



Our Lady of Lourdes Primary School is committed to the provision of a safe and healthy workplace for all staff, student, parents, visitors and contractors. To meet this commitment, the school will endeavour to eliminate or manage risks to health and safety through effective traffic management.

Traffic Management Plan:

School/Location	Our Lady of Lourdes Primary School, Sunnybank
School Principal	Phil Manitta
WHSO	Monica Gascoine
Review Date	28/02/2026

<p>Pick up and drop off points for students (e.g. private vehicles and private buses)</p> <p>The following safety controls are in place to ensure that the picking up or dropping off students is undertaken in a safe manner:</p> <ul style="list-style-type: none"> ▪ Entry and exit signage to the school/workplace is located at: <ul style="list-style-type: none"> - Shearwin St ▪ Designated pick up and drop off areas for students are located at: <ul style="list-style-type: none"> - Shearwin St internal car park and pick up/drop off zone - Trudgian St pick up/drop off zone ▪ Parking in the pickup and drop off zones are strictly prohibited ▪ Children must disembark the vehicle from the left-hand side of the vehicle in the pickup and drop off zones and cannot access the car boot. ▪ Pick up and drop off areas for students are clearly marked by: <ul style="list-style-type: none"> - Designated bays – yellow painted bays (Shearwin St and Trudgian St) - Yellow paint 'PICK UP DROP OFF ZONE' (Shearwin st) and numbered bays (1,2,3,4) (Shearwin St and Trudgian St) . FLAGS AS SHOWN IN PHOTOS HAVE BEEN REPLACED WITH NUMBER SIGNS ATTACHED TO THE FENCE OF EACH BAY ▪ Designated pedestrian crossings are: <ul style="list-style-type: none"> - Located at the Shearwin Street internal school car park - The Pedestrian crossing is supervised between: <ul style="list-style-type: none"> ○ Afternoon pick up 2:50pm – 3:15pm ▪ Pedestrian walkways are physically protected from designated roadways by: <ul style="list-style-type: none"> - Fencing with individual openings for each parking bay ▪ Pedestrian walkways are clearly marked/indicated by: <ul style="list-style-type: none"> - Designated walkways - Fencing ▪ Speed restriction signage is clearly displayed in the workplace at the following locations: <ul style="list-style-type: none"> - Front entrance gate at Shearwin St (5km) and before pedestrian crossing at internal pick up drop off zone (5km) ▪ Speed controlling devices are in place to restrict vehicle speed on site: <ul style="list-style-type: none"> - A speed hump is located at the internal pick up drop off zone (Shearwin St) before the pedestrian crossing



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
- Courier and/or delivery drop off points are:
 - Internal pick up/drop off zone located at Shearwin St
- School speed limits are set at (5km/hr) with clearly displayed signage located at:
 - The school entrance at Shearwin St and before the pedestrian crossing in the internal car park at Shearwin St
- Speed controlling devices are in place to restrict vehicle speed on site:
 - A speed hump located before the pedestrian crossing in the internal car park at Shearwin St
- Other considerations that may need to be documented:
 - Internal roadways are only one way (directional arrow line marked at Shearwin St school entrance
 - Vehicles are prevented from accessing the following areas:
 - Pathways used by students etc.

Safe passage of vehicles within the school (e.g. utility, fete trucks)

The following safety arrangements and features are in place when large vehicles or mobile plant such as ride on mowers or vehicles are required to move around the school:

- Vehicles are not permitted to move around school grounds during the following time periods of peak pedestrian traffic:
 - Between 8:00am and 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 (5km/hr) with clearly displayed signage located at:
 - The school entrance at Shearwin St and before the pedestrian crossing in the internal car park at Shearwin St
- Other considerations or risk controls:
 - There are 2 site access points that may be required for contractor vehicles or fete vehicles. These access points are located at the Shearwin St entrance (double gate near Administration building) and Mains Rd entrance (adjacent to ground shed)
 - Permission is required by a member of the school Leadership Team for internal school vehicle access
 - There are no vehicle movements made by staff internally i.e. no use of ride on mowers or buggies etc.

Parking arrangements

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

- Shearwin St car park:
 - There are 26 car parks available for employees and visitors and 2 car parks available for people with disabilities
- Trudgian St car park (employee parking only):
 - There are 14 car parks available for employees
- Mains Rd car park (employee parking only):
 - There are 18 car parks available for employees – PLEASE BE AWARE OF THE BLINDSPOT MIRROR AT THE TOP OF THE CARPARK. PLEASE USE THIS MIRROR TO SEE PEDESTRIANS UP THE HILL WHEN EXITING THE CARPARK.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:



- Shearwin St internal school car park
- Trudgian St internal school car park
- Mains Rd school car park
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - The entrance to the Administration building

Special Events (e.g. fetes, sporting events)

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
- Other considerations or risk controls that need to be documented:
 - The back access gate located in the Mains Rd car park can be utilised after school hours for fetes or events where site access is required, if permission has been granted from a member of the Leadership Team and a spotter has been arranged.

Our Lady of Lourdes Primary School, Sunnybank
Internal Traffic Management Plan



Traffic Management Plan Map



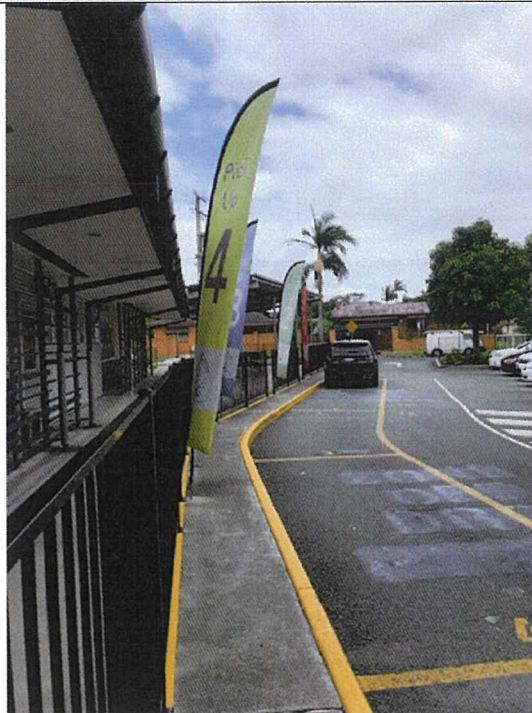
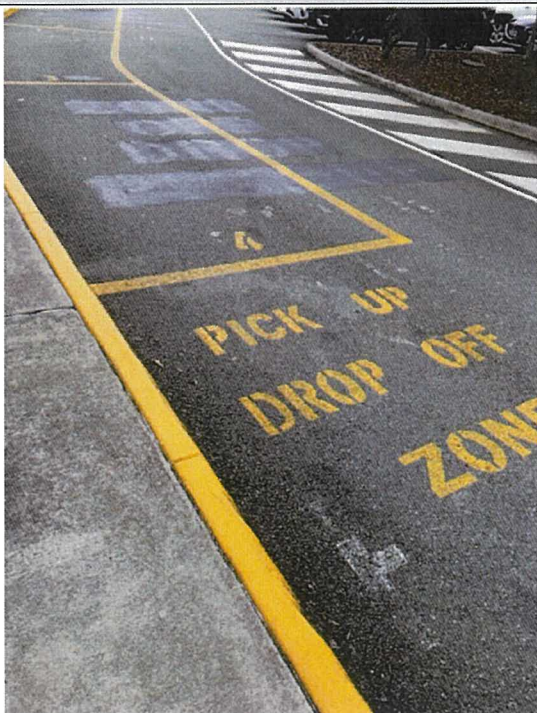


Legend

- Deliveries/emergency vehicles
- Pick up drop off zone/visitor parking
- Staff car parking
- Blind spots - stop/look and proceed at crawling pace (est 2km)
- Pedestrian crossing – stop/look and proceed at crawling pace (est 2km)
- Amber zone – controls required to access

- Site vehicle access
 No private vehicles, contractors or delivery vehicles to access site during term time unless an escort/spotter is arranged and approval is granted from the Principal.

Photos




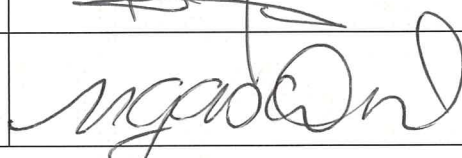
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Signatures:

Principal – Phil Manitta		Date	30/1/25
WHSO –		Date	30/1/25