

# **Units 14–16 Ryefield Crescent, Pinner, Northwood, HA6 1LT**

## **Change of Use of MOT Centre to a 1-bed apartment with associated alterations; provision of plant and store rooms associated with entirety of ground floor residential units**

### **AND**

## **External alterations to apartment building**

### **Construction Management Plan (CMP)**

This document must be read in conjunction with site specific documentation and Bankway Properties Ltd procedures including, but not limited to, the health and safety policy, risk assessment, method statements and permits to work.

This document will be clearly displayed and made available to all persons working on / visiting sites during the construction phase, alongside the usual on-site safety briefings for all new visitors and workers at the site.

## **Introduction**

The purpose of this CMP is to detail specific arrangements and responsibilities in place relating to site traffic management, management of risks associated with vehicular and pedestrian traffic on-site, dust and noise management, and general good environmental practices to be adopted during the construction of the approved development.

On average, each year, about 7 workers die as a result of accidents involving vehicles or mobile plant on construction sites. A further 93 are seriously injured. The risks from construction site traffic can be controlled through the organisation and management of traffic on site.

The term vehicles includes; cars, vans, lorries, delivery vehicles, low-loaders and mobile plant such as excavators, lift trucks and site dumpers etc.

The term pedestrians includes; operatives, workers, management, consultants, visitors and any other person requiring access to the site on foot.

This CMP outlines the management of the movements of vehicles and pedestrians on site and interaction with adjacent land use. It does not cover the present permanent traffic situation and conditions surrounding the site.

A pre-start record of site conditions on the adjoining public highway will be undertaken with London Borough of Hillingdon Council and Bankway Properties Ltd will commit to repair any potential damage caused.

## **Aims and Objectives**

This document aims to provide a suitable site-specific plan for managing the risks of construction site traffic, as required by London Borough of Hillingdon within their pre-application response ref: 20331/PRC/2024/38, received 24 June 2024. The business has a duty to ensure the safe management of pedestrian and vehicle movements on site.

The purpose and aims of this plan are:

1. To identify the roles and responsibilities of on-site personnel and identify the proposed site set-up;
2. To identify the traffic related hazards and risks present on site;
3. To effectively manage the risk from construction site traffic through implementing control measures;
4. To communicate the construction site traffic management procedures to all site operatives, visitors and other interested parties;
5. To raise awareness of the risks identified and controls in place; and
6. To eliminate traffic related accidents on site.

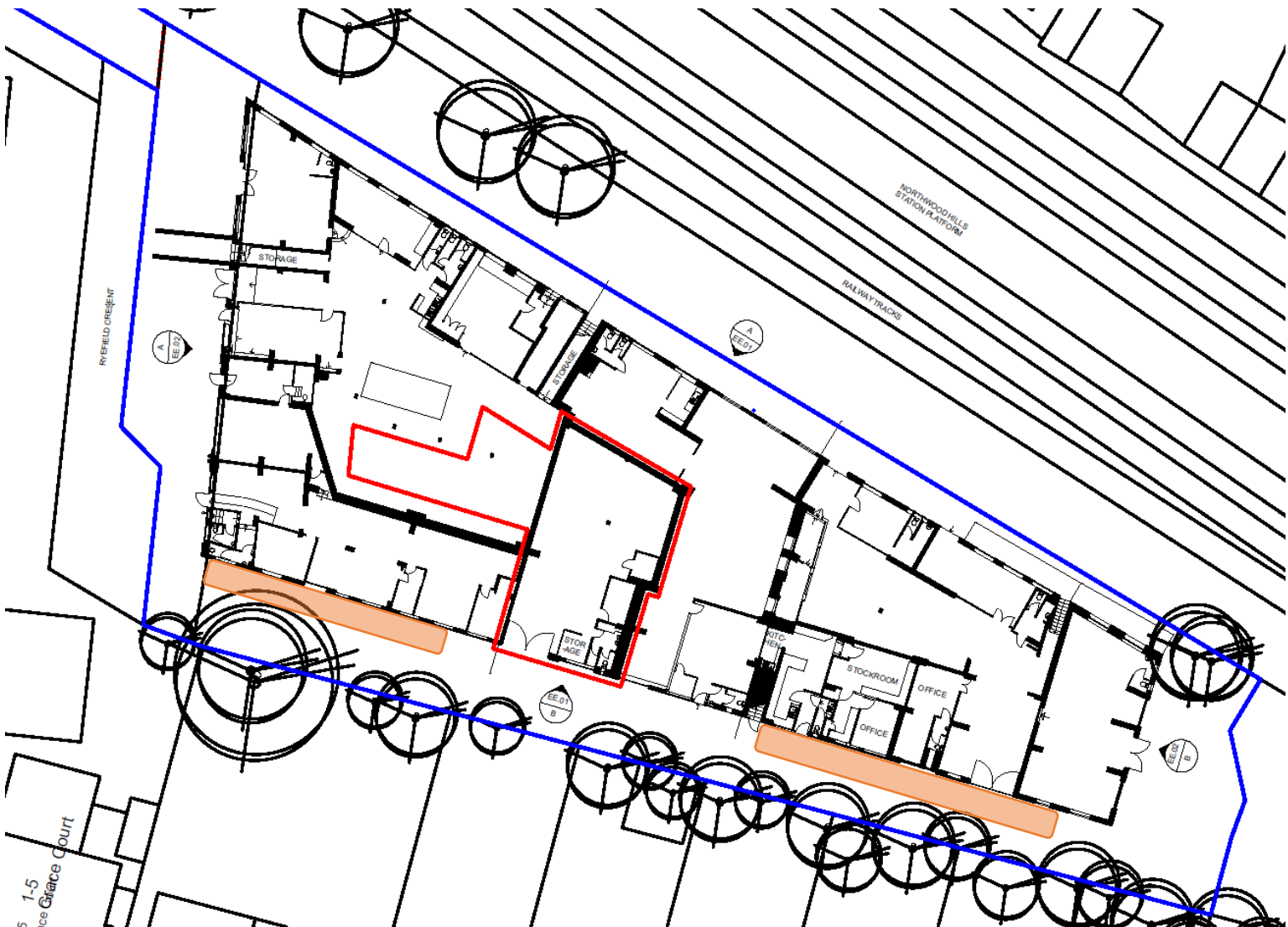
The following considerations and fundamental on-site principles are addressed in the below sections:

1. Pedestrian and vehicle separation;
2. Minimising vehicle movements wherever possible;
3. The safe and effective management of people on site;
4. Identification of loading and storage areas;
5. Turning vehicles;
6. Visibility into and around the site;
7. Signs and instructions for safety and vehicle directions; and
8. Wider public protection measures.

## **Site Specific Overview**

The site is located at Units 14 - 16 Ryefield Crescent, Pinner, Northwood, HA6 1LT and is accessed via Ryefield Crescent, a restricted two-way carriageway that extends around the western and southern boundaries of the main building on-site, Hawthorne Court. The site access route for deliveries is identified at **figure 3** on page 8. There is parking in the private parking spaces associated with Units 14 and 16,

where contractors can park, as shown in **figure 1** below. An unobstructed right of access for the residential units at Rail Lodge shall be ensured at all times.



**Figure 1:** Proposed Site Plan with the vehicle parking areas during construction identified in orange. To confirm, all of the existing private parking spaces along the south-western elevation of Hawthorne Court are in the ownership of Bankway Properties Ltd and are leased to the ground floor unit tenants

To avoid unnecessary nuisance and disruption, construction work will only be carried out between the following times:

**Monday – Friday:** 7am – 6pm  
**Saturdays:** 7am – 1pm

Deliveries will be set up to avoid peak times (suppliers will be advised that there will be no deliveries between 8–9.30am and 2–4pm). The site management team will ensure that the details of a booking system is in place, for which delivery drivers will be required to ring ahead of their arrival so as to allow for directing to the

site, and to avoid vehicles waiting on the public highway. The details for this procedure are set out at page 8 below.

The times for construction traffic and delivery vehicles will be monitored so we can manage deliveries, which must be outside peak network and school hours; and we will ensure there are measures in place for mitigation of noise, vibration, dust and dirt.

All work on site shall be carried out in accordance with the approved details to ensure highway safety is maintained.

There will be a provision of trained and qualified banksmen for guiding vehicles; there will be appropriate routing of construction traffic and delivery vehicles, which will be planned in advance as set out at page 8 below.

Road closures will not be required due to the scale of the works and the proposals having existing infrastructure and services. Should this position change during construction then the Council will be notified accordingly via the correct procedures. This CMP will be reviewed at this time, and the works carried out by bona fide contractors so as to ensure minimal disruption upon the surrounding highway at all stages.

6-day inspections will be carried out for any scaffolding erected on site as per health and safety requirements. During erection and maintenance of any required scaffolding, there will be a daily inspection and maintenance of signage and barriers.

## **Site Specific Details**

### **Contractor Responsibilities**

The general duties of the contractor in respect of traffic management are:

- Ensuring adequate planning of the work including traffic management arrangements on site.
- Ensuring subcontractors make adequate provision for the selection and supervision of drivers and for vehicle safety.
- Setting standards for driver competence, vehicle safety and maintenance, and ensuring control of authorised drivers.
- Ensuring co-ordination and co-operation between different subcontractors.
- Co-ordinating the views of workforce representatives.
- Ensuring all workers receive information, instruction and training in traffic management prior to and when attending site.
- Arrangements and site rules.
- Monitoring the implementation of traffic management arrangements on site.
- Reviewing the implementation of traffic management arrangements on site.

## Site Manager Responsibilities

The site manager shall:

- Ensure measures such as the use of pedestrian barriers, stop blocks, segregation of routes, installation of signage, etc. are implemented as required within the construction site in accordance with this document.
- Be responsible for coordinating on-site deliveries with delivery drivers so as to ensure that no vehicles are waiting on the surrounding highway, and once vehicles are in the site ensuring that suitable space is provided for delivery drop-off, vehicle turning, and exiting the site as set out at **page 8** of this CMP.
- Ensure a suitable briefing on traffic management requirements is included in the site induction for new starters and communicated in the form of a toolbox talk to existing workers in accordance with the arrangements in this document.
- Ensure suitable steps are taken to co-ordinate traffic movements in the construction area by involving subcontractor supervisors in regular reviews of planned work activities, including deliveries, on a weekly basis in accordance with the arrangements in this document.
- Ensure suitable steps are taken to co-ordinate traffic movements of adjacent sites, client occupied areas or other access requirements, in regular reviews of planned activities, in accordance with the arrangements in this document.
- Investigate, take appropriate action and respond to reports from workers on deficiencies and faults in the implementation of the traffic management arrangements in accordance with this document.
- The Site Manager may delegate particular elements of the requirements of the traffic management plan to other competent members of the site management team as required to ensure the requirements are met in an effective and efficient manner.

## Banksmen

The banksmen will be responsible for the on-site management of deliveries once the delivery vehicle pulls up at the site, as set out below. The coordination of the deliveries will occur in discussion with the on-site manager, who will be taking calls from delivery drivers as detailed in the preceding section. All on-site construction vehicles will enter and exit the delivery point in forward gear. An appropriately trained, qualified and certified banksmen will be employed by the appointed contractor to assist in the guidance of heavy and large construction vehicles and supervise loading & unloading.

Banksmen will not direct general traffic but will indicate to construction vehicles when it is appropriate for them to enter and leave the site. Given the small scale of the site, at this stage it is anticipated that banksmen will form members of the contractors' construction staff and will also have other duties.

Deliveries by large or heavy vehicles will be advised to ring ahead once they are 15 minutes away from site, at which point the banksmen will await the vehicle at the entrance of Ryefield Crescent from Joel Street, assisting the delivery vehicle into the site. On-site arrangements and items being delivered will be reiterated, which will assist in further understanding how the site will operate.

The banksmen will also assist with vehicles exiting the site by indicating to the driver of the large or heavy vehicle when it is appropriate for them to enter and leave the site.

## **Staff and Subcontractors**

Subcontractors using construction vehicles shall ensure that the work involving the use of construction vehicles is planned in advance, taking account of the requirements of this document.

Workers in the construction area shall adhere to the site rules and the instructions provided through the site induction and/or toolbox talk for traffic management arrangements, delivered by the site manager as identified at page 5.

Workers shall report any deficiencies or faults in the arrangements for traffic management to the Site Manager using the site near miss reporting system and log book, which will be reviewed at the end of each working day in order to ensure that the most efficient site arrangements are accounted for. A proactive stance shall be taken towards any on-site working arrangements within the context of the site layout, as shown below in **figure 2**.

## **Site Plan Layout**

The below site layout at **figure 2** shall be adhered to throughout the on-site construction period. Material storage and waste management facilities have been distributed around the site for ease of access during the construction phases.



Figure 2: Proposed Site Layout during construction, showing where the staff parking, on-site welfare facilities, material storage and waste management areas will be located

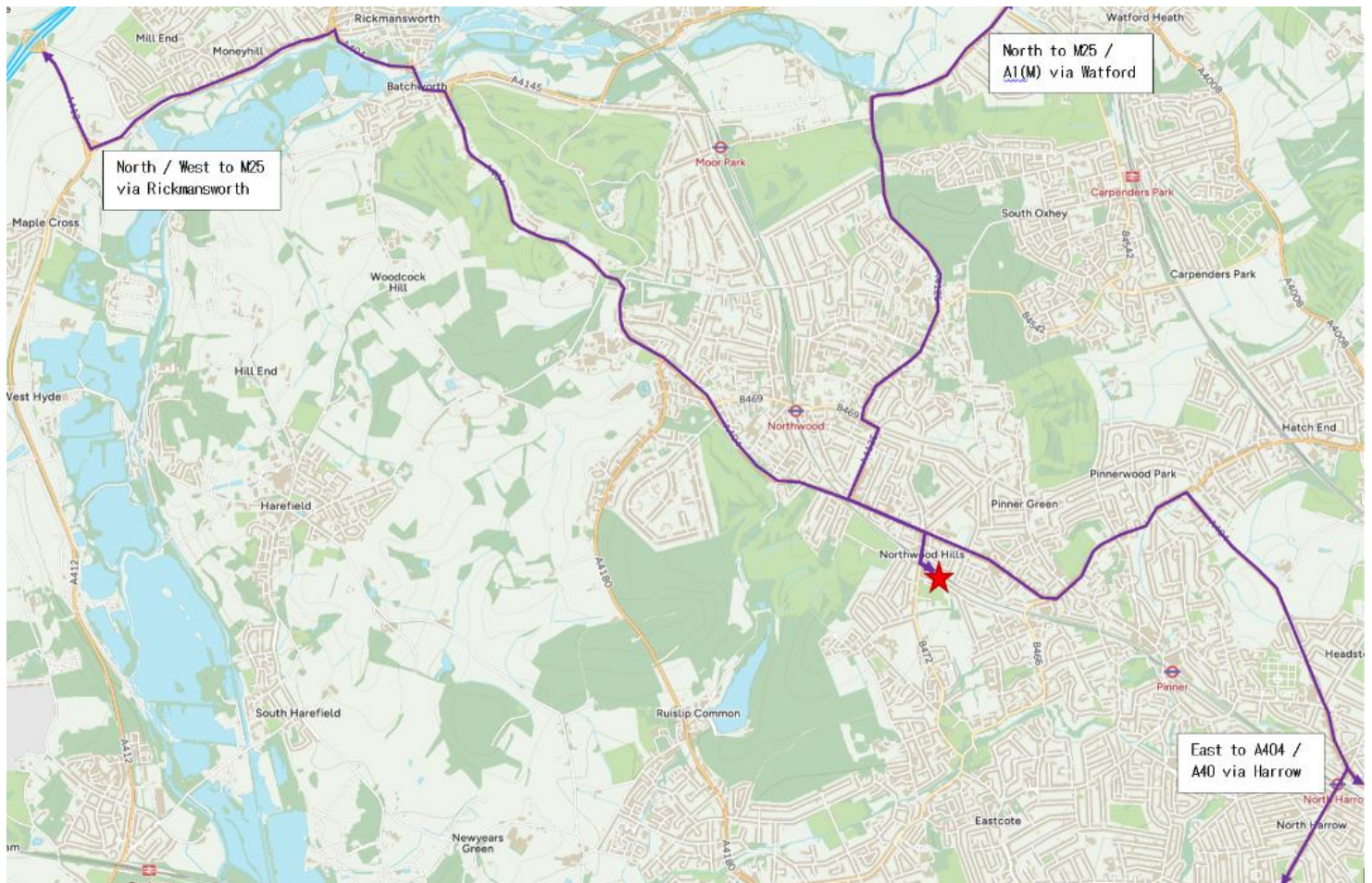
## Routing of Construction Traffic

### Site Access Routing

The proposed route for HGVs accessing the site associated with the construction of the development will vary depending on the origin of the delivery.

It is anticipated most deliveries will originate from outside of the M25 network, and will therefore approach the site from the north / west via Rickmansworth and the A404, or from the north via Watford and the A4008 and A4125. Any vehicles approaching from the south / east will be directed onto the A4090 via Harrow / Pinner.





**Figure 3: Site Construction Traffic Routing from the M25 and from the east. Chosen route follows only the widest roads capable of accommodating the anticipated level of construction traffic**

There are no weight restrictions on the routes designated for use by associated HGVs.

The appointed Contractor will endeavour to ensure that all vehicles and driver management practices will comply with the standards set out within FORS requested by preference and Construction Logistics and Community Safety (CLOCS) principles followed.

### **Traffic Management**

As with road closures, the need for traffic management will be assigned to professional companies.

All deliveries will be received directly on the site and therefore only having minimal impact to the public footway.

As all deliveries will take place outside of network and school peak hours, and outside of the TRO operational hours, the impact of deliveries on the adjacent footway will be minimised.



Maintaining signage and barriers associated with the site will be the responsibility of the contractor, as the application site is relatively small, it is not anticipated that the regime of signage and barrier inspection and maintenance will have a severe impact on the highway. Vehicles will be guided into the site, off of the public highway before coming to the delivery area as shown in **figure 2** above.

There will be construction workers arriving at the application site first thing in the morning and departing in the evening, although the numbers involved are forecast to be relatively low on a day-to-day basis and will typically comprise private cars and light vans.

Construction workers associated with the development will be required to park onsite free of charge.

### **HGV Waiting Areas**

HGV drivers will be required to call ahead to the site manager 15 minutes before arrival, to ensure two drivers don't arrive at the same time. If a HGV is still loading / unloading when another is due to arrive, the incoming driver will be required to wait at a safe and suitable location and wait for the site manager to allow them to enter. It is considered that drivers will have to make a judgement call whilst driving as to where is best to safely pull over.

The information set out in this section is to be considered a recommendation, the exact operation of the schedule, and the responsibility of time slot provision, will fall to the appointed contractor.

## **Schedule of Planned Deliveries**

The below will be updated as required. It is anticipated that the construction period for all site works planned (to include fenestration changes to the wider building) will be 20 weeks:

- Containers Generator – Week One
- Welfare facilities – Week One
- Large Plant Dump Truck – Week One
- Scaffolding – Week One, two loads
- Removal – Final Week on-site (anticipated to be week 20)
- Soft strip removal and recladding – 2 skips per week for 6 weeks
- Fuel Diesel – Refuelling site plant 1 delivery per week
- Ready mixed concrete for general construction use – 5 loads over 2 weeks
- Building works – 2 / 3 loads per week
- General construction – 40 loads over 20 weeks

### **Delivery Procedure**

Mitigation measures will be taken to ensure that any impacts from deliveries are minimised, including vehicles entering the site to ensure there is no waiting upon

the highway network, location of delivery areas well within the site boundary, and deliveries outside of peak network hours.

Materials will be delivered to suit the works being carried out and will be stored at the allocated storage spaces provided on site, on an on-demand basis.

### **Waste**

This site has limited demolition and a scheme for recycling/disposing of waste resulting from the construction will be taken off site via the Skip company and carriers being used. The delivery notes will be maintained to support this. If there are any additional materials this will be moved to another project to avoid waste. The waste material will be securely stored in skips, covered where possible in the areas shown in figure 2 above.

## **On Site / Off Site Interface**

### **Pedestrians**

Traffic routes will be established to minimise the interface between vehicles and pedestrians.

The site entrance will be separate for vehicles and pedestrians where possible, or where this is not possible and pedestrian and vehicle access cannot be adequately segregated priority will be given to pedestrians and a banksman will coordinate all vehicle entry and egress from site.

Pedestrian barriers will be erected at the site access to control the interface between members of the public and site traffic, using heras fencing or similar.

A crossing point for pedestrians over the site access will be established and clearly demarcated and signed. The site manager will ensure that the pedestrian and vehicle interface is safely controlled.

### **Control of Construction Vehicles**

Vehicular access routes will be established on site, and as far as reasonably practicable these will be away from pedestrian routes, uneven ground, excavations and structures. All turning or reversing will be accompanied by a competent banksman. Where turning is needed, this will be within the turning head at the eastern end of Hawthorne Court, and outside of peak highway times wherever possible.

Records shall be kept on site for all construction vehicles accessing the site, and shall include the following:

1. Make, model and serial number

2. Records of inspection of work equipment including a written weekly check of the operation of the equipment confirming adequacy of safety devices such as emergency stops, audible and visual alarms, controls, guards etc.
3. Records of thorough examination of lifting equipment including dates of last and next examination.
4. Plant operators certification and training records.
5. A register of authorised users of each designated piece of construction plant.
6. Subcontractors shall also make the above information available on site and will be stored at the site office.

Unused construction plants are stored away from work areas and designated traffic routes in agreement with the site manager and construction plants will be promptly removed from site on completion of use. All requirements for additional plants will be discussed with the site manager in advance, prior to delivery to site.

Parking is on site. Up to 12 spaces are located on-site for contractors and site personnel use.

The site does not anticipate more than 12 people on site at its peak.

## **Mitigation Measures for Noise, Vibration, Dust and Dirt**

### **i. Noise and Vibration**

Construction works shall not take place outside of the hours specified within the CMP. Deliveries will take place in the same hours, but outside of peak network hours except in exceptional circumstances.

Contact details of site and head office staff as well as details of complaint / non-conformance procedures will be available as indicated elsewhere in the document.

Proposed Steps to Reduce Noise and Vibration Best Practicable Means (VBPM) (as outlined in Section 72 of the Control of Pollution Act 1972) will be employed in order to minimise noise and vibration levels throughout the period of works, general measures will include the following as appropriate:

- Careful selection of plant, construction methods and programming has already been, and will continue to be, undertaken to ensure that the effect of the processes of construction will be mitigated as far as possible given the context of the site.
- Only plant conforming to relevant national or international standards, deliveries and recommendation on noise and vibration emissions will be used
- Doors and gates are not located adjacent to noise sensitive buildings

- Construction plant will be located, as far as is reasonably practicable, away from adjacent occupied buildings
- Static and semi-static plant / equipment (e.g. compressors and generators) will be avoided but where required will be fitted with suitable enclosures where practicable.
- Personnel will be instructed in VBPM to reduce noise and vibration as part of their induction, including no stereos or similar devices being audible at the site boundary
- Training as required will be provided prior to specific work activities
- When plant is not being used, it will be shut down
- Information notices will be distributed to local residents in advance of main works commencing and at intervals throughout the course of the project. This information will include contact details for the Constructor.

Periodic noise monitoring will be undertaken at locations near to sensitive receptors in order to ensure the protection of the amenity of residents. Where exceedances are likely to occur necessary measures to reduce exceedances will be put in place.

Given the nature of construction on site and the distance between planned works and existing adjacent properties or sensitive receptors, it is not anticipated that ‘transferable’ vibration, beyond that experienced by site based staff in carrying out their works which is dealt with in a Health and Safety Site Plan, is a particular issue on this development.

## **ii. Dust and Dirt**

Given the temporary, short-term nature of the construction phase and the limited extent of demolition work proposed, a localised wheel-washing facility will be provided in the form of a portable automated high-pressure wheel washer.

The following mitigation measures will also be adopted to minimise noise, vibration, pollution and dust:

- i) Requirement for all engines to be switched off when not in use;
- ii) Spraying of areas with water as and when conditions dictate;
- iii) Vehicles carrying waste material off-site will be sheeted

It is intended that the actions and procedures outlined below and forming the base actions of this DMP are adhered to and practiced across the whole site.

Site contacts will be available to address any real time issues or complaints. The team will communicate and maintain a dialogue with the wider local population and the retail occupiers in the immediate area.

The contractor will operate a complaint procedure entitled ‘Non-conformance & Corrective Action Procedure’. The name and contact details of the site manager, the

person accountable for air quality and dust issues on-site will be displayed at the site. General contact details for the Contractor will also be provided within this signage.

Site Management will record all dust and air quality complaints, identify cause(s), take appropriate measures to reduce emissions in a timely manner, and record the measures taken using form HS54 – Dust Monitoring.

Site Management will also make the complaints log available to the local authority when asked.

Any exception incidents that cause dust and/or air emissions, either on- or off-site, and the action taken to resolve the situation will also be recorded within the on-site log book.

Regular site inspections to monitor compliance with the Dust Management Plan, record inspection results, and make an inspection log available to the local authority when asked will also be undertaken.

There will also be an increased frequency of inspections by the Site Manager when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions.

The site has been planned so that machinery and dust causing activities are located away from receptors, as far as possible. Solid screens or barriers will be erected locally around abnormally dusty activities or the site boundary that are at least as high as any open un-wetted stockpiles on site.

Site runoff of water or mud will be avoided. Site fencing, barriers and scaffolding will be maintained and kept clean using wet methods. Materials that have a potential to produce dust will be removed from site as soon as is practicable unless being re-used on site. If they are being re-used on site materials will be covered or wetted.

Site staff will ensure that all vehicles switch off engines when stationary – no idling vehicles.

The use of diesel or petrol powered generators will be avoided and mains electricity or battery powered equipment will be used where practicable.

Only cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems, will be used.

## Hours of Working

Construction hours / Construction activities will be permitted between the hours of 07:00 and 18:00 on Monday to Friday and between 07:00 and 13:00 on Saturdays. No working shall take place on Sundays or Bank Holidays.

As previously stated, deliveries will occur outside of the TRO operational hours and a delivery schedule will be provided in the form of 'slots' that deliveries can take place within. This will serve the purpose of avoiding multiple HGVs arriving at the same time for deliveries, in turn causing disruption on the adjacent highway. As a guideline, time slots of 20 minutes will be provided for deliveries, with no two drivers being given consecutive slots, in case one is early or late. As previously stated, drivers will be required to call ahead 15 minutes before arrival to ensure two vehicles will not arrive at the site at the same time, and the site manager will coordinate their arrivals to and from site, and provide general guidance within the site as required, alongside the banksman. If they are unable to enter the site at the arrival time, they will be required to wait at a safe and suitable location until the delivery location is vacated.

The information set out in this section is to be considered a recommendation, the exact operation of the schedule, and the responsibility of time slot provision, will fall to the appointed contractor.

## Communication of Information

The traffic management will form part of the site induction, and a tool box talk will be delivered within the early stages of the project by the site manager as a further reminder of the hazard of construction site traffic and the site specific controls in place to reduce the risks on site.

Traffic management arrangements will be discussed during daily briefings to include planned deliveries and any restrictions or changes due to developing site conditions or short term activities.

Consultation and an open door policy will be implemented on site to gain worker involvement and understanding in traffic management arrangements.

## Communication with Residents

Residents and local businesses will be notified in advance of any expected particularly busy delivery periods and intense periods of construction activity, including construction traffic.

To aid communication with residents and local businesses, the site manager's mobile phone number will be available on notices outside the site. This will ensure



the site manager is aware of any residents' concerns and can deal with them efficiently if required.

Residents and local businesses will also be able to obtain information about site works that they may require direct from the site manager.

## **Traffic Management Risk Register**

### **Hazard Risk Control Measures**

- Pedestrians and vehicles interface
- Pedestrians struck by vehicles
- Separate vehicle and pedestrian access routes to be established.
- Pedestrians to wear high visibility clothing (jacket or vest minimum) at all times on site.
- Audible and visual alarms to be in working order on vehicles.
- Signage to be displayed on site directing vehicles and pedestrians.
- Speed limit to be established and enforced.
- Provide anticipated delivery times.
- Deliveries Collision / conflict with other work activities or site operation
- Clear instructions to be given for delivery drivers when placing orders / arranging deliveries.
- Site Manager contact details to be displayed at the main site entrance for contact on arrival.
- All delivery vehicles to be directed to site office on arrival and banksman notified where access onto site required.

**Request that the suppliers provide their drivers with cyclist safety training and limit the size of their vehicles for deliveries.**

- Access equipment Struck by vehicles / overturning
- Access equipment positioned in areas at risk from being struck by vehicles, including other mobile access equipment, to be segregated from vehicle routes with barriers.
- Mobile access equipment to be accompanied by a banksman on site roads when moving around site.
- Excavations Vehicles entering /overturning
- Vehicles routes to be planned away from excavations as far as possible. Vehicles and plant to be kept a safe distance from excavations.
- Excavations adjacent to and within 1m of vehicle routes where there is a risk of driving directly into the excavation to be provided with pedestrian barriers and stop blocks (minimum 200mm high) along entire length of excavation.
- Excavation parallel to and within 1m of vehicle routes where there is a risk of driving indirectly into the excavation to be provided with barriers along excavation.
- Excavations by walkways / Falls from height
- Excavations to be provided with solid pedestrian barriers/fences a minimum of 300mm from edge of excavation.

- Barriers are to be distinctively marked with warning signs.
- Construction Traffic Management Plan – The Orchard, Syston, Diamond Red Ltd
- Vehicles reversing and/or manoeuvring
- Collision with pedestrians / structures
- All reversing and/or turning vehicles (delivery vehicles and construction plant) to be accompanied by banksman.
- Poor maintenance of vehicles
- Failure of built-in controls
- All plant to be maintained and examined in accordance with manufacturer's instructions.
- Where plant is obtained on hire obtain copies of certificates from the hire company.
- All construction vehicles to be provided with suitable audible and visual indications of movement.
- Controls, lights and warning systems to be checked before first use each shift.
- Lack of competence Human error due to lack of awareness
- Confirm the competence of drivers for the particular vehicles to be used.
- Instruction given through inductions, on site safety briefings, signage and regular tool box talks.
- A banksman will be used if the driver's vision is restricted or when operating in a congested area.
- The carrying of passengers is prohibited.
- Congestion Collision of vehicles / excessive manoeuvring
- Schedule of planned deliveries to be maintained and deliveries planned in advance to avoid conflict with other site operations or adjacent land uses.
- Unauthorised use / misuse of plant
- The ignition key will be removed whenever machine is left unattended and if left on site overnight all plant will be immobilised.
- Noise Hearing damage
- Figures for noise levels will be obtained from the hire company and where these are above 80dB(A) ear protectors will be worn.
- Plant should be fitted with 'suspension' seats to reduce effects of whole body vibration. Drivers do not drive plant for prolonged periods to minimise risk of whole body vibration.

## Reporting

Everyone on site has a duty to contribute to site safety, and will be requested to report any near misses or dangerous situations, including that involving traffic management on site.

The near miss reporting system will be used to assess any deficiencies in the traffic management arrangements, and remedial action will be taken as necessary.

## Subcontractors

All subcontractors will be inducted and provided with information on the traffic management procedures in place.

All subcontractors will be required to submit details of planned deliveries and to comply with the contents of this traffic management plan. Sub-contractor deliveries must be arranged via the Site Manager and coordinated with other planned deliveries.

## Monitoring

Traffic management will be assessed and monitored throughout the project with any changes made to the plan as necessary to ensure safe access, egress and movement around the site.

A record of all deliveries will be held at the site office as shown at figure 2 above (these will include the points of origin of the material).

The above information will be used to produce a monthly report this will identify any improvements required to the plan in addition to any deviations from that proposed.