Compass Travel

Operational Management Plan



Compass Travel
Parking Depot
Northbrook Metropolitan College
Littlehampton Rd, Goring-by-Sea, Worthing BN12 6NU

Property Assessed:
Parking Depot
Littlehampton Rd, Goring-by-Sea,
Worthing BN12 6NU

Assessment Date: May 2024
V3 – issued 25/3/25

COMPASS TRAVEL

Contents

Preface.....p3

Depot Detail.....p4

Assessors Comments/ Action Plan.....p5

Site arrangements.....p6

Reversing of Vehicles Company Policy.....p7

Addendum …… p8-11

Location plan…….. p12

Revisions Schedule……. p13

Preface

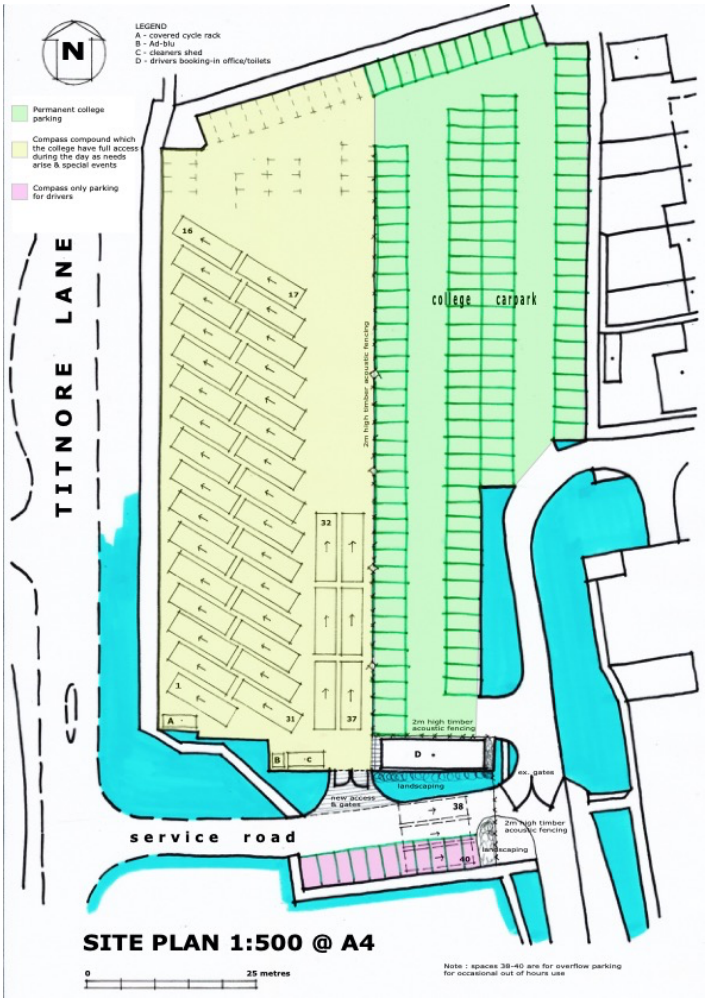
- **Traffic Movement Risk Assessment**

This traffic movement risk assessment has been undertaken by Compass Travel at the property indicated on page 1 of this report.

The assessment has been conducted to enable Compass Travel to comply with the requirements set out in Regulation 3 of the Management of Health & Safety at Work Regulations 1999.

This risk assessment will be reviewed annually, when there is going to be a significant change to the activity or process to which it relates, or when a new activity/process is planned. Compass Travel recognises that risk assessment is a continual process, which should be monitored, reviewed and revised at appropriate intervals.

Section 2(1) of the Health and Safety at Work Act 1974 places a duty on Employers to “Ensure so far as is reasonably practicable, the health, safety and welfare at work of all his employees” this duty applies to every employer.



Depot Details (v3)

The depot is situated off Littlehampton Rd, Goring-by-Sea, Worthing BN12 6NU. The depot is accessed via a driveway from the side entrance and comprises temporary porta-cabin style canteen/office for use by supervisor and cleaners and toilet block including driver's room. There is external parking areas for buses/coaches and staff cars. The car parking area is shared with students parking at the Northbrook MET.

The depot vehicle entrance and exit is located on Titnore Lane, and is utilised during the run in/out of vehicles. The design of the depot does not easily facilitate a complete one-way system. The company has a policy and procedure in place to limit/avoid reversing at all times whenever practicably possible (policy included at the end of this document) .

Pedestrians enter and exit the site via single entrance to site. While on site there are no marked walkways to the occupied units.

No. Vehicle Entrances = 1
No. Staircases = N/A
No. Buses = Varying Levels

No. Pedestrian Entrances = 1
No. Levels = Ground only

Maintenance / Testing
Entry Barriers = Locked Gate
Emergency Lighting: Facility to hire in
Electrical Installation: Current provider is TBA

Health and Safety Documentation
Health and Safety Records: Located in Compliance Managers Office
Traffic Route Inspection Records: Located in Compliance Managers Office
Authorised Contractor Records: No records available

Personnel Hazard Exposure Analysis

Type	Frequency
Employees	Daily (TBA)
Visitors	Very occasional and will be supervised
Contractors	Daily (varying hours of attendance)
Trespassers	Unlikely
Noise – Vehicle start up and use on site	A full noise assessment has been carried out for the depot. No issues identified.
Air quality sampling – Diesel exhaust fumes	Currently under consideration

Assessors Comments / Action Plan

Assessment Exclusions
There are no exclusions to this report.

Report Guide
Unless stated otherwise the findings of this report apply to all areas of the depot. Where issues are noted, the location, action required and person responsible will be clearly identified.

Site Responsibility
Day to day traffic movement management within the depot is the responsibility of the Transport Manager, who is in turn supported by the Operations Manager in order to ensure a consistent approach to traffic and pedestrian safety. Budgetary control for all aspects of maintenance and risk improvement expenditure is the responsibility of the Compass Travel Board of Directors. Maintenance of the area is undertaken by either approved contractors or ourselves (Compass Travel) and in some instances employees.

Traffic Management
Vehicle movements within the grounds are the responsibility of the Operations Manager and leading driver/duty controller, and all have the responsibility for the following,

- Movement and or changeover of bus responsibility from driver to driver or shunter (upon entry to the depot) in order to maximise control of the parking and positioning of buses to facilitate a safe and logical flow of traffic.
- Formulation and posting of a run-out plan that clearly identifies the location of buses and keeps reversing operations to a minimum, thus enabling drivers to quickly and safely find their vehicles.
- Enforcing the wearing of high visibility waistcoats/ jackets in traffic movement and all depot areas. Where applicable, reporting those not adhering to the policy to Senior Management for disciplinary action.

Traffic movements to and from the site are the responsibility of the Transport Manager. The Transport Manager is responsible for the following,

- Where required, ensuring that drivers making difficult manoeuvres are given assistance.
- Drivers entering traffic areas are provided with and wear high visibility waistcoats, polo shirts or jackets.
- Vehicles allocated to the depot are maintained in a safe and roadworthy condition.

The Compliance Manager and Operations Manager are required to undertake quarterly and weekly health and safety inspections of the depots. The inspections include sections that are intended to ensure that traffic and pedestrian routes are being maintained.

Site Arrangements

Littlehampton Rd, Goring-by-Sea, Worthing BN12 6NU depot operates a two way system within the depot area, with buses and other vehicles entering and exiting via the main gate and driveway located on Titnore Lane. Upon returning to the depot at the end of their shift, drivers are required to manoeuvre vehicles to the parking area as appropriate.

Pedestrians enter the depot via a walkway from the Titnore Lane driveway and to the temporary units. Drivers are informed to look out for pedestrians walking alongside driveway.

Entrance mounted signage indicates that vehicles entering the depot are required not to exceed a 5mph speed limit.

Limited CCTV coverage is provided within the parking depot.

Where possible reversing manoeuvres are kept to a minimum and any such manoeuvre has a requirement to be assisted at all times while in the parking areas.

Driving Standards

Where identified, drivers failing to adhere to company standards within the parking depot will receive verbal and written warnings reminding them of the standards required. Where deemed necessary drivers may be required to attend retraining.

Pre-start Checks/ Maintenance

Prior to leaving the depot, drivers complete a vehicle defect sheet. As part of this check drivers inspect the vehicle to ensure roadworthiness (lights, wipers, bells, warning systems etc) and the general condition of the vehicle. Any non-compliance issues noted are reported to the engineering department for rectification prior to the vehicle leaving the depot. Where this is not possible the vehicle is taken out of service and replaced.

Vehicles are also subject to a planned preventative maintenance programme in line with statutory requirements and best practice.

Housekeeping

Workshop and yard areas are subject to regular cleaning to ensure that waste materials and oil etc are kept to a minimum on walkways, traffic routes and parking areas.

Risk Reduction

1. It was not possible to assess lighting levels as the inspection took place during daylight hours. Arrangements are to be made for a survey to be undertaken during night working hours.
2. A requirement for vehicles to use dipped headlights and hazard lights where appropriate when entering the depot areas where necessary.
3. A system for dedicated parking areas for office staff parking during office hours is required within the depot area in order to minimise vehicle movements and to allow for the safe manoeuvring of all vehicles entering and exiting the depot.
4. Signage for pedestrians wishing to enter the depot provided to ensure that they follow the correct safe walkway.

REVERSING VEHICLES - MEASURES TO BE TAKEN

1.1 Safe Operating Procedures on Site

a. Wherever possible remove the need for reversing.

b. Use identified one-way systems where provided.

c. Observe any warning/danger signs displayed.

d. Employees and visitors should use designated/pedestrian walkways, drivers must be additional vigilant if there is a need to reverse into pedestrian walkways where applicable. Other areas of the yard area are designated as ‘vehicle only areas' and unauthorised persons should be prevented from entering this zone.

1.2 Reversing Vehicles Instruction

a. High visibility clothing must be worn by all persons entering the yard area.

b. Where available use a properly trained banksman or guide to ensure a safe vehicle manoeuvre. Banksmen should be visible to drivers of reversing vehicles at all times and should stand in a safe position from which the reversing area can be seen clearly. Banksmen should wear high visibility clothing and ensure that their signals are seen clearly. If the driver loses sight of the person guiding the vehicle, they should stop immediately.

c. Use external, side mounted and rear view mirrors to maximum benefit. These must be kept clean.

d. Where premises/yard lighting is inadequate, a Banksman should be used wherever possible.

e. Where drivers cannot see behind the vehicle, they should leave their cab and check behind before reversing.

f. When reversing switch on hazard warning lights.

g. Where fitted a reversing alarm should be used: these must be kept in working order.

Usually, no single measure will be enough – drivers should choose the measures which are appropriate to tackling the risks in each particular circumstance.

If a driver requires any further advice or information concerning the reversing of a vehicle, contact local management/supervision.

ADDENDUM

1.00 Bus and staff operational details

(a). The day to day operational details of the site shall be co-ordinated by the on-site depot supervisor or his appointed deputy supervisor and if for any reason neither are available any matters are to be referred back to Head of Operations & Compliance in the head office on 01903 690025.

(b). The site will function in accordance with the terms and conditions of the planning consent.

(c). An induction course will be provided for all new drivers and members of staff to understand the operational workings of the depot to ensure efficient management of the business.

(d). Drivers rosters will be provided and buses allocated. This information will be available by email contact or through the booking-in and booking out process in the main drivers office.

(e). Welfare facilities are provided within the same facilities.

(f). Portable extinguishers are provided within the drivers and supervisors offices and shall only be used by those with the appropriate training. A test fire drill is to be carried out every 3rd Friday and logged on the fire management systems and protocols.

2.00 Bus and staff parking details and manoeuvring

2.01 Bus parking & manoeuvring

(a). The buses will be parked in the compound on the principle of the last bus returning the evening will be the first bus out in the morning. However whilst this is the general aspiration there may be times this will not be possible due to day-to-day operational requirements which may be affected by week day rosters and bus contracts, weekend rosters and bus contracts, school term times and half terms, maintenance concerns, breakdowns and/or one-off private hires.

(b). It is therefore at the discretion of the depot supervisor and banksman to determine and ensure the most efficient parking system to create the least amount of disturbance or nuisance to any adjacent neighbouring properties. For instance; last in/first out could necessitate the need to manoeuvre more buses around in the compound in the mornings/evenings thus creating more noise.

(c). All buses will enter the compound in a forward gear but will reverse up to the western boundary for overnight parking. No reversing will be allowed on site of an evening without a banksman being present. Refer to 'Reversing Measures' section of this document.

(d). In terms of general manoeuvring around the site;

i. Wherever possible remove the need for reversing.
ii. Use identified one-way systems where provided.
iii. Observe any warning/danger signs displayed.
iv. Employees and visitors should use designated/pedestrian walkways where provided, drivers must be additional vigilant if there is a need to reverse into pedestrian walkways. Other areas of the yard area are designated as 'vehicle only areas' and unauthorised persons should be prevented from entering this zone.

2.02 Staff parking (v3)

(a). On arrival at the site in the morning the first staff shall park their vehicles in the service road to avoid nuisance to neighbours.

(b). Once all full in the service road, staff are directed to then park alongside the northern section of the eastern boundary with the acoustic fencing.

(c). As the morning goes on and the later buses vacate the compound it will be possible to use resultant spaces alongside the western (or northern) boundary if required.

(d). Undercover cycle and motor bike parking facilities are provided in the south west corner of the site.

3.00 Operation and management of gated access

(a). The yellow vehicular gate access from Titnore Lane will remain locked at all times outside of normal working hours and overnight, as will the inner double gates into the main compound area.

(b). The first member of staff in the morning will be responsible for unlocking both sets of gates and securing in the open position for the duration of the working day. Conversely the last member of staff or cleaners will close and lock both gates at the end of the working day. The compound will not be accessed to members of the public out of hours.

4.00 Mechanism to limit and control use of the access

(a). No entry signage has been erected at the entrance to the service road off Titnore Lane restricting the access for Compass Travel staff only.

(b). Vehicles entering the site found to be non-Compass staff; i.e. college students, college teaching staff or general college deliveries, will be challenged at the double gated entrance to the compound where the depot supervisors is located with a window giving direct line of sight over the entrance. Those offending vehicles will have the ability to turn around in the access road and safely leave the site using the correct Littlehampton Road access.

(c). Additional Compass Travel staff will be on hand at the beginning of the new college term each year as there will always be new students who try to circumnavigate the access and use as a shortcut but it has been found that increased staff presence to deter students from entering the college site via the Titnore Lane access is effective.

(d). It is also noted Compass Travel work in close conjunction with Northbrook College to send out students newsletters and introductory letters explaining the restrictions of not using the Titnore Lane access. Experience indicates after the first two weeks the offending rates drop significantly as users get the message.

5.00 Directional controls and limitations placed on bus drivers

(a). All staff and drivers will be subject to an induction course explaining all housekeeping rules and general usage on and around the site.

(b). Directional signs are positioned all around the compound indicating the flow of traffic along with signage informing drivers of restrictions when manoeuvring around the site but in particular when reversing which can only be carried out with the presence of a banksman.

(c). Access and exiting Titnore Lane.
i. In terms of buses and vehicles accessing and exiting onto Titnore Lane it is the judgement of the drivers whether this shall be from the south or the north and will be pre-determined predominantly by the traffic flow at any given time of the day. There are no specific requirements to use the direction of the flow of the traffic; for instance not to always turn left (south) out onto Titnore Lane when exiting the site, although specific consideration shall be given to the relationship of traffic if it builds up adjacent to the traffic island to the north of the access point.
ii. All drivers are PSV licence holders with considerable driving experience and it is therefore their judgement – as it would be at any other point of the day when on the road – to use that experience to determine the most appropriate turning manoeuvre.
iii. This is supported by the Transport Report from Reeves Transport Planning report dated July 2022 and the subsequent supporting statement dated 6th September 2024.

6.00 Reporting and monitoring mechanism

(a). It is recognised an Operational Management Plan is evolving all the time and therefore shall be reviewed annually to allow all the processes of the business to be assessed to ensure it is functioning correctly or if some other practices or improved procedures can be put in place.

(b). Staff are invited to share any comments towards any awareness of any existing practices that may not be working effectively or perhaps dangerous or any ideas of improvements to make for a safer wider working environment.

(c). Depot supervisors are on-site to receive any comments.

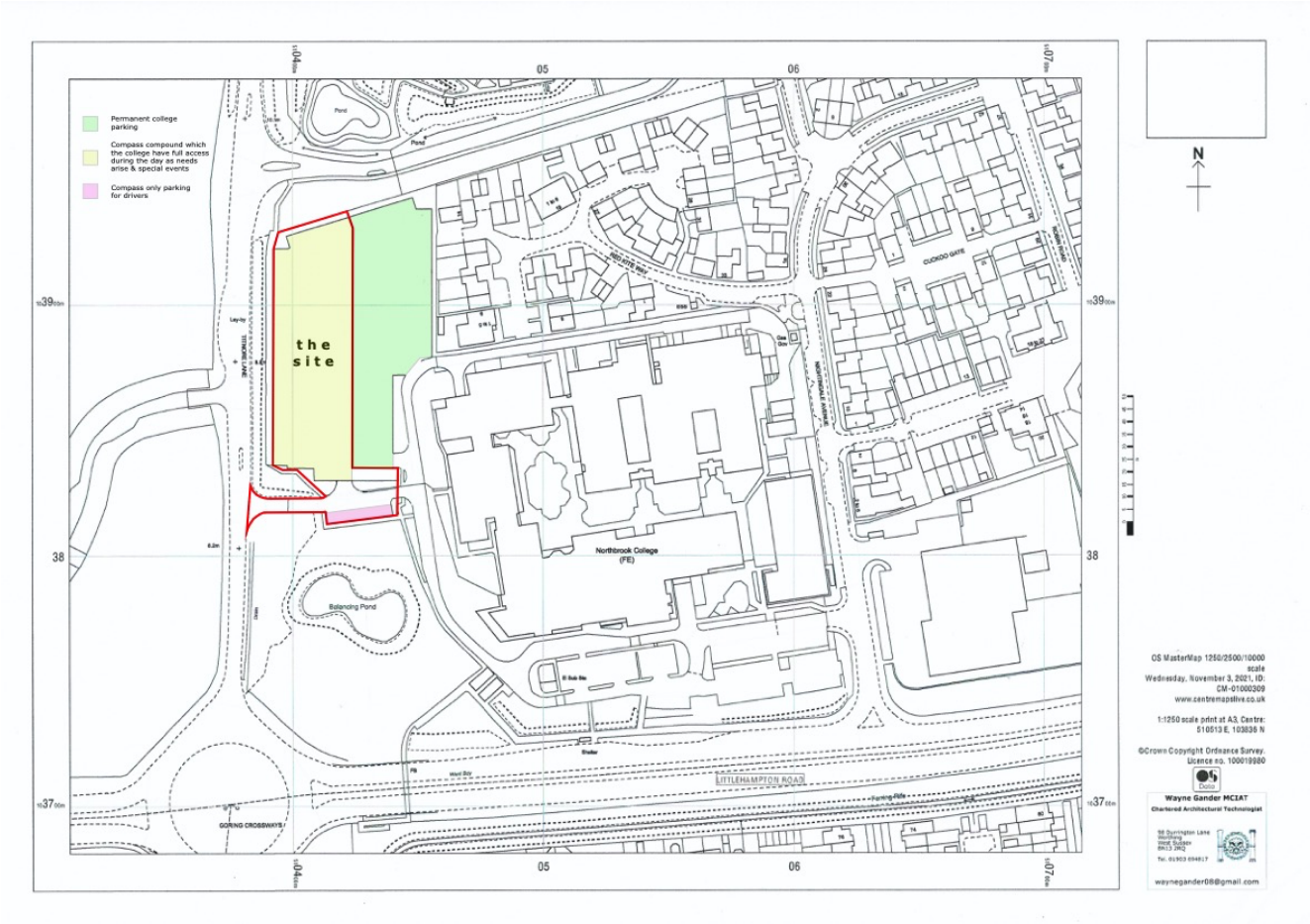
(d). That said, if behaviours or habits found to be in contrary to the spirit of this document Compass Travel reserve the right to take appropriate action against staff that include measures such as re-training.

(e). Cases of breaches shall be reported initially to the depot supervisor, in writing, to allow the matter to be investigated on the ground and the appropriate remedial action required.

(f). Consistent failure by staff to abide by these working conditions will result in the matter being reported to Head of Operations & Compliance.

(g). It will also be possible to report any concerns direct with Human Resources.

7.00 Location plan



Revisions Schedule

Status	*Summary*	*Date*
V1	*Original issue*	*May 2024*
V2	*Addendum added*	*11/10/24*
V3	*Further amendments* *Depot details (P4)* • *Removal of 'hire vehicle' reference for clarity* • *Removal of 'customer access' for clarity. No access for members of the public.* • *Number of vehicle entrances confirmed as **1** only – off Titnore Lane.* *Staff parking (P9)* • *Clarity 'access' road changed to 'service' road as per site plan and shall be referred to as such in future documentation to avoid confusion.* • *Site plan updated showing allocated parking arrangements* • *Location plan addendum 7.00 added*	*25/3/25*