



Traffic Management Plan

Tuthills Yard

Therfield, Royston SG8 9TT

Rev: A

Date:

Document Control

Site Name:

Document Title:

Document Reference:

Date of First Completion:

Tuthills Yard

Traffic Management Plan

TMP-101

26th March 2026

	Name	Position	Date
Prepared by:	DL		26/3/26
Reviewed by:			
Approved by:			

Revision	Date	Description	Prepared	Reviewed	Approved
A	-	Design Stage Issue			
	-				

Internal Distribution

Revision	Date	Name	Position	Department
A	-			

CONTENTS

1. Introduction to Traffic Management Plan	1
2. Display/Communication of Information	2
3. Speed Limits	3
4. Refuelling	4
5. Deliveries	5
6. Site Pedestrian Traffic	8
7. Site security	11
8. Emergency Arrangements	12

1. INTRODUCTION TO TRAFFIC MANAGEMENT PLAN

This Traffic Management Plan (TMP) sets out the arrangements to ensure that the risks involved in the movement of mobile plant and vehicles around the construction of 3 plots at Tuthills Yard, Kelshall Tops, Therfield, and the interface with site personnel are identified and controlled as far as reasonably practicable.

The key risks associated with mobile plant and vehicle operations on the site include:

- people being run over, crushed or struck by mobile plant or vehicles
- people being struck by something falling from mobile plant or vehicles
- people falling off mobile plant or vehicles
- mobile plant or vehicles overturning

If the nature of the site changes, and when additional and/or different risks are identified, revised controls will be implemented. Any revisions to the document as a result of these changes will be recorded and re briefed as required. The TMP is primarily for planning and controlling mobile plant, vehicles and people interface including vehicle delivery wagons.

2. DISPLAY/COMMUNICATION OF INFORMATION

The arrangements for mobile plant, vehicle and pedestrian management will be communicated through the Site Induction. When further specific information needs to be communicated, Daily Site Briefings/additional tool box talks /Safety Meetings will be given to the relevant site personnel.

The traffic management plan will also be sent out with any orders placed to ensure all delivery vehicles are using the correct routes.

3. SPEED LIMIT

The site speed limit is 5mph. Signage will be at front entrance to ensure all vehicles are aware of the reduced speed limit.

Therfield village is 30mph limit.



Signage

4. REFUELLING

Refuelling shall be conducted at either the site compound which is located at the site boundary or at the work face transported by designated refuelling vehicle.

- The fuel tank of vehicles or mechanical plant must only be fuelled with the engine switched off and in a location isolated from any ignition source.
- The refuelling of mobile plant or vehicles by means of transferring fuel from one item of plant or vehicle to another is strictly prohibited.
- No pedestrian personnel are permitted in the vicinity whilst the vehicles are being positioned in preparation for fuelling.
- Spill protection and collection such as the use of drip trays and plant nappies are to be utilised. This further applies to any plant parking areas or where plant will be stationary on site for extended periods.



Spill kits

5. DELIVERIES

Deliveries to the site will be as pre-planned as possible with the intention of avoiding the peak traffic periods which are 08:00 to 09:00 and 14:30 to 15:30.

Any vehicles used for routine delivery of materials to site shall be fitted with a reversing alarm and provisions for all round vision.

All reversing delivery vehicles must be under the control of a trained banksman, irrespective of any alarms or visual aids fitted.

Any vehicles that will be loading/unloading goods/equipment using a lorry loader will also be required to demonstrate:

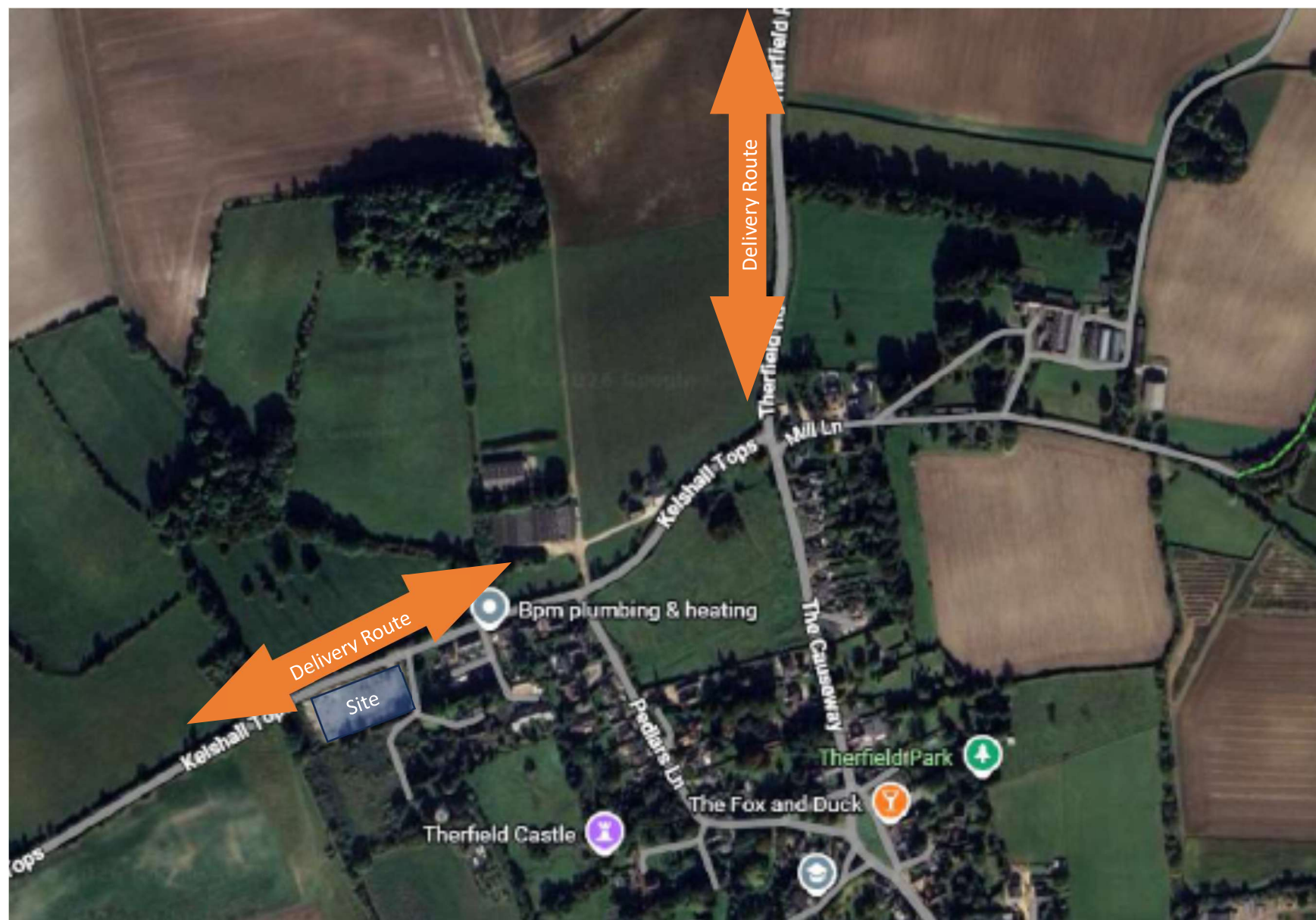
- The operator has a valid CPCS card
- There is a lift plan in place
- Valid certificates are available for all lifting equipment and accessories

The delivery driver/operative should be aware to:

- Ensure vehicle flasher warning beacon is on at all times whilst on site.
- Prior to unloading, ensure the vehicle is braked and/or stabilised, as appropriate, to prevent any unsafe movement during loading/unloading.
- Ensure that the loading/unloading area/storage area is free from tripping hazards.
- Ensure that necessary checks are made to ensure that there has been no load shift during transit, prior to opening curtains/loosening load restraint straps.
- Ensure that loading/unloading is carried out whereby the load is evenly spread to avoid the vehicle/trailer becoming unstable.
- Ensure that all personnel involved in unloading remain in a safe position, until all load restraining straps have been removed and the vehicle is fully prepared for unloading.
- Ensure that they remain in a position of safety whilst the vehicle is being offloaded.



Access to site



6. SITE PEDESTRIAN TRAFFIC

The site layout plan/sketch details the location of pedestrian routes, vehicle routes, offices, welfare facilities, work areas and emergency exit routes.

Pedestrians are expected to follow designated pedestrian routes. These will be clearly identified on site.

Pedestrians must not take short cuts and must only use the designated routes.

The following identifies specific requirements for pedestrians on this site:

- Hi-viz waistcoat / coats must be worn.
- Hard hats must be worn
- Safety boots must be worn
- The safe zones for use of mobile phones will be clearly identified within the working areas and site compound.

Pedestrians approaching plant /wagons must wait in the defined location until eye contact is made with the plant operator. Only once the engine has been switched off (and in case of an excavator, the bucket grounded, and safety lever engaged) can a pedestrian approach. Use of the “thumbs up” system to be encouraged.



7. SITE SECURITY

The site boundary will be secured using a combination of panel fencing and Heras fencing, which will be set on the line of the Red Line Boundary to prevent unauthorised access to the site.

Safety signage will be erected or attached to the boundary fence/gates to warn the public/potential trespassers of the potential dangers of unauthorised access to the site.

Access into the site is limited to persons who need to work, visit, deliver/remove materials/equipment, and those persons with a legal right to enter e.g. an HSE inspector.

The Site Supervisor or his/her nominee will refuse entry to any person who has not received relevant induction training and/or has no access to the required PPE. Persons will also be refused entry if they are considered to be insufficiently competent to work on the site or undertake the relevant work tasks.

Vehicles permitted onto the site are limited to site vehicles and plant and must only access via the designated site access only. The gate will be locked at the end of each working day.



Boundary Fence Line

8. FIRE AND EMERGENCY PROCEDURES

The nearest hospital is:

Lister Hospital

Coreys Mill Lane, Stevenage, Hertfordshire SG1 4AB

Phone: [01438 314333](tel:01438314333)

Suitable and sufficient firefighting equipment will be located adjacent to the site office.

All electrical equipment has been inspected and tested.

The muster point in case of fire or an emergency will be outside the cabin, away from the road to ensure safe access to emergency personnel.

Smoking or any type of naked flames is not permitted on site. Smoking is permitted in designated smoking areas ONLY.

Emergency Action

In the event of a FIRE the following actions are required:

- Priority is to ensure that in the event of an emergency situation, all personnel can be evacuated immediately to a safe area.
- ALL operatives on hearing the alarm (verbal/audible) are to immediately evacuate the premises by using the fire exits furthest away from the fire.
- The Site Supervisor will contact the emergency and then proceed to power down all site equipment.
- The Site Supervisor will perform a roll call, report to the emergency services when arriving and inform them if anyone is missing and provide any additional information that may be required.