

# Traffic Management Plan

## 15-17 High Street Histon Cambridgeshire CB24 9JD

921-TMP

Produced by: Mr J Collacott

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## 1.1 Introduction

This document is intended to act as a working document outlining the traffic management proposals for the works at 15-17 High Street Histon Cambridgeshire CB24 9JD the contents of which will be developed as required in tandem with the project construction programme to ensure that safe systems of work for traffic management on the site and adjoining roads are maintained.

The key areas identified in the document will be reviewed by the site team on a regular basis and with subcontractors prior to the commencement of their works on site and updated as necessary. All site personnel will be informed as to the changes as they occur; this will be by means of Toolbox Talk briefings, Information and posters in the site welfare facilities.

Regular liaison with the project team and any other adjacent parties is required to minimise disruption to schedules and to avoid clashes of deliveries.

All vehicles arriving on the project will be advised by the appointed site manager/site team exactly where they will be required to park their vehicles.

The works will involve the refurbishment of the existing building and rear extension within the existing footprint of the building. Excavated material will be minimal and the bulk of the cart away material will be from the existing finishes and fittings removed from the building.

No requirement for heavy plant or crane use is envisaged.

Piling is not envisaged for the works as all the proposed work is within the line of the existing foundations of the building.

The measures highlighted in this plan to control risks should be appropriate to prevent accidents on this site in each specific situation. These control measures will have little effect unless they are constantly used, the effectiveness is ascertained in practice and changes taken account of. The procedures laid down will be monitored and reviewed every month against this assessment. The assessment will be updated as necessary to take into account the new hazards should there be any significant changes.

## 1.2 Site hours of operation

### **Monday to Friday**

Site gates opened for no noise setting up 7.30AM Gates close at 6pm  
Site works carried out between the hours of 8AM to 6PM

### **Saturday**

Site gates opened for no noise setting up 8.00AM Gates close at 1pm  
Site works carried out between the hours of 8AM to 1PM

No works on Sunday or Bank or Public Holidays

### 1.3 Hazards

Where specific hazards cannot be avoided, the risks they present will be minimised and controlled. Efforts will be made to avoid significant hazards before reliance is placed on risk control measures.

#### Hazard Identification & Control Measures

<b>Hazard identified.</b>	<b>Risk/damage</b>	<b>Control measure</b>
Restricted site access road Vehicles entering and leaving site.	Striking pedestrians/ vehicles	Controlled delivery to site with use of banksman when required to ensure safe manoeuvring. Give way to pedestrians at all times.
Vehicles reversing in confined areas.	Striking site personnel or structures	Vehicles must have visual warning light on at all times. Plant/vehicles must have audible alarm warning when reversing. Trained banksman will be in attendance at all times.
Creation Mud and dust	Vehicles skidding on Mud. Drivers vision being impaired by Dust	Any mud from the site on all roads to be cleared up as soon as possible. Wetting down of site roads to reduce production of Dust. Ensure that windscreen/wheels are clean before leaving site.
Site visitors	Site visitors being struck by vehicles/materials	Visitors must wear high visibility garments whilst out on site. All visitors must be accompanied at all times.
Site personnel	Site personnel being struck by vehicles/materials	Site personnel must wear high visibility garments whilst on site. All personnel to undergo site induction before commencement and be made aware of site hazards and rules.
Drivers lacking competence	Out of control vehicles striking personnel and structures	All site drivers to have a current certificate of training achievement and to be competent. Drivers to receive adequate supervision and monitoring.

## 1.4 Logistics, Deliveries & Co-ordination

It is planned to use skips for muck away so that all loading and unloading should be undertaken off the adopted public highway .

Skips will be located on site to the rear of the building, no skips will be located on the High Street.

Skips will be delivered/collected from site between the hours of 10AM & 3PM Monday to Fridays to minimise disruption to traffic and pedestrians and minimise risks.

Two skips will be required for the waste clearance and a space will be allocated within the rear carpark within the site boundaries.

Contractor parking for all phases of the work will be located within the curtilage of the site and not on the High Street.

Movements and control of all deliveries (all loading and unloading should be undertaken off the adopted public highway)

Material deliveries will be direct to site directly into the rear carpark within the site boundaries.

Delivery/collections from the site will be between the hours of 10AM & 3PM Monday to Fridays.

The proposed delivery route is via the High Street Histon. If there is a need to reverse this will be done under the control of a Banksman. At all times the need for reversing of vehicles is kept to a minimum.

Under no circumstances whatsoever will REVERSING manoeuvres take place without physical guidance from a Banksman.

If reversing is required Pedestrian/Contractor's activities are to be suspended with barriers in place for the duration of these manoeuvres.

All site staff must maintain visual contact with each other at all times while vehicle movements take place.

## 1.5 Delivery Schedule Procedure

The site manager is to ensure that all vehicles coming to site are safely controlled and ensure that traffic congestion is kept to a minimum.

No delivery will be accepted on site without contractor personnel to unload them.

Delivery drivers must contact the site foreman prior to arrival to ensure safe delivery can be achieved.

No rubbish or materials are to be left in the unloading zones by sub-contractors or it will be removed at the sub-contractor's expense.

All vehicle delivery drivers are to wear PPE once inside the delivery zone- please instruct all your suppliers. (PPE – hard hat, hi-visibility vest, safety boots and also gloves & safety glasses. )

No children or pets will be allowed into the site accompanying the driver – vehicles WILL be turned away.

It is the sub-contractor's/ supplier's responsibility to ensure that all Lorries delivering to site with HIAB cranes are fully certified for both the machine and the driver. Failure to provide the correct documentation when requested will result in the delivery being turned away.

**Note: No Vehicles are to be loaded or unloaded on the Public Highway.**

## 1.6 Vehicle Routes

The main site delivery point is into main site compound via the route shown on the Traffic Management Site Layout drawing 921-05 using the adjacent access road off High Street, Histon.

The site manager will arrange guided access for deliveries to the site compound.

## 1.7 Contractor Parking

Contractors will park in the designated spaces on site as directed by the site manager. No parking is allowed outside the property on the High Street.

## 1.8 Security Arrangements

The entire site perimeter is to be kept secure to prevent entry by the public and gates kept shut when not in use.

The site will be made secure each evening to prevent unauthorised entry.

Vehicle drivers will not normally be expected to attend a site induction however they will be verbally advised of the need to wear Hi Vi, hard hat and safety footwear whilst on site upon entrance to the project. Compliance with all site rules is mandatory.

## 1.9 Site Contact/signage

The site will display emergency site contact details at all times in a readable position from the highway at all times.

The Contact details are:

Site Manager  
Mr John Collacott

Mob: 07860 395701

### 1.10 Site rules for drivers

1. Do not enter site until you are instructed to do so by the site manager.
2. Ensure that you have a booked time slot for your delivery. Otherwise you may be refused access to site.
3. Vehicles will only be allowed on site whilst loading or unloading.
4. Safety helmet, safety footwear and high visibility vest/jacket must be worn at all times. All other PPE must be worn as and when required.
5. Consumption and possession of alcohol or drugs is prohibited.
6. Smoking is not allowed.
7. Radios and personnel stereos/ipods are not allowed to be used.
8. All safety signs and notices must be adhered to.
9. You have a legal duty to behave and act in a safe and responsible manner at all times whilst on this site.
10. Always be alert and aware of operations around you and of moving plant/vehicles in the area.
11. Vehicles are not allowed on site unless they belong to operatives working on site or making a delivery.
12. Drivers of plant/ vehicles are to be aware of pedestrians at all times.
13. All vehicles are to have reversing sounder and flashing lights.
14. Vehicles are to have Banksman when manoeuvring without clear and all round vision.
15. Keys are to be removed from plant, vehicles and equipment when left attended.
16. Any vehicle, plant or equipment found to be defective must not be used and must be reported to your supervisor for repair.