

# Traffic Management Plan (TMP)

<b>School:</b>	Resurrection Catholic Primary School		
<b>Management Nominee:</b>	Mrs Jessica Davis (Acting Principal)		
<b>HSR / Employee:</b>	Claudette Petruccelli		
<b>Date of Plan:</b>	24 <sup>th</sup> July 2023	<b>Date of Review:</b>	24 <sup>th</sup> July 2024

## **Pick-up and drop-off points for students (e.g. private vehicles, buses etc.)**

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors during pick-up and drop off times.

- Entry and exit signage to the school is located at:
  - The front of the school, 51 Gum Road, Kings Park, 3021, through: -
    - Drive through drop off available through gate 1
    - Pedestrian walkway located at gate 3
  - Access through pedestrian walkway located at the back of the school through gate 5.
- Designated pick-up and drop-off areas for students are located at:
  - The front of the school, 51 Gum Road, Kings Park, 3021, through: -
    - Drive through drop off available through gate 1
    - Pedestrian walkway located at gate 3
  - Access through pedestrian walkway located at the back of the school through gate 5.
- Pick-up and drop-off areas for students are clearly marked by:
  - Marked parking bays
  - Pick-up and drop off areas for students are regularly maintained and staffed.
- Designated pedestrian crossings are:
  - Located at the front of the school between Gates 3 and 4.
  - Crossing is supervised between the time of 8.15 – 9.00 am and 3.00 – 4.00 pm.
- Traffic / Crossing Controllers utilise the following safety aids and personal protective equipment (PPE):
  - High visibility jacket
  - 'Stop' sign
  - Whistle and;
  - Crossing flags – all items provided by Brimbank City Council
- Pedestrian walkways are physically protected from designated roadways by:
  - Bollards and fencing.
- Pedestrian walkways are clearly marked / indicated by:
  - Designated walkways and pedestrian crossing.
- Speed restriction signage is clearly displayed in the school at the following locations;
  - Signage of 40 km/h during school start and end time are located on Gum Road, Kings Park.
- Speed controlling devices are in place to restrict vehicle speed on site:
  - Signage of 10 km/h located at Gate 1 into entry of school carpark.
  - Bollards are located around drop off zone
  - Marking on ground in drop off zone.
- Other considerations or risk controls that need to be documented?
  - Designated staff parking located through Gate 4.

### **Courier and / or Delivery Drop-off points**

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors during a courier and / or delivery drop off.

- Designated courier and / or delivery drop off points are located at:
  - Delivery through Gate 4 through to the main office.
- Courier and / or delivery drop off points are clearly marked by:
  - Not applicable.
- Worksite speed limits are set at (10 km/h) with clearly displayed signage located at:
  - Gate 1 and Gate 4.
- Speed controlling devices are in place to restrict vehicle speed on site:
  - Not applicable.
- Communication process is in place to control access
  - Not applicable.
- Other considerations that may need to be documented?
  - Not applicable.

### **Safe Passage of Vehicles within Resurrection Catholic Primary School** (*large vehicles, buses, mobile plant etc.*)

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors when large vehicles or mobile plant move around the school:

- Vehicles are not allowed to move around Resurrection Catholic Primary School during the following time periods of peak pedestrian traffic:
  - 10.55 a.m. – 11.25 a.m.
  - 1.40 p.m. – 2.10 p.m.
- Prior to entering Resurrection Catholic Primary School, drivers of large vehicles must report to the Business Manager, Ruth Lavery at the main office, to 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;
- School vehicles are only allowed to move between:
  - Staff carpark through Gate 4 and the driveway up to the yellow marking towards the main office.
- School speed limits are set at (10 km/h) with clearly displayed signage located at:
  - Entrance of Gate 1 & 4
- Other considerations or risk controls that may need to be documented?
  - Not applicable

### **Parking arrangements**

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors and minimise the risk associated with vehicle parking:

- There are 10 parking spaces (Gate 1), 44 parking spaces (Gate 4 – main staff carpark) and 13 parking spaces along the hall as well as 1 allocated disabled carpark (Gate 4) currently available for employees.
- There are 10 parking spaces available for visitors and as well as 7 car parks available for people with disabilities (Gate 1).
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
  - Main car park of the school.
  - Staff car parking areas.
- Specialist vehicles (e.g. ride on mowers, forklifts, golf carts etc.) have designated car parks:
- Signage identifying location of Reception is clearly visible from the car park and is located at the front of the school.
- Other considerations or risk controls that may need to be documented?
  - Not applicable



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

Traffic control requirements for special events may vary. Specific risk controls will need to be determined by carrying out a risk assessment, and taking learning's from previous events held.

The following risk controls can be implemented in order to reduce the risk associated with special events in conjunction with previously documented risk controls:

- Suitable numbers of traffic controllers are in place for all special events with an aim to restrict and / or direct traffic to and from the school.
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
  - Along Gum Road, Kings Park.
- Other considerations or risk controls that need to be documented:
  - Pedestrian only pathways and;
  - Use of bollards and / or barriers to prevent unauthorised access by vehicles.

**Additional Documentation**

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