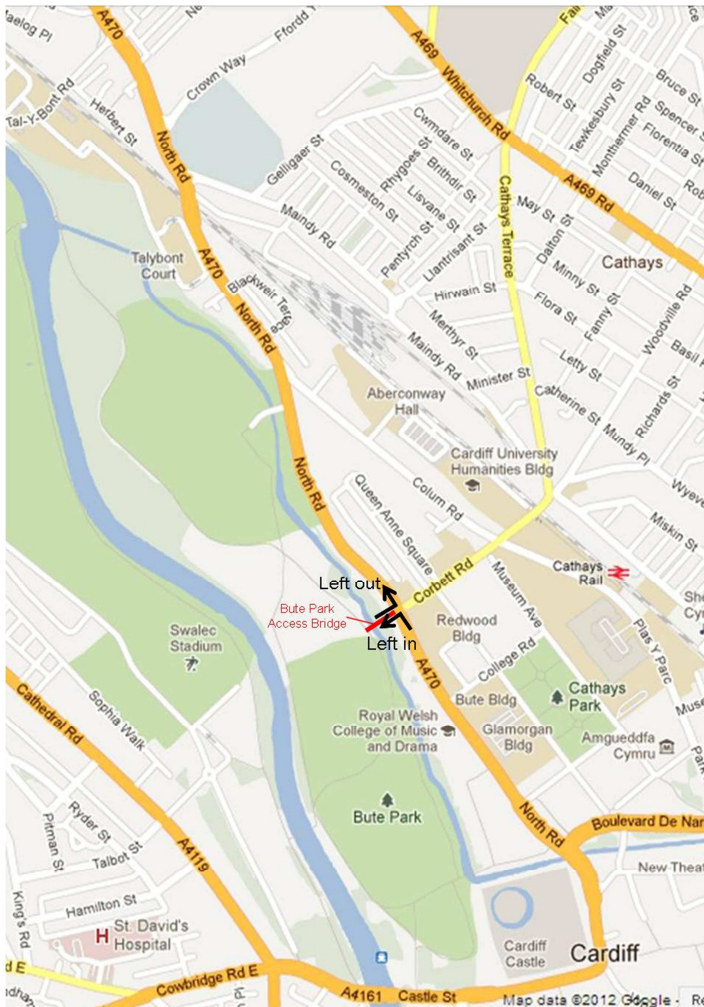


Appendix V1c - Bute Park Access Bridge – Bollard Control Guidance for Event Traffic



All vehicle entries in and out of Bute Park are via the Bute Park Access Bridge situated on North Rd, opposite Corbett Rd.

Please note, vehicles entering and exiting the park are managed by a **bollard control system**.

To prevent damage to vehicles you must **follow this guidance**.

*****Cardiff Council accepts no responsibility for damage to vehicles caused through human error or misuse of the system*****



CAUTION
when crossing cycle lane



Introduction

When Bute Park is in 'event mode' special arrangements must be put in place to manage Event Traffic. This will ensure:

- Health & safety risks are managed
- Damage to vehicles is prevented
- The fabric of the park is protected (any repair costs will be charged to the Event Organiser's bond)

As Event Organiser you are responsible for managing **all** Event Traffic. Event Traffic means all vehicles servicing the park as a result of your event. This will include all operational vehicles, as well as sub-contractor, catering, exhibitor, trader, delivery and collection vehicles.

You need to:

- Schedule vehicles carefully to avoid too many vehicles all arriving at the same time and traffic issues backing up onto the cycleway/ highway.
- Ensure your vehicles will arrive on time within the time slot you have allocated. This will prevent them arriving before there is a member of staff in place to let them in, and traffic congestion issues. Note not all collections will be possible to complete on a weekend. Make sure you fully understand the working hours of your sub-contractors and suppliers.
- Ensure all drivers and stewards are briefed on site rules. Please refer to
 - **Appendix C1 - Code of Conduct for Drivers in Cardiff Parks**
 - **Appendix C2 - Code of Conduct for Event Traffic Control Marshalls**
 - **Appendix C3 - Care of Trees in Cardiff Parks**
 - **Appendix C4 - Care of Ground in Cardiff Parks**

You may consider asking them to sign a declaration confirming they have read and understood the site rules to help protect your bond and so they are accountable for their behaviour.

There are two ways of permitting access to Event Vehicles through the bollard control system:

1. Bollard remains in normal operation and individual vehicles are swiped through by an authorised proximity card holder

[Appropriate when event traffic volumes are low].

A swipe card for the bollard control system can be applied for via your application form and this will then be signed out to you (or the Site Supervisor) in advance of your event. Swipe cards must be returned after your event. There is a £15 charge for replacing lost or broken cards and this will be deducted from your bond]

2. The bollard is manually lowered (disabled) and individual vehicles are authorised entry by an authorised traffic steward

[Appropriate when event traffic volumes are higher].

If this is the most appropriate method for your event it is essential that you ensure the access is staffed at all times and that after the conclusion of your event, the bollard is returned to normal operation to maintain security of the park.

Further guidance on these two methods is given on the following pages.

Exit from Site

When in operation, the bollard allows “free exit” and the procedure is the same for all users.

- Divers visually confirm bridge is clear of incoming vehicles
- Divers approach indicator column slowly (giving way to pedestrians and cyclists)
- Bollard will lower automatically.
- Wait for green light
- **Proceed to exit only when green light is given.**
- Drivers turn left on exiting the park (caution when crossing cycle lane)

****FAILURE TO COMPLY MAY RESULT IN DAMAGE TO VEHICLES****

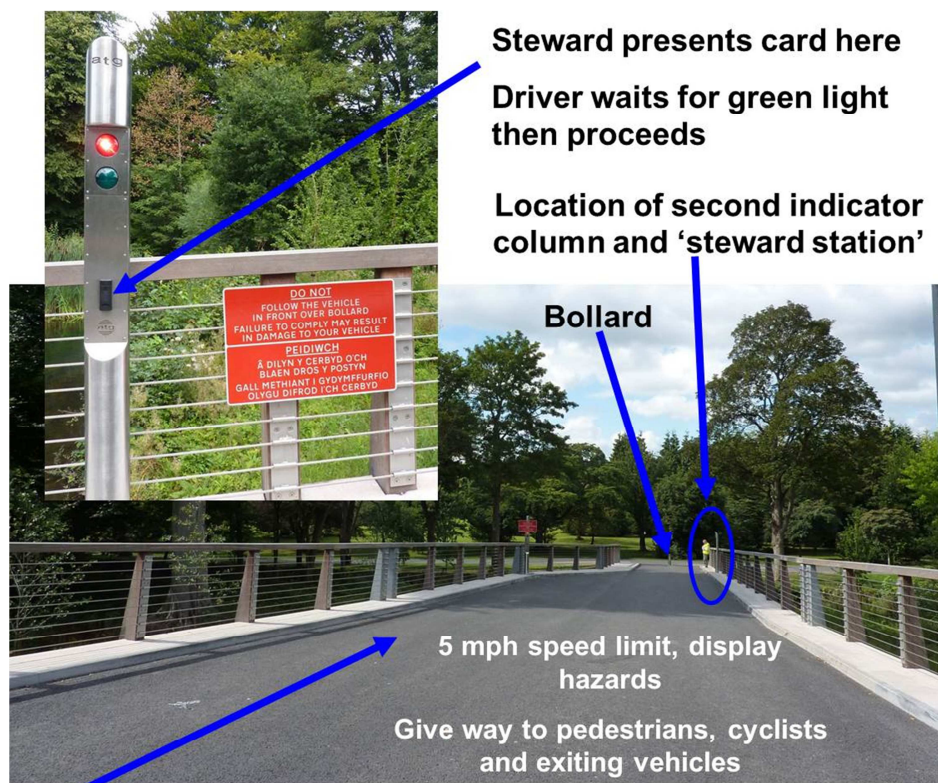
1. Bollard remains in normal operation and individual vehicles are swiped through by an authorised proximity card holder

Entry to site

- Steward is positioned at the second indicator column on the right-hand side of the bridge (see picture below)
- Vehicles enter bridge on left-hand lane
- Drivers give way to any exiting vehicles and wait in the left-hand lay by until it is clear to proceed. Steward directs traffic as appropriate
- Entering vehicles proceeds towards bollard (bridge narrows to single lane)
- Steward identifies driver, briefs them on key site information and give directions
- Steward presents proximity card to card reader
- Driver looks for green light on indicator column
- Vehicle proceeds into park

DRIVERS MUST NOT FOLLOW THE VEHICLE IN FRONT UNLESS A GREEN LIGHT HAS BEEN GIVEN – THE BOLLARD WILL QUICKLY COME UP AFTER ONE VEHICLE HAS CLEARED THE SYSTEM – NO ‘TAIL GATING’ IS PERMITTED.

****FAILURE TO COMPLY MAY RESULT IN DAMAGE TO VEHICLES****



Drivers wait in left-hand lay-by until clear to proceed to bollard

2. The bollard is manually lowered (disabled) and individual vehicles are authorised entry by an authorised traffic steward

There is a manual over-ride switch in the cabinet next to the bridge. You may apply for the bollard to be dropped for some or all of your event by ticking the relevant box on your application form.

This will only be permitted if you can evidence that you will have suitable traffic management arrangements in place so that the security of the park is not compromised.

While the bollard is in 'manual' mode **you are taking responsibility for ensuring only authorised vehicles are allowed to enter the park**. Please contact your Site Supervisor if you are in any doubt.

It is essential that the bollard is raised and returned to 'automatic mode' before you leave site or when event staff and event vehicle numbers drop to levels where this is appropriate.



The housing for the manual over-ride switch is located on the side of the cabinet at the far right-hand end of the bridge as shown below.

You may apply for permission for a key to unlock this housing and change the bollard from 'Auto' to 'Man' Manual



Switching the dial from 'Auto' to 'Man' will let you or a member of your event team control the bollard and take it out of normal automatic operation



Pressing the RED button makes the bollard go UP

Pressing the GREEN button makes the bollard go DOWN

Make sure the bollard is up and back to 'Auto' mode before you leave

Drivers arrive when no Event Staff are on the bridge

If no Event Staff are in attendance when an event vehicle arrives on the bridge, drivers will need to report to the first indicator column and call for assistance.

However, they will be **denied access** if staff answering the intercom are unaware of their permission to be on site and if there are no Event Staff available on site to manage them.

Alternately, make sure all drivers **have a mobile telephone number of an appropriate member of your Event Staff** so they can call them instead.



If no Event Staff are on bridge drivers must stop at white line at first indicator column, exit vehicle and press Parks Dept. button on intercom for assistance.

Drivers should only proceed towards bollard if green light is given



5 mph speed limit, display hazards

Give way to pedestrians, cyclists and exiting vehicles

Note the intercom will not work unless a vehicle is parked at the white line.

Also, the intercom will 'time out' after a while even if a vehicle is at the line, so if the intercom appears not to be working reverse carefully and try stopping at the white line again.