

Construction Traffic Management Plan

**Belmont Road
Bedhampton
PO9 3PT.**

Produced by:	Reviewed by:	Approved by:	Date:	Revision No.
M Singlehurst			30/04/22	1
Signature: Signature: Signature:				

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Introduction

The Site Logistics and Traffic Management Plan is designed to detail the procedures and objectives of Uplands with the main aim being to reduce incidents, maximise efficiency and provide a proactive approach to site logistic management for the Project.

The Site Logistics Plan covers the following items:

- Traffic / pedestrian management,
- Delivery co-ordination, prioritising and scheduling,
- Material storage and distribution,
- Managing waste,
- Management of keys.

The Site Logistics Plan is to be read in conjunction with the Construction Phase Plan. It is the policy of Uplands that all works are undertaken in a manner that ensures compliance with health, safety and environmental legislation, contractual and moral commitments.

The Site Logistics Plan will be a document that requires constant review. It will be reviewed monthly as a minimum, and updated as necessary.

The Planner is responsible for the preparation of this document with revision by the Project Manager as required through the project.

The site hours will generally be 08.00hrs to 18.00hrs Monday to Friday.

Work / deliveries outside of these hours must be by agreement and the Trade Contractors must provide suitable supervision for their extended works.

All Trade Contractors will be asked to provide emergency contact information. This information will be held on the site induction forms and used in the event of an emergency.

Any comments or questions regarding this document should be addressed to the Project Manager

It is the intention that the Site Logistics Plan is issued to all potential Trade Contractors (together with the Health, Safety & Environmental Plans and supporting documentation) with enquires and discussions during the Pre-start meetings to make all Trade Contractors fully aware of the site management methodology.

Once a trade contractor commences on site, they will be expected to attend meetings to agree access routes, deliveries, storage areas, crane lifts, etc. This will be co-ordinated by

the Construction Manager. What has been agreed will then be transferred onto drawings / matrixes and placed in a prominent position for all to see.

All are reminded that the success of the project relies entirely on good planning / coordination and communication. Attendance at Logistics Meetings will assist this process.

1) Traffic Management

The objectives of this document are to identify the potential hazards due to vehicles and mobile plant on site, to ensure safe and efficient transport of plant, materials and personnel to and from site and how they integrate with each other and the surrounding environment. Then to set out a strategy to minimise or eliminate the risks.

It is anticipated that the number of vehicle deliveries per day will peak at 3 per day with an average of 1 per day. The size of vehicles which will enter the site will range between small vans to a 25' lorry.

This document has been prepared to comply with the principles of HSE Guidance Booklet HSG 144 – The Safe Use of Vehicles on Construction Sites.

The intention is to implement control measures to minimise the risk. Risks considered include striking public at entrances / exits, mud on road, striking structures, damage to underground services, overturning, pollution, unauthorised use, security, loading / unloading, reversing and parking.

Updates of the site access, security points, loading bays, etc., will be provided to each trade contractor as and when they change. They will be reviewed at the Monthly Safety Meeting and re-issued.

a). Refuelling

A procedure for controlled fuelling up of plant and equipment will be implemented by each Trade Contractor and agreed by Uplands. This will include a secure, bunded fuel storage area all refuelling carried out by a trained and competent person.

- ✓ All fuel bowzers are to be double-bunded and a drip tray provided to prevent contamination during fuelling. Fuel spill kits will be positioned adjacent to the fuel tanks.
- ✓ 45-gallon fuel containers will not be allowed on site.

b). Vehicle Movements

- ✓ Routes will be adequately lit and sign posted.
- ✓ Any reversing manoeuvres will be under control of banksman
- ✓ Flashing beacons must be activated as soon as site is entered.
- ✓ Vehicle routes will be designed to minimise gradients.
- ✓ Where appropriate restricted openings in structure, etc., will be identified and signed by suitable means, such as hazard strips on structure and height restriction boards.

c). Vehicles and Plant

Parking is provided on site. Vehicles will not be permitted to park on-site unless granted access by Uplands.

- ✓ All delivery vehicles must have the following:
 - ↗ Hazard warning lights,
 - ↗ Audible reverse warning sounder,
 - ↗ Means of clear 360° vision for manoeuvring / reversing (i.e., CCTV / mirrors, etc., as HSG 144, or banksman, when manoeuvring or reversing).
- ✓ Site vehicles / plant will:
 - ↗ Have flashing hazard beacon.
 - ↗ Have audible reverse warning.
 - ↗ Have seat belts fitted.
 - ↗ Have a valid tax disc if operated outside of the designated licensed areas.
 - ↗ Have rollover protective structure (ROPS) and / or falling-object protective structure (FOPS) in accordance with the manufacturer's instructions (where appropriate).

- ↗ Be selected with regards to safety aspects of its use (i.e., size, duties, visibility, etc.).
- ↗ Have 360° all round vision, or be provided with driver vision assistance, such as CCTV, mirrors, etc., or be under the guidance of a trained banks man while manoeuvring / reversing.
- ↗ Have valid “Thorough Examination Certificate” (and load test where appropriate), and inspection disc displayed in vehicle window.
- ↗ A copy of the latest “Thorough Examination Certificate” (and load test where appropriate) for plant, together with its latest maintenance record, is to be presented to Uplands prior to its commencement of work on site.
- ↗ Updated “Thorough Examination Certificates” are to be issued to Uplands as and when carried out.

When unattended all vehicles/plant must be left without keys in the ignition and be immobilised.

d). Vehicle Maintenance

- ✓ Maintenance will be arranged by each Trade Contractor and carried out in accordance with and at periods set out in manufacturer’s recommendations or at shorter intervals if appropriate.
- ✓ Records of the above must be made available for inspection by Uplands.
- ✓ Trained plant fitters will carry out all maintenance. Certificates of training / employer’s certification of competence will be presented to Uplands for checking prior to commencement on site.

e). Driver/Operator Competency

- ✓ Delivery drivers must hold a current valid driving licence for the vehicle being operated as issued by the Driver and Vehicle Licensing Agency (DVLA).
- ✓ On occasions Uplands Security will check the above documentation at the entrance to the site.
- ✓ Drivers of delivery vehicles with HIAB cranes or on board forklifts will present certificates of training prior to operation of the plant on site.

- ✓ All plant operators will be required to have CITB / CPCS certificates of training and achievement as deemed appropriate by Uplands Safety Department.
- ✓ All plant operators will produce relevant confirmation of training and familiarisation achievement for Uplands inspection prior to commencement on site and again each time refresher training is carried out.

f). Drivers/Operators Rules

- ✓ No person is allowed to operate vehicles and plant unless trained to do so.
- ✓ Seat belts must be worn at all times
- ✓ No passengers are to be carried unless the vehicle is specifically designed to do so.
- ✓ Drivers / operators must have proof of familiarisation with all operating controls and techniques and safety devices of the particular item of plant they are to use.
- ✓ Drivers / operators are to carry out pre-use safety checks of the unit prior to use each shift.
- ✓ All drivers / operators to drive carefully at all times and note the presence of pedestrians on site.
- ✓ All drivers / operators are to only operate the vehicle / plant strictly in accordance with manufacturer's recommendations / instructions.
- ✓ All drivers / operators must comply fully with all safety signage including:
 - Speed limits,
 - Stop signs,
 - Give way signs,
 - One-way signs,
 - Loading restriction signs, etc.
- ✓ Reversing is to be kept to a minimum and only undertaken when clear all round vision is available and / or under the direction of a trained banks man.
- ✓ Hazard warning lights or flashing beacons to be on at all times while the vehicle is running.

- ✓ Excavations only to be approached when safe to do so and guided by a trained banks man (stop blocks, spotting logs or other adequate edge protection must be available).
- ✓ Ensure all materials are stored in a safe manner to prevent crush injuries.
- ✓ Delivery drivers to remain with their vehicle at all times, in the cab when safe to do so.
- ✓ Outside the cab drivers must follow a reasonable dress code, i.e. no shorts or vests will be allowed.
 - Safety helmet,
 - Safety boots,
 - High visibility vests,
 - Gloves and safety glasses,
 - Other PPE as required by the task risk and method statement.
- ✓ Vehicles / plant left unattended must be left in a safe condition and with the key removed and / or immobilised.
- ✓ No reversing unless a trained banks man is in attendance.
- ✓ Open top lorries must be sheeted, unless empty.
- ✓ Dumper operators must leave the unit whilst it is being loaded and stand a safe distance away.
- ✓ No young persons (under 18 years of age) or pets are allowed on site, this includes them being in a vehicle.
- ✓ We expect that all delivery drivers are able to receive instructions and or directions in English.

g). Vehicle Work Areas

- ✓ It will not be possible to segregate vehicles and pedestrians from some work areas where personnel on foot are necessary for the operations being carried out in the area, sometimes working in conjunction with the vehicles. Precautions in such cases will include:
 - Exclusion of those not required in the area (where possible),
 - Vehicle marshals to control vehicle movements,

- ↗ Safe vehicle manoeuvring policies,
- ↗ On board vehicle warning devices,
- ↗ CPCS / CITB trained vehicle banks men,
- ↗ Pedestrian use of high visibility vests / coats,
- ↗ Driver rules,
- ↗ Adequate lighting of the area and warning signage.

h). Banksmen

- All vehicle banksmen will:
 - ↗ Be selected for the duties to be carried out, bearing in mind their physical and mental abilities (selected and appointed by the Trade Contractor);
 - ↗ Be trained to a level acceptable to Uplands and have proof of such training;
 - ↗ Wear orange high visibility gauntlets when directing vehicles;

i). Plant on Public Roads

No plant will be allowed on public roads without an agreement by Uplands Safety Department. All operators must observe the surrounding speed limits at all times.

j). Site Vehicle Entrance/Exit

Access to / Exit from site

Uplands will provide the relevant signage directing the construction traffic along the required route to insure all arrive at the site work area along the designated route.

Before leaving site, a hand operated jet wash will be available if any mud requires removing from vehicle wheels.

k). Loading and Unloading

- Where delivery lorries have a HIAB crane or their own forklift, drivers must have been trained and have proof of training in this equipment, including all test certificates.
- Safety techniques for unloading / loading, i.e., methods of attaching crane hooks, etc., must be employed by Trade Contractors.

- All off-loading will be carried from within the site boundary or from the delivery bay – no unloading will take place on the surrounding roads.

l). Client/Surrounding Environment Restrictions

- Belmont Road is a public highway which must be kept clear and clean at all times. There is only space for 1/2 vehicles (depending on their size) outside the entrance gates at any time so deliveries will need to be booked using the form shown in Appendix B. Chapter 8 barriers will be used to segregate the vehicle at all times.

2) External Pedestrian Access Routes, hoardings and footpaths.

We do not intend to close any footpaths around the perimeter of the site and a 2.4m high Site fence will be erected to protect the public.

3) Internal Pedestrian Access Routes

Site welfare facilities will be in on site. Access to this unit will be via the footpath indicated on the site notice boards.

4) Delivery Management

Site deliveries will be coordinated through the Construction Manager, who will hold power of veto over deliveries not brought forward in accordance with the schedule of deliveries. No access will be allowed for unplanned deliveries.

Unless previously agreed, no deliveries will be accepted before 07.00hrs, and unloading must be completed by 17.30hrs Monday to Friday.

To prevent congestion on roads adjacent to the site and on site, all deliveries must be planned on a two week look ahead schedule.

It is imperative that all loads are planned such a way that they are delivered “just in time”, unless an adequate storage area has been agreed by Uplands to store future materials. It is vital that all Trade Contractors operate the system to ensure seamless deliveries.

All parties are reminded that any abuse given to the Construction Manager or the site team or the security guards by delivery drivers, etc., will lead to the delivery being denied access to site, and the driver being denied any future access to site.

All Trade Contractors are reminded of their legal obligations to provide competent persons to control the off-loading of their deliveries, i.e., Slinger / banksman or lifting coordinators.

5) Pedestrian Segregation On Site

At site entrances / exits separate segregated pedestrian access points will be established and maintained.

Where practical, all main pedestrian access routes will be physically segregated from vehicles by fixed barriers.

Where a route is established for a short duration and / or before a more permanent barrier can be established, continuous plastic/metal red & white barriers may be used.

Walkways will be signed, sufficiently illuminated and have a trip free surface.

Where it is necessary to cross main vehicle routes, pedestrian crossing points will be provided. They will:

- ✓ Be located away from driver blind spots,
- ✓ Have signs warning drivers of crossing point,
- ✓ Have signs warning pedestrians of vehicles,
- ✓ Have hatched marking on roads (where practical),
- ✓ Have speed ramps prior to crossing points (where practical).

6) Monitoring and Consultation to staff and general public

The construction management plan will become part of the site induction so will be Communicated to everyone who attends site.

It will also be displayed on site notice boards.

A copy of the plan will be pinned to the site hoarding a copy posted to local residents.

Each day the Construction Manager or his designated person will walk the pedestrian / traffic routes to ensure all agreed measures are still in place and being adhered to.

Each week the Construction Manager will meet with the rest of the site team and plan route adaptations / alterations for the following weeks work if required.

Views of Trade Contractors re traffic safety precautions will be an agenda item at contractor HSE meetings.

7) Materials Storage and Distribution

Each trade contractor is fully and ultimately responsible for the management, storage and handling of their own materials and any materials provided to them “free issue” by Uplands. Areas for each trade contractor to store materials will be allocated by Uplands prior to the trade contractor starting and as and when required during the construction stage. A storage plan will be maintained and updated by Uplands. It will be discussed at the site meetings with Trade Contractors.

Uplands will not supervise materials that are distributed via any Uplands provided folk truck, etc. Once in the Building material distribution remains the responsibility of the Trade Contractor. Pallet trucks, propriety trolleys, tugs, etc., are recommended.

Each Trade Contractor is then responsible for managing the material in their own area. This includes but may not be limited to:

- Storage in accordance with manufacturer’s recommendations;
- Storage with sufficient safe distance between items;
- Storage without risk of collapse or crushing;
- Storage without risk of ignition: items with ignition / combustible potential should be reviewed by the Trade Contractor’s manager;
- Storage of COSHH materials are managed;
- Storage such that items of high value are properly locked up;
- Dangerous goods such as gas bottles are stored in accordance with current health and safety legislation;
- Goods that may deteriorate in adverse weather or with age should be stored such that they are adequately protected.

8) Control of Keys

The general philosophy is as follows:

The Uplands site team will hold keys for all areas under Limitation of Access, authorisation to open these areas will come from the Uplands site team under permit.

Any persons seen cutting / breaking locks / chains, etc, without authorisation will be immediately removed from site.

Appendix A:

Delivery Drivers Safety Rules

1. No person is allowed to operate vehicles and plant unless trained to do so.
2. Seat belts must be worn at all times
3. No passengers are to be carried unless the vehicle is specifically designed to do so.
4. All drivers to drive carefully at all times and note the presence of pedestrians on site.
5. All drivers are to only operate the vehicle / plant strictly in accordance with manufacturer's recommendations / instructions.
6. All drivers must comply fully with all safety signage including: Speed limits, Stop signs, Give way signs, One-way signs, Loading restriction signs, etc.
7. Reversing is to be kept to a minimum and only undertaken when clear all round vision is available and under the direction of a trained banks man.
8. Hazard warning lights or flashing beacons to be on at all times while the vehicle is running.
9. Ensure all materials are stored in a safe manner to prevent crush injuries.
10. Delivery drivers to remain with their vehicle at all times, in the cab when safe to do so.
11. Outside the cab drivers must follow a reasonable dress code, i.e. no shorts or vests will be allowed and full PPE must be worn i.e. Safety helmet, Safety boots, High visibility vests, Gloves and safety glasses, as well any other PPE as required by the task method statement.
12. Vehicles / plant left unattended must be left in a safe condition and with the key removed and / or immobilised.
13. Open top Lorries must be sheeted, unless empty.
14. No young persons (under 18 years of age) or pets are allowed on site, this includes them being in a vehicle.
15. No defective vehicles allowed on site.
16. The site speed limit is a Maximum of 10-Miles Per Hour on approach roads 5mph within site area.
17. Unless in extreme emergencies, pedestrians are prohibited to access / egress from any loading bay ramp.
18. We expect that all delivery drivers are able to receive instructions and or directions in English.

Appendix B - Delivery Access Request Form

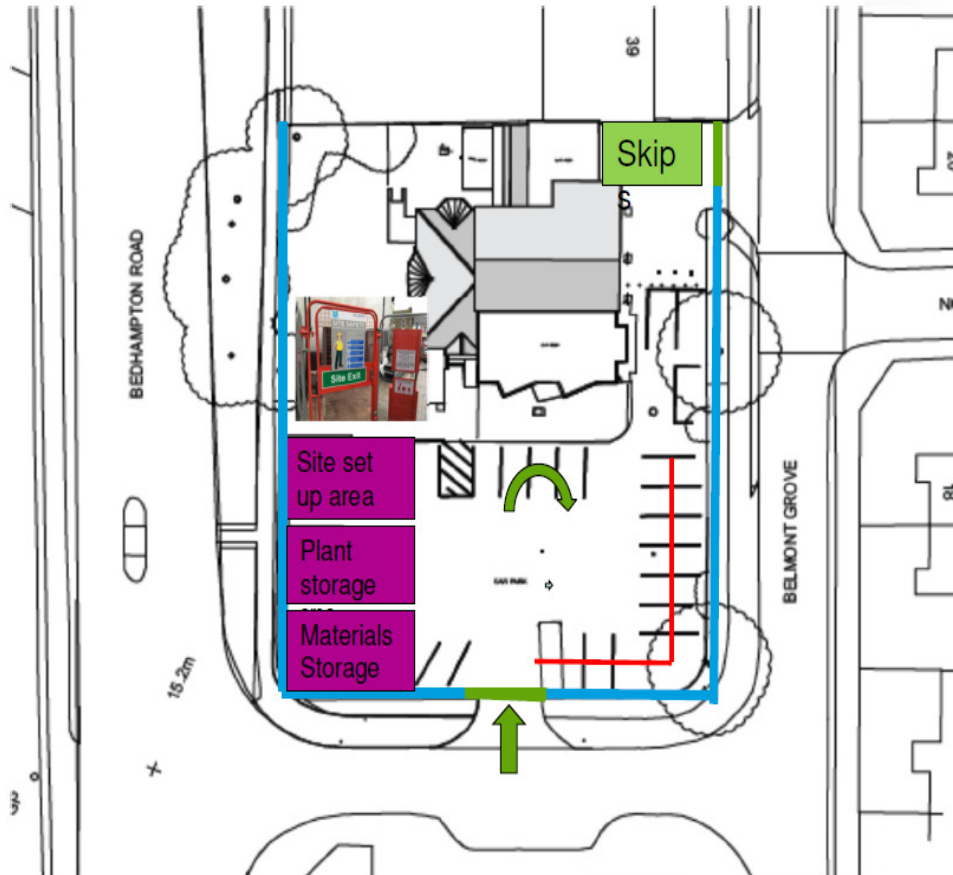
To be completed by the supplier/subcontractor/Hauler/Plant Hirer and sent to

Uplands not less than 72hrs before each delivery

Form Number _____

Uplands/Trade Contractors Purchase Order No			
Trade Contractor Name & Address & Tel No			
Supplier Name & Address & Tel No			
Haulers Name & Address Tel No			
Name on Vehicle if different from Haulers Name			
Description of Goods			
Quantity of Goods			
Location on Site			
Method of Unloading			
Vehicle Make			
Vehicle Registration			
Vehicle Size and Weight			
Drivers Name and Address			
Planned Delivery date		Anticipated Delivery Time	
Delivery Authorisation To be completed by Uplands and returned to the Trade contractor not less than 24hrs before delivery			
Special Instructions			

Site layout traffic plan



The site will have Herras fence panels at 2.4m high installed to the manufactures design.

We will have a designated digi-lock gate for access and egress.

Plant parking will be in the proposed spaces.

Materials storage space provided.

We will be using a full site set up with cabins and toilets connected to the mains.

All vehicles will be reversed / directed by a designated banksman.

Designated pedestrian route

