


Traffic Control Management Plan




Taaleem Group	 inspiring young minds
Occupational Safety and Health Management System	
Traffic Control Management Plan	

Document Name	Traffic Control Management Plan		
Document Number	TG-OSH-05		
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Revision History

SN	Description	Revision Status	Date	Next Review Date	Pages Affected
00	Traffic Control Management Procedure	01	31/04/21	30/04/22	New Doc
01	Traffic Control Management Plan	02	08/08/22	08/08/23	New Doc


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Taaleem Group Signatory Page

Policy Document Reference	School Name	Name of Lead Responsible Signatory	Signature	Date
TG-OSH-05.2	Charter School Group	Alphonso Bronkhorst		
TG-OSH-05.2	DBS Group	Maris Keijser		
TG-OSH-05.2	IB Cluster	Ashley Tomkinson		
TG-OSH-05.2	AAG	Joslita D'Souza		
TG-OSH-05.2	Dubai Schools Group	Harry Bains		
TG-OSH-05.2	RAHA Group	Marthinus Neethling		
TG-OSH-05.2	ESE Group	Philip Longdon		
TG-OSH-05.2	DSC	Eoin Conlon	N/A	

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1. Purpose

To establish a traffic management plan for use in Taaleem Group Schools so that all employees, students, contractors, visitors, or other stakeholders can access the school site safely. This plan details the procedures used to manage parking and control traffic during the busy child pick up and drop off periods.

2. Scope

A concise overview of the traffic management arrangements in place to mitigate the risks associated with the interaction of pedestrians and vehicles within the school and relevant surrounding areas.

3. Definitions

Accident: An unplanned, unwanted event which leads to injury, damage or loss.

Near Miss: An unplanned event, event series or condition that occurred at the workplace which, although not resulting in any injury or illness; had the potential to do so.

First Aid: Any immediate (one-time) care or treatment given to a person suffering from an illness or injury, until professional medical care can be provided. Such treatment may be considered first aid even if it is provided by a healthcare professional.

First Aid Injury: Is a minor work-related injury or illness that calls for only simple “first aid” treatment and does not call for follow-up treatment by a health-care professional. First aid injuries do not result in lost time from work.

Serious OSH Incident: A work related injury that requires hospital treatment, or a hospital visit, or an incident that results in fatality, serious injuries or serious occupational injuries and may require notification to the authorities.

4. Roles and Responsibilities

4.1. Executive Principal or Principal

- The Executive Principal or Principal is responsible for having a traffic control management plan in place.
- To ensure that high risk areas are suitably monitored by school staff.
- To approve budgets for the provision of equipment, training and implementation of procedures.


4.2. Head of Business Operations / Operations Manager

- To ensure that there are suitable procedures in place to facilitate appropriate traffic control in and around the school’s site.
- To approve budgets for the provision of equipment, training and implementation of procedures.
- To make sure that the traffic control management plan is reviewed and amended when updates are necessary.

4.3. Facilities Manager (OSH Officer)

- To oversee the daily implementation of the traffic control management plan.
- In liaison with the Principal, assign staff from the school to act as traffic marshals to help manage traffic in critical areas.

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- Constantly review the traffic management plan and update this document when it is necessary to do so.
- Ensure that the correct safety equipment is available to those acting as traffic marshals.
- To make note of traffic violations and suitably escalate infringements when it is required.
- Ensure a site-specific risk assessment is in place with suitable control measures.

4.4. Traffic Marshals

- Help control the flow of traffic and pedestrians as directed by the Facilities Manager and the traffic management plan.
- Use the appropriate safety equipment provided, high visibility jackets should be worn at all times.
- Report traffic violations to the Facilities manager.

4.5 Security Staff

- Help control the flow of traffic and pedestrians as directed by the Facilities Manager and the traffic management plan.
- Use the appropriate safety equipment provided, high visibility jackets should be worn when managing traffic during busy periods.
- Report traffic violations to the Facilities manager.
- Ensure that gates are opened and closed in accordance with the timings at appendix 4 to control the flow of traffic.

5. Traffic Management Resources

To facilitate the traffic management plan, it is important that the school has the correct equipment available. The school will make best use of its permanent features such as bollards, gates and pedestrian crossings but other resources can also be used so that traffic and pedestrians are safely and effectively controlled. As a minimum the following equipment is to be available in all Taaleem Schools:


- High visibility jackets
- Traffic wands/batons
- Adequate numbers of cones and chains
- Safety signs (including carpark speed limit)
- Speed bumps

In addition, schools may wish to use:

- Blow molded barriers
- Water or sand filled barriers

It is important to note that staff involved in traffic management duties shall wear high visibility jackets at all times. All drivers in and around the school must comply with traffic signage, speed limits and instructions from traffic marshals. Any violations must be reported to the Facilities Manager and then escalated as appropriate.

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6. Traffic Incidents

Any accidents, incidents and near misses relating to traffic must be recorded in accordance with the directions in TG-OSH-12 'Incident Reporting and Near Misses'. Police assistance should be requested without hesitation when it is appropriate. Incidents should be escalated in accordance with the escalation matrix at appendix 5. It is important that the following information is recorded in the first instance if a full incident report is not initially complete:

- Times and dates
- Type of accident and summary of injuries
- Names of personnel / parents involved and their contact details
- Details of the incident (including vehicle registration numbers)

The Facilities Manager, Operations Manger or Head of Business Operations shall liaise with emergency services if they are required to attend an incident at the site.

7. Risk Assessment

This traffic management plan is to be supplemented with a site-specific risk assessment, templates for a pick up and drop off risk assessment and detailed completion instructions can be found in TG-OSH-10 Taaleem Group Risk Assessments.


8. Review

This traffic management plan should be under constant review and the Facilities Manager should update this document when it is necessary to do so.

9. References


- C155 - Occupational Safety & Health Convention 1981
- ISO 39001:2012 Road Traffic Safety Management Systems
- Road Safety & Traffic Management Manual

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Appendix

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Appendix 1. School Contact Details

The below provides important contact details to support operations at the site.

Site Contact Details		
Role	Name	Contact Number
Principal	Rebecca Coulter	054 3304708
Head of Business Operations	Maris Keijser	050 3290483
Operations Manager	Mohammad Alshouli	050 8995802
Facilities Manager	Ashwin Mhalsekar	056 1369331
Site Security Supervisor	Abdul Latif	056 4950318
Security Officer 1	Frank Diabe	052 9167128
Security Officer 2	Musa Bbosa	056 2975059
H+S and Compliance Manager	Ryan Ormrod	058 5242953
	Emergency Contact Details	
Police		999
Ambulance		998/999
Fire		997/999

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Appendix 2. Parking Zones

Parking is divided into three sections:

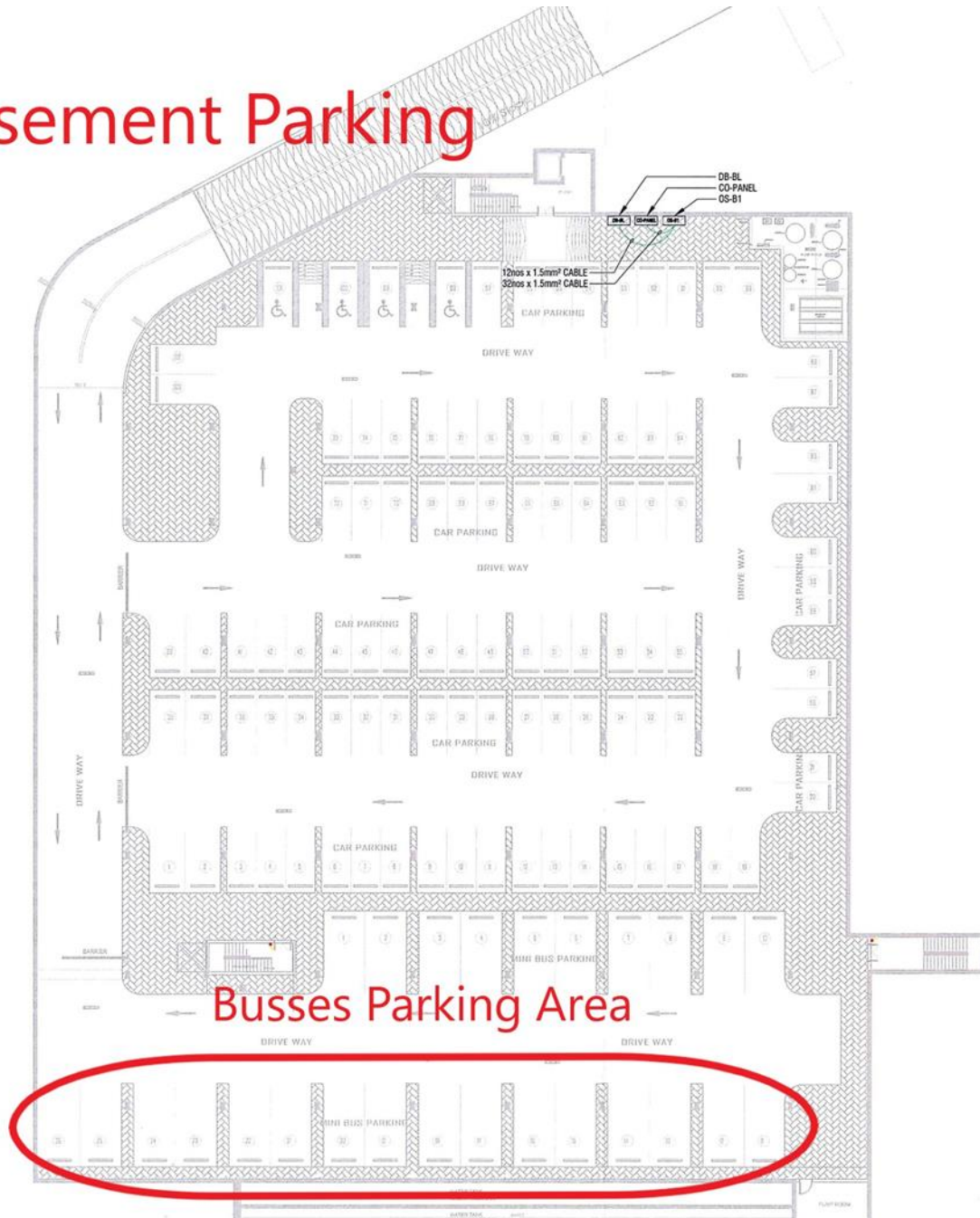
- Parent's parking
- Staff parking
- Bus parking

2.1 Parent Parking



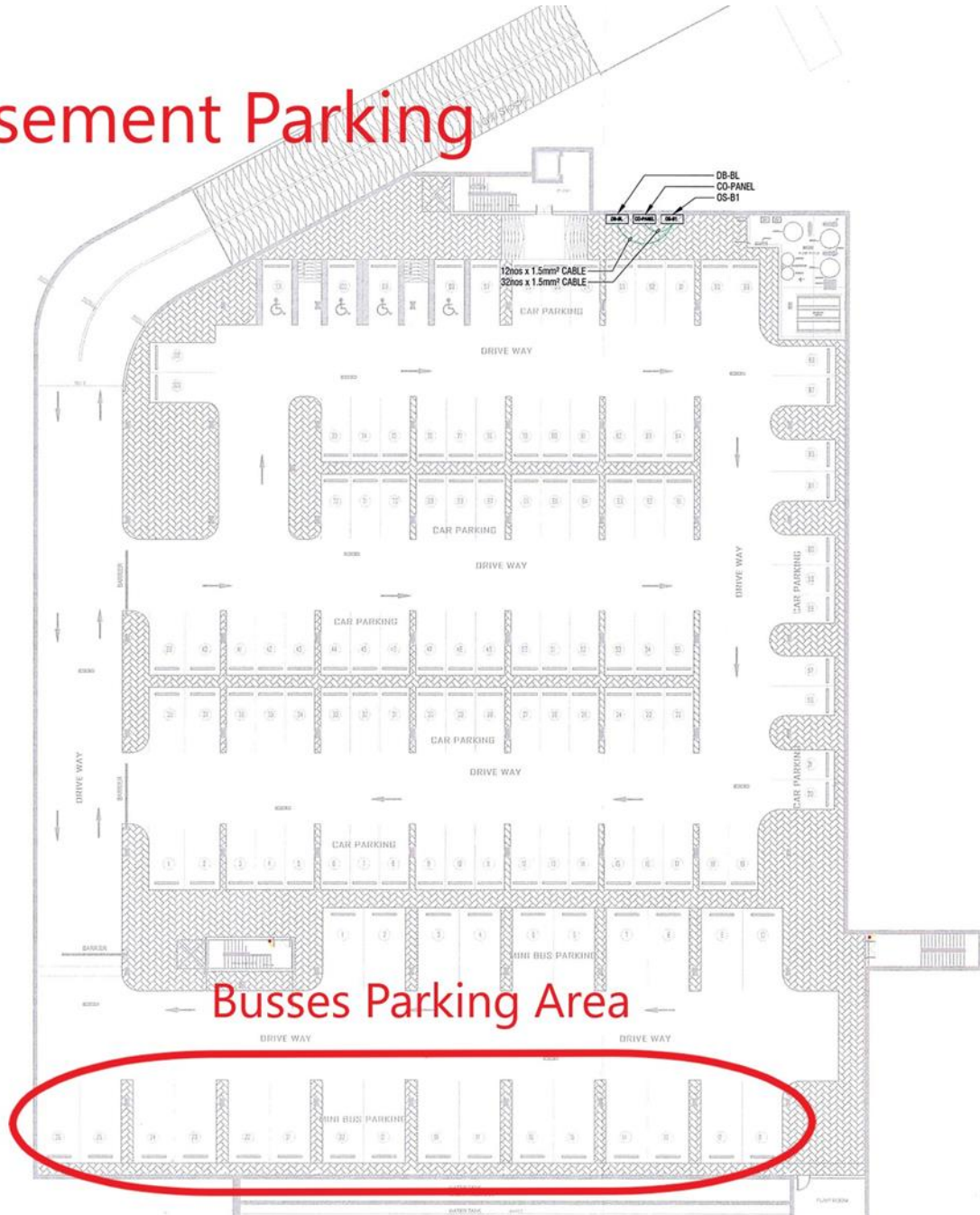
2.2 Staff Parking


Basement Parking



2.3 Bus Parking

Basement Parking




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Appendix 3. Student Pick Up and Drop off Plan



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Appendix 4. Gate Timings

Access to the school premises will be strictly controlled by security personnel. To facilitate the traffic management, plan the gates are to be opened and closed in accordance with the timings detailed below.



Primary Gate

Vehicle entry only for Drop off or Pick up

NO PARKING

DRIVER MUST REMAIN IN VEHICLE


DROP OFF Mon - Friday 7:45 - 8:20

Pick Up Mon - Thursday 14:35 - 15:15

Pick Up Friday Only 11:35 - 12:20



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Secondary Gate

Vehicle entry only for Drop off or Pick up

NO PARKING

DRIVER MUST REMAIN IN VEHICLE

DROP OFF Mon - Friday 7:45 - 8:35

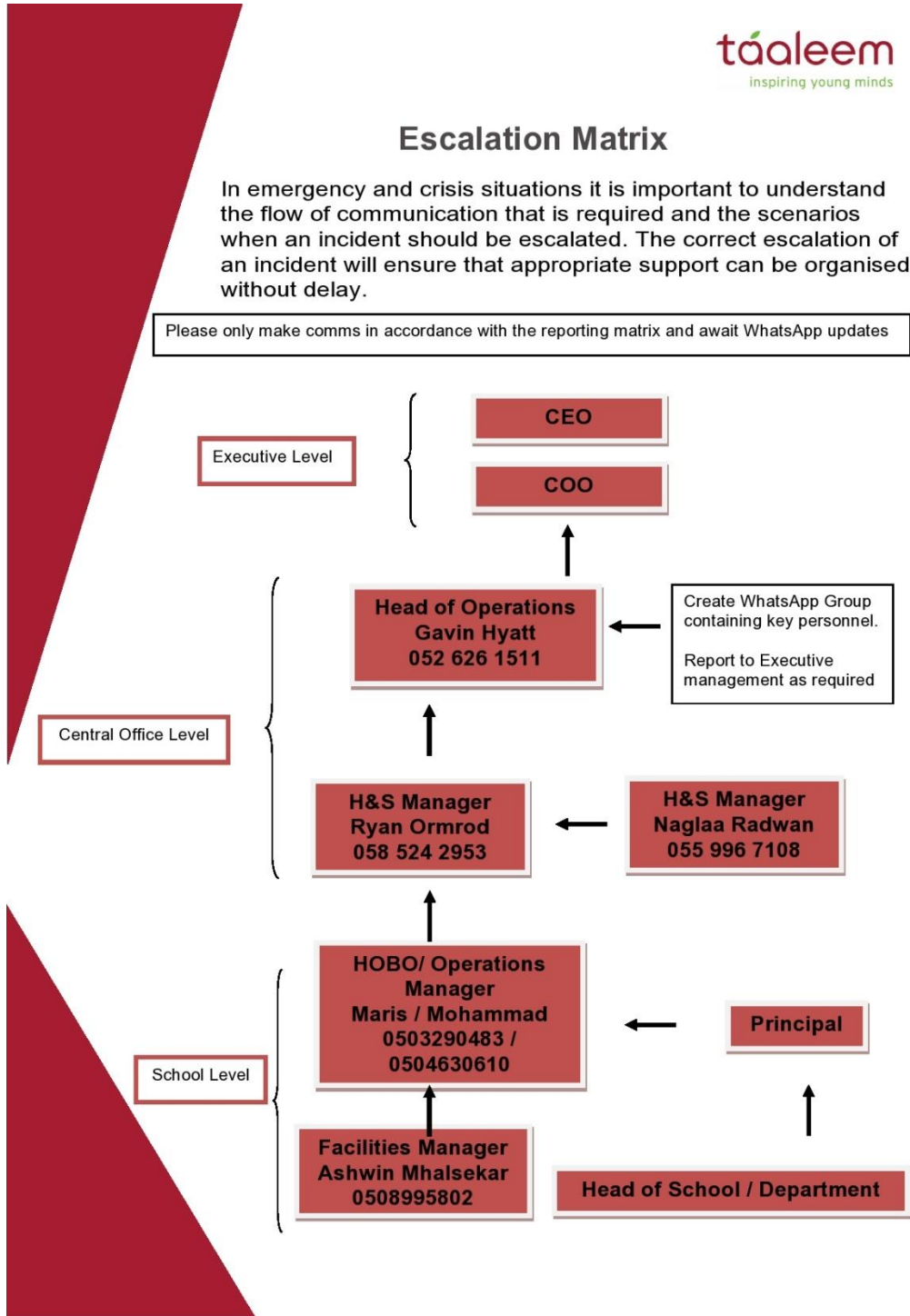
Pick Up Mon - Thursday 14:35 - 15:45

Pick Up Friday Only 11:35 - 12:20



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Appendix 5. Incident Escalation Matrix



		Incident Descriptor	H+S Descriptor	Others
Executive Level		Serious accident or significant incident / matter with public interest implications.	Single or multiple fatalities or major injuries requiring hospital treatment / permanent injury.	Any major security incident or event relating to fraud, corruption, or bribery. Police investigation into a member of staff.
Central Office Level		Serious accident or significant incident / matter not affecting general public.	Any injury requiring external medical treatment. Non-permanent injury.	Any security breach or event that is serious in nature and involves local authorities.
School Level		Minor accident or incident.	Minor injury that does not require external medical treatment.	Any security breach or event that can impact students and staff if not managed well. May or may not involve local authorities.
School Level		Near miss incident.	Unplanned event that had the potential to cause injury but did not.	