



16 High Holborn,  
London,  
WC1V 6BX

## PROJECT Shorts Gardens

60-70 Shorts Gardens & 14-16 Betterton Street

London, WC2H 9AU

# TRAFFIC MANAGEMENT PLAN



	Name	Signature	Date
PREPARED	MMI		17/11/21
REVIEWED	TPL		
APPROVED	CJA		

DATE OF 1 <sup>ST</sup> ISSUE	17/11/21
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REVISION	01
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The Traffic Management Plan (TMP) is a 'live document' that will be kept under review and modified by the Project Management Team to anticipate and reflect changing circumstances as the construction work progresses.

**RECORD OF PLAN REVISIONS OR ADDITIONS**

Rev.	Date	Prepared	Reviewed	Approved	Description
00	09/07/2021	MMI	TPL	CJA	Creation of the Plan for Tender
01	17/11/2021	BCI	BCI	TPL	Updates as per comments.

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## **1 INTRODUCTION**

### **1.1 BACKGROUND**

The construction phase will have an impact on the external areas of Shorts Gardens project. A number of vehicles will be expected on site for deliveries, waste removal, causing an increase to the vehicles in the local environment of the project each day. Therefore, it is important to implement control measures to reduce the impact of the construction works on the existing road network through the Traffic Management Plan.

### **1.2 PURPOSE OF THE TRAFFIC MANAGEMENT PLAN**

The purpose of this Traffic Management Plan is to gather and outline the requirements to be followed by all persons and companies coming to the site in order to reduce the negative effects of construction works such as traffic congestion, pollution and noise that may affect local communities, residents, businesses and the environment.

The aim is to safely plan deliveries, collections and vehicle movements on and around the site, avoiding collision between vehicles and vulnerable road users. Thus, this Traffic Management Plan sets out how Legendre UK will manage the flow of construction traffic, the safety of vehicles and drivers (safe site, safe vehicle, safe driver).

### **1.3 SCOPE**

The scope of this Traffic Management Plan covers all construction phases of Shorts Gardens and concerns the following flows of traffic:

- Traffic related to Project Management Team and all Operatives accessing and working on site
- Traffic related to all Subcontractors and Suppliers coming to the site
- Traffic related to deliveries and collections
- Traffic related to any visitors coming to the site
- Traffic related to any emergency services, ambulances, fire engine

## **2 SITE ACCESS AND EGRESS**

### **2.1 SITE WORKING HOURS AND ACCESS TIMES**

#### **2.1.1 Site working hours**

The normal working hours permitted by the local authority are:

- Between 08:00 and 18:00 Monday to Friday
- Between 08:00 and 13:00 on Saturdays
- NO work on Sundays and Bank Holidays

### 2.1.2 Deliveries/Collections hours

Vehicle movements to the site will be arranged by Legendre UK in order to reduce the potential congestion within the immediate area during peak times.

- Between 08:00 and 18:00 Monday to Friday
- Between 08:00 and 13:00pm on Saturdays

Legendre UK understands that, as per London Borough of Camden Minimum Requirements any noisy operations, including deliveries and collections, outside the standard hours cannot be undertaken without prior written approval of the Local Authority.

As proposed by London Borough of Camden Principal Transport Planner, Legendre UK will apply to the Council for daily timed road closure of Short's Gardens to ensure controlled traffic on the carriageway. Therefore, the times agreed and permitted by London Borough of Camden for these daily road closures will be the times during which site deliveries and collections will take place. Legendre UK will liaise with the other businesses on this part of Short's Gardens to coordinate deliveries with them and set delivery times accordingly.

## 2.2 DIRECTIONS TO SITE AND VEHICLE ROUTING

Access to and egress from site for all vehicles will be as detailed below.

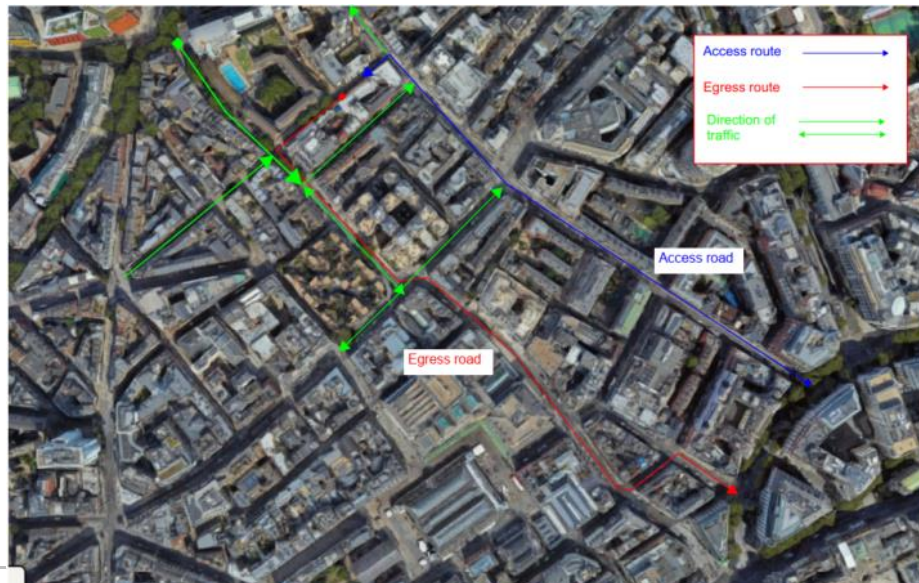
All Subcontractors and Suppliers involved in the project will be briefed on designated routes.

### 2.2.1 Access / Egress for all vehicles, especially HGV

Access to site will be via Drury Lane and Shorts Gardens.

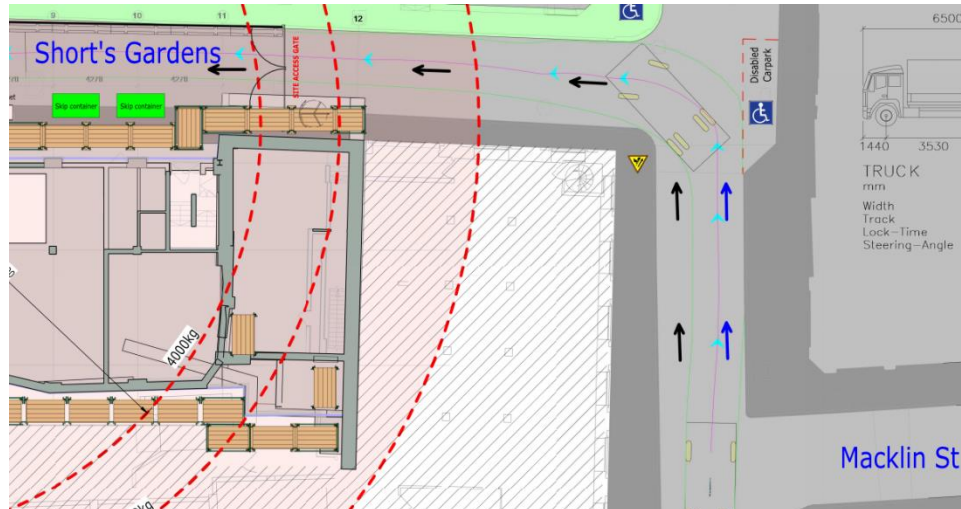
Egress from site will be via Shorts Gardens to Endell Street, then Bow Street/Wellington Street/Tavistock Street/Catherine Street and finally the Strand.

The drawing below shows the immediate highway network with directional arrows indicating the prescribed traffic flow, following comments from the Council's Planning Transport Officer.

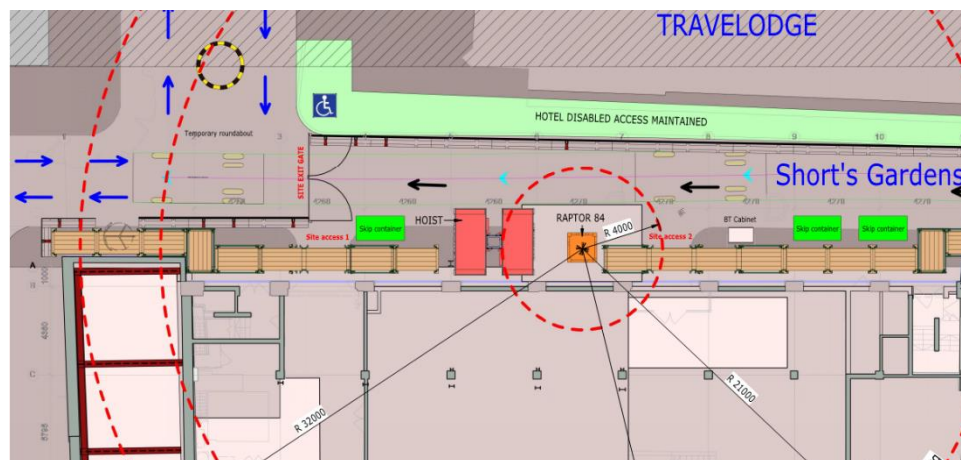




## 2.2.1.1 Access to the construction site



## 2.2.1.2 Egress from the construction site



## 2.2.2 Access / Egress for vans

For vans, the same principle as other vehicles applies.

## 2.2.3 Access/Egress for Other Vehicles Serving the Area

As mentioned above, Legendre UK will apply to the London Borough of Camden for partial road closure of Shorts Gardens. Legendre UK have submitted the below proposals for the Council's consideration.

The partial closure of Short's Gardens will still allow for the two main access routes required to serve the area:

- Exit route from the Travelodge bin collection
- Entrance and Exit route for the bin truck of the Dudley Court bin collection

The bin collection is not expected to be too frequent.

In order to facilitate the exit, and considering the size of the vehicle involved, a small materialised roundabout will be put in place in front of the entrance/exit of the service area.

Further proposals (as below) have been submitted to the Council on 11th August 2021.

Access for light vehicles to Dudley Court which is situated West from the Travelodge will be maintained using their car park.

There is a gate at the end of the access route from Short's Gardens into Dudley Court that restricting access to a refuse yard (assumably belonging to the 174 High Holborn building - The Place)

Access for the refuse collection vehicles will be maintained to this refuse yard. (please refer to the swept path analysis for HGV/Lorries from Endell Street).

A floor marking in front of the access gate to Dudley Court states "No Parking Fire Access". The swept path analysis for the access of the Fire Brigade truck is available in Appendix 7.

There are two options (as below) to allow access for the Fire Brigade to serve the whole street:

- **Option 1** (Preferred) - Access to Dudley Court / The Place service yard.

Access for the Fire Brigade from North part of Endell Street, turn into Short's Gardens – reversing after the intervention is still possible

- **Option 2** - Access to Travelodge façade or our Project

Access for the Fire Brigade from Drury Lane (unchanged as per current set up) – Site Entrance gate to be fitted with a FB padlock on the outside, allowing the Fire Brigade to access the site at any time. Delivery area maintained clear of obstruction at the end of every shift. FB padlock fitted to the inside of the Site Exit gate to allow truck to go through.

*Fire Engine access/egress route is available in Appendix 2.*

*Lorry Swept Path is available in Appendix 3.*

*Neighbouring Premises Plan is available in Appendix 4.*

## **2.3 ACCESS AND EGRESS ARRANGEMENT FOR CONSTRUCTION VEHICLES**

### **2.3.1 General arrangement**

Construction vehicles movements will be carefully scheduled to avoid traffic congestion and to remove the risk of vehicles queuing to enter the site.

Therefore, all deliveries/collections will be booked 48 hours to 7 days in advance with the Site Logistics Manager using the BioSite online system and will be allocated a time slot.



Deliveries and collection vehicles will report on arrival at the site gate to the Traffic Marshal who will check in the vehicle, assist and make safe the access. Reversing will be reduced to a minimum, all reversing manoeuvres will be carried out under the surveillance of Traffic Marshals if any.

All vehicle movements will be under the surveillance of a Traffic Marshal. Whistles will be provided to the Traffic Marshals as an aid in emergency situations, for example pedestrian/cyclist, ect. forcing their way in the manoeuvre/vehicle movement area regardless traffic marshals' instruction to stop and wait clearance.



***Only authorised vehicles will be allowed to enter the site and must fully comply with the directions given by the traffic marshal. The arrival time will have to be respected. Any vehicle arriving at site before or after the allocated hour will be turned away.***

### 2.3.2 Off-site traffic holding point

There is no off-site holding area. Under no circumstances are the adjacent roads to be used as a place to either park or circulate awaiting directions into the site.

All deliveries will be controlled to minimise disruption to traffic and queuing during peak periods, such as deliveries taking place on a 'just in time' basis to limit waiting times.

## 2.4 PARKING ARRANGEMENT

There is **no car parking area on site** and there is no allocation of parking for Operatives/Employees' or Managers' personal vehicles in the surrounding area.

No parking will be permitted:

- in the site works areas
- in logistics areas
- on the site access road

This will be managed by the Site Logistics Manager and Traffic Marshal.  
(Appendix 1).

## 2.5 ROUTE SIGNAGE AND SITE SIGNAGE

Legendre UK will implement a clear and concise signage scheme throughout the site to assist in internal traffic control, including speed limit and warning signs. Signage will also identify the site office.

The signage used on site will as much as possible be pictorial. However, multi-lingual signage appropriate to the current workforce may be displayed if necessary (English, Portuguese, Romanian).

The signs will be maintained throughout the project and the need for additional signage will be kept under review.

## 2.6 PEDESTRIAN AND CYCLE ACCESS TO SITE






Pedestrian access route to the site is via Short's Gardens. The road is two-way road with adequate footpaths on both sides of the roads.

The site is easily accessible by public transport as per below:

### Travelling by Tube:



The nearest underground stations are:

	Tube Lines	Walking distance from construction site
Covent Garden Tube Station		3 mins
Leicester Square Tube Station	 	5 mins
Tottenham Court Road Tube Station	 	5 mins

### Travelling by Bus:



The nearest bus stations are:

	Buses	Walking distance from construction site
Jamaica road stop J – Direction from and to London Bridge station	14, 172, 176, 6, 8, 9	2-10 mins

**Cycling :**

Cycling routes are same as vehicle routes. Bicycles can be stored in a secure site area that will be provided.

The closest bike hire station is located at 2 mins walk from the site:

Santander Cycles

High Holborn, Covent Garden



The pedestrian access to site will be located on Short's gardens for the main access and will be through turnstile only, utilising fingerprint recognition.

Any person, other than a temporary visitor, not being registered on the turnstile system will be diverted to the Induction Room to receive induction prior to being registered and allowed on site.

Visitors will have to ring the bell at the office and fill the "Visitor Register". They will have been given a visitor's induction prior to being allowed on site and will be accompanied at all times while on site.

**Until further notice no visitors other than those coming in relation to works carried out on site will be allowed due to COVID-19.**

Pedestrian access and egress through any of the vehicle access gates will be prohibited.

The Access Control gate will be under the supervision of the Site Logistic Manager and Traffic Marshal.

### 3 TRAFFIC WITHIN THE SITE BOUNDARY

#### 3.1 DELIVERIES/COLLECTION VEHICLES MOVEMENTS

##### 3.1.1 General arrangement

Deliveries and collection vehicles movements within the site boundary will be managed by a banksman in order to ensure protection of the workforce. The risk of collision will however be reduced to a minimum as there will be no reverse due to the configuration of the loading/unloading area.

##### 3.1.2 Site Rules for delivery/collection vehicles drivers

All drivers entering the construction site will have to observe a set of rules and sign a register at the access gate to confirm acceptance of the site rules.

**The site rules to be complied with are listed below:**

- The speed limit on site will be 5mph (= 8km/h)
- Drivers are to adhere to site signage and all instructions given by either the Banksman, Traffic Marshals or Site Logistics Manager, or any member of the Legendre UK staff. However, drivers remain responsible for their vehicle and their driving manner
- Once on site and whenever leaving their vehicle, drivers WILL wear minimum 5-point PPE as per site rules, e.g. hard hat, hi-viz clothing, gloves, safety footwear and safety eyewear
- Shorts are not permitted at any time whilst outside of the vehicle
- Drivers are NOT to use mobile phones while driving
- No access is permitted onto the backs of lorries/trailers without full edge protection in place or other protection against falls
- A trailer pal will be available on site and shall be used as safe offloading means
- Unless operationally essential, engines must be switched off and disabled, and brakes applied
- If leaving the vehicle, the driver must inform the Banksman/Site Logistics Manager where they are going (e.g. toilet, canteen), and pedestrian walkways should be used to access welfare facilities at all times
- Drivers will not be allowed to walk around the main site area unless they have attended full site safety induction
- All vehicles are to STOP at the exit gate and prior to moving out onto the public highway, and take a great care of bicycles, children, pedestrians and other vehicles
- No reversing when leaving the site without a Traffic Marshal to direct the vehicle
- BEWARE of pedestrians and other road users when leaving the site



**The driver's Employer has the responsibility to ensure that their drivers have the correct PPE before they come to site in case they have to leave their cabin to assist in any way with the off-loading of their vehicle or to access a safe area.**  
**No PPE, no leaving the cabin, no loading/unloading.**

### 3.2 CO-ACTIVITY BETWEEN PEDESTRIANS AND VEHICLES

#### 3.2.1 Pedestrian traffic within work and logistic areas

Numerous construction vehicles will come to site per day and material handling equipment such as forklifts, pallet trucks and powered pallet trucks will be used during the construction phase. Therefore, all pedestrian access routes within the work and logistic areas will be clearly identified by either green line markings on the ground or guardrails/barriers. Vehicles must always give way to pedestrians.

Pedestrian access routes may change throughout the duration of the project as there will be different construction phases.

Therefore, drawings showing these arrangements will be updated as necessary, and will be displayed at the site entrance and the site information board. These drawings and the updated Traffic Management Plan will be relayed to the appropriate personnel via Toolbox Talks, daily Black hat co-ordination meetings and at induction stage.

#### 3.2.2 Material Handling Equipment

Any ride-on equipment such as forklift trucks will be only used by competent persons in possession of a valid certificate of the relevant training.

Material handling equipment will be fitted with reversing alarms, amber flashing beacons and mirrors. Traffic Marshals may assist if necessary.

Persons guiding cranes and slinging loads will be in possession of a valid certificate of training. This will be detailed in their RAMS and Lifting Management Plan.

### 3.3 STORAGE AREAS

Materials coming to site will be offloaded in the loading bay within the site premises and stored straight away in the building via the existing roller shutter bays accesses. A designated

Secure storage will be provided for items of high value, materials which are hazardous or which could be easily damaged. For storage in open space areas, these areas will be clearly demarcated and barriered off.

On no account storage of materials obstructing vehicle or pedestrian access ways will be allowed.

Goods will be delivered as much as possible on an "as needed/just in time" basis to reduce stockpiling on site, reducing therefore the risk of collapse of stored materials.



## **4 OTHER TRAFFIC MANAGEMENT RULES**

### **4.1 ROAD CLEANING**

The surrounding routes will be kept clean and clear at all times with regular sweeping, and will be regularly inspected. Drivers will ensure vehicle wheels are clean before they leave site and this will be enforced by Traffic Marshals.

### **4.2 WORK-RELATED ROAD RISK (WRRR) – CONSTRUCTION LOGISTICS AND CYCLE SAFETY (CLOCS)**

The “CLOCS Standard for construction logistics: Managing work related road risk” is the result of research and collaboration between different industry associations. The aim of the standard is to reduce the risk of collision between large goods vehicles in the construction industry and vulnerable road users such as cyclists and pedestrians.

Committed to maximising road safety for Vulnerable Road Users (VRUs), as well as minimising negative environmental impacts created by motorised road traffic, Legendre UK will ensure that all Suppliers/Subcontractors will comply with the CLOCS Standard and follow its requirements.

As a minimum, we will thus expect the standards listed below.

#### **Logistics operations requirements:**

- Use of “FORS” (Fleet Operator Recognition Scheme) affiliated transport companies, Silver accreditation as minimum
- Implementation of a system to report and manage collision

#### **Vehicles requirements (for over 3.5 tonnes vehicles):**

- Vulnerable road user warning signage
- Side under-run protection (on both sides)
- Magnifying side mirrors
- Close-proximity sensors, reverse camera, blind-spot camera
- Audible alert for vehicle turning left

#### **Drivers requirements :**

- Driver Licence checks: all drivers must be in possession of a valid driving licence
- Driver training covering the safety of vulnerable road users (cyclist and pedestrian awareness)

## **5 INFORMATION AND TRAINING**

As the Traffic Management Plan affects all personnel on site, they will be initially briefed as part of the safety induction and later informed of any changes through toolbox talks or site displays.

Key staff with responsibility under the Traffic Management Plan (Site Logistics Manager, Banksman, Traffic Marshal, ect.) will undertake more comprehensive training relevant to their position and/or responsibility in order to carry out their duties safely.

All delivery drivers will be made aware of the site rules for delivery/collection by the Traffic Marshals prior to being directed to site.

A driver leaflet including the main rules will be sent to all Subcontractors and Suppliers as part of the Traffic Management Plan and should be communicated to drivers by their Employer prior to travelling to site.

## **6 MONITORING COMPLIANCE, REPORTING AND REVIEW**

### **6.1 INSPECTIONS, MONITORING**

As part of the ongoing process for ensuring that impacts due to the construction traffic are minimised, the Project Team will carry out regular site inspections within the construction area as well as outside of the site boundaries. During these inspections, the Project Team will, amongst other points, check pedestrian and vehicle access routes to site to ensure these are in safe condition.

In order to comply with the CLOCS Standards, the Project Team will undertake regular Supplier compliance checks. Traffic Marshals and Banksmen will carry out regular controls on drivers/vehicles accessing to the construction site.

### **6.2 FAILURE TO COMPLY WITH THE PLAN**

Any failure to comply with this Traffic Management Plan will be reported to either the Site Logistics Manager, the Project Manager, the HSE Manager or the Project Director, depending on the nature of the failure.

Operatives/Contractors' non-compliances will be escalated to their Supervisor/Manager or Director (again depending on the failure). This will be done by the relevant Legendre UK Site Manager or the Project Manager.

Any abusive behaviour towards the Traffic Marshals, Banksmen or Security Guards will be treated as failure to comply with the Plan and will be reported.

### 6.3 REVIEW AND IMPROVEMENT OF THE TMP

The effectiveness and proper implementation of the TMP will be reviewed by the Project Team as often as necessary to ensure it remains in date.

Any failure to comply with the Plan and any near miss/incident related to traffic management will be investigated and if appropriate the TMP reviewed.

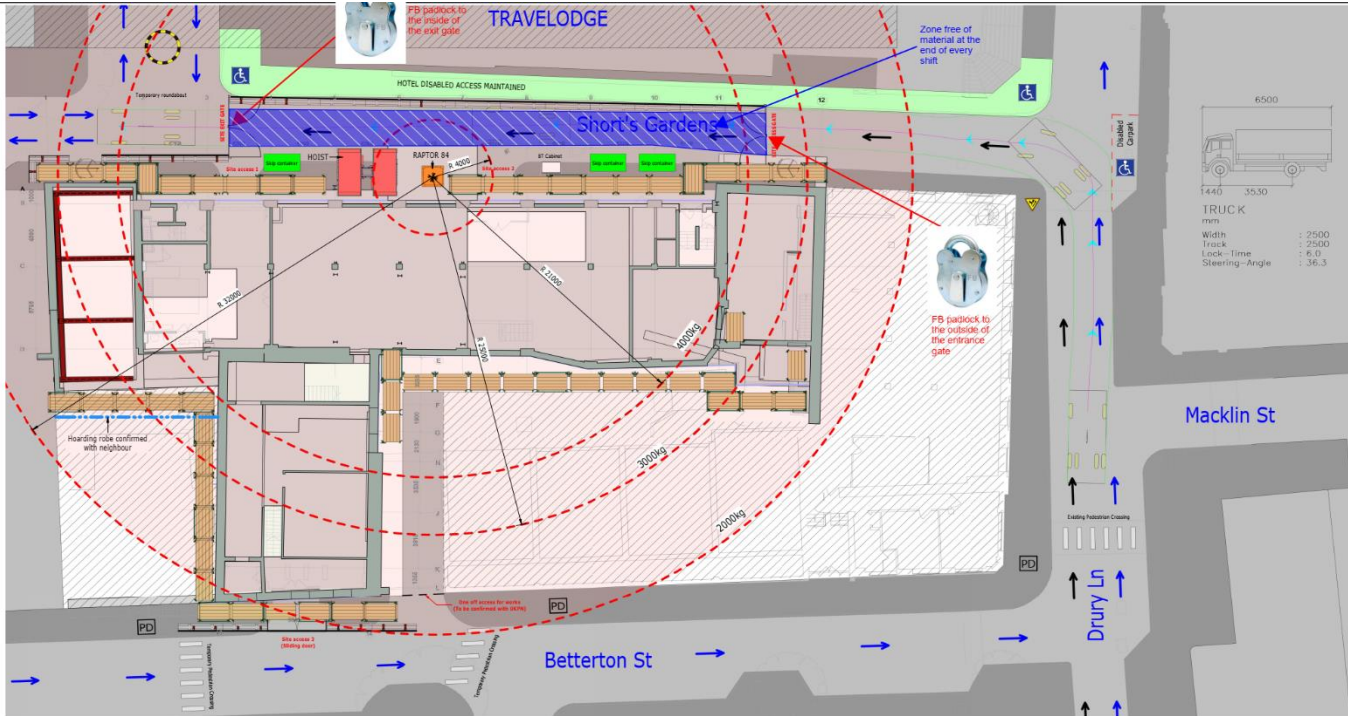
## 7 ROLES AND RESPONSIBILITIES REGARDING TMP MANAGEMENT

	Responsibilities	Reporting to
<b>Production Manager H&amp;S Manager</b>	<ul style="list-style-type: none"><li>Assisting in the preparation, review and implementation the TMP</li></ul>	Project Manager Project Director
<b>Site Managers</b>	<ul style="list-style-type: none"><li>Preparing, reviewing and implementing the TMP</li></ul>	Project Manager
<b>Site Logistics Manager</b>	<ul style="list-style-type: none"><li>Supervising and implementing the TMP</li><li>Booking deliveries/collections</li><li>Receiving and managing deliveries/collections</li></ul>	Project Manager
<b>Traffic Marshal</b>	<ul style="list-style-type: none"><li>Implement the TMP</li><li>Opening and closing the site gates</li><li>Controlling drivers/vehicles entering the site</li><li>Reinforcing site rules to the driver of the vehicle</li><li>Guiding vehicles from the entrance gate to the loading/unloading area</li><li>Assisting large vehicles leaving the site</li></ul>	Site Foreman Site Logistics Manager Site Manager Project Manager
<b>Banksman</b>	<ul style="list-style-type: none"><li>Implement the TMP</li><li>Assisting vehicles movements within the construction site</li><li>Fixing the slings</li><li>Supervising the lifting operations</li></ul>	Site Foreman Site Logistics Manager Site Manager Project Manager
<b>Security Guards</b>	<ul style="list-style-type: none"><li>Controlling pedestrian access to site and visitors</li></ul>	Site Logistics Manager Site Manager Project Manager
<b>Operatives Contractors</b>	<ul style="list-style-type: none"><li>Complying with the TMP</li></ul>	Site Foreman Site Logistics Manager Site manager Project Manager

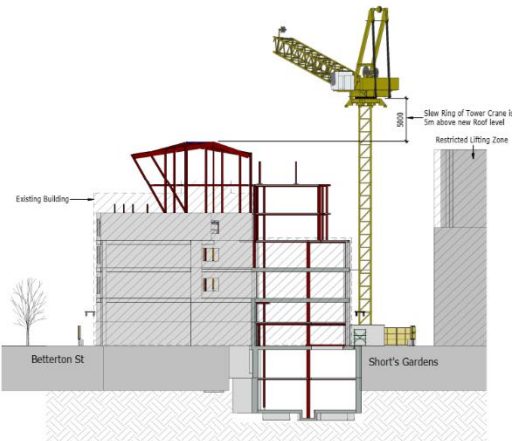
**APPENDICES**

1. Logistic Plan
2. Access/Egress for Fire Engine
3. Lorry Swept Path
4. Neighbouring Premises Plan

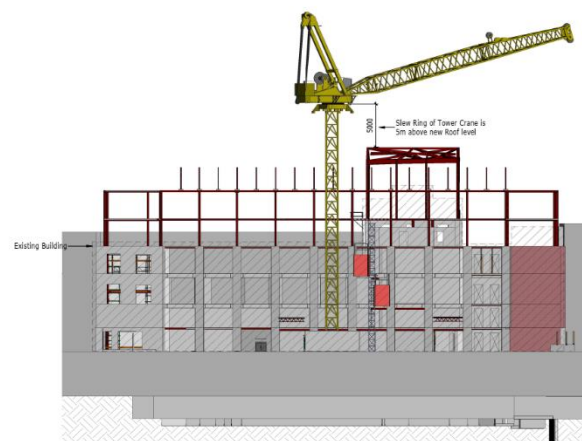
**APPENDIX 1: LOGISTICS PLAN**



Notes			
1.	DO NOT SCALE FROM THIS DRAWING		
2.	ALL DIMENSIONS ARE MILLIMETRES U.N.O.		
3.	ALL LEVELS ARE IN METRES ABOVE ORDNANCE DATUM U.N.O.		
4.	THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT ARCHITECTS AND ENGINEERS DRAWINGS AND SPECIFICATIONS.		
Note:			
	Vehicle Path		
	Tower Crane		
	Site hoarding		
	Scaffolding		
	Pedestrian Crossing		
	Hoist		
	Disabled Carpark		
	Skip Container		
	Restricted Lifting Zone		
	Disabled Route for Travelodge		
	Public Traffic		
	Construction Traffic		
	BT Cabinet (Protected & Maintained)		
	Turnsite		
	Temporary mini roundabout		
PG4	UPDATED	23-06-2021	SCU
PG3	UPDATED	24-06-2021	SCU
PG2	UPDATED	25-06-2021	SCU
PG1	FIRST ISSUED	26-06-2021	SCU
Rev	Description	Date	By
1	Client Log	2021	SCU



PLAN  
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LOGISTICS PLAN

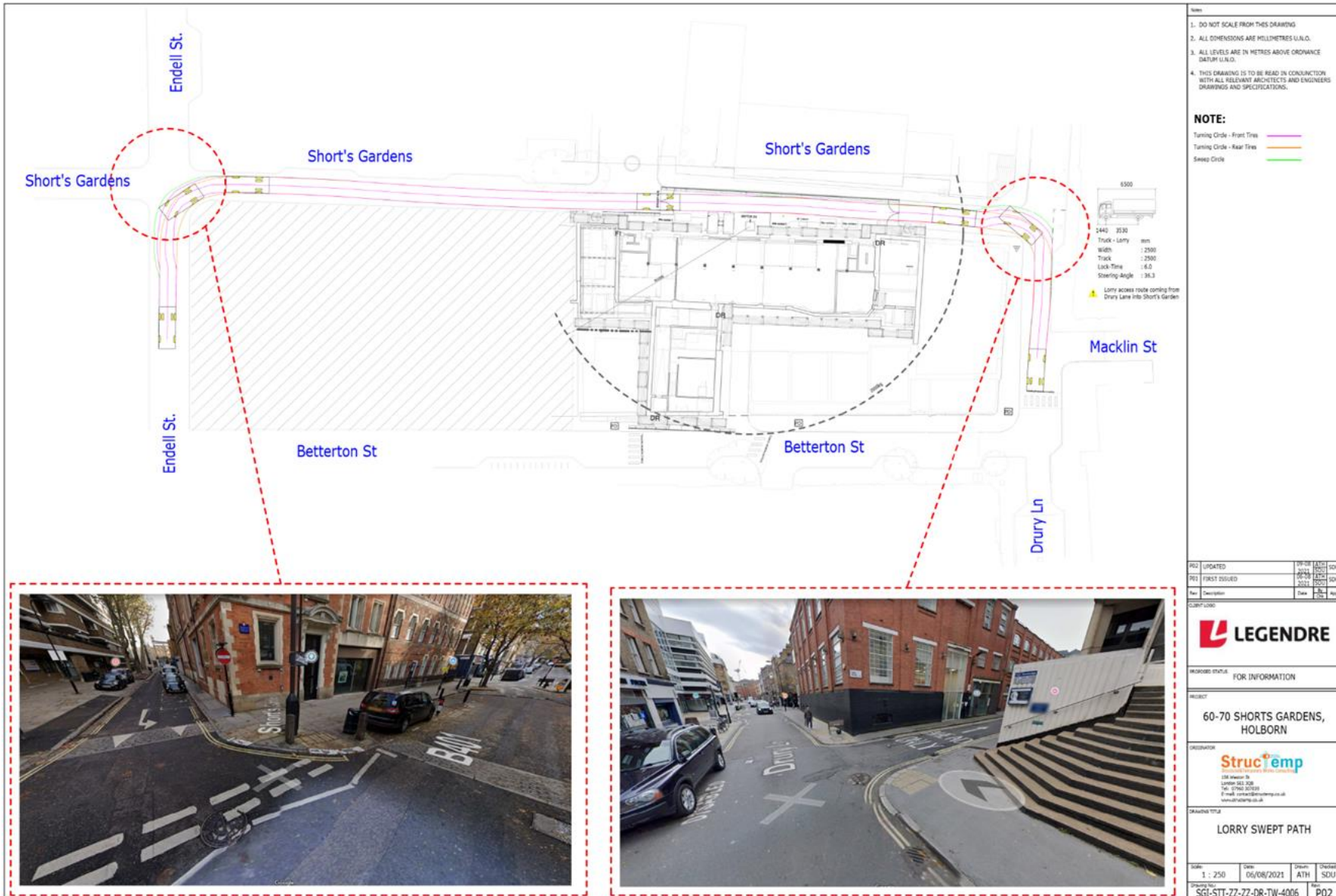


LEGENDRE			
FOR INFORMATION			
PROJECT			
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 100 Kingsway Rd London SE1 2QG Tel: 020 7946 2000 E-mail: contact@struc+emp.co.uk www.struc+emp.co.uk			
DRAWING TITLE			
LOGISTICS PLAN			
Scale:	Date:	Drawn:	Checked:
As Indicated	15/06/2021	HMD	ATH
Project No:	Sheet No:	Rev:	App:
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







**APPENDIX 3: LORRY SWEPT PATH**





The map shows the proposed development site in Covent Garden, London, highlighted in red. The site is bounded by Endell St to the west, Drury Ln to the east, and Short's Gardens to the south. Surrounding areas include the LSE High Holborn, Travelodge London Covent Garden, and various local businesses and landmarks like the Oasis Sports Centre and Zoom Video Communications.

- |     |   |  |
|-----|---|--|
| (1) |  | Travelodge   |
| (2) |  | Dudley Court   |
| (3) |  | Dudley Court carpark   |
| (4) |  | Access road to<br>Dudley carpark and<br>The Place refuse<br>yard |
| (5) |  | Gate to refuse<br>yard   |
| (6) |  | The Place  |
| (7) |  | The Place refuse<br>yard (assumed)                               |