

School Internal Traffic Management Plan

The *School Principal's* and *WHSO's* are to develop a Traffic Management Plan (TMP) by considering the unique traffic management issues at their school in consultation with the employees.

The TMP template includes prompts on common risk controls for managing traffic in order to assist in the development of your workplace TMP. The TMP template should be reviewed and amended annually to reflect specific traffic management controls at your school.

Traffic Management Plan:

School / Location	St Francis Xavier – Runaway Bay
School Principal	K Fuller
WHSO	B Llewellyn

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

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

- Entry and exit signage to the school/workplace is located at:
 - Simbai Street and Simbai Street
- Designated pick up and drop off areas for students are located at:
 - *Simbai Street*
- Pick up and drop off areas for students are clearly marked by:
 - *Signs*
- Designated pedestrian crossings are:
 - *Simbai Street; and Bayview Street*
 - *Supervised at the following times. 7.50 - 8.50 am & 2.50 – 3.20pm*
- School crossing supervisors use the following aids and personal protective equipment (PPE):
 - *Lollipop Sign*
 - *Crossing flags*
 - *High visibility jacket*
- Pedestrian walkways are physically protected from designated roadways by:
 - *Nothing at present*
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - *By Portico*
- Speed controlling devices are in place to restrict vehicle speed on site:
 - *Speed Humps in car park in Simbai Street*
- Other considerations or risk controls that need to be documented?
 - *Traffic flow impeded by vehicles picking up or dropping off students*
 - *Children held in Quad until car arrives*
 - *Kerb edge painted yellow*

School Internal Traffic Management Plan

Courier and/or delivery drop off points

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

- All couriers and/or delivery drivers must report to the school reception before entering the school grounds. Designated courier and/or delivery drop off points are directed by reception and if vehicle entry into the school is required a staff member will escort the driver:
- Courier and/or delivery drop off points are clearly marked by:
 - *No designated drop off points*
- School speed limits are set at (5km/hr.) with clearly displayed signage located at:
 - *Access point between Parish & School*
- Speed controlling devices are in place to restrict vehicle speed on site:
 - *Simbai Street car Park*
- Other considerations that may need to be documented?
 - *No internal roadways.*
 - *No vehicles allowed*

Safe passage of vehicles within the school (e.g. tractors, golf buggies, ride on mowers, Utes, school buses)

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

- Vehicles are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
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- Prior to entering the school, drivers of any vehicles must report to the school reception to arrange for a member of staff to act as a "spotter" to supervise onsite vehicle movements;
- Worksite speed limits are set at (5 km/hr.) with clearly displayed signage located at:
 - *Access between School & Parish*
- Other considerations or risk controls that may need to be documented?
 - *(roadways wide enough to safely allow for two-way vehicle traffic);*
 - *(concave mirrors to assist with visibility);* and
 - *(vehicles are prevented from accessing the following areas etc.)*

School Internal Traffic Management Plan

Parking arrangements

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

- There are 2 car parks available for employees, 0 car parks available for visitors and 1 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - *Simbai Street & Bayview Street car parks*
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - *Portico and Staff car park in Bayview Street*

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

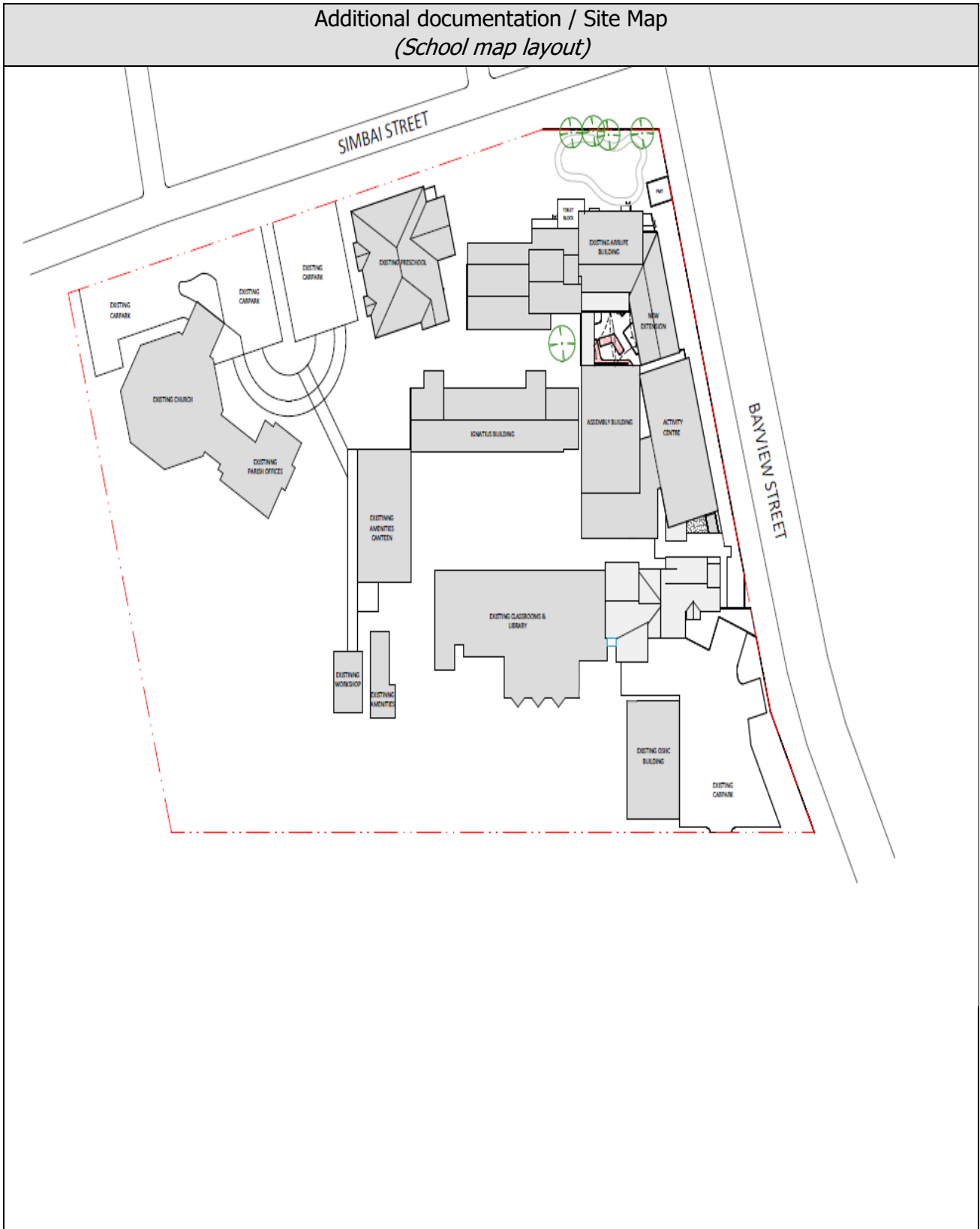
Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

The following safety arrangements 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.

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Additional documentation / Site Map
(School map layout)



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Signatures:

Principal	Kathy Fuller	Date	March 2020
WHSO	Stephen Clark	Date	March 2020
Person completing TMP (if other than above)		Date	