

Management System

Plan

Traffic Management Plan

Queensmead School – Construction Phase Traffic Management Plan

1. Location and Road Network

Please refer to the attached **Queensmead School Construction Traffic Management Plan** which also details the middle distance and local approach road network.

Queensmead School is located in South Ruislip and accessed via Queens Walk off Victoria Road to the East. The school is located approximately 1.4 miles from the A40 and is in close proximity to major links into London and the M25 and beyond.

The area adjacent to the project is used by various industrial vehicles accessing the industrial park and waste transfer station to the south of the School. The school is also opposite a retail park including a major car dealership and a large supermarket is also in close proximity. Victoria Road is used as thoroughfare to and from Harrow to the Northeast, Heathrow to the South west and adjacent major road links such as the A40, M40 and M25.

The layout of the site will allow all phases of the construction works to be accessed directly from Victoria Road, reducing the need for construction traffic to access the site via residential roads and reducing disruption to school stakeholders.

Please refer to the attached **Route to site part 1 to 3 site maps** detailing the above referenced access and egress routes to and from the site.

The plan will be regularly reviewed and revised to allow for the development of the site and the environment. This will be done by the site manager with the responsibility for logistics with assistance from the project manager and project safety advisor.

The site hours including deliveries will be 07:30 – 17:30 Monday to Friday and 07:30 – 13:00 on Saturday. No works will be carried out on Sunday without permission. The site will have a full time traffic marshal to manage vehicle movement on site.

2. Proposed Scheme phases

The wider redevelopment proposals comprises the demolition of an existing building and construction of a new two storey teaching building, Block B.. Whilst redevelopment of the site is underway, it is essential that on-site temporary accommodation and a new permanent standalone pre-fabricated plant room is secured to ensure there is no loss of school provision or plant facilities whilst the redevelopment is taking place. These enabling works will be completed in advance of the main works

All construction works and phases will be accessed from Victoria Road to reduce disruption to local residents and school stakeholders.

Temporary Classrooms: This will be installed to replace some existing temporary classrooms to be used for approximately 18 months whilst the new build block is constructed.

New plantroom: Some blocks within the school are fed from Block Bs existing plantroom which is in the basement of the existing Block B building. To allow the construction works to progress, a new permanent plantroom will be pre-fabricated and positioned adjacent to the block prior to the demolition of Block B.

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Block B: The existing Block B will be demolished and the new proposed two-storey main block will be positioned where the existing Design and technology block is located. The new build will be constructed from Structurally insulated panels which are prefabricated and transported to by lorry and assembled by crane.

Phase 1 will comprise the enabling works which consists of the temporary classrooms and new plant room and Phase 2 will comprise the redevelopment of Block B.

3. Temporary Carpark & Construction Zones

This plan describes the access and egress arrangements for both the School's staff and visitor vehicles and Contractors Construction vehicles. It also highlights pedestrian movements in and out of Queensmead School operational premises as well as the three segregated construction site areas as follows; (Please also refer to the logistical drawings within the attached **Queensmead School CTMP** for further detail).

Overall the school has 173 spaces for use within the schools ground and are currently using on average approximately 65 spaces per day. The construction activities will be programmed to reduce disruption to the schools preferred parking area to ensure the site compound and site area is only increased to maximum size inline with peak construction activities.

Summary of Schools parking within school grounds:

Goals football centre– 77 spaces

South of Block B – 63 spaces

Internal car parking – 33 spaces

Total - 173

Phase 1: Early Works - April to July 2020: 27 spaces removed including provision for contractor parking

Whilst the temporary classroom and new plantroom is being installed/ constructed, a reduced compound would be assembled but in its final position, resulting in up to seventeen car parking spaces being removed from school use. In addition to the compound space, contractor parking would also account for around an additional 10 spaces. During this phase of the works, the school have agreed to park in Goals football complex which offers 77 spaces, which is currently not used within school hours. This approach allows school staff safe pedestrian access to the school away from construction traffic.

Phase 2: Construction Phase - July 2020 – August 2021: 63 spaces removed including provision for contractor parking

During the demolition and new build of Block B construction, the site compound would be increased in size to the full agreed area of 63 spaces to reduce the risk of construction traffic interfacing with school stakeholders. As mentioned above, the school have agreed to park in Goals during this phase and the schools internal car park. The 63 spaces will be used for the compound and to allow contractors parking within the site.

, the school have confirmed they have capacity to avoid on street parking for the duration of the project and will instruct staff of this.

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4. Safe workplaces

Pedestrian and vehicle entry points to site will be controlled via manned gates with trained banksmen and biometric turnstiles operated by finger print scanning techniques.

Upon reaching the Morgan Sindall site boundaries, all deliveries will be met by the Morgan Sindall banksmen / gateman who will advise on where each delivery shall be sent. The site compound will be setup at the rear of the temporary carpark area, and the area around this compound will be a designated 'safe zone' and allow staff and visitors access to office and welfare areas without the need for PPE protection.

Pedestrian walkways will be installed around the site as the job progresses which will form a barrier between pedestrians and moving vehicles. These walkways will remain full PPE zones as they are within the deemed site boundary and therefore anyone accessing will need to comply with the site rules.

a. Loading / off loading, storage areas and one way system

All deliveries will operate under a 'just in time' basis to ensure that material is not left stored onsite unnecessarily and reduces the requirement for double handling. Delivery and associated storage zones will be clearly marked within the area to the designated area on site and each contractor will be responsible for ensuring their respective zone is always managed and kept clean and tidy.

All deliveries will be scheduled in with Morgan Sindall and the gateman will ensure that all drivers' sign in and out at all times.

Contractors will be advised prior to any deliveries of the one way system operating on site which the gateman will monitor and enforce to ensure all vehicles enter and leave site in forward gear.

b. Public & Highways protection

Each construction zone will be fully enclosed by Heras panels in water filled slot blocks for security and to provide public protection. Suitable signage will also be installed around the site as necessary particularly at the entrance area restricting the speed limit to 5mph for vehicular movements on site.

Following an initial condition survey at the outset all appropriate methods shall be taken to protect the highway from damage arising from construction related activity and to prevent any concrete or other detritus from being washed into the public drainage system

Adequate wheel washing facilities will be provided to each of the vehicular entrance gates to each construction zone to prevent any mud / detritus originating from the site. Where this is unavoidable we will clear any mud / detritus from the highway by the end of the working day to ensure they are kept in a clean and safe condition.

Morgan Sindall will produce a monthly newsletter that will be distributed around the School and neighbours informing them of upcoming works and associated risk.

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c. Information

Upon entry to site, a sign detailing traffic routes will be shown on a sign board. The gateman will also ensure these routes are further enforced to each driver, so they are all aware of where they are heading before accessing the temporary carpark and each construction zone area. On the entrance gates, information for visitors and details of the site team will be displayed, along with updates on current works. All visitors accessing even just the compound will need to sign in on entry to site to ensure the site team are fully aware on who is entering or exiting the site at any time.

Any update to traffic routes will be communicated to the site team via a briefing or a tool box talk. All those in attendance will sign the register to confirm that they have received and understood the update.

5. Safe vehicles

a. Vehicle selection

The site has good access meaning most construction vehicles will be able to access the site, this will be beneficial in terms of reducing overall number of vehicles to the site.

b. Vehicle inspection and maintenance

All delivery vehicles accessing site will need to be part of the FORS and CLOCS scheme which ensures that they are suitable to be on public roads. This also acts as a check to ensure that all MOT and other vehicle requirements have been carried out and are up to date.

6. Safe driving and working practices

a. Reversing

No reversing will be allowed onsite without a banksman in place. We are proposing using a one way system on site, but will likely have to turn vehicles within the site when we have a crane in place. A banksman will be employed to ensure reversing is only undertaken within the site compound and is always monitored.

b. Loads

Where possible vehicle loads will be offloaded by the lifting device that is built into the vehicle, however Morgan Sindall will also operate a telehandler onsite to enable loads to be suitably offloaded where no such device exists.

Where telehandler operations are to be carried out a suitable risk assessment will be put in place from the outset. Where larger HIABs are to be used, a suitable method statement and risk assessment will need to be produced by the contractor along with an appropriate lifting plan that receives the approval of the Morgan Sindall site manager.

c. Drivers / operator

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All drivers accessing the site will have the relevant qualification suitable to be driving / operating their vehicle. All drivers will be asked for proof of this qualification on their first access to site and these will then be logged. Operators such as crane, HIAB or MEWP's will need to have a copy of their qualification taken during their induction and these will be logged as part of the Morgan Sindall safety procedures.

d. Signallers

Signallers will wherever possible work outside of any vehicle movement area. However if this is not possible they will be made distinguishable via an orange high visibility jacket. Signallers working with larger plant, such as cranes will communicate with their driver via a two way radio to ensure that communication lines remain constant. Traffic marshals in delivery zones will also be distinguished via orange high visibility jackets. In order to further reduce the risk of accidents, only one delivery vehicle will be given permission to access a delivery zone at a time.

e. Safe working practices for specific vehicle

Each vehicle will be assessed by the contractor prior to its arrival onsite to ensure that it is the most suitable type. The vehicle type and reasons for its use will be highlighted within a contractor method statements and risk assessments and these will be signed off individually by a member of the Morgan Sindall site management team.

Site layout plan

Please refer to the Vehicular and Pedestrian movement plans and logistic layouts within the **Queensmead School Construction Traffic Management Plan** attached to this document. It is regularly reviewed and forms part of the induction process. The layout will be well presented and easily understood by any persons. Attached are the drawings showing access routes to site during the main works areas including the School temporary carpark. Pedestrian routes for site staff and operatives and school users are also detailed which will be clearly demarcated to ensure adequate plant and pedestrian segregation.

Site layout drawings are attached to this document.

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6. Managing construction transport – duty holders

The Morgan Sindall gateman will be the first line of management when it comes to vehicles entering and exiting the site. The gateman will have the full backing of the Morgan Sindall site management team at all times to ensure that their rules are respected and obeyed.

Once a vehicle enters a delivery or storage zone the duty holder for that vehicle then switches to the delivery marshal who will determine and assist in the location of the delivery offloading and lay down areas. The main duty holders for all vehicles entering the site will be the drivers themselves, who will be briefed on their duties to ensure they are understood and upheld.

As detailed above contained within **Route to site part 1 to 3 site maps** are details on which local routes construction traffic will be using to access the site. These routes will be monitored at all times to ensure the road conditions are not affected and vehicle movements are not causing issues for the local neighbours.

7. Risk assessment

	Vehicle routes	Pedestrian routes
Site entrances	Adequate sight lines, signs, maps, security and vehicle management procedures.	Separate entrance point, signs, and instructions.
Parking areas	Separate site vehicle, delivery, school and worker parking areas. We will provide temporary lorry parking / holding areas inside the site entrance to manage deliveries and allow vehicles to turn away from site if not allowed to enter site. Contractors parking will be located on the netball court within the site compound area adjacent to the site cabins.	Provide safe pedestrian routes from parking areas to site offices, welfare facilities and School and construction workplaces. Provide clear signs and instructions to workers.
Office and welfare facilities	Locate offices and welfare facilities and other areas of frequent pedestrian activity away from primary site traffic routes. Provide signs and pedestrians and vehicle control measures where vehicle routes cross pedestrian routes.	Provide safe pedestrian routes from parking areas to workplaces. Provide clear signs and instructions to pedestrians.
Primary traffic routes	Primary traffic routes should allow the safe passage of site and delivery vehicles away from pedestrian routes. Establish one-way system to the front area of the site.	Establish primary pedestrian routes which provide safe access to work areas, away from main vehicle routes where reasonably practicable. Provide physical protection where pedestrians are at risk of being struck by vehicles or their loads.

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		Establish crossing points and pedestrian control measures where necessary.
Secondary traffic routes	Define safe routes for all vehicle operations on site.	Provide protected pedestrian routes in areas where vehicles regularly pass.
Storage areas	Locate storage and loading areas away from areas of frequent pedestrian activity.	Provide separate pedestrian access, clear signs and instructions to workers.

Driver / operator rules

12 essential rules to safe use of vehicles

Zero tolerance – your licence to work

1. Used designated turning areas
2. Do not reverse unless absolutely necessary and then only with the assistance of a competent signaller
3. Use visibility devices when manoeuvring e.g. CCTV, mirrors
4. Ensure safe systems of work are followed
 - Use designated reversing areas
 - Fit and use radar proximity devices
 - Maintain communication and visibility with signallers during reversing operations
5. Use warning lights and alarms when reversing
6. Ensure site speed limit is maintained
7. Load and unload vehicles on level ground in areas away from passing traffic, pedestrians and overhead hazards
8. Only operate vehicles if you are competent and authorised to drive them
9. Carry out all daily checks on your vehicle and report defects immediately to your supervisor
10. Follow site procedures and comply with site rules
11. Do not allow passengers to ride on vehicles unless safe seating is provided
12. Ensure loads are safe and secure to transport.

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Hazard identification and control measures

Key hazard identified	Significant risk and who may be harmed	Control measures
Restricted site access	Striking pedestrians and operatives.	Establishment of segregated vehicle and pedestrian route onto and off the site. Refer to attached Vehicular Movement Plans
Restricted road and pedestrian access around the site	Striking site personnel and temporary / permanent structures.	Establishment of segregated vehicle and pedestrian routes around the site. Refer to appendix warning signs.
Site visitors	Being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Visitors must wear high visibility garments whilst out on site. All visitors must be accompanied at all times.
Steep gradients	Overturning vehicles – driver/personnel injury.	Select appropriate vehicles for site conditions. Keep gradients to a minimum.
Vehicles reversing in confined areas	Striking site personnel and other vehicles.	Where possible provide one way route through the site to eliminate reversing. Vehicles must have visual warning light on at all times. Vehicles must have audible alarm warning when reversing. Trained banksman must be in attendance.
Vehicles being unloaded adjacent to the site gates	Injury to passing pedestrians.	Temporary road barriers must be erected when gates are left open. Banksman to be in attendance.
Site personnel	Site personnel being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to Vehicular Movement Plans . Pedestrian routes must be identified by walkway barriers and signage etc. Operatives must wear high visibility garments whilst out on site. All site personnel must undergo a site safety induction before starting on site, which will cover vehicle segregation and site rules.
Vehicles entering and leaving site	Striking pedestrians, site personnel and other vehicles.	Control and monitor incoming and outgoing vehicles. All vehicles to be controlled by trained and competent banksmen. Vehicles cross over's to be constructed at all gates. Site hoarding erected around the exposed sections of the project to deny access to the general public.

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Vehicles picking up mud and sediment on wheels	Potential for leaving mud on the highways leading to road traffic accidents and associated cleaning regime . Potential for blocking local drains and gullies.	Outgoing site vehicles wheels will be cleaned using a jet wash as attached Makinex dual pressure washer details which will form part of the gateman duties. Drivers will be obliged to check wheels for excessive mud before leaving site. Road Sweepers will be used where applicable. We will also be putting in place the attached Green Rhino – Envirohorn Oil and Sediment products which will be used to protect the local drainage and gullies from blockage.
Vertical edges	Falling of vehicles and vehicle loads. Injury to site personnel	Road barriers must be installed to vertical edge. Timber baulks to be positioned at least 1m back from edge. Earth berms. Controlled speed limit.
Concrete pumps overturning	Injury to pedestrians and site personnel	Ensure all outriggers are positioned correctly.
Obstructions and services	Overturning of vehicles. Damage to installed structure.	Highlight obstructions and services.
Noise and vibration and emissions	Effects on site personnel and pedestrians.	Vehicles to be regularly inspected and maintained.
Drivers lacking competence	Out of control vehicles. Striking site personnel and damage to structures	All site drivers to have a current certificate of training achievement and to be competent. Drivers to receive adequate supervision and monitoring.
Vehicle arrival and departure	Site congestion. Striking site personnel and pedestrians. Causing road traffic accidents. Vehicle drivers being struck by another vehicle or load.	Security to control and monitor incoming and outgoing vehicles. Drivers must wear mandatory PPE when out on site. All drivers to be issued with drivers rules. Refer appendix B.
Key hazard identified	Significant risk and who may be harmed.	Control measures.
Speeding vehicles	Striking pedestrians and other vehicles.	All vehicles to observe the site 5mph speed limit. All drivers to be issued with the above drivers rules. Speed humps installed where necessary.
Loading and unloading of vehicles	Striking site personnel.	All loads to be unloaded under the supervision of a trained and competent banksman.
Disruption to the local traffic and highways	Causing congestion and possible road traffic accidents.	Vehicles to use the designated approach roads in the attached plan. Assessments currently made on the local area suggest that construction vehicle movement will not cause undue strain on the local routes around the site.

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Non site vehicles entering the site	Striking pedestrians, site personnel and other vehicles.	Monitor incoming and outgoing vehicles. Signs to be displayed on approach to site roads.
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