

Guideline for vehicle access to the Main Building LG Roadway.
(Reviewed December 2017)

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Following unacceptably high risks to pedestrians the LG roadway has now been closed to all normal vehicular traffic.

To facilitate this action appropriate signs have been fitted at the Potters Street entrance, a demountable bollard embedded in the roadway. The LG roadway roller shutter doors at E & G Corners will be in the closed position during normal hours.

With the roadway closed to normal vehicular traffic, abnormal vehicular activity should be avoided between the hours of 0900 to 1600 hours Monday to Friday. If vehicular activity is unavoidable between, before or after these hours, the supervising officer (or his nominated Competent Representative responsible for the activity) will collect the access keys from the Security Office. The keys allow the bollard to be removed and the roller shutter door to be opened. The supervising officer - or his Competent Representative - (having replaced the bollard behind the vehicle) will escort the vehicle through the roadway to its point of delivery, unload and exit via the roller shutter door. **At all times that the vehicle is transiting the Lower Ground, it must have its "Hazard Warning Lights & Headlights" ON.** The roller shutter door will be closed (by the escort) as soon as the vehicle has left and the keys returned directly to the Security office.

The following protocol applies:-

- All **normal** deliveries will be decanted from Potters Street and transported through the open building roller shutter door and delivered manually.
- There are two options for **abnormal** deliveries.
 1. The first is by decanting from Potters Street and transported through the open roller shutter doors and delivered (where applicable) by the Estates fork lift truck (the bollard has been installed to allow sufficient space) or by the service providers fork lift/pallet truck. **Note, fork lift trucks will always travel at walking pace or less, have flashing beacons operable, and where appropriate, sound audible warnings.**
 2. The second is via the Aston Road entrance (past the Students Guild building) entering and exiting through the East Gates for access directly into the top of the LG exit roadway. As entrance through these gates require Swipe Card or Voice Link to Security this route must be agreed through Security prior to the vehicle arriving and supervised by the responsible person organising the delivery. Typically this will be for catering supplies delivered prior to 0900 hours.
 3. Any deliveries via the above route will need to obtain the key to the Manual Road Barrier at the end of Aston Road via the Manager responsible for the deliveries / vehicle access.

To aid these deliveries the East Gate inner roller shutter door will be opened from 0600 hours Monday to Friday. The East gates will be closed and locked as soon as the vehicle has left the gated area.

NOTE; Daily Regular deliveries and Rubbish Waggon arrivals need only to be communicated to Security once who will give access as required.

- 'Emergency' vehicles will be escorted by members of the Security team as and when required.
- Two other 'access key sets' will be securely held, one in the Estates Maintenance & Facilities office and the other in the Estates stores. All protocols apply.
- There are Two Height Restrictions for the Lower Ground Roadway:-
At C Corner the Height Restrictions is **2.7 Meters**. All other areas of the Lower Ground Roadway are **3.0 Meters**. **Signs & Steel Restriction Beams have been fitted at the areas to enforce this.**

This Policy is to be reviewed every 12 months or when regulations and circumstances change.

C. Tuck. ECD Health & Safety Advisor.