

Traffic Management and Logistics Plan

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This document is to be read in conjunction with the drawings produced, which will be placed on the SHEQ notice boards. There contents will be explained during the site induction.

Project no:	HER00099
Contract name:	St Marys Lodge Refurbishment
Contract address:	St Marys Lodge, Greenwich Park
Client:	Royal Parks
Date:	28/03/2024
Prepared by:	Steve Williamson

Record of amendments and issue of controlled copies			
Amendment no	Details	Date	Initials

Circulation	Copy no
Contracts Manager	001
Site Manager	002
Client	003

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Site Location – St Marys Lodge



St Marys Lodge is in the northwest of corner of Greenwich Park close to the St Marys Gate entrance to the park.

The site office and welfare will be located on the ground floor of the lodge.

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Description

This plan describes the site logistics and how the movement of traffic will be managed during building works at St Marys Lodge. The scope of works for the project includes:

- Scaffolding
- Masonary repairs
- Roof works
- Timber repairs.
- Decorations

Traffic Management

Traffic management is required on the aforementioned project to ensure the safe movement of vehicles but more importantly to ensure the Health and Safety of site personnel, the public and the users of the park.

When planning for the delivery of materials there are many positive precautions that can be taken to ensure people outside the site are protected including:

- All delivery slots must be pre - booked with the Royal Parks administration team before entering the park and delivering to site.
- Plan deliveries to make sure they do not coincide with heavy pedestrian traffic, such as taking children to school.
- The client has requested that all deliveries take place before 8 am.
- Vehicles must enter and exit the park via the Blackheath gates situated in the south of the park on Charlton Way which is just off the main A2 Shooters Hill Road.
- Delivery drivers must drive along the designated route entering the park at Blackheath gates heading north on Blackheath Avenue, at the first mini roundabout take the first exit onto the avenue and continue to the site at St Marys Lodge.
- Drivers must take extra care when driving through the park with prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle.
- Audible alert to other road users to the planned movement of the vehicle's indicators are in operation.
- Once vehicles reach site they must park in the designated loading bay, a traffic banksman must be always present to monitor vehicles movements on arrival, for unloading and departure from site.

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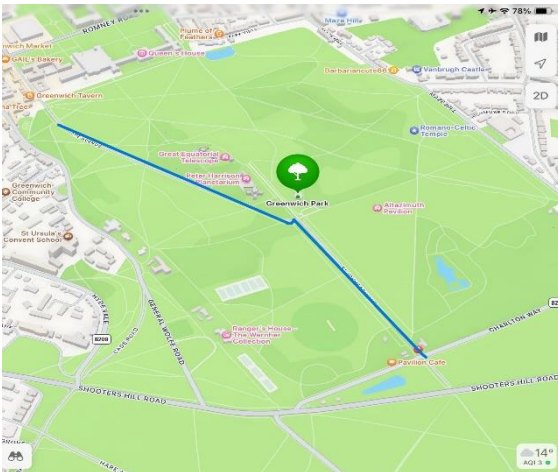
Proposed Vehicle Route

Vehicle Entrance



All Vehicles to enter and exit at Blackheath Gate to the south of the park on Charlton Way.

Designated Route



Vehicles to follow designated route from Blackheath Gates heading north through the park to St Marys Lodge.

Designated loading bay



On arrival to site vehicles will be directed by the traffic banksman into the designated loading bay Highlighted in blue on the photo. Chapter 8 barriers will segregate the public from the off-loading of materials.

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Key Considerations:

This plan highlights the considerations trade contractors need to take when having goods delivered or collected from site; hence it will affect all trade contractors.

It is paramount that all site personnel and delivery drivers understand that the public will be using the footpaths where loading/unloading will happen and that the procedures highlighted in this document shall be adhered to for the safety of all concerned.

Access for loading will be directly outside the property in a designated parking area.

There will be no reversing permitted, drivers will follow the street traffic signage and controls.

These considerations include:

- Risk Assessments
- Ensure control measurements are followed.
- Continuous feedback to Axis for any necessary re-appraisal of this plan
- Choice of delivery vehicle
- Appropriate certification and training certificate available.

Health & Safety Legislation and Guidance

The key legislation and guidance in respect to traffic management and logistics includes:

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Key Legislation

- Health and Safety at Work Act
- Construction Design & Management Regulations
- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment Regulations
- Health & Safety (Safety Signs & Signals) Regulations
- The New Roads and Street works Act
- Management of Health & Safety at Work Regulations

Key Guidance

- The Safe Use of Vehicles on Construction Sites [HS(G)144]
- Protecting the Public - Your next Move [HS(G)151]
- Workplace transport safety - [HS(G)136]
- Managing vehicle safety at the workplace – INDG 199

Traffic Management

Prior to any works commencing a site induction will be given where all relevant information shall be conveyed. This shall include information on the hazards associated with working in a live environment and the general provisions that shall be made for the protection of the public. The induction shall also include all relevant information relating to working close to the public highway and shall also include:

- Site access and egress: St Marys Lodge
- Parking restrictions: No parking allowed!
- Speed restrictions; As per public traffic signage.
- Exclusion zones; N/A
- Access onto site and the location at St Marys Lodge
- Deliveries including delivery times; All deliveries to be agreed with Axis site management in advance, delivery times out of peak times.
- Vehicle movement, which will include loading and unloading operations along with the provision of a banks man.

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- Cleanliness of the public footpaths and highway; No materials are to be stored or left into the public footpath or highway, area to be monitored and cleaner regularly.
- Site security and signage; Signage will be placed on barriers warning public to keep clear.
- Protection of the public; Barriers with signage in place, around the loading/unloading area and whilst vehicles are executing the 3-point turn.
- Peak traffic times e.g. 0800 hrs and 1600hrs
- First aid and emergency procedures; In case of an emergency operations will be stopped immediately and right of way given if any emergency vehicle on call (lights and/or sirens in operation).

Site rules:

Strictly adhere to site rules issued by Axis.

Must always comply with the safety measures in place.

Turn off vehicle engines whilst in the loading/unloading position, where possible to prevent excessive exhaust of fumes.

No parking or mounting of any pavement with delivery vehicles.

During the induction all personnel will be briefed on the respective traffic management plan and its implementation will be explained.

Delivery and Movement of Materials

We shall ensure the minimum disruption occurs on the project due to the environment in which the works will be taking place, with particular attention being paid to the segregation of our works from the public using the park and continuous monitoring any traffic movement in the area. The delivery of materials shall be made using the minimum number of vehicles.

The management and control of traffic during the works shall be of high priority and it is our intention to ensure that all pedestrian routes are demarcated and are kept free from obstruction during the works. The traffic management plan shall be updated as the works progress or if site conditions change dramatically increasing the risk to users of the highway, the public and residents.

All building materials will be delivered to the site at St Marys Lodge, Greenwich Park

Waste collection will be done using a weight and load compactor and the area will be segregated using barriers with signage to prevent public coming in contact. All footpaths and roads will be once again kept free from debris, materials and tools and safety signs will be in place warning third parties of the activities taking place.

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Sequence and description of vehicle movement and unloading of materials.

1. The delivery vehicle will drive into the park through Blackheath gates north onto Blackheath Avenue and park in designated loading bay directed by the traffic banksman.
2. Once the vehicle becomes stationary, the engine will be turned off to prevent excessive exhaust of fumes.
3. Chapter 8 barriers will segregate the loading bay from the public, the pathway directly in front of the Lodge will be temporarily closed off for the duration of the delivery using barriers and clear signage warning pedestrians of movements on site.
4. The nominated banksman will monitor the delivery process to ensure the safety of the public and workers whilst materials are moved to and from site.
5. When the delivery is complete the traffic banksman will ensure the delivery vehicle departs site in a safe manner onto the designated route.
6. At no point will the banksman manoeuvre the vehicle from behind, he/she must ensure that it is always positioned into a safe place.
7. At the end of delivery the banksman & site team will remove all temporary barriers and signage and ensure the area is clear of debris.

Site Logistics

Site Plan and set up.

1. Heras Fencing will be erected to create a secure site boundary as drawn on the site plan below or as directed by client requirements.



2. When erecting the Heras fencing careful consideration will be taken for the surrounding environment ensuring trees, bushes and plants are not damaged in the process.

3. Axis are to liaise with the Royal Parks team if there is a requirement to cut back any trees, bushes, or plants.

4. Axis are to ensure the fencing is secure with a gate to be locked every evening and weekend during the duration of the project to prevent intrusion.

5. No skips on site. All rubbish will be removed from site using wait & load trucks.

6. Designated material storage areas to be agreed with site management within site boundaries.

7. No materials to be stored outside of the site boundary.

8. All exit routes must be always kept clear.

9. Pedestrian routes in and out of the building to be always kept clear.

10. Careful consideration is to be taken waste within the building and whether wheelie bins are required to keep the site clean prior to wait and load taking place.

11. Any combustible waste materials shall be disposed of off-site as soon as practicable and shall not be stored other than in non-combustible containers and away from any other combustible materials or oxidising agents.

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Welfare Facilities

1. A Welfare facility will be provided on the ground floor of the lodge providing washing facilities, drinking water, a place to eat.
2. Changing facilities will be provided on the ground floor.
3. The Ground floor toilet can be used as part of the site welfare facilities.
4. A pre-construction survey of the first floor must be accrued out before works commence.
5. The existing parquet must be protected before works commence.
6. Extra care must be taken to protect existing furniture and fittings on the ground floor before works commence.
7. Client to clear rooms of personal belongings before works commence.
8. A site office will be situated on the ground floor with a signing in book for operatives and visitors.

Resources

Key Personnel	
Contracts Manager:	Steve Williamson

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Site Manager:	Shane Tracy
Regional SHEQ:	
Banksman:	Trained Banksman TBC

Vehicles & Plant	Labour	Materials
Skip Wagon Weight and load Delivery Vehicles	Site Manager Tradesmen & Operatives	Building Materials Scaffold

A copy is to be displayed on the SHEQ Notice Board