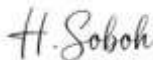


Site Logistics and Traffic Management Plan

Appendix to the Construction Management Plan

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Prepared By:	Ryan Carley	Signature:		Date:	24.02.2024
Reviewed By:	Hassan Soboh	Signature:		Date:	01.03.2024

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Appendix A – **Delivery Drivers Site Rules**

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1) Introduction

The Site Logistics and Traffic Management Plan (The Plan) is designed to detail the procedures and objectives of Milestone Infrastructure with the main aim being to reduce incidents, maximise efficiency and provide a proactive approach to site logistic management for the Project.

The Site Logistics Plan covers the following items:

- **Traffic / pedestrian management,**
- **Delivery coordination, prioritising and scheduling,**
- **Material storage and distribution,**
- **Managing waste,**
- **Management of keys.**

The Plan is to be read in conjunction with and form part of the Construction Phase Plan. The Plan will be a document that requires constant review. It will be reviewed six monthly as a minimum and updated as necessary. The Logistics Manager is responsible for the preparation and revision of this document, which will be reviewed for completeness by the Project Health, Safety and Environmental Manager(s) and the Logistics Manager and approved by the Site Manager.

The site hours will generally be 08:00 – 18:00 Monday to Friday. Work / deliveries outside of these hours must be by agreement and the Trade Contractors must provide suitable supervision for their extended works. **Delivery is requested outside of school hours (09:30 – 14:30).** All Trade Contractors will be asked to provide emergency contact information. This information will be held within security in the event of an emergency.

Any comments or questions regarding this document should be addressed to the Logistics Manager - Ryan Carley 07811 581072. It is the intention that the Plan is issued to all potential Trade Contractors (together with the Construction Management Plan and supporting documentation) with enquires and discussions during the Pre-start meetings to make all Trade Contractors fully aware of the site management methodology.

Once a trade contractor commences on site, they will be expected to attend periodic Logistics/Traffic Management Meetings to agree access routes, deliveries, storage areas, hoist usage, crane lifts, etc. This will be co-ordinated by Milestone Infrastructure. What has been agreed will then be transferred onto drawings / matrixes and placed in a prominent position for all to see. All are reminded that the success of the project relies entirely on good planning / coordination and communication. Attendance at Logistics Meetings will assist this process.

2) Traffic Management

The objectives of this document are to identify the potential hazards due to vehicles and mobile plant on site, to ensure safe and efficient transport of plant, materials and personnel to and from site and how they integrate with each other and the surrounding environment. Then to set out a strategy to minimise or eliminate the risks.

This document has been prepared to comply with the principles of HSE Guidance Booklet HSG 144 – The Safe Use of Vehicles on Construction Sites.

The intention is to implement control measures to minimise the risk. Risks considered include striking public at entrances / exits, mud on road, striking structures, damage to underground services, overturning, pollution, unauthorised use, security, loading / unloading, reversing and parking. Updates of the site access, security points, loading bays, etc., will be provided to each trade contractor as and when they change. They will be reviewed at the Monthly Safety Meeting and re-issued.

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a) Refuelling

A procedure for controlled fuelling up of plant and equipment will be implemented by each Trade Contractor and agreed by Milestone Infrastructure. This will include a secure, bunded fuel storage area all refuelling carried out by a trained and competent person with access to the necessary fuel spill kits.

- All fuel bowsters are to be double bunded and a drip tray provided to prevent contamination during fuelling.
- 45-gallon fuel containers will not be allowed on site.

b) Vehicle Movements

- Where reasonably practicable one-way traffic routes will be established to reduce the need for reversing and the danger of head on collisions.
- Where two way traffic and limited access cannot be avoided suitable passing points will be created
- Routes will be adequately lit and sign posted.
- Vehicle routes will be designed to minimise gradients. Where significant gradients exist warning notices will be posted at head and foot.
- Traffic route surface will preferably be tarmac / concrete surface. At stages temporary concrete crushed roads may be established.
- A suitable speed limit will be established and displayed on all site roads and in all work areas, which will be strictly observed and enforced throughout the duration of the project.
- Where appropriate restricted openings in structure, etc., will be identified and signed by suitable means, such as hazard strips on structure and height restriction boards.
- Wheel wash facilities will be provided as necessary to prevent the build up of mud on public roads.

c) Vehicles and Plant

Where possible a car parking facility will be provided to accommodate vehicles belonging to site personnel, client representatives and visitors. Private vehicles will not be permitted to park on-site unless granted access by Milestone Infrastructure.

All delivery vehicles must have the following:

- Hazard warning lights,
- Audible reverse warning sounder,
- Means of clear 360° vision for manoeuvring / reversing (i.e., CCTV / mirrors, etc., as HSG 144, or vehicle marshal, when manoeuvring or reversing).

Site vehicles / plant will:

- Have flashing hazard beacon.
- Have audible reverse warning.
- Have seat belts fitted.
- Have a valid tax disc if operated outside of the designated licensed areas.
- Have rollover protective structure (ROPS) and / or falling-object protective structure (FOPS) in accordance with the manufacturer's instructions (where appropriate).
- Be selected with regards to safety aspects of its use (i.e., size, duties, visibility, etc.).
- Have 360° all round vision, or be provided with driver vision assistance, such as CCTV, mirrors, etc., or be under the guidance of a trained vehicle marshal while manoeuvring / reversing.

- Have valid “Thorough Examination Certificate” (and load test where appropriate), and inspection disc displayed in vehicle window.
- A copy of the latest “Thorough Examination Certificate” (and load test where appropriate) for plant, together with its latest maintenance record, is to be presented to Milestone Infrastructure prior to its commencement of work on site.
- Updated “Thorough Examination Certificates” are to be issued to Milestone Infrastructure as and when carried out.

When unattended all vehicles/plant must be left without keys in the ignition and be immobilised.

d) Vehicle Maintenance

- Maintenance will be arranged by each Trade Contractor and carried out in accordance with and at periods set out in manufacturer’s recommendations or at shorter intervals if appropriate.
- Records of the above must be made available for inspection by Milestone Infrastructure.
- Trained plant fitters will carry out all maintenance. Certificates of training / employer’s certification of competence will be presented to Milestone Infrastructure for checking prior to commencement on site.

e) Driver/Operator Competency

- Delivery drivers must hold a current valid driving licence for the vehicle being operated as issued by the Driver and Vehicle Licensing Agency (DVLA).
- On occasions Milestone Infrastructure Security will check the above documentation at the entrance to the site.
- Drivers of delivery vehicles with HIAB cranes or on board forklifts will present certificates of training prior to operation of the plant on site.
- All plant operators will be required to have CITB / CPCS certificates of training and achievement as deemed appropriate by Milestone Infrastructure Safety Department.
- All plant operators will produce relevant confirmation of training and familiarisation achievement for Milestone Infrastructure inspection prior to commencement on site and again each time refresher training is carried out.

f) Drivers/Operators Rules

- No person is allowed to operate vehicles and plant unless trained to do so.
- Seat belts must be worn at all times
- No passengers are to be carried unless the vehicle is specifically designed to do so.
- Drivers / operators must have proof of familiarisation with all operating controls and techniques and safety devices of the particular item of plant they are to use.
- Drivers / operators are to carry out pre-use safety checks of the unit prior to use each shift. Pre-start running checks at end of shift.
- All drivers / operators to drive carefully at all times and note the presence of pedestrians on site.
- All drivers / operators are to only operate the vehicle / plant strictly in accordance with manufacturer’s recommendations / instructions.
- All drivers / operators must comply fully with all safety signage including:
 - Speed limits,
 - Stop signs,
 - Give way signs,
 - One-way signs,
 - Loading restriction signs, etc.
- Reversing is to be kept to a minimum and only undertaken when clear all round vision is available and / or under the direction of a trained vehicle marshall.

- Hazard warning lights or flashing beacons to be on at all times while the vehicle is running.
- Excavations only to be approached when safe to do so and guided by a trained vehicle marshal (stop blocks, spotting logs or other adequate edge protection must be available).
- Ensure all materials are stored in a safe manner to prevent crush injuries.
- Delivery drivers to remain with their vehicle at all times, in the cab when safe to do so.
- Outside the cab drivers must follow a reasonable dress code, i.e. no shorts or vests will be allowed.
 - Safety helmet,
 - Safety boots,
 - High visibility vests,
 - Gloves and safety glasses,
 - Other PPE as required by the task method statement.
- Vehicles / plant left unattended must be left in a safe condition and with the key removed and / or immobilised.
- No reversing unless a trained vehicle marshal is in attendance.
- Open top lorries must be sheeted, unless empty.
- Dumper operators must leave the unit whilst it is being loaded and stand a safe distance away.
- No young persons (under 18 years of age) or pets are allowed on site, this includes them being in a vehicle.
- All delivery drivers must be able to receive instructions and or directions in English.

g) Vehicle Work Areas

- It will not be possible to segregate vehicles and pedestrians from some work areas where personnel on foot are necessary for the operations being carried out in the area, sometimes working in conjunction with the vehicles. Precautions in such cases will include:
 - Exclusion of those not required in the area (where possible),
 - Vehicle marshals to control vehicle movements,
 - Safe vehicle manoeuvring policies,
 - On board vehicle warning devices,
 - Pedestrian use of high visibility vests / coats,
 - Driver rules,
 - Adequate lighting of the area and warning signage.

h) Vehicle Marshal

- All vehicle marshals must:
 - Be suitably qualified and experienced
 - Be selected for the duties to be carried out, bearing in mind their physical and mental abilities (selected and appointed by the Trade Contractor);
 - be easily identifiable by means of an orange vest with "vehicle marshal" printed on the reverse.

Use signals as illustrated in HSG 144 (see below).

HSG 144 - Standard signals to drivers

Move forward.



Move backwards.



Turn left.



Turn right.



Danger
(Emergency stop)



i) Plant on Public Roads

- No plant will be allowed on public roads without an agreement by Milestone Infrastructure Safety Department. All operators must observe the surrounding speed limits at all times.

j) Site Vehicle Entrance/Exit

- All entrances / exits will be designed to give adequate vision of vehicles entering / leaving site to members of the public on foot and other road users and give adequate vision to delivery drivers.
- Where necessary, vehicles entering / leaving site will be guided by a vehicle marshal.
- Reversing onto public roads will not be permitted.
- Signs warning public pedestrians of vehicles will be posted each side of entrances / exits.

k) Loading and Unloading

- Vehicles will only to be off-loaded / loaded when on level ground.
- Where delivery lorries have a HIAB crane or their own forklift, drivers must be CITB / CPCS Trained Slinger / Signallers

- A SSOW shall identify the safe methods of working for the loading and unloading operations,,i.e., methods of attaching crane hooks, etc., must be employed by Trade Contractors.
- Off-loading bays will be provided where possible.

l) Client/Surrounding Environment Restrictions

3) External Pedestrian Access Routes

Wherever possible, site transportation areas are segregated from pedestrian routes with the aim to reduce the risk of incident. As new routes are developed staff and Trade Contractors will be informed in writing and at Logistics Co-ordination Meetings. Up to date routes will be communicated to all new operatives at site induction. Trade Contractors are responsible for disseminating new routes as they are informed to their own personnel.

4) Internal Pedestrian Access Routes

An access system is employed to prevent unauthorised access to all areas and facilitate a role call in the event of an emergency. This is based on either a swipe card and turnstile system or a hard copy register maintained at the point of entry.

For internal routes within the compound, the precautions will include:

- Segregated walkways and crossings (where possible);
- Warning signs and mirrors at blind corners;
- Rush barriers at pedestrian entrances / lift shafts directly onto vehicle routes;
- Speed limits;
- On vehicle warning system
- High visibility clothing will be worn to ensure persons can be easily identified by plant operators or drivers of motor vehicles.

Main internal pedestrian access routes with precautions in place will be recorded on site layout drawings, which will be regularly reviewed and updated. Copies of drawings will be displayed in the following locations:

- Security centre / site pedestrian access points;
- Site canteen(s)
- Vehicle entrances.

5) Delivery Management

Site deliveries will be coordinated through the Logistics Manager, who will hold power of veto over deliveries not brought forward in accordance with the schedule of deliveries. Delivery schedules will be issued to the main security entrance and no access will be allowed for unplanned deliveries.

Unless previously agreed, delivery hours are to be between 09:30 - 14.30 (subject to the ped and traffic count). Flexibility can be given to vehicles under 7.5tns arriving at the site or to the compound.

6) Pedestrian Segregation

At site entrances / exits separate segregated pedestrian access points will be established and maintained.

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Where practical, all main pedestrian access routes will be physically segregated from vehicles by fixed barriers.

Where a route is established for a short duration and / or before a more permanent barrier can be established, continuous plastic/metal red & white barriers may be used.

Walkways will be signed, sufficiently illuminated and have a trip free surface.

Where it is necessary to cross main vehicle routes, pedestrian crossing points will be provided.

They will:

- Be located away from driver blind spots,
- Have signs warning drivers of crossing point,
- Have signs warning pedestrians of vehicles,
- Have hatched marking on roads (where practical),
- Have speed ramps prior to crossing points (where practical).

7) Monitoring and Consultation

Each day the Logistics Manager or his designated person will walk over all pedestrian / traffic routes to ensure all agreed measures are in place and maintained.

Each week the Logistics Manager will meet with Milestone Infrastructure Management Team and plan route adaptations / alterations for the following weeks work.

Views of Trade Contractors re traffic safety precautions will be an agenda item at weekly and monthly trade contractor HSE meetings.

8) Materials Storage and Distribution

Each trade contractor is fully and ultimately responsible for the management, storage and handling of their own materials and any materials provided to them “free issue” by Milestone Infrastructure. Areas for each trade contractor to store materials will be allocated by Milestone Infrastructure prior to the trade contractor starting and as and when required during the construction stage. A storage plan will be maintained and updated by Milestone Infrastructure. It will be discussed at the Logistics / Traffic Management Meetings with Trade Contractors.

Milestone Infrastructure will not supervise materials that are distributed via any Milestone Infrastructure provided hoists or cranes. It remains the responsibility of the Trade Contractor to put the materials into the hoists, sling the load for the crane, etc. Once in the Building material distribution remains the responsibility of the Trade Contractor. Pallet trucks, propriety trolleys, tugs, etc., are recommended.

Each Trade Contractor is then responsible for managing the material in their own area. This includes but may not be limited to:

- Storage in accordance with manufacturer’s recommendations;
- Storage with sufficient safe distance between items;
- Storage without risk of collapse or crushing;
- Storage without risk of ignition: items with ignition / combustible potential should be reviewed by the Trade Contractor’s manager;
- Storage of COSHH materials are managed
- Storage such that items of high value are properly locked up;
- Dangerous goods such as gas bottles are stored in accordance with current health and safety legislation;
- Goods that may deteriorate in adverse weather or with age should be stored such that they are adequately protected.

9) Control of Keys

The general philosophy is as follows:

- Milestone Infrastructure Security will hold keys to the external gates.
- Milestone Infrastructure Security will hold keys to all Milestone Infrastructure offices.

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- Milestone Infrastructure Security will issue keys to all lockers and desks on request. The Milestone Infrastructure Management Team will hold keys for all areas under Limitation of Access, authorisation to open these areas will come from the Milestone Infrastructure Management Team under permit. Persons witnessed cutting / breaking locks / chains, etc, without authorisation will be immediately removed from site.

Appendix A

Delivery Drivers Safety Rules

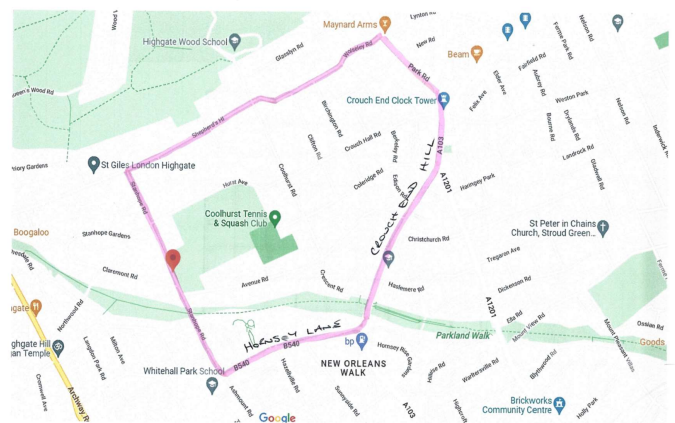
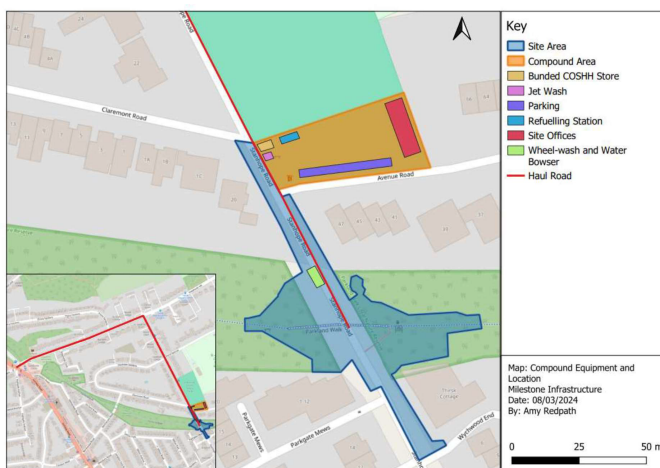
1. No person is allowed to operate vehicles and plant unless trained to do so.
2. Seat belts must be worn at all times
3. No passengers are to be carried unless the vehicle is specifically designed to do so.
4. All drivers to drive carefully at all times and note the presence of pedestrians on site.
5. All drivers are to only operate the vehicle / plant strictly in accordance with manufacturer's recommendations / instructions.
6. All drivers must comply fully with all safety signage including: Speed limits, Stop signs, Give way signs, One-way signs, Loading restriction signs, etc.
7. Reversing is to be kept to a minimum and only undertaken when clear all round vision is available and under the direction of a trained vehicle marshall.
8. Hazard warning lights or flashing beacons to be on at all times while the vehicle is running.
9. Excavations only to be approached when safe to do so and guided by a trained vehicle marshall (stop blocks, spotting logs or other adequate edge protection must be available).
10. Ensure all materials are stored in a safe manner to prevent crush injuries.
11. Delivery drivers to remain with their vehicle at all times, in the cab when safe to do so.
12. Outside the cab drivers must follow a reasonable dress code, i.e. no shorts or vests will be allowed and full PPE must be worn i.e. Safety helmet, Safety boots, High visibility vests, Gloves and safety glasses, as well any other PPE as required by the task method statement.
13. Vehicles / plant left unattended must be left in a safe condition and with the key removed and / or immobilised.
14. Open top lorries must be sheeted, unless empty.
15. No young persons (under 18 years of age) or pets are allowed on site, this includes them being in a vehicle.
16. No defective vehicles allowed on site.
17. The site speed limit is a Maximum of 5-Miles Per Hour on approach roads 5mph within site area.
18. Dipped headlights are to used on site when wet / foggy conditions.
19. Unless in extreme emergencies, pedestrians are prohibited to access / egress from any loading bay ramp.
20. We expect that all delivery drivers are able to receive instructions and or directions in English.

Appendix B

Access via (follow TM plan below). All road closure and diversion signs to be obeyed.

- Please ensure that the logistics supervisor is contacted prior to arrival
- All deliveries & collections must report to the Main Gate and will be directed to the relevant location
- Site Speed Limit 5mph
- Parking within the compound logistics zone is limited – suggested max 4 vehicles at any time
- Milestone banksmen to marshal artic. lorry deliveries from Main Gate to specific location
- Site delivery times: Site situated within residential/school area, delivery between 09:30 – 14:30 only.

Logistics Supervisor – Contact Number
 Mohammed Soboh – 07890 415158
 Logistics Manager - Contact Number
 Ryan Carley – 07811 581072



SK 02 - Stanhope Road Closure Diversion Route