

Traffic Management Plan

Central Swimming Pool
Battle Street, Reading, RG1 7NU

Incorporating:
Risk Assessments and Traffic Control Measures



Prepared For:
Reading Borough Council

Date:
19 July 2018

Prepared By:
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Document Type :	Traffic Management Plan (TMP)
Project Reference :	D 8334
Document Issue :	19 July 2018 – Issue: Planning
Document Authorisation :	Mark Jack – Regional Operations Manager

Project Details

Document Name:	TMP – Central Swimming Pool
Project Reference:	D 8334
Client:	Reading Borough Council
Principal Designer	Faithful & Gould

Document Production / Approval Record

	Date	Name & Position
Prepared By:	19/07/2018	Stuart Davis – Contract Support Administrator 
Approved By:	19/07/2018	Mark Jack – Regional Operations Manager 

Document Revision Record

Issue No:	Date	Details of Revisions
01	19/07/2018	Initial issue for review and comment
02		
03		
04		

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1. Introduction

Our scope of works includes the asbestos removal, soft strip and demolition of the redundant swimming pool buildings at Battle Street, Reading.

This plan has been formulated to mitigate the risks as far as reasonably practicable for the duration of our intended works on site. All personnel on site will be briefed as to the restrictions to site during an induction which will be carried out prior to commencement of work. All delivery drivers and haulage companies will be communicated to at the procurement stage.

The TMP will be amended and the risk assessments reviewed if the proposed system, or the method of work changes, or is altered for any reason. Erith's Site Manager in conjunction with the Erith Health and Safety Department will make these amendments. The Plan will also be updated if site works significantly alter the logistics of accessing and exiting the site.

2. Site Access

All visitors, Erith site staff, and our sub-contractors will have to report to Security cabin, which will be located inside the existing customer car park entrance on the NW corner of site.

Upon their first arrival at site, operatives and site staff will undergo a site induction, carried out by the Site Manager or Site Supervisor.

Haulage and delivery drivers will not have to have an Erith site induction if they a) stay inside their vehicle's cab or b) they remain under constant supervision by Erith personnel.

There is limited parking available on site for staff vehicles and small delivery vehicles in the existing customer parking area, located at the western side of the site. Either minibuses or car-sharing will be promoted to reduce the need for parking spaces and to reduce unnecessary vehicle emissions.

Constraints

Live traffic on surrounding roads.

Proximity of residential houses and gardens on northern, western and southern boundaries, and the main road on the eastern boundary.

Deliveries will be restricted to meet Planning conditions to avoid peak local traffic: 8.00am-9.15am and 5.00pm - 6.00pm

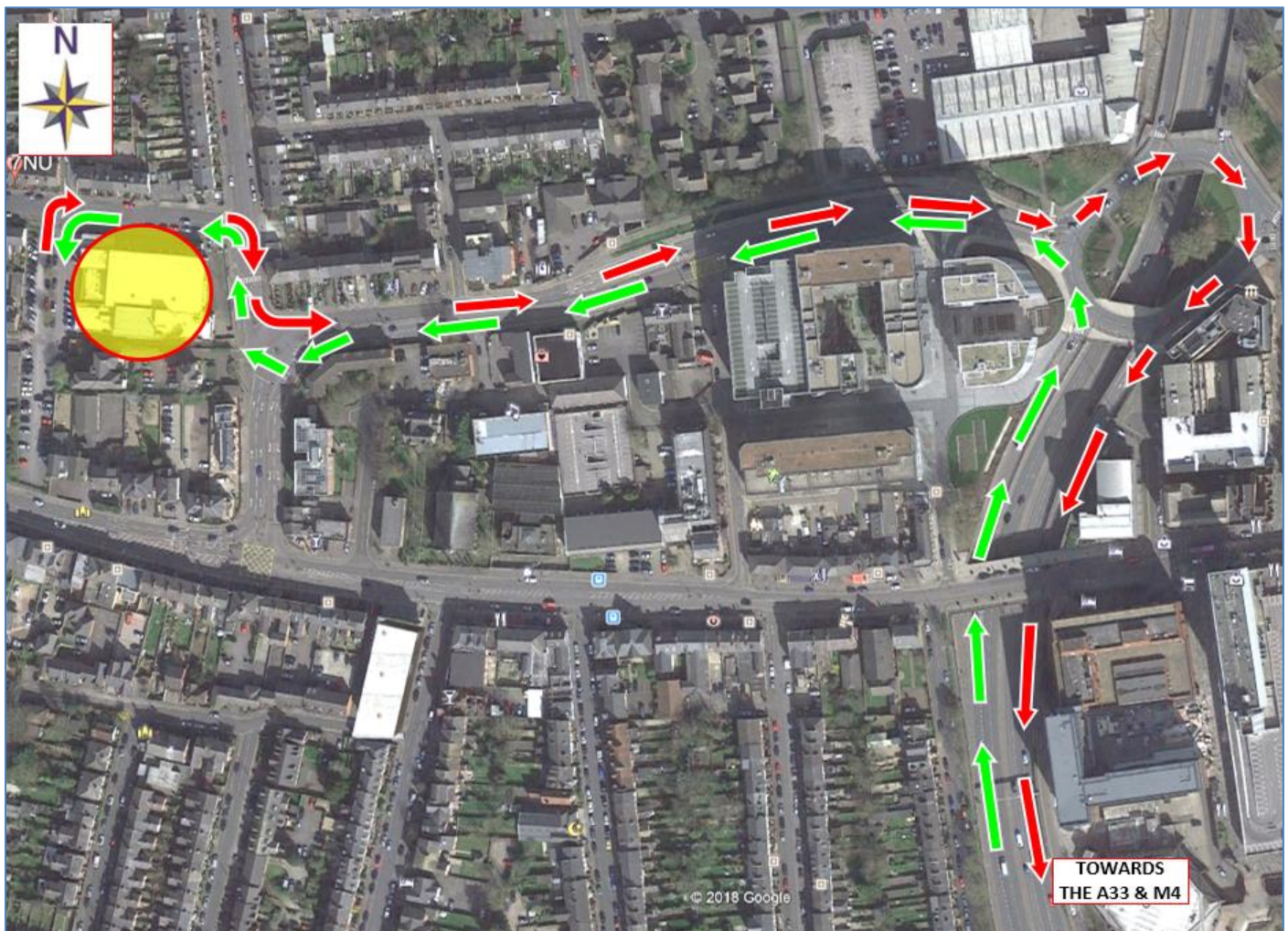
3. Traffic Movement

In order to manage the movement of vehicles into the site our traffic movements will follow the route as detailed in the diagram below.

The site speed limit will be 10mph, and vehicle movements will be supervised by qualified traffic marshals to oversee arrival at and departure from site onto Battle Street.

There will be no reversing out from site – all vehicles will be able to turn on site.

The route to and from the site is shown below (via the M4 and A33 to the South).



4. On Site Traffic Safety Measures

All goods and HGV vehicles manoeuvring on site will follow site signage, marked routes, site instructions and if necessary, will do so under the guidance of a dedicated banksman who is suitably competent, trained and experienced.

Segregation of public and vehicles/personnel will be achieved by installing clearly defined site routes, and a banksman supervising vehicles during site entry/exit.

Any complaints should initially be directed to the Site Manager, whose number will be detailed at the Erith “point of works” boundary, with any points raised considered and alterations made where possible. Any further complaints should be directed to the Head Office to be dealt with - this number will also be detailed at the site entrance.

Working Practices

- Traffic Marshals dressed orange hi-visibility jackets will escort all lorries into the site, particular care will be taken during reversing operations.
- To keep other contractors and visitors away from the demolition works a demolition exclusion zone will be formed separating it from the remainder of the site works by a Heras Fenced barrier at a distance in accordance with BS 6187:2000 Clause 13, carrying signs indicating that demolition work is being carried out within it.
- Warning signs will be displayed in prominent positions around the site and work area indicating “CAUTION CONSTRUCTION SITE TRAFFIC”.
- Prior to works starting all personnel will be given a site-specific induction and orientation to the site, this will be conducted by the site manager who will advise personnel on any specific safety requirement that are required during the course of the project.
- All drivers will be given a site-specific induction on first arrival on site - this is to ensure that everyone understands the site traffic requirements and precaution to prevent injury.
- All vehicular traffic will take due regard to all other road users and pedestrians.
- A **10mph** speed restrictions is applicable to the site.
- Plant equipment will be offloaded within the site area only.
- Site plant i.e. excavators, diggers etc, will only be driven by persons that are trained and competent with the appropriate qualifications.
- All flat back lorries will have edge protection for operatives’ safety should they have to mount the back of the lorry.
- Audible reversing warning devices will be fitted to all vehicles and be directed by a Banksman when reversing.
- All vehicles loaded with arisings will be fully sheeted before leaving site.
- All walkways/ pavements will be kept clear of debris and/or material to prevent slips, trips and fall hazards.
- Should there be a requirement for emergency vehicular access, these vehicles will be given priority right of way either on or off site.

Drivers' Rules

Drivers of our vehicles and Plant will also adhere to the following rules set below.

- Daily check of water, oil, fuel, lights, tyre pressures, brakes, steering and hydraulics.
- Report any defects immediately - do not use the vehicle if considered unsafe.
- Set the gear to neutral before starting the machine.
- Ensure the vehicle is not overloaded.
- Ensure that starting handle shafts, drive shafts, belts, worm drives and flywheels are guarded.
- Keep vehicle tidy.
- Do not carry passengers, other than in the seats provided.
- Do not attempt to mount or leave a moving vehicle, or permit passengers to do so.
- Do not make adjustments with the engine running.
- Never leave the machine with the engine running.
- Never reverse without the supervision of a banksman.
- Keep to the speed limits onsite and on public roads.
- Keep the machine in low gear when travelling downhill.
- Do not smoke during refuelling.
- Do not use petrol for cleaning purposes.
- Before tipping loads into excavations ensure that there is an adequate stop and that no one is working in the vicinity of the tip area.

A review of our TMP will be carried out in the event of any major changes to our working procedure or required level of access.

5. Parking / Travel Arrangements

The parking area available on site for Erith personnel and visitors will be at the NE of the site, using the existing hardstanding areas.

Due to layout of the buildings being demolished, it may be necessary to exit the car park area on foot and walk round to the main site entrance at the SW corner.



The nearest **National Rail** stations are :

Reading - located approximately 850m to the NE of site.

Reading West - located approximately 400m to the W of site.

There are a number of local bus routes (nos 15, 16, 17, 132, 133 & 142) which stop in Oxford Road, approximately 100m to the SW of site.

Minibus provision and/or car-sharing facilities will be promoted to limit our environmental impact from vehicle emissions and enable our operatives to arrive at the workplace together.

6. TMP Risk Assessments

Risk is assessed in accordance with the HSE's Guidance Note INDG16 "Five Steps to Risk Assessment" plus our Professional Health and Safety Adviser's document "Risk Assessment Made Easy" as :

- Look for the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide what control measures are required.
- Record the findings.
- Review the assessment and revise it if necessary.

RISK ASSESSMENT		
Site Location	Date of Assessment	Assessed by
Central Swimming Pool	19/7/2018	Stuart Davis
Description of Work Assessed	Traffic Management	

Risk Assessment # Activity with risk element

Version

RA 020	Loading-Unloading Roll On-Off Skips	001
RA 027	Risk to Public and Other Persons from Site Activities	001
RA 037	Traffic Management	001
RA 056	Vehicle Access and Egress	001

Activity		RA 020 - Loading/unloading roll on/off skips	
Hazards		At Risk Groups	
Vehicle overturning		Erith Employees	Contractors
Contact with overhead services	Debris falling onto the public highway during transit.	Visitors	Members of the public
Falling objects		Young Persons	Vulnerable groups
Lifting equipment failure		Migrant workers	
Risk Rating (Before controls)	Likelihood 4	Severity 5	Risk Level High
Control Measures			
- A clear work area which is the total length of the vehicle and skip, plus a further 3 metres shall be provided. - The loading/unloading area, where ever possible and as far as reasonable practicable be flat. However, if this cannot be achieved the horizontal gradient shall not exceed 5 degrees. - Skips should be positioned away from any over-head services - All loads shall be levelled prior to recovery. - All loads are to be sheeted/netted prior to recovery unless the recovery vehicle is fitted with a self-sheeting/netting system in which case it must be covered prior to leaving site and entering a public highway. - All operatives involved to wear appropriate PPE - Trained and competent banksman to be present throughout the operation. - If the vehicle is required to reverse to deposit or remove the skip in the designated area then a banksman will direct vehicle movements at all times whilst on site. - Prior and during loading and unloading of the skip, an exclusion zone is to be set up to avoid entrapment, crush and entanglement injuries with any of the equipment. - Vehicles to be fitted with reversing cameras - Vehicles to be fitted with audible warnings when reversing - Vehicles to use designated traffic routes at all times. - Lifting equipment to be checked regularly and as required to comply with LOLER regulations - Faulty or damaged equipment to be repaired or retired and not used to perform any lifting or unloading. - If a skip has an access ladder on the side, this is not to be used by operatives unless absolutely necessary. - Operatives are not permitted to access the rear of the lorry at any time. This includes climbing onto the back of it to assist in removal or replacement of sheeting.			
Additional Site-Specific Controls / Information			
Risk Rating (with controls)	Likelihood 1	Severity 4	Risk Level Low
Further Guidance			
http://www.hse.gov.uk/pubns/waste06.pdf http://www.hse.gov.uk/foi/internalops/ocs/200-299/234_11.htm		http://www.hse.gov.uk/food/roll-cages-wheeled-racks.htm Erith Guidance 82 – Loading and unloading transporters	
Reviewed on site by:		Review Date:	

Activity		RA 027 - Risks to the public and third parties from site activities	
Hazards		At Risk Groups	
Collision with persons	Mud and dirt onto the public highway.	Erith Employees	Contractors
Falling Objects	Unauthorised access	Visitors	Members of the public
Footpath/Public Highway obstructions	Vehicle movements	Young Persons	Vulnerable groups
Noise, Dust and Vibration		Migrant workers	
Risk Rating (Before controls)	Likelihood	Severity	Risk Level
	2	4	Medium
Control Measures			
- Screens & debris netting shall be used where required. - All visitors to site shall receive a site induction where they shall be made aware of the inherent site hazards & appropriate PPE shall be issued to them. - SSOW shall be adhered to at all times - Banksmen shall be employed to control traffic manoeuvres & to marshal pedestrian traffic past exclusion zones. - Where necessary plant/machinery will pause to allow pedestrian traffic to pass by. - There shall be constant interface between the site management team & local residents. - Where it is necessary to close footpaths or the public highway permission shall be obtained from the local authority [REDACTED] - Roads & Street Works Act shall be complied with at all times. - Noise and vibration shall be suppressed using new technologies and equipment to ensure low vibrations and reduction of noise [REDACTED] - Where required local restrictions shall be adhered to with regards to breaking. (Section 60/61) - Dust suppression shall be used to keep dust to a minimum. - Wheel wash stations, jet wash and road sweepers may be used to limit the amount of mud/dirt/debris reaching the public highway. - Lifts, loading and unloading shall only be carried out in designated areas and when safe to do so. - Any near misses shall be reported and recorded, then reviewed to ensure no reoccurrence. - Monitoring of noise, dust and vibration shall be carried out (at the agreed frequency) with the results submitted to the project manager for review. - Security guards shall be employed where required to ensure that no out of hours unauthorised access takes place. - Door locks, coded key pads, biometric systems and other security measures will be in operation during working hours to prevent unauthorised access. - Any complaints received shall follow the company's complaints procedure and followed up accordingly. - Staff are not permitted to use foul or abusive language - Site working hours to be adhered to - Smoking/Eating outside of site is to be discouraged			
Additional Site-Specific Controls / Information			
Risk Rating (with controls)	Likelihood	Severity	Risk Level
	1	4	Low
Further Guidance			
http://www.hse.gov.uk/foi/internalops/ocs/700-799/789_5.htm http://news.hse.gov.uk/2008/09/17/public-health-and-safety-risks-from-work-activities/		Section 60/61 http://www.hse.gov.uk/toolbox/managing/managingtherisks.htm	
Reviewed on site by:		Review Date:	

Activity		RA 037 - Traffic Management	
Hazards		At Risk Groups	
Collision–Pedestrians/Vehicles	Cyclists	Erith Employees	Contractors
Faulty vehicles	Diversions	Visitors	Members of the public
Route changes due to site requirements	Road Traffic Incidents	Young Persons	Vulnerable groups
Excavations & uneven ground	Exhaust fumes	Migrant workers	
Lack of segregation	Debris on the road		
Collision with fixed objects	Obstructions/obstacles on walkways, forcing pedestrians into traffic routes		
Risk Rating (Before controls)	Likelihood 3	Severity 5	Risk Level High
Control Measures			
- The procedure for obtaining entry shall be displayed. - A speed limit of 10mph is in force for the site and must adhered to at all times (20mph for the approach road to site). - Where ever possible, the need for reversing shall be eliminated by the provision of a turning circle or the introduction of a trained and competent banksman. - Designated areas for loading and unloading shall be provided. - Blind spots should be eliminated by the provision of convex and concave mirrors. - Routes for pedestrians and traffic shall be segregated. - Signage shall be erected to warn and instruct users of traffic routes. - All persons shall be provided with information regarding traffic routes at the point of induction. - All vehicles shall be fitted with flashing amber warning beacons and reverse warning systems - All vehicle and plant checks shall be carried out and maintenance schedules adhered to. - The site traffic management plan shall be displayed throughout site. - Any changes or activities which will affect traffic routes shall be covered in the daily, pre work briefing. - Edge protection, including stop blocks shall be provided alongside any excavation, bodies of water or close to pedestrian routes. - An exclusion zone shall be provided around any work area in which plant/equipment slews. - All temporary structures shall be protected from collision - Where necessary, a wheel wash system and/or road sweeper shall be employed to prevent contamination of the public highways. - Traffic marshals shall be employed to control vehicle access/egress - Traffic routes should be clearly identifiable and areas where cross over between vehicles and pedestrians is likely, gates/barriers should be set up with warning signs alerting users to the hazards. - PPE is to be worn at all times whilst on site so that they can be clearly identified by drivers and plant/equipment operators - If operatives need to pass plant or machinery, they should make themselves known to the operator who will inform them when it is safe to pass. - Vehicles should be fitted with a 'Deadman' switch. - A Traffic Management Plan is required and is also required to be briefed out to the operatives. - Site working house should be strictly adhered to - Sufficient lighting shall be used at all times, either natural or task specific - Good road conditions to be maintained where possible, drains and pot holes to be avoided.			
Additional Site-Specific Controls / Information			
Risk Rating (with controls)	Likelihood 1	Severity 5	Risk Level Low
Further Guidance			
Hse.gov.uk/workplacetransport/trafficmanagement.htm Hse.gov.uk/construction/safetytopics/ Hse.gov.uk/workplacetransport/separating.htm		Hse.gov.uk/workplacetransport/checklist/section2.htm Hse.gov.uk/workplacetransport/trafficroutes.htm Traffic Management Plan	
Reviewed on site by:		Review Date:	

Activity		RA 056 - Vehicle Access/Egress	
Hazards		At Risk Groups	
Collision with persons	Excavations	Erith Employees	Contractors
Collision with vehicle/plant	Fumes	Visitors	Members of the public
Collision with stationary object	Interface with Public	Young Persons	Vulnerable groups
Collision with structure	Reversing vehicles	Migrant workers	
Working on public highway	Cyclists		
Risk Rating (Before controls)	Likelihood	Severity	Risk Level
	4	5	High
Control Measures			
- A suitable and sufficient Traffic Management Plan shall be developed. - All vehicles shall be FORS compliant - Suitable and sufficient access/egress points to and from the public highway for vehicles shall be provided. - Vehicle access/egress points shall be under control of traffic marshals at all times. - CCTV shall be provided at vehicle access/egress points. - Vehicles shall not be allowed to queue on site and shall be kept at an offsite holding point prior to entry - Waiting vehicles will switch off their engines and under no circumstances will idling be allowed - Traffic marshals shall be trained/competent in their duties. - Traffic marshals shall be provided with orange high visibility clothing - Traffic marshals shall be issued with whistles and torches - The need to reverse vehicles shall be minimised - Physical barriers and hold points shall be established to prevent pedestrian access - Signage shall be put in place to warn pedestrians/road users of works and any traffic controls ahead - The local authority shall be consulted with regard to minimising vehicle movements during times of high volumes of traffic being on the public highway. - In the event that a road closure is found to be necessary to facilitate safe vehicle access/egress the local authority shall be consulted and the required permits obtained - In the event that the site is in close vicinity to a school, vehicle movements shall be minimised/prohibited during school drop off times. - Where necessary a wheel wash system or road sweeper shall be employed to prevent contamination of the public highway. - All loads shall be secured and tippers sheeted prior to leaving site - Vehicles emerging from site onto the public highway shall obey the designated speed limit at all times.			
Additional Site-Specific Controls / Information			
Risk Rating (with controls)	Likelihood	Severity	Risk Level
	2	5	Medium
Further Guidance			
HSG144 – The Safe Use of Vehicles on Construction Sites		New Roads and Street works Act 1991 Safety at Street works and Road Works	
Reviewed on site by:		Review Date:	

When the detailed control measures in place are adhered to, the risks above should be reduced to an acceptable level.

Risk Matrix – To be used to determine the degree of risk for each hazard i.e. ‘how severe and how likely’					
	Severity of Harm				
Probability of Harm	1 = Minor	2 = Moderate	3 = Serious	4 = Major	5 = Catastrophic
1 = Improbable	Low Risk	Low Risk	Low Risk	Low Risk	Low Risk
2 = Remote	Low Risk	Low Risk	Medium Risk	Medium Risk	Medium Risk
3 = Possible	Low Risk	Medium Risk	Medium Risk	Medium Risk	High Risk
4 = Probable	Low Risk	Medium Risk	Medium Risk	High Risk	High Risk
5 = Likely	Low Risk	Medium Risk	High Risk	High Risk	High Risk

Probability Classification (P)	Severity Classification (S)	Degree of Risk (PxS)
0 = Impossible	0 = No injury / effect	0 = No risk
1 = Improbable – Very low probability of such an event occurring.	1 = Minor – Minor accident, resulting in no injuries or lost time, little or no damage to property or the environment.	1 to 5 = Low Risk – ensures controls are adhered to and activity need not alter
2 = Remote – Would rarely occur.	2 = Moderate – Potential injury necessitating less than 3 days off work, damage to property or the environment requiring remedial work.	6 to 12 = Medium Risk – tolerable, but efforts should be made to reduce the risk where cost effective and reasonably practicable.
3 = Possible – May occur on occasions.	3 = Serious – Accident reportable under RIDDOR 95, serious damage to property or the environment.	
4 = Probable – Could occur frequently.	4 = Major – Accident resulting in serious or permanent injury, major or permanent damage to property or the environment.	13 -25 = High Risk – Unacceptable except in extraordinary circumstances, all control measures must be taken regardless of cost.
5 = Likely – Very likely to happen unless activity prevented.	5 = Catastrophic – Accident resulting in death or severe disablement, destruction of property, irreversible damage to the environment.	

The risk assessments adhere to the current British Standards as follows:

HEAD PROTECTION BS EN 397: Specification for industrial safety helmets. EYE PROTECTION BS EN 166: Specification for personal eye protection. BS EN 169: Specification for filters used in eye protection for welding etc. prEN 175: Equipment for eye & face protection during welding/allied processes. EAR PROTECTION BS EN 352-1: Specification for earmuffs. BS EN 352-2: Specification for earplugs. prEN 352-3: Specification for earmuffs attached to safety helmets. prEN 352-4: Specification for level-dependent earmuffs. BS EN 458: Selection, use, care & maintenance of hearing protectors. RESPIRATORY PROTECTION BS EN 136: Full face masks. BS EN 137: Self-contained open-circuit compressed air. BS EN 140: Half masks & quarter masks. BS EN 149: Filtering half-masks against particles.	HAND PROTECTION BS EN 420: General requirements for gloves. BS EN 374: Protective gloves against chemicals/ micro-organisms. BS EN 388: Protective gloves against mechanical risks (abrasion, cutting, etc). BS EN 407: Protective gloves against thermal risk (heat &/or fire). prEN 12477: Protective gloves for welders. GENERAL PROTECTION BS ENV 343: Protection against foul weather. HEAT & FLAME PROTECTION BS EN 470-1: Protection clothing for use in welding, grinding and cutting. CHEMICAL PROTECTION BS EN 7184: Selection, use and maintenance of chemical protective clothing. FOOT PROTECTION BS EN 345: Specification for safety footwear for professional use
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7. Further Recommendations

This Traffic Management Plan will need to be revised if there are any major changes to the size and type of machinery working on site or if there are any changes to any processes that may incur a significant rising of the level of risk from traffic and or traffic management.

Regardless of the above statement this Traffic Management Plan will be revised/reviewed regularly to ensure it is fit for purpose.



Traffic Management Plan

Appendix A - Sign Off Sheet for Site Personnel

Acknowledgement Sign Off Sheet			
Traffic Management Plan Central Swimming Pool			
Record No:		Instructor:	
Attendees			
	Name	Signature (I have been briefed and understand this Traffic Management Plan and will not deviate from it)	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Operative Feedback and Suggestions If you have any comments or ideas on safer methods of working then write them here and discuss them with the instructor			

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