

# POLICY ON THE CONTROL OF VEHICLES ACCESSING PEDESTRIAN AREAS AND PARKING AREAS

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## Introduction

This document provides instructions and guidance for vehicular access to any pedestrian area of the site and the parking control of any vehicle on the site car parks.

As far as reasonably practicable this will create safe areas for Pedestrians, Drivers and those who need to work in these public areas by:

- Minimising the risk of pedestrians being struck by vehicles.
- Allow for a safe means of access to and egress from the campus site to be maintained at all times.
- Strict controlling of all vehicles whilst on the campus.
- Requiring a university manager to be responsible for any vehicle transiting or accessing pedestrian areas.

## Vehicular access to pedestrian areas:

Where it is observed that Signs and Road markings fail to ensure the required control then all pedestrian areas are to be protected with lockable; removable / controllable access in the form of Barrier control, Removable Bollards or lockable gates.

Whenever vehicular access to the pedestrian area is necessary, permission to access any pedestrian area is to be obtained through the Estates & Capital Developments Dept (ECD) or Security as appropriate. This may result in an agreement being made where regular access is required and cannot be avoided, for example to empty skips.

The University manager who is arranging the vehicle access is to organise for the access to be unlocked (as applicable) for the vehicle to pass through, (these are to be replaced and locked immediately). While it is transiting the pedestrian area the vehicle is to have its **Hazard Warning Lights / Revolving Lights activated and it's Headlights ON. The maximum allowable speed is 5MPH.**

All areas that have unavoidable vehicular access are to be provided with clear warning signage to inform pedestrians of the danger and signage to inform drivers of the need for the caution of pedestrians.

Where possible any pedestrian area that requires vehicular traffic through it is to have a defined route painted on the surface with clear information on the crosshatching.

### Reversing/Manoeuvring Vehicles:

Any vehicle that manoeuvres in a Pedestrianised area is to have its **Hazard Warning Lights / Revolving Lights activated and it's Headlights "ON"** when reversing, if not fitted with a reversing warning Audible/Visual indicator, a **"Competent Safety Person"** is to be used to control the vehicle and warn pedestrians.

For very large vehicles or articulated vehicles, A Site Specific Risk Assessment and Method Statement is to be provided by the vehicle operator to the University Responsible Manager prior to attending site.- This is to consider;

- That the use of more than one "Competent Safety Person" is to be utilised
- The area is to be cleared of all pedestrians and barriered off.
- The time of the operation is restricted to times of low pedestrian use.
- The planned route is the shortest possible.

### Motor Cycles:

Motor Cycles are not to use Pedestrian Areas as a short cut. They must use / approach designated Motor Cycle Parking area directly from roadway or Car park areas only.

**Peddle Cycles** may **"Share-with-Care"** pedestrian pathways and the Boulevard. Considerate use by cyclists is to be encouraged at all times.

### Vehicle Parking:

All Managers are to inform Security of any vehicle that require access to park on the University car parks. - Generally Car Park 5, - this car park is "Pay & Display" or use the Mobile Phone App to pay. Vehicles that are permitted to park on site on areas other than agreed car parks are to display the name of the contractor, the manager and Department who has given permission to park.

Car Park 5 is to be used by contractors on site and may be used by visitors as directed by the University Security or responsible manager.

**Any vehicle not displaying and valid pay & Display Ticket or used the Mobile Phone App to pay will be issued with a Parking Charge Notice by Security in conjunction with the University Enforcing Contractor.**

### Access Codes:

Any codes for the vehicle access to site areas and parking is changed regularly by Security. These codes are only to be provided to trusted authorised persons for the specific purpose of accessing areas for delivery of tools, stores and equipment. The code is not to be repeated to any other person. Once completed the vehicle is to return to an authorised parking space unless otherwise agreed by an ECD manager in conjunction with security.

### **University Vehicle Parking:**

All official University Vehicles and Students Union Vehicles are to be allotted appropriate parking spaces that have been agreed after taking into account;

- Location.
- The work routes required for the vehicle.
- The security of the vehicle – (When not in use, no tools or equipment's are to be left in the vehicles at any time).

### **Placing of Contractor Skips, Compounds & other items:**

Whenever a skip is required to be placed on site, the ECD **“Guidance on the placement & use of waste skips by Contractors”** is to be followed;

- All skips are required to be Fenced unless otherwise agreed by ECD
- Skips should be lockable where possible
- Appropriate signage and barriers are to be placed round the skip.
- Before agreeing skip placement Managers are to consider the position in relation to collection for emptying and return and to avoid undue need to transit any pedestrian area.
- Wherever possible the use of parking spaces is to be the first choice after agreeing with Security.
- If a contractor compound is required, managers are to plan the position to reduce any access through pedestrian areas.
- Use of contractor compounds for vehicle parking is not to be permitted unless otherwise agreed by ECD.
- The Placing of containers, work equipment and other items is to be carefully planned to avoid pedestrian routes. Wherever possible the use of parking spaces is to be the first choice after agreeing with Security. The full policy can be found by following the link; - <http://www.aston.ac.uk/about/estates/policies/>

### **Main Building Lower Ground Roadway controls:**

The **“Main Building Lower Ground Roadway Protocol”** is to be followed whenever vehicle access to this area is required. No vehicle is to access the Lower Ground Roadway System unless permission from an ECD Manager or Security has been obtained or a prior arrangement has been agreed with ECD or Security. The Keys for the Removable Bollards and the Roller Shutter Doors may to be obtained from Security. Security will require an Email to authorise the release of the keys.

When the E Corner Roller Shutter Door is open the responsible manager is to arrange for a staff member to ensure that no unauthorised persons enter the lower ground from outside. At all times the vehicle is to be accompanied by a **“Competent Safety Person”** who acts as a safety person to accompany the vehicle by walking in front to warn other space users while it is transiting the pedestrian area. The vehicle is to have



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its **Hazard Warning Lights / revolving lights activated and its headlights ON. The maximum allowable speed is 5MPH.** When accessing the Lower Ground from the East Yard, The Gates are only to be open for the vehicle to pass through. No unauthorised persons are to be allowed to enter through these gates.

The full policy can be found by following the link:

<http://www.aston.ac.uk/about/estates/policies/>

### **Works conducted in Pedestrian Areas or Car Parks:**

All works or Events that are to be conducted in any pedestrian area, public area or in any Car Park is to be:

- Agreed through the ECD management.
- Agreed with the Security management.
- Where the operation is part of an organised event, the above departments are included in the process.
- Be planned and controlled through a Risk Assessment and Method Statement.
- Have a secure demarcation and signage to prevent accidental access by unauthorised persons.
- Use of the Events Request Form is required for all events in public areas. See the Events Procedure, follow the link:

<http://www.aston.ac.uk/about/estates/policies/>

### **Restriction on Bicycles being brought into Campus Buildings:**

The University has made the decision that all members of staff, students or external visitors will be prohibited from bringing bicycles into any building on campus from 1 July 2016. This includes any upright or recumbent bicycles and tricycles, however folding bicycles will be allowed (please ensure they are folded before entering the building).

**This Policy is to be reviewed every 12 months, if there is a change in H&S Legislation or whenever any onsite conditions alter.**