

# Site Logistics & Traffic Management Plan

ISG

Project Name	Harefield School
Project Address	Harefield School Northwood Way Harefield Uxbridge UB9 6ET
Client details	Hillingdon Council High Street Uxbridge UB8 9ST
Project number	TVC0024
Original issue date	January 2023
Revision Number	03

Authorised By	Job Title	Signature
Richard Slade	Director Responsible	
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Revision	Date	Summary of changes (Enter page and section number and brief details of change.)	Updated By
00	Jan 2023	1 <sup>st</sup> DRAFT	B Palmer
01	Dec 2023	Update after project PCSA progress	B Palmer
02	Feb 2024	Update to logistic details	B Palmer
03	Feb 2024	Update with comments from planning advisor	B Palmer

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1. Introduction	Yes	No
ISG Construction have been appointed by London Borough of Hillingdon (LBH) to undertake the construction of the new school – Harefield School Northwood Road, Harefield, Uxbridge.		
Harefield School Northwood Road comprises a two-storey teaching building, with a sports hall, a multi-use games area (MUGA), and play area.		
This site traffic management assessment and plan has been developed so that operations on company sites may continue without risk of personal injury, damage to plant / vehicles and property etc. The control measures identified in the assessment / plan should be effectively implemented, monitored and reviewed. Any alteration to working practices must be evaluated and incorporated into the assessment / plan and the review date recorded.		
<b>Regulation 27 Traffic routes</b>		
1) A construction site must be organised in such a way that, so far as is reasonably practicable, pedestrians and vehicles can move without risks to health or safety.		
2) Traffic routes must be suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size.		
3) A traffic route does not satisfy paragraph (2) unless suitable and sufficient steps are taken to ensure that –		
a) Pedestrians or vehicles may use it without causing danger to the health or safety of persons near it.		
b) Any door or gate for pedestrians which leads onto a traffic route is sufficiently separated from that traffic route to enable pedestrians to see any approaching vehicle or plant from a place of safety.		
c) There is sufficient separation between vehicles and pedestrians to ensure safety or, where this is not reasonably practicable –		
i) Other means for the protection of pedestrians are provided, and		
ii) Effective arrangements are used for warning, any person liable to be crushed or trapped by any vehicle of its approach.		
d) Any loading bay has at least one exit for the exclusive use of pedestrians; and		
e) Where it is unsafe for pedestrians to use a gate intended primarily for vehicles, at least one door for pedestrians is provided in the immediate vicinity of the gate, is clearly marked and is kept free from obstruction.		
4) Each traffic route must be –		
a) Indicated by suitable signs where necessary for reasons of health and safety.		
b) Regularly checked; and		
c) Properly maintained.		
5) No vehicle is to be driven on a traffic route unless, so far as is reasonably practicable, that the traffic route is free from obstruction and permits sufficient clearance.		
Once complete this assessment / plan should be brought to the attention of those concerned and a copy readily displayed on site.		
The following information is based on the Traffic Management risk assessment contained in Appendix A and the Site Layout Plan contained in Appendix B		
<b>London Plan</b>		
Addressing the key trends and challenges that London will face, this Mayor's document pays particular attention to encouraging sustainable modes of travel. Policy 6.3 states that CLPs should be secured in line with the London Freight Plan and should be co-ordinated with Travel Plans. In addition, Policy 6.14 stresses the need to promote movement of freight by rail and waterway. Development proposals promoting the uptake of the Fleet Operators Recognition Scheme (FORS), CLPs and Delivery and Servicing Plans (DSP) to consolidate freight will be encouraged.		
<b>Fleet Operator Recognition Scheme (FORS)</b>		
FORS is a unique, industry-led, membership (bronze, silver, gold) scheme to help van and lorry operators become safer, more efficient and more environmentally friendly. It's relevance to the CLP is via its mention in the Mayor's Transport Strategy and requirements will be relayed to all operators engaged during the development. All vehicles will be compliant with EU directive 2007/38/EC (Class VI mirror fitted) and shall comply with Euro VI standards for vehicle emissions		

## **CLOCS**

Deliveries in line with CLOCS.

## **Control of dust and emissions**

These works are to be completed in line with the London Freight Plan, 'The control of dust and emissions from construction and demolition' Supplementary Planning Guidance, BRE Pollution Control Guides 'Controlling particles and noise pollution from construction sites' and 'Controlling particles, vapour and noise pollution from construction sites' along with IAQM guidelines

## **Non-Road Mobile Machinery**

The project is registered with the NRMM scheme and all plant will be compliant with the scheme's requirements

## **Parking**

The site compound will have capacity for 25 vehicles to park under normal circumstance with an option to extend this capacity with double parking and extending into other areas of the site.

The use of public transport, cycling and vehicle share will be promoted to mitigate.

<b>2. Management</b>	<b>Yes</b>	<b>No</b>
Has the traffic management risk assessment been completed to the rear of this document?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the site wholly owned / operated by the Company? If not, are there clear boundaries between operations? If not, what control measures have been implemented? All persons driving/operating plant on site will be trained and will drive in accordance with site rules regarding speed and load* security and capacity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>List of control measures:</b> <ul style="list-style-type: none"> <li>• Fencing to whole perimeter boundary of site.</li> <li>• Vehicle gates</li> <li>• Pedestrian gate.</li> <li>• Designated area for on-site parking</li> <li>• Designated 'safe' areas for pedestrian crossing and movement.</li> <li>• All deliveries to be booked in advance.</li> <li>• Delivery times to be reviewed with local residents to limit peak time deliveries if possible.</li> <li>• Dedicated off loading and delivery area</li> </ul>		
<b>Details of Access and Egress:</b> Access and egress for vehicles will be via Northwood Road dedicated site entrance.  Site hours will be 0800 to 1800 Monday to Friday, 0800 to 1300 Saturday. No work on Sunday or bank holidays.  Deliveries are to avoid school drop off and collection times unless justification is provided: 0830 to 1430 / 1530 to 1800  Deliveries will be taken every day of the week with frequency of up to 13 deliveries per day.		
<b>Details of Security arrangements:</b> Fencing to whole perimeter boundary of site. Vehicle gates to be kept locked. Pedestrian gate. Gateman positioned at entrance.		
Have Logistic risk assessments been undertaken including for security arrangements on site; Risk assessment and method statement to be attached to this document in Appendix D	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>3. Proximity Hazards</b>	<b>Yes</b>	<b>No</b>
Are there any overhead electric powers lines present on the site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Details</b> The Pre-Construction information issued advises that there are overhead cables to the North perimeter of the site. Site visits and further research cannot identify these services.		
Are there any underground services present on site? If yes, are they effectively demarcated so as to prevent damage? If not, what controls are in place to prevent accidental contact? All areas of excavation will be scanned in accordance with safe system of work 'avoidance of danger from underground electricity cables, using the cable avoidance tool'	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any other proximity hazards and considerations on site such as water courses, railway lines, schools, community centres, residential areas etc. likely to affect or be affected by site traffic? If yes, what are they and what control measures are in place? <b>Mobile Plant and Site Traffic will not exceed 10 MPH whilst travelling around residential / pedestrian areas.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Details</b> Existing services are present throughout the plot for the purposes of providing utility to the existing accommodation block and landscaping.		

Are there any restrictions on plant / vehicle movements due to nearby schools etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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**Details**

The plot sits within an existing school site, access into the plot will be by a separate entrance but the proximity of the existing school has been planned around to ensure works are controlled and do not affect school operations.

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4. Plant / vehicles operating on public highways	Yes	No
Are there any overhead electrical power lines on site? If yes please provide details of control in place and consultation with service provider.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are plant / vehicles wholly owned / operated by company employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All operators who operate plant / vehicles on a public highway must have a valid driving license in addition to a valid CPC operator's card or equivalent.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If plant is operating outside of day light hour's plant must be fitted with suitable lights in accordance with the Road Vehicles Lighting Regulations 1989.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Plant / vehicles operating on adopted roads must be operated in accordance with the Road Traffic Act 1988.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Details</b> All works will be contained within the site boundaries.  No works on the public highway are required as part of the works scope.		

5. Site plant/ vehicles	Yes	No
Is there a planned maintenance procedure in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Service cards to filed in the contractor safety file</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are plant vehicles inspected daily and defects reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is CCTV fitted to all required plant? 1 meter high 1-meter length all round vision required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are vehicles fitted with effective mirrors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are vehicles fitted with reversing bleepers and flashing beacons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are risk assessments and method statements available for specific site operations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all plant operatives trained and authorised?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Details: - All site plant will be fitted with appropriate vision assistance equipment, with suitable and appropriate exclusions zones in place.  Expected plant on site will include: Telehandlers Excavators – various sizes Mobile cranes – various sizes Power MEWPS Delivery vehicles: vans, small, fixed bed vehicles, HGV's both fixed and articulated		

6. Personnel and pedestrians	Yes	No
All employees, contractors and visitors are required to wear high visibility clothing i.e., vests or coats.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have bamsmen been deployed on site? If yes, have the bamsmen been issued with information, instruction and training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have pedestrian routes been established, are underfoot condition level and well compacted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are temporary steps required, if so, are they constructed in robustly with the threshold highlighted. Carpentry risk assessment and method statement template included in Appendix D	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Provide details**

Designated safe areas will be established on site which will exclude working areas within site. This will change with each phase but all live areas will be fully segregated.

These areas will be clearly marked by signage and markings – no construction plant will be permitted to operate or be stored in these areas unless there is a suitable RAMS in place and segregation has been established.

Any vehicle reversing on site will require a banksman.

The site will have a dedicated vehicle marshal / gate man.

Public complaints and feedback will be accepted and communicated in a number of ways:

- Externally mounted site team contact board
- Externally mounted external ISG complaints number
- Externally mounted CCS contact detail
- Public newsletters with contact details within
- On site availability of the ISG team to accept complaints and feedback.

To accompany this the ISG complaints tracker will be used to monitor and close out any complaints or feedback raised.

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7. Site travelling routes	Yes	No
Are travelling routes clearly demarcated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the site have a one-way system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the site have passing points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a maximum speed limit in place and signs indicating such?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there effective earth bunds in place? N.B. earth bunds must be 1.5m	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are travelling routes on a reasonable gradient?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any blind corners, which cannot be eliminated?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Details: to be displayed on the traffic management layout plan in Appendix B:  The entrance/ exit to site doesn't permit a one-way system to be established – all vehicles to be booked in advance to prevent congestion not only on site but to the access roads to site.		

8. Tipping areas	Yes	No
Does the site have designated tipping areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, are tipping areas provided with suitable turning areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9. Terrain	Yes	No
Does the terrain represent any abnormal risks of plant / vehicle overturning or other hazard associated with working on gradients?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Details – control measures:		

10. Site parking	Yes	No
Does the site have a designated parking area for employees and visitors? If not, what parking arrangements are in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Details: <b>There is an existing car park area on site that will be utilised.</b> Should this not be sufficient there are public roads nearby under imposed parking restrictions		

11. Training	Yes	No
Only trained and authorised operatives are permitted to operate site plant and vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Details: All plant and equipment will have a no keys policy – keys are not to be left in plant /vehicles when not in use. Ideally plant and equipment should have coded ignitions. Licenses / training certificates to be presented to ISG management at induction. Operators to have licenses / training certificates with them at all times for inspection.		

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12. Compound area	Yes	No
Is there a designated compound area with a designated pedestrian area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Details: Designated areas to be clearly signposted and marked using fencing.		

13. Public highways	Yes	No
Does the work entail working on adopted highways as defined in the New Roads and Street works Act?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes, have the control measures, detailed in chapter 8, been implemented	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Details:		

14. Road clearance	Yes	No
Are road clearance operations required and in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Road sweeper?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any other requirements for road clearance on this site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Details: There will be construction traffic entering and exiting the site potentially with muck on their wheels – systems will be in place to prevent this muck from getting on to the public highway – suitable wheel washing facilities will be used as well as road sweeping equipment as required		

15. Material delivery, storage and collection	Yes	No
Has the safe system of work / site rules for delivery drivers been issued to all drivers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driver's rules contained in Appendix C	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any restrictions on deliveries or collections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a designated storage area for materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a clear and safe route to the designated area?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All drivers are required to wear 5 points of PPE including high visibility clothing whilst out of the vehicle cab.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Details of Delivery control measures:</b> - Site app to be set up and link issued to all Trade Contractors with all relevant information contained on it- this will include delivery driver rules – the delivery drivers will also be presented with these rules when arriving at the site entrance.		

16. Vertical Distribution	Yes	No
Is a goods hoist employed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hoist checklist to completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hoist operator risk assessment and method statement to be produced and attached to this document in Appendix D	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Is a forklift truck employed? If yes Forklift truck risk assessment and method statement template to be produced and attached to this document in Appendix D	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are cranes to be employed If yes Details to be included in the lifting file.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Details of vertical distribution strategy:</b> Cranes will be used where required for larger high long reach lifts. Site forklift will be used for general deliveries.</p>		

17. Monitoring and control	Yes	No
This is the responsibility of the project manager / site manager / general foreman and visiting health and safety advisor(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Each day the ISG team will walk over all pedestrian/traffic routes to ensure all agreed measures are in place and maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Details of persons responsible for implementing this plan: Site Manager – TBC		

17. Further guidance
Further guidance on site traffic management can be found in the group health and safety manual and this document should be referred to when making amendments to this document. Other guidance includes: 'protecting the public' HSG 151 and 'safe use of vehicles on construction sites' HSG 144.

18. Additional information – enter any other information relating to the management of traffic on site together with additional control measures that may be necessary
<p><b>LOCAL ACCESS INCLUDING HIGHWAY, PUBLIC TRANSPORT, CYCLING, WALKING AND WATERWAYS</b></p> <p><b>Accessibility by non-car modes</b> Transport by non- car means such as buses, cycling and walking will be encouraged, with an overall target of 25% for modal share, given the nature of the work being undertaken by employees and the need for them to often bring with them equipment, tools and PPE a more ambitious target is not realistic Staff will be briefed on non-car modes of transport prior to attending site</p> <p><b>Pedestrians</b> The footway network within the area surrounding the site predominately includes footways which are in good condition, with street lighting provided at regular intervals. There is one pedestrian cross on Northwood Road within 150m of the site entrance. In the area surrounding the school, dropped kerb crossings with tactile paving are provided at junctions to residential streets. The site entrance will have a separate segregated pedestrian access located to the right-hand side of the vehicular</p>

entrance.

Staff will be made aware of 'Go Jaunty' website which promotes walking routes in partnership with TfL

There will be no pedestrian access from the Harefield Academy site.

## Cyclists

There are no cycling routes within the vicinity Harefield school, but the local roads are quieter than average and provide a suitable safe cycling route.

For safety cyclists will be requested to dismount at the site entrance and wheel cycles through the pedestrian entrance.

There will be provision for safe storage on site in the form of 6 x Sheffield stands (parking for 12 bicycles) located adjacent to the staff welfare cabins.

Should the need arise for repairs, the nearest facility is Lewis Cycle and Scoot services, Northwood

## Public transport

### Buses

The site is within 150m of a bus stop serviced by route 331 which is a direct route to Ruislip station for rail and tube links.

The service on route 331 operates 3 to 4 services per hour.

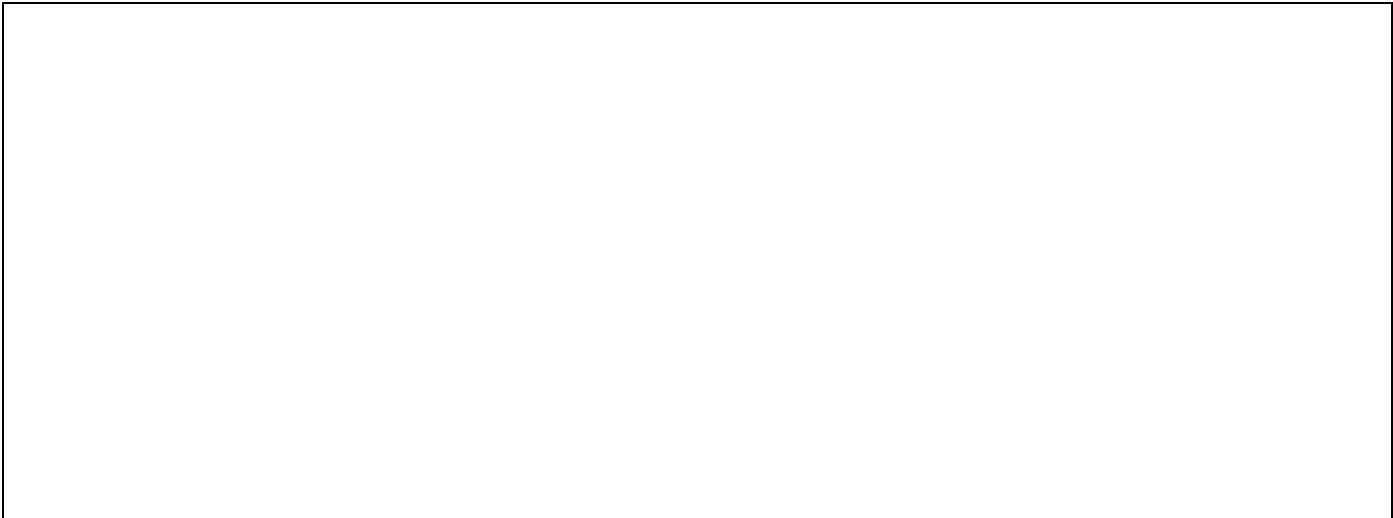
### National rail

The closest National Rail station is Ruislip Underground Station which is serviced by the Metropolitan and Piccadilly lines.

## Local Schools

The new Harefield school site shares a boundary with the Harefield academy, the access into site is to be strictly separate and delivery personnel are not to enter the academy grounds, this will be briefed to all suppliers and routes will be marked with signage denoting correct and incorrect routes for site traffic.

There are no other schools within the locality of the site.



**Appendix A: Traffic Management Risk Assessment**

# Site Logistics & Traffic Management Plan – Harefield School

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Project Name	Harefield School		
Project Address	Harefield School Northwood Way Harefield Uxbridge UB9 6ET		
Risk Assessment Rev	01	Rev date	Dec 2023
Updated by	B Palmer		

Risk	Action to Reduce Risk	Details	Action by (Add company to provide / action)
Striking the public/other vehicles at site entrance/exit.	Provide warning signage to public and delivery drivers.	Indicated on Vehicle Plan Drawing No ..... (Appendix B)	ISG
	Provide adequate vision to public and delivery drivers via mesh areas in hoarding and mirrors etc.	Indicated on Vehicle Plan Drawing No ..... (Appendix B)	N/A
	No reversing onto roads.	To be included in site, and driver rules – (Appendix C)	Logistics Contractor / ISG
	Implementation the CLOCS standard in conjunction with supply chain.		Logistics Contractor / ISG / Nominated project supply chain.
Mud and debris on roads	Site to have wheel wash – to be used by all vehicles.	Indicated on Vehicle Plan Drawing No ..... (Appendix B)	Access and exit routes concreted to prevent materials being spread across roads.
	Mechanical road sweeper to be employed to regularly clean local roads.		On site when requested by management.
	Open top lorries and skips to be sheeted prior to leaving site.	<b>Notice to drivers to be posted at exit points</b>	Checked by banksman.
	Contractors to ensure loads are adequately secured prior to leaving site.	Notice to drivers to be posted at exit points	
Striking Site Operatives and other vehicles	Segregated signed main walkways	By structure or barriers – routes indicated on enclosed drawing No .....(Appendix B)	ISG/ All trade contractors.
	Reversing restrictions	Typical barriers as indicated in section? of this plan Included in site rules	ISG

	Drivers' rules	Handed to all delivery drivers at entrance Part of site Induction talk to plant operators	ISG
	Eliminate/reduce hazards at blind corners	Use of warning signs, mirrors and speed limits as Drawing No..... (Appendix B)	
	Operator training	All plant operators to be CITB certificated or equivalent, and induction trained	All checked before operatives start on site.
	Warning lights and sounders.	All plant to have reversing sounders and flashing lights, to be on all times vehicle is in use. Delivery vehicles to use hazard lights when in motion	All plant on site should have been fitted with these systems.
Striking the structure	Provision of adequate width – entrances, clearly indicated	Opening locations and size to be indicated on enclosed plan No ..... (Appendix B)  Provide width dimension notice boards hazard markings and crash barriers if necessary.	900mm minimum width for pedestrian access.
	Restricted heights to openings identified with hazard boards/goal posts and signed.	Opening locations and size to be indicated on enclosed plan No ..... (Appendix B)  Hazard / height board to be hung at entrance	Not required
	Temporary structures protruding into vehicle's path – clearly marked.	Only after checking adequate width etc remains any other precautions are put in place.	ISG
Striking services high level	<ul style="list-style-type: none"> <li>▪ Where possible vehicles to be excluded from areas with vulnerable HL service</li> <li>▪ Services to be <ul style="list-style-type: none"> <li>- protected</li> <li>- clearly signed</li> <li>- height restriction boards placed at appropriate points.</li> </ul> </li> </ul>	Details to be included on enclosed plan No ..... (Appendix B)	ISG
Damage to underground services	<ul style="list-style-type: none"> <li>▪ Ensure all services are barriered at sufficient depth or protected with road plates etc.</li> <li>▪ Special checks needed for crane loadings</li> </ul>		ISG
Falls into excavations/ excavation collapse	<ul style="list-style-type: none"> <li>▪ Where possible all vehicles/plant to be kept safe distance from excavations.</li> <li>▪ Where appropriate excavations to be supported to take vehicle loadings (ISG temp works to check all designs).</li> <li>▪ Excavations to be clearly signed/indicated to</li> </ul>	All excavations to have barriers and stop blocks in place as well as adequate signage to warn operatives/drivers of its position.	ISG/ALL

	<ul style="list-style-type: none"> <li>drivers.</li> <li>▪ Physical vehicle barriers and stop blocks.</li> </ul>		
Overload of structure	<ul style="list-style-type: none"> <li>▪ Engineering checks to ensure suspended slabs can take vehicle loads:</li> <li>▪ articulated lorries, concrete wagons, muck away vehicles, craneage, fire engines, plant.</li> <li>▪ Advise all of restrictions Clearly identify restricted areas.</li> </ul>	To be checked by ISG TWC before any vehicle/plant moves on to the slab.	ISG
Fall from structures edges	<ul style="list-style-type: none"> <li>▪ Solid vehicle barriers/stops blocks to open edges.</li> </ul>	Stop blocks to be put into place.	ISG/Trade contractor.
Overturning – due to ground conditions	<ul style="list-style-type: none"> <li>▪ Ensure ground conditions are adequate to take construction loads and /or adequate spreaders provided.</li> </ul>	All to be checked by ISG TWC.	ISG / Trade contractor.
a) Ground conditions	<ul style="list-style-type: none"> <li>▪ Clearly identify to drivers loading restrictions.</li> </ul>		
b) Gradients	<ul style="list-style-type: none"> <li>▪ All ramps to be of adequate shallow gradient, where possible.</li> <li>▪ Plant/vehicle only to be used on gradient equal or below the maximum specified by manufacturers.</li> <li>▪ Operative/driver training</li> <li>▪ Gradient signage/warning signs at head and foot of ramp.</li> <li>▪ Operative/driver training</li> </ul>		
C) Overloading of plant/vehicles	<ul style="list-style-type: none"> <li>▪ Drivers to be adequately trained</li> <li>▪ Weigh bridge on site</li> </ul>		
Fire/Explosion	<ul style="list-style-type: none"> <li>▪ Adequate maintenance as manufacturers recommendations</li> <li>▪ Dedicated refuelling team.</li> </ul>	All plant maintenance to be carried out by the trade contractor, all fuels to be stored in bunded fuel tanks with fire point present at all times.	ISG/ Trade contractor.
Mechanical failure	<ul style="list-style-type: none"> <li>▪ Regular maintenance as manufacturers recommendations</li> <li>▪ Thorough examinations/inspections as LOLER.</li> </ul>	Records to be issued to ISG prior to use on site Further examination records to be kept on site for auditing	ISG / Crane Sub-Contractor
Maintenance hazards	<ul style="list-style-type: none"> <li>▪ Trained fitters/maintenance engineers</li> </ul>	All certification to be checked before any maintenance is to be done.	ISG / Trade contractors.
Unauthorised use	<ul style="list-style-type: none"> <li>▪ Unattended plant to have keys removed/immobilised.</li> </ul>	All trade contractors to ensure that Keys are removed while machines are not being used.	All
Loading/unloading	<ul style="list-style-type: none"> <li>▪ Safe loading / unloading techniques</li> </ul>	All loading and offloading to be done by trained ops.	All Trade contractors.

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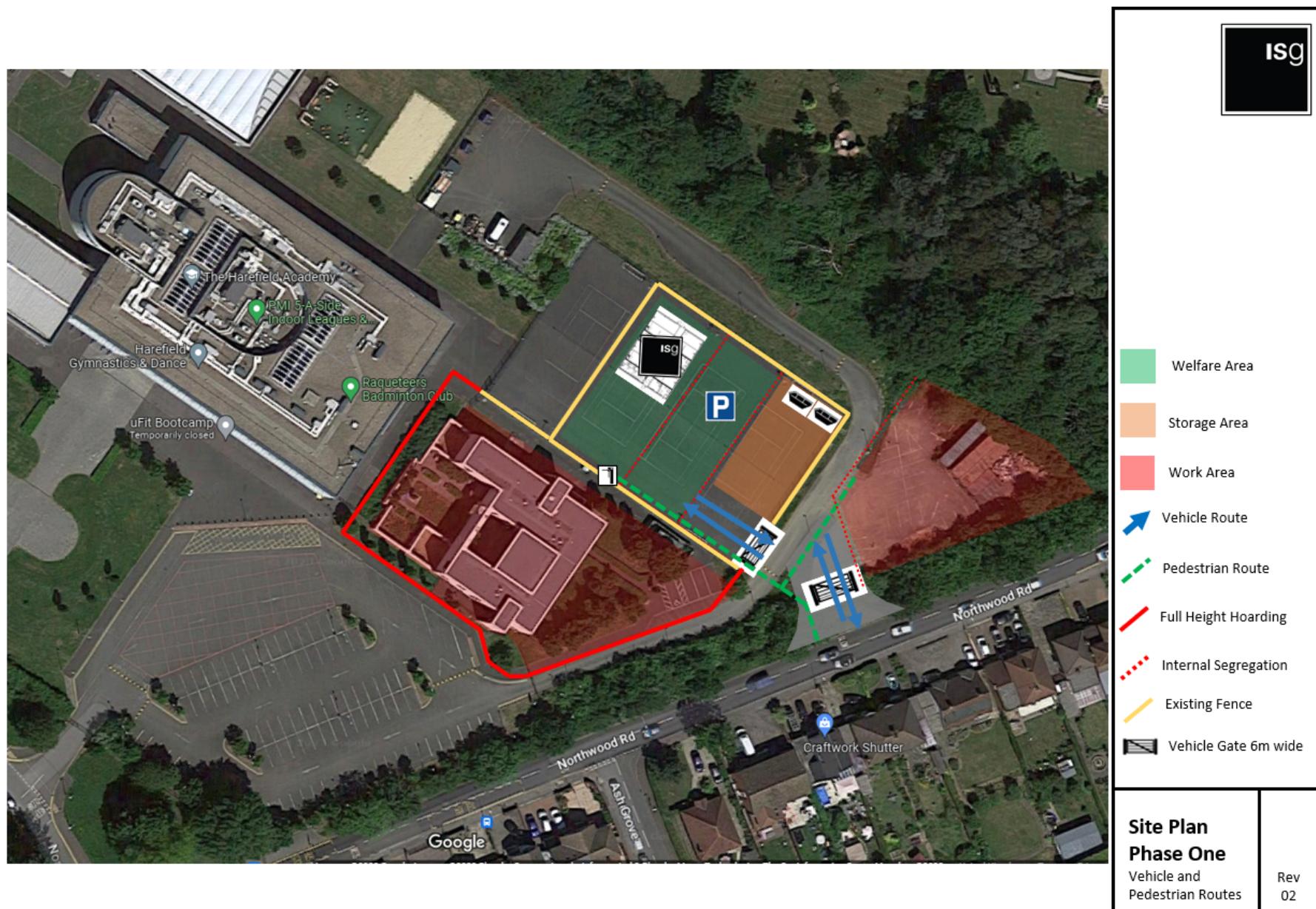


Manoeuvring / Reversing (striking of persons)	<ul style="list-style-type: none"><li>▪ Reversing to be kept to a minimum</li><li>▪ Site layout developed to minimise reversing</li><li>▪ Vehicles to be selected appropriate to use, i.e. degree of all round vision and size of plant relative to working space.</li><li>▪ 360-degree vision from cabs or CCTV or banksman when reversing</li><li>▪ Banksman to use signals as HSE 144</li><li>▪ Vehicles to have rotating amber lights or flashing hazard lights when moving on site</li><li>▪ Vehicles to have audible reverse warning sounders</li></ul>	<p>No vehicles are to be reversed on site unless there is a banksman present at all times while the vehicle is moving.</p> <p>All vehicles and plant on site are to be fitted with flashing/rotating amber lights and must be used while the vehicle is in use.</p>	ISG / All trade contractors.
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**Appendix B: Site Layout Plan**

# Site Logistics & Traffic Management Plan – Harefield School

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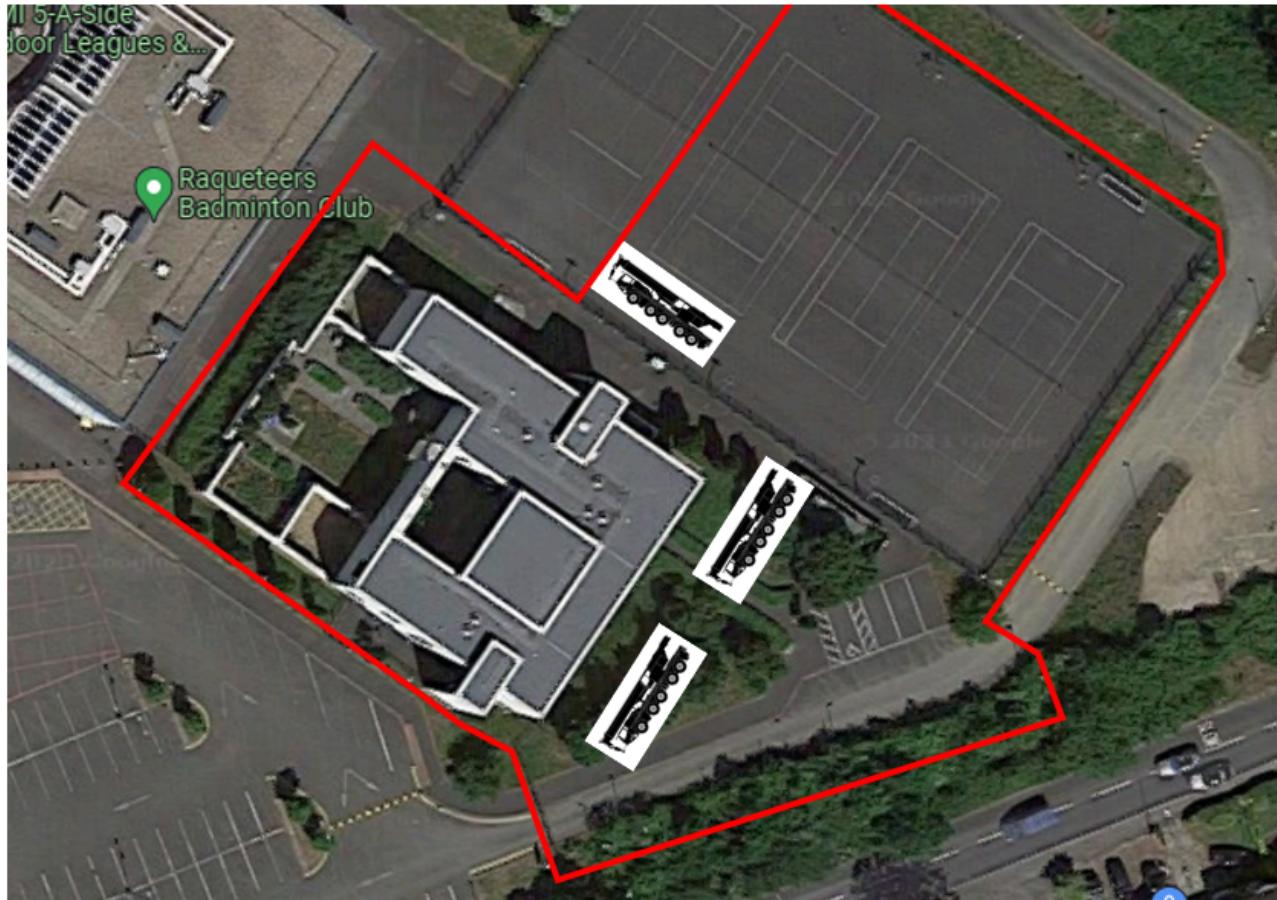
# Site Logistics & Traffic Management Plan – Harefield School

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# Site Logistics & Traffic Management Plan – Harefield Sc

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ISG	
Site Plan	Crane Positions
	Rev 02

## **Appendix C: Drivers & Delivery Arrangements**

1. The maximum speed limit on site is 5mph and this must be observed at all times. You must meet your nominated person at the designated point.
2. When reversing or traversing ensure your banksmen are in place at all times.
3. The use of mobile phones and smoking are not allowed on this project, but maybe used within the designated areas – see ISG Project Team.
4. Safety helmets, safety footwear, safety eyewear, safety gloves and high visibility vests must be worn whenever outside of your vehicle. No shorts/Sleeveless shirts are to be worn.
5. When exiting the site, you must use the wheel wash /cleaning station which is provided to minimise loose debris spoiling the road surfaces when necessary.
6. When exiting site, please sound your horn to warn any pedestrians who may be crossing the gate as they may not be aware of your presence. When reversing or traversing ensure your banksmen are in place at all times.
7. Certain activities on site require operatives to wear additional protective equipment such as eye and ear protection. Please keep clear of such activities so as to avoid injury to yourselves and please do not disturb the operatives whilst they are concentrating on their work. If you do need to approach such operations you must also wear appropriate additional protection.
8. Safety signs are displayed on site warning of particular hazards. You must observe and comply with these notices at all times to avoid accidents/incidents.
9. Safety barriers may be erected in certain areas on this site. Do not attempt to cross these barriers to take short cuts; they have been erected for your safety on site.
10. Pay particular care when in areas where mobile plant is operating.
11. If you see any unsafe practices please bring it to the attention of ISG management who can then rectify the situation.
12. Never walk around the site on your own. Please ask for a guide if required.
13. Please follow all instructions provided in the event of an emergency.
14. Please report any accidents/incidents immediately to a member of the ISG Project Team.
15. Please ensure you adhere to your safe system of work for unloading /gaining access to the back of your vehicles

## **Harefield School, Northwood Road**

### **Delivery Drive Guidance**



All deliveries to the Harefield school site are to be pre booked with the site team ahead of arrival. Failure to do so will result in the delivery being turned away.

The site access is by a dedicated access to the site from Northwood road, as detailed in the following information.

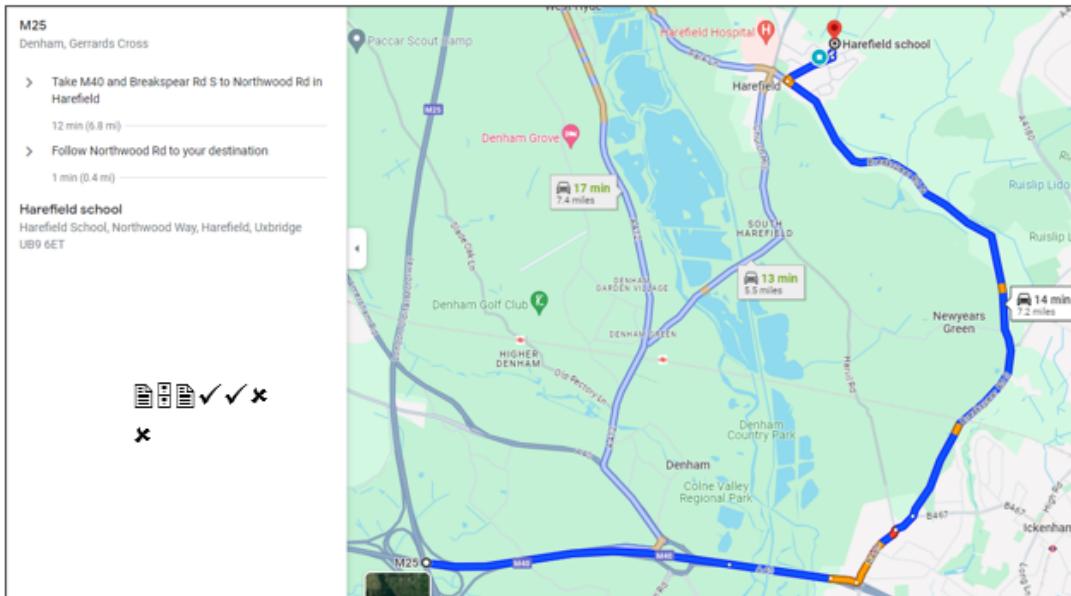
No access is permitted to Harefield Academy, Shepherds Hill House or other adjoining properties.

#### **Site Contacts:**

1. TBC, Logistics Manager: TBC
2. TBC, Site Manager: TBC
3. Ben Palmer, PM: 07929 754 670

# Site Logistics & Traffic Management Plan – Harefield School

ISG



# Harefield School, Northwood Road

## Early Arrival – Hold point

ISG

In the event that a delivery arrives early the vehicle is to wait at the holding point until the allocated time.

Alternatively, deliveries arriving later than 30mins are to go to the hold point and call in to obtain a revised delivery time.

