

**APPENDIX 7.9  
DELIVERY AND SERVICING MANAGEMENT PLAN FOR RICHMOND  
UPON THAMES SCHOOL AND CLARENDON SCHOOL**

## **Richmond upon Thames School (RTS) and Clarendon School**

### **Servicing and delivery plan**

#### **Principles**

It is the intention of the schools to safeguard the free flow of traffic in the locality, highway and pedestrian safety.

#### **Purposes**

- To ensure that children, staff and parents are safe when service vehicles access the school site
- To reduce congestion and ensure the free flow of traffic around the school site.
- To ensure that pedestrians are kept safe and able to use the paths around the school site.

#### **Guidelines**

All service providers to the school who use vehicles must be made aware of and be compliant with the schools' servicing and delivery plan.

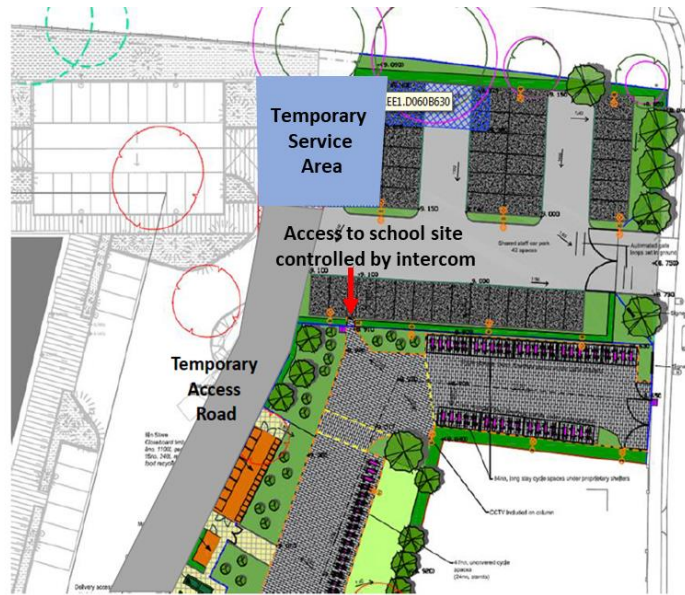
Wherever possible the schools will make use of suppliers who can demonstrate best practice methods, ensure the safety of pupils and staff on site and limit the impact on local residents. The majority of deliveries will be made by educational services suppliers who will understand both schools' requirements in this respect.

All service and delivery vehicles must park in the temporary service area or in the shared service area within the college development zone, once available.

#### **Deliveries**

Vehicles delivering to both schools will be advised to access both schools from the A316 via Langhorn Drive where they will be directed to the designated delivery area as per the Site Wide Parking and Servicing Framework document.

In Phase 1 and prior to the College Development Zone being completed, a temporary service area will be designated in the North Car Park (plan 1 below). Access to the schools from this service area is shown in plan 1 below by the red arrow. This gate is controlled by an intercom connected to the school reception.



**Plan 1 – Temporary service area in the North Car Park**

Once the College have completed their development, the shared service area will become operational as shown below in plan 2. Access to the schools from this service area is shown in plan 1 below by the red arrow. This gate is controlled by an intercom connected to the school reception.



**Plan 2 – Final service area in the North Car Park**

Suppliers will be requested to schedule deliveries after 9.15am and avoid deliveries between 2.45 and 3.45pm to avoid access during school drop off and pick up times to ensure site safety and to limit vehicle movement at peak times around the school.

## Servicing

Servicing visits will be arranged through the schools' site manager who will ensure the availability of parking for service vehicles in the temporary service area, college service area or in the car park as appropriate depending on the size of the vehicle.

## Emergency Access

All emergency access will be from Egerton Road as set out in plan 3 below.



**Plan 3: Fire tender tracking**

## Waste and recycling collection

Collections will take place weekly on a Thursday. Refuse vehicles will access the shared bin store from the A316 via Langhorn Drive as per the Site Wide Parking and Servicing Framework document. Refuse collections are arranged through the London Borough of Richmond Upon Thames and the schools expect them to demonstrate best practice and schedule collections to ensure site safety and consideration to local residents.

In phase 1, prior to the completion of the College Development Zone, a temporary service area will be created within the north car park as shown in plan 1 above. Once the College Development Zone is complete, the shared service area will become available and the bin store will be accessed as per plan 2 above.

## Harlequins and RFU match day servicing and deliveries

The facilities manager for the schools will monitor the match and event timetables for both venues and ensure that service providers and suppliers are notified of expected congestion for weekday events during working hours.

### **Number of servicing and delivery visits per day**

It is expected that there will be up to 7 times during the day when service providers and deliveries may access the school site. These include but are not limited to:

- Royal Mail (daily)
- Cleaners (daily)
- Catering supplies (daily)
- Waste and recycling collection (Weekly)
- Delivery of learning resources and cleaning materials (estimated fortnightly)
- Service maintenance providers (monthly)

### **Safety**

To ensure pupil and staff safety, use of the service area will be restricted during coach drop off and collection times as set out in the schools' Minibus and coach management plan.

### **Compliance**

The facilities manager will ensure that service providers access the site via Langhorn Drive and park in either the service area or car park as appropriate. They will also be responsible for ensuring that deliveries do not occur at drop off and pick up times.