



Construction Traffic Management Plan

Project Name	NHDC Decarb – North Herts Leisure Centre
Project Number	G738
Completed by	Greg Morley
Reviewed by	Hayden Wills 28-05-24 Rev 2



WILLMOTT DIXON

SINCE 1852





Logistics Plan/ Traffic Management Plan



Note:

This plan was produced using information provided from the Hertfordshire Country Council's Construction Management Plan Template.

Project Information

Site Address:

North Herts Leisure Centre,
Baldock Rd,
Letchworth Garden City
SG6 2ER

Planning Reference: TBC

Author

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Project Description and program details including any key dates.

Project Name: **NHDC Decarbonisation – North Herts Leisure**

Project Number: **G738**

Address: North Herts Leisure Centre,
Baldock Rd,
Letchworth Garden City
SG6 2ER

What3words: **///jazzy.then.posed**

Approximate value: **£ 15 Million**

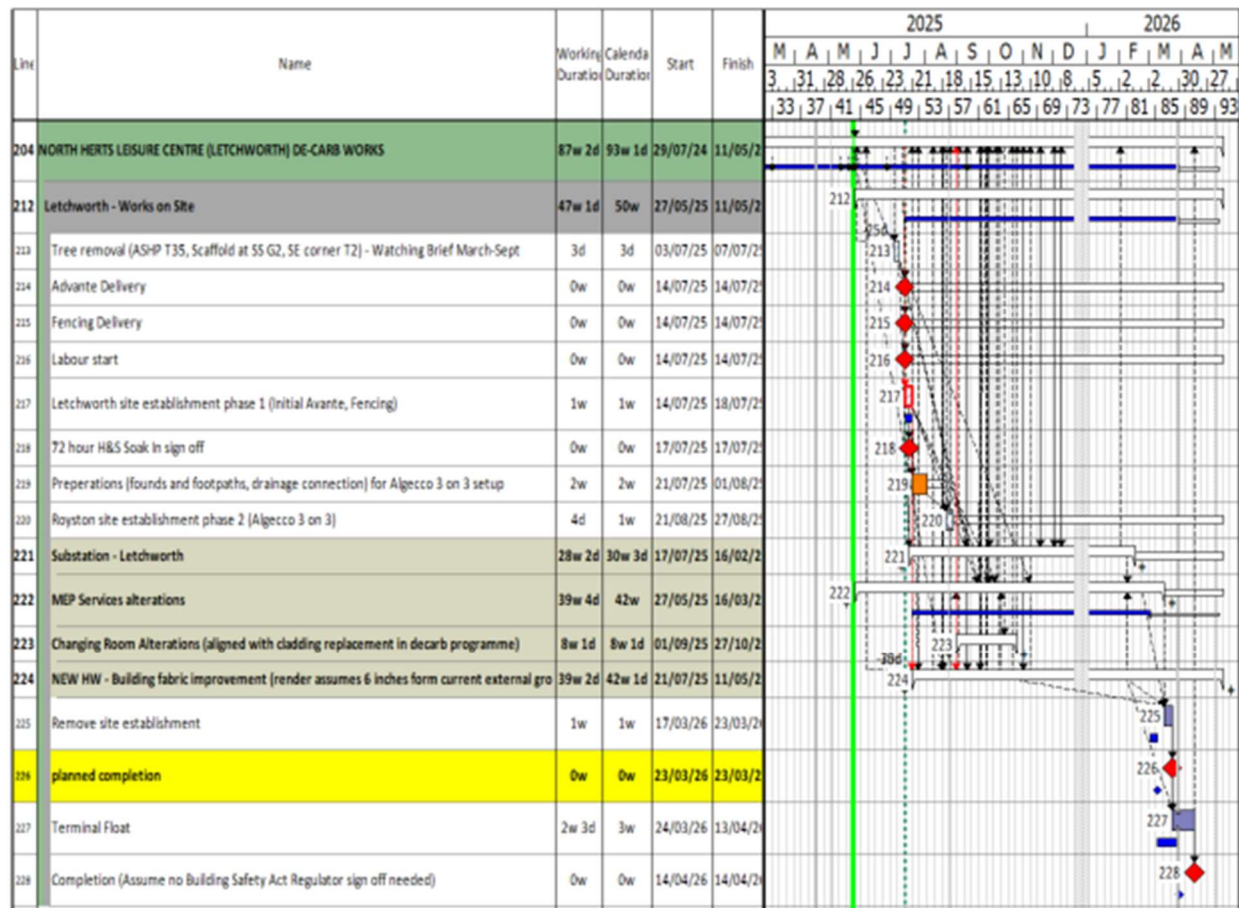
Expected project start date: **14/07/2025**

Mobilisation Period: **3 Weeks**

Expected completion date: **Intended completion date of 30/04/2026 – 37 week Duration.**



North Herts Leisure Centres. Draft Updated Programme



Working Hours:

Standard working hours are 8am to 5pm – Monday to Friday.

Certain Internal works would need to be carried out at night, to allow the Leisure Centers to operate as per normal during their opening hours.

Logistics Plan

Security/Site Set Up/Welfare/Materials management/FORS & CLOCS

Security

- Minimum, where practicable, is a solid 2.4m high hoarding, timber / blockade. Where this is not practicable, Heras style fencing may be considered.
- Visual/ more exposed element to face of site compound will be solid hoarding
- Consider whether 24/7 security will be required. Alternatives given risk levels may include remote monitoring.
- Carry out a Personal Risk Assessment on our site staff taking into account the risks involved with the location of the project.
- The default standard enforced on all projects (unless signed off by the Operations Director) is that all sites have a working turnstile installed at the earliest practicable time.
- Where practicable, projects should consider a dedicated gateman (trained as a traffic marshal – see job description below) who will control the site access process.
- The site must have in place a signing in/out process of all site deliveries. Subcontractors expecting deliveries must notify the site team to facilitate logistics planning.
- Subcontractors must be notified when a delivery arrives; they will then take control of the vehicle and offloading to ensure the safety of both driver and vehicle whilst on and upon leaving site.

Where a dedicated individual (Gatekeeper) controls access onto the project the following attributes must be considered:

- Appropriate CSCS card, CLOCS and traffic marshal training (including Willmott Dixon expectations and specific duties)
- Attend a Willmott Dixon health and safety briefing on their duties
- Be polite but robust
- Understand the site traffic management plan
- Be clean and tidy in appearance
- Be able to deliver driver briefings
- Work with the site team and set up/organisation of walkways
- Erect appropriate site signage
- Coordinate storage organisation and logistics management.

Standard Site Office Set Up

The standard set up should include office set up with canteen, drying room, toilets and shower facilities.

Where practicable, consideration is to be given to:

- Meeting and orientation rooms

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- Site set up suitable for the peak number of operatives, which includes Willmott Dixon Managers, Quantity Surveyors team and sub-contractors Supervisors (SSS's)
 - Hot desk for visitors.

Welfare

- Consideration is to be given to the planned amount of operatives expected on site, availability of services, travel distances around the site, etc. before selecting initial accommodation location(s)
- As a minimum standard a canteen, toilet and drying / changing facilities must be provided
- Any special requirements in the first few weeks may require additional welfare such as showers for demolition.

FORS and CLOCS

FORS is voluntary and open to any company operating a fleet including vans, lorries, mini-buses and coaches. This is as part of the construction industry's desire to protect vulnerable road users.

Dependent on the location of the project, or contractual agreements, this may be a requirement and must be discussed with contractors and suppliers before deliveries commence. For more information visit the FORS website <http://www.fors-online.org.uk/cms/what-is-fors/>

Construction Logistics and Community Safety (CLOCS) is a scheme dedicated to improving the safety on roads in relation to construction vehicles. Willmott Dixon are now CLOCS Champions. In addition to this many of our Clients now stipulate that CLOCS rules are to be enforced by any deliveries to the project.
<http://www.clocs.org.uk/>

CLOCS Champion: TBC

CCS

This scheme will be registered with the considerate constructors scheme. Registration number to be confirmed

SITE SPECIFIC

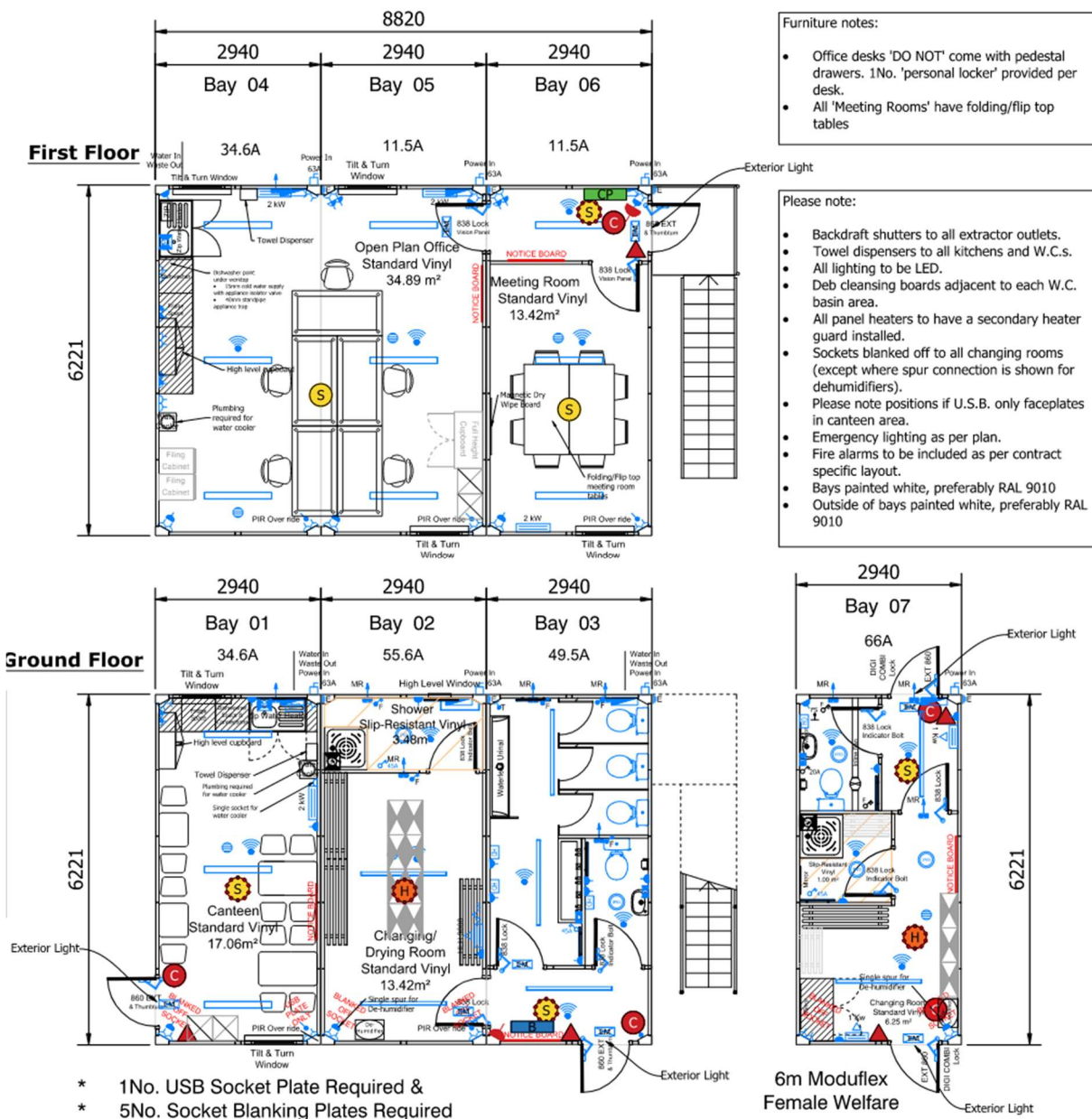
The site logistic layout is below:

Site Setup – Weeks 1-3

Site establishment works, comprising of small Oasis self-contained unit to accommodate site establishment works

Site Setup – Weeks 3-28

Site facilities for main works, comprising of a 3 on 3 modular system. Containing office, toilets, canteen, drying facilities and small kitchenette area. Small stores and dedicated smoking areas within site compound.



Parking

Staff and contractors will utilise the existing centre parking, during peak work hours. The quantity of available bays are to be confirmed however, these will be isolated to a specific area as to not impact on centre operations. The intention is to allocate a small area away from the general public as best as possible. The parking zone identified below is only intended to be a zone to park in however, this will be open and not dedicated for contractor use. The area will be utilised as contractor parking during normal working hours Mon-Fri 7.30am to 5pm.

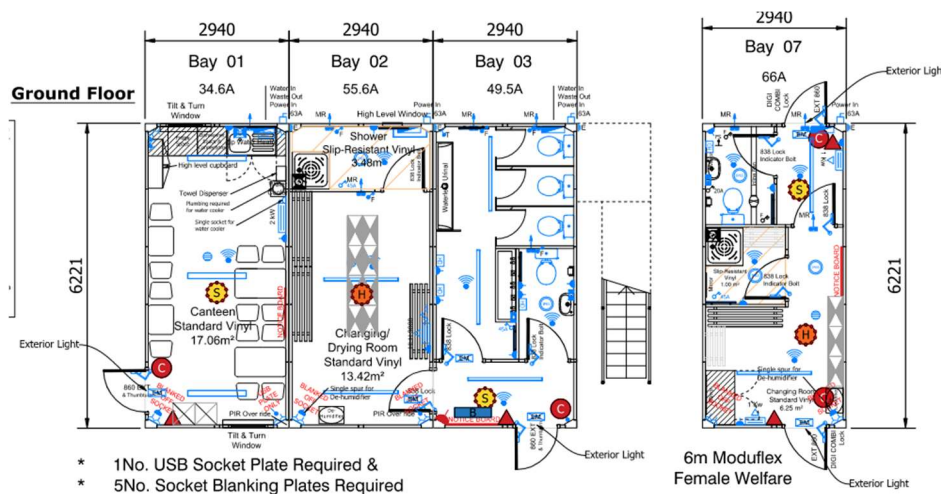


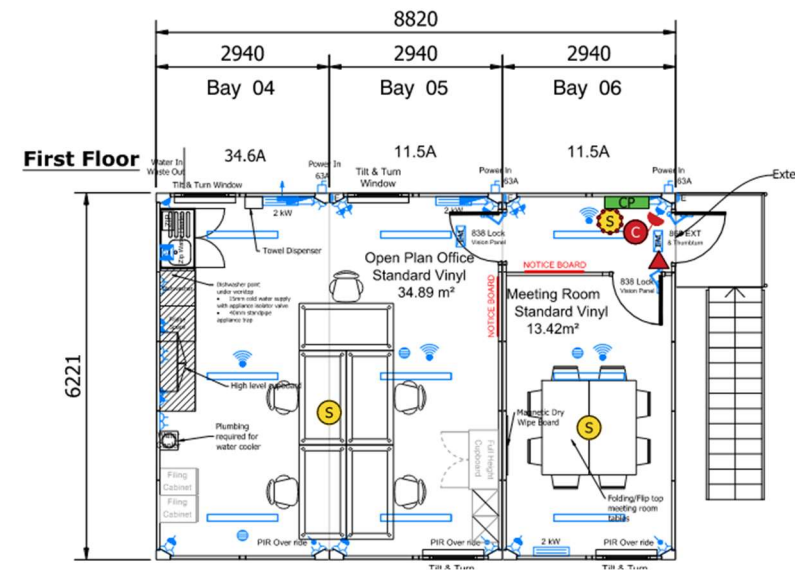
SITE SPECIFIC HEALTH AND WELFARE FACILITIES AND FIRST AID

- a. Our Main Site cabins will be installed as soon as we can install the drainage connections, approx. week 3. In the interim period we will be installing a smaller set up which will be connected to the main sewer, this located within the site compound boundary to the rear of the area proposed of the new welfare setup. – This will consist of an office, canteen, toilet block and changing room.
- b. The site cabins will be connected to the mains electric at a proposed location which is TBC
6. All welfare facilities will be maintained in good order. The welfare facilities on this site will consist of:

Male and Female toilet block, changing rooms and shower. Canteen area with Microwaves, Fridges, Drinking water and Hot water. Office areas with meeting rooms, separate toilets and kitchen facilities. These will be situated within a 2-storey set up in the welfare compound – See the below Layout:

Site Accommodation Layout:





7. First aid equipment requirement as identified by the First Aid Risk Assessment will be maintained both in the project office and other identified locations within the main working areas, due to the distance between them. It is likely that these additional first aid kits will be co-located with main fire points.

8. First aid box will be held and maintained in the site office on the main floor.

9. The nominated trained First Aider/s for this site is / are:

- (1) – Site manager (TBC)
- (2) – Site manager (TBC)
- (3) – Hayden Wills
- (4) – Nick Claessen

10. The site manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

11. The intention is to get a shower within the portacabins to cater for the Operatives working on the project. If these showers are rarely used, the showers are to be run for five minutes per week and the shower head cleaned to prevent the possibility of bacteria forming. This is to be recorded within WD Weekly Checks on Field View on a weekly basis.

SITE LOGISTICS PLAN – See Logistics Plan (Safety Risks including):

- i. Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site.
- ii. Wherever practical the layout of the site will include separate routes for vehicular traffic and pedestrians with priority given to safe access and egress to pedestrians.
- iii. This principle will include for the elimination of reversing vehicles wherever

possible. The traffic plan is to be made available to all suppliers and contractors working on site.

- iv. A site entrance will be formed as detailed on the logistics drawings to provide access to the site compound.
- v. Construction Logistics and Community Safety (CLOCS) is something that is coming to the fore within the UK and the industry. Willmott Dixon is committed to protecting vulnerable road users and our logistics plans will take into account the CLOCS standards and guides that are available online.
- vi. It is noted that in the preconstruction information, there are certain site constraints that must be adhered to. The most notable constraint is that there is no construction traffic past the south east corner of the site adjacent the Chemical Engineering blocks. This is due to a weight restriction and other contractors on the campus. A part plan of the constraints is in Appendix 4.



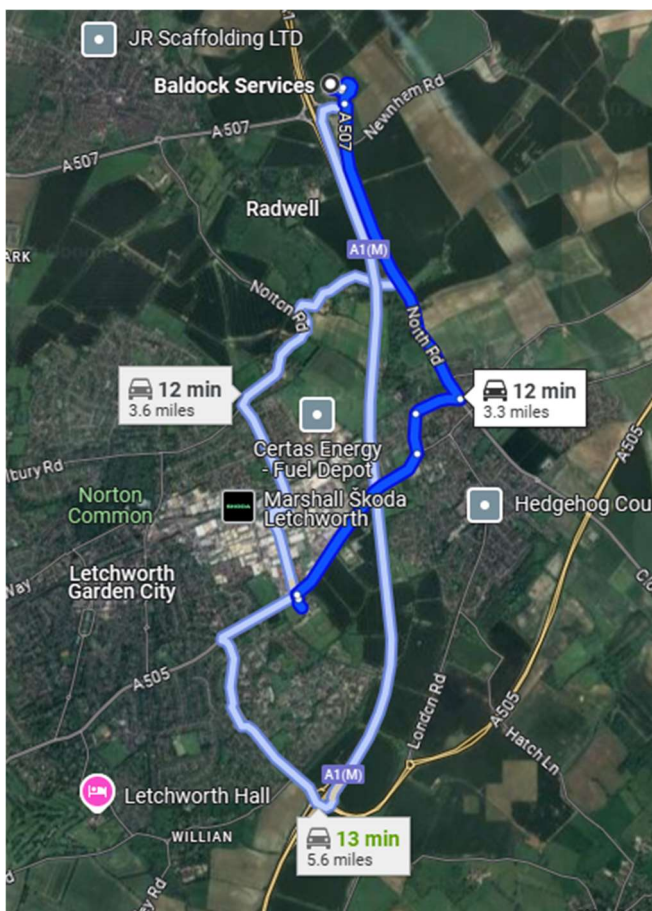
Loading/Unloading Arrangements

Willmott Dixon will carefully schedule deliveries and removals of materials via our online booking System, all deliveries will be booked in via this system with a minimum of 48 hours' notice and will be approved by the site management team. Once a delivery slot is taken it cannot be used by other parties ensuring that there is only 1 delivery at a time and that all parties are ready to receive this delivery and off load. Any vehicles arriving to site not booked in via the system will be turned away.

Each Supply Chain Partner will be given a storage area on site, and due to the limited space materials must be brought to the site on an "just in time" basis and must not be left, even temporarily in common parts or fire route areas.

As mention before parking is limited and allocated – therefore car sharing methods are suggested.

Where there are large deliveries such as bulk insulation/ ASHP, these will be held (if required) at Baldock services until such point that site is ready to receive such items.



Traffic Management/Separation of Vehicle and Pedestrian Routes

Any vehicles entering the site will stick to the site vehicle route and keep clear of pedestrian areas which will be segregated by yellow barriers.

Reversing of vehicles will be avoided at all costs however, due to the nature of vehicular routes around the site this cannot be mitigated completely. In scenarios where reversing is required then qualified traffic Marshall/ banksman will be deployed to ensure correct movement around.

Depending on the vehicular size will depend on the amount of staff deployed to said vehicle intending to reverse.

Certain areas of site will have crossing areas with WD workforce and plant/ machinery. Where applicable this will be separated, in doing so dedicated walkways will be formed guiding foot traffic away from the zones utilised by plant/ machinery.

Traffic Management & Interface with Public Users

During works public areas will be utilised to access areas. As part of this particular precautions will be place to ensure mitigation of any dangerous occurrence. Area managed banked with vehicular access.

This combined with the timing of current centre activities allows alternate delivery traffic routes to minimise disruption to an open centre.

Delivery plan will be produced during the preconstruction phases to establish peak times, along with identifying peak times with the local centre and surrounding areas/ school. Typically Construction vehicle movements should be restricted to the hours of 9.30 am to 4.30 pm on weekdays and between 8.00 am and 1.00 pm on Saturdays. If there is a school in the vicinity of the site or on the proposed access and/or egress routes, then deliveries must be restricted to the hours of 9.30 am and 3 pm on weekdays during term time.

Emergency Arrangements/ Fire Protection Measures

Willmott Dixon will prepare emergency evacuation procedures and arrangements for fire prevention and protection during the works, which are to be in accordance with existing Perse School emergency arrangements. These procedures and arrangements will be available in the site fire plan, located in the site office.

DISABLED ACCESS

- a. Sites should be aware of the requirements for facilities or access for the disabled, which may well include making provision for wheelchairs, hearing loops and the visually impaired, etc.
- b. Sites are to investigate at the earliest opportunity if there is a requirement for disabled facilities on site; this would normally be clients or contractors who attend meetings.
- c. Irrespective of attendance on site of disabled individuals, a sign is to be displayed at the entrance to all sites stating:

DISABLED ACCESS

**IN THE EVENT OF ACCESS BEING REQUIRED
PLEASE CONTACT THE FOLLOWING FOR ASSISTANCE
SITE MANAGER: Hayden Wills
TEL NO.: 07813 362615**