

Traffic Management Plan

(Appendix to Construction Phase Plan)



Contract Name Xavarian College

Contract Number S1880

1. Traffic Management Plan Overview

Insert as an appendix to this Logistics Management Plan a marked up Site Plans or reference locations as applicable illustrating

- Vehicle access, routes, speed restrictions and parking
- Pedestrian access, routes, segregation and exclusion zones
- Location of site accommodation, welfare and smoking areas
- Material off-loading, storage areas and distribution routes
- Stair and hoist locations
- Crane position(s), radius / over sailing and lay down areas
- Waste management / skip zones
- Plant refuelling and spill kit points
- Plant bucket changing areas
- Locations of surface water gullies and water courses
- Tree and ecology protection zones
- Waste storage areas including specific hazardous waste

The standardised, colour coded identification of routes and areas on plans and on site are:

- Yellow Traffic Routes
- Blue Pedestrian Route
- Red Work / Hazard Area

Where projects are in Phased or the project is in a ongoing phase of defelopment, identidy the key planned changes to support the safe sequencing of works.

Key personnel involved with the implementation of this plan

Name	Role	Line manager
Steve Johnson	Traffic Coordinator	Warren druggit
Conor keys	Telehandler operator	Steve Johnson
Conor Keys	Safety Champion/Black Hat	Steve Johnson
Conor keys	Vehicle mobilisation	Steve Johnson

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2 Risk Assessment

Hazard	How the hazard may be realised	Action to Mitigate Risk
Vehicle and Pedestrian interface at site entrance	Pedestrians access site through the same entrance as vehicles	Separate pedestrian gate and vehicle gate, pedestrian gate on crescent range and vehicle thruloe street.
Unauthorised access via site entrance	Unsecure access allowing unauthorised access through access points	Site is secured every evening after hours and a check will be carried out by the black hat supervisor.
Workforce vehicles accessing site and mixing with plant	Interface with plant, restricting access by parking on site	Materials and tools to be dropped off first thing in the morning then vechiles must be parked in the off site car parks suggested.
Deliveries vehicles accessing site	Vehicles accessing site unaware of traffic management controls	- Identify controls to manage - planned deliveries - call the traffic coordinator 30 minutes before arriving at site - unplanned deliveries- sinage on gates and all delivery drivers to report to site office - The management should sit with the supervisor for the trade and their responsibilities for deliveries identified in the CPP supervisor responsibilities section. - All delivery drivers requiring a lifting operation must complete a Seddon induction with a member of the Seddon site team, and submit evidence of the following - RAMS/ lifting Plan - Equipment checks/ examination - Operative competencies - All minor delivers must receive SAF-FOR-174 Delivery drivers induction.
Emergency evacuation	People plant interface during evacuation, Plant operators being unaware of evacuation.	In the event of an emergency evacuation the plant operator will be signalled by the Black Hat to stop work. The plant will be switched off and the keys removed to prevent it being moved.
Reversing Plant	Contact with people/ public and vehicles during deliveries. Identify where plant will overshoot designated pedestrian routes	All deliveries will be via the vehicle entrance off Thurloe street. The vehicles if for the school will parked in the entrance which is set back from the road to allow the delivery vehicle to be off the road. This will prevent any issues with the public passing on the pathway. Site deliveries will be taken on to site away from the public highway. A Banksman will control all vehicle movements in and out of the site.

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		Any changes to the logistics or any large deliveries will be communicated at the daily briefings. - Plant reversing must be banked if not operating in an excluded safe zone - Plant is prohibited from reversing in public areas without a designated person to bank. - All plant must have been risk assessed and 360 degree visibility checked (1m away) to identify blind spots.
Plant and Pedestrian interface	Plant operators, workforce, delivery drivers and visitors understanding traffic management requirements	- Traffic management rules to be communicated in the site specific induction. - Traffic management routes and parking restrictions to be clearly signed. - Supervisors to be briefed on responsibilities (in CPP) regarding traffic management and maintenance of controls. - Physical barriers use separate Plant/ pedestrian interface. Where pedestrian routes lead onto construction plant routes, they MUST be protected by a gated access opening away from the traffic route. - Plant operators to be given specific responsibilities (see responsibilities section) for the project and briefed on induction. - Identify how the traffic management relating to delivery - Plant operators (or any vehicle entering the traffic management route) must not exceed 10 mph - Crossing points must be clearly defined for both operator and pedestrians. - Plant must be banked whilst Manoeuvring in public areas. - Forks must be up if the vehicles are not carrying a load.
Falling materials from unsecured loads	- Materials falling during unloading process - Materials falling from the vehicle whilst exiting site	- Exclusion zone to be set up around deliveries where loads may fall and maintained until the driver identifies the load as stable for unloading. - Only the driver must release the load, inspecting to ensure stability prior to releasing. - Prior to vehicles leaving site all loads must be secured and locked by the driver. The driver should not leave until all preparations for travel have been completed.
Overhead cables	- Contact with live overhead services - ARC from proximity to live overhead cables.	Identify all locations of overhead cables and each specific set of controls All overhead cables are to be removed before the works commence by the client

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		• Dust suppression fans for demolition should not be used within 30m of live overhead cables. • Height restrictions should be positioned 10m away from the overhead cable. • Any work within 10m must be consulted with the regional supplier.
Changes in Traffic Management controls	• Those attending site unaware of changes to traffic management controls	• Daily coordination briefings to discuss traffic management requirements for each day and to communicate any changes to the traffic management system. Supervisors to disseminate to the workforce. • Site traffic management board to be updated following any change.

3 Site access and restrictions

Approach to the project

Identify the access route to the project and any restrictions

- Access to the college is on thurloe street off of Wilmslow road
- Thurloe Street does get busy around college times that's why post 9am delivery times have been implemented.
- Access for larger load vehicles may be difficult due to parked cars on Thurloe Street therefore using the park range/crescent range maybe be more efficient if required.

Pedestrian Access is gained via

Identify pedestrian access points plus

- Pedestrians will enter through the pedestrian gate located on crescent range

4. Parking

Car Parking for staff and operatives

Apcoa car park on thurloe street.

Sip car park on Wilmslow road- M14 4AL

Parking Restrictions

No parking on site

No parking on local roads, vehicles must be parked on the local car parks

No parking over the school entrance

5. Protection of the Public

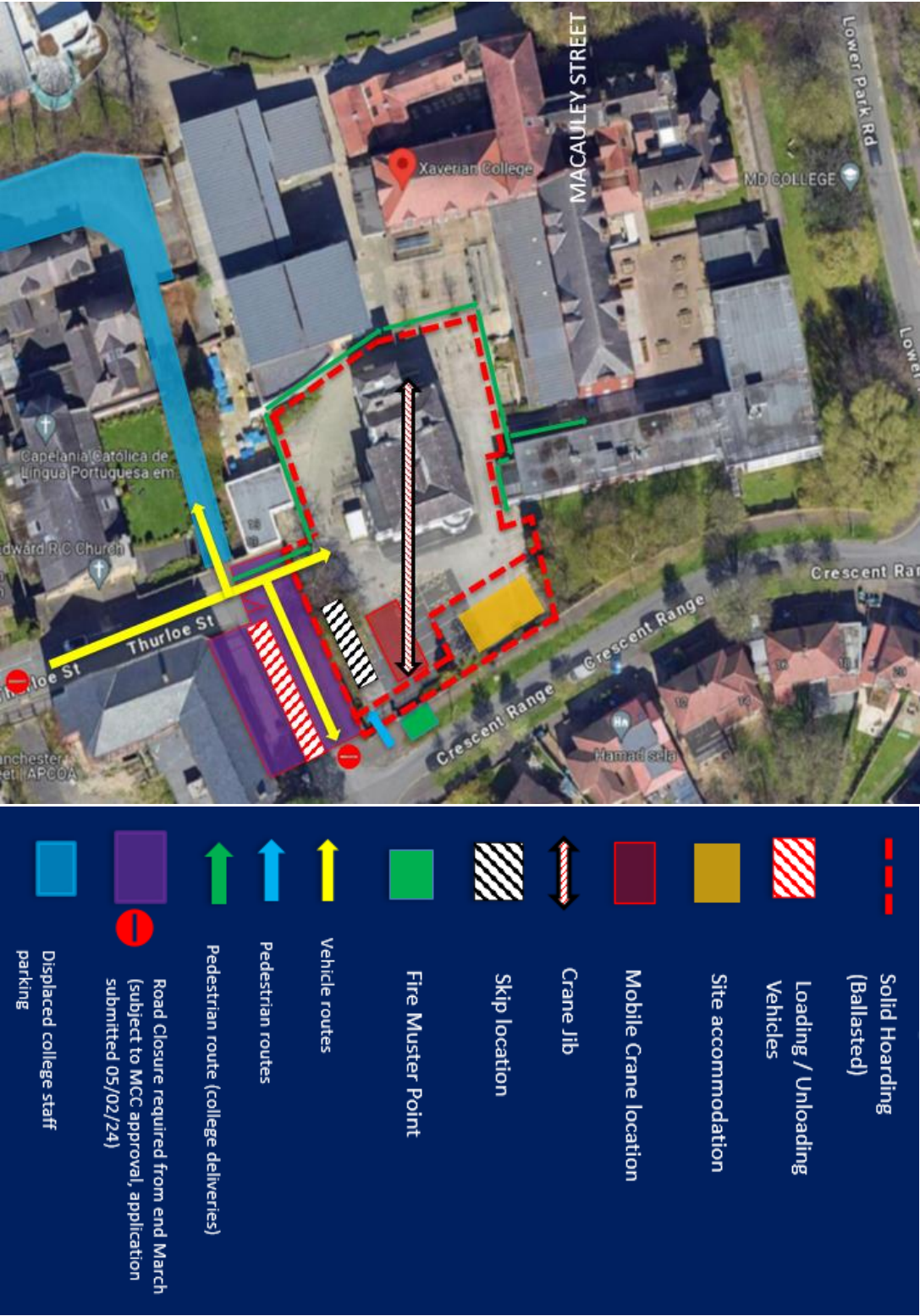
Public protection and site boundary

- 2.4m solid hoarding will be erected around the site boundary before the work starts to ensure segregation between site and the college.
- Road sweeping will be carried out daily or as necessary.
- There will be a banksman for reversing vehicles.
- Gatesman for deliveries/security.
- Secured delivery areas

6. Pedestrian and Vehicle Routes

Pedestrian and Vehicle movement around the project Routes are marked and segregated from vehicles and plant

Insert specific arrangement (plan) including proposed phased changes note that updates will be via the traffic management board that will be updated on site.



7. Delivery

Delivery arrangements			
Booking in arrangements		Call site 1hr before delivery	
Who with	Conor keys	Delivery times	9am till 3pm
Delivery restrictions		Identify any load restriction, packing of loads etc	

Insert plan to show vehicle location, exclusions, pedestrian controls etc

As above logistics plan

8. Material storage

Material storage Plans and requirements

8. Responsibilities – The project specific responsibilities are to be briefed to those concerned and signed, the responsibilities for the Traffic Management coordinator are details in the Seddon procedures SAF-PROC-050. Responsibilities should be updated to reflect the requirements of the Traffic management plan.

Seddon Labourer responsibilities (file with Operative Competencies) – these responsibilities must be communicated on induction

Project	Xaverian college	Project number	S1880
Seddon site labourer is responsible for			
1	Stopping any work that they feel is unsafe, reporting any unsafe act or behaviours to the Seddon management team		
2	Maintaining welfare facilities, ensuring - Facilities are clean and tidy, floors, surfaces, fridges and microwaves are maintained and cleaned. Thoroughly cleaning canteens, toilet facilities, drying rooms twice a day, offices once a day. - Reporting and damage to Seddon Management and where appropriate taking out of use (removal/ warning signs)		
3	Ensuring that all site signage is maintained in good condition, clean and secured in situ.		
4	Whilst on site review traffic management risk and report any issues to Seddon site management - People & plant segregation, ensuring segregation and the workforce are following designated routes - Walkways are maintained in a good condition, flat, free of slips and trips. , - Lifting operations carried out in segregated areas - Plant operators driving within the site speed limit (10 mph)		
5	Review Fire controls reporting any - Missing extinguishers from fire points - Damaged electrical equipment - Heaters covered with clothing or other combustible materials		
6	Provide gate person facilities where specifically required ensuring those receiving deliveries are in attendance to supervise the delivery		
7	Provide support to sites to ensure that materials and resources are suitably located to ensure good continuity of work for skilled operatives and subcontractors		
8	Complete SAF-FOR-170 Daily Site Perimeter Checklist as instructed by Seddon management teams, checking off against the drawing requirements – reporting any issues to the Seddon management team		
10	Complete SAF-FOR-126 Housekeeping Checklist, correcting issues where possible and reporting any significant issues or repeat offenders to the Seddon Management team		
11	Add as you see fit to ensure compliance with the Seddon project requirements		
12			
Conformation - I confirm that		Print	Sign
I have read (been briefed) and understand the risk assessment for the work activities and the responsibilities allocated			

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(Add job title as required) responsibilities (file with Operative Competencies) – These responsibilities are relating to this project and are in addition to the responsibilities given to them by their employer. These responsibilities must be communicated prior to work commencing.

Project	Xaverian college	Project number	S1880
Seddon site labourer is responsible for			
1	Keeping site secure throughout the day and make sure its secured at night		
2	Making sure the public are kept segregated from moving vehicles during deliveries		
3	Making sure the plant machinery is being manouvred safely		
4	Making sure all barriers are in place between pedestrian routes and vehicle routes		
5			
6			
7			
8			
10			
11			
12			
Conformation - I confirm that		Sign	Date
I have read (been briefed) and understand the risk assessment for the work activities and the responsibilities allocated			

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Plant operator responsibilities (file with Operative Competencies) – These responsibilities are relating to this project and are in addition to the responsibilities given to them by their employer. These responsibilities must be communicated prior to work commencing.

Project	Xaverian college	Project number	S1880
Plant Operator		Supervisor	
Employer		Date of briefing	

Plant operator is responsible for

1	Read the manufacturers safe operating manual understand the manufacturers safe working requirements
2	.Ensure that the plant you are operating has been subject to a specific risk assessment, all blind spots identified and controls are in place to mitigate.
3	Complete daily inspections of the plant prior to starting work. The inspection should be in line with the manufacturers recommendation. If you identify any faults, do not use the plant until the faults have been rectified.
4	Checking that the tyres are correctly inflated, are in good condition and have sufficient tread.
5	Ensure plant is isolated and keys removed prior to exiting.
6	Always wear the seat belt provided.
7	Do not use any plant if you are under the influence of drugs or alcohol, or you do not feel fit to operate safely.
8	Do not exceed the speed limits identified for the project.
9	Do not use the plant if your visibility is impaired in any way. Ensure any screens are clean, do not wear hats or hoodies under your hard hat. You must not overload skips on dumpers, the front edge of the skip must be visible before moving forward.
10	Ensure that loads are stable prior moving.
11	Standing away from the vehicle in a safe place so that there is no risk of being struck by the material being loaded or by another machine.
12	Do not move with the skip/forks raised. They must always be lowered to a safe position prior to moving after loading or unloading.
13	If you cannot follow the requirements of the safe operating manual, your RAMS or these responsibilities, stop work and report to your supervisor.
14	Report and damage or deficiency in the traffic management system to the project manager.
15	
16	
17	

Conformation - I confirm that	Print	Sign	Date
I have read (been briefed) and understand the risk assessment for the machine identified above.			
I have read (been briefed) and understand the manufacturers instruction manual for the make and model of machine identified above and have received familiarisation training. (MIMs on site)			
I understand the site rules for the safe use of plant and equipment on the on the project identified above			

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Telehandler operator responsibilities (file with Operative Competencies) These responsibilities are relating to this project and are in addition to the responsibilities given to them by their employer. These responsibilities must be communicated prior to work commencing

Project	Xvaerian college	Person completing Induction	
Project lead	Steve johnson	Date of Induction	
Vehicle make		Vehicle model	
1	Ensure you do not drive an item of plant or use accessories that you have not been trained in the use of (CPCS or equivalent along with documented familiarisation training). Ensure you are fully aware of the machine's capabilities and limitations (e.g. lifting, working on or across inclines etc)		
2	Ensure all plant and equipment has been subject to the require LOLER and PUWER inspections. Ask your line manager for the documentation to check.		
3	Attend Seddon daily SHE briefings to understand the work activities being undertaken that day. The daily SHE brief will take place at . .		
4	Prior to any operation, check the working environment to ensure there are no situations that could impact on the safe operation of the plant. (e.g travel path, loading areas, exclusions). Ensure forks are not extended whilst maneuvering through public areas without a load.		
5	Inspect the telehandler prior to first use each day, ensuring the inspection is completed in line with the manufacturer's instruction manual, e.g. check for any damage, cab cleanliness, 360 visibility, hydraulic pipes have no leaks or cracks etc. Inform the project lead immediately of any damage and do not use.		
6	Ensure all loads are secured prior to lifting, so that no materials can fall during the lifting operation		
7	Ensure all lifting areas are secured to prevent unauthorised access e.g fencing and signage at approach points. As the operator you have responsibility to stop any lifting operation or vehicle movement if the exclusion zone is compromised. Report any unauthorised access to Seddon site management.		
8	The telehandler operator is the nominated person to ensure the safe transportation and lifting of the load. The safe operation is the responsibility of the telehandler operator from the lifting of the load through to the load being safely positioned and released.		
10	Ensure all reversing is completed in a secured safe area. Where this cannot be achieved, the operator must ensure a person is banking the vehicle. Operator to avoid any unnecessary reversing. Turn around safely and drive forward.		
11	The cab must never be exited whilst the engine is running.		
12	The telehandler must be left safe to prevent unauthorised access (keys removed when not in operation)		
13	Seat belts must be used at all times whilst the vehicle is in use		
14	Report any unsafe working practices or situation to the Seddon project lead.		
15	The override switches and indicators are not to be ignored or tampered with.		
16	Do not allow the machine to sit idle with engine running. If not actively moving or lifting, turn the machine off and take the keys out.		
17	Ensure all site rules (smoking, use of mobile phones, speed limits) are followed at all times.		
18	Ensure all pallets are in a serviceable condition with no obvious damage prior to loading with materials or double stacking. Where damage is found re-palletise materials		
Conformation - I confirm that		Sign	Date
I have read (been briefed) and understand the risk assessment for the machine identified above.			
I have read (been briefed) and understand the risk assessment for the machine identified above.			
I have read (been briefed) and understand the manufacturers instruction manual for the make and model of machine identified above and have received familiarisation training.			
I understand the site rules for the safe use of plant and equipment on the on the project identified above			

