopping areas.

Where significant snowfall occurs, the same managers will be responsible for making an assessment of snow clearance requirements and ensuring that these take place bearing in mind the risk factors specified above and any others that may arise.

Vehicle activities

Reversing Areas

The following areas have been identified as hazardous in respect of the necessity for reversing of vehicles

- Main car park
- Rutherglen HS car park
- Rutherglen HS playground (buses reverse into position in playground area prior to pupil exit times)
- Service road at kitchen entrance and bin store, adjacent to the PE pitch exit door.

Precautions that are to be employed to mitigate risk here include:

- Provision of sufficient room for reversing by delivery vehicles or SLC Fleet Services buses at Rutherglen HS
- Reversing warning sounders fitted to delivery and bin lorries and fleet services buses
- Reversing warning lights fitted to vehicles
- Prohibition of pedestrian traffic by means of adult supervision
- Warning signage erected at the service road

Drop off/pick up and loading/unloading areas

The following areas are authorised for drop off and pick up of service users and unloading/loading of goods and equipment:

- Drop off point outside school gate
- Nursery drop off point in main car park
- Rutherglen HS car park and playground area
- Area at kitchen and bin store
- Area at technical department across from AWP gates

The following areas are for receipt and dispatch of goods and equipment where notable risks may arise owing to their quantity or content, or in relation to the vehicles used for their receipt/dispatch

- Area at kitchen and bin store
- Area at technical department across from AWP gates

Maintenance Arrangements (Rutherglen HS mini bus and Fleet Services bus)

Responsibility for ensuring that planned preventative maintenance (including MOT, Servicing and LOLER checks) of vehicles based at Rutherglen HS takes place is held by Jan Allen for the school mini bus.

Ongoing checks of the fitness of vehicle for continued use will be carried out by SLC Fleet Services on behalf of Rutherglen High School

4. Implementation of Traffic Management Plan

Overall responsibility for implementation of this plan at Cathkin Campus is held by Joanne Sturgeon. The plan will be communicated to local employees and visitors by means of e mails, sharing on the school web-site and reference to the document in staff notices, annual H&S updates and parent newsletters.

Training

Staff at Cathkin Campus will be signposted to the Traffic Management Plan and a briefing on its requirements will be delivered by local management.

5. Monitoring

All employees and managers at Cathkin High School, Rutherglen High School and Cathkin Community Nursery are responsible for acting upon unsafe vehicle operations or pedestrian activities that they witness. Employees should report incidents to their line manager. Managers must take active steps to prevent recurrence of any unsafe behaviours that they witness or have reported to them, including the reporting of injuries and near misses using appropriate H&S reporting paperwork. Managers must in addition provide a suitable behavioural example to employees through their own adherence to site rules.

HISTORIC VERSION CONTROL

V5, 20.09.2022

V4, 20.10.2020

V3, 8.12.2016

V2, 25.2.2015

V1, 30.9.2014

Draft, November 2013

FURTHER CONSIDERATIONS/ACTIONS

- Review markings in drop off zone to ensure all users are aware of parking restriction
- Review findings of traffic management audits
- Continue to monitor to maximise safety, including regular communications with parents and transport contractors