

SAFE SYSTEM OF WORK – TIPPER TRUCK MOVEMENTS TO SITE

FOR

79 CAMDEN ROAD, CAMDEN, LONDON. NW1 9EU

REV 04 – DATED 23 07 2015



SSoW017 Rev 04

OUTLINE SAFE SYSTEM OF WORK

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Rev	Detail	Prepared by – Date	Authorised By - Date
0	Contract Document	Craig Krzyzanowski de Sloan - Project Manager 15 07 2015	James Hiom Group Health & Safety Director
1	Contract Document	Craig Krzyzanowski de Sloan - Project Manager 21 07 2015	James Hiom Group Health & Safety Director
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4	Contract Document	Craig Krzyzanowski de Sloan - Project Manager 23 07 2015	James Hiom Group Health & Safety Director

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1 Introduction

This Method Statement is specifically written to outline the proposals for Tipper/Delivery movements to site and the control of Tipper/delivery movements from the Holding Point to the Site so as to ensure sufficient monitoring, control and co-ordination ensuring that there is no impact upon traffic Congestion around the Camden area during this phase of the Construction Project. The outline of what this document will cover are as follows:

- Anticipated Load movements
- The Holding Point.
- Control Measures
- The Route in to 79 Camden Road, Camden. NW1 9EU
- The Exit Route away from Site

Limitations of this documents: - This document does not seek to predict traffic fluctuations in traffic through Camden but is designed to set out procedures on how Erith can work to them so as to have a minimum impact to traffic flow around the site and Camden, in particular the immediate vicinities of the Holding Point and Site locations, it also seeks to find the safest routes for all Deliveries to and from the Site itself. Should additional information be received from sources of authority that allow this to be reviewed then the Method Statement laid down will be reassessed and if necessary recompiled and re-issued.

2. Anticipated Load Movements

The following is a summary of anticipated Load movements for the Bulk Excavation Works.

30 Loads out a day at peak going forwards.

The following is a summary of anticipated increase in delivery movements.

27th July 2015 – 2 to 3 Deliveries of Reinforcement / Ductwork and Drainage Pipes and other materials per day.

3. The Holding Point

Due to the number of Tippers/deliveries that will be required to carry out the Bulk Excavation and onward construction works it is essential that a means of ensuring that St Pancras Way continues to allow traffic to flow and does not impact on traffic flow around the site. For this reason it is essential that the control of deliveries and collections coming to site is managed correctly.

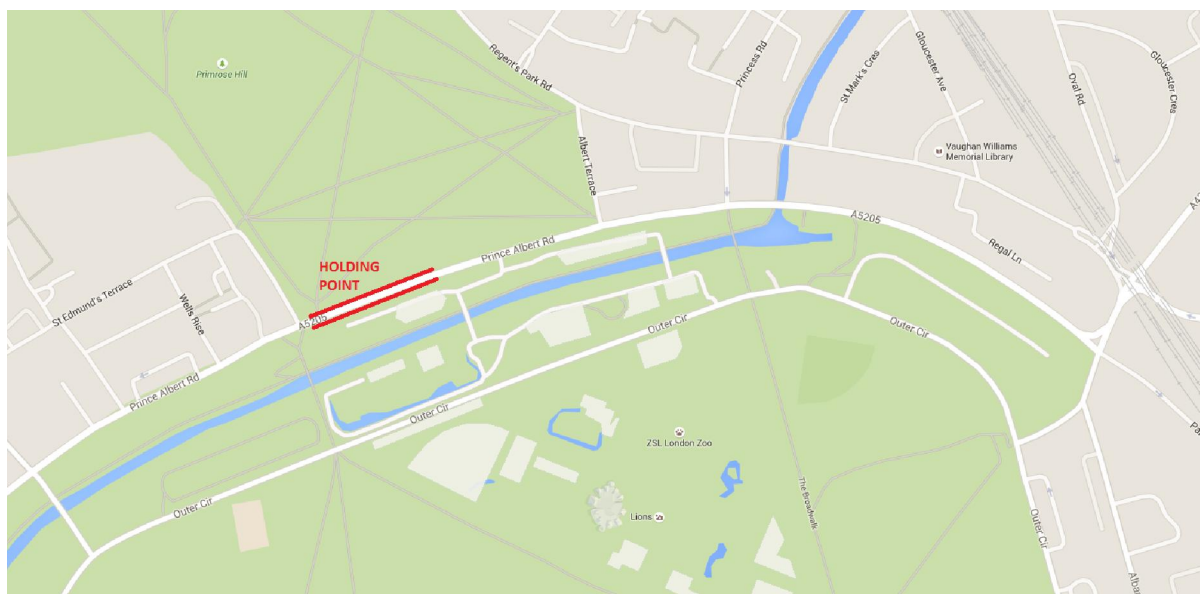
Under section 5.4.5 *Protocol for Control of Deliveries* bullet point 4 *Holding Area (if required)* it is believed that at this stage of the works that this is now required.

An assessment of where a number of Tippers/deliveries coming in can stop (particularly early in the mornings when there will be the initial build-up of Tippers/deliveries coming in early to park up in anticipation of being loaded/unloaded on site lead to ready to come in to load out lead to surveys of the local area being undertaken. After reviewing a number of potential locations, the following area, as indicated in the map below, was found to be the ideal solution to all the requirements of:

- needing a Holding Point within acceptable distance from the site
- Ensuring a minimum impact both on local residents and traffic through the vicinity.
- To ideally be located within the same borough of Camden so as not to allow the works of one London Borough be affecting another.

The location as shown was on Prince Albert Road, next to London Zoo.

The area of the road selected is shown below.



This area has been selected for the following reasons

The Road width in this area is 13.5m wide and suitable to allow Tippers/delivery vehicles to park up and allow other traffic to safety pass without restriction.

There are no residential houses in this vicinity that will be affected by this location.

The North Side of Prince Albert Road falls under the jurisdiction of Camden Council

Several Visits to Prince Albert Road, next to London Zoo have shown this location to be free from Parked vehicles and busy traffic early in the mornings. It is also sufficient for use later in the day for future turn around visits should this ever be required. It is more regularly used at weekends for Coaches to park up that are bring visiting tourists and road trips to London Zoo.



Looking East at Holding Point – (3No. Tippers parked up on Left Hand Side showing clear access) Also showing measurement taken of road at 13.5m wide. The road slightly widens as it moves towards the Tippers in the distance.



Looking West along Prince Albert Road at rear extremity of proposed Holding Point (beyond Bus Stop) showing clear indication of width for vehicular traffic to pass without restriction.

4. Control Measures.

Classification of Deliveries.

Given the nature of the amount of deliveries that will have to come to site, and that they have to be managed fully an assessment of the types of and loads contained on vehicles has had to be assessed. This will allow the Project to effectively manage and prioritise the deliveries / collections each day.

Vehicles were broken down into 2 essential categories (A and B) based on their requirements to come either direct to site or be managed via the holding point off site.

Type A

Type A Arrivals and departures will remain as per the existing CMP Guidelines under above mentioned section. Categories that shall remain under a Type A consist of the following:

- Plant Deliveries (to also include any equipment that has to arrive on a low loader such as Tower Crane booms and counterweights etc.
- Fuel Deliveries.
- Concrete Deliveries. (Note that Concrete Trucks are under the full direction of their batching plants and may be dispatched from a number of them under which Erith & Barratts do not have any control although we can recommend preferable routes for the project).
- Specialist deliveries arriving on Semi-Trailers

Type B

Type B Arrivals / Departures involve all other deliveries / collections from site and are now covered under this Safe System of Work.

All arrivals and departures covered under this category will not go direct to site before 09:30am each work day (Monday to Friday) but shall proceed on to the Holding Point outlined below. Routes will however remain the same for accessing the site via Route 1 and Route 2 except as follows:

Bookings and Priorities

Type A Deliveries are to be booked in advance and shall at all times have priority to site over Type B Deliveries and Collections which can be managed directly at the Holding Point.

When placing orders for delivery Erith / Barratts and their respective subcontractors shall ensure that they fully comply with identifying in advance whether a delivery falls under a Type A or Type B classification and that they ensure that the respective vehicles are directed either directly to site at a specific booking time or are directed to the Holding Point for allocation to arrive on site.

It is intended that the Holding Point shall only be necessary during the rush hour periods identified within the CMP, however so as to ensure continual movement along St Pancras Way, in the event of unscheduled / early / late deliveries these may be directed away to the holding point until such time as they can be dealt with to return them to the site at a later stage. In addition during in situation where high volumes of deliveries may be expected, the holding point will be utilised throughout the whole day, although these occurrences are expected to be limited.

The priority shall always remain that St Pancras Way is to remain free flowing at all times and the situation will be managed fully by the External Works Supervisor on site. Each unexpected situation will be dealt with on its merits and the time it is encountered. The External Works Supervisor however will ensure any such non-conformances are fully recorded in his Daily Diary / Log and these can then be followed up by the Project Team to ensure that no further re-offending happens again from that respective haulage / Delivery Company.

Erith External Works Supervisor

The External Works Supervisor has sole authority for managing all activities outside the site, he will report directly to the Site Manager for whom the responsibility of managing the overall site inside and out remains.

As part of the EW Supervisor's duties he shall:

- Ensure that the traffic on the roads outside the site continue to flow reasonably free of hindrance from Site Deliveries.
- Ensure that pedestrians and the general public remain informed, safe and aware of any traffic movements affecting them.
- Ensure that cyclists are well directed safely through the site and that all Delivery drivers can access and exit the site without fear of cyclist interface affecting them.
- He will also attempt to move on any vehicles not related to the site that are causing a hindrance to the traffic flow and safety outside the site although his capacity to control these factors does require the good will of those causing the obstruction to the area.
- Will make recommendations to the Project Team on how the external works can be more effectively managed and will contribute to any revisions of this document should they be required.
- He shall be the approachable face of the Project, whereby the general public and local residents can approach him or raise any concerns they have which he will either attempt to answer/resolve straight away or shall direct these issue to the attention of the Site Manager / Project Manager to address.
- He shall be responsible for 'walking the area' to ensure that no vehicles back up around the area, that the Chapter 8 signage around the site remains clearly visible and in compliance with regulations and that the site is functioning externally in a safe manner.
- The above 'walking the area' shall also incorporate the 07:30 to 09:30am patrol when this walking around the area becomes a major priority and critical to ensuring the area remains free of traffic, and clear of any construction based intrusions and activities into St Pancras Way during the morning rush hour period.
- Responsible for taking note of all vehicles (via photo record) that impact upon the site but that are not directly part of the project (for example parked up vehicles causing hindrance to traffic flow that are not delivering or collecting from this project).
- Ensure that the daily logs are maintained listing all the vehicles that come to site.
- Ensure that pedestrians are encouraged to use the footpath on the opposite side of St Pancras Way.
- The External Works Supervisor is to maintain a log/daily diary of his activities for record.

- Is to record any incidents where the TMP / CMP has not been adhered to, the reason for the failure and suggest measures to improve the TMP to avoid future occurrences.
- Work in co-ordination with Erith's Transport Manager on the ground for the control of the Tippers.
- To provide a Weekly Report to the Erith Project Manager so that he can in turn prepare his Weekly Report to Barratts and Fortnightly update to Camden Council.

Erith Transport Manager

The Erith Transport Manager will be mobile throughout the operation both on foot and in an Erith mini-van so that he can fluctuate between the Holding Point and the Site in the morning to oversee the operation and ensure that he is on the scene within minutes should any concerns come to light. The External Works Supervisor and Transport Manager shall be in direct liaison via phone and/or direct face to face communication at all time. The Final Say for the control of the area outside the site, remains the responsibility of the External Site Supervisor who reports directly to the Erith Site Manager or in his absence the Erith Project Manager, one or both of whom shall always be available on the Project.

Holding Point Banksman

In addition there is a Banksman, in Erith Hi-vis clothing stationed at the Holding Point who will control the flow of Tippers/delivery leaving the Holding Point towards the site.

The role of the Banksman at the Holding Point is to send Tippers/deliveries down to site based on instructions from the site. The Erith External Works Supervisor oversees the Site Operations on a daily basis and he will be monitoring the flow of Tippers and Deliveries coming to the site. By direct telephone conversation he will instruct the Banksman at the Holding Point to send down Tippers (2 at a time) or 1 delivery at intervals and timings of his control and choosing. Nominally these will be sent down every 10 to 15 minutes for Tippers and as an allocation becomes available, for deliveries.

Taking Control of Situations.

The External Works Supervisor outside the site is in a position to monitor Traffic movements directly at all times around the site and should there be any issues he is in a position to call a temporary stop to all operations . He will initiate this procedure should situations or traffic conditions change outside or near the site, ensuring that all priority is given to keeping traffic moving along St Pancras Way.

Where routine public traffic movements start to increase or build up the External Works Supervisor will if necessary take the decision to stop all construction transport movements until the traffic has calmed down so as to ensure the safety of all and the impact on traffic around the site and Camden is brought back under acceptable levels of control.

To ensure that Type B Delivery Drivers are compliant with the requirements of the site a Ticket System has been prepared. Tickers are issued sequentially each day to the Driver when they leave the Holding Point to come to the site. This is to ensure that all Type B Delivery Drivers comply with the system in place. The Ticket is completed by the Banksman at the Holding Point and issued to the Driver. The Ticket is then signed off again by the Banksman once the Drivers arrive on site. If Drivers arrive without a ticket they will be returned to the Holding Point – this will ensure compliance.

Type B Delivery Drivers will also be required to sign on to this Method Statement which will be located at the Holding Point itself.

A copy of one of the Tickets is shown below.

SEQUENTIAL DELIVERY SHEET

Rego Number

TICKET **1**

DATE **16/07/2015**

79 CAMDEN ROAD
CAMDEN
NW1 9EU

HAND THIS TICKET IN TO THE BANKSMAN
WHEN YOU ARRIVE ON THE SITE GATE.

UNLESS YOU HAND IT IN YOU WILL BE
TURNED AWAY BACK TO HOLDING POINT
AT LONDON ZOO.

Has Driver Signed Method Statement?

YES

NO

Time from Holding Point	Time	HP Sigr	Site Sig
Departure Time 1st Load			
Departure Time 2nd Load			
Departure Time 3rd Load			
Departure Time 4th Load			

Sequential Ticket

5. Route into 79 Camden Road, Camden NW1 9EU

The route to this location will also be in addendum to section 5.4.2 *Strategy for Access and Egress to Site*.

Maps have also been prepared at the Annex of this document showing the different agreed routes:

- *To the site*
- *To the Holding Point*
- *From the Holding Point to the Site*
- *From the Site to the Holding Point (for diverted deliveries – out of schedule deliveries)*
- *Exiting the Site in both North and South directions.*

Map 1:- Shows the Route to be taken from South East (Erith) to the Holding Point

Map 2:- Shows the Route to be taken from the North and North East or East to the Holding Point

Map 3: Shows the Exit Route to be taken from 79 Camden Road heading North.

Map 4: Shows the Exit Route to be taken from 79 Camden Road heading North-East

Map 5: Shows the Exit Route to be taken from 79 Camden Road heading East

Map 6: Shows the Route direct to 79 Camden Road for Deliveries Travelling from the North

Map 7: Shows Exit Route to be taken from 79 Camden Road heading South East (localised)

Map 8: Shows Exit Route to be taken from 79 Camden Road heading North and Eastwards (localised)

Map 9: Shows Exit Route to be taken from 79 Camden Road heading South East – (zoomed out)

Map 10: Shows Route from 79 Camden Road to the Holding Point – for Diverted Deliveries (Contingency)

Each of the above maps is to be prepared in A4 Format and issued to delivery drivers at the Holding Points for their entry and exit.

In addition Route Maps will be sent out to all Suppliers and Subcontractors so that they can ensure compliance when heading to both directly to 79 Camden Road or directly to the Holding Point.

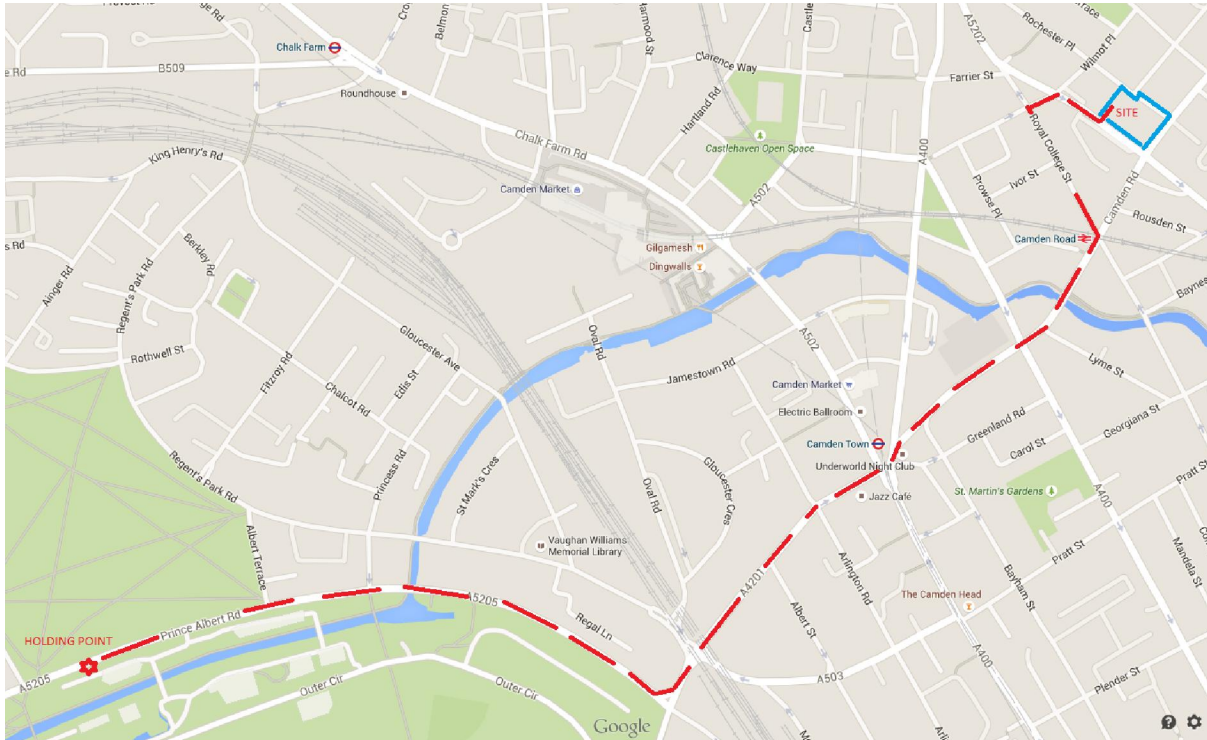
At the Holding Point.

Tippers can park up here early in the morning and it is then just under a mile between this location and the site.

The site will position Banksman here just after 7am here with a mobile phone and they will be in direct communication with the site to send Tippers and other deliveries in. Tippers then arriving at site will be able to drive straight onto the site and be away via one of the agreed routes laid out in the Maps above. The Erith Transport Manager shall oversee these activities for the Erith Tippers as well as making regular trips between the assembly area (Prince Albert Road) and the site (79

Camden Road) to ensure that everything is running smoothly and that the Banksmen are being catered for.

The route into the site is shown in the map below will be issued in addition to all drivers travelling between the Holding Point and the site at 79 Camden Road.



6. The Exit Route From the Site

On exiting the site the banksman will ensure that all drivers have a map of the agreed exit route and that the Map No is recorded in the log book for records. Any offenders can then be quickly checked and their respective companies contacted if necessary to ensure that re-offenders are not allowed to return to this project in future.

A cycle marshal / banksman is to be regularly placed at the junction of Camden Road and St Pancras Way for vehicles turning left onto Camden Road and Heading North. They will be there to warn drivers of the risk of cycles trying to go straight on. In addition it has been arranged that a Convex Blind spot mirror be placed on the hoarding to allow drivers to see down the inside of their vehicles for any approaching or stopped cyclists.

Drivers will then continue on via their agreed Map Route.

In addition to assist in monitoring of this, CCTV Cameras have been positioned facing this junction to identify any drivers not complying when acceptable levels of safety and cycle awareness when turning North onto Camden Road. Offenders will be dealt with as previously outlined above.

Erith and Barratts will aim to achieve a CLOCS Standard of Control of the site deliveries for this project and will actively monitor and audit its activities to ensure compliance. Audits will be carried out at suitable intervals to assess the effectiveness of the system and seek ways in which it can be improved.

As part of this Erith and Barratts will look to comply with the conditions laid down in the Freight Operators Recognition Scheme (FORS) details of which can be found at <https://www.london.gov.uk/sites/default/files/Responsible%20Procurement%20Case%20studies%2012%20FORS.pdf> a copy of which will be sent out to all of the Projects Suppliers, Haulage and Delivery Companies.

