

UNIVERSITY COLLEGE LONDON
TRAFFIC MANAGEMENT PLAN
BLOOMSBURY CAMPUS

Revision	Date	Nature of Revision	Prepared by	Approved by
1	26-05-11	First Issue – for Approval	Emma Shirbon	Not Approved
2 DRAFT	09-07-14	Reviewed to update and include construction logistics risk.	Emma Shirbon	

This UCL Traffic Management Plan has the authority of the President and Provost who is responsible for ensuring its implementation.

UCL TRAFFIC MANAGEMENT PLAN

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1.0 INTRODUCTION

UCL Bloomsbury campus has a high volume of pedestrian movements and vehicles movements every day. Pedestrian safety must be the primary concern and therefore on-site roadways must be **pedestrian areas** to which vehicles are allowed controlled access.

The activities involving vehicles at UCL Bloomsbury Campus are;

Business as Usual

- Deliveries of materials and equipment for departments, events.
- UCL Service Vehicles – Portering, Waste Collection, Postal Services.
- Deliveries of perishable goods for catering facilities.
- Taxi and personal vehicle movement.

Construction

- Deliveries of materials and equipment for maintenance / construction projects

Emergency Arrangements

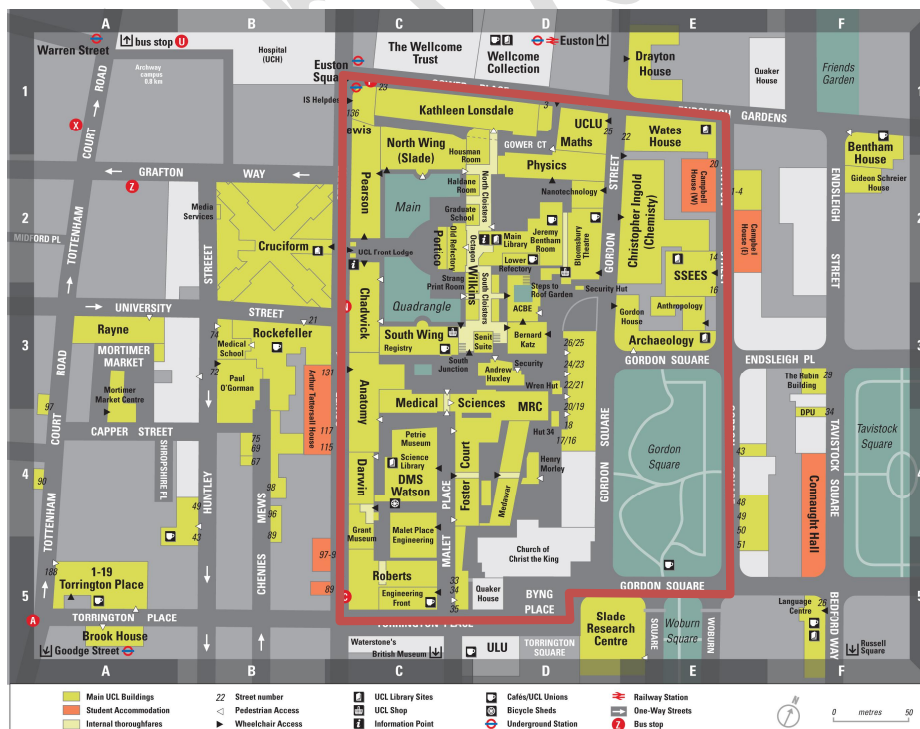
- Emergency vehicles

1.1 PURPOSE

The purpose of this Traffic Management Plan is to outline the control measures in place to ensure vehicle movements and logistics around the Bloomsbury Campus do not adversely affect the health and safety of students, staff or others.

1.2 SCOPE

The scope of this document covers the UCL Bloomsbury Campus and for the purpose of this traffic management plan the area is indicated within the red line below;



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There are four main entrances to the Bloomsbury Campus that are currently used by vehicles & pedestrians;

1. Front Quad Entrance – Gower Street
2. Malet Place Entrance – Torrington Place (with an additional ramp to Roberts building)
3. Gordon Street Entrance – Gordon Street
4. Gower Court / Physics Yard Entrance – Gower Place

2.0 ABBREVIATIONS

HSC Health & Safety Committee

UCL University College London

FORS Fleet Operator Recognition Scheme.

3.0 REFERENCES

Faber Maunsell Transport and Logistics Report 6 June 2008

HSE Workplace Transport Safety INDG199 (Rev1), revised 11/05

Arups Traffic and Pedestrian Surveys 2014

4.0 ROLES & RESPONSIBILITIES

The principal responsibilities for the management of health and safety are stated in the UCL Safety Policy. Specific responsibilities relating to traffic management are stated below;

4.1 UCL Estates

UCL Estates as the controlling department for access & construction activities will take appropriate action to ensure health and safety of staff, students and others who may be affected by the risks associated with vehicle movements and logistics around the Bloomsbury Campus.

4.1 UCL Security Manager

The UCL Security Manager has overall responsibility for the implementation of this plan within the Bloomsbury Campus.

Should any supplier not comply with this plan, the supplier contracts manager will be contacted and advised of the requirement to comply when on UCL premises.

4.2 UCL Security Officers

The UCL Security Officers are responsible for;

- ensuring vehicles entering the site understand the site rules details in 5.2
- reporting any vehicle that fails to comply with the UCL site rules to their supervisor who will escalate to the UCL Security Manager.
- ensuring that all vehicles leave the site by the end of the day unless authorised to stay overnight.

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4.3 UCL Logistics Manager (Construction & Maintenance)

The UCL Estates Logistics Manager is responsible for;

- review of this plan periodically and monitoring the traffic management improvements.

4.4 All Departments, Employees & Contractors

All departments, employees and contractors will;

- Advise suppliers / contractors of the delivery rules for UCL.
- Comply with the rules when cycling or driving on campus.

5.0 TRAFFIC MANAGEMENT RULES

5.1 GENERAL RULES

- No Cycling is allowed on Campus
- No vehicle access or movement will be permitted 10 minutes before each hour and finishing at 10 minutes past the hour.
- No Parking on campus.
- Loading / Unloading only – maximum stay 30 minutes.
- No double parking when delivering.
- Drivers must remain with an unloading vehicle where the road way has been reduced to less than 3.2 metre, so that they move if emergency access is required.
- Vehicles must not park or unload anywhere in a manner that reduces the walkway for pedestrians – minimum width 1m required
- All loads must be secured prior to moving.

5.2 DRIVERS SAFETY BRIEFING

All drivers when arriving at UCL will be given the following briefing;

- Site speed limit = walking pace only
- Hazard warning lights must be switched on when driving on site
- Avoid the need to reverse where possible & use assistance if reversing
- Engines must be switched off when stationary

5.3 LOCATION SPECIFIC RULES & RESTRICTIONS

5.3.1 Front Quad – Gower Street

- Pedestrianised Front Quad - 09:00hrs – 21:00hrs
 - Except for emergency vehicles
 - Except for UCL service vehicles
 - Except by special arrangement for events, disabled or VIP parking
 - Taxis only admitted where there is a person with a disability
 - All general deliveries to be redirected to Gordon Street Entrance or Gower Court.

5.3.2 Malet Place – Torrington Place

- No more than 4* vehicles at any one time.
- Pedestrianised from 11:00 til 14:00
- Height Restrictions in Foster Court tbc
- No vehicle to pass through anatomy arch to south junction.

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5.3.3 Roberts Ramp – Torrington Place

- Available for deliveries
- Height Restrictions – tbc

5.3.4 Gordon Street Entrance

- No more than 6* vehicles at any one time.
- Use the turning area outside MRC as a turning circle and delivery area.
- No deliveries through to South Junction Quad during 08:45hrs – 17:15 hrs

5.3.5 Gower Court – Gower Place

- No more than 3* vehicles at any one time. (Reduced due to Physics Yard closure for construction)
- Height Restrictions – tbc

***Note: Lorries count as 2 vehicles & articulated lorries count as 3 vehicles**

5.4 UCL VEHICLES

- All drivers must be in possession of a valid driving licence.
- All drivers of UCL vehicles must be regularly reminded not to drive under the influence of alcohol or drugs, or when they have had insufficient sleep and are suffering from tiredness, or any health ailments that will affect safe driving.
- All UCL Drivers must attend regular drivers screening with UCL Occupational Health.
- Check that vehicles are in good safe order before setting off.

5.5 OPERATION OF RISING BOLLARDS (Front Quad & Malet Place)

The operating procedure for the bollards:

- Pedestrians must have priority over vehicles.
- Security / Room Bookings staff must engage with pedestrians to make them aware when bollards are being raised.
- If view is restricted because of pedestrian numbers then bollards should remain lowered.
- The operator must operate the bollards from outside the lodge/office, standing beside the switch.
- Do not allow yourself to be interrupted

A record must be kept of those who have been instructed to use the bollards

5.6 OPERATION OF VEHICLE BARRIER (GORDON STREET)

Controlled by security operatives, access is allowed once check sheet is complete. Security operative will ensure no pedestrians are on the road way when the barrier is being raised or lowered.

6.0 LOGISTICS

Deliveries at UCL are divided into two categories business as usual (BAU) & construction.

UCL has appointed a logistics partner Wilson James to manage construction logistics. The arrangements for this are covered under the Logistics Procedures.

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- All construction deliveries must be pre-booked
- All construction deliveries will be received to the Logistics Zone.
- Skip / Container location application form to be approved by Security Manager prior to the works. <https://www.ucl.ac.uk/estates/security/skips/form/>
- Any unloading by HIAB or crane must be planned, supervised and marshalled by the receiving contractor at all times.

7.0 EMERGENCY ARRANGEMENTS

- If there is an emergency on campus vehicle movements in the affected areas must be stopped to allow safe pedestrian escape and allow fire brigade vehicles to access the site.
- Minimum 3.2m width restriction required for Fire Brigade Access

8.0 MONITORING & REVIEW

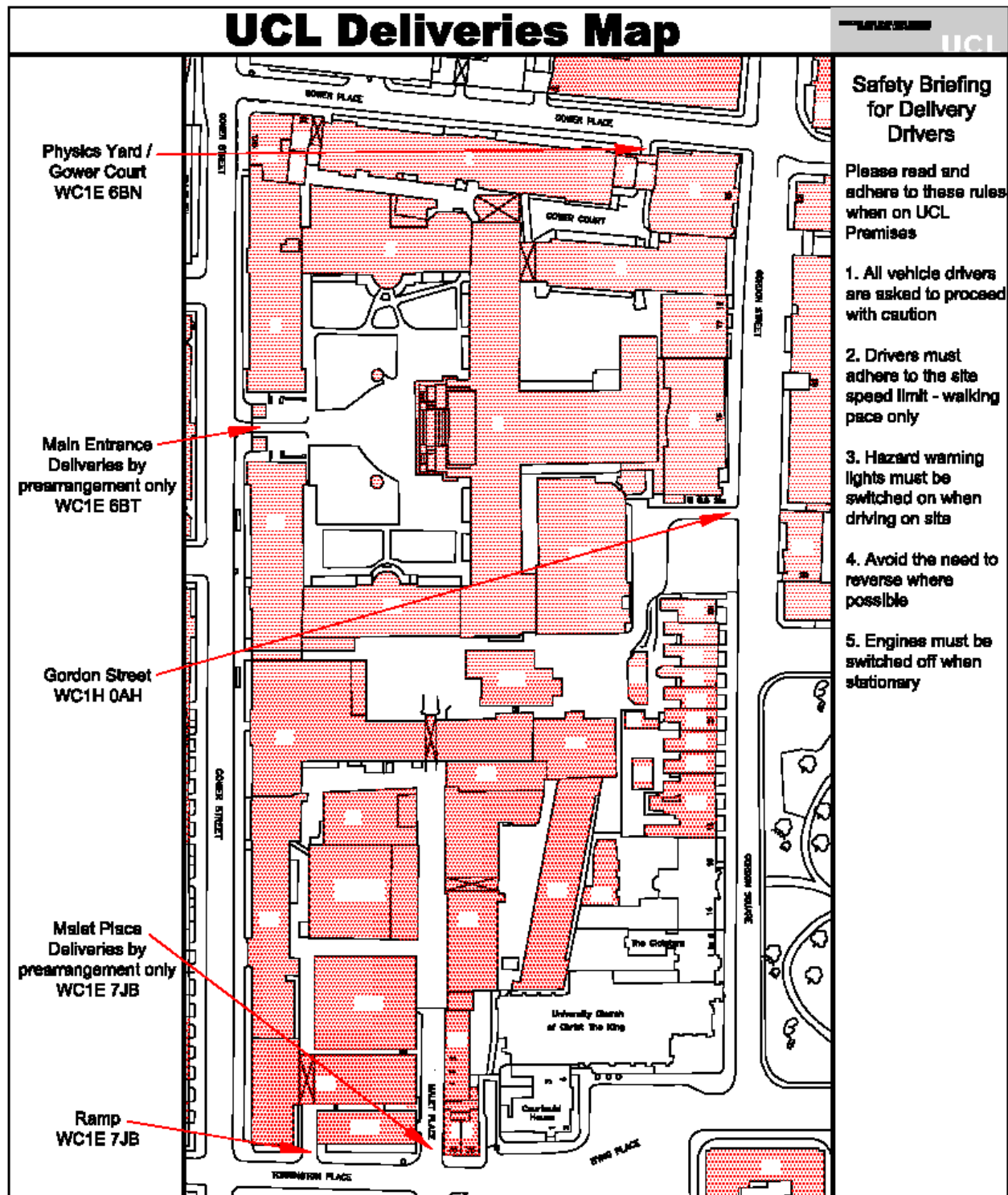
Ongoing monitoring of this plan will be carried out by Safety Services.

This plan and arrangements will be annually reviewed to ensure they remain up to date. Failure to comply with this plan may result in campus access restrictions.

Any near miss / incidents relating to traffic management will be investigated and the plan reviewed.

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Appendix 1 - Bloomsbury Campus – Deliveries Map



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Appendix 2 – Risk Assessment

The severity of harm	The probability of harm			
	Very unlikely (1)	Unlikely (2)	Likely (3)	Very likely (4)
Slight (1) e.g. Nuisance, irritation, temporary ill health	LOW (1)	LOW (2)	MEDIUM (3)	MEDIUM (4)
Moderate (2) e.g. Medical Attention with several days off work	LOW (2)	MEDIUM (4)	MEDIUM (6)	HIGH (8)
Major (3) e.g. Long term Injury or Illness	MEDIUM (3)	MEDIUM (6)	HIGH (9)	INTOLERABLE (12)
Extreme (4) e.g. Kill or Permanently Maim	MEDIUM (4)	HIGH (8)	INTOLERABLE (12)	INTOLERABLE (16)

Hazards	Who might be harmed	Severity 1-4	Likelihood 1-4	Risk	What are we currently doing	Further Action? <i>By whom</i>
Inadequate pedestrian / vehicle segregation causing pedestrians to walk into the road Vehicle / Person collision	Students, Staff, members of the public	4	3	12(I)	Restricting access times - see 5.0 Traffic Management Rules No Cycling on campus Creation of service areas - back of house areas– <i>Wilkins Terrace Project</i> .	Change the behaviours – Malet Place, South Junction & Front Quad must be viewed as a pedestrian areas to which vehicles are occasionally allowed access. <i>UCL Estates</i> Implementation of a demarcated walkway through Gower Court, to separate pedestrians from vehicles. <i>UCL Estates</i> Review narrowed walkway adjacent to Andrew Huxley / Wilkins consider increasing width <i>UCL Estates</i>
Increased Construction vehicles on site due to construction programme. Vehicle / Person collision / Bike	Students, Staff, Members of the public	4	3	12(I)	Construction logistics provider employed. All construction vehicles to be booked onto site via delivery management system. Logistics operating zone established to receive deliveries. All logistics vehicles to be fitted with FORS silver safety. All construction vehicles to be marshalled onto site via a traffic marshal at a safe time.	Work with business as usual deliveries to review feasibility of them using the system. <i>UCL Logistics Manager</i>
Vehicles speeding in a crowded area of students	Students, Staff, Members of the public	3	3	9 (H)	Restricting access times - see 5.0 Speed limit at walking pace - see 5.2 No Cycling on campus	Monitor effectiveness of access times and speed limits. <i>UCL Security</i> Reduction in the number of vehicles coming onto campus by establishing a

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						courier drop off point <i>UCL Estates</i>
Vehicles reversing in a crowded area of students	Students, Staff, Members of the public	3	3	9 (H)	Restricting access times see – 5.0 Avoid reversing - see 5.2 Physics Yard and MRC turning circle to be used for turning	UCL Security Guards to be trained as traffic marshalls to assist vehicles. <i>UCL Security</i>
Vehicles reversing onto a main road	Members of public, other road users	3	3	9 (H)	Vehicles must avoid reversing out of UCL campus. Wherever possible they should use the turning areas in Gordon Street and Physics Yard.	UCL Security Guards to be trained as traffic marshalls to assist vehicles. If a vehicle has come to the incorrect gate, security to allow them to come in and turn round to reduce reversing onto the road. <i>UCL Security</i> Consider requesting the installation of a no right turn sign on Gower Street to prevent vehicles turning into the front quad. <i>UCL Estates</i>
Vehicle / Building collision	Damage to structure	3	3	9 (H)	Height signage in place at all archway and tunnels and protective barriers on the corners of building.	Review buildings to see if additional protective barriers are required. <i>UCL Estates</i>
Bollards causing trip hazards (Malet Place & Front Quad)	Students, Staff, members of the public	2	4	8(H)	Room Booking and Security Trained to use the bollards and barriers Reduction in vehicles entering Malet Place & Front Quad equals a reduction in the bollard use.	
Vehicle Barrier hitting person on the head (Gordon Street)	Students, Staff, members of the public	2	3	6(M)	Room Booking and Security Trained to use the bollards and barriers Improvements in the pavements to Gordon Street will reduce the need for people to walk down the road way. UCL Security encourage people to use of the pavements rather than roadway.	
Insufficient illumination	Students, Staff, members of the public	3	2	6 (M)	All walkways and roadways have adequate illumination at night.	
Vehicle / vehicle collision	Students, Staff, members of the public	2	2	4(L)	Speed limit at walking pace - see 5.2 Speed bumps in Gordon Square Mirrors in Gordon Street and Physics Yard Limited number of vehicles	

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					allowed into the campus at one time. See 5.3 No Cycling on campus	
Unsecured loads	Students, Staff, members of the public	4	1	4 (M)	All loads must be secure before moving.	
UCL vehicles being driven by unqualified persons	Students, Staff, members of the public	3	1	3 (L)	See 6.6 Driver screening HR Guidelines on UCL Drivers http://www.ucl.ac.uk/hr/docs/college_drivers.php	