

LONDON BASEMENT

**CONSTRUCTION MANAGEMENT PLAN
APPENDIX E**

**Construction Traffic Management Plan
Rev 2**

2 Oakhill Avenue, London NW3 7RE

**client:
date:
prepared by:**

**Studio B
4th January 2018
J.Puddy**

- 1. Introduction and Site Description**
- 2. Highways & Community Liaison**
- 3. Procedure**
- 4. Spoil Removal**
- 5. Construction Logistics and Community Safety (CLOCS)**

Figures.

Figure 1. Site Traffic, Frequency, Type and Dimensions

Figure 2. Licenses & Suspensions

Figure 3. Compliance checking and monitoring process-diagram

Figure 4. CLOCS compliance poster

This document to be read in conjunction with the following Appendices:

D. Site Set Up Plan

G. Site Location Plan

H. Routes

1. Introduction and Site Description

- This document covers the steps that will be taken to reduce potential traffic congestion outside of the property, when there are deliveries to site of materials and when the waste management company removes the spoil.
- The property is sited on Oakhill Avenue in a residential area with two-way traffic, a site location plan is present in Appendix D of the Construction Management Plan.
- The Oakhill Avenue frontage is set back from the pedestrian walkway and residents parking bays are available outside the property, a site set up is present in Appendix C of the Construction Management Plan.
- Both hoarding and bay suspensions will be necessary and the works will be contained within the property.
- Welfare facilities will be located within the boundary of the property.
- The proposed demolition, excavation and construction works are expected to take 35 weeks with licences and bay suspensions in place for the duration of the works. A site program is presented in Appendix I of the Construction Management Plan.
- The works will be contained within the boundary of the property and no works involving service upgrades to the major Utilities are planned and as such disruption to the public right of way will be kept to a minimum.

2. Highways and Community Liaison

- Prior to commencement onsite the Contractor will undertake to notify by letter all local residents within 500m of the site in either direction and on both sides of Oakhill Avenue, this letter will contain details of the anticipated duration of the project, the agreed working hours of the site and the contact details of Head Office, the Supervisory Staff and Health and Safety Officers.
- The Site Compound and Hoarding will also display the above information in addition to the standard typical information required by the Local Authority.
- No service reconnections are planned so no disruption or abnormal use of the highway is expected; if this should change then our administrative team will liaise with the Highways Enforcement Officer prior to the commencement of works.
- Prior to Licences and Suspensions being applied for the Contractor will arrange to meet onsite with the local Highways Enforcement Officer to discuss the proposal and ascertain any planned maintenance work.
- The site working hours will not exceed the Local Authority regulations and will be carried out between 8.00 am - 18.00 pm Mon - Fri, no work at will be carried out on Saturdays, Public Holidays or Sundays.
- Safe Pedestrian access will be maintained at all times and the public right of way will be regularly cleaned down and inspected for hazards with particular attention given to vulnerable users of the public right of way.
- Clear signage and good lighting for pedestrians will be in place during the works and site operatives will be under standing instruction to maintain courteous relations and to be helpful to neighbours and passers by at all times.
- If the site requirements should change then a comprehensive review of this document will be carried out in consultation with the Highways Enforcement team and agreed alterations will be implemented as necessary. If our works should cause complaint these will be handled directly through our Office, contact details will be clearly displayed on the Site Hoarding and an ongoing process of community liaison will be maintained under the Considerate Contractors Scheme.

NB: At this time we are unaware of any developments that affect this Plan however the Site Manager will be instructed to monitor local notifications of other works and advise the office accordingly

3. Procedure - Delivery of Materials and Plant

- Materials will be delivered to site by numerous sub contractor suppliers. Delivery drivers will park their vehicles outside the site prior to offloading materials into the loading bay and will be required to notify the Site Manager at least 15 minutes before arrival. This will be located outside the property for the duration of the works. No temporary holding bay will be required due to the low volume of site traffic expected (see Fig.1)
- All large vehicles will be parked temporarily outside of the property during deliveries. We will restrict all large vehicle deliveries/collections/muck away to between the hours of 10am to 4pm to minimise disruption.
- Delivery vehicles will pull up prior to being directed to the offload area outside the property and traffic management will be employed as necessary. See figure 1 showing proposed offload and skip area.
- Our staff will be made aware of refuse collection times and care will be taken to avoid congestion when scheduling deliveries, Site Traffic will be managed by Banksmen with priority at all times for emergency vehicles
- All materials will be contained within our compound, and materials will only be ordered when required.
- Deliveries will be requested by site staff as follows;
 1. Materials will be ordered through the Head Office Purchasing Department at least 48 hours prior to their requirement onsite. Site foremen will be instructed to ensure orders are to be kept to a minimum to avoid delays in offload and double handling after being stored in our compound.
 2. We use licensed contractors for muck away which will be requested by site staff and scheduled by the Head Office Contracts Administrator a minimum of 24 hours prior to the external skips being filled.
 3. Concrete trucks and pumping plant will be arranged through the Head Office Contracts Administrator a minimum of 24 hours prior to pouring. No late delivery of concrete will be allowed; if late delivery does arrive then it will be sent back to the batching plant.
 4. Delivery drivers will be required to notify the Site Manager at least 15 minutes before arrival.
 5. No stacking of vehicles will be permitted at any time.
- Materials and plant will be unloaded by driver and site staff, temporary traffic management will be supplied by suitably qualified site staff. Materials will then be moved into the working area as soon as practically possible.
- We will typically be using concrete lorries with built on concrete pumps, which will pull up against the end of our skip hoarding enabling the concrete to be pumped into the working area.
- We estimate that there will be a maximum of four vehicles coming to site in any one day. This would typically include two grab lorries, one concrete lorry, and periodically a materials delivery. The estimated dwell time for each lorry would be 15-20 minutes, during which time a banksman would be present with Hi-Visibility wear and PPE. The strict ordering procedures ensure no double drops or lap over with different contractors/suppliers. A table showing expected vehicle traffic is shown by Figure 2. in the appendix of this document.
- Traffic management will consist of temporary signage and cones as required to sufficiently warn all passing traffic of our operations, with safety being the primary concern. We will provide Banksmen to direct traffic when required, and we will position personnel on Oakhill Avenue as necessary and particular care will be taken to manage the safe passage of pedestrians.
- Under no circumstance will HGV traffic be allowed to execute 3 point turns. When HGV's are leaving, they will be required to do so under the supervision of our trained banksman, before exiting the site towards the North East. A route plan is present in Appendix H of the Construction Management Plan.
- No Contractors vehicles will be allowed to use the suspended bays for any purpose other than those stated above and vehicle parking will not be permitted.

4 Spoil Removal

- The system of loading static containers from a conveyor system will be utilised to reduce both the inconvenience to residents and the length of time of spoil wagons on site.
- The spoil will primarily be loaded at basement level onto a conveyor which will be fully protected. The conveyor will then load directly into the skip located on the road. Please refer to site set up drawing C in the appendix for further information.
- Protection will be provided where any part of the access extends over the driveway and pedestrian walkway. The skip and external gates will have all the appropriate night lights and safety notices. The conveyor will be adequately supported and secured to the existing building using a temporary scaffold structure.
- Spoil arising from the works will be transported via conveyor to a static container for collection with a grab lorry.
- The lorry will pull up beside the static skip, and will have Banksmen from site to implement traffic control, and pedestrian movements.
- The lorry will remain in position until it is fully loaded, which takes approximately 15-20 minutes to complete.
- Whilst the spoil is being removed members of the site staff are present and will notify other drivers of the approximate duration of the operation.
- If residents need to access or exit the area and our wagons are in the way, every effort will be made by the banksmen to re-position these to enable vehicles to pass.
- The grab lorry driver will be under strict instruction that they are to move immediately should any emergency vehicles need to get past.
- Vehicles leaving the site will be directed towards the North East (see Appendix H – Route Plan). Once the spoil wagons have left the site, Banksmen will immediately ensure that the road is completely clear of debris following the waste collection.
- Periodically during the day and at the end of every working day the road will be thoroughly swept and washed down, to ensure it is kept presentable and safe at all times.

5 Construction Logistics and Community Safety CLOCS

- London Basement will at point of order ensure through written assurance that all supply and muck away contractors using vehicles over 3.5T are registered with FORS using the CLOCS Compliance check form and non-conformance report form. Non-conforming vehicles or operators will not be considered for employment.
- All vehicles attending site over 3.5T will be required to have blindspot minimisation equipment and audible left turn alerts
- Site managers will be issued with Compliance checking and monitoring process-diagram (fig.3)
- The site will display the CLOCS compliance poster A1 (fig.4) size in a prominent place on the site hoarding.

FIGURES

Figure 1. Site Traffic, Frequency, Type and Dimensions

Figure 2. Licenses & Suspensions

Figure 3. Compliance checking and monitoring process-diagram

Figure 4. CLOCS compliance poster

Figure 1. Site Traffic, Frequency, Type and Dimensions

As this is a domestic contract, the site traffic will be relatively low. We consider that the likely vehicle movements will be as follows:

Vehicle type/no of visits per day	Dimensions
1 concrete lorry/day maximum	9.0m x 2.5m
1 grab lorry/day maximum	8.6m x 2.45m
1 staff van/day maximum	5.6m x 2.1m
1 material delivery/day maximum	7.5m x 2.45m

Deliveries/skip lorries will be restricted to after 10am and before 4.00pm to avoid rush hour/school times.

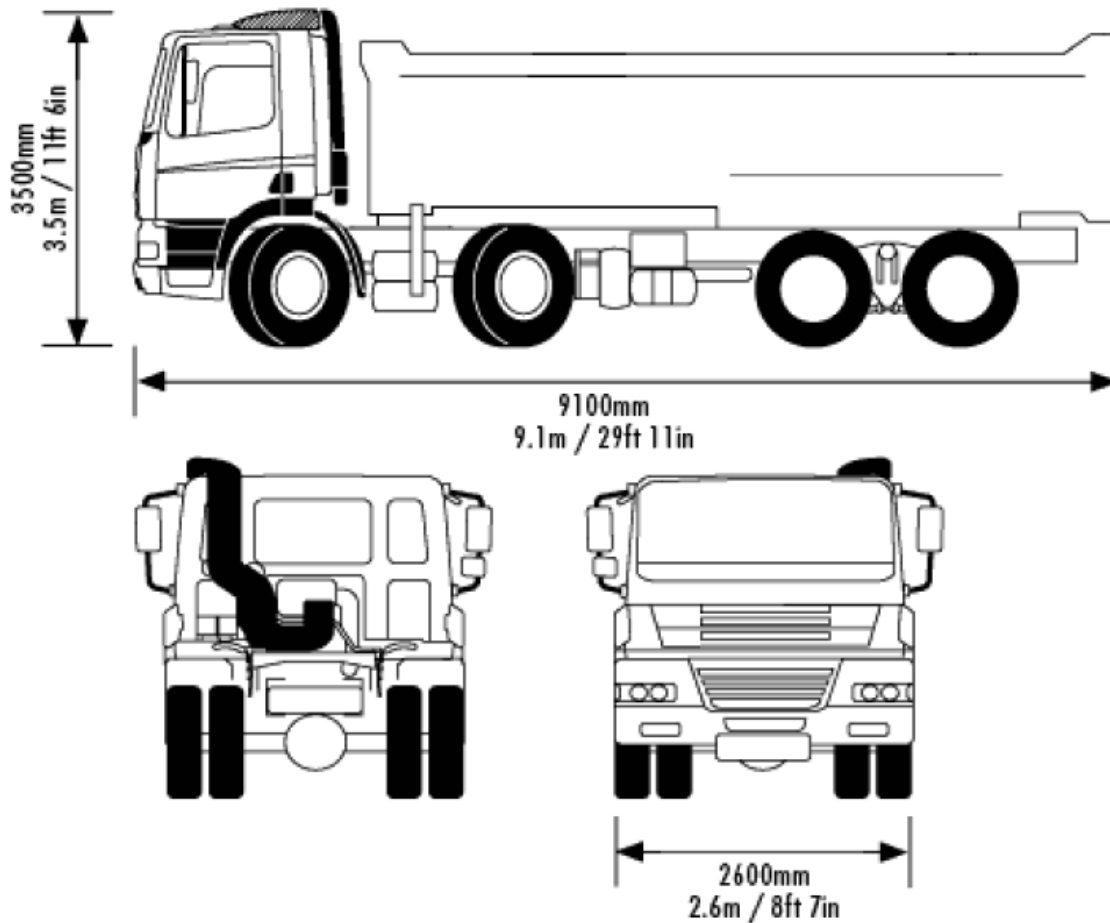


Figure 1. (Cont'd) Concrete Lorry

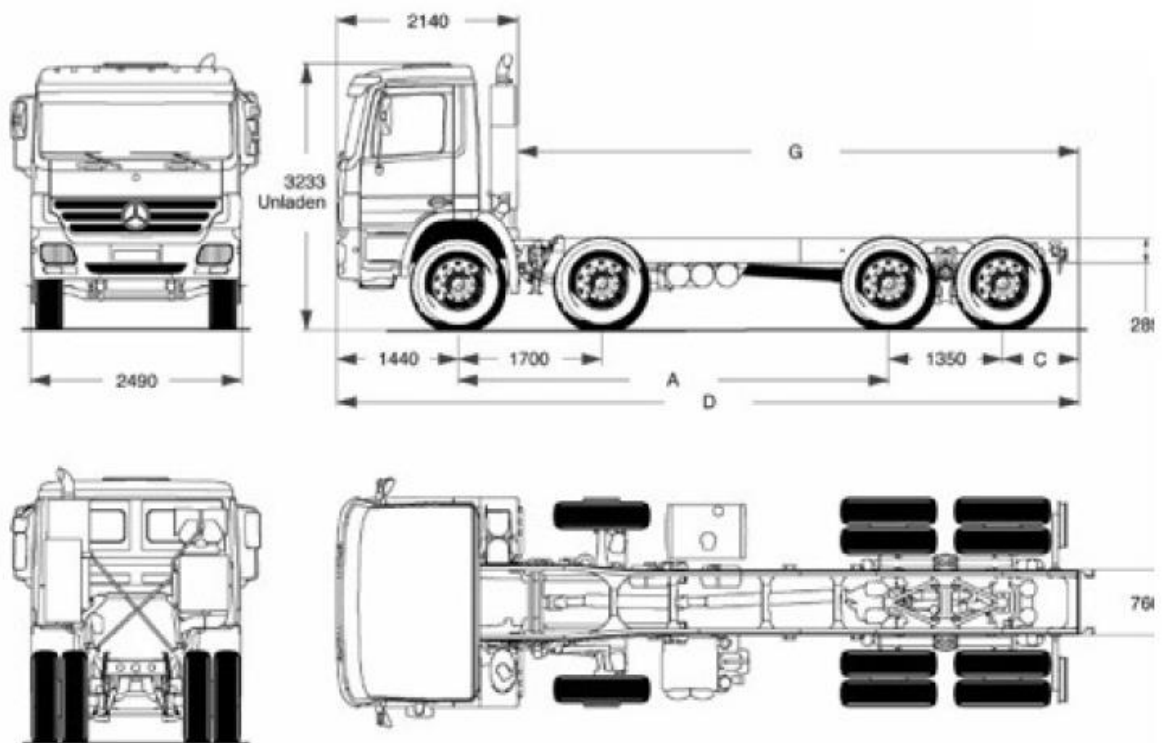
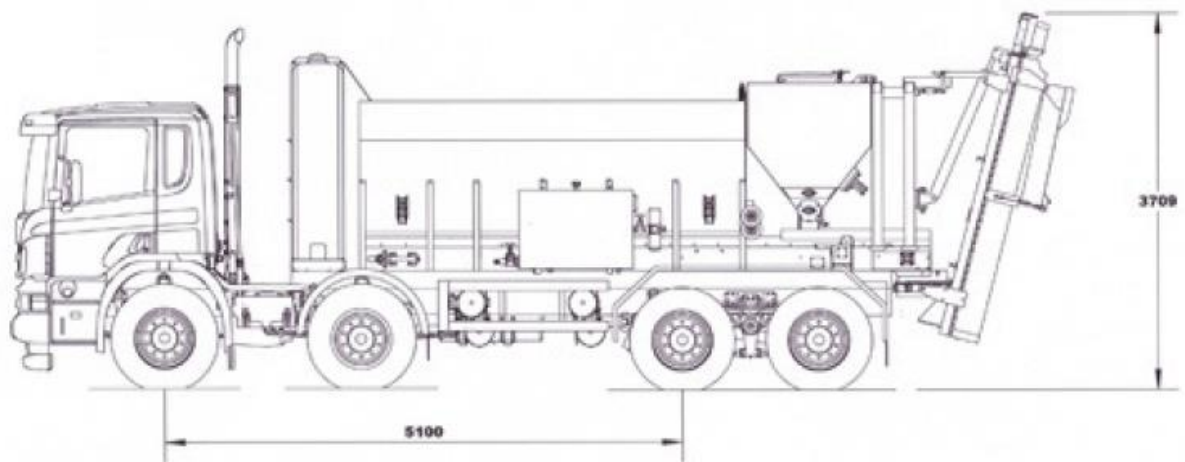


Figure 1 (Cont'd) Delivery Van

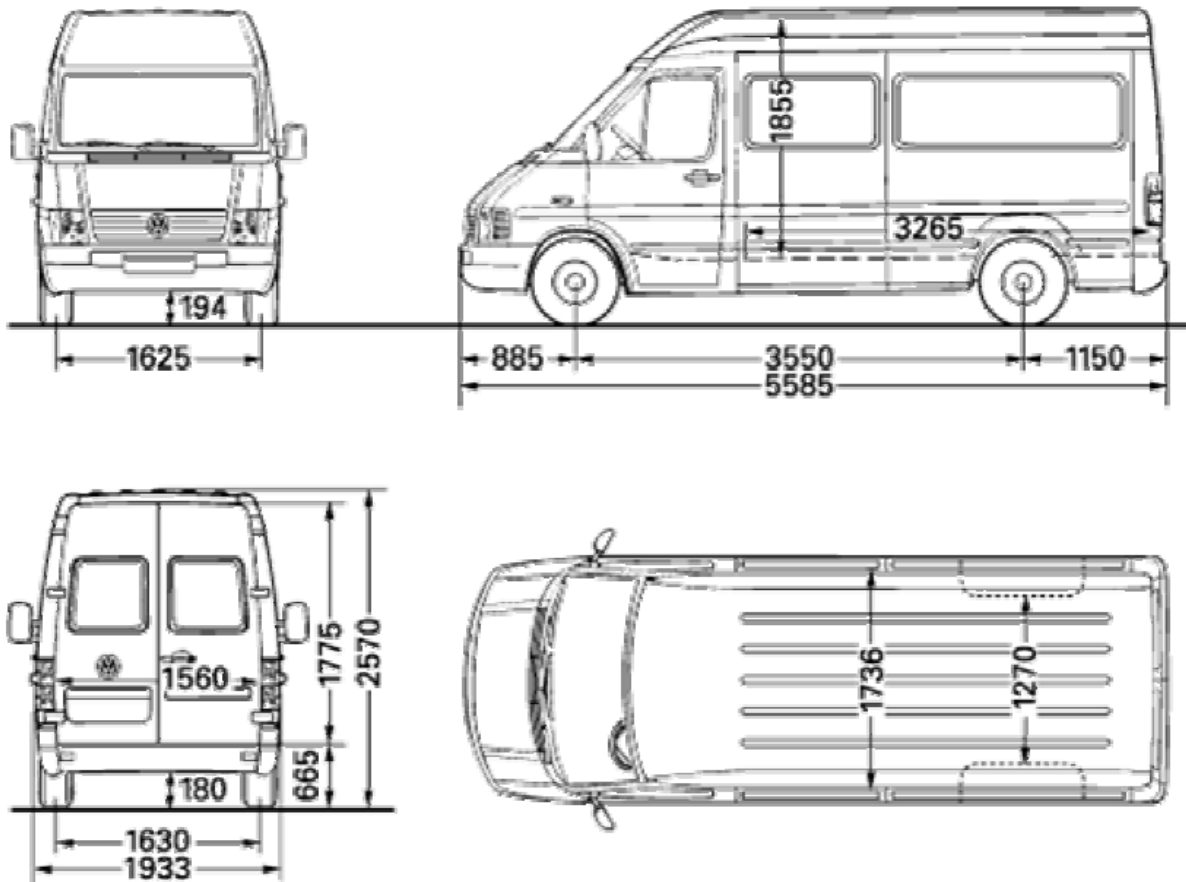


Figure 2. Licenses & Suspensions

At this time it is planned that the following licenses and suspensions will be required and will be applied for at least 10 working days before they are needed onsite.

Licence Type	Duration (weeks)	No.
Skip Licence	35	1
Plant/Materials	35	1
Hoarding/Conveyor	35	1
Bay Suspension	35	2

The overall length of the combined materials, skip and site compound will be 9m and will not exceed the frontage of the property.

CLOCS Requirements Compliance Check

On site check

Name of checker:	Date:
Site:	Time:
Driver name:	Vehicle operator:
Employed by:	Delivering on behalf of:
Vehicle registration:	

1. Operations

FORS¹ status: Registered Bronze Silver Gold FORS ID no: _____ Expiry date: _____

Pass Fail Comments

¹ Fleet Operator Recognition Scheme

2. Vehicle

	Fitted	Working
1 Class V + VI mirrors	<input type="checkbox"/>	<input type="checkbox"/>
2 Close proximity warning system, and/or camera system and/or vision-aid	<input type="checkbox"/>	<input type="checkbox"/>
3 Side guards	<input type="checkbox"/>	<input type="checkbox"/>
4 Audible left turn warning	<input type="checkbox"/>	<input type="checkbox"/>
5 Warning signage	<input type="checkbox"/>	<input type="checkbox"/>

Pass Fail Comments

3. Driver

Licence In date: Category: Invalid/no licence carried:

VRU Training Safe Urban Driving: Other approved: None:

Pass Fail Comments

Action taken on site Refused access: Allowed access:

Letter to driver: _____ By (name): _____

Send completed form to: _____

CLOCS Requirements Non-Conformance Report

Follow up action

Name:

Department:

Date:

Actions taken

Action	Satisfactory Response	Notes and actions
Letter /email to supplier Addressed to:	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Meeting with supplier Present:	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Commercial action via contract Other follow up actions:	Yes No <input type="checkbox"/> <input type="checkbox"/>	

Approval and closure

Note/comment

Has root cause been identified? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have preventative measures been put in place? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Closed: <input type="checkbox"/> Date:	Approved by:

Send completed form to:



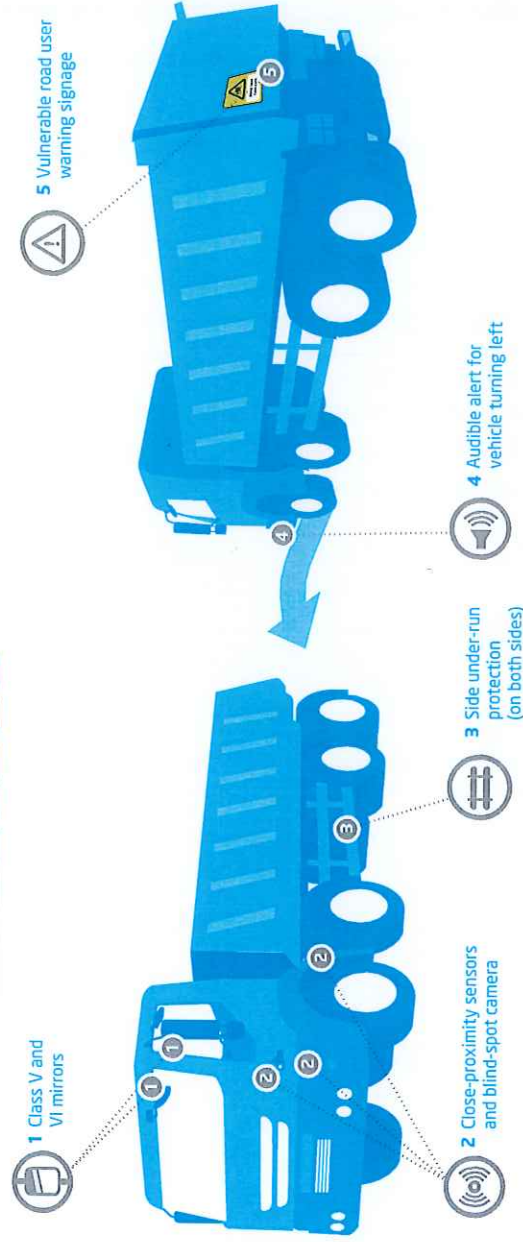
Looking out
for vulnerable
road users

www.clocs.org.uk

CLOCS Vehicle checking in operation

All HGVs* arriving on this site must conform to the **CLOCS Standard** for construction logistics. To comply three checks must be completed before entry.

*over 3.5 tonnes gvw



1. Vehicle Operator Check



Vehicle operator must be certified at minimum FORS bronze level. FORS is the Fleet Operator Recognition Scheme www.fors-online.org.uk

2. Vehicle Check

Any vehicle over 3.5 tonne gvw shall have the following vulnerable road user safety kit fitted:

- Blind-spot minimisation:**
- 1 Class V and VI mirrors
 - 2 A method of minimising the vehicle blind-spots eg camera system and/or sensor system and/or Fresnel lens (the system must be working)
 - 3 Side under-run protection (both sides)
 - 4 Audible alert for vehicle turning left
 - 5 Vulnerable road user warning signage

3. Driver Check

- Driver must have a valid driving licence for the vehicle they are driving
- Driver must be able to prove they have undertaken approved vulnerable road user training

Refusal of access to site

In the event of non-conformance the vehicle may be refused entry and a non-conformance report completed



Looking out for vulnerable road users

To find out more please visit

www.clocs.org.uk

