

Traffic Management Plan

Ribbons Preschool

March 2025



Ribbons Preschool

Traffic Management Plan

Introduction

This document has been prepared to inform and instruct employees, Parents and others who may come to Ribbons Preschool. Including Visitors (Both Pedestrians and People in Vehicles) about the traffic arrangements for the site.

Ribbons Preschool takes the health and safety of all site users very seriously. It is imperative that individuals take care, exercise caution when within the Preschool and the vicinity and follow all instruction to avoid risk of Injury.

Premises Details:

Type: Non Domestic Childcare

Hours: Monday – Friday 7.50 am – 5.45 pm

Max Number of children: 40

Person responsible for implementing this plan: Kate Watkins-Freeman

Policy

All site users to read this document carefully and act in accordance with the instruction detailed within this plan.

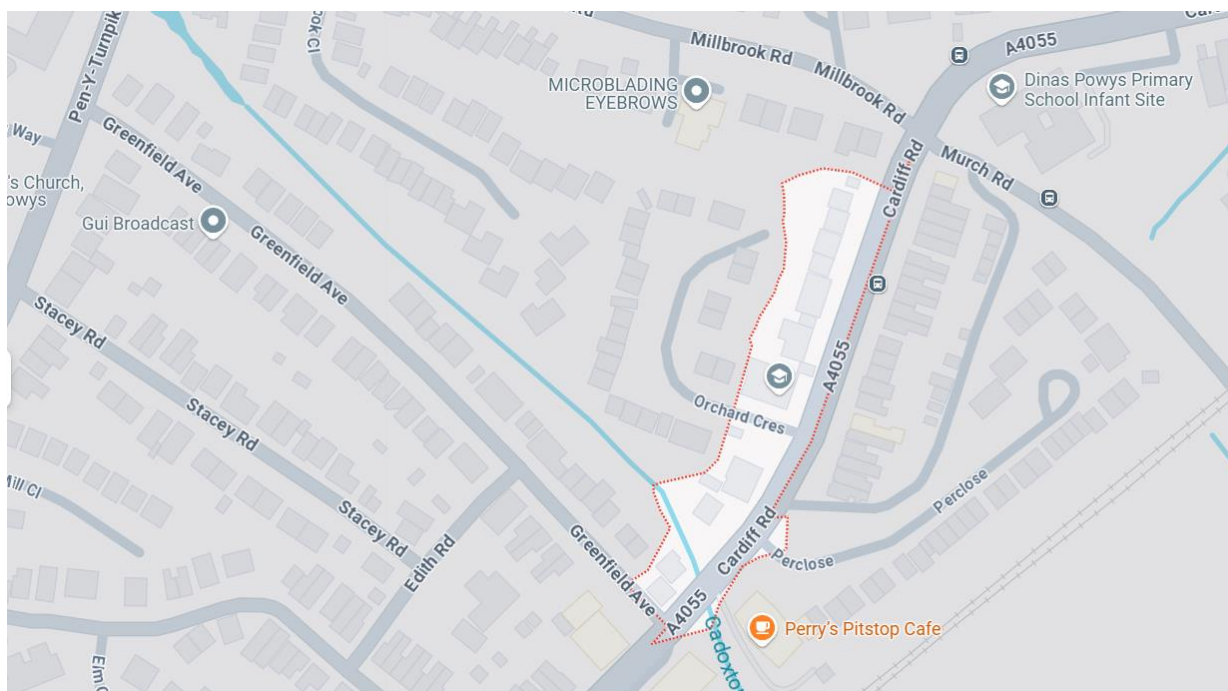
A copy of the plan will be available on our website for all parents of children starting at the Preschool.

A copy will be available at reception for all visitors

This policy, through parental, staff and visitor's feedback will be continuously reviewed and where applicable updated to reflect any changes.

This plan will also be made available to local residents and any feedback where possible will be incorporated.

Layout / Access Plan



Reducing Traffic

As we feed to the 3 local Primary Schools, it is proposed that most children will come from within very close proximity of the Preschool reducing the need for transport.

Ribbons Preschool intake of children will be prioritised within the local area.

Drop off and collection times are always staggered throughout the day so no more than 4 parents are outside at any one time.

Pedestrians

Pedestrian and vehicle separation is paramount to ensuring safe access and egress from the Preschool grounds.

The below plan shows the designated entry point ensuring Pedestrians will be kept away from the parking area during busy periods of the day, with a clear walkway to the front door of the Preschool from the main road and designated separate drop-off and collection points.

Following a full Risk assessment full signage will be developed to clearly indicate to traffic and pedestrians how to access Preschool.

Parking

The parking area will be clearly signposted and is a firm and level finished. Adequate lighting will be provided for the winter months.

Drop off and pick up of children will be staggered throughout opening times, adapting a daily 30 min slot for drop off and pick up.

Parents being given 5-10 mins to drop off and pick up their children.

The main car park is designated for Staff only, ensuring that there will be no vehicles exiting or entering during drop off and collection times, or during the walking school runs.

Off road parking is available in local roads for short duration for parents during peak times.

As indicated intake of children will be prioritised within the local area to reduce the number of vehicles.

The Preschool Manager will be designated to oversee the daily parking and ensure safety, ensure parents are parking safely and adhering to this plan.

Staff

Following an assessment of staff requirements, there will be 6 staff per 40 children, it is expected that most days a maximum of 4 of them will drive to work and need parking.

Visitors / Private Parking

All frontal parking space will be designed as staff/ company / disabled/visitor parking to enable visitors who are staying longer than dropping off children.

No Private parking will be permitted for the Property

Servicing and Deliveries

All suppliers will be issued with the final traffic management plan prior to opening.

All Planned deliveries will be between the hours of 10 am - 3 pm to avoid drop off pick up times.

The management team will work with suppliers to ensure this happens.

Disabled Access

As indicated the frontal parking space will be designed as visitor / disabled to enable visitors who are staying longer than dropping off children.

The management team will assess the needs of all visitors and children during the induction process.

The traffic management plan and any further requirement for disabled access will be amended as required.

Disabled accessibility has been considered during the build process.

Supervision

The senior management team will arrange for daily supervision of the entrance and parking area during drop off and pick up times.

The senior management team will be responsible for carrying out regular observations and improvements to the traffic management plan.

All concerns and incidents or noncompliance or near misses will be recorded and appropriate action taken.

The senior management team will be responsible for ensuring all children and parents have a full induction. Providing all relevant health and safety information in respect to the Preschool.

Communication

The senior management team are responsible in ensuring that all stakeholders receive a copy of this plan.

This includes

- Parents
- Staff
- Vale of Glamorgan Borough Council,
- Fire and ambulance services
- Visitors
- Service and delivery companies

Parents will be informed of the plan and asked to comply to the drop off and picking up process.

Ribbons Preschool will also be regularly inspected by CIW to ensure compliance to Health and Safety.