Sharjah American International School

2025 - 2026

OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEM

TRAFFIC CONTROL MANAGEMENT PLAN

Abu Dhabi Branch

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1. PURPOSE

To establish a traffic management plan for use in Sais Abu Dhabi School so that all employees, students, contractors, visitors, or other stakeholders can access the school site safely. This plan details the procedures used to manage parking and control traffic during the busy child pick up and drop off periods.

2. SCOPE

A concise overview of the traffic management arrangements in place to mitigate the risks associated with the interaction of pedestrians and vehicles within the school and relevant surrounding areas.

3. DEFINITIONS

Accident: An unplanned, unwanted event which leads to injury, damage or loss.

Near Miss: An unplanned event, event series or condition that occurred at the workplace which, although not resulting in any injury or illness; had the potential to do so.

First Aid: Any immediate (one-time) care or treatment given to a person suffering from an illness or injury, until professional medical care can be provided. Such treatment may be considered first aid even if it is provided by a healthcare professional.

First Aid Injury: Is a minor work-related injury or illness that calls for only simple "first aid" treatment and does not call for follow-up treatment by a health-care professional. First aid injuries do not result in lost time from work.

Serious OSH Incident: A work-related injury that requires hospital treatment, or a hospital visit, or an incident that results in fatality, serious injuries or serious occupational injuries and may require notification to the authorities.

4. ROLES AND RESPONSIBILITIES

4.1. Vice Principal or Principal

- The Vice Principal or Principal is responsible for having a traffic control management plan in place.
- To ensure that high risk areas are suitably monitored by school staff.
- To approve budgets for the provision of equipment, training and implementation of procedures.

4.2. Head of Business Operations / Operations Manager

- To ensure that there are suitable procedures in place to facilitate appropriate traffic control in and around the school's site.
- To approve budgets for the provision of equipment, training and implementation of procedures.
- To make sure that the traffic control management plan is reviewed and amended when updates are necessary.

4.3. OSH Officer

- To oversee the daily implementation of the traffic control management plan.
- In liaison with the principal, assign staff from the school to act as traffic marshals to help manage traffic in critical areas.
- Constantly review the traffic management plan and update this document when it is necessary to do so.
- Ensure that the correct safety equipment is available to those acting as traffic marshals.
- To make note of traffic violations and suitably escalate infringements when it is required.
- Ensure a site-specific risk assessment is in place with suitable control measures.

4.4. Traffic Marshals

- Help control the flow of traffic and pedestrians as directed by the Facilities Manager and the traffic management plan.
- Use the appropriate safety equipment provided, high visibility jackets should be worn at all times.
- Report traffic violations to the Facilities manager.

4.5 Security Staff

- Help control the flow of traffic and pedestrians as directed by the Facilities Manager and the traffic management plan.
- Use the appropriate safety equipment provided, high visibility jackets should be worn when managing traffic during busy periods.
- Report traffic violations to the Facilities manager.
- Ensure that gates are opened and closed in accordance with the timings at appendix 4 to control the flow of traffic.

5. TRAFFIC MANAGEMENT RESOURCES

To facilitate the traffic management plan, it is important that the school has the correct equipment available. The school will make best use of its permanent features such as bollards, gates and pedestrian crossings but other resources can also be used so that traffic and pedestrians are safely and effectively controlled. As a minimum the following equipment is to be available in all SAIS Schools:

- High visibility jackets
- Traffic wands/batons
- Adequate numbers of cones and chains
- Safety signs (including carpark speed limit)
- Speed bumps

In addition, schools may wish to use:

- Water or sand filled barriers

It is important to note that staff involved in traffic management duties shall always wear high visibility jackets. All drivers in and around the school must comply with traffic signage, speed limits and instructions from traffic marshals. Any violations must be reported to the Facilities Manager and then escalated as appropriate.

6. Emergency Scenarios and Response Procedures

6.1 Vehicle Breakdown

1. Stop the vehicle in a safe location and activate hazard lights.
2. Call 999 emergency services if required.
3. Calm the students and remind them to remain seated inside the vehicle unless evacuation is required for safety.
4. The Bus driver arranges roadside assistance or a replacement bus.
5. Parents and school management should be informed if delays occur.

6.2 Traffic Accident (On or Off School Premises)

1. Stop and secure the vehicle, and assess the situation for immediate danger.
2. Provide first aid, if required and trained.
3. Call 999 emergency services if required.
4. Students are evacuated only if there is a fire, fuel leak, or other immediate danger.
5. Inform school management and complete incident reporting.

6.3 Medical Emergency On Board

1. Provide first Aid, if trained only
2. Call 999 emergency services if required.
3. Inform school management of the student details and complete incident reporting.
4. Parents are informed immediately.

6.4 Fire or Smoke Inside Vehicle

1. Stop the vehicle immediately and switch off the engine.
2. Evacuate students calmly to a safe distance.
3. Call 999 emergency services if required and inform school management.
4. A fire extinguisher is used only if safe to do so.
5. Inform school management and complete incident reporting.

6.5 Traffic Control During Incidents

1. Activate hazard lights and place warning triangles.
2. Wear reflective vests and control traffic where safe.
3. Call 999 emergency services if required to manage traffic risks.

7. TRAFFIC INCIDENTS

Any accidents, incidents and near misses relating to traffic must be recorded in accordance with the directions in 'Incident Reporting and Near Misses'. Police assistance should be requested without hesitation when it is appropriate. Incidents should be escalated in accordance with the escalation matrix at appendix 5. It is important that the following information is recorded in the first instance if a full incident report is not initially complete:

- Times and dates
- Type of accident and summary of injuries
- Names of personnel / parents involved and their contact details
- Details of the incident (including vehicle registration numbers)

The Facilities Manager, Operations Manager or Head of Business Operations shall liaise with emergency services if they are required to attend an incident at the site.

8. RISK ASSESSMENT

This traffic management plan is to be supplemented with a site-specific risk assessment, templates for a pick up and drop off risk assessment and detailed completion instructions can be found in Sais Abu Dhabi Risk Assessments.

9. REVIEW

This traffic management plan should be under constant review and the Facilities Manager should update this document when it is necessary to do so.

APPENDIX

APPENDIX 1. SCHOOL CONTACT DETAILS

The below provides important contact details to support operations at the site.

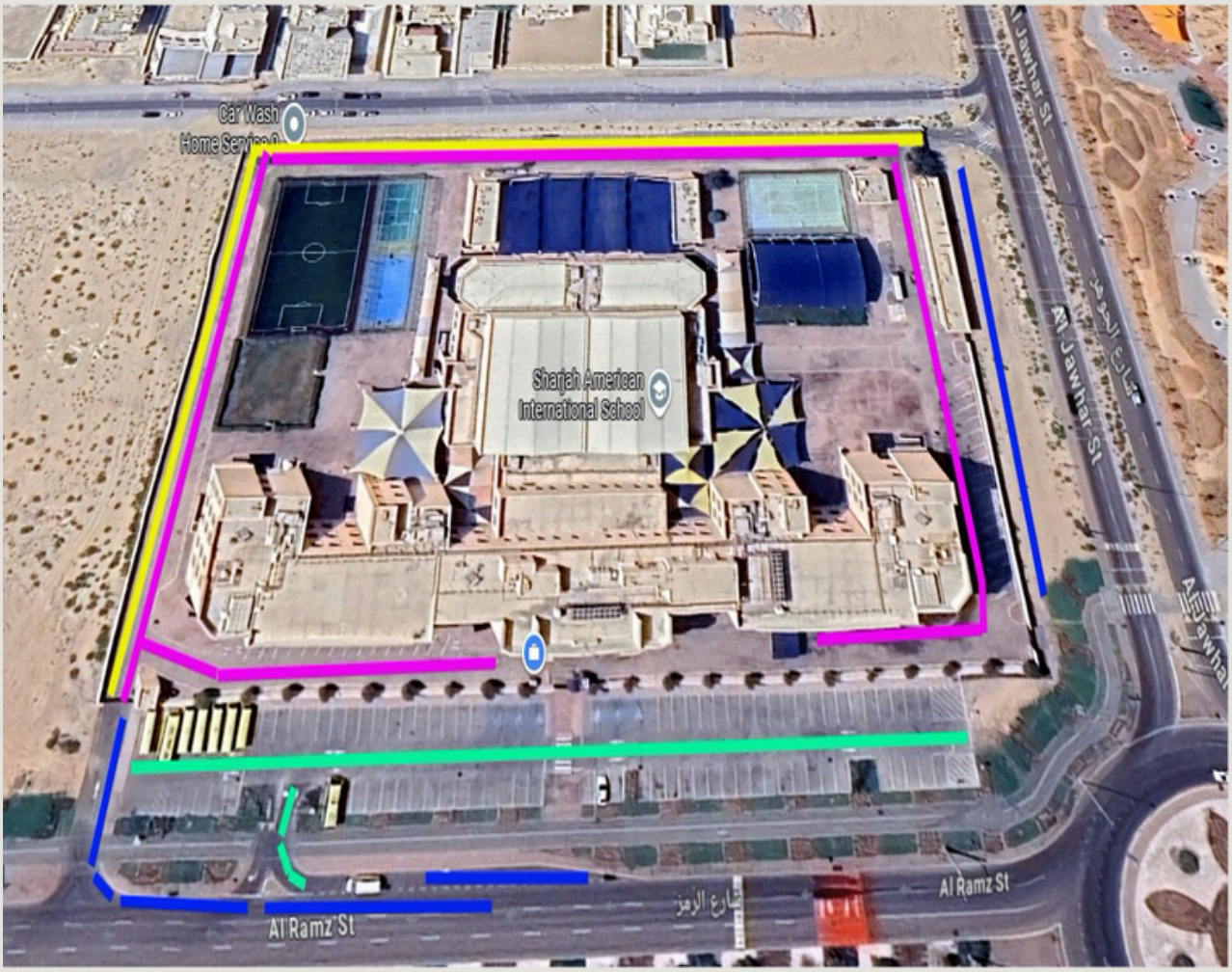
Site Contact Details		
Role	**Name**	**Contact Number**
Principal	Ban Alduri	971552885587
Operations Manager	Mohamed Yousuffdeen	971561501654
Health and Safety Officer	Maha Salmeen	971502195856
Site Security Supervisor	Ujwal	971509271404
Operation Administration	Mahmood Al-Tarmoomi	971509092833
Site Security Supervisor	Rose	971529104742

Emergency Contact Details		
Police		999
Ambulance		998/999
Fire		997/999

APPENDIX 2. PARKING ZONES

Parking is divided into four sections:

- Parent's parking is in the green colour
- Staff parking is in the pink colour
- Bus parking is in the yellow colour
- Overflow parking is in the blue colour



APPENDIX 3. STUDENT PICK UP AND DROP OFF PLAN

3.1 Pedestrian Entry

All pedestrian entry shall be through the main gate, parents and guardians briefly entering the school for pick up and drop off are to have their identity checked, this process is expediated by the presentation of their parent ID, if this is not available, they shall provide a photographic ID and be signed in by security as with any other visitor.

3.2 Parent Carpark -Main entrance

The parent car park is situated a short walk across the road from the from main entrance, traffic marshals are in place during the busy pick up and drop of period to control the flow of traffic on the car park. A one-way system is used, and signs are used to mark where the cars can park to drop off their children. Marshals use traffic safety wand to indicate when it is safe for pedestrians to cross the car park and help to maintain the flow of traffic through the one-way system.

During student pick up traffic marshals will direct parents into available parking bays and then assist them to reverse out of the bays when they are leaving.

3.3 Staff Carpark

Staff enter the staff car park from the gate 1 Inside the school to front side, a one-way system is in place which is clearly marked by signs. Before the student's entry.

3.4 School Buses

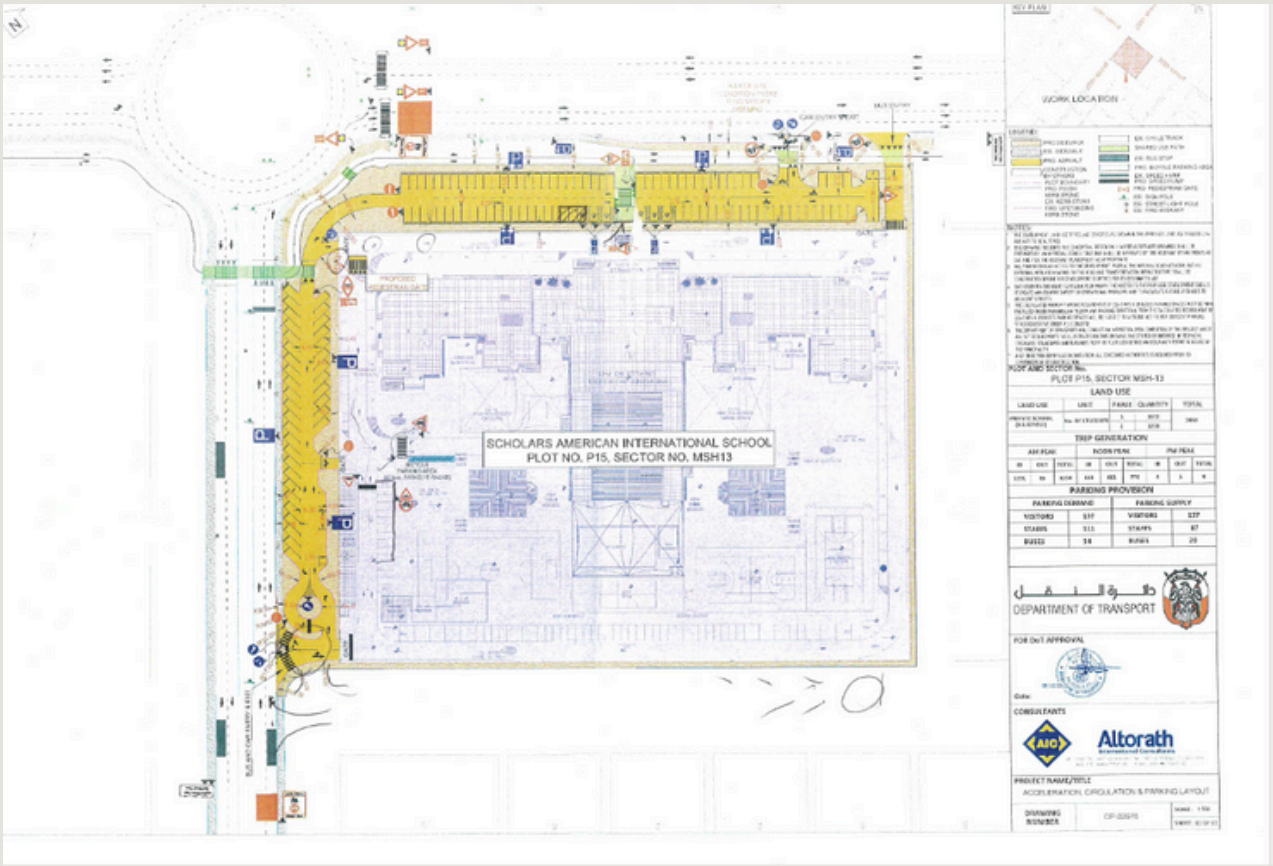
School buses also enter the school car park from the gate 1 and deliver the children at the drop off zone next to the school entrance backyard. The bus assistant on each bus leads the children from the bus and into the school. They are there to ensure the safety of the children and to ensure they behave in an appropriate manner and follow the designated walkways. Traffic marshal is in place to provide oversight at the bus drop off area. School buses will then park in the allocated bus parking bays until it is time for student pick up later in the day, bus attendants will collect the children from the sports hall and guide them to their relevant bus, a traffic marshal again provides oversight of the bus parking area and indicates when it is safe for the bus to move.

3.5 Other Information

This section provides a place for other considerations to be included in the plan.

- Cycle 3 students leave the school premises without parental supervision.
- Access and egress arrangements for student arriving on scooters or bicycle:
    - There are parking's for scooters and bicycles inside the school premises.

3.6 Traffic Management Plan Overview



APPENDIX 4. GATE TIMINGS

Access to the school premises will be strictly controlled by security personnel. To facilitate the traffic management, plan the gates are to be opened and closed in accordance with the timings detailed below.

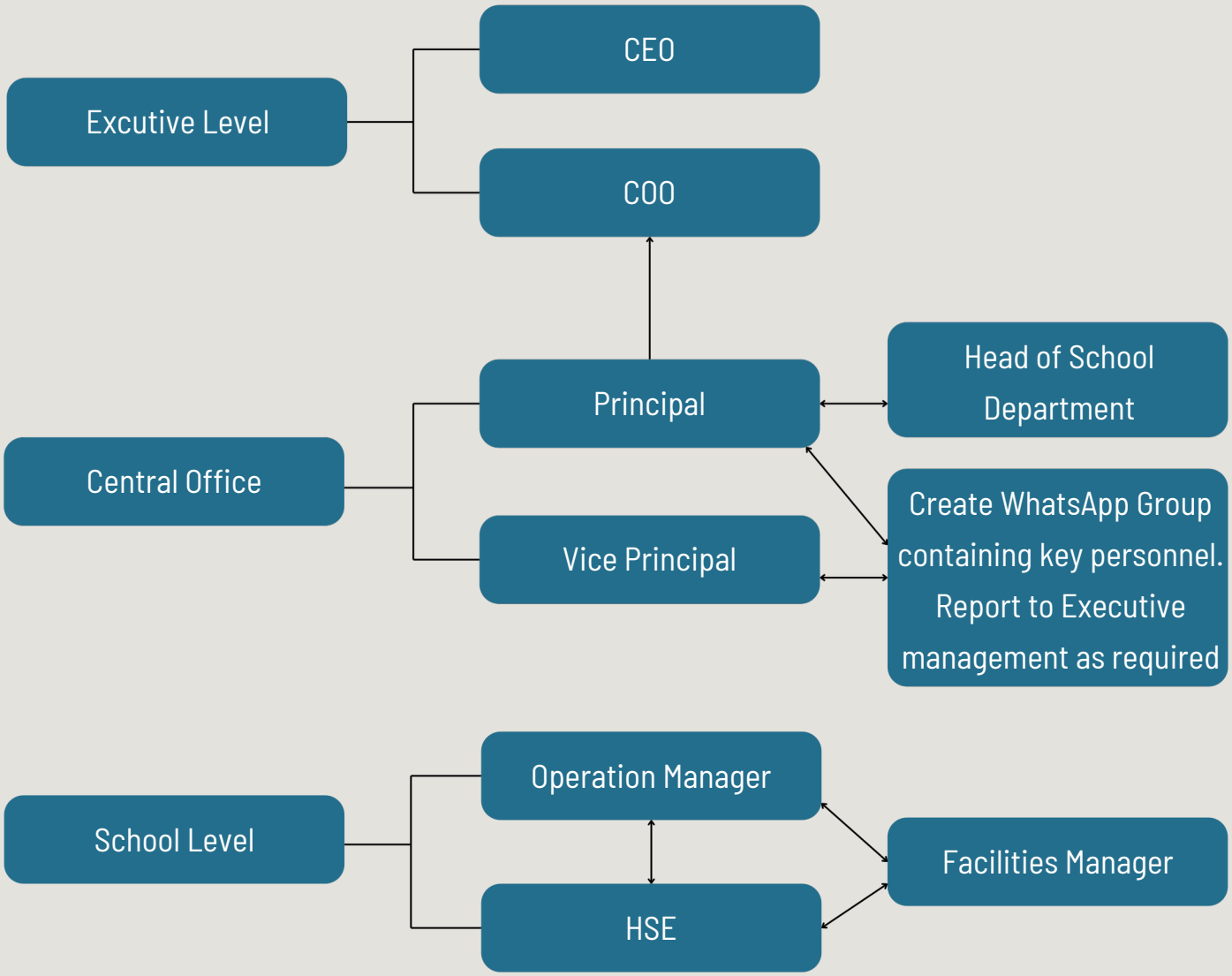
A total of 5 Gates, but only 3 Gates are usually operated (i.e., Gate 1, Gate 2, and Gate 5)

Gate Location/Name	Opening Times	Remarks
Gate 2	24/7	Everyone
Gate 1	7:30 - 7:50 12:50 - 13:10 13:50 - 14:10 14:50 - 15:20 15:50 - 16:15 11:45 - 12:20	Weekdays Monday - Thursday Friday
Gate 5	6:30 - 7:45 15:00 - 17:00 12:00 - 12:45	Weekdays Monday - Thursday Friday
Gate 3	7:00 - 8:00 12:55 - 13:45 14:20 - 14:45	Weekdays

APPENDIX 5. INCIDENT ESCALATION MATRIX

In emergency and crisis situations it is important to understand the flow of communication that is required and the scenarios when an incident should be escalated. The correct escalation of an incident will ensure that appropriate support can be organised without delay.

Please only make comms in accordance with the reporting matrix and await WhatsApp updates



		Incident Descriptor	H+S Descriptor	Others
Excutive Level		Serious accident or significant incident/ matter with public interest implications.	Single or multiple fatalities or major injuries requiring hospital treatment / permanent injury.	Any major security incident or event relating to fraud, corruption, or bribery. Police investigation into a member of staff.
Central Office Level		Serious accident or significant incident / matter not affecting general public.	Any injury requiring external medical treatment. Non-permanent injury.	local authorities. Any security breach or event that is serious in nature and involves
School Level		Minor accident or incident.	Minor injury that does not require external medical treatment.	Any security breach or event that can impact students and staff if not managed well. May or may not involve local authorities.
School Level		Near miss incident.	Unplanned event that had the potential to cause injury but did not.	