

# Holy Family Schools

## Draft Policy for Traffic Management

### Draft Joint Policy for Traffic Management

#### 1. Introductory Statement

This joint policy is being drawn up to meet the needs of the school communities of Holy Family Junior and Senior Schools. While both schools already have policies in place, it was felt necessary to agree on and to draw up a joint policy to ensure that all risks were identified and agreed solutions sought, to ensure best practice for the safe passage of pedestrians, cyclists and motorists on our campus.

#### 2. Rationale

This policy has been drawn up by the management of Holy Family Junior School and Holy Family Senior School to:

- *Review current policy and practice*
- *Consider traffic management issues that are unique to our schools*
- *Devise a traffic management plan that will help to ensure the safety of all users*
- *Ensure unimpeded access for emergency vehicles*

The core of the policy is that there is clarity and understanding as to how the safe movement of pedestrians, cyclists and motorists can be managed on our shared campus.

#### 3. Relationship to Characteristic Spirit of the School

Holy Family Junior School and Holy Family Senior School aspire to achieve the full potential of each child with particular concern for those who are disadvantaged or marginalised. It is our intention that the procedures identified in this policy will contribute to best practice in the management of the movement of pedestrians, cyclist and motorists within our school grounds and that clear and concise guidelines will help to make our campus safe for all users.

## 4. Aims

*The primary aims/objectives of the policy are;*

- *Analysis of existing conditions*
- *Identification of risks*
- *Management of pedestrian access and movement during school hours*
- *Management of cyclists and provision of bicycle parking facilities*
- *Management of vehicular access, routes and parking*
- *To ensure that there is safe and easy access for emergency vehicles*

## 5. Guidelines (content of policy)

In collaboration with the following representatives, an analysis of existing conditions, identification of risks and guidelines for pedestrians, cyclists and motorists were drawn up:

- Clare County Council Safety Officer
- Garda Traffic Co-ordinator
- Schools' Principals

with input from Coleman Engineers and Allianz Insurance

### **(a) Analysis of existing conditions**

Grounds - Holy Family Junior and Senior Schools share a campus situated on a site on Station Road, with access from Station Road, Dunnes Stores and Friar's Walk.

Pedestrians - There are four pedestrian entrances (see map, Appendix A).

Good practice was noted whereby a large majority of pupils and parents had made efforts to use the pedestrian entrance at the front, as had been requested in newsletters, and had been promoted by school staff patrolling the entrance. (see example newsletter, Appendix B).

Even though there are ground markings at the entrance to the junior school car park, these are not always adhered to and there are inadequate ground markings at the other end of this car park.

During the day, pedestrians may need to walk through the car parks. This issue will need to be addressed.

Cyclists - while the majority of cyclists dismount in the pedestrian areas, as per the Health and Safety Policies of the schools, the procedures regarding cycling in the car parks and driving areas need to be addressed. There are a number of

bicycle racks in the senior school playground.

Motorists - There are two vehicular entrances which can only be accessed using an electronic fob or opened from inside the schools. While there is a narrow opening at the front entrance, where vehicles and pedestrians both need to traverse, the width, at 3.5 metres, is wide enough to accommodate both, as advised by Clare County Council.\* A pathway needs to be identified and marked out for the safe passage of pedestrians at this entrance.

\*Historically there was a separate vehicular entrance. This was lost due to a compulsory purchase order by the council to make a new road at Friar's Walk. An approach was made to the management of the Old Ground Hotel to purchase some land to widen the front vehicular entrance. This was unsuccessful so, although there are no departmental guidelines for the traffic management in existing schools, we have sought the advice of the County Council and Garda in revising our traffic management policies.

#### **(b) Identification of risks**

- Small number of pedestrians and cyclists entering through barrier access
- Pedestrians and cyclists sharing the same space
- Pedestrians/cyclists/motorists share route for short distance at front
- Some ground markings not being adhered to
- Speed limits not always being adhered to
- Two parking spaces at the entrance to the junior school car park need to be decommissioned to improve the sightline for traffic exiting (see map -)
- Pedestrians entering the car park at the back of the Senior School.

#### **(c) Guidelines for pedestrians**

Pedestrians will use the pedestrian entrances only. Pedestrians will follow pathways where indicated and will also adhere to ground marking directions. While pedestrians take precedence in our school grounds, care must be taken at all times while walking in/near an area where cars are parked/driving.

#### **(d) Guidelines for cyclists**

We actively encourage cycling to school and provide bicycle racks in both the Junior and Senior schools. All cyclists are asked to dismount on entering the school and will walk with their bicycles to the bicycle racks or to the classrooms where they are dropping off their children. It may be possible to consider dedicated bicycle paths at a later stage, if funding becomes available.

### **(e) Guidelines for motorists**

Only staff cars, school transport, taxis dropping pupils to school, visitors on official school business and deliveries will be allowed to drive onto the grounds during the school day. All motorists must take the utmost care, not exceeding the speed limit of 10mph. There are a number of pedestrian crossings as identified on the map at -, -, and -. Precedence must **always** be given to pedestrians within our school grounds.

Senior school staff members are asked to use the entrance and car park at the back of the senior school building. The members of the junior school staff will use the front entrance and will park in the car park at the back of the junior school building.

Taxis will drop junior school pupils at the middle door at the back of the school. Senior school pupils will be dropped off at the pedestrian crossing in the Junior school car park and will use this crossing to enter the senior school yard.

## **6. Success Criteria**

This policy is considered successful if there are

- Agreed procedures for pedestrians/cyclists and motorists while on our school grounds during school time
- Systems in place to ensure that the campus of Holy Family Junior and Senior Schools is a safe and user friendly environment for the whole school community
- Positive feedback from the school community

## 7. Actions, Roles and Responsibility

**Improved Signage** - Pedestrian entrance notices at all pedestrian entrances. These will also indicate that cyclists must dismount on entering the school.

1. New signage at barrier entrance
2. Staff only sign at back entrance
3. Sign on wall at back entrance indicating car park area and speed limit.
4. Sign on wall at gable end of hall to indicate entrance to Junior School car park

**Ground markings -**

1. Pathways delineated in shared vehicular/pedestrian areas.
2. Zebra Crossings at front entrance as marked on map -
3. Zebra Crossing at back entrance, see map
4. Additional No Pedestrians at entrances to car parks
5. Markings for pedestrians from back doors of senior school to playground
6. Zebra crossing from middle door of junior school across to walkway to Scoil na nÓg

**Bicycle parking on school grounds**

1. Four new additional bicycle racks will be fitted at the pedestrian entrances in addition to the one in the shed on the senior school playground.

The Boards of Management of Holy Family Junior and Senior Schools will provide funding for the above and ensure that the work is carried out within the agreed timeframe. Every effort will be made to carry out any necessary works during school holiday times.

It will be the responsibility of the principals to ensure that the school community is aware of any changes to traffic management in our school.

It is the responsibility of the Preschool/Afterschool Facility and Montessori School Management to inform the parents of their pupils of any changes to policy

It is the responsibility of the principals of Holy Family Junior and Senior Schools to liaise with management in Bus Eireann with regards to taxis.

It is the responsibility of all users to abide by the school rules

## 8. Timeframe for Implementation

The procedures outlined in this policy will take effect immediately.

The improved signage will be put in place with immediate effect, on advice from Clare County Council and Ennis Garda (Easter 2012)

The Zebra crossings and No Pedestrians markings will also be completed during this period. The other ground markings, as outlined above will be completed during the summer holidays 2012.

## 9. Timeframe for Review

This policy will be reviewed in twelve months time and amended as necessary by due consultation.

## 10. Responsibility for Review

The review will be instigated by the Chairpersons of Holy Family Junior and Senior Schools.

## 11. Ratification and Communication

This draft policy will be posted on our websites for a period of two weeks after the new signage and guidelines have been put in place. We will review the improvements and invite you, the parents of our pupils, for any further suggestions as to how we can make Holy Family Schools safe for pedestrians, cyclists and motorists.

The Boards of Management will then ratify the revised policy at the June Meeting 2012. The ratified policy will be posted on our website and will also be available in hard copy form in reception. Parents will be notified of this in a newsletter.

This policy was ratified by the Board of Management on \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairperson