

Site Logistics Plan for **THE MALTINGS, WEST STREET, GRAVESEND, KENT, DA11 0AN**



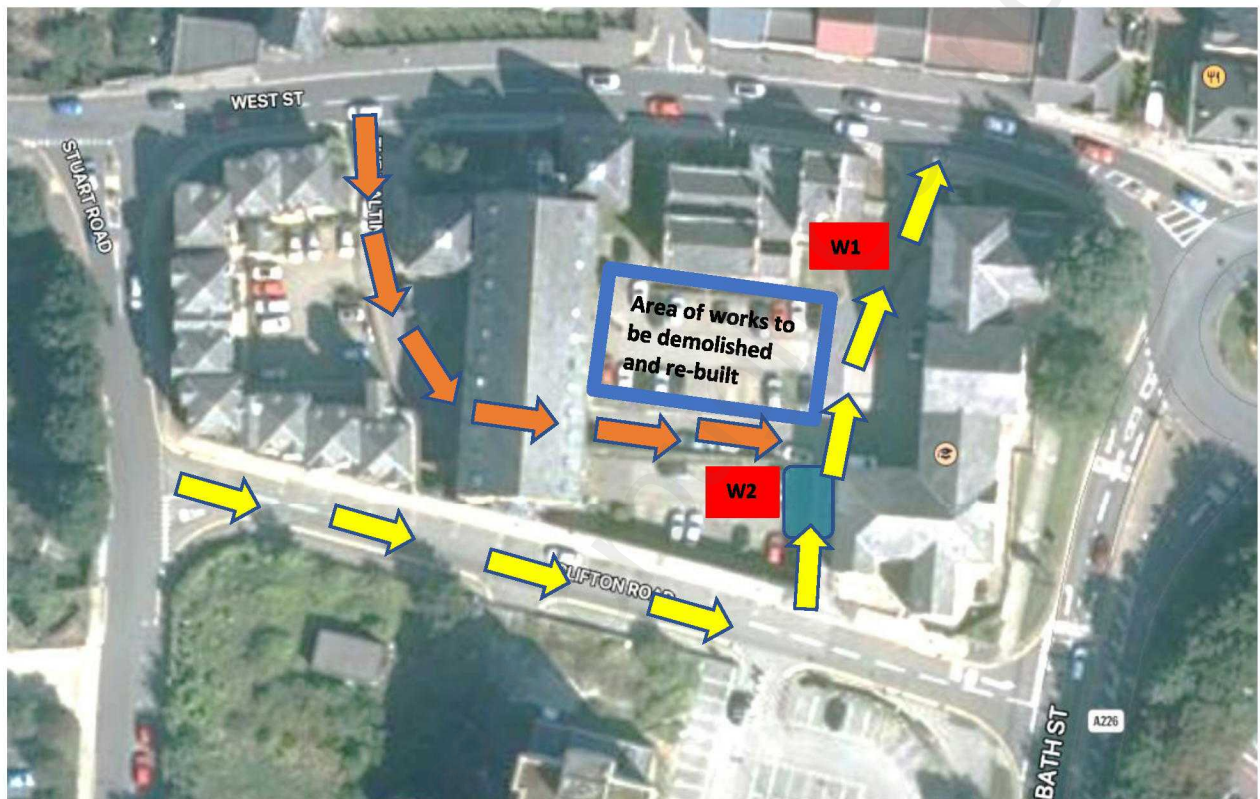
Revision No.	Prepared by Name & Position	Checked by Name & Position	Issue date	Issued to
2	 Operations Director	 QSHE Manager	29.09.2021	



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Appendices



-  Preferred Site Traffic Route
-  Secondary Site Traffic Route
-  Area of height restriction and weight restriction (Access barrier and bridge)
-  W1 Preferred location of site welfare / compound. Utilising clients' facilities
-  W2 Secondary location of site welfare.
-  Works Area and Temporary Hoarding Location

Introduction

This Traffic Management Plan for the project is one of minimising the interface where possible between Public and Site traffic and reducing the number of deliveries were practicable including the staging of deliveries such that the volume of traffic is kept as even as possible avoiding peaks: and controlling vehicular movements on the project.

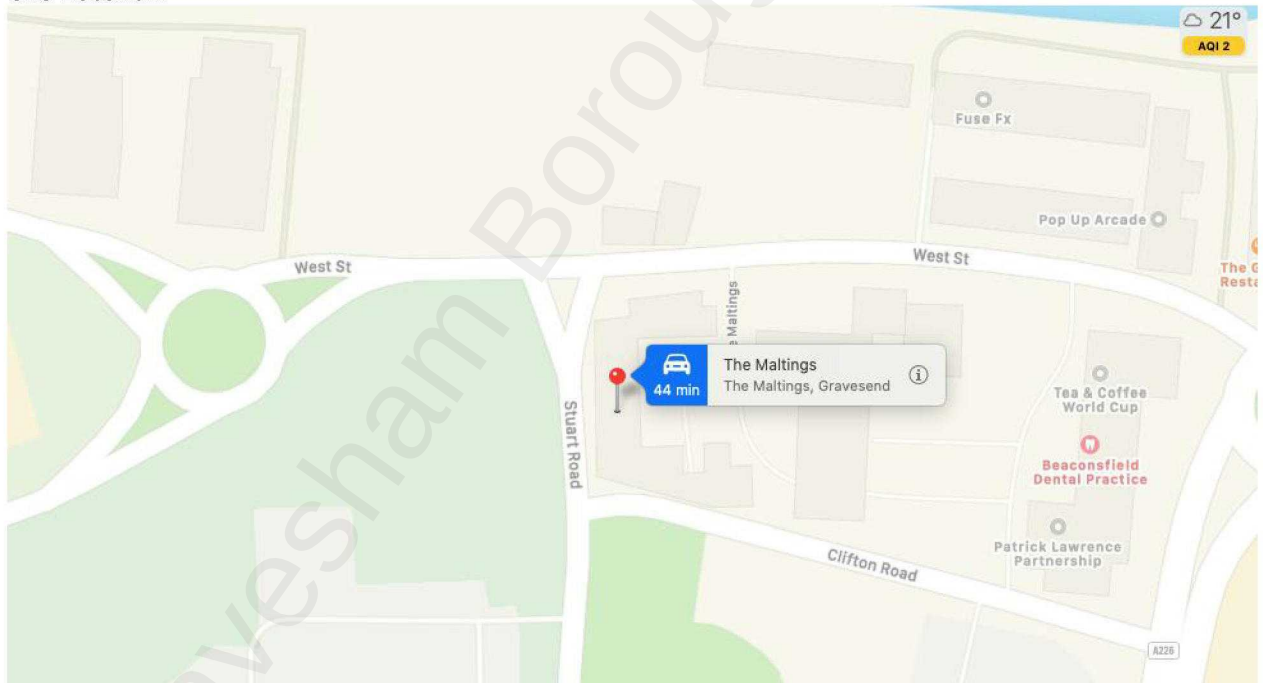
Responsibility for Construction Traffic movement is that of the Project Manager who together with the Security team will:

- Ensure that subcontractors and suppliers adhere to procedures set out in the pre-site conditions by booking in deliveries giving the required notices.
- Prevent unauthorised contractors parking and the congestion of traffic.

Site Details

Site Address: **WEST STREET, GRAVESEND, KENT, DA11 0AN**

Site Location:



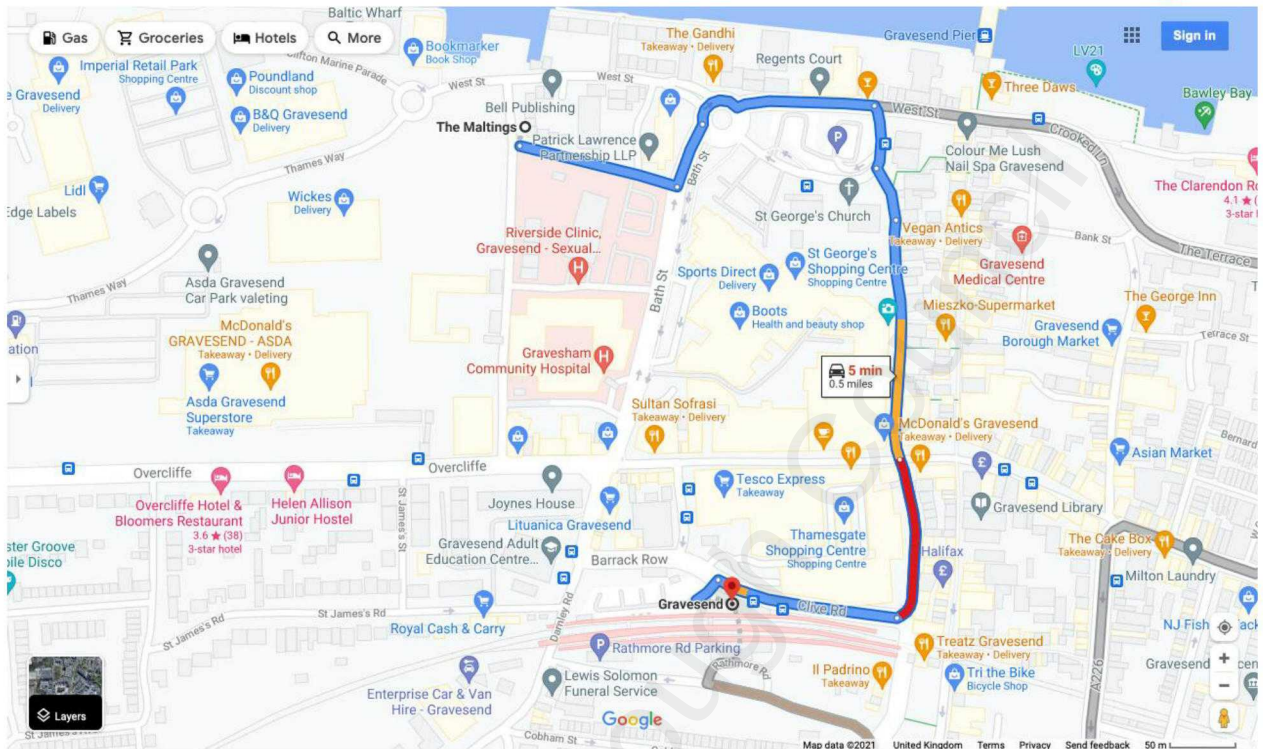
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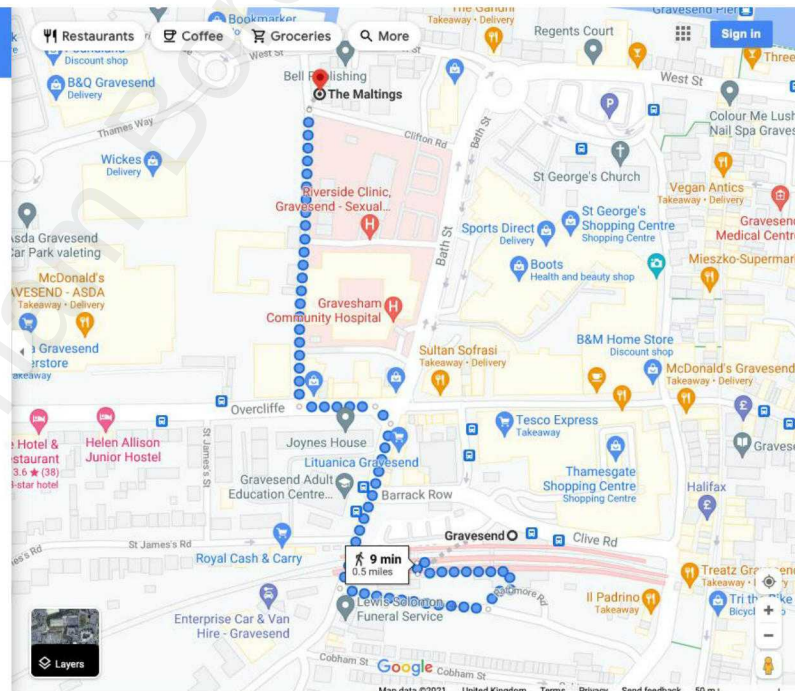
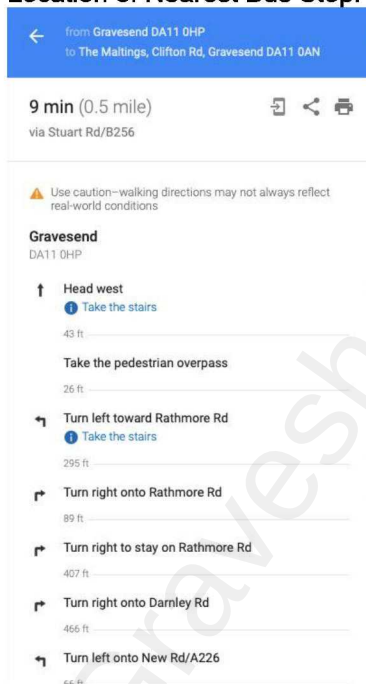
Pedestrian Site Access via: Main entrance off Clifton Road, Following the site signs

Public Transport

Closest Train Station: Gravesend



Location of Nearest Bus Stop:



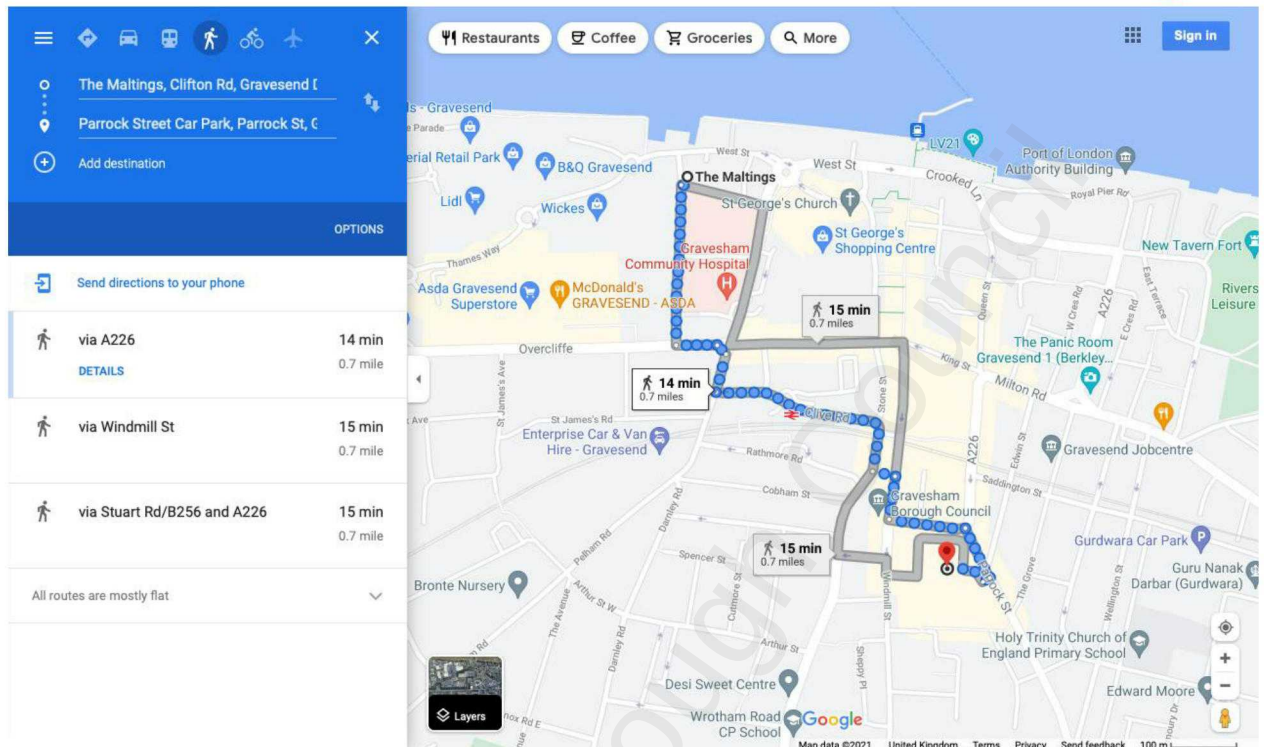
All workers will be expected to travel to and from site using public transport as identified above

Parking

Is parking available on site: TBC

Location of On-Site Parking: TBC

Closest Off-Site Car Parking Location: Client is making arrangements with Wickes (opposite the site) for the temporary relocation of the cars that will be displaced during the works. Consideration for extra spaces for contractor parking is not available on site.



Delivery Vehicles

Delivery Drivers to access site via one-way system and local traffic routes.

Delivery Hours: 0800-1530

Monday – Friday Yes

Saturday N/A

Sunday N/A

Delivery Procedures: Please refer to traffic management site drawing attached in Appendix A

Other Special Arrangements:

- Drivers to report to Traffic Marshal
- Drivers to follow instructions from traffic marshal/ banksmen/ gatemen on site
- No Parking on the Highway

Control Measures for Reversing Operations

1	Eliminate need to reverse	Implement one-way systems around the site and in loading and unloading areas Provide designated turning areas
2	Reduce reversing operations	Reduce the number of vehicle movements as far as possible. Instruct drivers not to reverse, unless necessary.
3	Ensure adequate visibility for drivers	Fit CCTV, convex mirrors, Fresnel lens, etc. to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicle.
4	Ensure safe systems of work are followed	Design vehicle reversing areas which. - Allow adequate space for vehicles to maneuver safely - Exclude pedestrians; and

		- Are clearly signed and have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area. Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle. Ensure everyone on site understands site rules on vehicle safety. Drivers and signallers need to be in constant communication during reversing operations. Signallers should not be put at risk from vehicle movement, e.g., by standing directly behind reversing vehicles. Ensure all vehicles on site are fitted with appropriate warning devices
5	Provide warnings when vehicles are reversing	Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles.

Material Loading/Unloading & Storage

Designated Bay Areas Location: Within site allocation area or pre agreed areas
Rear of Build or Side Road

Other Special Arrangements:

- Materials will be loaded/off-loading on site in designated loading bay areas
- Loading/ unloading will be controlled by site banksmen
- Where possible all loads be on rigid – backed lorries
- Access / Egress as per logistics Plan

Material Storage Location: Within site compound

Hazardous Waste Storage Location: Location to be agreed if storage required.

Valuables Storage Location: Within welfare and office

Other Special Arrangements:

- Any hazardous material and COSHH materials will be stored in the correct lockable well-ventilated storage units.

Valuable plant/tools/materials will be stored in a lockup storage compound in Site location

Responsibilities

Traffic Marshalls, Banksmen, Gatemen Duties

Please refer to traffic management site drawing attached Appendix A

Drivers Safe Work Practices Checklist

1	Only operate vehicles if you are competent and authorised to drive them
2	Do not drive when your abilities are impaired by ill health, poor vision, prescribed/ illegal drugs, or alcohol
3	Make sure you fully understand the operating procedures of the vehicles you control
4	Know the site routes and follow them. Take care at pedestrian crossovers.

5	Understand the system of signals used on site
6	Visiting drivers: seek appropriate authority to enter the site and operate vehicles
7	Know the safe operating limitations of your vehicles, particularly relating to safe maximum loads and gradients
8	Carry out daily checks on your vehicles and report all defects immediately to supervisors
9	Follow site procedures and comply with all site rules
10	Do not drive at excessive speeds
11	Wear appropriate PPE when out of the cab
12	Ensure that windows and mirrors are kept clean and clear
13	Keep the vehicle tidy and free from items which may hinder the operation of vehicle controls
14	Do not allow passengers to ride on vehicles unless safe seating is provided
15	Park vehicles on flat ground wherever possible, with the engine switched off, the handbrake and trailer brake applied and where necessary use wheel chocks
16	Do not reverse without reversing aid or banksman assistance
17	Where visibility from the driving position is restricted, use visibility aids or a signaller. Stop if you lose site of the signaller or the visibility aids become defective.
18	Do not remain on vehicles during loading operations, unless the driver's position is adequately protected
19	Ensure loads are safe to transport
20	Do not attempt to let on or off moving vehicles
21	Do not make adjustments with the engine running and guards removed
22	Do not smoke during refueling operations
23	Do not use a mobile phone whilst driving on site
24	Ensure Dust sheets are engaged on tipper lorry prior to leaving site

Traffic Marshalls Safe Work Practices Checklist

1	Use relevant safety procedures and correct signalling systems
2	Ensure drivers understand the correct signalling systems
3	Signal instructions clearly
4	Ensure you are visible to the driver and the driver is visible to you; if not, stop the vehicle moving
5	Always stand in a safe location
6	Warn pedestrians and make sure they are kept away from vehicle operations

7	Wear appropriate protective clothing, including high-visibility clothing
8	Report work hazards to supervisors
9	Make sure you can get to and from your work location safely
10	Do not ride on the vehicle you are directing unless you are in a designated safe position
11	Do not direct vehicles if your ability is affected by alcohol or drugs
12	Do not use a mobile phone whilst directing vehicles

Construction Traffic Restrictions

Please refer to traffic management site drawing attached Appendix A

Advance Notice Requirements

Any road closures will be planned well in advance and the relevant documentation will be agreed with the council and the Kent Police Traffic Officers in advance, including method statements, dates etc. Newsletters will be sent on a regular basis to the community.

Pre-works Checker Pedestrian Route

Checklist	Yes	No	N/A
1 Are pedestrian routes clearly separated from vehicle routes by fencing and/or a kerb, or other suitable means?			
2 Are pedestrian routes wide enough to safely accommodate the number of people likely to use them at peak times?			
3 Do pedestrian routes allow easy access to work areas?			
4 Pedestrian routes are kept free of obstructions?			
5 Pedestrian routes are clearly and suitably signed?			
6 Can pedestrians safely cross the main vehicle routes?			
7 Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes?			
8 Do pedestrians have clearly marked, separate access for use at loading bays and site gates?			
9 Do pedestrian routes provide safe access to welfare facilities?			

General Conditions

Routes to be used by Construction Traffic during Works:

VEHICLES ACCESSING THE SITE – Plant delivery vehicles, mobile cranes, material removal tipper, concrete pump, concrete mixer, Hiab lorry, Skip lorries and deliveries.

VEHICLES LEAVING SITE – As above

Awareness of Route prior to undertaking Journey

There will be a stringent pre-booking system to support the construction traffic management for the site, such that no construction vehicles will be permitted to access the site without having first being confirmed with an arrival slot by site management and formally notified of the route to both access and then exit the site.

Notification of the pre-booked time slot will be provided to Site Management no less than 48 hours in advance by the Project Manager, by means of an e-mail confirmation and follow-up telephone call; the e-mail confirmation will have attached to it a copy of the corresponding routing directional plan.

These duplicate confirmations to sub-contractors and/or delivery companies will provide notification of the full conditions of access for the construction site and a series of instructions, which will include the route that the vehicle will have to take to and from the site, the access gate to use, notification of the presence of marshalls, corresponding explicit instruction for vehicles not to mount kerbs along the routes and an appropriate contact number for the operative to reconfirm in advance on the day that there are no issues with regard to the routing strategy and/or any other conditions / restrictions of the TMP.

There will be constant mobile communication between the drivers and the site's transport management personnel to ensure that the routing strategy is adhered to.

Deliveries and collection restrictions

In terms of vehicle movements either to or from the site these will be programmed generally not to arrive at or depart from the site either prior to **08:00** or following **17:30**; on Saturdays there would be no vehicular activity after **13:00** in line with reduced operational hours of the site on that day. These hours are put forward in the first instance to ensure that the potential conflict between site traffic and general peak hour traffic in the local area is avoided as much as is practicable.

There will be occasional circumstances when vehicles may have to access the site prior to **08:00** in particular, such as early-start Material removal, or after **17:30**, such as for late deliveries to allow an early-start on site the following day. Such movements will be kept to an absolute minimum with the frequency recorded as part of the monitoring of the TMP to ensure general compliance and with prior approval of the Local Council and Neighboring building owners.

Vehicular activity outside of the period running from **08:00** to **17:30** is not considered to be a frequent occurrence, but on those occasions when there is such a requirement the equivalent two-way movements will not equate to more than 5% of the daily traffic movements (two-way) levels of the particular day.

Whilst it is acknowledged that the start time of the period of the restricted hours in terms of general vehicular access does not conflict with any restrictions imposed by the local authority, it is considered that with the appropriate management of vehicle arrivals and departures and the liaison with nearby key traffic attractors the restricted hours of general vehicular access put forward will be acceptable and manageable.

The suggested start hour for vehicular activity is also informed through discussions with contractors, which have identified that on busy construction sites such as this having a period of longer than 30 minutes for set-up after site opening leads to inefficiencies and 'dead-time' as either incoming materials are awaited, or outgoing materials must be stored.

Additionally, contractors have identified that general vehicular activity is exceptionally limited after 15:30, though with an occasional delivery periodically, because generally a later arrival and then departure at the site would make it difficult for the vehicle to reach its destination (such as a waste facility for outgoing material) prior to the end facility closing for the day.

Effectively, other than the occasional late delivery periodically to facilitate an early productive start on site the following day, use of the half-hour between 15:30-16:30 would also be classified as 'dead-time'.

There will be a stringent pre-booking system to support the construction traffic management for the site, such that no construction vehicles will be permitted to access the site without having first being confirmed with an arrival slot, including those limited vehicles outside of the preferred window.

Vehicles will be banned from the site if they do not adhere to the above rules.

Vehicle Wheel Cleaning Facilities

KCP Demolition Ltd will organise wheel cleaning equipment as necessary to be utilised on this project, with this equipment stored on site and the use of which will be controlled by the Banks-men operative and/or by the Project Manager (or equivalent). Additionally, road sweeping vehicles will be used to clean along the defined access routes should this be required. The frequency being reflective of the vehicle numbers, to ensure that material originating from the site is not deposited and left on the highway.

Protection to Public Highway

Condition surveys will be undertaken along Site boundaries and adjoining routes, to initially identify the condition and integrity of the existing pavements, kerbs, and highways. As such, investigations will be undertaken, or temporary remedial measures considered necessary to ensure that the overall condition and structural integrity of the access routes are sound which also applies to protection of the public highway.

These investigations demonstrate the commitment of the project team to ensure that the carriageway routes will be protected from general damage from construction-related traffic.

There will be site operatives controlling the opening and closing of the site access and traffic marshals guiding vehicles to enter and exit through the access, with these personnel ensuring that vehicles follow an appropriate path and not mount the footways.

No materials, plant or equipment will be stored off-site at any time during the construction period.

Co-ordinating and controlling delivery vehicles

The orders issued to all sub-contractors and suppliers will include detailed delivery instructions with regards to the full range of arrangements in terms of accessing the site. These instructions will provide details in relation to routing, permitted arrival / departure times and the corresponding allocated slot, as well as any



additional instructions for 'special' loads. These instructions will form part of the e-mail confirmation(s) issued no less than 48 hours in advance.

As referenced to previously, there will be a stringent pre-booking system to support the construction traffic management for the site, such that no construction vehicles will be permitted to access the site without having first being confirmed with an arrival slot by site management. This will also assist in managing the vehicle arrivals.

Notification of the pre-booked time slot will be provided to the contracting company no less than 48 hours in advance by the Site Logistics Manager, with the contractor notified of the conditions of access for the construction site – the timing that the vehicular arrival will have to adhere to be in accordance with the pre-booked time slot (with early entry generally not being tolerated), the restricted hours of access, the route that the vehicle will have to take to and from the site (either direct or via the marshalled holding area for limited numbers), the access gate to use.

A contact number will also be provided for the operative to confirm in advance on the day that there are no issues with the time slot or any other conditions / restrictions of the TMP. Gate operatives will hold and maintain a daily list of expected arrivals to manage the system, which will include a record of their arrival slot to ensure compliance with the system and particularly with regards to the occasional vehicle permitted to access the site outside of the preferred hours.

With the implementation of the rigid pre-booking system for all site vehicle movements, the arrivals, and departures of vehicles daily will be highly regulated. The pre-booking system will be applicable to all those arriving and departing the site, without exception and again including the occasional vehicle permitted access outside of the preferred hours.

As a result of the comprehensive programming and management of vehicular activity associated with the site, as well as the development of an internal layout which will maximise the extent of stacking space within the curtilage of the site, there may be limited call upon use of an off-site holding area.

At any time that a holding area is called upon, a banksman will be located at the facility to control and regulate any activity to ensure that no other road users will be impacted upon. Vehicles will be called up initially from the staging point to the site via radio and the banksman at that location will verbally reconfirm the route from the holding area to the site in accordance with the routing strategy and terms of access for the pre-booked strategy.

To further assist with the co-ordination and control of vehicles approaching the site, drivers will be advised generally to approach the site directly and not use the holding area unless it is required to do so due to some on-site issue; this is to ensure that the time of arrival at the site is in accordance with the pre-booked arrangements. Again, the operative will reconfirm in advance on the day the routing strategy, access gate, time slot and any need to use the 'holding' area.

Additionally, to control the hourly / load-by-load HGV activity in relation to access of the site, the main vehicle fleet will be subject to a live tracker system which shows live feed in terms of destination, speed of vehicle, routes etc. This will be backed up by all local fleet drivers again being informed in advance of the restrictions of access attached to the site, which includes the permitted access time, and there being constant mobile communication between the drivers and the site's transport management personnel, to continue to ensure controlled movements.



There will be traffic marshalls / banksmen located at the site access gates and at key locations on the immediate approaches and exit routes during each period when a vehicle is either arriving at or departing from the site. This staff group will assist with the movement of vehicles to and from the site, whilst also continuing to ensure safe movement of pedestrians and vehicles around the accesses as well as to and from the key local neighbors.

Controlling and monitoring vehicle movements to/from the site

KCP Demolition will nominate the Site Logistics Manager as the appropriate member of staff with the responsibility for the day-to-day organisation and monitoring of construction logistics for the site.

Responsibilities attached to this role will include the supervision, controlling and monitoring of the pre-booked vehicles onto and off the site, including the allocation of the pre-booked time slots and the advance notification to those seeking access of the site of the time slots and other site access conditions. This will be a continued obligation put onto the site contractor. Additionally, responsibilities attached to this role will include being the principal point of contact on site, for all local groups and residents, as well as implementing and managing the TMP.

General Management

The monitoring and review of the TMP will be the responsibility of the Site Logistics Manager who will report to the local authority any significant changes coming forward because of the periodic monitoring and review of the TMP.

KCP Demolition representative will be the Project Manager who also will deal with queries from the public, in conjunction with the corresponding representative of the specialist public relations team. These nominated individuals will be named at the site entrance, each with a contact number, and will be identified to the local authority and local groups prior to the start of site activities and whenever a change of personnel occurs.

There will be regular and proactive liaison involving these representatives, envisaged to be monthly with the local authority and regularly with other third parties as appropriate on construction environmental and traffic management issues throughout the duration of the works.

Given the planned duration of the full programme of demolition works, this TMP is a 'live' document which will be regularly reviewed and updated to allow full and current consideration of any necessary changes to the planned works programme and of any comments and/or issues raised by interested parties (such as borough representatives, local bodies, and residents).

By being a 'live' document, this ensures also that there is sufficient flexibility throughout the works to sustain good and considerate working practices and allows for the information known at this stage to be further developed and appropriately detailed in subsequent versions of this TMP as the construction programme moves progressively through the different construction stages.

Frequency of attendance to site (Vehicles/Week) during works (each visit equates 1 journey to and 1 from site).

Type of Vehicle	Number of Visits	Number of Journeys (each visit equates to 2 journeys)	Length	Width	Number of Axles
Plant Delivery Vehicle	4	8	3	2	2
Mobile Crane	1	2	6	2.3	6
Material Removal Tipper	19	38	6	2.3	4
Concrete Pump	3	6	5	2.3	4
Concrete Mixer	3	6	5	2.3	4
Hiab Lorry	12	4	6	2.3	4

Appendix A Site plan



Appendix B Site Plan to be created pre-works.

Gravesham Borough Council