

## SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

School Details	
<b>School / Location</b>	St Catherine's Primary School, Wishart
<b>School Principal</b>	Paul Mitchell
<b>Business Manager / WHSO</b>	Leigh Brown

### 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:
  - *Newnham Road*; and
  - *Bellot St*
- Designated pick up and drop off areas for students are located at:
  - *B Block (via Newnham Rd)*
  - *Church (via Newnham Rd)*
  - *Bellot Street*
- Pick up and drop off areas for students are clearly marked by:
  - *signage, marked bays*
- Designated pedestrian crossings are:
  - *Newnham Rd* entrance and
  - *Bellot St*
- School crossing supervisors use the following aids and personal protective equipment (PPE):
  - *"lollipop" sign*;
  - *crossing flags*; and
  - *high visibility vest*
- Pedestrian walkways are clearly marked/indicated by:
  - *designated walkways*
- Speed restriction signage is clearly displayed at the following locations:

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- *Newnham Rd entrance (corner administration blding)*
- Speed controlling devices are in place to restrict vehicle speed on site:
  - *Newnham Rd Entrance (pedestrian crossing speed bump)*
- Other considerations or risk controls that need to be documented?
  - *No exit from Bellot St car park via Newnham Rd between 8:00 to 9:00 am and 2:30 to 3:30pm.*
  - *Parents display 'surname' on the left-hand front window of car.*
  - *All families are asked to consider alternative options than specific loading zones in order to help reduced the congestion e.g. families may choose to park on nearby streets and walk to school.*
  - *Motorists from school are asked not to park in the Nano Nagle Centre's car park. This is reserved for parents who need to drop off and pick up children from the kindergarten.*

### 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 entrance points are directed by the Groundsperson and will have a "spotter" if required.
- School / site speed limits are set at (10 km/hr.) with clearly displayed signage located at:
  - *Newnham Rd Entrance (near administration blding)*
- Speed controlling devices are in place to restrict vehicle speed on site:
  - *Pedestrian speed bump main entrance via Newnham Rd.*
- Bollard barrier in place from Nano Nagle Centre to kindergarten.

### **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 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:
  - 8:00 – 8:30 am
  - 11:00 – 11:30 am
  - 1:30 – 2:00 pm
  - 2:30 – 3:10 pm
- 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;

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- Plant only to be operated in clearly marked areas as designated on the site plant traffic management map which is displayed on page 7.
- Worksite speed limits are set at (10 km/hr.) with clearly displayed signage located at:
  - *Newnham Rd entrance (corner administration blding)*

### Parking arrangements

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

- There are 56 car parks available for employees and visitors and (2) car parks available for people with disabilities.
  - Car parking areas are clearly designated with marked parking bays.
  - Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at Newnham Rd entrance.

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

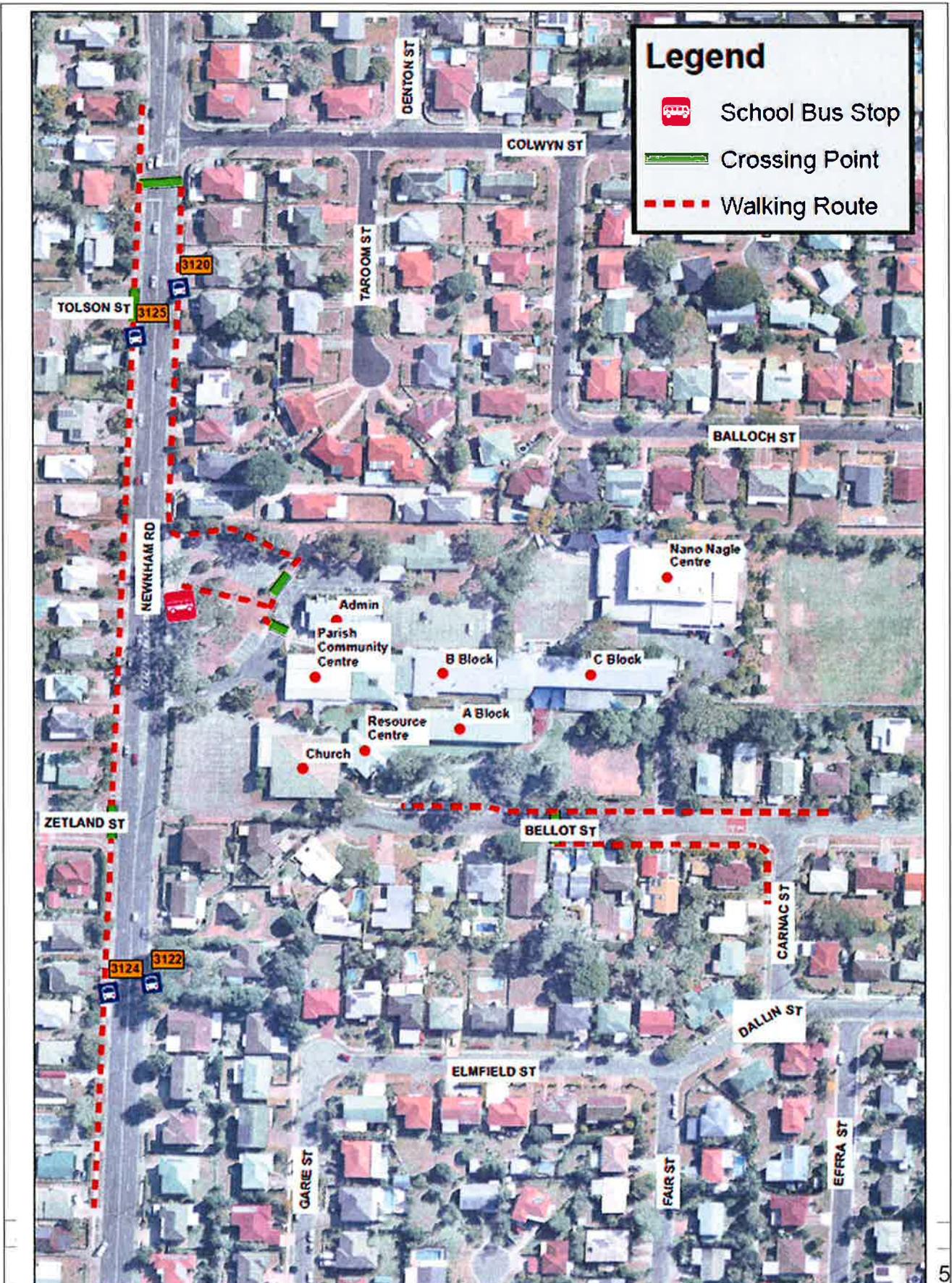
Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

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:
  - *On the oval with orange temporary fencing in place*
- Fete Operators to enter grounds must have a "spotter"

### Additional documentation / Site Maps (*Figure 1+ 2 attached*)

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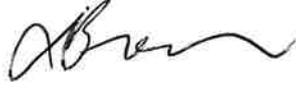
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**ST CATHERINE'S PRIMARY SCHOOL, WISHART**

Machinery Restricted Zones: **RED – NO GO ZONE.** **YELLOW – Proceed with caution.** **GREEN – YES ZONE.**

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<b>Signatures:</b>			
<b>Principal</b>	Paul Mitchell		<b>Date</b> 9/3/26
<b>Business Manager / WHSO</b>	Leigh Brown		<b>Date</b> 9-3-26
<b>Person completing TMP (if other than above - print name and sign)</b>	Maggie Hudson		<b>Date</b> 9-3-26
			