

TRAFFIC MANAGEMENT PLAN

School Details

School / Location	Sa Mary's Catholic College / Maryborough
School Principal	Martin Cordery
Business Manager / WHSO	Desley Lourigan

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:
 - *Drop off and pick up areas are located external to the School grounds.*
- Designated pick up and drop off areas for students are located at:
 - *Lennox Street & Adelaide Lane.*
- Pick up and drop off areas for students are clearly marked by:
 - *Signage and marked bays,*
- Designated pedestrian crossings are located at:
 - *Automated signal crossings are located at the corner of Lennox Street and Anne Street.*
- School crossing supervisors use the following aids and personal protective equipment (PPE):
 - *Stop/Slow sign;*
 - *Crossing flags; and*
 - *High visibility jackets.*
- Pedestrian walkways are physically protected from designated roadways by:
 - *Footpaths and gutters.*
- Pedestrian walkways are clearly marked/indicated by:
 - *Road markings.*
- Speed restriction signage are clearly displayed at the following locations:
 - *Lennox Street, Anne Street and Adelaide Lane.*
- Speed controlling devices are in place to restrict vehicle speed on site:

TRAFFIC MANAGEMENT PLAN

- *Locked traffic bollards are located at Adelaide Lane driveway to prevent unsupervised vehicle access to School grounds.*
- Other considerations or risk controls that need to be documented?
 - *The School oval is maintained by Council contractors and all works are conducted outside of School hours to minimise risk.*

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:
- Designated courier and/or delivery drop off points are located at:
 - Lennox Street and Adelaide Lane.
- Courier and/or delivery drop off points are clearly marked by:
 - Marked Loading bays and signage.
- School / site speed limits are set at (5 km/hr.) with clearly displayed signage located at:
 - *Adelaide Lane driveway entrance.*
- Speed controlling devices are in place to restrict vehicle speed on site:
 - *Locked traffic bollards are located at Adelaide Lane driveway to prevent unsupervised vehicle access to School grounds.*
- Other considerations that may need to be documented?
 - *Vehicles are prevented from accessing School grounds via locked gates and traffic bollards. Vehicles can only access the school grounds after gaining permission from the administration office and are supervised at all times when on school grounds.*

TRAFFIC MANAGEMENT PLAN

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 and ride-on mowers are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
 - *Monday, Tuesday, Thursday, Friday 8.00am and 8.50am, 10.50am to 11.30am, 1.30pm and 1.50pm and 2.50pm and 3.10pm.*
 - *Wednesday 8.00am and 8.50am, 10.30am to 11.10am, 12.50pm and 1.10pm and 2.50pm and 3.10pm.*
- 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.
- Worksite speed limits are set at (5 km/hr.) with clearly displayed signage located at:
 - *Adelaide Lane driveway entrance.*
- Other considerations or risk controls that may need to be documented?
 - *Vehicles are prevented from accessing School grounds via locked gates and traffic bollards. Vehicles can only access the school grounds after gaining permission from the administration office and are supervised at all times when on school grounds.*

Parking arrangements

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

- There are 25 car parks available for employees, 5 car parks available for visitors and 5 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - There are car parks available for employees in the Adelaide Lane staff car park and behind the Library, visitors may also access the staff car parks or park in the nearby streets.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:

TRAFFIC MANAGEMENT PLAN

- Lennox Street and Adelaide Lane.

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

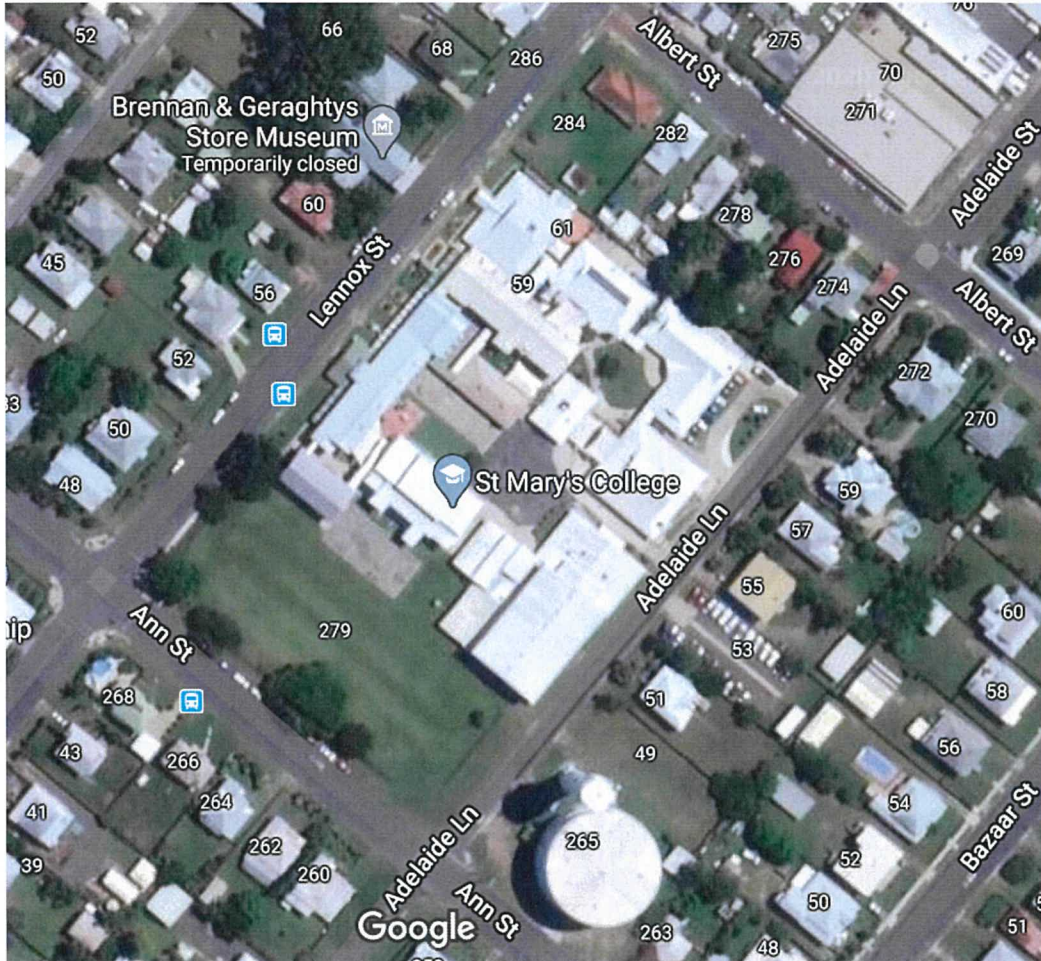
Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

The following safety arrangements are in place to minimise the risks associated with special events in conjunction with previously documented control measures:


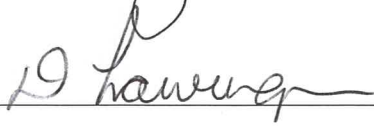
- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the College grounds.
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - *Adelaide Lane and within the College grounds.*
 - *Movement of traffic is restricted to in class times and out of School hours, to reduce the amount of foot traffic.*

TRAFFIC MANAGEMENT PLAN

St Mary's College Site Map



Signatures:

Principal		Date	28-2-24
Business Manager / WHSO		Date	28-2-24
Person completing TMP. (if other than above - print name and sign)		Date	

Approver: Director – Employee Services Issue date: 25/09/2024 Next review date: 25/09/2027

