



School Internal Traffic Management Plan

School Principals and WHSOs 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 Joseph's School – 42 Pine Mountain Rd, North Ipswich
School Principal	Nicholas Constable
Site WHSO	Melinda Spies

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

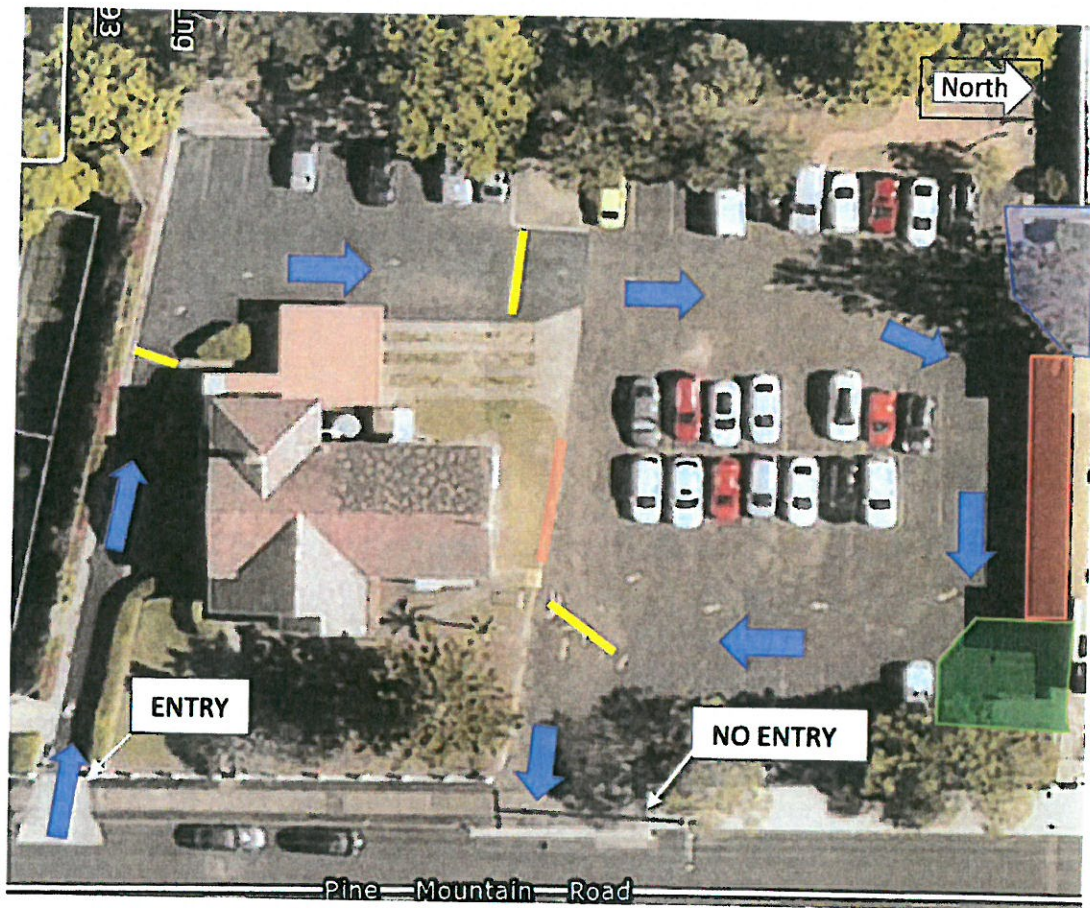
The following safety controls are in place to ensure that the picking up or dropping off students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
 - *'Entry' on Parish parking lot service road 1 beside school closest to tennis courts – on southern side of house, accessed via Pine Mountain Rd; and*
 - *'No Entry' on Parish Parking lot service road 2 beside school – on northern side of house but southern side of church.*
- Designated pick up and drop off areas for students are located at:
 - *Parish parking lot south of church and in front of the church on the service road. Access via Pine Mountain Rd.*
 - *Dry weather pickup is on the SE corner of the church (marked in green)*
 - *Wet Weather pickup is on the SW corner of the church (marked in blue)*
- Pick up and drop off areas for students are clearly marked by:
 - *('Drop off and pick up zone' sign and witches hat in the Church carpark and teacher rostered on for pickup duty each afternoon)*
- Designated pedestrian crossings are:
 - *No internal pedestrian crosswalks. There is a ICC signal-controlled pedestrian crosswalk on Pine Mountain Rd.*
- School crossing supervisors use the following aids and personal protective equipment (PPE):
 - *Not applicable*
- Pedestrian walkways are physically protected from designated roadways by:
 - *Brick walkway and brick wall beside Church.*
 - *Front wire fence segregating the footpath from Pine Mountain Rd*
- Pedestrian walkways are clearly marked/indicated by:
 - *Yellow marking paint in pick up/drop off area*
- Speed restriction signage is clearly displayed in the workplace at the following locations:



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- 'Slow – Children' sign on entry to area, service road 1.
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed bumps located on the south/western corner of house and on the north western corner of the house. One speed bump on exit to main road on right side lane
- Other considerations or risk controls that need to be documented?
 - Traffic flow impeded by vehicles picking up or dropping off students
 - Teacher on duty to assist with pick up and drop off



Legend

	Direction on travel		Dry weather pick-up
	Speed hump		Wet weather pick-up
	No Parking area		



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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:
 - *Council Loading Zone signage on Pine Mountain Rd*
- Speed controlling devices are in place to restrict vehicle speed on site:
 - *No entry for courier vehicles to school site*
 - *Gates and bollards in place to prevent vehicle entry*
- Other considerations that may need to be documented?
 - *All courier/supplier deliveries are dropped off at the administration office*
 - *Ipswich City Council 'Loading Zone' signage in place*

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, including the ride on mower, are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
 - Before school
 - Break times
 - After school pickup times
- Prior to entering the school, drivers of any vehicles must report to the school reception to arrange for 2 members of staff to act as "spotters" to supervise onsite vehicle movements;
- Worksite speed limits are set at 10km/h and drivers are supervised when bringing vehicles down the driveway internal access point.
- Other considerations or risk controls that may need to be documented?
 - *Vehicle access to internal school area is rare. Entry controlled by gates, bollards.*
 - *Vehicle access to oval 1 and 2 via Barkell St. Controlled by locked gate.*



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Parking arrangements

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

- There are 41 car parks available for employees and visitors and 1 car park available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - *St Joseph's Parish parking lot;*
 - *School leadership parking lot, located on north side of school hall.*
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - *Front of school, visible from Pine Mountain Rd*
- Other considerations or risk controls that may need to be documented?
 - *Directional arrows painted on ground in parish parking lot*

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;
- Additional car parking areas are clearly designated signage displayed in the following areas:
 - *Grassed area on Bottom Oval accessed via Barkell St*
- Other considerations or risk controls that need to be documented:
 - *(Pedestrian walkways to be separated from parking area. Marked with cones, bunting or similar)*

Where individual TMPs are developed for each separate event, the above points must be included.



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School Maps



Legend

	School Admin Office		Direction of travel
	School pick up/drop off area		Leadership parking lot
	No vehicle access w/out Principal approved risk assessment		Signal controlled pedestrian crossing
	Bollards		



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Legend

	School Admin Office		Direction of travel
	School pick up/drop off area		Leadership parking lot
	Restricted Access		No vehicle access w/out Principal approved risk assessment
	Bollards		Grounds Shed
	Controlled vehicle entry point		



School Internal Traffic Management Plan

Signatures:

Principal: Nicholas Constable		Date	18 03 2021
WHSO: Melinda Spies		Date	18/03/21
BCE WHS Advisor: Brandon Arrowsmith		Date	22/3/21

Next review date: November 2021