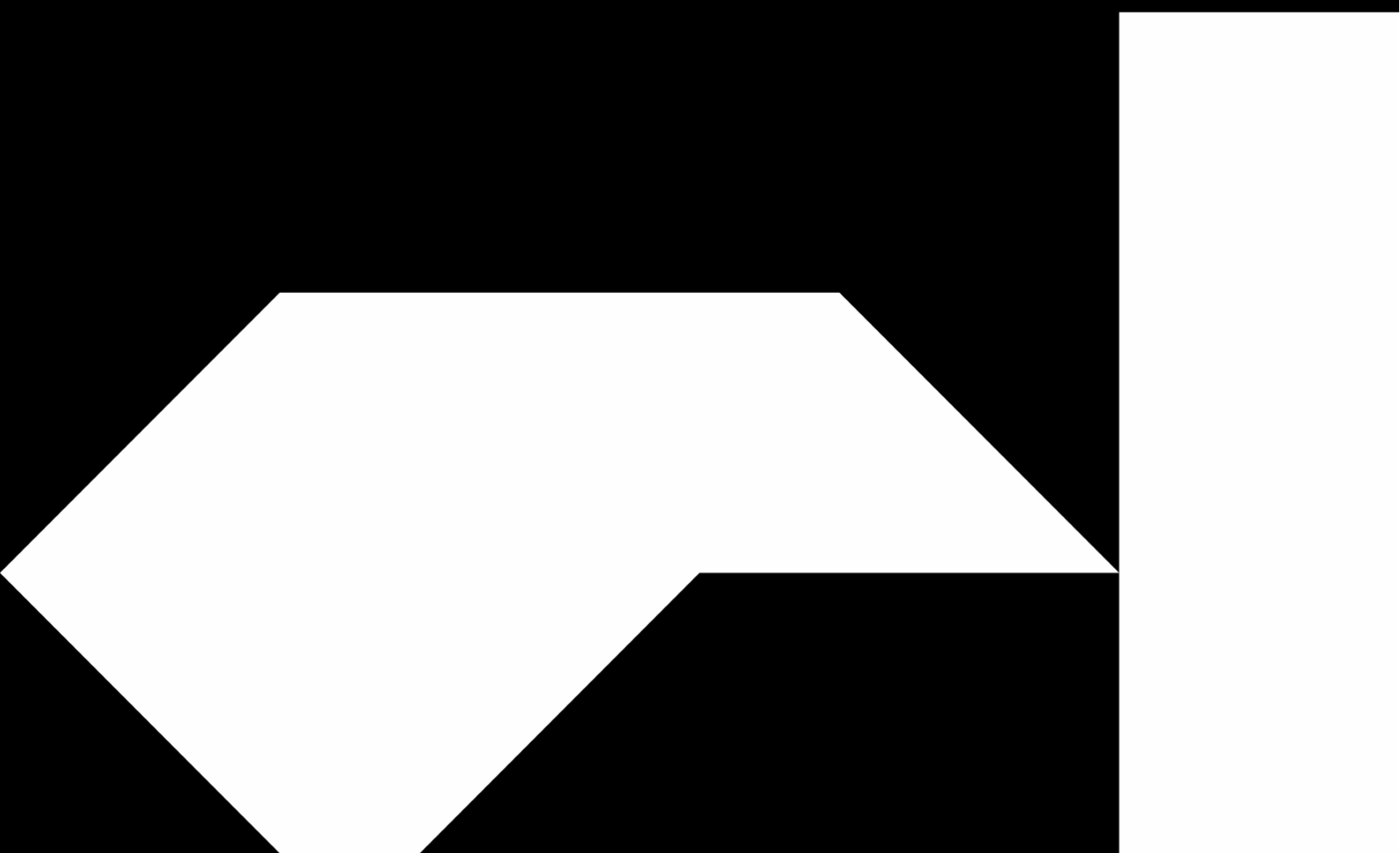


**factory
international**

Vehicle Movements

Delivery & Collection Procedures

Updated June 2023



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1. Introduction

Factory International sits within the wider Enterprise City estate which has controlled access roads, prioritising pedestrian movement over vehicles. Access onto site via Water Street & Grape Street is controlled by drop bollards, with further physical elements within the estate to designed to mitigate hostile vehicles.

Note – the St. John's Estate is also known as Enterprise City. The parent company of the St. John's Management team is All+ and they are also referenced in this document.

2. Policy Statement

All Vehicles entering the factory site need to be scheduled in advance. Vehicles exiting the highway need to be accompanied by a trained signaller (some organisations may refer to this role as a banksman).

3. Supporting Details

3.1 Relevant Legislation

- The Health and Safety at Work etc Act 1974 (HSW Act)
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Workplace (Health, Safety and Welfare) Regulations 1992
 - Sufficient lighting to enable people to work and move around safely (including not obscuring lights by stacking goods in front of them);
 - Construction of floors and traffic routes to ensure that they are suitable for the purpose for which they will be used and do not expose users to health and safety risks;
 - Organisation of traffic routes to enable pedestrians and vehicles to circulate safely; and
 - The need to ensure that doors or gates which can be pushed open from either side give a clear view, when shut, of the space close to both sides.
- Health and Safety (Safety Signs and Signals) Regulations 1996
 - HSE Guidance on Regulations (L64)
- Rider-operated lift trucks: Operator training and safe use. Approved Code of Practice
 - HSE Approved Code of Practice & Guidance (L117)

Planning Condition 8 states:

- (b) Details of how the access to the service road would be designed so that HGVs do not over run the pavement which should include use of a banksman to aid in maneuvers;
- (c) Details of refuse collection from Grape Street accessed from Water Street through the ANPR controlled bollards;

(d) A schedule of loading and unloading locations and times which should include for servicing to take place outside of peak hours and during non-event hours to reduce congestion on the adopted highway

[Note condition 8(a) and condition 8(e) relate to audience movements and are addressed in different planning documents]

Coach parking enforcement is mentioned in the Travel Plan (for planning condition #10) and Venue Operations Manual (for planning condition #11 and licensing conditions).

8(e) referred to managing residents and visitors to South Village and Factory International have been advised by Manchester City Council that this is no longer part of the estate scheme.

From the Factory Lease Section 3.5

(F) Not to keep or store on the Open Areas any vehicle (other than on areas designated by the Landlord for the parking and storage of vehicles)

Planning Condition 15 states:

Deliveries, servicing and collections (including waste collections from the Water Street loading bays and Factory Servicing Yard servicing access) must not take place outside of:

0700 and 1100: Monday to Saturday

1000 and 1100: Sundays and Bank Holidays

With the exception of:

- limited additional deliveries and servicing to the Water Street loading bays and Factory Servicing Yard servicing access may take place between 1500 and 1800. This is subject to confirmation of the type and frequency of activity (to be agreed via the Servicing Management Plan submitted in accordance with condition 9). and
- deliveries and takedowns associated with events and performances utilising the truck lifts. These shall be able to take place at extended times (to be agreed via the updated Event Management Strategy in accordance with condition 17 [sic – this should be condition 11] and the Servicing Management Plan submitted in accordance with condition 9) [sic – this should be condition 8].

Extended servicing hours are subject to the following operational strategy/limitations:

- i. Personnel to use two way radios (or similar) to prevent noise disturbance;
- ii. No reversing beepers on vehicles. All vehicles to safely reverse using banksmen;
- iii. Engines switched off during loading/unloading;
- iv. No cab radios operated during specified hours.

These timings and instructions will be adhered to and enforced by Factory International staff and contractors to ensure minimal impact on the surrounding estate and to avoid congestion on the adopted highway on Water Street.

3.2 Responsibilities

All+ Management have the overarching responsibility for vehicles leaving the highway and moving onto the controlled access roads, and have control of the drop bollards.

Communication with All+ Management is handled via the Operations Control Room (the Operations Controller may have direct access to the ANPR bollard system). The Operations Control Room is located in the East Warehouse and will be staffed 24/7 from when the venue is open. This staffing deployment will be regularly reviewed.

The event/project delivery lead is responsible for booking in vehicles with the Operations Control Room. Failure to do so may result in vehicles being refused access.

Vehicle Movements that require removal of the static hostile vehicle mitigation assets require additional planning and co-ordination. These need plans need to be signed off by the Facilities Manager or Technical Manager (or higher) and confirmed in the building event schedule by the Head of Scheduling.

4. Procedures

4.1 General Access Requirements

All vehicles requiring access are to be booked in advance to the Operations Control Room, specific information required is:

- Vendor Name
- Vehicle Description (Size & scale, eg. Panel Van or 45' artic)
- Number Plate
- Arrival date & time
- Factory International contact (receiving the vehicle on the day)

Each vehicle accessing the Enterprise City Estate will be allocated a maximum permitted staying time of 20 minutes. A preferred supplier will be in operation on the Enterprise City Estate for parking enforcement. No parking is permitted at the Enterprise City Estate unless authorised by Estate Management. Additional time can be requested from Enterprise City, via the Operations Control Room, when the requested additional time will be considered. Each request for additional parking time is thoroughly considered and approved or rejected on its own merits (by the All+ Management).

There is no parking on the Factory international Site, in accordance with the Lease Conditions.

Adjacent buildings to the Factory International Site have right of way for access across Factory International land. The drawing below outlines the location and route from Water Street of the extend of this right of way. Third party vehicles may be unloading in this area.

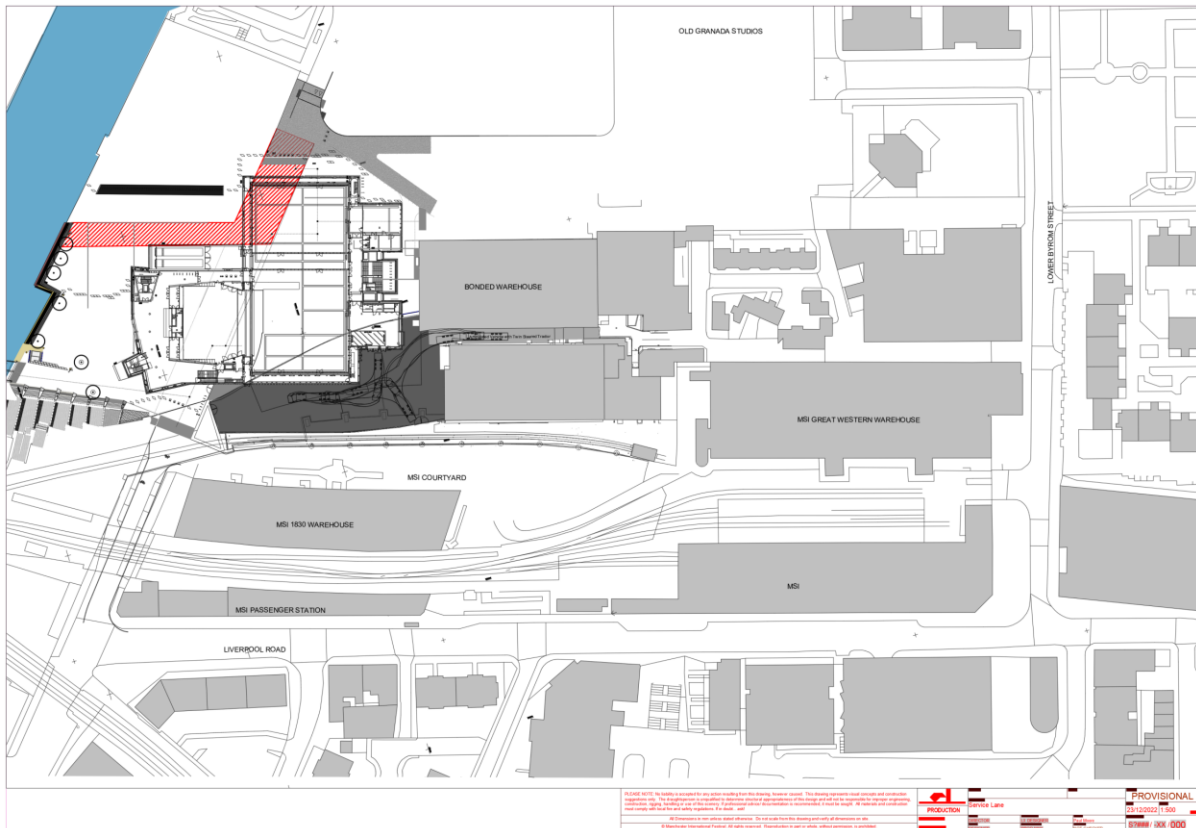


Figure 1 Service Lane Location

4.2 Vehicle Movements to the Service Yard

The Service Yard is accessible from Grape Street via Water Street. It is not accessible via Lower Byrom Street. The majority of Grape Street has a maximum weight restriction of 3.5 tons (TBC).

Following the general procedures in Section 4.1; vehicles will pass the drop bollards on the junction between Water Street and Grape Street. Once at the entrance to the Service Yard, drivers will use the gate intercom to communicate with the Operational Control Room.

The Operations Control Room will radio for either a porter or the person receiving the delivery to open the gate and where appropriate marshal the vehicle into the yard. This person is required to be a trained signaller.

Pedestrians have priority in this area and right of way. Access will only be as per the All+ Estate Handbook (currently proposed as Monday – Friday 0700 – 1900). Exceptional vehicle movements outside of this time need to be prior arrangements with Operational Control who will request permission from the All+ Estate Management team.

- Routine movements (such as refuse collection) may be block booked & arranged with the Operations Control Room.
- No vehicles are permitted to park in the service yard.
- Vehicles must turn their engines off when loading/unloading.
- Vehicles must not block the fire escape from the bonded warehouse (even for short periods of time), or any other yellow hatched areas within the service yard.

Vehicles exiting the service yard to follow the reverse of these instructions and exit the estate via Water Street leading onto New Quay Street.

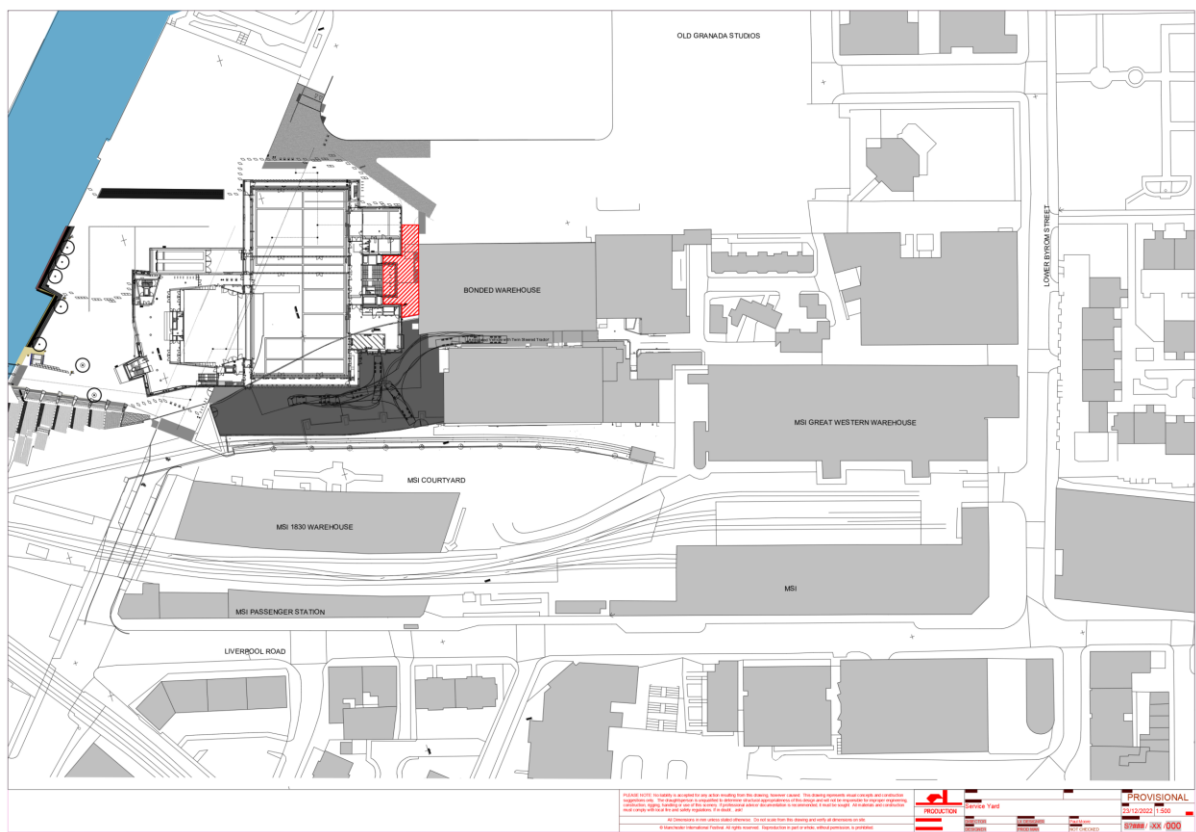


Figure 2 Service Yard Location

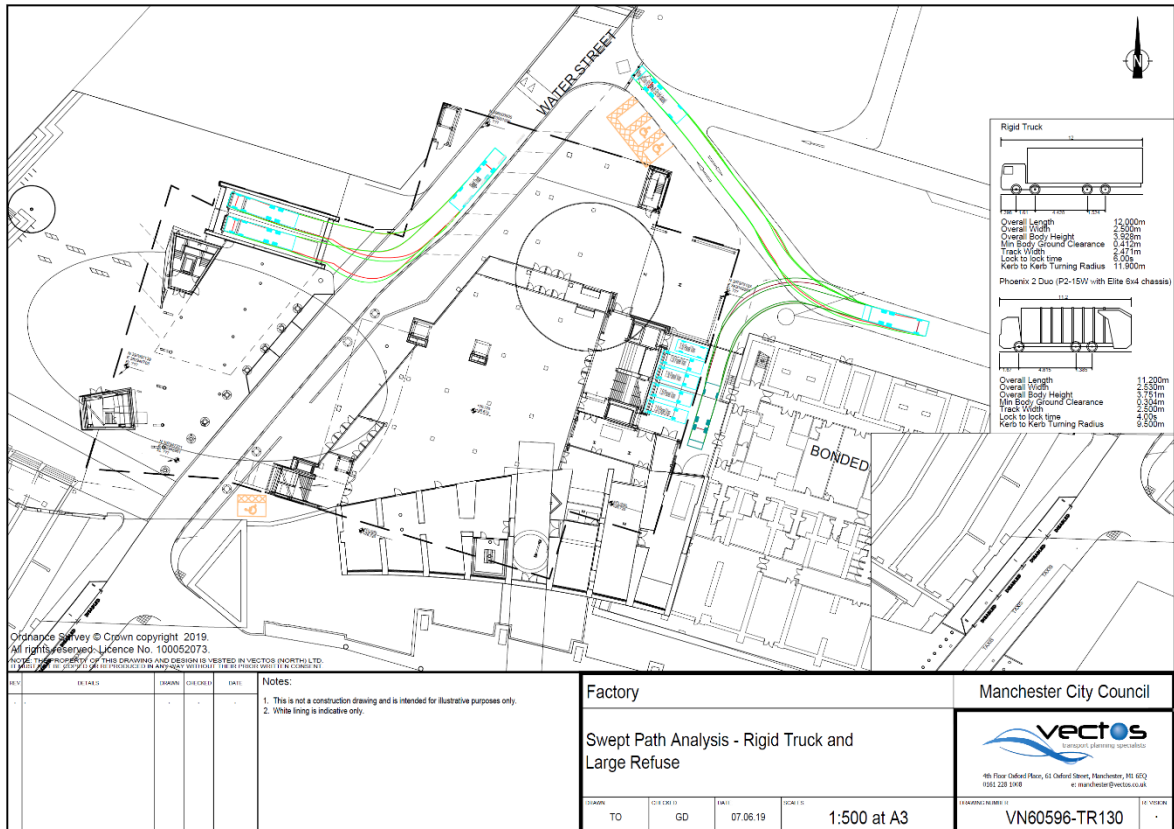
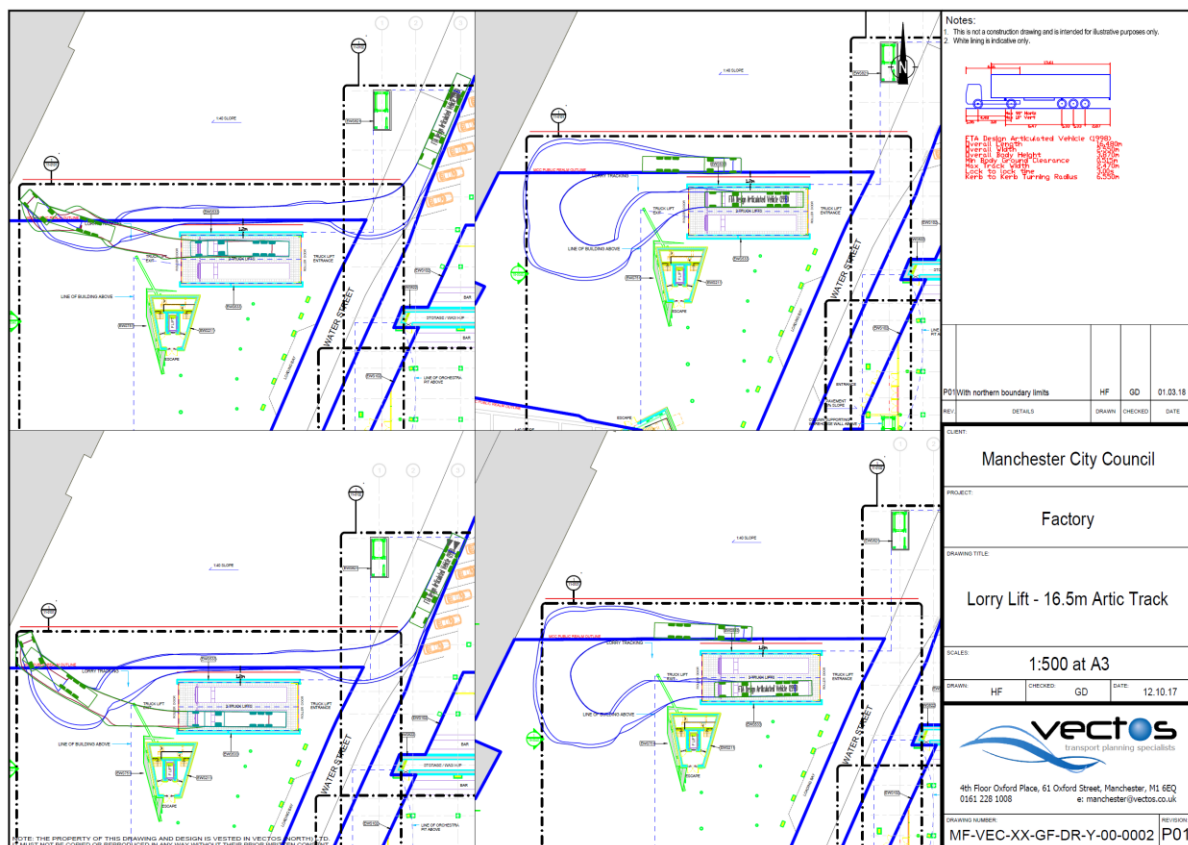


Figure 3 Swept Path Analysis for the Service Yard

4.3 Vehicle Movements to the Truck Lifts

The Truck Lifts are accessible via Water Street. Rigid vehicles up to 12M in length may access directly from water street (see Swept Path Analysis above). Larger vehicles will need to access via the service lane (see Swept Path Analysis below)



The procedure for loading vehicles onto the truck lift assumes a multi lorry load delivery/collection as anticipated during a get-in or get-out of a large event or artwork. It acknowledges that there are multiple external factors that may require use of this pathway during peak public hours.

The transport schedule should be submitted to the Operations Control Room in advance of the vehicles arriving (this will in turn be shared with All+). Any conflict between the proposed transport schedule and any scheduled deliveries to adjacent sites should be raised and resolved ahead of time.

The programme delivery lead (usually the production manager or event manager for visiting works) shares the transport schedule with the trucking vendor, and briefs them that vehicles are not to stack up (queue) on Water Street and are only brought to site when expected to arrive on the lorry lift. (Note the maximum 20minute wait in section 4.1).

Directly before loading onto the truck lift, lorries can be brought forward to the holding positions beside the lift in order to facilitate faster turnarounds. Care should be taken to avoid any conflict with deliveries to adjacent sties, and there is only space for 1 vehicle in this position. This location is not available for parking for any vehicles including tour buses and coaches.

Vehicle movements in this area pose the greatest risk to the public, whilst the truck turning circle from the swept path analyses is separated from the wider public realm by concrete blocks designed for hostile vehicle mitigation, this septation may not be apparent to the public. The signaller should move the public behind the concrete blocks before bringing vehicles onto turning circle. This is particularly pertinent for vehicles exiting the truck lift as they may not have full viability in the first instance. At busier times the signaller may require support and should radio Operational Control to instruct additional support from stewards.

These stewards are to move and retain the public with only the signaller giving instruction to the driver. At peak times, or when events in the public realm have changed shape and size of the public in the area, additional physical separation may be required. In these instances this should be planned as part of the transport scheduled with additional barriers being installed ahead of time. Once vehicle movements have ceased any additional barriers should be removed with imide affect.

For any vehicle movement, the staff member's primary concern is to ensure public safety and avoid any vehicle, particular large HGV, from overrunning the pavement. Low speeds and managed vehicle movements will be enforced to ensure turns or manoeuvres are undertaken with caution to mitigate any impact on pedestrians or the building structure or adjacent buildings.

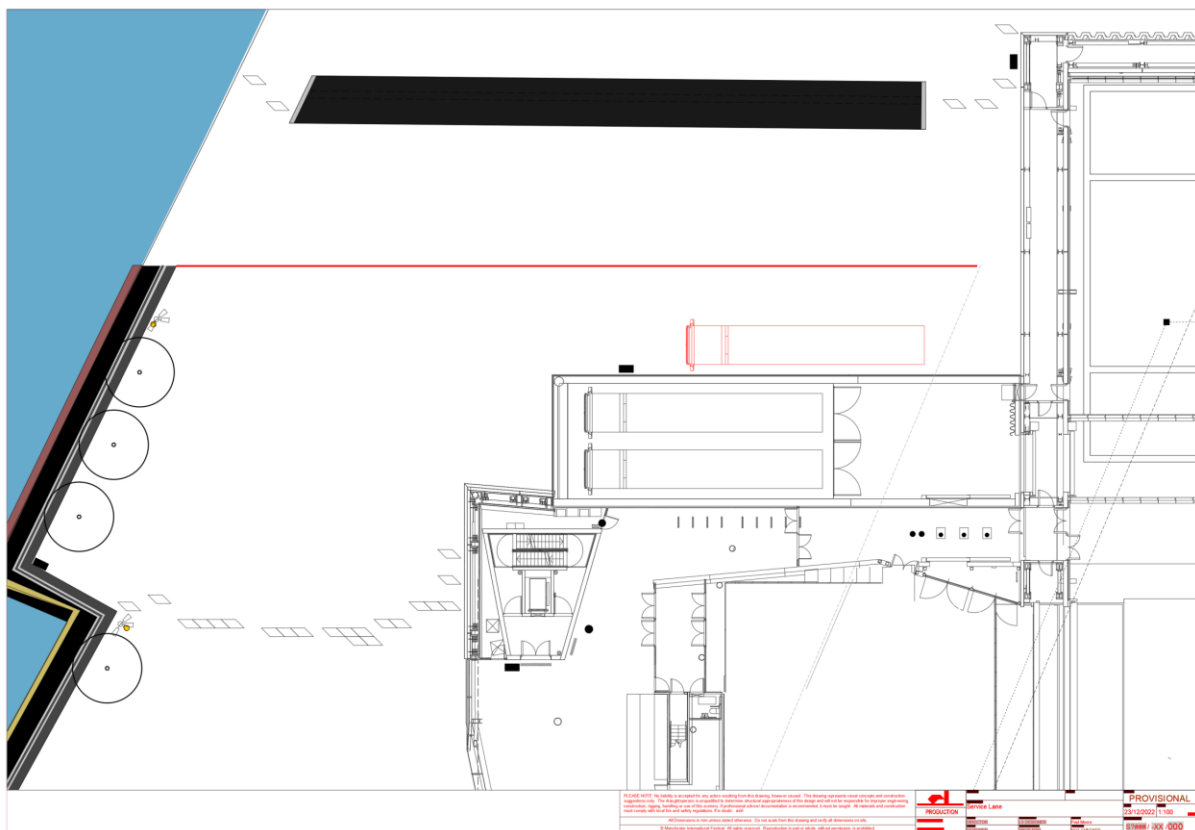


Figure 5 Truck Wating Position

4.4 Vehicle Movements via Victoria Street

As with the wider Enterprise City Estate, Victoria Street is a controlled access area, via drop bollards, where pedestrians have priority and right of way. Vehicles should be booked in via Operational Control as per section 4.1. Access via Victoria Street, via Lower Byrom Street is granted via the All+ Estate Handbook between 0700-1900. Movements outside of this time should can be requested via Operational Control to All+. Factory International does not have right of way to use this road and All+ reserve the right to close it to vehicles.

Vehicles using Victoria Street to access Factory International need to be scheduled outside of public performance times, to ensure smooth egress of the audience in the event of an evacuation. Therefore the transport schedule, provided by the programme delivery lead (usually the production manager or event manager for visiting works), needs to be approved by the Head of Scheduling who will confirm it's suitability with bothy the Operational Control Room and the Programme Delivery Lead.

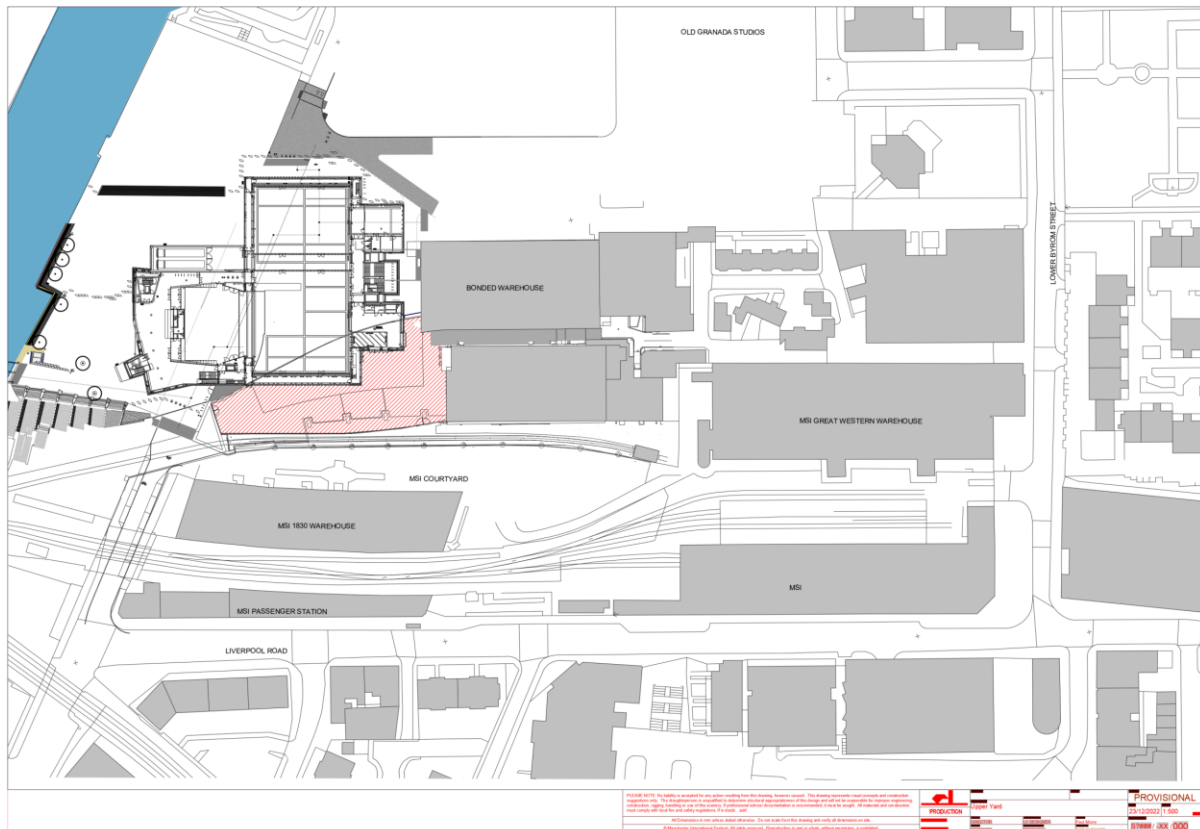


Figure 6 Upper Yard

Victoria street has a vehicle weight limit of 17.5 tons. A separate assessment of the upper yard gives two different weight classes for vehicles depending on their final location within the yard. See extract from the Buro Happold *Brick Arch & Colonnade Viaduct Proposed Loading Assessment*.

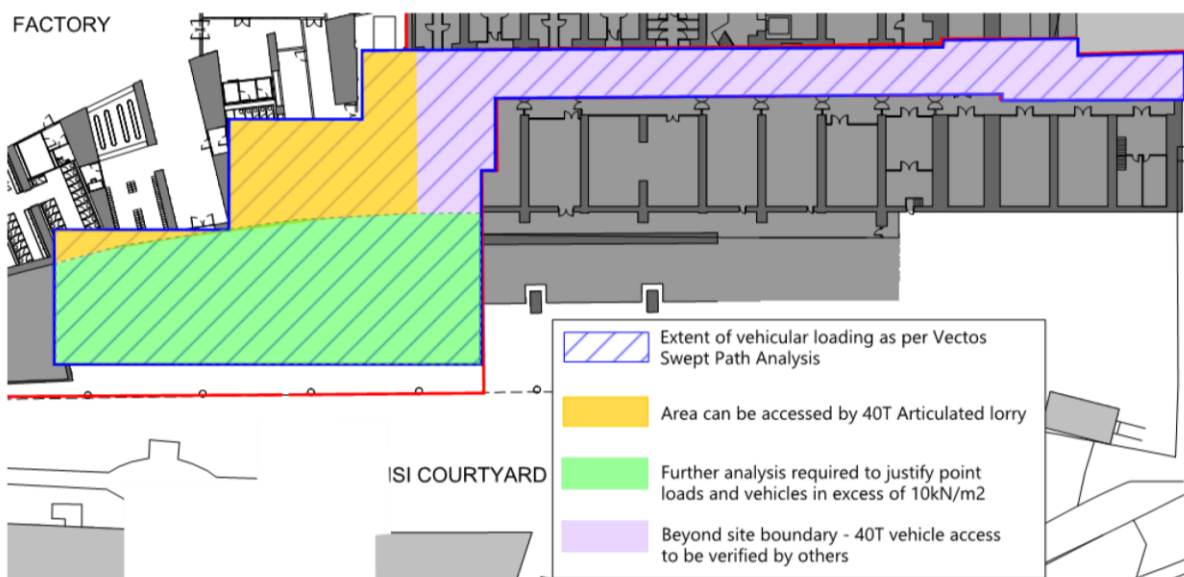


Figure 7 Estimated Vehicular Loading

Procedure for installing the ramp extension leading into the building will be added to this section once details of it's construction and methodology for use have been confirmed by Manchester City Council (in its role as the landlord)

4.5 Vehicle Movements outside of Delivery Zones

To facilitate maintenance or the installation and removal of artworks, vehicles may require access outside of the delivery zones outlined above. These may be inside the fixed hostile vehicle mitigation zones. In each case, an event specific risk assessment and method statement should be written and approved by the Facilities Manager or Technical Manager (or higher). Works need to be scheduled with the Head of Scheduling to minimise impact on members of the public.

4.6 Vehicle Movements inside of the Warehouse

Vehicles may need to drive into the warehouse to facilitate the installation or removal of artworks and event infrastructure. There are two pathways into the warehouse, the predominate route is via the Lorry Lifts, and the secondary route is via Victoria Street. The secondary route should only be used when the primary route is unavailable. Vehicles should be booked in to access the site via the methodologies outlined above.

Vehicles may not be brought into the warehouse when it is open to the public. Show specific vehicle usage (eg car launches) should be separately risk assessed and documented.

The requirements to bring a vehicle into the building should be advised by the production manager, and approved by the Technical Manager. A clear path should be made from the access point (lorry lift or east ramp), to the final location of the vehicle.

The vehicle should be accompanied into the space by a signaller, with all staff being briefed of it's movement directly before bringing the vehicle into the space. The vehicle should be brought to a stop and the engine turned off before any staff attend for the purpose of loading/unloading. The signaller is to ensure that the air handling is running within the space to prevent the build up of fumes.



Figure 8 Swept Path Analysis for access via Victoria Street.