



PROJECT	12014 – The Wine Society			
DOCUMENT	Traffic Management Plan			
DATE	02/05/22	REVISION	004	


TRAFFIC MANAGEMENT PLAN




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REVISION NOTES

REV	REVISION DETAILS	REVIEWER	DATE
001	No amendments required	R. Moore	04/10/21
002	Revised to include Temp welfare set up (Appendix 2)	O. O Hara	01/12/21
002	Monthly Review – no change	O. O Hara	06/01/22
002	Monthly Review – no change	O. O Hara	04/02/22
003	Monthly Review – REV 03 – New welfare layout updated	O. O Hara	15/03/22
004	Monthly review – REV 04 - Rev 04 – Site layout drawings + access routes and hoarding lines revised.	O. O Hara	02/05/22

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1.0 PURPOSE

This document will present in a formal manner the organisation and management of construction traffic during the construction phase of the Wine Society project.

The purpose of this document is to act as a communication tool to provide the Authority and Local Community with information about the team that they will be working with for the duration of the design and construction works. It includes the work that will be carried out, the measures that will be put in place to minimise disruption and the liaison procedures between both parties. It will also:

- Provide information about the construction works and our management procedures
- Identify the access and egress to the construction works

2.0 LOCATION

2.1 Description


The main site entrance is the existing entrance located just off Norton Green Rd (previously the Arriva entrance). The wine society staff and visitors will enter the site via their secondary access from Norton Rd.

The works comprise the following:-

- New warehouse connecting to existing warehouse 2 + 4
- Entrance is off Norton Green Road, with secondary Norton Road
- Piled foundations
- Steel frame
- Brick and cladded façade
- Lorry entrance + dock leveler install for loading + off loading
- Site drainage works
- Mechanical and electrical services
- Landscaping works

2.2 Site Setup

Please see appendix B - site setup

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2.2.1 Site Access

The site entrance will be off Norton Green Rd. This will be a dedicated construction access point and full segregation will be provided (Wine society staff/visitor parking will use Norton rd. parking and walk around the outside of the site to the main entrance). Pedestrian access will be segregated using barriers. All site traffic and visitors to the site will gain access and egress from this point. Consideration is given to potential unscheduled lorry arrival by providing a holding area by our site entrance (off the main road) segregated by barriers when needed.

NB. Site staff using temporary welfare setup will use Norton Rd to access site during the period

2.2.2 Site Accommodation and Car Parking

The site accommodation will be located next to the entrance off Norton Green Rd close to the location of the brick built electrical cupboard. There will be separate vehicle and pedestrian access gates for safety. This will also ensure a safe and restricted area (Green safe zone) for visitors to enter the project without the health and safety implications of access to the construction area and will allow for site inductions to be carried prior to accessing the construction works.

Minimal parking within the overspill car park area will be provided for site staff, fenced off to the Farrans side of the site.

The entrance will be manned at all times ensuring a controlled access point for both security and also health and safety.

NB. Temporary Welfare setup in position in Material storage area to allow works to continue in service yard, will be accessed through Norton Rd gate

2.2.3 Construction Traffic Access Arrangements

All construction traffic will access the site off Norton Green Rd. As part of the induction process site access and delivery operations will be clearly detailed and as the project progresses these will be monitored.

Clear signage will be provided to ensure that all construction related traffic uses the correct routes and warning signs indicating interfaces will be clearly posted as required.

2.2.4 Working Hours

Work will only be carried out between the hours of 0800 and 1800 Monday to Friday and 0800 to 1300 on a Saturday.


Notice will be issued 7days prior to any overtime required (where possible). This will include times, location and types of work being executed.

The site will be in operation with the exception of Christmas Day, Boxing Day, New Years' Day

2.2.5 Deliveries

Possible control measures which will be implemented to minimise congestion are:

- Banks-men monitoring control and direct vehicle movements
- Traffic Safety Coordinator responsible for the management of all traffic movement relating to the construction site.

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- Deliveries will be co-ordinated and a delivery schedule used to avoid congestion.
- Clear signage of hazards and routes.
- Suitable barriers demarking segregation where required.

A full time gate person will be in attendance to assist and control traffic movements.

3.0 CONSTRUCTION DELIVERY TEAM

3.1 Construction Project Manager

The Project Manager is responsible for the performance of the construction team and ensuring that the project is on time and constructed to agreed quality standards. He is the main point of contact between the Authority, The client and the construction team

3.2 Construction Site Manager

The Site Manager works directly to the Project Manager and is responsible for the construction works and dealing directly with the supply chain partners

3.3 Design and Services Co-Ordinators

The Coordinators will assist the Project Manager in the management of design. They will also have responsibility for coordinating the design inputs of the construction contractors.


The Coordinators are also responsible for the management and implementation of the building services strategy to deliver the design, installation and commissioning of all services on the Project. This will involve liaison with the construction contractors to achieve the specified objectives

3.4 Traffic Safety Co-Ordinator

Traffic safety management and associated works will be managed by the Traffic Safety Coordinator. He will be responsible for the erection, maintenance and removal of all traffic control measures both on and off site. He will lead a small team of operatives and control a rota system so that personnel are on call out of hours to replace or repair any traffic management measures that may have been subjected to weather damage or vandalism.

3.5 Planner

The Planner will provide support to the construction team and will assist the Project Manager in the reporting of progress and the detailing and issuing of short term and work package programmes.

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3.6 Safety Manager

The Safety Manager will advise and review the systems of work which the Principal Contractor implements. They will liaise with the Construction Project Manager on a weekly basis

3.7 Quality Manager

The Quality Manager will advise and review the systems of work the Principal Contractor implements. They will liaise with the Construction Project Manager on a weekly basis.

4.0 SCOPE OF WORKS

4.1 Construction Work


Redevelopment of the old Arriva site to include a new build steel frame warehouse (Warehouse 5) to extend the current Wine Society site of warehouse 1/2/3/4, with associated connection points to the existing frame of warehouse 2/4.

These works include demolition of existing Arriva buildings and construction of a new steel frame warehouse building, associated access, car parking and landscaping, and fire proofing measures to the existing main truss both external and internal to warehouse 4.

The existing main entrance onto the Arriva site will be redeveloped to suit the needs of the new site. Levels change to suit lorry movements from the front entrance to the loading/unloading bays. The current carpark/overflow car park to the rear of the new build site will remain as is currently, with the exception of the install of drainage systems through this area and reinstated. This will remain in operation while the following phases of the project are completed.

The works comprise the following:-

- Groundworks
- Piling
- Steel frame
- Brickwork
- M & E
- Cladding
- Concrete slab works to service yard
- Pre-cast concrete works (dock levellers)
- Footpaths
- Car parking
- Street lighting
- Mains service and strategic ducts
- Landscaping to exterior boundary.
- Rerouting of existing infrastructure
- Below ground data cables and infrastructure
- Below ground drainage with new connection to Thames Water sewers
- Internal elements such as partition walls and joinery fit out, decoration.

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4.2 Delivery Vehicles

Farrans will designate a waiting zone within the site where vehicles will queue while paperwork is processed by the Traffic Management staff and awaiting onward instruction to an unloading area. (Within the site boundary)

Subcontractors and suppliers will be informed in advance of the delivery regime and that deliveries must be notified and recorded on the delivery board. (48hours notice minimum)

Deliveries will contact Traffic management staff in advance of approaching the site to ensure the area is clear.

4.3 Off-Site Car Parking

The construction site will provide limited on-site car parking. Construction operatives and subcontractors will be encouraged to use public transport to site with Stevenage rail station a 13min walk from the site, or use nearby parking facilities listed below in 5.8 Parking section. Subcontractors will be informed via pre-contract meetings and site inductions. It will be proposed that vehicle sharing and public transport (when appropriate subject to Covid-19 restrictions) are used to minimize traffic and vehicles coming to site.

4.5 Access to Individual Work Areas

Access to individual work areas will be strictly controlled to minimise the risk of unauthorised persons from gaining access to the sites during the works. Temporary hoardings, in accordance with good industry practice and legislation, shall be erected and maintained as necessary. Contractor access will be through a suitable temporary gate with secure lock. This will be monitored and controlled by the gate-person who will be in attendance at all times. Throughout the project, personnel will be protected through separation by the use of barriers/fencing and signage etc, points of access across the works where required will be clearly identified and will be maintained and protected at all times.

5.0 SITE PROCEDURES

5.1 Security

5.1.1 Site security will be provided to monitor and control site out of hours.


5.1.2 Adequate temporary hoardings in accordance with good industry practice and legislation shall be erected and maintained as necessary to minimise the risk of unauthorised persons from gaining access to the site during the work. A gate person will be in attendance at all times to control access.

5.1.3 The site offices, contractor offices and welfare facilities will be clearly identified, access to which is off Norton Green Rd.

NB. Temporary setup will be accessed off Norton Rd

5.1.4 The movement of vehicles into and out of the site will be controlled by site security.

5.1.5 All visitors will be required to report to the project offices.

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5.2 Identification of Construction Works

In the construction of all our works, Farrans will ensure that clear and concise information is displayed at all work areas. Statutory notices as well as site specific signage will be clearly identifiable informing all off new routes to be taken to avoid the work area, scope of works, duration and contact telephone numbers.

Adequate temporary hoardings, in accordance with good industry practice and legislation, shall be erected and maintained as necessary to minimise the risk of unauthorised persons from gaining access to the sites during the works.

5.3 Deliveries

Access for deliveries to the site will be from Norton Green Rd, and for some smaller deliveries to the rear of the build, will also use Norton road to Secondary carpark/overspill area.

Delivery vehicles will enter the site and will not be off loaded until paperwork has been assessed. All orders for materials will be required to specifically define the windows of opportunity to the suppliers.

A risk assessment for deliveries will be carried out and a banks-man from the site will guide vehicles to the designated off-loading area if reversing is necessary. Delivery vehicles will have reversing sounders. All deliveries will be compliant with the traffic management rules of conduct in Appendix E at the end of this plan.

5.4 Measures for Segregation

Site pedestrian traffic and vehicular traffic will be kept separate at all times. Work areas will be barriered/fenced off.

Risk assessments will highlight the Forklift offloading/craneage of materials and removal of materials from delivery vehicles so as not to endanger others. Exclusion zones will be set up and demarcation put in place.

Segregated walkway will be provided from Norton Green Rd into the site safe zone.

NB. For temporary set up segregated walkways will be provided from entrance gate on Norton Rd to welfare.


5.5 Access and Egress

Appendix B details the site plan and defines the routes for site traffic.

Fencing from the access point to and including construction areas will be delineated. Where this is not practical the route to these locations may not be fully fenced and we will ensure that works will be carried out, outside the start, and finish times.

All practical means will be taken to avoid unauthorised access being gained to the construction site.

Clear access will be maintained at the site entrance to facilitate emergency vehicle access.

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5.6 Internal Haul Roads

Vehicle speeds on the site will be limited to 5mph to reduce dust generation and Internal roads will be damped down where required. Clean Stone will be laid on these to minimize dust.

5.7 Plant cleanliness

Wheels of vehicles will be cleaned so that debris is not spread on surrounding roads and haul roads will be swept regularly. A pressure washer will be used and a wash down bay constructed within the site boundary (Next to main vehicle/delivery entrance) to deal with run off and debris. This will have an incorporated sump and interceptor (Should oils or lubricants from vehicles be present during cleaning). The sump will allow for regular cleaning out and will capture silt and muck washed from vehicle wheels and body. A designated operative will control this with monitoring by the site management team.

5.8 Parking

Parking will be permitted on site in a limited capacity, or as a “if required to assist works” basis. This will be a designated area + fenced off.

Local carparking in Stevenage can be used and will be made known to contractors ahead of commencing works.

- Stevenage Southgate Long stay car park SG1 1HB (10 min walk to site)
- Stevenage St.Georges Way Multi Storey short stay car park (17min walk to site)

5.9 Access blockage

A gate person will be in attendance to assist with the control of traffic movements and to minimize the risk of traffic build up causing blockage or disruption. The existing gate location has been set in from Norton Green Rd to provide a holding zone for any unscheduled arrivals.


A delivery schedule will be compiled and all deliveries notified to the site to ensure the risk of congestion is reduced.

6.0 DELIVERY PROCEDURES

6.1 Vehicle Classifications

The vehicles are split into three classes, articulated lorries; eight wheel flatbed or covered lorries; and large vans

- **Articulated vehicles** would be delivering the following items of plan equipment and materials.
 - Structural steel
 - Accommodation facilities
 - Pipes
 - Bricks

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- Large panel components such as cladding panels
 - Precast materials, floors and stairs

- **Eight Wheel Lorries** will deliver
 - Concrete, screed and mortar
 - Blocks
 - Reinforcement
 - Specialist metalwork
 - Sand, stone and aggregates
 - Doors
 - Plasterboard

- **Large vans** will deliver
 - Builders tools
 - Sundry consumables
 - Valuable small materials
 - Ironmongery

6.2 Delivery Controls

All deliveries must be scheduled with the site management and the Traffic Safety Coordinator to ensure that there is adequate storage space on site and sufficient equipment and plant to unload the deliveries or load collections.

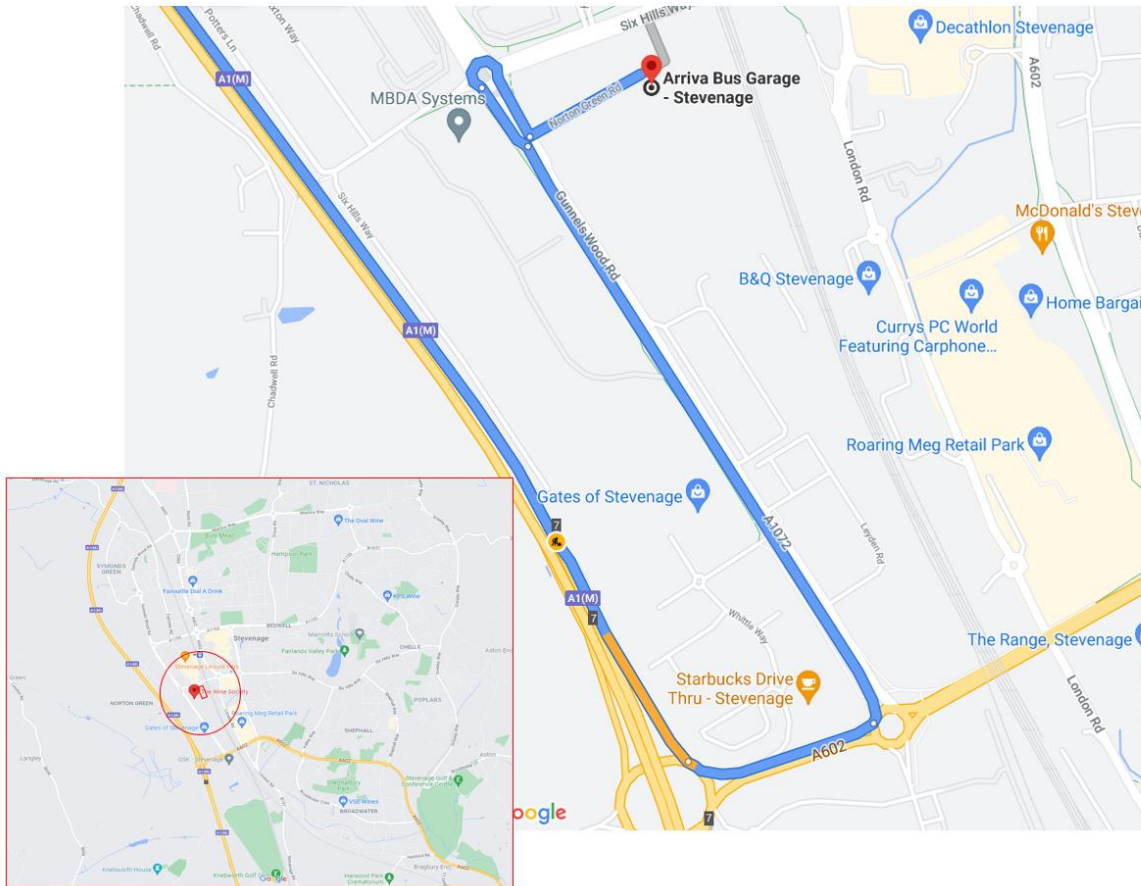
All deliveries will have a scheduled time for arrival on site. It is the responsibility of the Subcontractor to contact the delivery company 30 minutes in advance of the delivery time to ensure no delays or alteration to the delivery schedule are required. Unscheduled Deliveries may not be permitted to site (If access is not possible due to works/other scheduled deliveries) until a rescheduled time is agreed.

The Traffic marshal will ensure safe access from Norton Green Rd to the site entrance and onto the offloading area.

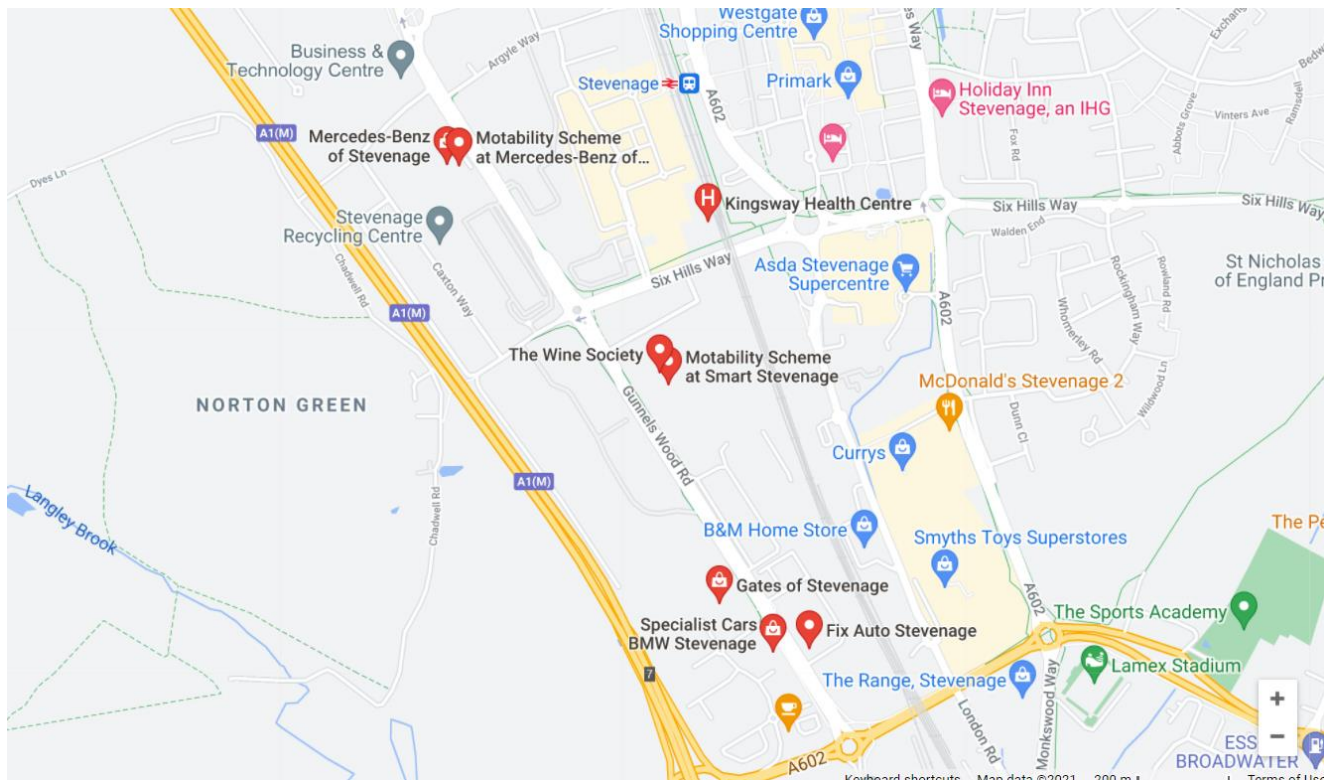
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APPENDICES

Appendix A: The Wine Society and Surrounding Area Map



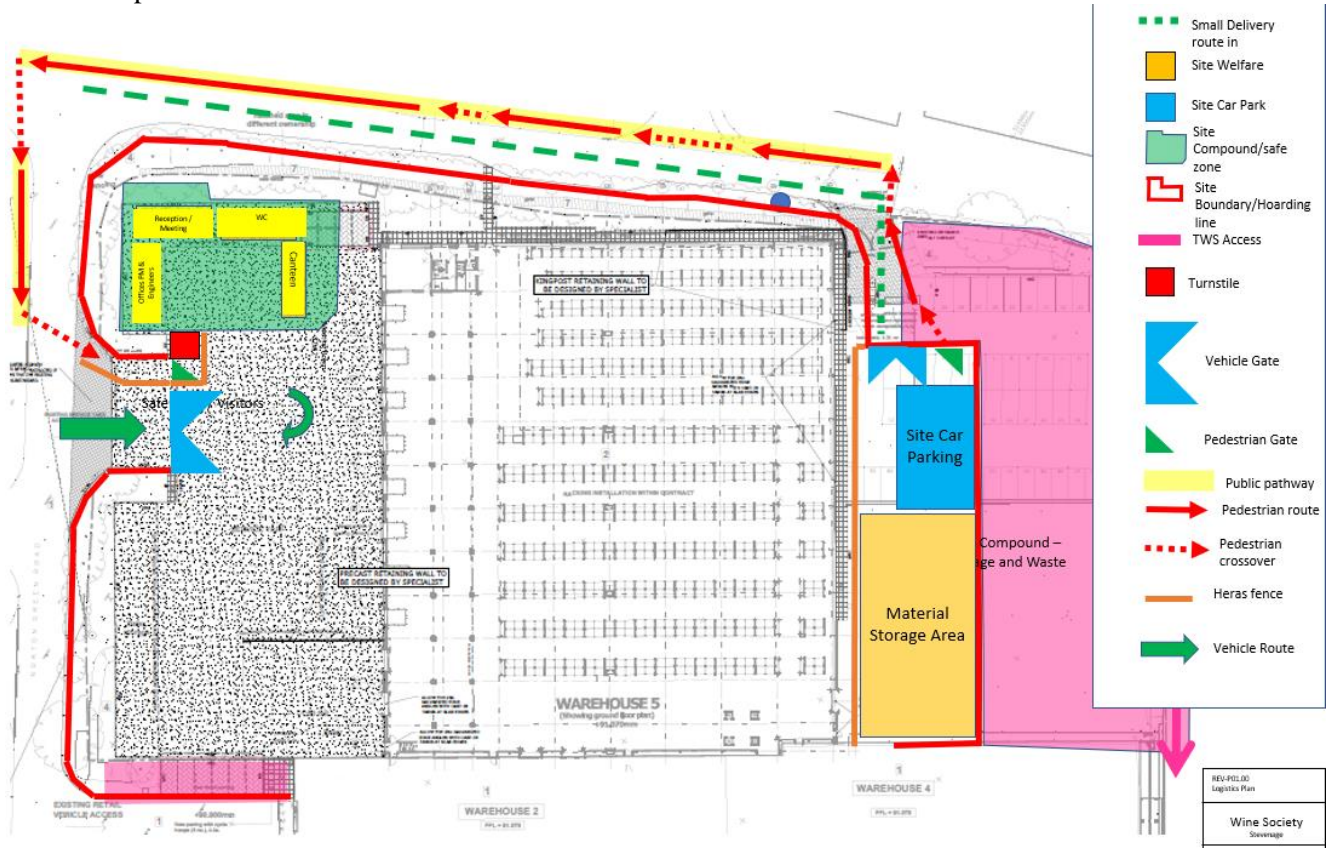
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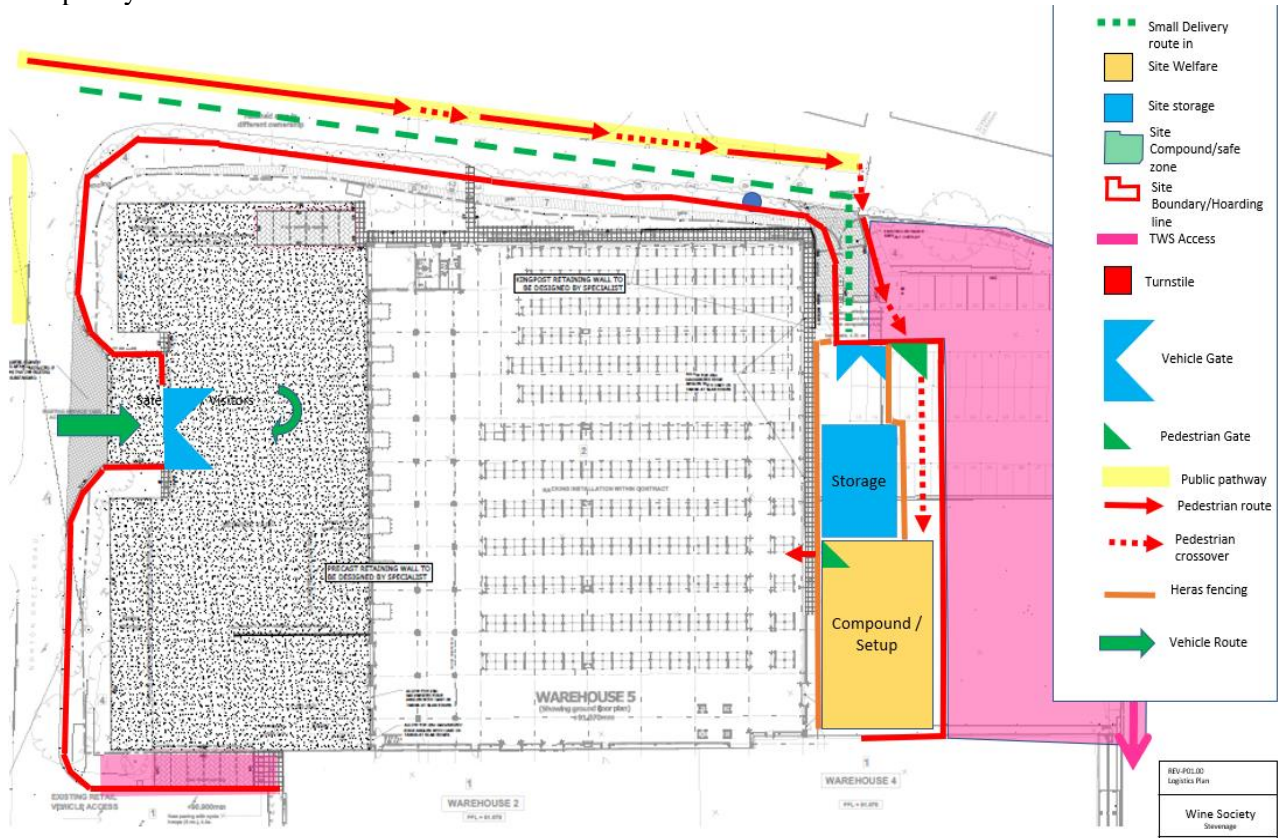
Appendix B: Site Set up (Main Set up + Current Temporary)

Main Set up:



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Temporary:




Appendix C: Directional Signage

Fig.1: Positions for directional signage

Typical signs that will be used include, but are not limited to:



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Appendix D: Emergency Response Plan

OVERVIEW

1.0 Purpose


To identify potential for and response to accidents and emergency situations ensuring that environmental impacts are mitigated and/or prevented.

2.0 Responsibility

It is the responsibility of the Construction Project Manager to ensure this procedure is implemented.

3.0 Procedure

- 3.1 Actual and potential accident and emergency situations will be detailed in our Risk Assessments within the Construction Health and Safety Plan
- 3.2 The Health and Safety Manager will prepare, if necessary in consultation with the appropriate emergency services, work instructions to deal with the situations identified.
- 3.3 The emergency work instructions will be included within the site induction training. In addition all employees are notified of the existence and location of the emergency response procedures.
- 3.4 The emergency response procedures will be kept on all relevant site and office notice boards.
- 3.5 In the event of an accident or emergency it will be the responsibility of the Farrans site personnel to recognise and take the appropriate actions necessary to mitigate the situation in accordance with the Emergency Work Instructions available, and training received.
- 3.6 A situation occurring outside of normal working hours may require that a relevant statutory authority be informed. The Construction Project Manager, or their delegate, will be contacted to respond to the emergency. The Authority and Statutory Authorities will be informed of their contact details and prominent notices will be displayed at the site offices which will indicate the name and contact numbers of these individuals.
- 3.7 This procedure and the Emergency Work Instructions will be regularly tested.
- 3.8 Any accident or emergency situation will result in a Discrepancy Report being raised. Any incidences that may not result in an emergency situation, but that may have the potential to, will also be recorded on a Discrepancy Report with particular detail to the Preventative Action.

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Appendix E: Site Rules


To work safely on site, everyone, including visitors must obey the site rules. If you break the rules you will not be allowed on site.

REMEMBER

- You must understand your method statement.
- You must follow your method statement
- Safety is a legal requirement
- You are part of the safety team
- Report all incidents and unsafe situations.
- Use personal protective equipment.
- There is a safe way to do every job.
- You are not paid to take risks
- You can be removed from site if you do not follow the rules
- All burning of rubbish to be prohibited on site.
- Mobile phones must not be used during work activity
- Consideration should be given to neighbours and lewd behaviour or language will not be tolerated.
- All copies of accident reports must be sent to principal contractor and the SHEQ dept.

SITE SAFETY RULES


1. All personnel shall undergo induction training.
2. Appropriate PPE shall be worn at all times.
3. Every accident and near miss event must be reported to your supervisor.
4. Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interest of health, safety and welfare will be excluded from site.
5. Smoking is prohibited on the site.
6. Visitors must report to the supervisor.
7. Whilst on site visitors are to wear appropriate PPE.
8. Vehicle Drivers must wear a safety helmet at all times when at risk.
9. Vehicle Drivers must not leave engines running. Vehicles are not to be reversed in construction areas unless under the control of an authorised banks-man.
10. Safety signs and notices must be followed.
11. Transistor radios or personal stereos must not be used.

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12. All site personnel, for their own safety and for the safety of others, are required to fully comply with their employer's statement of safe working method.
13. Site fire and emergency alarms, equipment and instructions are designed to protect life. They must be followed.

PERSONAL SAFETY RULES

1. All personnel are required to wear a **safety helmet, safety footwear, Hi Visibility vests, safety Glasses and safety gloves.**
2. **High visibility vests** are required in vehicle movement areas.
3. All PPE to be provided by sub-contractor's employer,
4. The consumption of alcohol and drugs is prohibited.
5. No person is to operate any mechanical plant or equipment unless they have been trained and have been certified as competent
6. Any mechanical plant or equipment found to be defective is not to be used.
7. Ladders are only to be used as work platforms for tasks of short duration and only if no alternative means of access is readily available. Ladders must always be secured to a structure or securely 'footed' by another person whilst in use.
8. The use of trestles is prohibited. Bandstands may be used up to a 600mm height only.
9. Thereafter properly constructed and guarded mobile towers are to be used. Mobile towers without guardrails must not be used.
10. Food is only to be consumed in the designated accommodation/ messing areas.
11. No person other than a **designated and qualified electrician** is to make an electrical connection/disconnection, other than at approved plug and socket joints, or make alteration to the temporary electrical supply.
12. No personnel shall indulge in fighting, horseplay or practical jokes within the site perimeter
13. All footwear and helmets must be worn at all times, failure to do so will result in disciplinary action.
14. No hot work to be carried out on site without a "Hot Works" permit.

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