

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

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School Details	
School / Location	Sacred Heart Primary School Sandgate
School Principal	Mrs Sarah McDonald
Business Manager / WHSO	Kendell Burton

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:
 - *Brighton Road Sandgate .*
 - *Burnett Place rear Sandgate bowls club carpark*
- Designated pick up and drop off areas for students are located at:
 - *Parents park in allocated parking bays located in Burnett Place and Brighton Road .*
 - *Staff park in the Church parish carpark.*
 - *Disabled parking is available in both carparks.*
 - *Parking is limited because they are shared spaces with the Parish and the Sandgate Bowls Club.*
 - *All driveways and access points must remain clear at all times.*
- Pick up and drop off areas for students are clearly marked by:
 - *2 minute pick up and drop off areas are clearly signed by council signage, these are located on Brighton road and the street parallel to the Parish carpark (cul de sac). STOP DROP and GO flags are placed out to clearly identify the areas for pick up and drop off with NO PARKING*
 - *Staff are rostered to monitor these spaces for drop off and pick up times.*
- Designated pedestrian crossings are:
 - *Located on Brighton Road, Sandgate there are two pedestrian crossings that are both managed by traffic lights.*
 - *When crossing Brighton Road at either location, the pedestrian crossing lights must be used at all times.*

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- *On the signal to walk, cyclists must dismount their bike and walk the bike across the road.*
- *Students must enter the school via the double gates beside the Administration/ Office building.*
- *The school bicycle racks are located at this entry point.*
- School crossing supervisors use the following aids and personal protective equipment (PPE):
 - *Hi vis vests are to be worn by supervising Teacher for school pickup and drop off zones, large flags are also placed out to identify these areas.*
- Pedestrian walkways are physically protected from designated roadways by:
 - *Permanent fencing and locked gates.*
- Speed restriction signage is clearly displayed at the following locations:
 - *Speed limits are signed on the Brighton Road at 40km/hr.*
 - *Speed limits in both car parking areas is 10km/hr.*
- Other considerations or risk controls that need to be documented?
 - *There are "No Standing" areas in both carparks. Parking in these areas are strictly prohibited.*
 - *Parents are required to drive in a continuous line in Burnett Place following marked arrows indicating the direction of traffic flow. Cars are required to wait in this line (do not overtake) until parked safely.*
 - *All students entering the carpark are to be accompanied by an adult at all times.*
 - *Once accompanied by an adult, students can then exit the school grounds and leave with the accompanying adult.*

Courier and/or delivery drop off points

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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:
 - *Loading zones on Brighton Road and then goods are to be trolleyed into the Administration Building.*
- School / site speed limits are set at walking pace.
- Other considerations that may need to be documented
 - *There are no internal roads on the school grounds.*
 - *Any vehicles entering the school grounds for a specific reason will use a staff member as a spotter for example an ambulance or an emergency maintenance vehicle.*
 - *Considerations have been made for any possible changes in 2026.*

Safe passage of vehicles within the school (e.g. tractors, golf buggies, ride on mowers, Utes, school buses)

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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:
 - Immediately prior to school commencing
 - Immediately after school concluding
 - During lunch / play and afternoon tea timeframes.
- 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.
- Worksite speed limits are set at (10 km/hr.) with clearly displayed signage located at:
 - *Brighton Road*
 - *Burnett Place*
- Other considerations or risk controls that may need to be documented?
- Self-propelled mower / whipper snipper is to be used after school drop off and prior to school pick up in high traffic areas such as the front of school between (9.00am and 2.00pm).
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Parking arrangements

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

- There are car parks available for employees as well as car parks available for visitors, as with 2 car parks available for people with disabilities.
- There is no parking on the school site, the allocated car parks are located at the Parish and the Sandgate Bowls Club(council parking)
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - *Parish car park Brighton Road (Staff ONLY)*

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- *Sandgate Bowls Club Burnett Place*
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - *Burnett Place*
- Other considerations or risk controls that may need to be documented?
 - *The Parish carpark is off limits to Parents and students.*
 - *There is a pedestrian crossing on the boundary of the Parish car park.*

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 learnings 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 parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
- Other considerations or risk controls that need to be documented:
- Where individual Traffic Management Plans are required for a special event, the above points must be included.

Additional documentation / Site Map (*School map layout*)

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Signatures:

Principal	Sarah McDonald	Date	28.01.26
Business Manager / WHSO	Kendell Burton	Date	28.01.26
Person completing TMP (if other than above - print name and sign)		Date	