Traffic Management Plan

Name of Premises	Trinity High School
Address	Glenside Drive Rutherglen, G73 3LW
Name of Responsible Manager	Carol McArdle (HT)
Date Traffic Management Plan Undertaken	31.01.2025
Name of person who carried out the Traffic Management Plan	Aileen Lambie
Designation	SSC
Review date of Traffic Management Plan	January 2026

Brief description of premises

Trinity High School is an educational facility with a roll of 1241 pupils and approximately 120 staff. The building and grounds were opened in 2009 following rebuild. The school is accessed from one single road, Glenside Drive, Rutherglen.

The Glenside Drive approach to the school is designated as a no parking zone by South Lanarkshire Council. The main car park is accessed off road which is shared with the Eastfield Leisure Centre. Disabled parking (public) is available within the main car park on the right hand side of the car park in front of the school building. A car park is situated as you drive into the school on approach to the building. This is usually accessible to the school but it can be gated and retained for service use.
Further parking has been provided within an area adjacent to the Eastfield Leisure Centre.
The main car park has provision for approximately 66 spaces. The car park is circular and a one way system operates which is highlighted by way of arrows on the road.

Pedestrians enter the premises via various paths to the front and rear and sides of the grounds. A pavement leads up both sides of Glenside Drive Drive to a crossing point at either side of the road. Footpath access is available to the rear and side of the school grounds from Bullinslaw Drive and Cambuslang Road and walkways at the school perimeter.

Signage has been provided indicating speed restrictions. There are markings indicating the junction at the car park. Signage and markings are in place indicating a pedestrian crossing route in front of the car park
Traffic movement around the car park tends to be slow due to the nature of the layout. There is a main pedestrian crossing at the car park entrance which is heavily used at both start and finish times.
The car park tends to be full regularly and there is little overflow availability.
It is noted that the delivery bay is used as parking overflow and also yellow blocked off areas. The head teacher regularly raises this with staff.

The Traffic Management Plan below addresses how risks to staff, pupils and visitors and will be

reduced to as low a level as practicable.

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 Trinity High School. It will be reviewed every two 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). Access to the main car park is clearly marked at the entrance identifying the way-in and exit lanes. Arrows on the ground indicate direction of travel and give way markings are in place.
- 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
- Any Council 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 service users 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:

- Use only authorised entry and exit points
- Adhere to all traffic route and directional requirements
- Observe speed restrictions
- Use authorised parking areas
- 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.

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 Dalkia in conjunction with SMT. Frequency of inspection will be on a weekly basis.

Gritting and Snow Clearance
During freezing weather, a programme of salting and clearing of any snow is initiated by Dalkia as part of an Adverse Weather Plan. This will be sufficient to enable children and staff to safely access the school..

Where significant snowfall occurs, the head teacher will be responsible for making an assessment of snow clearance requirements / closure of car park and ensuring that these take place bearing in mind the risk factors specified above and any others that may arise

4. Vehicle activities

Reversing Areas

Staff and visitors using the parking bays will be involved in the usual reversing manoeuvre. It is anticipated that the drivers will deploy their usual skills and no special provisions will be made to aid such traffic movement e.g. deployment of a banks person.

Drop off/pick up and loading/unloading areas

There is a dedicated drop off/pick up area for pupils within the car park.

Deliveries to the kitchen and other general deliveries will be by the dedicated delivery point to the left of the roundabout adjacent to the exit door at the kitchen.

5. Implementation of Traffic Management Plan

Overall responsibility for implementation of this plan is held by Carol McCardle (Head Teacher). The plan will be communicated to staff through email and will be available on the staff shared area.

Training

Staff will receive a copy of this Traffic Management Plan and a briefing on its requirements will be delivered by local management.

6. Monitoring

All employees and managers 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.