



Transport (safe movement of vehicles) on campus

Standard

<i>Doc control no: PRSG11.1</i> WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM							
Author:	HSS	Approved by:	GT	Version number:	1	Issue Date:	March 2012

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Introduction:

The University campus is both private land and a publicly used space and this brings a range of risks. In particular much of it is made up of shared space which can be used by both pedestrians, non-motorised and motorised vehicles. The University is committed to providing a campus route system which gives priority to users in the following order:

- Wheelchair users and pedestrians
- Non-motorised vehicles (bicycles, tricycles, etc)
- Motorised vehicles (cars, vans, motorcycles)

What does transport on campus mean?

For the purposes of this protocol it means the movement of vehicles (motorised and non-motorised) on land owned by the University (including the main site and all satellite land). It splits campus users into three groups: 1) pedestrians and wheelchair users; 2) non-motorised vehicles (e.g. cycle, trolley); 3) motorised vehicles (e.g. car, motorbike, contractor vehicle, delivery van). Whilst on campus, wheelchair users and pedestrians have right of way at all times over non-motorised (e.g. cyclists) and motorised vehicles; motorised vehicles must give way in turn to non-motorised vehicles.

Standard:

The University takes a management approach based on the adequate control of the risks and the need for pedestrians, wheelchair users and cyclists in particular, to be able to move about campus freely and safely. Therefore the University expects that:

- Risk assessments are undertaken and control measures put in place, when there is the potential for significant risk, either from the activity, environment or vehicles within the control of a school/ service.
- Drivers and cyclists are made aware of the site rules.
- The campus access routes are designed, maintained and signed to a reasonable standard.
- Defects to the campus access routes are reported to Estates Helpdesk.
- Designated delivery points outside buildings on campus are identified, clearly marked and the lead responsibility for each area is clearly defined.
- 'Goods inwards' points on campus are identified, clearly marked and the lead responsibility for each area is clearly defined.
- A map listing the location of all designated delivery points outside buildings and 'goods inwards' points is kept.
- Training is provided and recorded for all staff undertaking specialist roles in relation to transport.
- Any accident or incident on campus involving transport is recorded using Sentinel, the University's online accident reporting system.
- Vehicles owned or hired by (or on behalf of) the University are roadworthy and properly maintained, and this is recorded
- Documentation required for vehicles owned by the University is kept on file.

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- Vehicles hired by (or on behalf of) the University are hired from an approved supplier.
- Staff or students using vehicles owned or hired by the University have relevant licences, insurance and extra training where necessary and this is recorded.
- A system for checking adherence to the site rules is in place along with a mechanism to deal with any breaches of the site rules.

Legislation

- Health and Safety at Work etc Act 1974;
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health & Safety (Signs and Signals) Regulations 1996
- Equality Act 2010
- Road Traffic Act 1988
- (The Highway Code)

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