

# Traffic Management Plan (St James & St Joseph's)

## Traffic Management Plan:

<b>School/Workplace:</b>	St Joseph's College and St James Primary School
<b>Workplace Manager/WHS Nominee:</b>	Scott Thomson and Nic McTaggart
<b>Health and Safety Representative:</b>	Steve Joyce
<b>Person completing TMP:</b>	Scott Thomson and Nic McTaggart
<b>Date of Plan:</b>	June, 2020
<b>Date of Plan Review:</b>	June, 2022

### 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:

- Entry and exit signage to the school/workplace is located at:
  - At the end of Doyle Dr (Keep Left and 10km/h sign) and along certain parts of the 'ring-road'
  - At the start of Doyle Dr as cars move in an easterly direction.
- Designated pick up and drop off areas for students are located at:
  - In the public car park at the northern end of the campus
  - At the designated (signed) area near the eastern side of the car park. There is a designated lane for this.
- Pick up and drop off areas for students are clearly marked by:
  - Signage near the Doyle Dr entry
  - Designated lane at the far eastern end of the car park area for car pick up and drop off
  - Signage and fencing at the bus bay area
- Designated pedestrian crossings are:
  - At the inbound part of the ring-road and the outbound part, both close the Doyle Dr entry point of the school grounds.
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
  - N/A currently investigating the possibility of employing a pedestrian crossing officer
- Pedestrian walkways are physically protected from designated roadways by:
  - Parts of the walkway are protected by fencing.
  - The fencing is found bordering the majority of the public car park and along the bus pick-up area.
  - In other areas, it is a raised footpath with curbing and guttering
- Pedestrian walkways are clearly marked/indicated by:
  - Signage directs pedestrians to use the assigned cross to access the public visitor car park.
- Speed restriction signage is clearly displayed in the workplace at the following locations:
  - Along Doyle Dr (40)
  - At the end of Doyle Dr (5)
- Speed controlling devices are in place to restrict vehicle speed on site:
  - There is one speed hump at the start of the ring road and one near the bus shelter. There are also speed humps the length of the access road.
- Other considerations or risk controls that need to be documented?

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- Traffic flow impeded by vehicles picking up or dropping off students is a major issue. Parents of an afternoon will block Doyle Dr and Greenway Dr (public road) to avoid having to lose their spot and double around.
- Car park (staff) in the middle of the traffic flow. A previously painted crossing was blacked out as it saw pedestrians walking between buses into traffic.
- Pedestrian crossing exists near the Kindergarten area of St James and extends to the public visitor parking area.
- Traffic of an afternoon is problematic with some people taking in excess of 20 minutes to clear the parking area.

### **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:
  - Out of hours, this occurs in the bus bay area closest to the St James Primary School reception.
  - The same area is used for most deliveries for the College with couriers walking the 80m to reception.
  - Regular deliveries (canteen and technical studies supplies) use the service road to the back of the primary school.
- Courier and/or delivery drop off points are clearly marked by:
  - NA
- Worksite road speed limits are set at (10 km/hr) with clearly displayed signage located at:
  - At the end of Doyle Dr as vehicles enter the campus grounds.
- Speed controlling devices are in place to restrict vehicle speed on site:
  - Speed humps are located at the entry of the school grounds, along the bus bay section and the length of the access road at the back (southern) of the primary school.
- Other considerations that may need to be documented?
  - Car park / bus area are one way
  - Concave mirrors to assist with visibility will be inserted at the western end of the ring road (blind corner)
  - Vehicles are prevented from accessing the oval and parts of the campus via bollards (some of which are collapsible).

### **Safe passage of vehicles in (insert workplace name) (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, forklifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around the College grounds during the following time periods of peak pedestrian traffic:
  - Lunch, recess and the change of periods. Use of the golf cart must be kept to a minimum when students are present.
  - When approaching blind corners, the golf cart must come to a complete stop prior to proceeding with caution.
  - The ovals are only mowed when students are preferable not on the oval (lunch, recess and practical lessons). If this must occur, students must be more than 50m from the mowing area.
- Prior to entering St Joseph's and St James oval, drivers of any vehicles must report to either of the Principals and seek approval. They must arrange for a member of staff or coworker to act as a

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“spotter” to supervise vehicle movements whilst on site. Vehicles on the oval must move at walking pace and have hazard lights on.

- Vehicle access to the oval must be restricted to when no students are present (lunch, recess, practical lessons). In the event of vehicle access during these times, principal approval must be granted and above parameters adhered to.
- If a scissor lift is required, the same parameters must be followed (as above).
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
  - N/A due to the rarity of this occurring.
- Other considerations or risk controls that may need to be documented?
  - Roadways are of sufficient width to allow for cars going in both directions to pass each other safely
  - Concave mirrors to assist with visibility
  - Vehicles are prevented from accessing the following areas etc.

### Parking arrangements

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

- There are car parks available for employees, 100 car parks available for visitors and 2 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
  - Along Doyle Dr, at the end of Doyle Dr and from the commencement of the ring road
  - Parks are labelled “Staff” or “Visitor” with staff using those parks.
  - Some staff will park at the western side of the joint campus along the ring-road and the back of primary school classrooms.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
  - Just outside the St James reception.
- Other considerations or risk controls that may need to be documented?
  - The provision of more “Visitor” parks in line with council require (DCP A2 Site Access and Parking Code)
  - More compassionate and less signage. Can be confusing for visitors
  - Updating the signage (fading)
  - P-plate driver with less experience to be instructed on safe passage throughout the area

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

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Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learning's from previous special events.

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:

- 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 with marked parking bays and signage displayed in the following areas:
  - This will occur on the eastern side of the oval where an additional 40 parks can be made available.
  - The area will be cordoned off and direction from staff be given.
  - We foresee that this may occur for larger events such as the first day of Year 7 and Kindergarten, Year 12 examinations, grandparent days, Year 12 Graduation.
- Other considerations or risk controls that need to be documented:
  - Pedestrian only crossing was constructed in 2019.

#### Additional documentation

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

## WORKPLACE LAYOUT



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