

1 CHANGE RISK ASSESSMENT

1.1 Criteria For Use

- When the size of the proposal has a total plan footprint area of less than 6 sq m when in use.
- The perceived impact of passengers queuing to use the proposal falls within an area known to have little or irregular movement of people.
- When the proposal is not in close proximity to a main station thoroughfare or designated escape route.
- AND if a Paxport or Pedroute Base Model is available, see below to make sure:
 - o That if the proposal or the impact of passengers queuing to use the proposal falls within the existing dynamic passenger model space block that indicates a Fruin Worst Level of Service of A or B and Service Factor of 0-1 or 1-2

1.2 Method

The local risk assessment is to be undertaken by the Operations Risk Specialist using the 7+4+4 qualitative risk assessment technique. The assessment report will also outline any risk mitigation factors that need to be taken in account.

1.3 Criteria For Acceptance:

The proposal should only be considered acceptable if the risk ranking for each hazard is less than 10 with controls. The assessment must also demonstrate that passenger flows will not be materially affected by the proposal i.e. conditions are improved or have no worsening effect.

2 CHANGE CCTV RISK ASSESSMENT

2.1 Criteria for use

- When the size of the proposal has a total plan footprint area of less than 6 sq m when in use.
- The proposal and passengers queuing to use the proposal falls within close proximity to a main station thoroughfare or designated escape route to/from the concourse - under normal operating conditions and at times of service disruption - with due regard taken for the increased dwell space required for passengers.

2.2 Method

The proposed area must be physically enclosed using barriers for a period of 5 consecutive weekdays and one weekend day - ideally including any days that reflect surge flows related to special circumstances such as nearby mass assembly caused by sporting or recreational events - to simulate the size of the proposed unit with additional floor space included for any anticipated queues.

Once the barriers have been erected the station management team must be requested and agree to monitor the site and record any observations in the Station Daily Log.

PROJECT REVIEW GROUP

At the end of the trial the station must be requested to provide the recorded video footage (min of 2 hours in both peak times for the site and surrounding area) to the Operations Risk Specialist for final review and assessment using the 7+4+4 technique.

Note: The CCTV Cameras must already be appropriately located to capture the site and surrounding area – if surveillance cannot be provided by existing camera positions, the sponsor should be advised to arrange for a temporary CCTV solution or conduct a Pedroute or Paxport Analysis to determine the level of risk presented by the proposal.

Under no circumstances should any camera position be moved to accommodate this method.

2.3 Criteria For Acceptance

The proposal should only be considered acceptable if the risk ranking for each hazard is less than 10 with controls. The assessment must also demonstrate that passenger flows will not be materially affected by the proposal i.e. conditions are improved or have no worsening effect.

3 PEDROUTE OR PAXPORT DYNAMIC PASSENGER FLOW ANALYSIS

3.1 Criteria for use

- When a proposal is larger than a plan footprint area of 6 sq m when in use.
- The proposed site location is considered almost certain to significantly alter main passenger flows either now or in the future.
- The proposed site location is known to be in a main thoroughfare of the station.
- Where the proposed site location is within an area of the station where large crowds regularly congregate.
- If Paxport or Pedroute Base Model is already available and indicates the existing passenger flow analysis block plan of the area into which the proposal is to be placed has a Fruin worst level of service of C, D, E, or F and the service factor is indicated as 2-3, 3-4, 4-5.

3.2 Static Analysis of Space Planning General Note:

3.2.1 Pedroute dynamic analysis is particularly useful for the analysis of relatively small spaces, passageways, circulation cores and single sided platforms.

3.2.2 Paxport is particularly suitable for evaluating small and large spaces with intricate and complex passenger route choices, including concourses, ticket halls and areas where dwell and assembly of passengers over time is likely to occur. Assumptions can also be included regarding the frequency at which people visit retail units or purchase tickets etc.