



Traffic Management Plan & Risk Assessment

Version	Document Title	Status	Author	Approved by	Date	Date	Next Review Date
0.1	Traffic Management Plan & Risk Assessment	Final	Operations and Facilities Department	Principal/Vice Principal	August 2024	August 2026	August 2027
Regional Director		Principal			Vice Principal		
Head of Foundation Stage		Head of Primary			Head of Secondary		

Introduction

The Newlands School Traffic Management Plan is designed to enhance the safety and accessibility of our school environment. With the increasing number of students, parents, and staff commuting to and from the school, effective traffic management is essential to ensure the well-being of our community. This plan aims to address traffic congestion, promote safe pedestrian practices, and create a welcoming atmosphere for all.

Communication Plan

Communicating the school's traffic management arrangements and issues to the school community is critical to ensure everyone, including parents, guardians 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.

Depending on the target audiences, schools may often communicate through the school's newsletter, website and social media, or via the E-praise, E-mail, SMS and Dojo Messages.

School Overview

Table 1: School overview	
School Name: Newlands School Dubai	
Address: Al Warqa, 1	
Year Groups at the school: FS1 to Year 12	Administration contact number: 04- 2821200
School population:	1116
Total number of students using bus transport:	291

School Drop off & Pick up times

Table 2: School Drop off/Pick up – Gate Timings

Drop off/School Morning Start Times					
	Monday	Tuesday	Wednesday	Thursday	Friday
Staff Arrival Times	06:30 - 07:15	06:30 - 07:15	06:30 - 07:15	06:30 - 07:15	06:30 - 07:15
Student Arrivals	07:15-07:45	07:15-07:45	07:15-07:45	07:15-07:45	07:15-07:45
07:00 AM- Breakfast Club - Optional					
Pick-Up/School Afternoon Departure Times					
	Monday	Tuesday	Wednesday	Thursday	Friday
Staff Departure Times	16:00	15:30	15:30	15:30	12:00
Student Departures					
FS1, FS2	13:00-13:30	13:00-13:30	13:00-13:30	13:00-13:30	11:30-12:00
YR1 – Y12	14:30-15:00	14:30-15:00	14:30-15:00	14:30-15:00	11:30-12:00

Drop off and Pick Up Zones

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

General Rules:

- No parking/stopping on the pedestrian and drive-way
- Communicate by signage in the area as well as security and support teams assigned to the parking and entry/exit to assist parents in exiting and entering.
- Supports team and security will ensure that safe drop off and pick up
- Drivers are advised not to leave vehicles blocking entry-exit or double parking which will disturb another car.
- Any driver seen to be doing this will be politely requested to park their vehicle and then enter the school.
- This will also be communicated via the school parent newsletter or communications.
- Drivers out of their vehicles, especially without their lanyards on, will be positively challenged.
- Horns are not to be pressed inside or around the school car parking area– this may startle those crossing the road or other drivers and parents/drivers to be positively challenged and educated on this.
- Double parking and blocking another car are prohibited – the drop-off zone is the only closest to the school building to the school building side from the road

- All drivers are advised to follow the directions on the signage to enter and exit which will reduce traffic congestion and help our smooth operations.
- Drivers who are not following the rules as directed by the support team and security will be recorded and notified school SLT/OPS for further action.

Locations

Figure 1: Map of Drop off & pick up zones



School Bus Transport – Dropoff / Pickup

- Designated bus parking area for school buses at the rear side of the building near gate number 4
- School bus has to park in the bus parking area only, which is at the rear of the school.
- Students will be dropped off & picked up only from the designated area.
- Bus attendants will provide assistance to little students on boarding, seating and disembarking.
- Bus parking areas are demarcated with barriers/cones to stop other vehicles from entering the bus parking area.
- Own transport students and parents are not allowed the bus parking area until all the buses leave the premises.
- Bus attendants are on board to ensure the safety of each and every student.
- The operations team and security team will be present at the parking areas to supervise students' drop off and pick up and to ensure students are safely dropped off and boarded in the bus.
- The operations and security team will give a signal to start the movement of buses to leave or park.
- Children of FS1 & FS2 will be picked up by bus guardians from classrooms.
- Students in Year 1 & Year 2 must be accompanied by LSA and handed over to the bus.
- Maximum speed limit has been set to 10km/hr.
- Students of y3 to Y12 will be guided to proceed to the bus bay by their respective teachers and they will be released 10 minutes earlier to OT students.
- The operations team will be present to assist students in the right direction where their buses are parked.

Parking Areas

Designated parking area

- Parking space in front of the reception area is designated for Staff, parents, visitors, VIP Guests.
- Staff parking is available within the building and outside the building.
- Parents and People of Determination or Special needs will be assisted at the front parking areas as needed.
- School buses must park outside the school near gate 3.

Vehicles should not be left idle whilst parked.

- School bus engines are to be switched off once parked and not turned on again until 20 minutes before dispersal.
- Parents and drivers are requested to switch off the engine whilst waiting in the car park.

No minors are left in the vehicle without the supervision of adults.

- Siblings are to be taken with the parent to collect students.

- Students are not to be given the keys by parents to wait in the vehicle.
- Maximum Speed Limit set is 10km/hr.
- Drivers to enter school slowly and continue at a steady pace.
- Drivers should reverse vehicles into empty parking spaces only when the area side is clear.
- No illegal or unlawful parking is allowed in and around the building.

Contact Details

Contact Card		
Name	Phone number	Description
RTA	800 90 90	Regarding the area outside of the school
Dubai Traffic Police station	04-60999999	For any concerns of drivers or further support to inform parents
Mohammed Mishal	056-9983989	Operations & HSE Manager
Lokendra Man	050-8003460	Facility Supervisor

Review and Monitoring

The Traffic management plan will be reviewed annually or following any incident.

Traffic Management Plan & Risk Assessment

Date of Risk Assessment: August 2025

Next Review Date: August 2026

SN	RISK ASSESOR NAME	DESIGNATION	SIGNATURE
1	Mohammed Mishal	Operations Specialist	
REVIEWED AND APPROVED BY			
1	Ms. Zeba Khan	School Principal	

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1-3	Low Risk	No immediate action required, unless escalation of risk is possible							
4-6	Moderate Risk	Activity can operate subject to management and/or modification.							
8-12	High Risk	Activity should be modified to include remedial planning and action and be subject to detailed assessment.							
15-25	Extreme Risk	Activity should not proceed in current form.							
SN	Hazards Identified	Who might be harmed and how?	Risk Rating			Control Measures	Residual Risk Rating		
			P	S	R		P	S	R
1	Struck by vehicle	Students, Staff, Parents, Visitors and others	3	5	15	-Adequate number of security guards on duty -Speed restriction set and signs in place -Good external lighting -Pedestrian crossing designated and marked -Designated collection and drop off points determination on board -Support teams assigned to key car park areas -Car Park personnel in high vis vests at all times -Strict supervision points across the car park with security and support team -Traffic management plan in place and updated -First aid facilities and trained staff available	1	5	5

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						-Any incident to be reported to SLT/Operations team			
2	Person tripping on entry / exit steps	Students, Staff, Parents, Visitors and others	3	5	15	-Good housekeeping -Cleaning "wet floor" signs displayed -Staff supervision -No running cables or hose pipes during pick up and drop off -Students reminded to tie shoe laces and pick up trailing bag straps -Area arranged and monitored in wet weather conditions	1	5	15
3	Child being left unattended in personal vehicle	Students, Staff, Parents, Visitors and others	4	3	12	-Adequate number of security guards on duty during busy periods -Member of SLT available in or around reception to greet parents and to deter such behaviour -Staff on duty to report any concerns to SLT -Parent, where possible, identified and asked	1	3	3

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						immediately to return to the car -A member of the team to remain at the car to monitor the child inside -If extreme hot weather conditions and parent cannot be immediately located, emergency services to be called if there is a risk to life			
4	Child going missing	Students, Staff, Parents, Visitors and others	4	3	12	-Adequate number security guards on duty during busy periods -Each access and egress covered by security -Access control working in school and regularly tested -Staff supervision -Parent to teacher handover for younger children -CCTV in all common areas Staff at reception all day -Lockdown and search in place if required -Missing child procedure available to follow as identified in the Emergency Response Plan	1	3	3

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5	Minor vehicle collision	Students, Staff, Parents, Visitors and others	4	3	12	-Adequate number of security guards and support team on duty during busy periods -Speed restriction set and signs in place -Good lighting -Support staff and security in high vis vests supporting traffic flow -Support staff and security trained by Dubai Police for traffic control --CCTV covering the car park -Traffic Management Plan in place	1	3	3
6	Violence	Students, Staff, Parents, Visitors and others	3	3	9	-SLT available to support -Trained Primary security team on site to support -Parents to be briefed on expected behavior -Principal to contact parent in case of any violence -Police may be called depending on severity / case	1	2	2

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7	Unauthorized access	Students, Staff, Parents, Visitors and others	3	4	9	-Lanyard system in place -Security team positioned at access and egress gates -Security patrolling in place - CCTV covering boundary walls, gates and access to the school building -Access control active to avoid unauthorized entrance -Receptionists and all school staff to support further with checking of lanyards	1	3	3
8	High volume of students and parents in the area	Students, Staff, Parents, Visitors and others	4	3	12	-Lanyards and uniforms are in place to reduce the risk of unauthorized access. -Security personnel are assigned to all entry and exit gates and are under CCTV coverage. -Gates are locked when not in use. -Direct contact number of surrounding schools for immediate and urgent communication.	1	2	2
9	Large volume of students leaves the gate at the end of the day	Students	4	3	12	-Adequate supervision is in place. Staff are assigned to each gate, pick-up point,	1	2	2

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						tarmac area, bus bay, reception, and other gates. -Separate gates are assigned to year groups and students using different modes of transportation. -Dismissal times for EYFS and grade students are different -Staff are assigned to pedestrian crossings to help students cross the roads			
10	Safeguarding and well being -Bullying -Pupil on pupil abuse (Emotional, Physical, Sexual and Neglect)	Students & staff	3	4	12	-Adequate supervision is in place. -CCTV has been installed and is operational -External doors and doors to key risk areas are secured with a maglock -Doors to assembly points and external areas are secured with number-lock protected padlocks -Staff are on duty during transitions, mornings, dismissal, and break times. -Routine inspections, safety checks, and risk assessments	2	1	2

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						are conducted for key risk areas and activities -A color-coded lanyard system is in place to identify the method of transportation for students and to segregate parents, staff, visitors, and contractors. -Health and safety walks and review meetings -Security staff are assigned to each gate.			
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Monitoring of Risk Control Measures		
Frequency of Monitoring	Monitoring Date	Status
Monthly	August 2026	
Quarterly		
Bi -annually		
Annually		*

Reference:

1. Dubai Municipality Health and Safety Guideline
2. Newlands Health and Safety Policy
3. Newlands Risk Assessment Policy
4. Newlands Fire Safety Policy

Description	Likely Frequency	Probability
Frequent	Occurs frequently	5
Often	Occurs several times per year	4
Likely	Has occurred more than once	3
Possible	Has occurred	2
Rare	Never occurred	1

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Probability (from table 1)	Severity				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Possible (2)	2	4	6	8	10
Likely (3)	3	6	9	12	15
Often (4)	4	8	12	16	20
Frequent/Almost Certain (5)	5	10	15	20	25
15-25	Extreme Risk	Activity should not proceed in current form.			
8-12	High Risk	Activity should be modified to include remedial planning and action and be subject to detail risk assessment.			
4-6	Moderate Risk	Activity can operate subject to management and /or modification.			
1-3	Low Risk	No immediate action required, unless escalation of risk is possible.			

Risk Assessment Staff Consultation Document				
Date:				
SN	Name	I.D. no./License no.	Department/Division	Signature
1	Mr. Lokendra		Facility	
2	Mr. Saleem		Security	
3	Mr. Bhanwar Lal		Security	