

School Details	
School / Location	St Peter's Primary School, 955 Rochedale Road, Rochedale
School Principal	Michael McInerney
WHSO	Helen Hedditch

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:
 - Entrance to the main parish/ school park (school electric sign and smaller school parish entrance signs)
 - Parish entrance signage – signage delineates accessibility.
- Designated pick up and drop off areas for students are located at:
 - Front carpark of the school/ parish
- Pick up and drop off areas for students are clearly marked by:
 - Line marking arrows entering and exiting the school
 - Drop off and no parking signs
 - Bollards and bunting
- Designated pedestrian crossings are:
 - in the main parish/school carpark
 - on the parish entrance road
- Pedestrian walkways are physically protected from designated roadways by:
 - Bollards and fences border areas of movement
 - Gardens with grown trees offer further protection
- Pedestrian walkways are clearly marked/indicated by:
 - Road markings and fenced off sections and pathways
- Speed restriction signage is clearly displayed at the following locations:
 - Entrance to main carpark 1 speed limit marker on ground (10kph)
- Speed controlling devices are in place to restrict vehicle speed on site:
 - 3 speedbumps in main carpark located at various points
 - Slow down curve at the school end of carpark
 - Speed bump outside parish office near crossing

- OHSC Car Parking – parents are permitted prior to 7am and after 4.30pm to access Staff Car Park ONLY. Restricted Access Signs to school grounds at staff car park.
- NO RIGHT TURN on exiting the school between 8.00am and 8.45am and 3.00pm and 3.45pm.

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 administration staff and if vehicle entry into the school is required a staff member will escort the driver:
- School speed limits are set at 10km/hr with clearly displayed signage located at:
 - Entrances to both carparks/access ways and along both routes
- Speed controlling devices are in place to restrict vehicle speed on site:
 - 2 speed humps located at each carpark.
- Other considerations
 - Chain barrier just past rubbish skips to prevent vehicle access to oval from back driveway until a spotter is available for escort.
 - Delivery vehicles are unable to access school grounds outside of the back carpark.

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 are not allowed to move around school grounds during the following time periods of peak pedestrian traffic: From 8:00am until the bell goes and children are in class; 10:30am – 11:00am; 1:00pm – 1:40pm and 3.00pm – 3.30pm.

- 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 10 km/hr with clearly displayed signage located at: entrances of both the main carpark and OHSC access/staff carpark.
- roadways wide enough to safely allow for two-way vehicle traffic
- concave mirrors to assist with visibility

Parking arrangements

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

- There are 20 car parks available for employees, and 2 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Main carpark
 - Staff carparking
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - There is a large sign that gives directions to the school office.
 - Smaller signs at front of school
 - The school office is clearly signed with 'office' above the door.
- Other considerations or risk controls
 - Cars are NOT permitted to turn right leaving the main carpark at the end of the school day to minimize congestion.
 - Pick up and drop off zones are supervised to monitor parking and movement in the main carpark space.
 - OHSC car access is restricted to parents – restricted access applies between the hours of 7:00am and 4:30pm. Parents are asked to access OHSC by parking in the main car park.

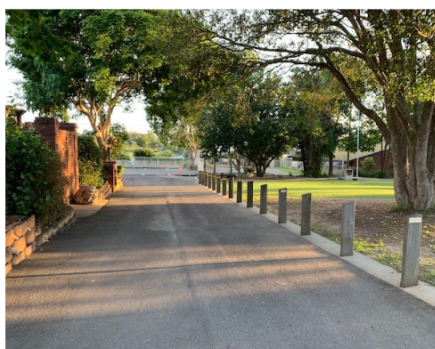
Annual notification to parents around school traffic procedures and safety occurs at the start of each year and when updates or procedural methods are not being followed.

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.

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:
- Other considerations or risk controls:
 - Traffic safety and control to be included in any special event risk assessments.



Site Map



Signatures:

Principal		Date	02/02/2024
Business Manager / WHSO		Date	02/02/2024