


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		
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Revision History


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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
02	Traffic Control Management Plan	03	11/08/23	11/08/24	Formatting only

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Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 2 of 19
-------------	-----------	--------	---	---------------	-----------	--------------

Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	

Taaleem Group Signatory Page

The below signatories have reviewed this document and signed to agree that the content is appropriate prior to its formal release and circulation throughout the Taaleem Group.

Policy Document Reference	School Name	Name of Lead Responsible Signatory	Signature
TG-OSH-05.3	Charter School Group	Alphonso Bronkhorst	
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Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 3 of 19
-------------	-----------	--------	---	---------------	-----------	--------------



Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	

Table of Contents

Revision History.....	2
Taaleem Group Signatory Page	3
Table of Contents.....	4
1. Purpose	5
2. Scope	5
3. Definitions	5
4. Roles and Responsibilities.....	5
5. Traffic Management Resources	6
6. Traffic Incidents	7
7. Risk Assessment	7
8. Review	7
9. References.....	7
Appendix	8
Appendix 1. School Contact Details	9
Appendix 2. Parking Zones	10
Appendix 3. Student Pick Up and Drop off Plan	15
Appendix 4. Gate Timings	17
Appendix 5. Incident Escalation Matrix.....	18

Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 4 of 19
-------------	-----------	--------	---	---------------	-----------	--------------

Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	

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. Principal

- The Principal is responsible for having a traffic control management plan in place.
- To ensure that high risk locations 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 flow in critical areas.

Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 5 of 19
-------------	-----------	--------	---	---------------	-----------	--------------

Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	

- 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 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 signage (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.

Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 6 of 19
-------------	-----------	--------	---	---------------	-----------	--------------

Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	

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 Manager / 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 pickup 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

Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 7 of 19
-------------	-----------	--------	---	---------------	-----------	--------------

Taaleem Group	 taaleem <small>inspiring young minds</small>
Occupational Safety and Health Management System	
Traffic Control Management Plan	

Appendix

Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 8 of 19
-------------	-----------	--------	---	---------------	-----------	--------------


Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	

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	Sarah Reynolds	055 8251733
Head of Business Operations	Maris Keijser	050 3290483
Operations Manager	Mohammad Alshouli	050 8995802
Facilities Manager	Videsh Jain	050 8996432
Site Security Supervisor	Balwinder Singh	050 9373236
Security Officer 1	TBC	TBC
Security Officer 2	TBC	TBC
H+S and Compliance Manager	Ryan Ormrod	058 5242953
Emergency Contact Details		
Police		999
Ambulance		998/999
Fire		997/999

Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 9 of 19
-------------	-----------	--------	---	---------------	-----------	--------------

Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	

Appendix 2. Parking Zones


Parking is divided into three sections:

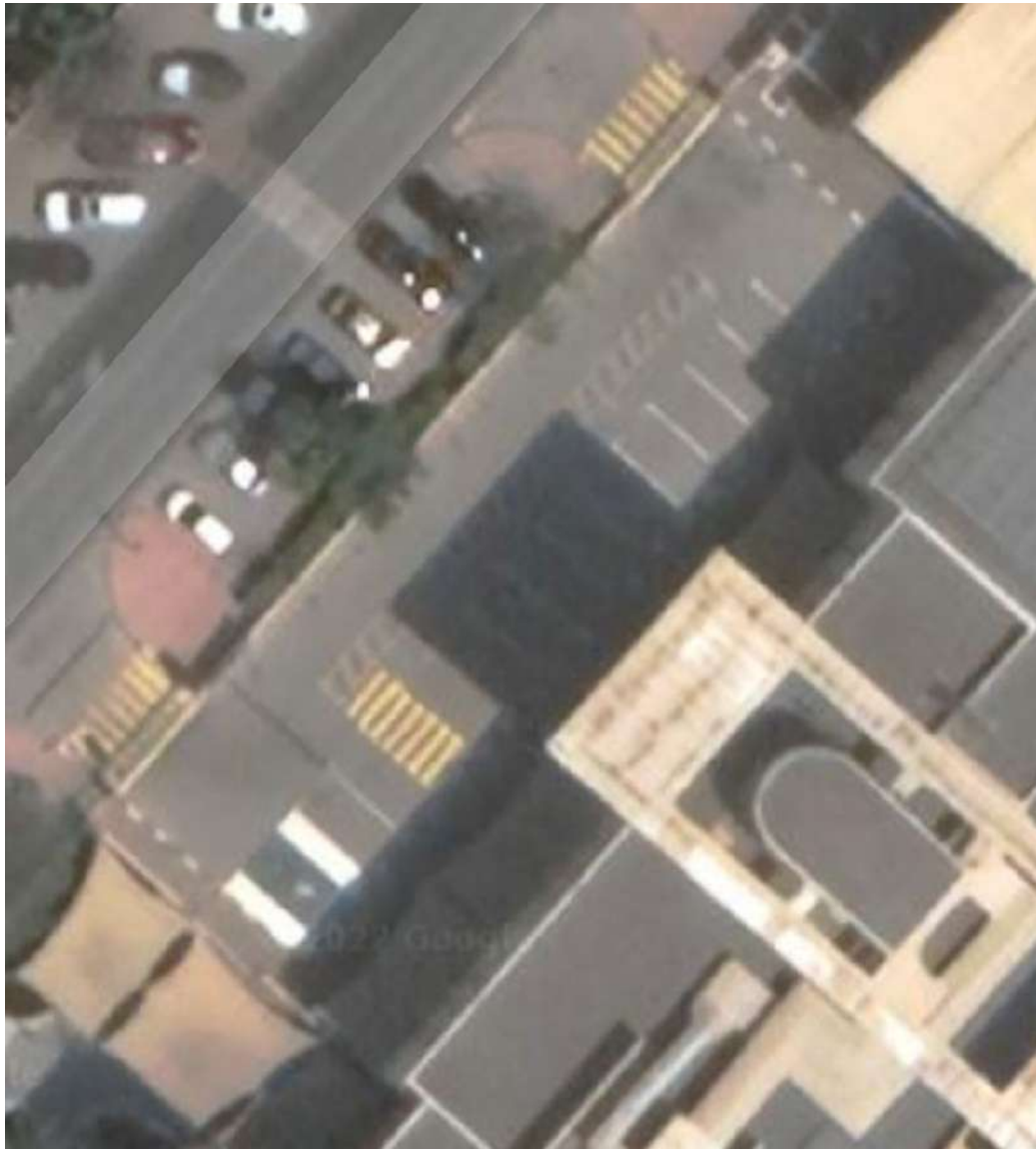
- Parent's parking
- Staff parking
- Bus parking

2.1 Parent Parking




Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 10 of 19
-------------	-----------	--------	---	---------------	-----------	---------------

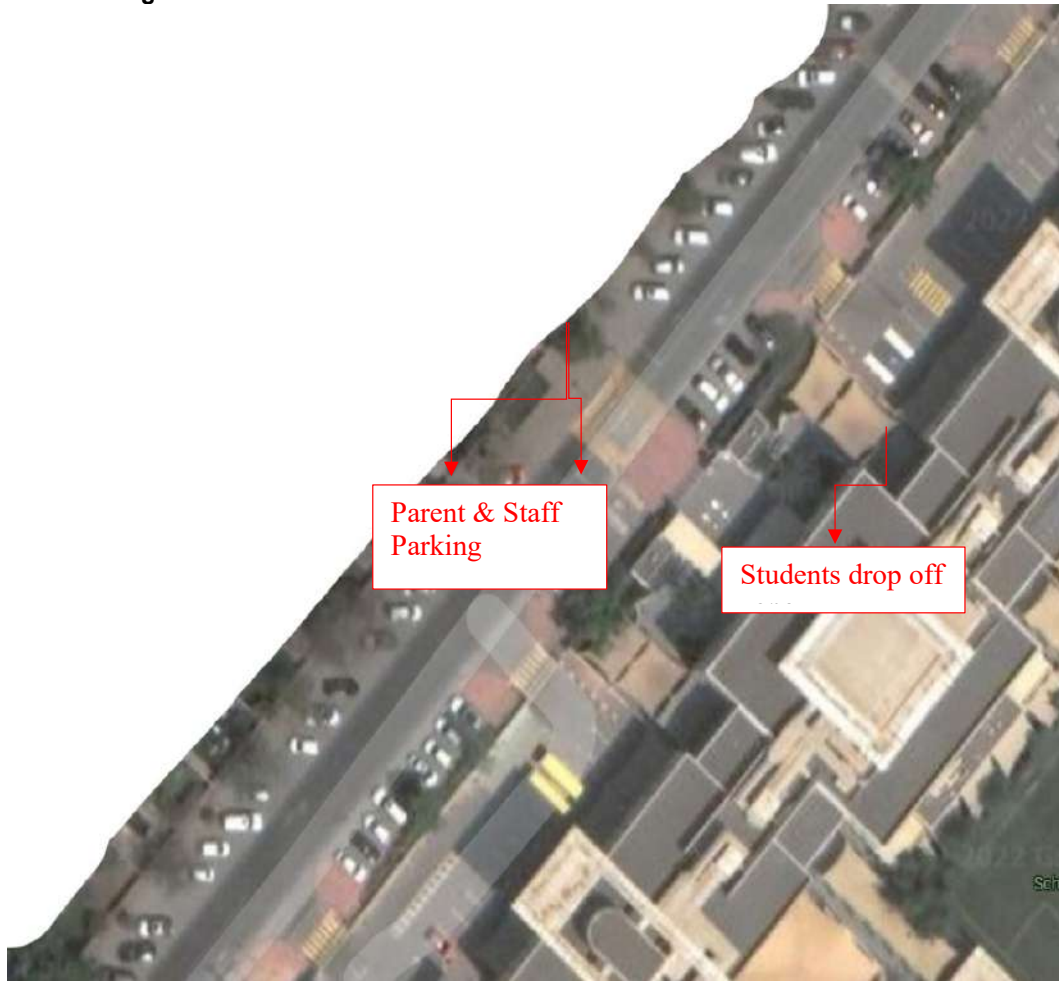
Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	




Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 11 of 19
-------------	-----------	--------	---	---------------	-----------	---------------

Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	

2.2 Staff Parking




Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 12 of 19
-------------	-----------	--------	---	---------------	-----------	---------------

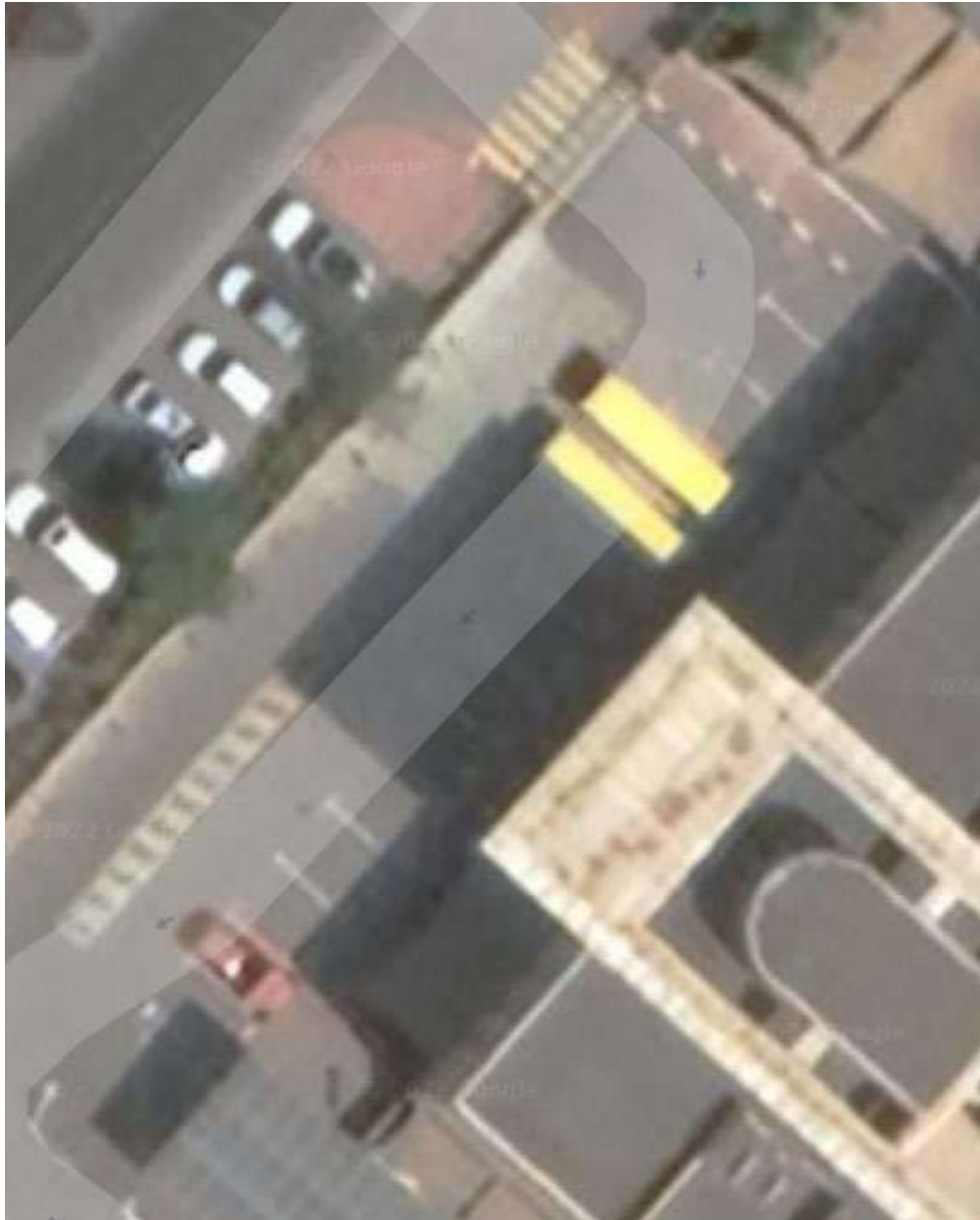
Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	




Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 13 of 19
-------------	-----------	--------	---	---------------	-----------	---------------

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

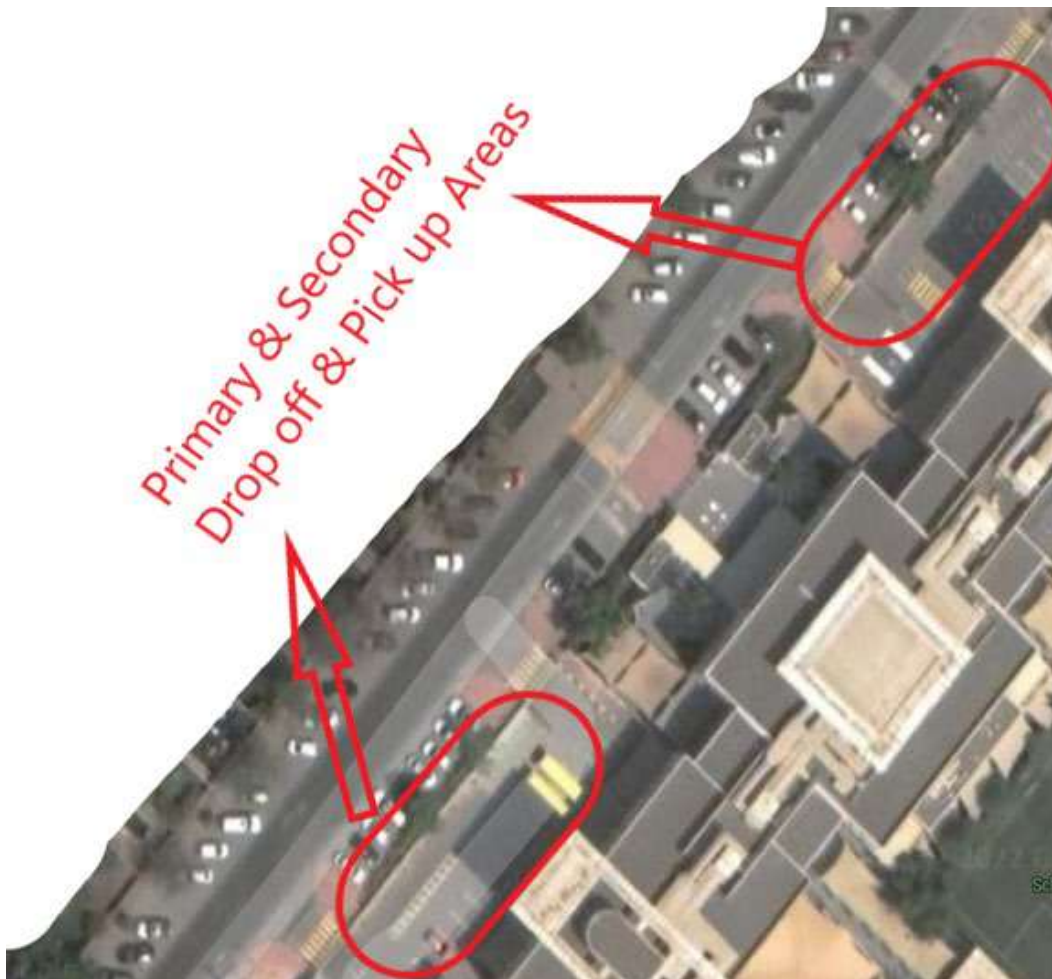
2.3 Bus Parking




Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 14 of 19
-------------	-----------	--------	---	---------------	-----------	---------------

Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	

Appendix 3. Student Pick Up and Drop off Plan




Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 15 of 19
-------------	-----------	--------	---	---------------	-----------	---------------

Taaleem Group	
Occupational Safety and Health Management System	
Traffic Control Management Plan	



Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 16 of 19
-------------	-----------	--------	---	---------------	-----------	---------------

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

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.



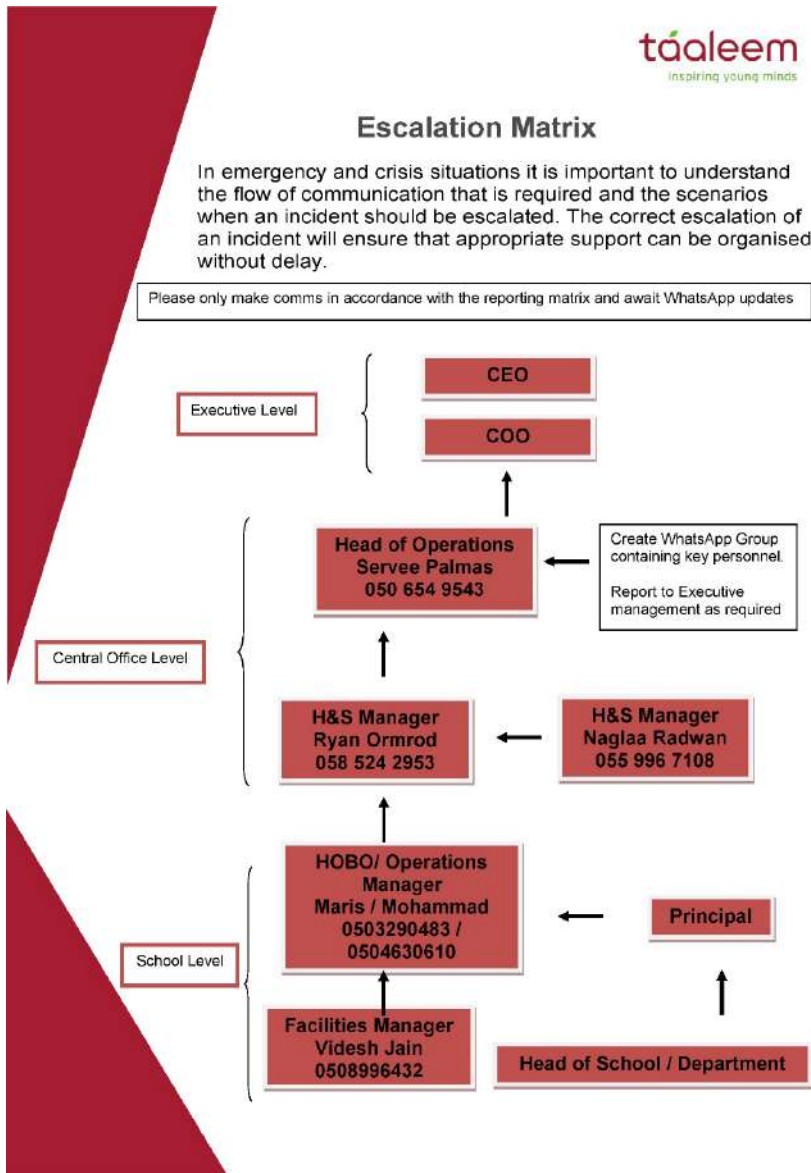
DBS-EH Gate Timings & Security Deployment

FS & Year 1 Drop Off Monday-Friday			
Gate D	7:30 to 8:00 hrs	Crossta Wellington	Traffic Marshal
FS Parking & Zebra Crossing	7:30 to 8:00 hrs	Khurram Shehzad	Head Guard
FS Pick Up Monday-Thursday			
Gate D	13:45 to 14:15 hrs	Crossta Wellington	Traffic Marshal
FS Parking & Zebra Crossing	13:45 to 14:15 hrs	Khurram Shehzad	Head Guard
Gate E & Zebra Crossing	13:45 to 14:15 hrs	David Ntwirenabo	Traffic Marshal
Year 1 Pick Up Monday-Thursday			
Gate D	14:25 to 14:55 hrs	Crossta Wellington	Traffic Marshal
FS Parking & Zebra Crossing	14:25 to 14:55 hrs	Khurram Shehzad	Head Guard
Gate E & Zebra Crossing	14:25 to 14:55 hrs	David	Traffic Marshal
FS & Year 1 Pick Up Friday			
Gate D	11:50 to 12:20 hrs	Crossta Wellington	Traffic Marshal
FS Parking & Zebra Crossing	11:50 to 12:20 hrs	Khurram Shehzad	Head Guard
Gate E & Zebra Crossing	11:50 to 12:20 hrs	David Ntwirenabo	Traffic Marshal
Primary & Secondary Drop Off Monday-Friday			
Gate A & B Side Parking	7:30 to 8:00 hrs	John Mawanda	Traffic Marshal
Gate B (Main Entrance)	6:30 to 8:00 hrs	Farouq Olatunji	Security Officer
Gate C & A Side Parking	7:30 to 8:00 hrs	David Ntwirenabo	Traffic Marshal
Primary Pick Up Monday-Thursday			
Gate A, B & C	14:30 to 15:00 hrs	Farouq Olatunji	Security Officer
B Side Parking	14:30 to 15:00 hrs	John Mawanda	Traffic Marshal
Friday Pick Up			
Gate A, B & C	12:00 to 12:30 hrs	Farouq Olatunji	Security Officer
B Side Parking	12:00 to 12:30 hrs	John Mawanda	Traffic Marshal
Secondary Pick Up Monday-Thursday			
Gate A, B & C	15:30 to 15:50 hrs	Khurram Shehzad	Head Guard
B Side Parking	15:30 to 15:50 hrs	Crossta Wellington	Traffic Marshal
A Side Parking & Gate 2	15:30 to 15:50 hrs	Farouq Olatunji	Security Officer
Gate 1	15:30 to 15:50 hrs	John Mawanda	Traffic Marshal
Zebra Crossing Outside Gate E	15:30 to 15:50 hrs	David Ntwirenabo	Traffic Marshal
Friday Pick Up			
Gate A, B & C	12:10 to 12:30 hrs	Farouq Olatunji	Security Officer
B Side Parking	12:10 to 12:30 hrs	John Mawanda	Traffic Marshal



Document No	TG-OSH-05	Rev.No	3	Date of Issue	11/8/2023	Page 17 of 19
-------------	-----------	--------	---	---------------	-----------	---------------

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.	