

TWO WORK	Appendix 2 - Traffic Management and Logistics Plan	Reference	TMP-WLC-001
		Revision	A-00
		Creation Date	27-09-22
		Review Date	See Review Sheet



On Behalf Of

Two Work Ltd

Site Address

Wolves Lane Centre
Wolves Lane
London
NN22 5JD

Post Code

Initial Creation Date

27th September 2022

Created By



Unit 48 and 49, First Floor, East Wing, Ransom Hall, Ransom Wood Business Park, Southwell Rd W, Rainworth, Mansfield NG21 0HJ

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Revision and Review Record				
This document is to be reviewed: - At least once a month by the Site Manager to confirm the document still represents the works ongoing - At least once every 3-month by the Project Manager / Safety Consultant to confirm the document still represents the status of the site, surrounding area and intents for future works - Where the Client, Principal Designer or other party identifies a change to the project, pre-construction information or other relevant document which requires to be included in this document. Where a review shows that the document requires a revision, this shall be notified to the relevant document controller, the changes made, and a record made here. Revised documents must be distributed to all relevant parties for their information.				
Revision	Review Date	Reason and Details	Signature (Project / Site Manager)	Signature (Safety Consultant)
Rev 01				
Rev 02				
Rev 03				
Rev 04				
Rev 05				
Rev 06				
Rev 07				
Rev 08				
Rev 09				
Rev 10				

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Monthly Site Manager / Project Manager Review Record				
Projected dates are for guidance only and do not account for weekends or holidays. Managers should ensure that the review is performed as close to the projected date as is practicable.				
Projected Review Date	Actual Review Date	Manager Name	Manager Signature	Notes
01-11-21				
01-12-21				
01-01-22				
01-02-22				
01-03-22				
01-04-22				
01-05-22				
01-06-22				
01-07-22				
01-08-22				
01-09-22				
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01-12-22				
01-01-23				
01-02-23				
01-03-23				

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Introduction to the Traffic Management and Logistics Plan

Company recognises that if vehicles and mobile work equipment are not properly managed, there will be a risk to all personnel on site, and to those members of the public with whom we share public access routes. This plan is therefore intended to reduce the risk of workplace transport activities.

The majority of accidents related to workplace transport involve people or property:

- Being hit or run over by plant and vehicles
- Falling from vehicles
- Being struck by objects falling from vehicles
- Being injured as a result of vehicles collapsing or overturning

This plan is intended to provide the focus for the management and co-ordination of transport routes, access provisions, and interface with public areas. Therefore, the plan may need to be developed or amended in light of changing circumstances and standards achieved on site or as the construction work progresses. Reviews of parts of the plan may also need to be made if there are design changes, alterations or unforeseen circumstances or if variations to planned events arise.

The development will be achieved by the site-specific Traffic Management and Logistics Plan being reviewed for its effectiveness by Company Project / Site Manager and Safety, Health & Environmental (S.H.E.) External Consultant, which is currently ProRisk Safety Management Limited, on a periodic basis. Proposed review periods and initial dates will have been agreed prior to "signing off" this plan.

All parts of this document have been written with regards to the Client H&S Policy provided.

Accepted By	Name	Signature	Date of Acceptance
Project Manager	Chris Andrews		
Site Manager			
Safety Consultant	Simon Pratt		27-09-22

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Section 1 Key Risks Identified on site

The key risks associated with these on this site are

- The site is an active community project and as such there is a high right for unauthorised pedestrians on site
- The site shares access with vehicles working on the Wolves Lane Centre
- The site shares access with vehicles and pedestrians accessing the Wood Green Cemetery
- The site is located off a busy main road with significant, peak time vehicle and pedestrian traffic.

To this end, the TMLP will focus on minimising these risks by controlling traffic routes and delivery times.

Section 2 Display and Communication of Information

The arrangements made within the TMPL will be communicated through the following methods.

To the Client – Copies of this document will be provided at each stage of revision for their reference and comment.

To site contractors / suppliers – The most recent copy of this document will be provided to contractors and suppliers as part of the tendering / ordering process so that all are aware of the restrictions and requirements and can factor this into their planning.

To site personnel - Through Site Inductions. When further specific information needs to be communicated, additional SDT talks / Safety Meetings will be given to the relevant site personnel.

To other interested parties – Where requested by the client, relevant information taken from this plan, for example changes to traffic routes or restrictions to access around the building, shall be notified to other interested parties in writing as part of the general liaison provisions for the site.

A copy of this document will be held within the Company site office for review by anyone on request. Additionally, certain sections (i.e. Site lay out drawings) will be displayed on the site notice boards for reference.

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Section 3 Site Restrictions (Planning and Client)

The following contractual restrictions are in place and must be adhered to at all times

- Working hours on site will be 09:00 – 17:00, Monday to Friday, and Saturday 08:00 – 13:00.
- Weekend working or any out of hours working is not permitted except by agreement with the client
- Deliveries shall be avoided at peak hours where pedestrian movements to and from local schools are expected. These shall be considered as
 - 08:00 – 09:00 hrs
 - 15:00 – 16:00 hrs
- Traffic banksman must be used for all vehicle movements within the site compound and on the site access road as necessary.
 - To minimise the risks, drivers shall hold a full drivers licence and a plant qualification for the vehicle being drive.
 - At least once per day, the route shall be inspected for potential hazards and vehicle drivers shall immediately report and hazards (obstructions, new roadworks, etc) they encounter on the traffic route to management.
- A site speed limit within the compound and agreed delivery areas of 5mph is to be observed at all times
- No access is allowed within the Wolves Lane Centre buildings and compound without permission by the client.
- All doorways and fire escapes to be maintained fully operational during construction.
 - Placing materials or parking a vehicle in front of an emergency exit which prevents its use shall be a disciplinary offence.

Section 4 Plant Selection, Refuelling and Maintenance

4.1 Plant Selection

It is planned that forklifts on the site will comply with the Mayor of London guidance on the Ultra-Low Emission Vehicle Strategy (ULEVS) hierarchy for the use of on-road Ultra Low Emission Vehicles

- Electric
- Hybrid (Electric-Petrol)
- Petrol
- Hybrid (Electric-Diesel)
- Diesel (Euro VI)

Site plant is predominantly expected to take the form of ground working and demolition plant as well as some limited access plant used for external access to the face of the building.

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4.2 Refuelling

Regardless of power plant, there will be a requirement to “top-up” lubrication and hydraulic reservoirs as the project progressed. To this end;

- All refuelling shall be conducted at within the compound location and never within other active areas at the site or in shared access routes (except in the event of a critical failure of plant requiring addition of liquids as part of the repair process).
- Fuels, oils and other harmful liquids shall be stored in containers with an integral bund, or on a suitably bunded stand / container to ensure leaks do not pose a risk to the environment.
- No fuelling shall be performed anywhere close to drains or bare ground to reduce the risks of contamination.
- The fuel tanks / reservoirs of vehicles or mechanical plant must only be fuelled with the engine switched off, and in a location isolated from any ignition source.
- The refuelling of mobile plant or vehicles by means of transferring fuel from one item of plant or vehicle to another is to be avoided with a fuel bowser with a hand or electrical pump used to move fuel directly.
- No pedestrian personnel are permitted in the vicinity whilst the vehicles are being positioned in preparation for fuelling.
- Stationary plant, where practicable, shall be fitted with a suitable absorbent bund / pad (“Plant Nappy”) to minimise contamination from general operational emissions.
- Suitable spill kits /spill granules shall be located close to any liquid storage (Fuel, Oils, Etc.) which pose a risk to the environment.



4.3 Maintenance

Company shall ensure that all plant is maintained to the requirements presented within the manufacturer’s service manual to ensure plant emissions are minimised as much as possible.

Plant operators shall be responsible for performing daily checks on all vehicles and static plant to ensure that there are no defects which have the potential to increase emissions or to cause leaks of fluids. Defects identified shall be reported to management for repair.

All repairs and maintenance is to be performed by a competent fitter either from the hire company or a reputable maintenance company to ensure they are completed in a safe and effective manner.

As with refuelling, maintenance and inspections shall be performed within the site compound where practicable for road mobile plant and not within the site delivery areas except in the case of mechanical breakdown which prevents them being returned to the compound.

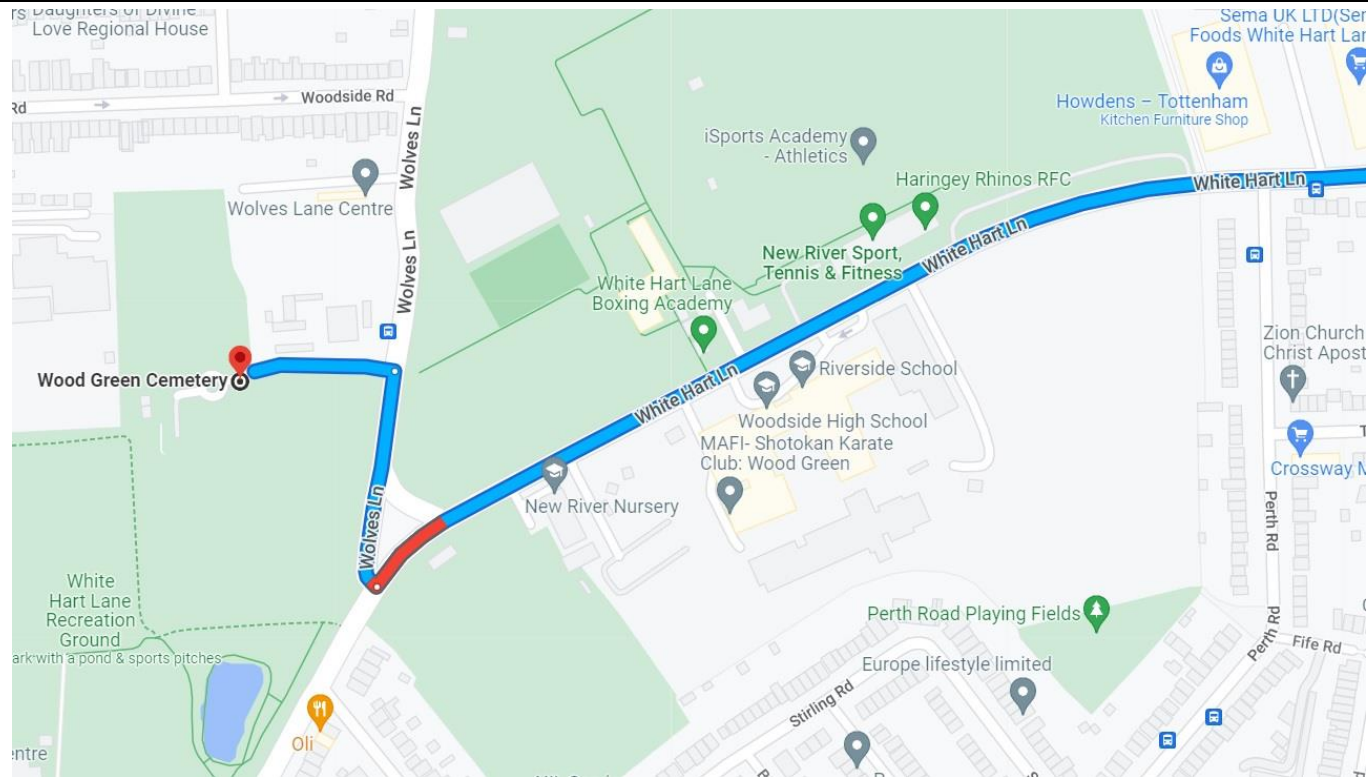
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Section 5	Deliveries
5.1	General Requirements
Deliveries to the site will be as pre-planned within the restrictions set in section 3 and with considerations to the limits of the site. Booking must be done through the booking in system at least 48 hours in advance of the date of delivery. Company will have a specific RA/MS pack in place to control delivery and offloading operations. It should be noted that access to the site is limited and as such, the following restriction apply. - No vehicle of greater than 20,000kg maximum weight, or which is not a rigid vehicle, is permitted on the site. - All vehicles must enter and leave the estate following the agreed traffic routes - All delivery vehicles must be met by a Company banksman and escorted to the materials storage area (or agreed lay down area) for offloading. - Drivers must be escorted at all times when on site and are required to wear the site minimum PPE. Any vehicles used for routine delivery of materials to site shall be fitted as per the requirements of the FORS / CLOCS schemes (Silver) for delivery vehicles within London. All delivery vehicles must be under the control of a trained Plant and Vehicle Marshal, irrespective of any alarms or visual aids fitted. This includes both forward and reversing movement. Any driver found moving a vehicle without a banksman will be removed from site. Any banksman found permitting uncontrolled vehicles movements will likewise be removed. Any vehicles that will be loading/unloading goods / equipment using onboard lifting equipment (mounted crane, mounted forklift, tail-lift, etc.) will also be required to demonstrate: - The operator has a valid CPCS / card - There is a lift plan in place - Valid certificates are available for all lifting equipment and accessories The delivery driver / operative Must: - Ensure vehicle flashing warning beacon or hazard light are on at all times whilst on site. - Prior to unloading, ensure the vehicle is braked and / or stabilised, as appropriate, to prevent any unsafe movement during loading/unloading. - Ensure that the loading / unloading area / storage area is free from tripping hazards. - Ensure that necessary checks are made to ensure that there has been no load shift during transit, prior to opening curtains/loosening load restraint straps - Ensure that loading/unloading is carried out whereby the load is evenly spread to avoid the vehicle/trailer becoming unstable. - Ensure that all personnel involved in unloading remain in a safe position, until all load restraining straps have been removed and the vehicle is fully prepared for unloading. - Ensure that they remain in a position of safety whilst the vehicle is being offloaded.	

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5.2 Access / Egress Routes to Main Compound



All vehicles accessing the site are instructed to enter and leave Wolves Lane via White Hart Lane. Access along Wolves Lane to the north of the site is limited by road width and restrictions at the junction of Wolves Lane and Melville Gardens. This must not be used by delivery vehicles as a short cut to the A406.



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The turn into the shared access driveway is restricted and as such only rigid body vehicles may be used.



- The yellow arrow indicates the shared access route to be used by site personnel and delivery vehicles as well as Wolves Lane Centre personnel and vehicles.
- The blue arrow indicates the route into the Wood Green Cemetery.
- The Orange arrows indicate pedestrian gates into various sections of the cemetery.

This area has the potential to become congested and for there to be a high risk for collisions with pedestrians.

- No vehicles may park / wait on the shared access driveway
- Vehicles within the site turn in must be fully off the driveway to prevent obstruction.
- Pedestrian access through the gates to the cemetery must be maintained at all time
- Vehicles entering and leaving the site must be banked, especially when reversing.
 - Priority MUST be given to vehicles entering or leaving the cemetery to minimise disruption to mourners.

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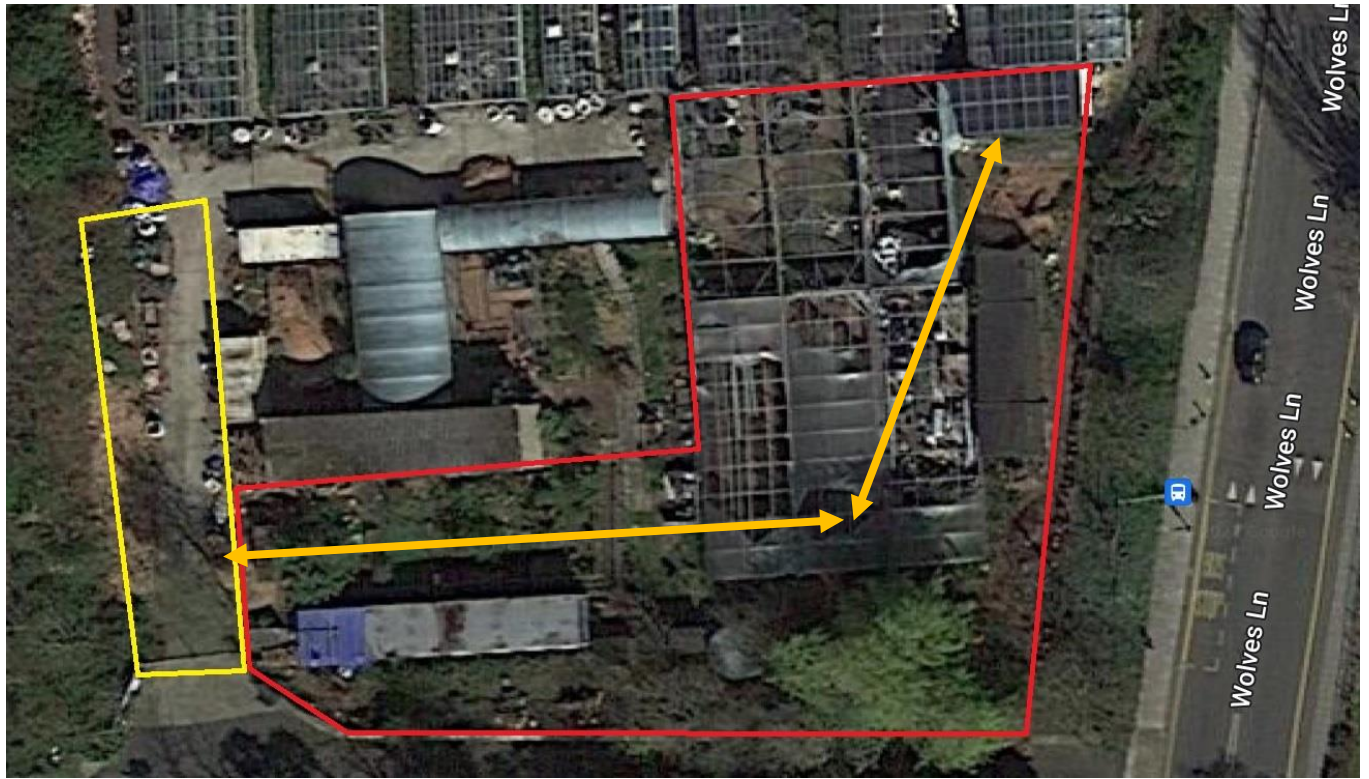
Section 6	Materials Storage (Including Waste)
Due to limited space, materials are to be delivered to site only when needed and materials storage is to be agreed in advance between the Two Work Ltd management team and the subcontractors to minimise disruptions. Management are to ensure that sufficient materials for the shift are distributed as required to each working area and that excess materials are returned to the designated storage areas at the end of each shift. Materials are to be stored in accordance with the manufacturer's instructions where provided (for example, stacking limits on pallets are to be adhered to at all times) and loose items should be secured as necessary to prevent them falling or blowing over / away in strong winds. All COSHH materials are to be returned to the designated storage area(s) at the end of each shift. Materials stored within the site areas are to be placed in such a way, and with such ground support / protection as is required, to minimise the impact on the hard / soft land scaping present. Waste skips shall be held within the main compound area. Small tipper skips or waste bags shall be used within the site area during the day and emptied into the main skips at the compound as required. Waste should not be left within the site areas overnight unless removing it is prevented on safety grounds. Each trade is responsible for performing regular housekeeping through the day and placing waste into the bins / bags provided for return to the waste skips.	
Section 7	Materials Distribution
7.1	General Requirements
It is expected that most materials be delivered to site on self-offloading vehicles (Mounted crane or mounted forklift) as space does not exist on site for the permanent placement of a site telehandler. All trades will need to ensure that they have sufficient labour and handling aids on site to move materials relevant to their trades. Where a trade requires to bring in plant for the handling of materials, the following must be adhered to • All plant to be fitted with suitable all round vision systems • All plant to be fitted with suitable warning beacons and audible reversing alarms where necessary • All plant movements shall be controlled by a banksman. The banksman shall be trained and competent and shall use agreed signals with the driver or, where signals are unsuitable, a suitable 2-way communication system (Radio) shall be used.	

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7.1

Site Haulage Routes



The red are denoted the projected boundaries of the site

The yellow area denotes the paved area where vehicles will be expected to off load. It should be noted that this is the shared vehicular access with the Wolves Lane Centre.

The orange arrows denoted the general flow of materials across the site.

Due to the nature of the works the specific access routes for materials will change as the project progresses. Daily briefings and weekly look ahead meeting shall be used to inform all relevant parties of the upcoming changes to the route. Where practicable, the route shall be segregated from the site in general using pedestrian barriers.

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Section 8	Pedestrian Routes
The site layout plan/sketch details the location of pedestrian routes, vehicle routes, offices, welfare facilities, work areas and emergency exit routes or refuge areas. Pedestrians are expected to follow designated pedestrian routes. These will be clearly identified on site. Pedestrians must not take short cuts and must only use the designated routes. Pedestrians walking from the Site to the Compound should follow the established pedestrian foot paths and crossing points only. All pedestrians are to wear, as a minimum, a high visibility waistcoat to ensure they can be seen by vehicle and plant operatives. Safe working areas around plant and wagons have been defined in Appendix 1. Pedestrians approaching plant /wagons must wait in the defined location until eye contact is made with the driver / operator. Only once the driver has acknowledged and made the vehicle safe can a pedestrian approach.	
Section 9	Public Interface
Due to the high-risk nature of the site, the following measures are to be in place to protect the public from the risks imposed by plant movements, access equipment and storage • The site shall be segregated from the Wolves Lane Centre using Heras type fencing at all times ◦ Gates shall be set into the fence at the shared vehicle access to allow free movement of site and Centre vehicles • Vehicle access along the shared driveway shall be controlled to minimise disruption to the Wood Green Cemetery. • Pedestrian access to the cemetery is to be protected to ensure access is available at all times. • Parking on and off site is to be minimised to prevent disruption ◦ Parking is prohibited on the shared driveway	
Section 10	Onsite, Vertical Access for Operatives and Materials
10.1	General Requirements
All system designs and calculations are to be provided in advance to the Temporary Works Engineers for approval. Additionally, designs must ensure that access systems do not; • Block any access or egress door • Block windows in any residential areas where practicable. • Do not allow access from the scaffold to residential premises, vice versa, where practicable. All works from access systems are to be controlled by the site RA/MS pack which must include a rescue procedure to cover the procedures to be followed in the event of an incident on site.	

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10.2	Scaffolding
Scaffolding is not projected to be required however, if scaffold is required the following requirements must be met • All scaffolds shall be completed using “tube and fitting” construction and ladder access from ground level and shall be installed by the supply company’s trained operatives. Once installed, no adaption to these scaffolds shall be permitted by the operatives on site. Adaptions must be agreed with Company and the Client, approved by the temporary works engineer and made by trained and approved scaffolders. • The ladder access must be installed in such a way as to allow it to be secured out of hours by operatives to prevent unauthorised access to the scaffold and mast climbers. • All scaffolds shall be visually checked by operatives before each shift to identify obvious defects and shall have a weekly, thorough inspection by a qualified scaffold inspector recorded within the site file and on the scafftag located by each access point.	

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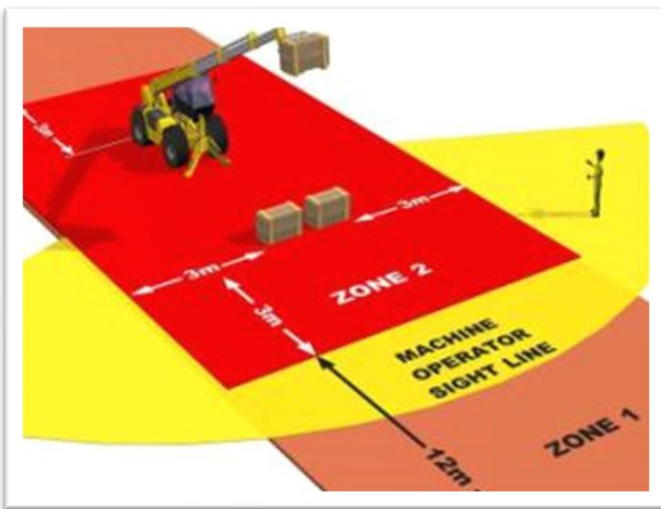
Appendix 1 Plant and Equipment Safety Zones and Rules

General rules for approaching mobile plant are:

- Zone 1: Always signal the plant operator and receive a positive response before entering
 Zone 2: Keep out at all times

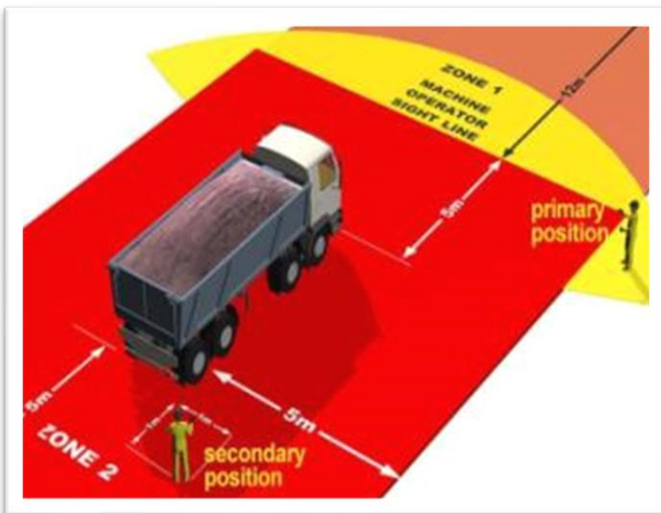
Operators are to ensure that any safety levers are activated and machines switched off before people approach. Anyone approaching plant must make eye contact with the operator and wait until signalled. Plant and Vehicle Marshals must wear the correct colour PPE and identification as per the site rules.

The following items of plant will be utilised on this project and the specific rules are identified below for each.



Telehandler

- Operation to be controlled by Banksman in machine operator sight line
- Ensure suitable traffic /pedestrian segregation is in place
- Any person wanting to enter into plant only zone must get “thumbs up” from Telehandler operator, who will stop works, and switch off engine
- Refuelling will be via fuel bowser during lunch break at a designated refuelling point at least 15 metres from any watercourse.



Site Delivery Vehicles

- Drivers to be briefed on site speed limits
- Drivers to have full PPE when exiting the cab
- Driver and banksman to agree routes and requirements before commencing operations.
- Self-offloading vehicles to be checked for appropriate certification before commencing.
- Self-discharging vehicles must not commence tipping until confirmed it is clear to do so.