

— est. 1897 —



# Norfolk House School

## **Vehicle Movement Policy**

Created: July 2017

Reviewed: August 2026

Date of next review: August 2027

Responsibility for review: Education Board

This policy will also be reviewed following an incident or near miss involving onsite vehicle movement.

## Contents

|                                               |   |
|-----------------------------------------------|---|
| Vehicle Movement Policy                       | 3 |
| SECTION 1: Procedures                         | 3 |
| SECTION 2: Considerations and Risk Assessment | 5 |
| Legal Requirements and Education Standards    | 5 |

# Norfolk House School

## Vehicle Movement Policy

Norfolk House School comprises two small sites (Lower and Upper Schools, located at Princes Avenue and Muswell Avenue, respectively) that were built in the late 19th/early 20th century and therefore do not have any form of vehicular access.

While the school does lease and operate two minibuses, these are stored and driven solely on the public highway; they - not any other motor vehicle - can enter either of the school sites. Nevertheless, the school has created this policy in order to set out its procedures for safe operation in relation to the use of motor vehicles near to - as opposed to on - the school sites.

### SECTION 1: Procedures

#### 1. Scope

This guidance applies to all vehicle movements undertaken near/around school premises that are necessary for the smooth operation of the school.

#### 2. Objectives

The school seeks to ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner, that vehicles and traffic routes are separated wherever possible and that traffic routes are suitably signed and controlled.

#### 3. Responsibility

The Leadership Team has responsibility for the implementation of this policy with support from the Site Manager as appropriate. The following areas will be addressed:

- School Minibuses
- Parking and deliveries
- Access control and security
- School travel plan

Checklists in Section 2 cover design and layout, reversing, risk control and specific issues, and are used to develop and review procedures and undertake risk assessments. A member of staff to whom the Head has delegated responsibility (the Traffic & Road Safety Ambassador). will be responsible for liaison with the local authority (Haringey) and highway authority (TfL) with regard to the School Travel Plan.

### Deliveries

Wherever possible, deliveries are organised to take place at times when pupils are not on site, such as before the start of the school day. Deliveries should be arranged in advance wherever possible. Their arrival and departure will be supervised by the site manager or a member of administration or catering staff, as appropriate, and parking will be permitted only in designated areas on the public highway outside the relevant site (Lower or Upper School). See also notes below about reversing.

### Refuse and Recycling Collections

Collection of refuse and recycling takes place without the need for a vehicle to be brought on site.

### **School minibuses for transportation between sites and to offsite venues**

The school may on occasion use the minibus(es) to transport pupils between the two school sites or to educational venues located off-site (e.g for sports, fixtures, trips, etc.).

Any staff member driving the minibus(es) for these purposes must be appropriately qualified (with a D1 license) and must follow the procedures described in Minibus Policy.

The School Minibus Driver (or whichever qualified member of staff is operating the vehicles(s) in their stead) supervises the arrival and departure of the minibuses and ensures the safety of pupils and their separation from vehicles. Pupils will wait in designated areas away from transport movement prior to boarding and will be guided to move away safely from transport after disembarking.

All use of the school minibus(es) must be arranged via the School Business Manager. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements.

### **School vehicles and hired vehicles for trips, fixtures and other school events**

School buses and hired vehicles arrive and leave the kerbside areas adjacent to the school site(s) premises at agreed times. The trip leader/teacher in charge will designate a member(s) of staff to supervise pupils prior to boarding and after disembarking, ensuring that they assemble and wait in a safe location prior to boarding and move away safely from vehicles after disembarking.

## **SECTION 2: Considerations and Risk Assessment**

The three sections below should be used by schools as a checklist in order to

- a. Refine section 1, above, to provide clearer procedures
- b. Undertake annual review of the policy
- c. Conduct risk assessments in relation to the activities covered by this policy.

### **1. Reversing**

- Are arrangements in place for dealing with reversing vehicles?
- Are pedestrians separated from reversing activities?
- Have designated individuals been trained to assist with reversing activities where appropriate?
- Do such individuals have high visibility clothing?
- Have vehicle drivers been informed to stop if they lose sight of the reversing assistant?

### **3. Risk control**

- Do staff in charge of supervising vehicle movement and pupils boarding and disembarking wear high visibility clothing?
- Can you provide separate pedestrian access?
- Can you organise buses to be loaded/off-loaded so that reversing is not required?
- Can you arrange deliveries/contractors activities so that they do not coincide with school start/finish times and breaks during the day?
- Can you improve on-site lighting?
- Have you communicated traffic arrangements to pupils and parents?

- Can you provide increased supervision during peak vehicle/pedestrian movement times?

## Legal Requirements and Education Standards

### References:

- A. Handbook for the Inspection of Schools – The Regulatory Requirements, Part 3 (<http://www.isi.net>)
- B. Health and Safety Executive, homepage workplace transport ([www.hse.gov.uk](http://www.hse.gov.uk))
- C. “Guidelines for Environmental design in Schools” DfE Guidance 2003