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EDUCATION

MAMOURA BRITISH ACADEMY

UPDATED NOV 25

SG-OP-OR-39

Overview

Understanding our school's current environment was the first step in identifying issues and developing the traffic management plan to address them.

Table 1 describes our school's environment and explains how this may influence the traffic management conditions and activities around the school.

HSE Committee

Our school's Health and Safety committee is responsible for;

- Documenting existing traffic management arrangements,
- Identifying emerging traffic management issues and maintaining an action plan to address these issues.
- Communicating the plan to key stake holders including parent committees for their feedback.
- Reviewing the plan yearly or if any changes to the existing traffic arrangements.

Communication plan

Communicating the school's traffic management arrangements and issues to the school community is critical to ensure everyone, including parents, carers and students, understand the transport options that are available and the rules that need to be followed to ensure they can travel to and from school in a safe and efficient manner.

We endeavour to regularly communicate through the school voice, website and social media, and via the school's assemblies.

The information sharing is based around;

- What needs to be communicated?
- Who is the target audience?
- When should it be communicated?
- How will it be communicated?

Table 1: School Overview

School Name: Mamoura British Academy	
Address: Mangrove Road (Al Salam Road), Abu Dhabi	
Grades at the school: Nursery - Year 13	Administration contact number: Tel: +971 (2) 8857165
School population:	1160
Total number of students using bus transport and percentage:	Total number: 235 Percentage: 20%
Is a copy of the RTA approved traffic plan available?	NA
Confirm the traffic management risk assessments has been reviewed?	Confirmed
Confirm an Emirates Transport Operational Risk Assessment is implemented?	Confirmed

Table 2: School Drop off/Pick up Times

Drop off/School Morning Start Times					
	Monday	Tuesday	Wednesday	Thursday	Friday
Staff Arrival Times	7:15	7:15	7:15	7:15	7:15
Student Arrivals – All Students					
FS1 – Year 13	7:30	7:30	7:30	7:30	7:30

Pick Up/School Afternoon Departure Times					
	Monday	Tuesday	Wednesday	Thursday	Friday
Staff Departure Times	16:30	15:30 (ECA Depending)	15:30 (ECA Depending)	15:30 (ECA Depending)	12:00
Student Departures					
Nursery & FS2	14:15	14:15	14:15	14:15	11:30
Y1 – Y4	14:40	14:40	14:40	14:40	11:40
Y5 – Y13	14:50	14:50	14:50	14:50	11:50

Drop off & Pick up zones

Drop off & Pick up zones are designed to act like a flowing taxi rank with a suggested maximum stopping time of two minutes.

Locations

Figure 1 shows the front of the school and the reception entrance. No students access the school through this entrance during morning drop off, unless they are a POD student in a specialised provided vehicle or a student is late arriving and arrives at the school after 7.30 and the entrance gates are closed. There is a drop off zone at the front of the school for quick visits or drops offs there and staff parking for admin department and any member of staff who has medical issues.

Figure 2 shows the Girls' side drop off location for both cars and buses in the mornings. There are separate gates and lanes for buses and cars. Figure 2a shows the Girls side dismissal locations and shows the relevant gate exits for car departures and bus departures.

Figure 3 shows the Boys' side drop off locations for both cars and buses in the mornings. There are separate gates and lanes for buses and cars. Figures 3a shows the Boys side dismissal locations and shows the relevant gate exits for car departures and bus departures.

Figure 1: Map of Drop off & Pick up zones

- Number 1 - Indicates the pick-up and drop-off zone for Gate B (Years 5 to 13)
- Number 2 - Indicates the pick-up and drop-off zone for Gates E and the FS Reception (FS1 to Year 4)

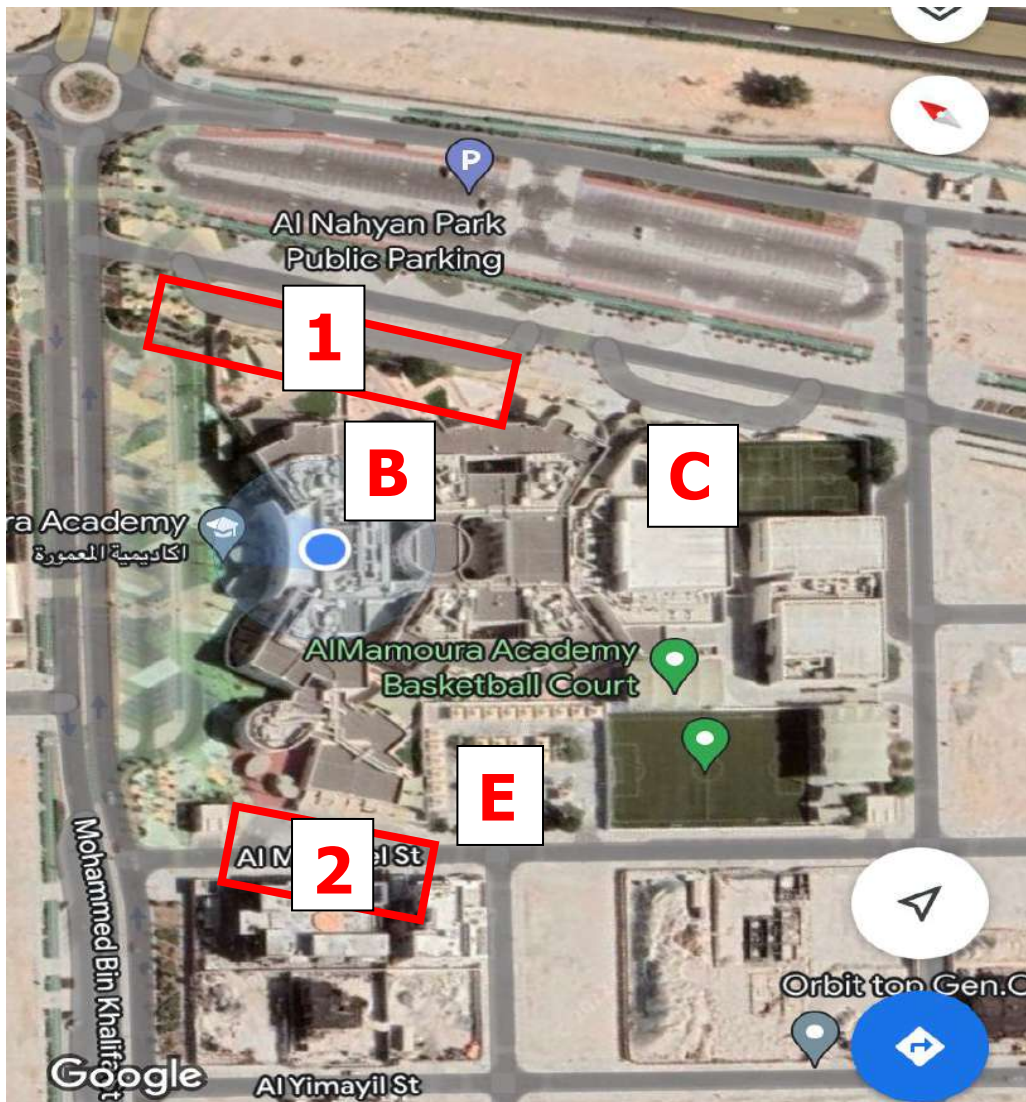


Figure 2: Map of parking areas

- Number 1 – Represents the designated drop-off and pick-up area for student buses
- Number 2 - Marks the designated parking area for buses

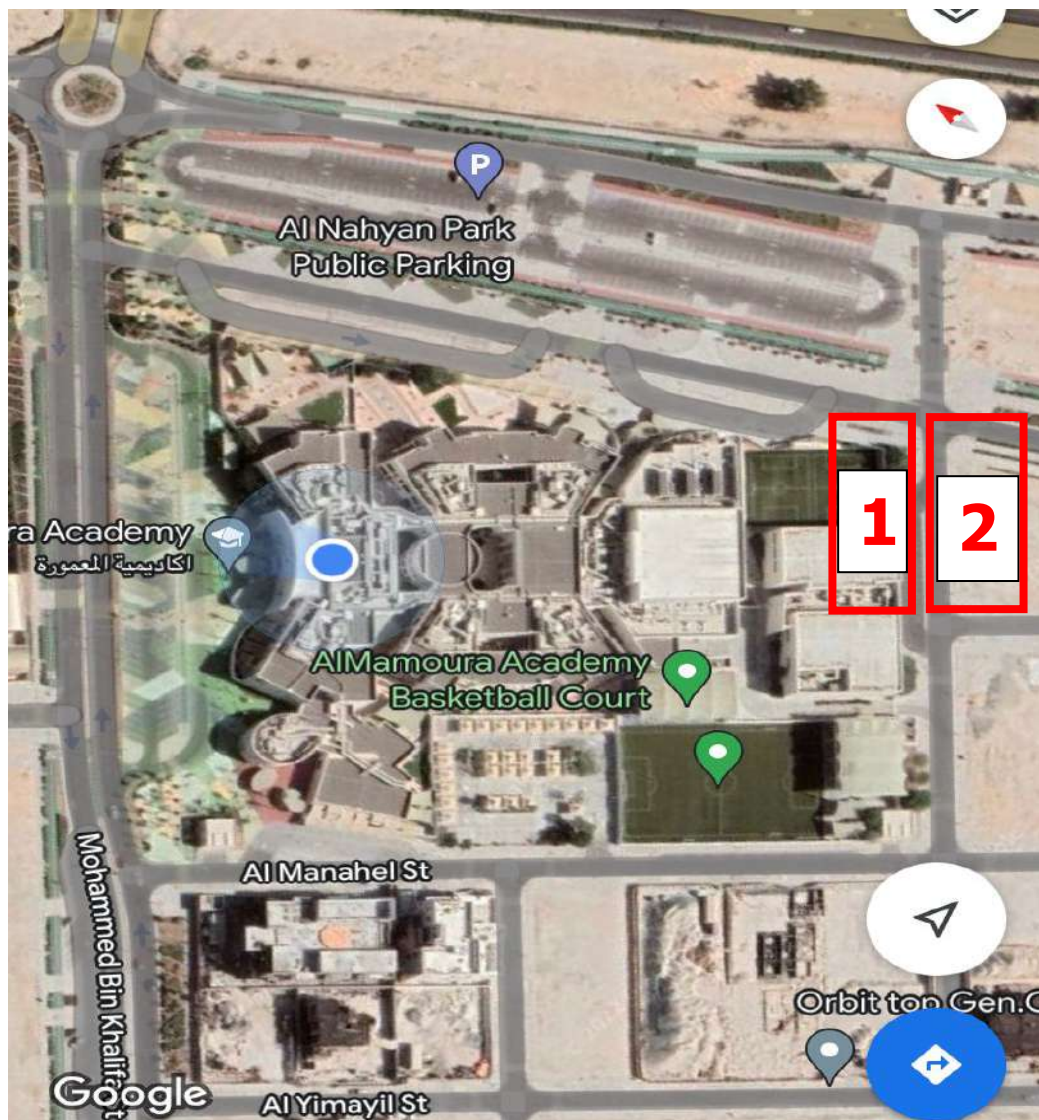


Figure 3: Notes and rules for school bus drop off/pick up

1. Procedure for students

Lower School	MS /SS School
<p>Morning:</p> <p>The Bus Supervisor will escort all students to their classrooms.</p> <p>Afternoon:</p> <p>All students will be picked up from their classrooms and escorted to the bus by their respective Teaching Assistants.</p>	<p>Morning & Afternoon:</p> <p>All students will walk to their classrooms and return to the bus independently.</p>

2. Each bus will depart only after the bus nanny has confirmed that all students are present and secured with seat belts.

3. Supervision within the area: Transport Coordinator, School Leadership Team Member, Security, and Operations

Figure 4: Pick up and drop off locations buses and cars

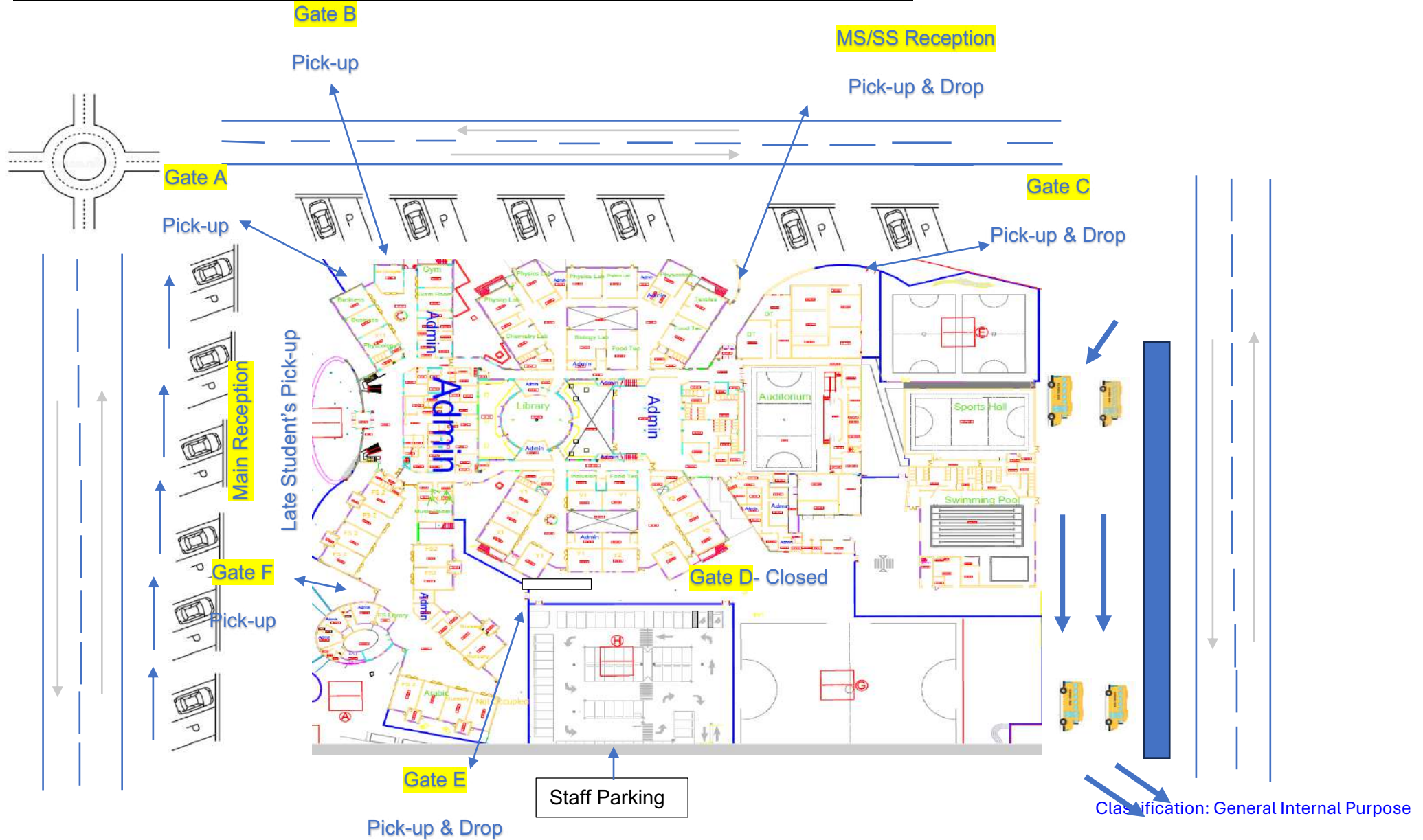




Figure 5: Bus line up positions

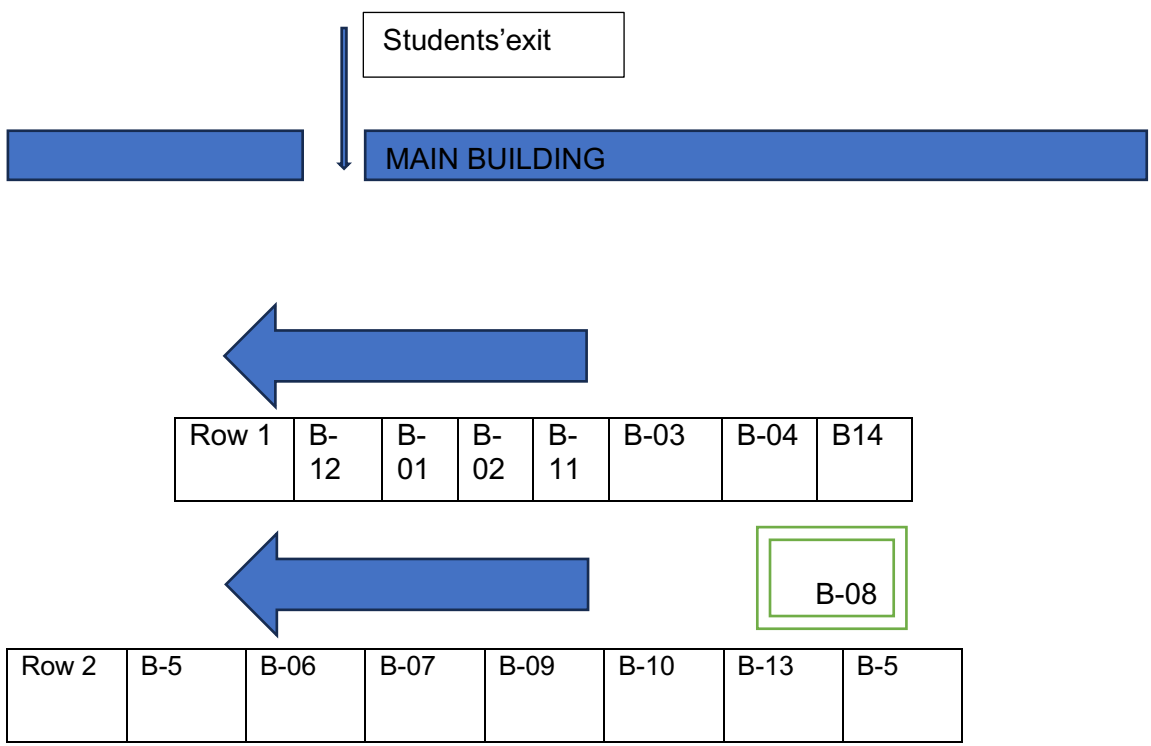


Figure 6: Action plan

Date raised	Description	Agreed action	Status
T1	Assessment of Current Traffic Patterns	<p>Action:</p> <p>Conduct a thorough analysis of current traffic patterns during peak drop-off and pick-up times.</p> <p>Outcome:</p> <p>Identify congestion points and traffic flow issues.</p>	Complete
T1	Enhanced Signage and Communication	<p>Action:</p> <p>Install clear signage to indicate drop-off/pick-up zones, speed limits, and parking regulations.</p> <p>Outcome:</p> <p>Improved awareness of traffic rules among parents and drivers.</p>	Complete
T1	Staffing for Traffic Management	<p>Action:</p> <p>Assign staff members to monitor traffic during peak times, guide parents, and</p>	Complete

		<p>ensure compliance with parking rules.</p> <p>Outcome:</p> <p>Enhanced safety and smoother traffic flow</p>	
T1	Parent Education and Engagement	<p>Action:</p> <p>Develop a communication plan to educate parents about traffic rules and encourage compliance</p> <p>Outcome:</p> <p>Increased parent awareness and adherence to traffic regulations.</p>	Complete
T1	Regular Monitoring and Feedback Loop	<p>Action:</p> <p>Establish a system for regularly monitoring traffic flow and collecting feedback from parents and staff.</p> <p>Outcome:</p> <p>Continuous improvement of traffic management strategies</p>	On going

Parking Areas

Mamoura British Academy offers several parking areas, particularly on the streets surrounding the school. These spaces are intended to provide parents and caregivers with long-term parking options tailored to their needs.

We strongly encourage the use of these parking areas, as doing so can help alleviate traffic congestion at the school gates and decrease instances of unlawful parking in other designated areas.

Location of Parking Areas

Figures 4 and 5 features a map detailing the locations of your school's:

- long-term parking options in streets surrounding the school
- shorter-term parking areas (e.g. 10 minutes)
- staff parking areas
- disability parking spaces
- parking areas for special events (e.g. fetes)

The map, presented in an easy-to-understand format, outlines and promotes these opportunities to parents and caregivers, aiming to encourage positive behaviour's that benefit the wider school community.

Rules

By establishing and clearly communicating our school's parking rules to parents, students, and caregivers, we aim to address the following common issues:

- Illegal parking in designated disability parking spaces
- Illegal parking across local residents' driveways
- Illegal parking at intersections
- Illegal parking across school crossings
- Unauthorised parking in designated staff parking area

Figure 5: Map of Parking Areas

- 1 – Parking area at Gates A & B (Years 5 to 13) for parents.
- 2 - Parking area at Gate C (Years 2 to 4) for parents.
- 3 - Parking area at FS (Nursery & Foundation Stage) for parents.
- 4 - Parking area at Gates D & E (Years 1 to 4) for parents.



Figure 6: Notes and Rules for Parking Areas

1. Parents should park in designated areas, with the front of the car facing outward from the parking space.
2. It is unlawful to park across the driveways of local residents.
3. Disabled parking is reserved exclusively for registered disabled badge holders.
4. A speed limit of 10 km per hour is enforced throughout our school site.

Table 3: Notes and rules for drop and go zones

1- To ensure smooth traffic flow and minimise congestion, please be advised that drivers are not permitted to wait for more than 2 minutes in the designated drop-off and pick-up zones. We kindly request all parents and guardians to adhere to this policy for the safety and convenience of everyone

2- Measures in place -

- Staffing to Support Traffic Flow:

Staff members at critical areas, such as the drop-off and pick-up zones, to guide parents and ensure adherence to the 2-minute wait rule.

Staff actively monitor traffic during peak times (morning drop-off and afternoon pick-up) to ensure a smooth and safe flow of vehicles.

- Security and Operations Team:

The Security team can assist by managing the entry and exit points, ensuring only authorised vehicles enter the drop-off/pick-up zone, and directing any long-waiting vehicles to alternate parking spots.

The Operations team coordinate with security and staff to ensure enough personnel are available at all times, reviewing and adjusting traffic flow protocols based on daily experiences.

- Parent Notification by PRE:

The Parent Relations Executive (PRE) communicates with a clear notification to parents informing them of the 2-minute wait policy, emphasising the importance of compliance for safety and traffic efficiency. Notification shared through the school's communication portal, as well as posted on social media.

Figure 7: Action plan

Date raised	Description	Agreed action	Status
T1	Assessment of Current Traffic Patterns	<p>Action:</p> <p>Conduct a thorough analysis of current traffic patterns during peak drop-off and pick-up times.</p> <p>Outcome:</p> <p>Identify congestion points and traffic flow issues.</p>	Complete
T1	Enhanced Signage and Communication	<p>Action:</p> <p>Install clear signage to indicate drop-off/pick-up zones, speed limits, and parking regulations.</p> <p>Outcome:</p> <p>Improved awareness of traffic rules among parents and drivers.</p>	Complete
T1	Staffing for Traffic Management	<p>Action:</p> <p>Assign staff members to monitor traffic during peak times, guide parents, and ensure compliance with parking rules.</p> <p>Outcome:</p>	Complete

		Enhanced safety and smoother traffic flow	
T1	Parent Education and Engagement	<p>Action:</p> <p>Develop a communication plan to educate parents about traffic rules and encourage compliance</p> <p>Outcome:</p> <p>Increased parent awareness and adherence to traffic regulations.</p>	Complete
T1	Regular Monitoring and Feedback Loop	<p>Action:</p> <p>Establish a system for regularly monitoring traffic flow and collecting feedback from parents and staff.</p> <p>Outcome:</p> <p>Continuous improvement of traffic management strategies</p>	On going

Contacts

Contact Card		
Name	Phone number	Description
REDA –(EMIRATES TRANSPORT)	056 504 0827	Bus Co-ordinator
RASHID ALMAZROUEI	Rashid.almazrouei@et.ae	Station Manager
BASHARAT HIZB ULLAH	basharat.hu@et.ae +971-2019758 / +971-505023574	Station Manager – school account management

Aldar Education RISKASSESSMENT

SECTION 1: GUIDANCE

The following section provides brief guidance for completing the risk assessment. Risk assessments must be conducted for all activities that represent a significant risk. Such activities could include, swimming, school transport, cleaning, laboratory experiments etc. Risk assessments can be completed by any competent person, a competent person could be identified through training, previous experience etc. It is recommended that educational/ classroom risk assessments are completed by teaching staff and other risk assessments are completed by the MSO and his/her team. To support this, each school should establish a risk assessment committee, the committee will be used to review and develop risk assessments.

A simple 5 x 5 matrix has been adopted for all Aldar Education risk assessments, guidance on the risk ratings are provided below:

		LIKELIHOOD				
		CERTAIN (5)	FREQUENT (4)	OCCASIONAL (3)	REMOTE (2)	RARE (1)
SEVERITY	CATASTROPHIC (5)	25	20	15	10	5
	MAJOR (4)	20	16	12	8	4
	MODERATE (3)	15	12	9	6	3
	MINOR (2)	10	8	6	4	2
	NEGLECTIBLE (1)	5	4	3	2	1

PERSONS AT RISK KEY	
E	= EMPLOYEES
M	= MEMBERS OF THE PUBLIC
S	= STUDENTS
C	= CONTRACTORS
O	= OTHERS

GUIDANCE FOR DETERMINING THE SEVERITY OF AN INCIDENT

LEVEL	SEVERITY	DESCRIPTION
5	Catastrophic	Fatality, fatal diseases or multiple major injuries. Has already had a significant impact on Aldar Education People, Environment, Asset or Reputation (PEAR).
4	Major	Serious injuries or life-threatening occupational disease (includes amputations, major fractures, multiple injuries, occupational cancer, acute poisoning). Likely to have a significant impact on Aldar Education People, Environment, Assets or Reputation (PEAR).
3	Moderate	Injury requiring medical treatment or ill-health leading to disability (includes lacerations, burns, sprains, minor fractures, dermatitis, deafness, and work-related upper limb disorders). Requires support from external agencies such as medical or police.
2	Minor	Injury or ill-health requiring first-aid only (includes minor cuts and bruises, irritation, ill-health with temporary discomfort). Dealt with by the school medical and operational team
1	Negligible	Not likely to cause injury or ill-health

GUIDANCE FOR DETERMINING THE LIKELIHOOD OF AN INCIDENT

LEVEL	LIKELIHOOD	DESCRIPTION
5	Certain	Continual or repeating experience
4	Frequent	Common occurrence
3	Occasional	Possible or known to occur
2	Remote	No likely to occur under normal circumstances
1	Rare	Not expected to occur but still possible

RISK RATING

SCORE	RATING
1-4	Low
5-10	Medium
12-25	High

SECTION 2 RISK ASSESSMENT

Activity: TRAFFIC MANAGEMENT (STUDENTS USING SCHOOL TRANSPORT)	Assessed by: Chris McCarthy – add ins by NICCI PARSONS	Nov 25
School: MAMOURA BRITISH ACADEMY	Assessment number: RA 17	Next Review date: 4.8.26

R (RISK RATING) = S (SEVERITY) x L (LIKELIHOOD)

* Residual risk is the estimated risk rating left following the implementation of the controls

Hazard	Persons at risk					Current control measures	Initial risk rating			Risk rating	Further controls required	Residual risk			Risk rating
	E	M	S	C	O		S	L	R			S	L	R	
Slips, trips and falls															
The risk of Driver and supervisors required checks and paperwork not being in place.			X			Drivers and supervisors have all DOT requirements including up to date Police checks.	3	3	9	MED	Bus company must provide copies of all documents to the Operations	2	2	4	LOW

					<p>DOT Approved bus company used.</p> <p>The bus driver must have a permit issued by Government and have received training provided by Transportation Department.</p>					Team and keep up to date record available for inspection at any time.				
Buses are not in good repair			X	X	<p>Buses are serviced as per DOT regulations.</p> <p>Buses checked daily by security and facilities assistant.</p> <p>All buses have air conditioning CCTV, GPS and must comply with ADEK school bus policy and DOT regulations.</p> <p>Maintenance records are provided to the school by the bus company.</p> <p>Bus company subject to random DOT inspections</p>	5	1	5	MED	Any buses displaying faults or issues are withdrawn and replaced.	1	1	1	LOW
Bus getting lost on the route			X		<p>Buses have GPS tracking system.</p> <p>Buses company do a dry run of the routes before any term starts.</p>	1	1	2	LOW					LOW
Student safety compromised whilst on vehicle			X		<p>Buses are checked daily by school staff and recorded on the daily check sheet – <i>Checks include:</i></p> <p>Sanitisation completed</p> <p>First aid box in place and full</p> <p>Fire extinguisher in place and in date.</p>	4	1	4	LOW					LOW

					<p>CCTV is working (driver demonstrates)</p> <p>Driver and bus attendant temperature recorded</p> <p>Safety belts fully operational</p> <p>Safety belts locking mechanism checked to ensure they lock and release correctly.</p> <p>Doors can only be opened by the driver.</p> <p>Doors and windows are sealed and cannot be opened by students.</p> <p>First aid kit and fire extinguisher on board each bus, they are checked to ensure they are in place and full.</p> <p>Air conditioning operational in all buses – drivers demonstrate during check;</p> <p>Buses are not permitted to travel by DOT without working air conditioning.</p> <p>GPS system in all buses.</p> <p>Student journeys must not take more than 60 minutes from start to finish of their journey as stipulated by the DOT.</p>								
Risk of student becoming ill whilst travelling home or to school			X	X	If the student becomes seriously ill on the way to school and an ambulance needed the bus attendant to	1	1	1	LOW				LOW

					<p>call and school would be informed immediately, and any further decisions made by the Principal – The Parent Liaison Officer would inform the parents/guardians.</p> <p>In other illness situations the school would be called first and the Principal would take responsibility for further decisions.</p>									
Risk of driver becoming seriously ill during the journey to/or from the school	X		X	X	<p>Bus would be stopped, if possible, dependant on the situation.</p> <p>Bus supervisor to call ambulance and inform the school immediately. Bus company to be informed to get another bus and driver out to the location.</p> <p>Parent Liaison officer would contact all parents of the students. No drivers or bus attendant are permitted to work on the bus if they are over 60 or if they suffer from any chronic disease or have weak immunity as stipulated by the DOT.</p>	5	1	6	MED	<p>School may need to engage additional staff to get to the bus location to support the Bus supervisor on the bus in ensuring waiting students are safe and looked after until alternative transport arrives.</p> <p>Any decision would be made by the School Principal.</p> <p>Taxis may need to be engaged to ensure remaining students can reach school/home.</p> <p>Bus supervisor would need to ensure students are kept calm and safe during the incident.</p>	3	1	4	LOW
The risk of a bus being involved in an accident.	X		X	X	Drivers comply with all DOT regulatory requirements.	5	1	5	MED	Any decisions to be made following an accident	3	1	3	LOW

					<p>DOT Approved bus company used by school.</p> <p>No bus can travel faster than 80km per hour as stipulated by the DOT. School would be immediately informed by the TA, if able.</p>					<p>would be made by the Principal.</p> <p>CIRP would be followed</p> <p>Any parental contact necessary would be communicated by the Parent Liaison officer.</p>				
<p>Fire in bus – either while moving or stationary</p> <p>Risks of – panic, chaos, toxic fumes, smoke, burns , damage to surrounding properties or vehicles . delays, inadequate evacuation or hampered evacuations</p>	x		x	x	<p>All buses have fire extinguishers on board which are serviced by approved contractor</p> <p>All buses are regularly serviced – electrical and components subject to possible overheating checked</p> <p>All buses have fire exit door at back of bus as well as the main door for alighting or exiting the bus.</p> <p>Fire extinguishers on buses checked monthly by OPS team as part of monthly bus inspections</p> <p>Fire resistant materials – seats etc</p> <p>Tracking systems for buses that can pinpoint the bus’s location to aid in a quicker emergency response.</p>	5	2	10	MED	<p>ET to ensure their staff have been trained what to do should a fire occur when bus is moving.</p> <p>Refresher sessions with students to ensure students reminded not to block exits with bags, know where exits are , remaining calm and listen to any directions from bus staff.</p>	5	1	5	LOW
<p>Student being hit by another vehicle when boarding or getting off the bus</p>			x		<p>Student must be accompanied by parent/guardian when leaving house and met by a parent when being dropped off at home after school.</p> <p>Vehicles are not allowed to overtake a parked bus and have to stay at least 5 metres behind any parked vehicle by law</p>	5	2	10	MED	<p>Bus driver must put his stop signal out when the bus stops and the warning lights whenever the bus is collecting or dropping off students.</p> <p>Bus drivers are fined if stops signs are not acti-</p>	2	2	4	LOW

											vated when collecting students or letting them disembark.				
Risk of driving in the fog	X		X	X		High sided vehicles are stopped from travelling during foggy weather by the Abu Dhabi police.	1	3	3	LOW					LOW
Buses arriving at similar times when delivering student on site to school in the morning – traffic hazards.	x		X	X		Security and nominated staff control student arrivals , gates are manned and traffic controlled. Students who come by car enter through a separate gate from the bus students. There is a zebra crossing for people to cross and this is controlled by security to ensure safety during arrivals	2	2	4	LOW					LOW
Buses departing whilst staff are still accompanying other students to alight their allotted bus.	x		x	x		Buses enter the bus lane in single file Buses are not allowed to leave until security give clearance. Students being collected privately leave by separate gate.	3	3	9	MED	Dismissal times are well manned by security	2	2	4	LOW
Student being left or locked in an unattended bus			X			The bus is checked by security and the Bus supervisor to ensure every student has disembarked from the bus. Supervisor have a list of the name and number of students on their bus and check to ensure all have disembarked.	5	1	5	MED	When bus supervisor confirms all students have disembarked from the bus, a ‘No Students on Board’ should be displayed at the rear side of the bus.	5	1	5	MED

Students undoing their seat belts and moving around on the bus- Driver distraction, possible crash Student falling in bus Other students at risk			X		All students must wear their seat belts and bus supervisor must ensure seat belts are all secured for all students before bus moves. All students must remain seated throughout the whole of their journey.	3	2	6	MED	Bus supervisor to monitor students during the journey to ensure they remain seated and belts remain fastened. Emirates Transport 3-strike warning system in place	3	2	6	MED
Increased traffic issues around the school bus collection points due to increase in number of schools in close vicinity – risk of being over 60 minute limit			X		Buses with longer journeys at the front of the queue so they can get out quicker	3	3	9	MED	Municipality in contact with DOT and Police to try to resolve any safety issues.	3	3	9	MED
Students coming to school by scooter or driving and not having required authorisation			x		Any students coming to school by scooter must have signed parent consent, any students driving to school must have evidence they have a valid licence and also have signed parental consent	3	4	12	HIGH	Any scooters stored in school should not be driven through the school or school grounds and Students cannot park in staff areas	3	3	9	MED
Students who are collected by their parents/guardian leave the school at same time as those students on the buses.			X		Privately collected students leave the school by a separate gate to the bus students Security and staff ensure students leave safely Security and staff on each gate Buses cannot move until instructed to do so by security.	3	1	3	LOW	Number of drop off and collection points at different locations for car drivers. Bus students are dropped and taken home from a gate at back of school				LOW
Risk of student (s) not being met by a parent/guardian/nanny when they leave the bus.			X		All students must be met by their parents or nannies at their allocated drop off point. All bus parents sign to say they have someone at home as part of their bus agreement	3	1	3	LOW					LOW

Risk of car collection students being taken by an unapproved adult			x		<p>All parents and drivers who collect students by car have a lanyard and this must be shown before student is handed to the adult.</p> <p>All older students must have a signed consent form giving consent for them to leave the school unaccompanied (ie they can go direct to the car)- if no consent they are subject to same rules as lower school.</p>	3	3	9	MED	Continual reinforcement with parents and reminders to students and for teachers on the gates to check	Any car driver who does not have their lanyard must show their EID to the duty staff to ensure they are the correct adult	3	2	6	MED
Insufficient staff presence when students are arriving or departing.			X		Security are tasked with specific roles and allocated to specific roles during arrival and departure times.	3	3	9	MED	Rota should be in place for all staff to supervise		2	2	4	LOW
Students getting on wrong bus particularly at the beginning of a school term			x		<p>Parents are informed of their bus number when registering with ET</p> <p>Bus allocation lists are sent to the school by ET as to which students are on which bus is on which bus.</p> <p>.</p> <p>Bus monitors all have a list of students who are allocated to their particular bus and check all correct students are on the bus.</p>	4	3	12	HIGH	Emirates Transport must send a list to Ops Dpt every day for the first 2 weeks, as changes will be plentiful in the first two or three weeks of term.	Ops Department must send any changes to all staff before midday – ACTION OPS team	3	3	9	MED

