

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:	HER000
Contract name:	Richmond Park & Bushy Park Refurbishment
Contract address:	Richmond Park - TW10 5HZ Bushey Park - TW12 5EJ
Client:	Royal Parks
Date:	12/11/2024
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

Traffic Management and Logistics Plan

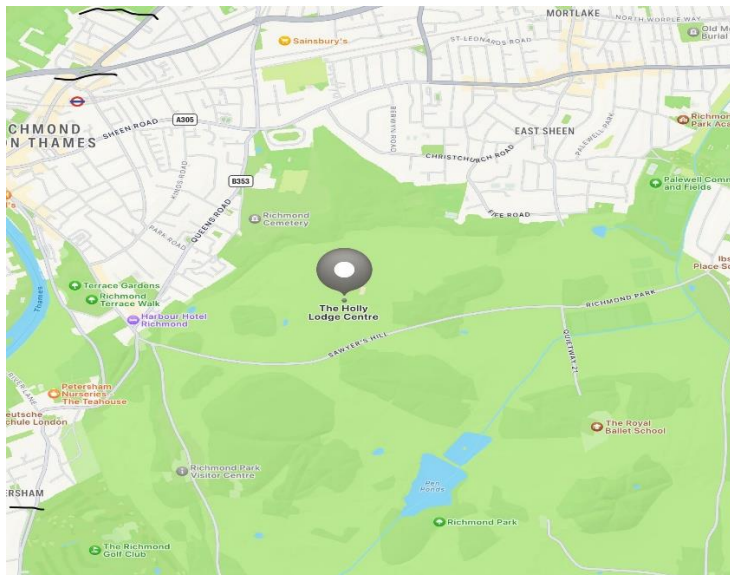
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Site Office / Storage / Welfare Location

The Holly Lodge Centre

Richmond Park

TW10 5HS



Proposed Site Delivery procedure

The site office will be located in the car park of the Holly Lodge Centre as marked up on the photo below.

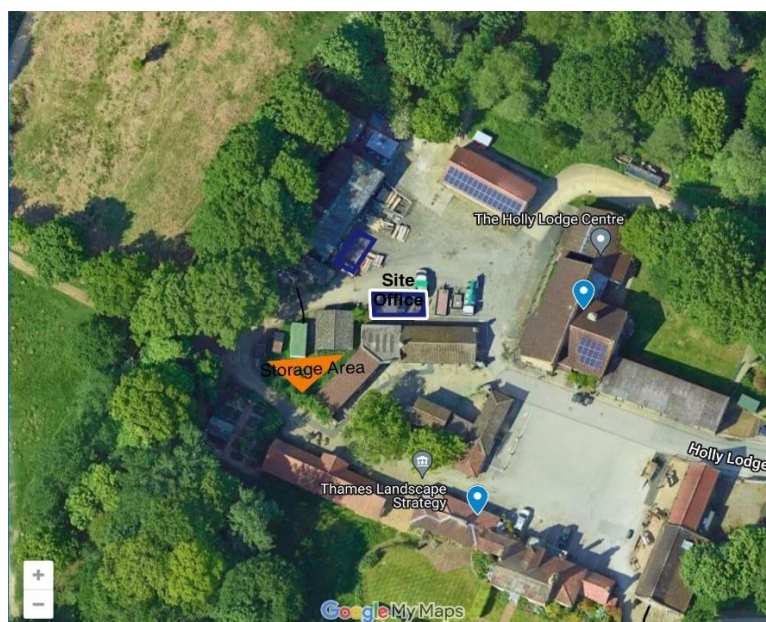
There will be a storage area to the rear of the car park as marked in the orange area on the photo below.

The intention is for all deliveries to be dropped at the Holly Lodge Storage area.

On arrival to Holly Lodge the delivery driver is to contact the site manager or site operative taking the delivery.

The materials will then be distributed to each individual lodge as and when required by the contractor.

Each delivery will be booked in with The Royal Parks 24 hrs in advance and Axis will provide a delivery tracker for the duration of the project.

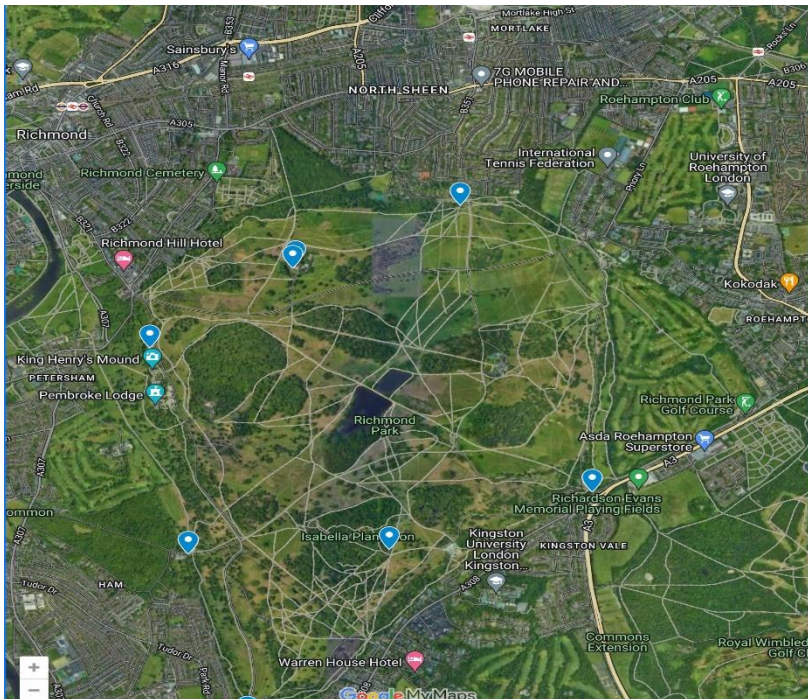


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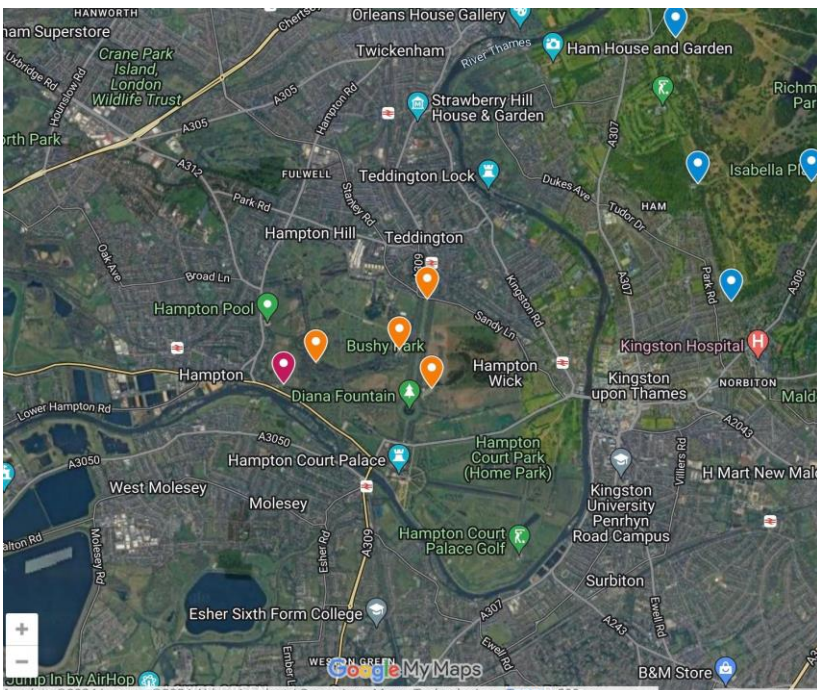
Site Locations

Richmond Park



- Poets Corner Garden Hut
- Ham Gate Police Box
- Sheen Gate Gardeners Hut
- Kingston Gate Police Box
- Robin Hood Gate Police Box
- Holly Lodge - Messroom / Archives
- New Archive Room
- Broomfield Hill Gate

Bushy Park



Bushy Park Projects

- Teddington Gate Police Box
- Diana's Car Park Gardeners Hut - Current Locat...
- Diana's Car Park Gardeners Hut - Proposed Loc...
- Nursery Hut adjacent to River 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 Richmond & Bushy Park

The scope of works for the project includes:

- M&E Works
- 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.
- All deliveries must be delivered to the Axis site office and storage area at Holly Lodge.
- Plan deliveries to make sure they do not coincide with heavy pedestrian traffic such as between 7.30 - 9.30am.
- 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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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: The Holly Lodge Centre, Richmond Park
- Parking restrictions
- Speed restrictions; As per public traffic signage.
- Exclusion zones; N/A
- Access onto site and the location at Richmond Park & Bushy Park
- Deliveries including delivery times; All deliveries to be agreed with Axis site management in advance, delivery times out of peak times.

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- Vehicle movement, which will include loading and unloading operations along with the provision of a banks man.
- 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 storage area at The Holly Lodge Centre in Richmond Park.

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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.

Sequence and description of vehicle movement and unloading of materials.

1. Vehicles can drive between Richmond Gate, Roehampton Gate and Kingston Gate during weekdays driving through the park and turning into the Holly Lodge centre.
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 as the storage area is located in a car park. For the duration of the delivery barriers and clear signage will be used 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 banks man will manoeuvre the vehicle from behind, he/she must ensure that 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.
8. The Contractor will distribute materials from the storage area at Holly Lodge to the individual lodges they are working on.

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Resources

Key Personnel	
Contracts Manager:	Steve Williamson
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