

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

School Details	
School / Location	St Mary's College Ipswich
School Principal	Paula Goodwin
Business Manager / WHSO	Steve Harling / Rosemarie Gray

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:**
 - Staff car park – Mercy House
 - Staff car park – Tennis Courts
 - Main College Gates – Mary Street
- **Designated pick up and drop off areas for students are located at:**
 - The top of Mary Street outside St Mary's College. Upon drop off Students are to proceed directly into the Main College Gates, and not through the carparks.
 - This area is strictly 2 minutes maximum between 7-9am and 2-4pm on school days, as signed. This is Ipswich City Council regulation.
 - Student drop offs are not permitted in the Staff Carpark. Signage advising this has been installed at the entrance to the staff carpark. The Business Manager occasionally monitors the carpark during early morning drop-off times to ensure this is being adhered to.
- **Pick up and drop off areas for students are clearly marked by:**
 - Council signage – "Loading Zone 2 min max – 7-9am, 2-4pm School Days"
- **Designated pedestrian crossings are:**
 - *Located at Mary Street outside the St Mary's Primary School and Elizabeth Street near the Primary School.*
 - *Supervised by crossing controllers before and after school.*
- **School crossing supervisors use the following aids and personal protective equipment (PPE):**

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- “lollipop” sign
- high visibility jacket
- **Pedestrian walkways are physically protected from designated roadways by:**
 - Curb and channeling gutters
- **Pedestrian walkways are clearly marked/indicated by:**
 - designated walkways and road markings
- **Speed restriction signage is clearly displayed at the following locations:**
 - Mary Street is a designated school zone, signage is present throughout the wide precinct.
- **Speed controlling devices are in place to restrict vehicle speed on site:**
 - Speed hump in front of the Doro Building (main reception) to restrict service vehicles speed on site.
- **Other considerations or risk controls that need to be documented?**
 - Drop offs and pickups should always occur on the College side of the road, not the opposite side, and should always occur in the loading bay – not on the road. This is not just a safety consideration but Council parking laws (no drop offs permitted where there are solid yellow lines).

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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:
 - Marked loading bay on Mary Street
- School / site speed limits are set at (5 km/hr.) with clearly displayed signage located at:
 - Inside Main College Gates
 - Staff car park – Mercy House
 - Staff car park – Tennis Courts
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed hump outside Doro Building (Main Reception)
 - Bollard in place at Main College Gates
 - Bollards in place before Rose Garden
- Other considerations that may need to be documented:
 - All deliveries are requested to be made during off-peak times ie. Between 6-7am, between 9am-2pm, after 4pm. Regular contractors and delivery companies are made aware.
 - **A “spotter” is required to supervise any moving vehicles within the College grounds.**

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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 are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
 - 8.15 – 9.00am
 - 2.45 – 3.00pm
- Prior to entering the school, drivers of any vehicles must report to the school reception to arrange for a member of staff to act as a “spotter” to supervise onsite vehicle movements;
- Plant only to be operated in clearly marked areas as designated on the site plant traffic management map.
- All plant and machinery, eg golf cart, must not operate at speeds greater than “walking pace”
- Other considerations or risk controls that may need to be documented:
 - Vehicle access to the College through the primary school is prohibited unless approval is granted by the Business Manager or College Leadership. Approval for entry and exit at exact times with the Primary School Leadership.
 - Large Vehicles are not allowed to move past the bollards inside the main gates unless approval has been granted by the College.

Parking arrangements

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

- Car parking areas are clearly designated with marked parking bays and signage.
- Car parking areas are clearly designated with marked parking bays and signage displayed There are designated car parks available for staff in two staff-only car parks:
 - Staff car park – Mercy House
 - Staff car park – Tennis Courts

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- Street parking outside the College grounds is available for staff:
 - Outside the Staff car park – Mercy House, against the rock wall that faces the car park.
- Staff car parking areas are clearly designated, and these are not to be accessed by students or parents.
- The area in front of the Chapel is for Buses Only and is indicated on the map.
- Signage identifying the whereabouts of the Main Reception is located at:
 - Main Gate
 - Against wall of Mercy House from the Staff Carpark
- Concave mirrors have been installed at the exit to the staff carpark to see approaching vehicles.
- **Student drop-offs are not permitted in the Staff Carpark.** Signage advising this has been installed at the entrance to the staff carpark. The Business Manager occasionally monitors the carpark during early morning drop-off times to ensure this rule is being followed.
- **Staff must not park in any areas that are not designated as parking or areas that indicate “no parking”**

The following rules/conditions apply for all users of the Staff Car Park – Tennis Courts:

- This area is for St Mary’s College staff and approved contractors only.
- The entry to the Tennis Court Staff Carpark is a shared use road which allows access for pedestrians to the playing field/oval. It is therefore a shared use road and a speed limited (10km per hour).
- Vehicles are not permitted to move within the area during pedestrian activity. Drivers must wait for pedestrians to clear before proceeding.
- Vehicles are not permitted to move within this area within 10 minutes either side of College bell times.
- Parking is permitted in the designated parks on the hill towards the Tennis Courts Staff carpark. It is recommended that vehicles proceed down the hill, turn within the court carpark and then proceed back up the hill and park in the allocated spaces with their vehicle facing towards the College / up the hill.

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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:

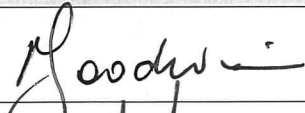
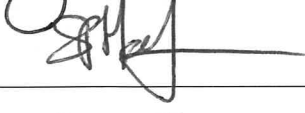

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace;
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - *(insert number and location of parking signs)*
- Other considerations or risk controls that need to be documented:
 - *(concave mirrors to assist with visibility etc.);*
 - *(pedestrian only pathways)*

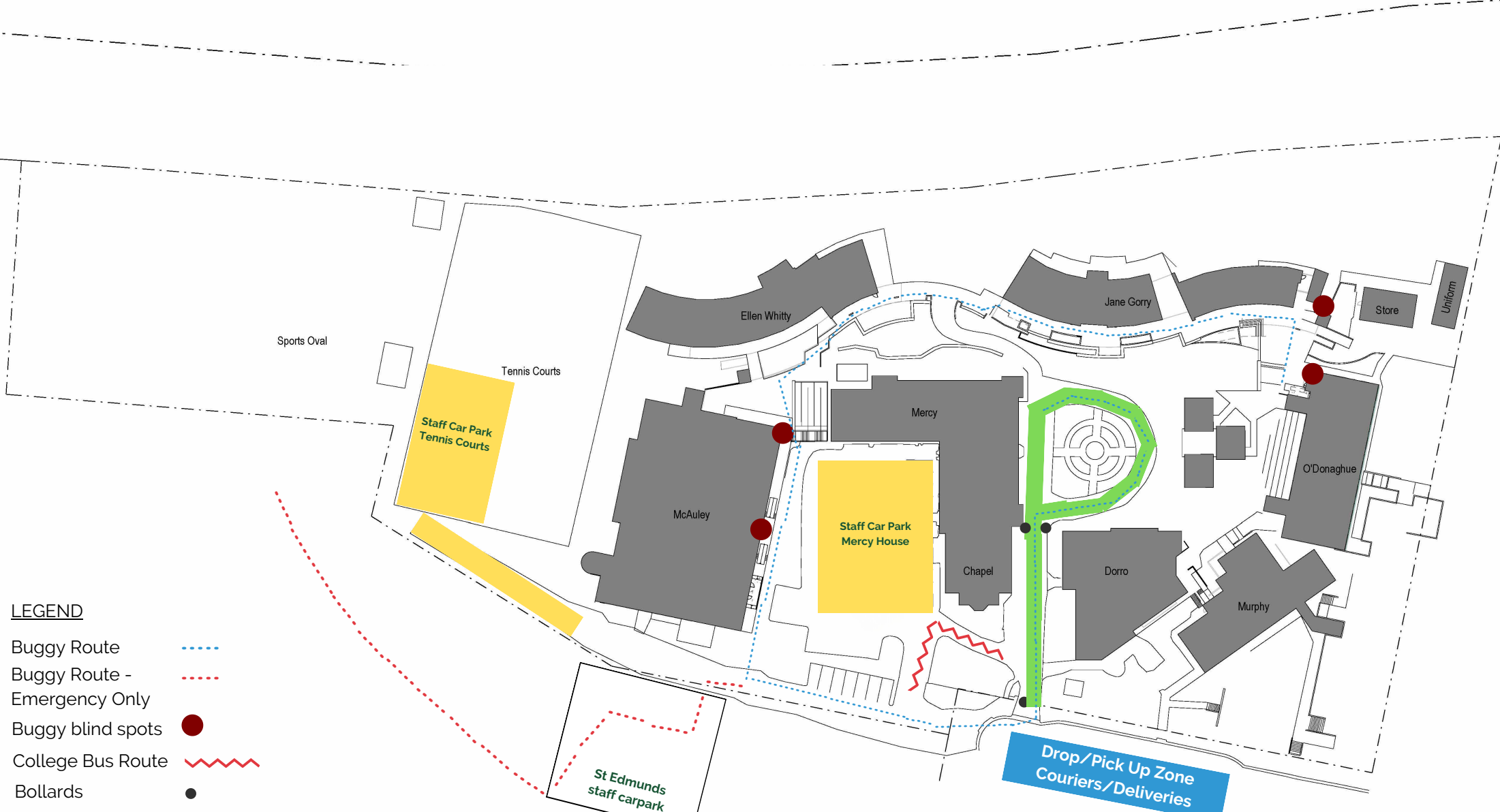
Additional documentation / Site Map (School map layout)

For staff using any College vehicles, please refer to the applicable plans, as outlined below -

- SMC Buggy Traffic Management Plan
- SMC Bus Traffic Management Plan
- SMC Ute Traffic Management Plan

Signatures:

Paula Goodwin Principal		Date	17/11/24
Steve Harling Business Manager		Date	16/01/24
Rosemarie Gray WHSO		Date	16/01/24



LEGEND

- Buggy Route - - - -
- Buggy Route - Emergency Only - - - -
- Buggy blind spots ●
- College Bus Route ~ ~ ~ ~
- Bollards ●
- SMC Authorised Staff Parking Only
- Authorised/ Emergency vehicle access only