



Vehicle and Pedestrian Policy

COVID 19: Minimum planned access only

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Introduction

The safety of children and staff must always be the first consideration.

The Academy will undertake to ensure compliance with the relevant legislation with regard to vehicle and pedestrian safety for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

The Law

As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up-to-date list of legislation applying to academies and schools, please refer to the Department for Education website at

www.education.gov.uk/schools

and the Health and Safety Executive website at

www.hse.gov.uk

This policy has referenced:-

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

Management

The Headteacher will:

- ensure that Risk Assessments are carried out and identified control measures are implemented for all vehicular movement on academy premises outside of the car park/ main driveway during the academy day.
- It will be the responsibility of the Caretaker to accompany such movement.

Vehicular Access to the Academy

There is controlled vehicular and pedestrian access to the academy site from the Greenway (the road). The drive way has a 5mph speed limit

During the academy day:-

- The entrance has automatic vehicle gates which allows access to the staff car park and kitchen area for deliveries.
- There is a separate pedestrian access gate for the academy adjacent to the main gate.
- There is a separate pedestrian access gate for Upper School children.
- There is a separate automatic gate which allows access to Greenway Nursery.
- Access can be granted through a communication system monitored by the School Office.
- No vehicles, other than emergency services responding to an academy emergency or staff vehicles, will normally be permitted to enter or leave the academy or move anywhere within the academy grounds, including the car park, during the following times.

Standard entry and exit times are:-

- From 10 minutes before academy morning registration until 10 minutes after.
- From 5 minutes before dismissal time until 10 minutes after.

These times will differ during Covid-19 procedures (see Handbook).

Car Parking

Staff and visitors cars may be parked in the car park and within the marked parking spaces.

Parking elsewhere in academy grounds will be exceptionally authorised for specific events by the Headteacher.

Visitors using the car park are to leave their car registration number with the School Office, when signing in.

Vehicles are never to be parked in a way that could obstruct the entry/exit of emergency services or other vehicles.

Staff are issued with a parking pass which should be displayed on the front windscreen, when in academy. These passes are checked weekly.

Dogs

Blue Badge holders may drive on to academy property and park in either disabled bay outside the School Office. Parents/Carers can write to the Headteacher on office@greenwayacademy.co.uk to request special consideration for parking on academy premises.

Pedestrian Access

All pedestrians should enter and leave the academy via the Rose Gate entrance or the Upper School gate on Greenway.

There is an additional entrance, leading onto the local park, at the back of the playground which will be open at the start and end of the academy day. This entrance will be locked at all other times.

Mini Bus

The academy mini bus will be on site when not in use. It is parked in its unique bay in front of the School Hall. It will be used during the academy day so pedestrians should take care when walking up the main drive way towards the School Office.

Dogs

With the exception of guide/assistance dogs, no dog is allowed in the academy grounds except with the express permission of the Headteacher. Dogs allowed onto the academy grounds are never to be left unattended and should not be petted by any person or child in school.

Parents/carers bringing dogs with them when they drop off and collect children are asked to bear in mind that many children, especially those where there is no pet dog in the household, are scared of dogs. Please do not leave dogs unattended outside of academy grounds whilst dropping off or collecting children.

Cyclists

Cycling or scootering is not allowed by any person anywhere in the academy grounds at any time unless authorised for a specific event by the Headteacher.

Children may cycle to and from academy at their parent's discretion. All pupils must wear a safety helmet. Children must disembark their scooter/bike and walk their scooter/bike to the

allocated bike racks at the front of academy or at the rear of the academy. Bringing and leaving bikes/scooters on academy site is at the owner's risk. The academy takes no responsibility for lost or damaged items.

Bicycle helmets may be taken inside and placed in the classroom in an allocated space. These items are brought in at the owner's risk. The academy takes no responsibility for lost or damaged items.

Delivery Vehicles

At times, there will be delivery vehicles entering and leaving the premises. Such vehicles include refuse, catering supplies and academy supplies. It is the responsibility of the Caretaker to liaise with external providers over safe access times.

No vehicle, including staff vehicles, will be allowed to drive on to or leave academy site between the hours of 8:30 – 9:00 am and 3:20 – 3:45 pm.

