



BEDFORD
BOROUGH COUNCIL

Sunflower House

Traffic Management Plan



**6 Woodcote
Bedford, MK41 8EJ**

☎ 01234 718107

Sunflower House Short breaks 2022 - 2025

Review due December 2025

Date:	Amendment:	Reviewed by:	Authorised by:

Traffic Management Plan Contact: Helen Fox, Deputy Manager

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1. Introduction

This document has been prepared to inform and instruct staff, children, parents and others who come onto the site, including visitors (both pedestrians and people in vehicles), about the site rules concerning pedestrian and vehicle separation.

Sunflower House takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the grounds or within the vicinity of the grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to reception to then liaise with the manager that has responsibility for the traffic management.

We urge all site users to read this document carefully and act in accordance with the instructions contained there in. The instructions constitute site rules

This report is on the notice board and on our webpage.

www.bedford.gov.uk/sunflowerhouse

2. Layout/Access

A. Wide View



B. Close up



3. Environment



Sunflower House is situated on Woodcote in Putnoe, Bedford. It is set back from the quiet roadside and has a large car park for a number of vehicles. There is high fencing around the perimeter of the home and has wooden gates to the front of the grounds, which can be closed. It has a large car park with 5 marked

parking spaces. The surrounding area is residential and consists of semi detached properties with their own driveways. There is also an elderly supported living home and a nursery close to the location. There is off road parking down Woodcote, Queens Drive shops car park and Bowhill.

4. Pedestrians

There is a pavement, which runs along Woodcote, which contains the entrance to Sunflower House. Pedestrians are able to enter via the front gate or side gate. Once pedestrians have entered the site, they are to move across the car park and towards the main entrance.

As Sunflower House only has one entrance to the site, vehicle and pedestrian routes cannot be separated.

5. Young People & Parents

Drop off

Young people are dropped off to Sunflower House at 15.00 on none school days. All young people/ children are to be accompanied by a parent / carer. Those that are arriving on foot should enter via the entrance to the site and then come to the main entrance. Parents should then leave via the same route.

Those who travel by car should park their vehicle in the car park without blocking the entrance. If the specific young person's risk assessment states the gates must be closed , then this is done prior to any young people exiting a vehicle. Parents should accompany their children from the car to the main entrance. All parents should wait for their children to be received by Sunflower staff before leaving via the same route.

Pick up

Pick up time usually between 10 and 11 am on non school days, unless agreed by management a different time. All children picked up by parent / carers who will collect their children from the main entrance . If young people are collected by someone who is not a parent/ carer, they must show ID and have the identity of the person confirmed by the parent / carer prior to arrival.

There is parking on site , however parents can access the street parking close by. Car users are reminded to park considerately and to drive safety with an awareness of pedestrian's who may be using the footpaths or entering / exiting the site.

6. Staff

There is a car park to the front of the bungalow. The car park does have marked space to park. Staff who have parking permits are permitted to use the car park. Staff should refrain from parking in the mini bus turning bay and under the front porch as this is reserved for emergency access and disabled parking.

Drivers should always proceed slowly within the carpark. Please bear in mind that our client group may have little or no awareness of road safety and you should take this into account. Staff are expected to act responsibly when parking and accessing Sunflower House.

Staff who do not have a permit can park on the road and they should be mindful of the neighbours having access to their driveways. They can also park in the car park 5 minutes walk away in Queens Drive.

If you are aware of unauthorised use of the car park, this should be reported to management who will inform / remind the offending driver that they are not entitled to park at Sunflower house. There should be no cars parked on Sunflower House grounds other than those who have authorisation or permission. There should always be clear access for emergency services to gain access to the car park if needed.

If staff are transporting young people in their own vehicles, they should accompany the young person to and from their car. They should also complete a risk assessment before the journey and have valid business use insurance.

7. Visitors

Visitors are welcome to park in the sunflower house car park, providing there is free, marked spaces. The car park can get busy at times and visitors should not park in the middle or in a way that blocks the site entrance. This will allow unrestricted movement of other vehicles at peak times. If visitors park behind another car which blocks their exit route, they must be available to move their car if required.

Visitors are required to sign in via the main entrance. On departure, visitors must sign out the same way they came in and leave via the main entrance. If visitors require advice on access or parking before their visit, they can call Sunflower House on 01234 718107.

There should always be clear access for emergency services to gain access to the car park if needed.

8. Servicing / deliveries

Delivery drivers enter via the main entrance and they will park in an appropriate space in the car park. Where they are just dropping off a few items they can park in the middle of the carpark as long as they move if a car needs to exit. They should come to the main entrance and once delivered they will leave via the same route.

Drivers of service vehicles (if they have not been on the site before or obtained instruction in advance) should report to the main entrance to advise on the nature of the visit and gain clarity on whether they have parked appropriately. Supermarket deliveries usually occur on Wednesdays and the delivery driver will park the vehicle close to the kitchen door / main entrance.

Contractors are advised when making appointments, that they must attend after 0900 and finish by 1600 where possible. This will then avoid peak traffic times. If service vehicles require any advice on access or parking before their visits, they call Sunflower House on 01234 718107

9. Taxi's and Mini Buses (school transport)

Drop off / Pick up

Sunflower House have their own mini bus and driver and transport the children to and from school. The bus is used between the hours of 08:30 and 10:00 and 15:00 and 17:00. The Sunflower House staff also escort the driver as they are familiar with the childrens needs.

Occasionally a child may have their own taxi or ambulance transport due to their medical needs or attend a different school . If this is the case then the transport staff must park in a safe and appropriate space and take / receive the child to the main entrance and stay with the young person until they have been received / been handed over by Sunflower House staff. Transport will then leave via the same route. Once transport have received the young person they are responsibility for them

Additionally,

Where young people have specific risk assessments around transport, staff may need to support with transition on and off transport. In this instance, staff are to follow the care plans and risk assessments.

10. Disabled Access

Disabled access to the site is by pedestrains (via entrance to the site); if by vehicle then it is via parking in the car park. Sunflower House does have marked parking spaces and disabled parking can be in any space including under the front porch. If visitors, staff or young people require information on access or any other considerations please contact Sunflower House on 01234 718107.

11. Gritting / salting and snow clearance

During freezing conditions, salt is placed by staff on the pedestrian walkway and around the car park. In the event of snow staff can try to clear the main pathway if safe to do so. This cannot prevent the snow / icy conditions, but can minimise it. A risk assessment is in place to outline this. Depending on the severity of the snowfall, a decision on the feasibility of the service during this period would be made. Management will be in close contact with schools to establish if they are open.



12. Management Practice and Guidance

a. Supervision

Staff will be supervising the car park and transport when they are transitioning young people. Apart from these times, the car park is unsupervised and one's safety and those they care for is their own responsibility.

b. Monitoring of Compliance

In addition to the supervision arrangements in place, management will carry out a review of the Traffic Management Plan every 3 years. This inspection will be recorded in this plan. Young people who have risk assessments relating to transport have assessment reviewed every 6 months.

c. Non-Compliance

Where any issues or risks become apparent, the plan may be reviewed and updated earlier. Where young people may require additional support around transport, risk assessments can be reviewed earlier or created.

d. Events at Sunflower House

Sunflower House ensures that there are appropriate personnel on shift for large events. During training days, the car park can become very full, however no school transport attends during training day times. If family days and events take place visitors are to follow the above guidance on parking.

Written by Helen Fox (Deputy Manager)