



Proposed Construction Phase Traffic Management and Logistics Plan - Reading Scout Project

Document purpose:

- Traffic plan for the construction phase.
- There are likely to be contractors on site at the same time as the adjacent properties', this will require careful coordination and cooperation to maintain a safe traffic and pedestrian movements
- This document is the first stage in that process to plan, communicate, manage and the monitor vehicle and pedestrian movements on and around the site.

Prepared by:

- Alcema Ltd,
- 7 The Courtyard, Furlong Road, Bourne End, Buckinghamshire, SL8 5AU
- Tel: 0203 195 6778 ,
- Email: stephenedmonds@alcema.co.uk

Description of the project:

- Proposed demolition and rebuild, utilising blockwork and a truss type roof.
- Complete building envelope, with cladding and new uPVC windows.
- Complete internal fit out, including Lift and new M&E.

Description of the construction works:

- Form construction zone and segregate
- Prepare site for construction works, including site setup;
- Demo the building ready for refurb works
- Form the substructure
- Build superstructure
- Complete fit out
- Complete External envelope
- Finish Landscaping

Impact on other highway users

- Pedestrians
 - During Construction works – Enclose part of pavement whilst delivery are being made, to protect public from reversing lorries. Otherwise, no impact.
- Cars/Taxis
 - During construction works – Held while lorry reversing into Loading area. Keep deliveries as short as possible. Otherwise, no impact
- Lorries/Buses–
 - During construction works – Held while lorries reversing into Loading area. Keep deliveries as short as possible. Otherwise, no impact

Main or large Material Movement

	Work Package	Destination or Departure point	Method of delivery and unloading	Volume /Frequency	Comments or Complexity
1	Site setup and accommodation	Supplier depot	This is to be via dedicated HIAB lorries	Up to 3 lorries for both delivery and removal	Disputation possible BT cable to be cleared.
2	Hoarding	Supplier depot	Flat bed lorry on to loading dock	1 Lorry loads	Long Panels for Hoarding
2	Waste – Skips	a) Mixed waste – Wheelie Bin taken to skip	a) Wait and load b) Compactor Lorry	Approx 1 every two weeks	a) Skip[s] and Bins limited to on site storage space
3	Waste – Demolition	Via Tipper lorry or large RORO skip	a) Excavator machine	Upto 6 a day during demo	a) Lorries to be wheel washed and road swept as required
4	Scaffold and hoist	Direct from Sub contractor	Scaffold - Flat bed lorry and removable load bed. Hoist – via HAIB lorry	Deliveries and collections Scaffold - 4 loads for each phase Hoist - 2 loads for each phase	Delivery and dismantle of scaffold may cause disruption to other deliveries
5	Plant equipment	a) Tool Hire – Via local depots b) Plant – from local depots/ plant hire	a) Small vans/ pickups b) Plant lorry	As and when required, possibly 3 – 4 times per week	
6	General building materials	Various local building suppliers and direct from manufacturers	Small vans or lorry as per suppliers	Regular deliveries – every day during peak construction	
7	Timber material	Various local building suppliers	Small vans or lorry as per suppliers	5 loads	
8	Concrete	Local batching plant	Concrete lorry	Max 5 loads	Small concrete pump
9	Blocks/Drainage etc	Delivery Direct from supplier to site	HIAB lorry	5/6 loads	
10	Insulation delivery	Delivery Direct from supplier to site	Flat bed lorry, use telehandler to unload	2 loads	
11	Roof trusses	Delivery Direct from supplier to site.	Specialist Flat bed lorry, use crane to unload	1 loads	Use air bags/handrails around lorry for attaching strops
12	Hollow core planks	Delivery Direct from supplier to site	Flat bed lorry, use crane to unload	1 Load	Use air bags/handrail around lorry for attaching strops
13	Windows	Delivery Direct from supplier to site	Flat bed lorry, use telehandler to unload	1 load	Use stillages for carriage and storage
14	M&E plant	Delivery Direct from supplier to site	Flat bed lorry, use crane to unload and place on roof	2 loads	
15	Fixture and fittings	Delivery from wholesalers to site	Small vans or lorry as per suppliers	Regular deliveries – every day during peak construction	

Hazards and Risks

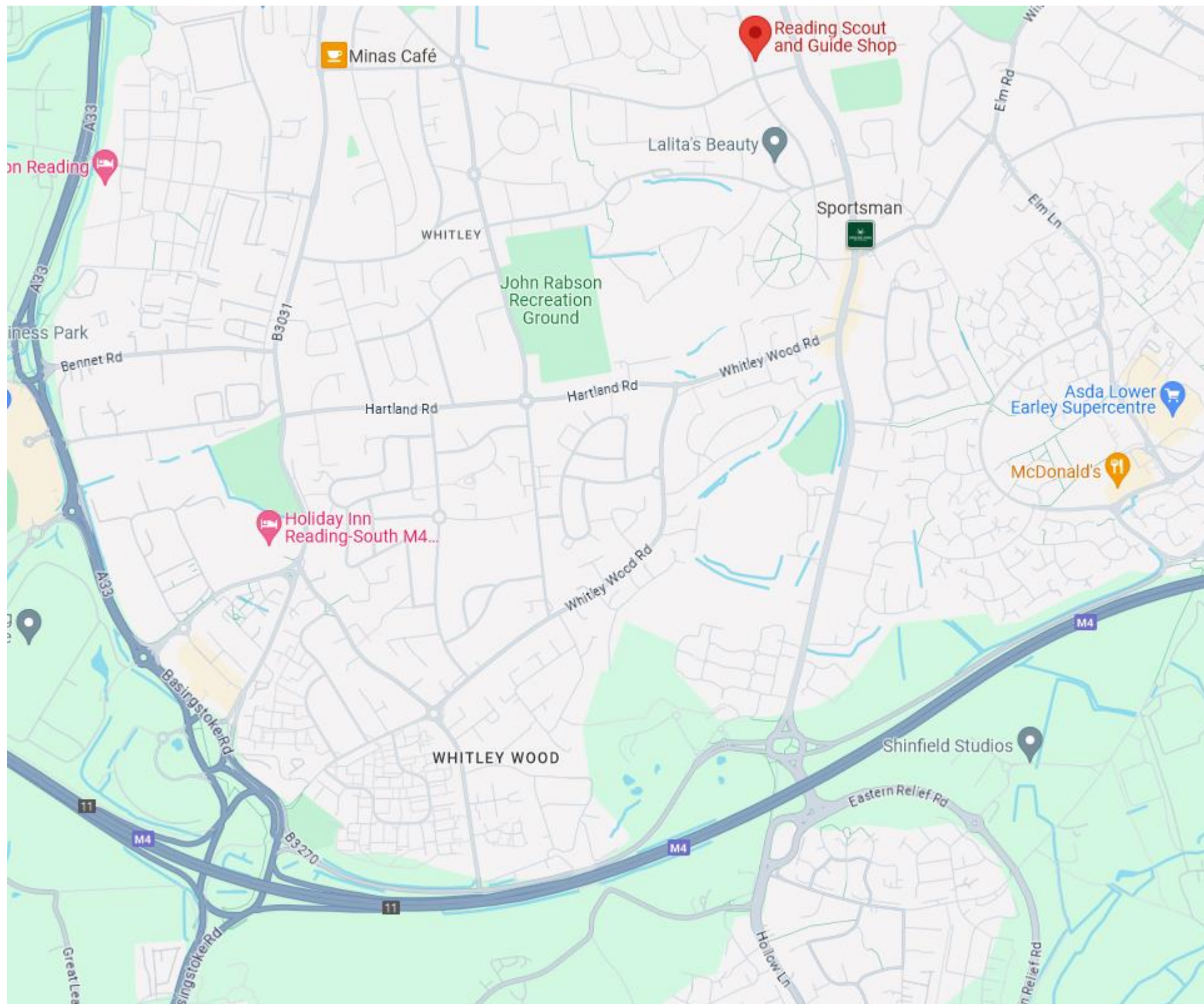
- Public and vehicle interaction.
- Operative and vehicle interaction.
- Residents, Staff and the public not aware of construction activities.
- Space and work area clashes between contractors on site.
- Unloading , Manual handling, Lifting operations.
- Ground conditions., limitations of site and approach roads.

Mitigation

- Orders to be combined into one delivery via a buyer.
- Large volume deliveries to be delivered to holding wholesaler and delivered in batches
- Dilapidation Survey will be carried out at the entrances .
- The site will have a traffic Marshall during working hours.
- Deliveries and unloading will be supervised to reduce disruption.
- Deliveries to be scheduled to miss peak residential usage times.
- Vehicles can be held for short durations.
- Pre order meetings to present and discuss CTMP as part of meeting.

Control Measures

- Road to be swept after each load by hand when required.
- Road to be swept with machine as required(especially during demo and groundworks)
- Lorries to be jet washed before leaving site
- The site will have a banksman person during working hours, to marshal traffic movements.
- Site inductions to be carried out, including subcontractor supervisors to make sure CTMP is followed.
- Traffic signage and traffic control introduced as required, to marshal and inform highway users.
- Pedestrians to be segregated and re-routed around the site.
- Reversing will be strictly limited to operations controlled by a Traffic Marshal.
- Operatives will deliver tools to site and then park in the dedicated park zone in the nearest pay car parking area.
- Management and short-term visitors will use public transport to get to site.
- Subcontractors and operatives will be subject to the CTMP, and if any aspect broken, a site wide yellow and red card system will take effect.



External routes during Works phase



Accessing Site



Leaving Site



Construction Site Office



Construction Zone



Main Road Leading to site

Client
Victoria & Albert Museum

Status
Pre-Construction

Revision
01

Project
Reading ScoutS

Scale
not to scale

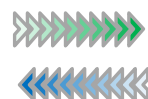
Date

Drawing Title
Access to and from site

Drawn By
SE

Checked By

External Routes



Accessing Site

Leaving Site



Construction Zone/
Hoarding line – Entry
with PPE, signed in, and
inducted only



Safe Zone - office and
canteen area (Fenced) –
PPE free area



Materials unloading and
storage



Site accommodation



Hoist /Stairs

Client
Way of Life



Fire escape route
in safe zone

Status

Pre-Construction

Revision

01

Project

Rewading

Scale

not to scale

Date

Drawing Title

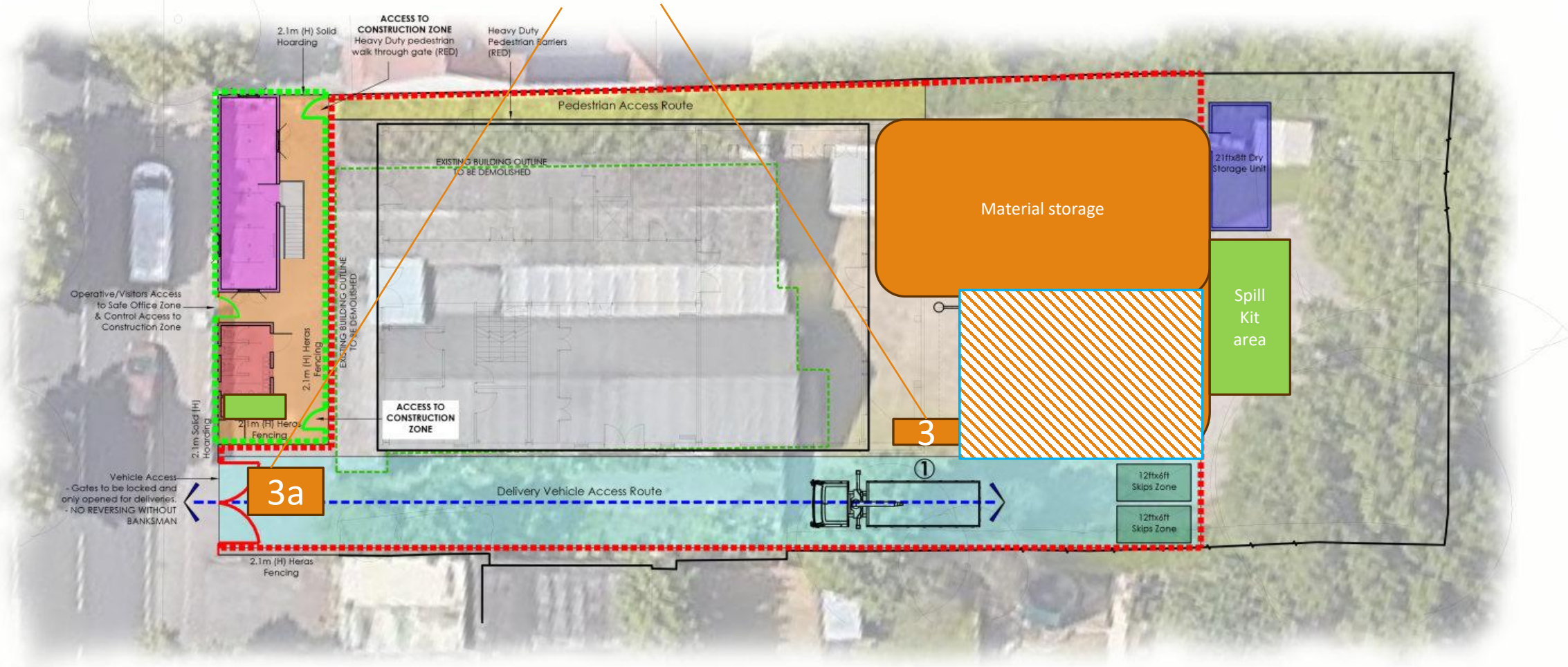
Access to and from site

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SE

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Wheel wash and inspection area



SITE LOGISTIC PLAN LEGEND	
	Delivery Vehicle Access Route
	Pedestrian Access Route
	Welfare and Office Segregated Zone
	32ftx10ft Office and Canteen Cabins (STACKED)
	4802mmx2743mm 3+1 Welfare Cabin

SITE LOGISTIC PLAN LEGEND	
	21ftx8ft Dry Storage Unit
	12ftx6ft Skips Zone
	SAFE ZONE - OFFICE WELFARE
	CONSTRUCTION ZONE

①	CRANE LIFT - For Hollowcore Planks & Timber Trusses
②	BLOCK DELIVERY - HIAB
3/3a - Wheel wash and inspection	
	Forklift unloading area

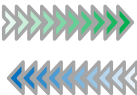
Alcema Ltd. 7 The Courtyard, Furlong Road, Borne End, Bucks SL8 5AU Office: 0203 195 6778 http://www.alcema.co.uk	
21ftx8ft Dry Storage Unit	
Project: SCOUT & GUIDE HQ	No: 283
Title: Site Logistic Plan - OPTION A	
Drawn by: AKS	Drwg No: 283-100
Date: 30.01.24	
Status: FOR INFORMATION	Issue: P1
Scale: 1:200@A3	

Site Office and Welfare area – Tender Plan



Access point to for Operatives and visitors

Traffic Marshal in attendance to all Construction related vehicles.



Accessing Site

Leaving Site



Construction Zone/
Hoarding line – Entry
with PPE, signed in, and
inducted only

Safe Zone - office and
canteen area (Fenced) –
PPE free area

Solid



Materials unloading and
storage



Site accommodation



Hoist /Stairs

Client
Reading Scouts

Status

Pre-Construction

Revision

01

Project

Reading

Scale

not to scale

Date

Drawing Title

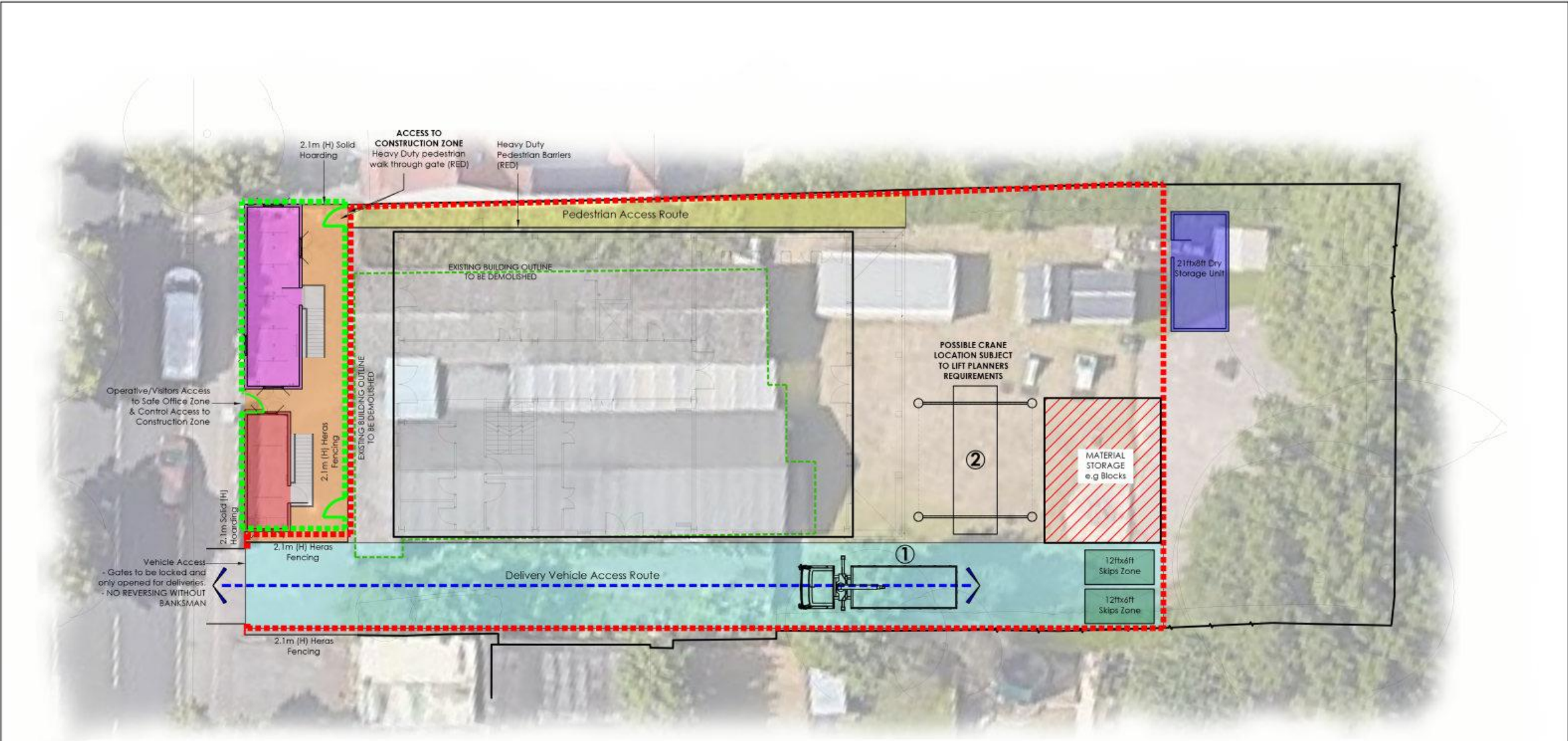
Access to and from site

Drawn By

SE

Checked By

Site Office and Welfare area – Scout Shop Option Plan



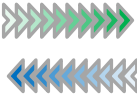
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②	BLOCK DELIVERY - HIAB

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Title: Site Logistic Plan - OPTION B	
Drawn by: AKS	Drwg No: 283-102
Date: 30.01.24	
Status: FOR INFORMATION	Issue: P1
Scale: 1:200@A3	

Site Office and Welfare area – Scout Shop Option



Accessing Site



Leaving Site



Construction Zone/
Hoarding line – Entry
with PPE, signed in, and
inducted only



Safe Zone - office and
canteen area (Fenced) –
PPE free area

Client
Reading Scouts

Status

Pre-Construction

Revision

01

Project

Reading

Scale

not to scale

Date

Drawing Title

Scout Shop Visual

Drawn By

SE

Checked By

Site working hours and Programme:

The works will be split into phases and responsibilities.

- Arrive on site 7.30am. - No works , unloading or loading can start until 8am.
- Standard Working hours with our construction zones: - 8am to 6pm – Mon – Friday
- Sat 8am til 2.3pm
- Noisy works – Noisy works 8.3am til 5.30pm Mon-Friday

Work and Storage areas:

	Location	Description		
	Front area adjacent pavement	To be used as Alcema Site office and welfare		
	Rear behind Office safe zone	Construction zone – Separated from other areas		
	Traffic route	Separate area marked out - for vehicle movements		
	Pedestrian – Safe route	Separate route away from vehicles		
	Rear construction zone	20 ft Waste skip		
	Rear construction zone	Material Storage area		
	Rear construction area	COOSH cabinet and LPG cage		
	Adjacent properties	Storage to be kept away from boundary		