

TRAFFIC MANAGEMENT PLAN

Project Title & Address

The following Plan is prepared in compliance with the Construction (Design & Management) Regulations 1994, Health & Safety at Work Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992, The Management of health and Safety at Work Regulations 1992 and the Workplace Transport Safety (INDG 199)

INTRODUCTION

It is the policy of "Company Name" (Contractors) Limited to seek proper standards of Traffic Management during all aspects of work.

There is no set formula to follow that will create a safe system of work. The only way is to identify all the risks and decide on how to tackle them. The aim of "Company Name" (Contractors) Limited is to evaluate all hazards within the activities of the project and to formulate a specific traffic management plan. When considering the risk of an accident caused by a vehicle on site, especially one that may be reversing, the consequences are severe. "Company Name" (Contractors) Limited have therefore set standards within the company which shall be met by all operational sites.

Meeting those standards will ensure the necessary levels of protection to the site workers, visitors, member of the public and to surrounding buildings, plant and equipment.

The Safety & Environmental Department will provide advice and assistance on traffic management matters to those involved in the works, and carry out a monitoring role to ensure compliance with the requirements of this Traffic Management Plan.

SCOPE AND OBJECTIVES

This document primarily details the traffic management systems and procedures to be utilised at **Project Location**, to protect the site workers, visitors and members of the public, during this project.

It is intended that this document should provide information and direction to all those involved in the project to promote a fully co-ordinated approach to traffic management and to achieve the highest levels of protection to the site workers, visitors and members of the public.

This plan will be applied generally to the current works, any changes in the strategy, which might be necessary to suit an individual phase of the project will be added to the Plan as appropriate.

ORGANISATION & RESPONSIBILITIES FOR FIRE SAFETY

TRAFFIC CO-ORDINATOR

Insert Name

Assessment of Traffic Management needs. Monitoring and updating of Traffic Management Plan. Advise Project Manager/Contracts Manager on implementation of Plan requirements. Ensure on site inspections are carried out to ensure compliance. Review traffic flows and any subsequent disruption to public highway. Liaison with appointed Traffic Management assistant and sub contract banksman. Monitoring and reporting on site Traffic Management to the Project Manager. Induction Training of site operatives.

TRAFFIC ASSISTANTS

Insert names of assistants

Day-to-day implementation and monitoring of Traffic Management Plan. Inspection of site vehicles, driving conditions, deliveries and site haulage and any impact these may have on the public highway. Inspect public highway conditions. Reporting on traffic issues to the Site Traffic Co-ordinator.

TRAFFIC BANKSMAN

Compliance with the requirements of the Traffic Management Plan. Guiding in and out of vehicles to and from site. Ensuring persons are kept away from moving vehicles.

Insert names of Banksman

TRAFFIC MANAGEMENT STRATEGY PLAN

The intention of this strategy is to reduce to the minimum the potential for injuries, plant and property damage which may occur on site or when vehicles and plant are entering or leaving the project area.

During the early stages the main works in progress will be the site set up, which will involve delivery of scaffolding components (by HGV) and welfare cabins (by HGV with hiab). During the contract period there will be deliveries of materials, equipment and skips to site and collection of waste materials (by Skip wagon). There will also be a steady stream of other delivery vehicles. All of these will need to be assessed and procedures will need to be put in place. There also be the delivery, erection (and at a later date) the striking and removal of a tower crane located at area 1B. There will also be the removal of the welfare cabins by crane or self contained HIAB which will be covered under a separate lifting procedure.

Vehicular related activities that will be taking place are as follows:-

- Loading/unloading of plant, equipment and materials from Wagons parked in "Road Name" by Telehandler or crane
- The distribution of materials and equipment around site, which includes loads distributed to and from loading bays and compounds by Telehandler and tower crane
- Varied light deliveries
- Deliveries of concrete via 7-8 mtrs concrete wagons
- Skip collections and deliveries
- Groundwork's plant, piling rigs and tipper wagons travelling on site
- Plant crossing "Road Name" to/from 1A/1B

1. HAZARD IDENTIFICATION

- **The following hazards are identified with the above works:-**
- Shared space for workers and plant travelling on site
- Restricted space in which to manoeuvre on site
- Vehicles or plant striking site operatives, visitors, property or structures whilst travelling on site
- Vehicles or plant striking site operatives, Members or the public, vehicles, property or structures, whilst driving across the footpaths and road in "Road Name" to enter and leave sites 1A & 1B
- Telehandler or loads striking site operatives, members of the public, other vehicles, property or structures, whilst unloading / Loading Vehicles in "Road Name"

- Unloading/loading of delivery vehicles on site by self contained HIAB.

2. CONTROLS

Any vehicle reversing, entering or leaving site must be guided by the traffic Banksman.

ALL Delivery drivers to report to site office on arrival

- 24 hr notice to be given to site for all deliveries/collections
- PPE (hard hat, steel cap boots and hi viz) to worn by drivers when on site or in the loading bay/area.
- Construction plant operating on site to have working amber lights operational at all times and to be fitted with ROPS where applicable.
- Deliveries only allowed between:-
09.15 & 15.00 hrs Mon-Fri (deliveries outside of these hours only allowed with the expressed permission of "Company Name" Management).
08.00 & 12.00 hrs Sat.
No deliveries allowed on Sundays.
- The Banksman and assistants are to keep Vehicles and pedestrians clear of vehicles and plant entering/leaving site, and being unloaded/loaded from "Road Name".
- Banksman to keep operatives and visitors away from vehicles and plant during loading / unloading, reversing and distributing loads to high level loading bays.
- HIAB, telehandler and plant operators to be certificated and competent.
- Vehicle gates to be kept closed when not in use, to deny unauthorised access.
- Segregated pedestrian access routes from "Road Name" to 1a and 1B welfare areas (via turnstiles).

3. LOADING/UNLOADING PROCEDURES (See attached Site Sketch No 206005/SK01TP)

Drivers of delivery vehicles will enter "Road Name" and pull up in the loading bay, out side the north gates of area 1A, and report to the site office. From this position the vehicle will either:-

Unload/load on site

The vehicle will drive or reverse onto area 1A/1B under the guidance of the Banksman, and park at the chosen loading area where loading/unloading will commence. This will be either by hand, self contained HIAB, Telehandler or tower crane.

Unload/load from the loading bay

Once all the required signage and barriers have been erected (see traffic plan Map), the vehicle will be unloaded either by crane (flat bed wagon) or Telehandler (curtain sided wagon). The banksman and assistants, where needed, are to ensure persons do not enter the loading bay during loading and that road vehicles do not pass the loading bay/delivery vehicle during the placement and lifting of loads.

- When leaving site, the Banksman will escort the vehicle off site where it will proceed north towards commercials Rd. Should wagons need to reverse along "Road Name" to commercial rd then the banksman is to escort/guide the vehicle.

Vehicles/plant crossing Lukin St between areas 1A & 1B

Before any vehicle can cross "Road Name" the banksman must be in attendance. When the banks man has checked there are no pedestrians or road traffic present, the banksman will signal the driver/operator to cross the road and footpaths. Pedestrians are to have priority at all times. Where possible, the minimum of disruption should be caused to road traffic.

Distribution of loads around site

Where possible, loading bays and storage areas should be barriered to deny pedestrian access and signage erected. Where this is not possible the Banksman must be in attendance when there is the risk of persons walking behind plant or vehicles when reversing, or under loads being landed or collected at height.

4. GENERAL SITE PRECAUTIONS

• Limited Headroom

An assessment has been carried out on overhead obstructions. There are none which cause concern at present, though there will be a scaffold gantry erected in the near future, across "Road Name", between 1A & 1B. Care must be taken not to strike any scaffold structures or persons travelling between the building and welfare areas.

• Pedestrians

Consideration must be given to pedestrians at all times, particularly between 08:30 – 16:30 when the footpaths are used by parties of school children going to and leaving the school and play areas.

- **local traffic**

Consideration must be given to traffic using "Road Name" wishing to access local properties and businesses, including parents dropping off and collecting school children.

- **Reversing Vehicles**

All vehicles are to have a dedicated traffic banksman where the aforementioned risks apply. The banksman is to be aware of the working environment, in particular uneven ground. He must be at a safe distance from the vehicle and must ensure that he can be seen by the vehicle driver. Hi visibility clothing is to be worn at all times. In situations where large vehicles enter and leave site assistance may be required to ensure persons do not enter the vehicles path.

- **Reversing Aids**

All drivers are to report to site office before entering site. Vehicles drivers to ensure regular checks and inspections are carried out on their vehicle and that all driving aids such as lights, horns, cameras, beepers/alarms are operational. Defects are to be reported to their relevant company so that corrective action can be taken.

- **Driver Rules**

All drivers must report to the site office. Personal Protective Equipment to be worn when leaving the vehicle, this consists of hi-visibility garment, hard hat and safety footwear.

- **Delivery Times**

All delivery times to be obeyed. Deliveries arriving early are not to idle engines outside of site perimeter, this will prevent any nuisance to local residents.

Note There is a delivery vehicle waiting area on Commercial Rd, approx' 50m west of Lukin St (London bound side).

- **Security Checks**

All operatives and vehicles may be subject to stop and search at the discretion of "Company Name" site management.

- **Storage of materials**

No Highly Flammable Liquids or Liquid Petroleum Gases will be brought onto site without the expressed permission of "Company Name" site management.

- **PARKING**

There are no provisions for site operatives parking on site, unless agreed with site management. Any parking off site will be the responsibility of the vehicle owner.

- **EMERGENCY ACCESS**

Emergency vehicles are to have priority on ***** at all times.

TRAFFIC MANAGEMENT INSPECTION

WEEKLY INSPECTION OF TRAFFIC ROUTES/ROADWAYS/FOOT PATH

DATE	INSPECTED BY	COMMENTS
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