



Title: Traffic Management Plan (TMP)

Issue Date: April 2011

Last Reviewed: April 2017

Next Review Date: April 2020

Traffic Management Plan:

School/Workplace:	Kingswood P.S.
Workplace Manager/Management OHS Nominee:	Rosemary Cosentino
Health and Safety Representative:	Stephen Woolfe & Marina Kallinikos
Person completing TMP:	Michael Wall
Date of Plan:	August 2017
Date of Plan Review:	August 2020

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

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

- Designated pick up and drop off areas for students are located at:
 - Plaza Crescent
 - Disabled bay in staff carpark

Student drop off is available at the front of the school in Plaza Crescent. Parking is restricted to 2 minutes between the hours of 8.30 and 9.15 and 3.30 til 4. Drivers are required to remain with their vehicles during these times.

- Designated pedestrian crossings are: in Plaza Crescent, Timms Crescent & Howard Rd.
 - Supervised at the following times....8.15 – 9.15 am and 3.00 – 4.00pm
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - “lollipop” sign;
 - High visibility jacket
 - Whistle.
 - Children crossing flags.
- Pedestrian walkways are clearly marked/indicated by:
 - Zebra crossing from hall to Year 2-3 Playground

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Courier and/or delivery drop off points

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

- Designated courier and/or delivery drop off points are located at:
 - Couriers can use staff car park and disabled parking zone.

- Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at:
 - N/A

- Speed controlling devices are in place to restrict vehicle speed on site:
 - N/A

Safe passage of vehicles in Kingswood Primary School *(large vehicles, buses, 4WD, mobile plant etc)*

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

- Vehicles are not allowed to move around during the following time periods of peak pedestrian traffic:
 - Recess and lunchtime unless supervised by staff.
 - Before and after school unless supervised by staff

- Prior to entering the school, drivers of large vehicles must report to the General Office to arrange for a member of staff to act as a "spotter" to supervise vehicle movements whilst on site.

- Worksite speed limits are set at (20 km/hr) with clearly displayed signage located at:
 - N/A

- Other considerations or risk controls that may need to be documented?
 - N/A

Parking arrangements

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

- There is a staff car park catering for over 30 cars.

- Car parking areas are clearly designated with marked parking bays.

- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at: On a large board on entry to the car park.

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

The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

When the school holds functions, parents are encouraged to walk to school.

WORKPLACE LAYOUT: Kingswood Primary School





Department of Education and
Early Childhood Development

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Authorised By: Manager ESWB

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Signatures:

Workplace Manager/Management OHS Nominee.....Date.....

Health and Safety Representative..... Date.....

Person completing TMP.....Date.....