



Traffic / Logistics Plan

CLIENT:

Mount Anvil
140 Aldersgate Street
London
EC1A 4HY



PROJECT:

| | | | |
|--------------|-----------------|------------|--------|
| Project Name | Hampstead Manor | Project No | 010316 |
|--------------|-----------------|------------|--------|



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1.0 Revision Status & Circulation

| | | | | | |
|-----------------------------------|-----------------------------|------------------|--|-----------------|-----|
| Prepared By Print Name | Jason Taylor-Cox | Signature | | Revision | 005 |
| Date | Details of Amendment | | | | |
| 27.05.16 | | | | | |

1.1 Revision Record

This document shall be reviewed every 3 months as a minimum or when changes affect the details of this Traffic & Logistics Plan; this document has been revised as detailed above.

| Reviewed by (name) | Title | Revision | Signature |
|--------------------|-----------------|----------|-----------|
| Brett Fennell | Project Manager | 005 | |
| Richard Chalmers | Project Manager | 005 | |
| Tom Shield | Safety Coach | 005 | |
| Michelle Rice | Safety Coach | 005 | |
| | | | |



2.0 Introduction

The purpose of this Project Traffic / Logistics Plan is to consider initially at the planning stage and then throughout the duration of the Project the arrangements for the management of pedestrians and mobile plant / vehicles.

2.1 Scope of this Plan

The scope includes the provision for the safe movement of vehicular and pedestrian traffic, the protection of workers from passing traffic, the provision for access to properties located within the limits of the site, the design, construction, maintenance and removal of any necessary temporary roadways, the provision of traffic controllers, the installation of temporary signs, road markings, lighting and safety barriers.

2.2 Mount Anvil's Objectives

Mount Anvil's objectives with respect to the Traffic / Logistics Plan are to:

- Ensure the safety of its employees, contractors, the general public, pedestrians, visitors, cyclists and traffic,
- Minimise reversing on site
- Once vehicles on site ensure they are not unloaded until a segregation area has been established
- Delivery vehicles to be held at the gates until collected by Sub-contractors own trained banks-man
- Crossing points highlighted for both pedestrians and vehicles with his-vis signage
- Fully segregated walkways formed with physical barriers
- Ensure no contact between vehicles and pedestrians
- Maintain satisfactory property access to surrounding buildings,
- Minimise disruption to businesses within the surrounding area,
- When required, obtain approvals and licenses such as Road Occupancy, Hoarding Licences, Parking Bay suspensions and Traffic Signals,
- Minimise disturbance to the environment,
- Keep traffic delays to a minimum, both outside the site and inside with the priority being (add details below)

2.3 Management of the Traffic Management Plan

Mount Anvil has warranted that it will provide people, materials, resources and systems to properly perform the services including related traffic management.

Mount Anvil requires the operatives will be competent, experienced and qualified to carry out their duties.



2.4 Implementation

Traffic Management for sites will be in accordance with CDM regulations and standards. Before any work begins the Sub-Contractor will carry out Risk Assessments and develop treatments and plans to eliminate or mitigate hazards. This will be presented to the Mount Anvil team for approval two weeks prior to site activities commencing.

Once approved the documents will be sent back to the Sub-Contractor at which point the Contractor will ensure that all persons entering the site on their behalf has read and understands the Risks.

Finally the Contractor will ensure that evidence of the aforementioned is produced to the Site Manager and copies are available onsite for the inspection of Mount Anvil's Health & Safety Coach

2.5 Traffic Control Plans

Mount Anvil will implement approved Traffic Control measures for any services which disrupt free traffic movement. These measures will include traffic control's, vehicle movement and pedestrian movements as required for both construction resources and the general public and will be shown on the Traffic / Logistics layout plan. Any access affected by the construction activities will be identified on the Traffic / Logistics layout plan. Any major alteration will be covered on a specific plan covering that particular area and displayed in the project office, welfare area and workplace.

In order to eliminate the congestion potentially caused by several deliveries/muck-away lorries/collections the site traffic / logistics plan will be implemented and weekly site logistics discussions will be put in place so that all delivery slots can be equally allocated /prioritised with the respective Sub-Contractors.

2.6 Emergency Response

Mount Anvil will ensure traffic control by qualified traffic controllers for emergencies such as accidents and spillages on the site. Traffic management for these events will ensure unhindered access to site for emergency vehicles.

Mount Anvil will continuously review these access requirements, adjusting it as needed to suit the site conditions.



3.0 Responsibilities

The principle responsibilities and authorities of site personnel with respect to traffic management are:

Site Manager:

The Site Manager is responsible for ensuring that traffic management:

- Is properly planned, organised, directed and controlled,
- Is properly resourced with people, equipment, facilities, systems and
- Complies with all other legislation and
- Is achieving its objectives

The Site Manager's responsibilities remain with them, however, the Site Manager can delegate as follows:

Sub-Contractors are responsible for planning their activities and preparing the relevant site documents for approval. Changes to access must be pre-approved by the Site/Project Manager.

And also ensuring the following,

- All deliveries will be booked in prior to arriving on site
- Banks men are provided at all times where traffic movement is involved,
- Diversions, side tracks and/or detours as required,
- Physical barriers in place for segregation of pedestrians and vehicles
- Temporary warning signs,
- Signs and devices (noise monitors, etc)
- Adequate delineation for night/wet conditions,
- Special lighting when required,
- Access ways to be kept clear for emergency vehicles,
- Speed limit (5MPH) is adhered to at all times,
- Vehicle Movement Plans are submitted in advance for approval by Mount Anvil Management team,
- Set up diversions when required in consultation with Mount Anvil Management Team when necessary,
- Possible impact on main arterial roads is always considered and provided for,
- Traffic impact for work near traffic lights, all temporary measures to be maintained in an effective condition, while in use and removed when once requirement ends,
- Position cones and warning signs when required,
- Sign sizes that are appropriate for the conditions,
- Portable traffic signs if required,
- Flashing traffic signs if required,
- Place signs with regard to: Sight distance, visibility, shade and light glare,
- Ensuring only undamaged or non-defective signs are used and
- Ensuring consideration of the needs of:
 - Pedestrians (including those who are disabled),
 - Cyclists,
 - Business and property owners and
- Allocation of all resources required for the implementation of all the plans,
- Ensuring that control measures are maintained and that work-in-progress is inspected,
- Identifying training needs and arranging for employees to attend the training,
- Ensuring subcontractors/suppliers have suitable qualifications and experience and
- Carrying out and recording weekly inspections and verifications to demonstrate compliance of the Services.



3.1 Banksmen

Mount Anvil will ensure any subcontractor undertaking traffic control is qualified and a copy of their qualification is available on site for inspection.

Traffic Controllers will wear orange high-visibility outer garments complying with Site Regulations.

3.2 Plant and Equipment

During site hours, plant and equipment working will be operated by qualified person and will be inspected prior to use.

All plant will also have regular weekly inspections and these will be recorded by the contractor and issued to Mount Anvil

3.3 Time Management

All Sub Contractors must ensure that deliveries are scheduled and always arrive at the scheduled time, deliveries which arrive outside of these times will be turned away to ensure adequate controls are in place and prevent congestion.

3.4 Reviewing the Traffic / Logistics Plan

The Site Management Team will review the Traffic / Logistics Plan to ensure it is appropriate and is being implemented effectively. Changes may arise from a change of scope, Safety audits/comments or from opportunities for improvement. The Plan will then be updated to reflect any changes which have occurred.

This document will be reviewed as a minimum 3 months unless any of the above occurs

The revised document and the input which led to the revisions will be reviewed by

Brett Fennell

Richard Chalmers

Tom Shield

Logistics Manager TBC

And approved by them and then forwarded to the Site Manager's and respective Sub Contractors.

Mount Anvil Plc will maintain records of any review.



3.5 Project Logistics Team

The following persons are responsible for the development, implementation and monitoring of the Project Traffic / Logistics Plan:

| | |
|--|--|
| Project / Site Manager: | Name; Richard Chalmers, Brett Fennell |
| The Project/Site Manager shall develop and implement the Traffic / Logistics Plan. The Plan must be effectively communicated to all site personnel and appropriate visitors. | |

| | |
|--|-------------------------------|
| Project Director / Contracts Manager: | Name; Richard Chalmers |
| Is responsible for monitoring the effectiveness of implementation of the Traffic / Logistics plan. | |

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|---|-----------------|
| Appointed site traffic marshal (s): (Where appropriate) | Name(s): |
| | TBC |
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| The appointed site traffic marshal shall be responsible for the movement of vehicles on site including banking and reversing etc of all site plant and delivery vehicles. Where traffic marshals are not appointed the Gateman will undertake the responsibility for traffic control. | |



4.0 Site Specific Traffic & Plant Management Arrangements

4.1 Access to and from the site:

(Is there a specific route that vehicles must take to the site? Are signs required to direct vehicles to the site? Should vehicles enter site by turning left from flowing traffic and exit left into flow of traffic?):

All construction will enter into Heath Drive from Finchley Road junction. Vehicles will then take the 1st left hand turning into Kidderpore Avenue where they will enter either Gate 1 or 2.

Construction vehicles will be required to turn within the site boundary as they will not be permitted to reverse out onto Kidderpore Avenue.

When leaving site, vehicles will turn right into Kidderpore Avenue. Once at the junction of Kidderpore Avenue and Platts Lane, vehicles will turn left into Platts Lane and then turn left onto the Finchley Road.

4.2 Site entrances:

(How are pedestrians and vehicles to be segregated, what approach signage is required, What signage will be displayed at site entrances / exits? Consider pedestrian as well as vehicular traffic. How will visiting vehicles know where to go, what signs are provided to direct vehicles on site? Do these need to be illuminated?):

All site entrances will be managed by traffic marshalls and gatemen. Signage will be put in place to let pedestrians know that the entrances installed are for delivery vehicles along with an infrastructure to ensure there is safe access to the public footpath at all times.

All delivery gates will be well lit with red hazard bulk head lighting to ensure the site entrances are identified.

4.3 Restrictions:

(What restrictions have been identified within the Pre-Construction Information? Are there restrictions on approaches to the site? Consider width, weight and height restrictions? Are there any environmental restrictions? E.g. delivery / site operating hours, Bus stops, taxi ranks, other access. Are there any other nearby schools, hospitals, homes for the elderly / disabled / blind/ deaf?):

Site delivery restrictions are TBC. As a minimum site expect site specific working hours to be adhered to along with delivery times of when vehicles can and cannot attend site.

It has already been identified that artic lorries cannot attend this project and all sub contract vehicles can be no larger than 16t rigid lorries.

Adjacent to the project is a local art school and there is a primary school with church next to Queen Mothers Hall.

4.4 Site constraints / Conditions:

(What site restrictions have been identified within the Pre-Construction Information? Are there restrictions on site? Consider width, length, weight and height restrictions imposed by items like Overhead cables or positions of fragile drains/ditches? Are there any environmental restrictions? Where will visitors, site personnel etc park their vehicles? Is there adequate space for the anticipated numbers? Will private cars be excluded from construction areas? How will vehicle and plant speeds be controlled and what are the speed limits? E.g. 5mph, speed ramps etc):

There will be no facility for parking on site due to the footprint of the project. There is parking available within Kidderpore Avenue but this is based on a 1st come provision.

Site will be championing all sub contractors to use the public transport amenities local to the project and will also offer a cycle parking facility.

Site will require some parking bays to be suspended to facilitate our traffic management plan to allow delivery vehicles to access/egress the project.

Large delivery vehicles will not be permitted for this project. The vehicle tracking has identified that artic lorries will not be able to access the project and will only lend itself to rigid lorries of

approximately 16t.

4.5 Loading and unloading:

(What facilities are available on site for unloading vehicles/ and plant (e.g. Loading and unloading gantry's, Tower cranes, fork lifts, crawler / mobile cranes). Where are the loading / unloading areas? Are they segregated? How are reversing vehicles controlled? What arrangements are practical in terms of protecting persons from falling when unloading lorries?):

There are 3no loading and unloading areas that have been identified. The 1st being the access road inbetween Lord Cameron and Dudin Brown. The 2nd area being between Kidderpore Hall and Queen Mothers Hall. The 3rd is the undercroft between Bay House and Skeel House.

There is no current resource for mechanical unloading at present. It will be the responsibility of the sub contractor to unload their own deliveries until such time as mechanical unloading facilities are put in place by Mount Anvil.

All delivery vehicles will require edge protection. No person will be permitted to access the back of a vehicle without the protection in place. Delivery vehicles will be turned away if this is not adhered to.

Delivery vehicles entering, exiting and manourering around site are to be banked at all times by fully trained banksmen.

4.6 Pedestrian segregation / Protection:

(By what means will pedestrians be segregated or protected from moving traffic and plant (e.g. barriers, road and footpath markings etc)? What signage will be provided to inform pedestrians and plant / vehicle operators? How will crossing points be clearly identified? E.g. zebra crossings, lights and signage):

Pedestrian access on the public footpaths will not be inpeded. The 3no delivery gates/entrances will be clearly identified with construction signage and will be well lit with red bulk head lighting. Crossing points in front of the delivery areas will be well managed by both gatemen and traffic marshalls.

Mount Anvil will also provide traffic marshalls for the school start and end of each day to ensure there is safe

4.7 Road and footpath maintenance:

(What arrangements are there for wheel wash, road and footpath cleaning? Maintaining sound and level access routes for pedestrians etc?):

The delivery gates will have either a jet wash or wheel wash facility. No construction vehicles will be permitted to leave site until Mount Anvil are satisfied they are clean enough to exit onto the public highway.

It will be the responsibility of the sub contractor to ensure that any arisings from their delivery vehicles fouling the public highway or pedestrian footpaths are cleaned up immediately.



4.8 Site Standards:

(What site specific standards apply? Are there any relevant safety alerts? Will all mobile plant have flashing beacons / hazard warning lights / reversing sirens? What types of barriers will be used? E.g. Timber Baulks, Scaffold 'A' frames. How will excavations be protected?):

All pedestrian routes will be clearly identified using pedestrian barriers with directional signage. Vehicles will be expected to have reversing and turning warning sirens. All plant will be expected to have yellow flashing beacons and tower cranes will have a red beacon light illuminated at the end of the jib.

All excavations will be protected with scaffold double handrails or pedestrian barriers giving clear segregation and demarkation for operatives.

4.9 Contacts / Liaison:

(Who are the local contacts in relation to traffic issues? How can they be contacted? Are there any local initiatives to coordinate multiple sites in the vicinity of the project? Have the emergency services been advised of the site access arrangements?):

Mount Anvil will have a logistics manager present for the duration of the project. An online delivery system will be put in place and all issues regarding deliveries/traffic will be dealt with by the logistics manager. In the event issues cannot be resolved, escalation to Mount Anvil Project Manager level will be required.

Local emergency services have been identified for the local area and will be notified once the project becomes live.

4.10 Site Layout Plan:

(Has a plan been prepared identifying the following items where applicable):

- Traffic routes
- Pedestrian routes
- Signage
- Crossing points
- One way systems
- Loading / unloading areas
- Lifting availability



- Physical restrictions
- Proximity hazards

This is currently being developed with the logistics contractor. Mount Anvils outline plans are included.

5.0 Site Traffic & Plant Rules

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|-----|--|
| 1. | NO PASSENGER RIDING ON SITE VEHICLES UNLESS PROVISIONS ARE MADE (E.g. a seat & seat/lap belt) |
| 2. | DRIVERS/OPERATORS & PEDESTRIANS TO FOLLOW & COMPLY WITH SITE SAFETY SIGNS & ROAD MARKINGS. |
| 3. | PEDESTRIANS TO KEEP TO DESIGNATED & SIGNED FOOTPATHS & CROSSING POINTS. |
| 4. | DRIVERS/OPERATORS TO OBEY SITE SPEED LIMITS (5 MPH) |
| 5. | ROADS & FOOTPATHS ARE TO BE KEPT CLEAN & TIDY & FREE FROM MATERIALS & WASTES. |
| 6. | REVERSING MUST BE AVOIDED WHEN POSSIBLE. USE TURNING POINTS WHERE PROVIDED. |
| 7. | NO REVERSING WITHOUT THE ASSISTANCE OF A TRAFFIC MARSHAL. |
| 8. | PARKING IS BY PERMISSION ONLY & WITHIN THE DESIGNATED PARKING AREAS. |
| 9. | VEHICLES MUST NOT BE LEFT RUNNING WHILST UNATTENDED. |
| 10. | KEYS MUST BE REMOVED & VEHICLES LEFT SO AS TO PREVENT UNINTENTIONAL MOVEMENT. (E.g. Handbrake on). |
| 11. | OPERATIVES MUST NOT REMAIN ON DUMPERS WHILST LOADING IS IN PROGRESS. |
| 12. | MOBILE PHONES MUST NOT BE USED WHILST OPERATING PLANT, DRIVING VEHICLES OR DIRECTING VEHICLES. |
| 13. | ALL PLANT CERTIFICATES & PLANT OPERATORS CERTIFICATES TO BE ISSUED TO MOUNT ANVIL |
| 14. | ALL PLANT TO BE CHECKED BEFORE USE AND INSPECTED WEEKLY AND RECORDS OF WEEKLY INSPECTIONS ISSUED TO MOUNT ANVIL |



15. ALL DELIVERY DRIVERS MUST WEAR PPE WHEN LEAVING THEIR CAB

16. VEHICLES MUST COME WITH ADEQUATE EDGE PROTECTION

17. All DELIVERY DRIVERS WITH LIFTING CAPABILITY (E.g. MOFFETT'S) MUST HOLD UPTO DATE CERTS & CARDS

6.0 Other Additional Site Information

The location of the site surrounds built up residential properties, lawn tennis clubs, Thames Water reservoir, 2no local schools and a church. It is imperative that all sub contract construction vehicles and supply chain vehicles adhere the the traffic management plan. All parties who defer from the plan will



7.0 Appendix

Please see attached Traffic-Logistics Plan Layout H&S-19.3

