



Transport (safe movement of vehicles) on campus

Guidance for Heads of School and Service

Doc control no: PRSG11.2 WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM

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1. Introduction

This protocol aims to ensure the safety of all campus users and focuses on the movement of vehicles (motorised and non-motorised) on land owned by the University. 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). [The Highway Code](#) is adopted on campus, with one key change: - wheelchair users and pedestrians have absolute priority over all other road users, and non-motorised vehicles (e.g. cyclists) have priority over motorised vehicles.

2. Definitions

Campus is defined as all land within the barriers on the main site, and all satellite land owned by the University such as Halls of Residence and sports facilities (e.g. Bodington, Oxley Hall, Weetwood Sports Ground). It does not include premises owned by other landlords where we are tenants (e.g. St James NHS Trust Hospital or Leodis Halls). See the map held by Estates for more details.

Extraordinary delivery – the arrival on campus of a major or unusual piece of equipment, apparatus etc. This may be a particularly bulky, heavy, hazardous or large (e.g. NMR machine or large rocks for decorating campus) item and will require liaison between the school/ service, Security Service and Health and Safety Services to ensure its smooth and safe delivery.

Campus access routes – all roads, cycle routes and common paths outside buildings.

Designated delivery point outside a building – places outside buildings on campus, where a vehicle can legitimately park to load or unload. These could include a parking space, loading bay, delivery parking space or other authorised area. Estates have responsibility for maintaining these.

'Goods inward' area – clearly defined external-to-internal area where vehicles arrive to load or unload goods. Vehicles may need to reverse into a specially designed bay; use lifting equipment and require a specific support role (e.g. banksman). Responsibility for maintaining these areas is shared: outside the building, it lies with Estates; inside the building, it lies with the faculty / service group whose remit they are within.

Banksman (Reversing Assistant) is the skilled person who directs the operation of a large vehicle from the point near where loads are deposited and collected. These are only needed where identified by the risk assessment – usually in high risk areas or for high risk activities.

Traffic marshal is the person who directs the traffic to ensure smooth movement around campus, usually during a large event (e.g. Staff Festival or Open Day).

3. Roles and actions

The health and safety responsibilities of staff, students or visiting personnel are set out in the [University Health and Safety Policy](#). For 'management of transport (safe movement of vehicles) on campus', the key role holders listed below are included along with suggested actions.

Heads of School/ Service

- Use local channels and inductions to ensure all staff know they need to follow the site rules, remind them to report defects in the campus access routes to Estates Helpdesk and to report accidents or incidents using Sentinel, the University's online system.
- Ensure staff share the site rules with visitors and contractors as appropriate.
- Identify, mark and define responsibility for all 'goods inwards' areas within your remit.

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- Check that systems are in place to assure you that all vehicles owned or hired by (or on behalf of) your school/ service are roadworthy and maintained – and that this is recorded.
- Check that staff/ students using these have the relevant licences, insurance and training, and record this.
- Ensure risk assessments are in place to cover any significant risks arising from activities, environment or vehicles within your control.
- Take appropriate action if you are notified that one of your staff or students has breached the site rules.

Staff and students

- Be aware of the site rules and how they apply, (in case they are ever on campus in a vehicle or cycle).
- Contact Estates Helpdesk on x35555 to report any defects spotted in the campus access routes.
- Have the relevant licences, insurance and training, and carry out appropriate checks before using a University owned or hired vehicle.

Procurement team

- Include a link to the 'Site rules for contractors and delivery vehicles on campus' with all external purchase information.
- Maintain a list of 'approved suppliers' of vehicles for hire by University staff.

Facilities Directorate teams:

Estates

- Design, maintain and sign the campus access routes and designated delivery points outside buildings, in accordance with their operational procedures.
- Identify, mark and define responsibility for all designated delivery points outside a building.
- Collate a map of all designated delivery points outside a building and 'goods inward' points.

Security Service

- Put mechanisms in place to deal with breaches of the site rules on campus

4. Risk assessment

You, as Head of School/ Service, (with support from your Health and Safety Manager), need to identify if any **significant** risks relating to safe movement of vehicles on campus within your control. These may arise from activities, environment or vehicles within your control and could include:

- Activity – these would usually be included in an activity risk assessment, for example:
 - Bringing an extraordinary piece of equipment or apparatus onto campus (e.g. an NMR, a particularly heavy/ bulky lab equipment or photocopier). Consult with your Health and Safety Manager who in turn will liaise with the Facilities Directorate.
 - Plans to obstruct roads - e.g. when holding an Open Day. Contact both Estates Helpdesk and the University Fire Safety Managers for advice as access for fire engines must not be restricted.
 - Open Days and major events - if you plan to bring lots of visitors onto campus, consider transport risks as part of the risk assessment process. See the [Events protocol risk assessment guidance](#) for more information and discuss it with your Health and Safety Manager.
- Environment - some locations may incorporate significant risks and therefore need a specific risk assessment - for example a 'Goods Inward' area where the schools/ services who share it would work together to identify the lead school/ service. Another example would be a major building site – in this instance Estates would be the service to lead on this. Speak to your Health and Safety Manager to decide if they need a specific risk assessment.

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- Vehicle – if the significant risk could be caused by vehicles under your control, a specific risk assessment should be produced. For example, if your school/ service owns cars, vans or other vehicles. Another instance of this would be if you are bringing heavy goods vehicles (e.g. to deliver very large boulders onto site – the lead school would do the risk assessment) or if you are bringing mobile cranes on site for a capital build project – Estates would do the risk assessment.

5. Site rules

The site rules set out the University's expectations for all people operating vehicles on University sites. It would be good practice to make all staff and students in your remit aware of them, in case they are ever driving or cycling on campus. There are currently three slightly different versions of the site rules which should be shared with campus users using your local channels (e.g. newsletters, intranet etc) and local inductions:

- **Drivers – (Motorised vehicles: staff, students and visitors)**
 - These should be shared with all your staff and students. Remind everyone to take extra care if driving on campus, as students wearing headphones and people with a sight or hearing disability may not be aware of traffic around them.
 - Ask staff to include the site rules when sending travel and parking information to visitors, ask visitors in motorised vehicles to enter campus through the main barriers by Parkinson Steps.
 - Campus is a public area so signs setting out the key sections of these rules should be put up by the main University entrances to help ensure that people are aware of them. Parking permits should also be given out with the site rules attached.
 - Further information on the Highway Code can be found on this Government website.
- **Contractor and delivery vehicles (including vans and other delivery vehicles owned by your school or service)**
 - Ask staff who are sending out purchase orders and other procurement information to delivery companies and contractors should attach these site rules to their purchase details.
 - Major capital build contractors will have a specific traffic risk assessment and plan produced.
 - Drivers of any delivery vehicles owned by your school/ service should also be aware of these.
- **Cyclists**
 - These should be shared with all your staff and students. Remind everyone to take extra care if cycling on campus, as pedestrians, people with a sight and hearing disability or drivers of motorised vehicles alike may not be aware of the traffic around them. .

6. Campus access routes

- Facilities Directorate (Estates) design, maintain and sign the campus access routes and designated delivery points outside buildings, in accordance with their operational procedures.
- We can all support Estates to maintain them by reporting any faults (from potholes to broken lighting) to the Estates Helpdesk on x35555 or by email on eshelp@leeds.ac.uk as soon as they are noticed.

7. Designated delivery points

- This protocol does not cover designated delivery drop off points inside buildings; these are covered by normal risk management processes (e.g. risk assessments and inspections) just like any other area.
- Facilities Directorate's (Estates') map notes the location of each designated delivery point outside, and 'Goods inward' points.

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- Facilities Directorate (Estates) maintain designated delivery points outside buildings on campus, where vehicles can legitimately park to load or unload. These include parking spaces, loading bays, delivery parking spaces with 'hash' road markings or other authorised areas.
- Some delivery drop off points close to campus may be on public roads and are the responsibility of Leeds City Council. If in doubt speak to Estates Helpdesk who can liaise with the Council.
- A 'Goods inward' point is a clearly defined external-to-internal area where vehicles arrive to load or unload goods. It may have a reversing bay (or platform), lifting equipment and/ or delivery support role (e.g. banksman). There are very few 'Goods inward' points on campus and they are more complicated than other designated delivery points. If you have one, you should agree with your Health and Safety Manager whether you need an area risk assessment. Responsibility is usually shared between Facilities Directorate (Estates) who are responsible for outside and up to the building door, and the main user faculty/ service group (who are responsible for inside the building).

8. Training for specialist roles

- Your risk assessment) will identify where special roles may be needed (e.g. banksman to help delivery lorries reverse in 'Goods Inward points or traffic marshals to keep traffic moving at an Open Day).
- Where these are required, contact the Health and Safety Training Manager who will have a list of approved training courses.
- See the training *matrix*.

9. Reporting accidents, near misses or incidents

- Remind staff to report any accident, near miss or incident on campus using Sentinel, the online accident reporting system and your usual local procedures. This includes those reported to them by visitors or contractors. It is particularly important to report 'near misses' as a pattern of these occurring can be seen and changes can then be put into place to resolve recurring issues.
- Health and Safety Services will then make a decision as to whether to investigate incidents that involve transport on campus and staff or contractors. Facilities Directorate will decide whether to investigate if their own staff or appointed contractors are involved.

10. Monitoring

- Security Service will put a system for checking adherence to the site rules into place on campus. In addition they will also develop a mechanism for dealing with breaches to the site rules.
- You may need to deal with staff or students directly, if Security notify you that they have breached the site rules. All staff and students must comply with health and safety requirements.

11. University owned or hired vehicles

- There are many types of University owned or hired vehicles which staff may drive on campus e.g. minibuses, vans, forklift trucks, etc. You as Head of School need to ensure that systems are in place to check that the vehicles owned or hired by your school/ service are roadworthy and properly maintained.
- The attached safety checklist recommends checks that staff or students should undertake.
- Any vehicle hired by the University which will be used on campus must come from an [approved supplier](#)
- You must ensure that staff/ students have the appropriate licences, insurance and where appropriate specific training. Speak to your Health and Safety Manager if you need particular advice.

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12. Record keeping

- You should ensure that there is a system in place for local filing of all maintenance records (e.g. service records, MOTs etc) and other required documents (e.g. logbook) whilst your school or service owns the vehicle.

13. Help, guidance and support

- If you have any questions, speak to your Health and Safety Manager who will advise and support you.

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