



Construction Traffic Management Plan

Project Name	NHDC Decarb – Hitchin Swimming Centre
Project Number	G738
Completed by	Greg Morley
Revised by	Hayden Wills 27-06-25 Rev 5





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:

Hitchin Swimming Pool,
Fishponds Rd,
Hitchin
SG5 1HA

Planning Reference: TBC

Author

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Phone: 07813 362615

Project Description and program details including any key dates.

Project Name: **NHDC Decarbonisation – Hitchin Swim Centre**

Project Number: **G738**

Address: Hitchin Swimming Pool,
Fishponds Rd,
Hitchin
SG5 1HA

What3words: **///square.movies.native**

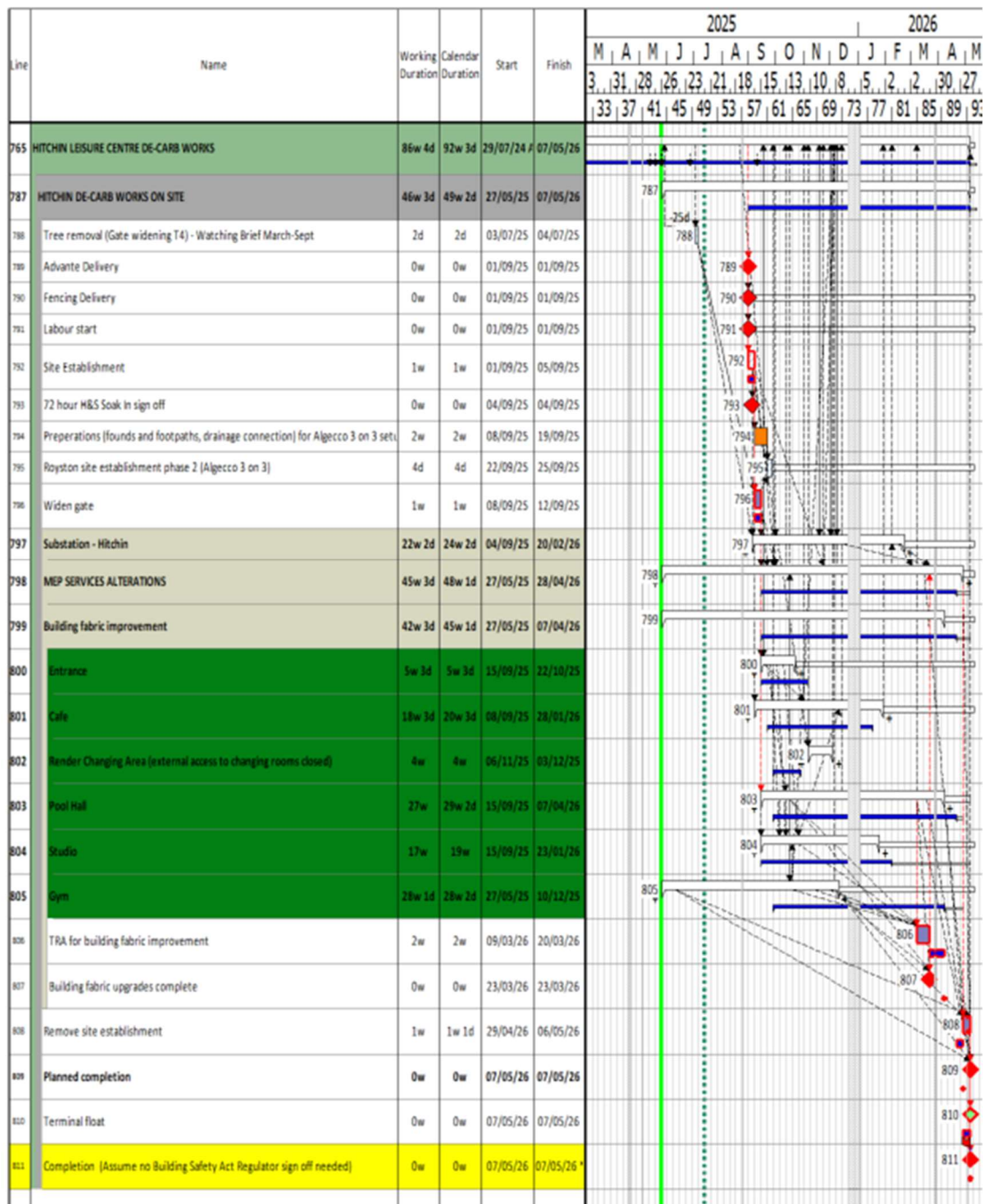
Approximate value: **£ 15 Million**

Expected project start date: **01/09/2025**

Mobilisation Period: **3 Weeks**

Expected completion date: **Intended completion date of 07/05/2026 – 35-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 Centres 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.
- Alternate when located within Palisade fencing – Heras panelling.
- There shall be no hoarding or signage on the public highways. Fencing will be connected to the existing walls and fencing to the leisure center to allow safety of the public and limit trespassers. There will be fencing on the footpaths and thoroughfare within the leisure centers land.
- Consider whether 24/7 security will be required. Alternatives given risk levels may include remote monitoring. The existing CCTV camera system can be utilised in the event of security breaches and can be a deterrent.
- 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
- 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

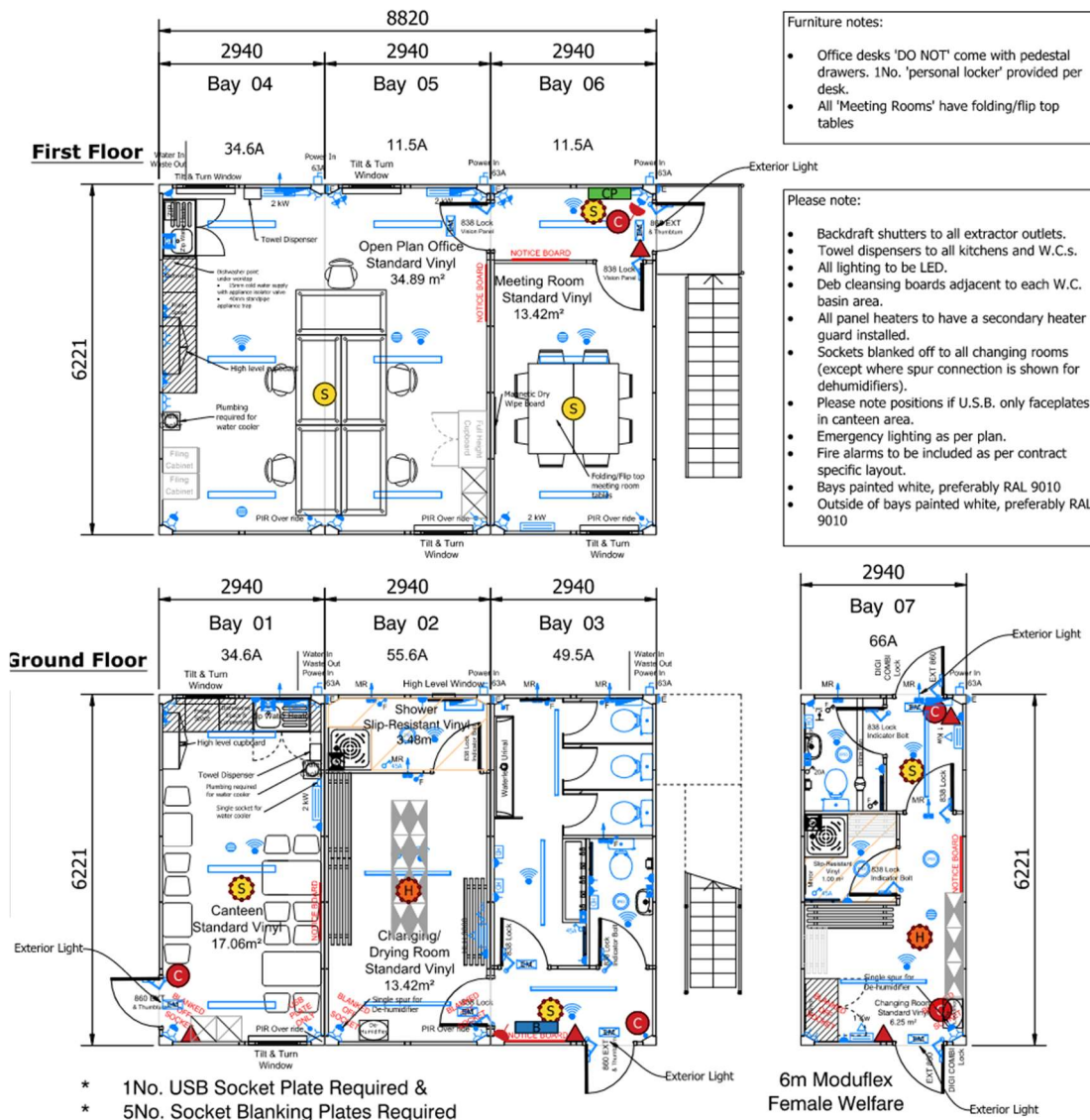
The site logistic layout is below:

Site Setup – Weeks 1-3

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

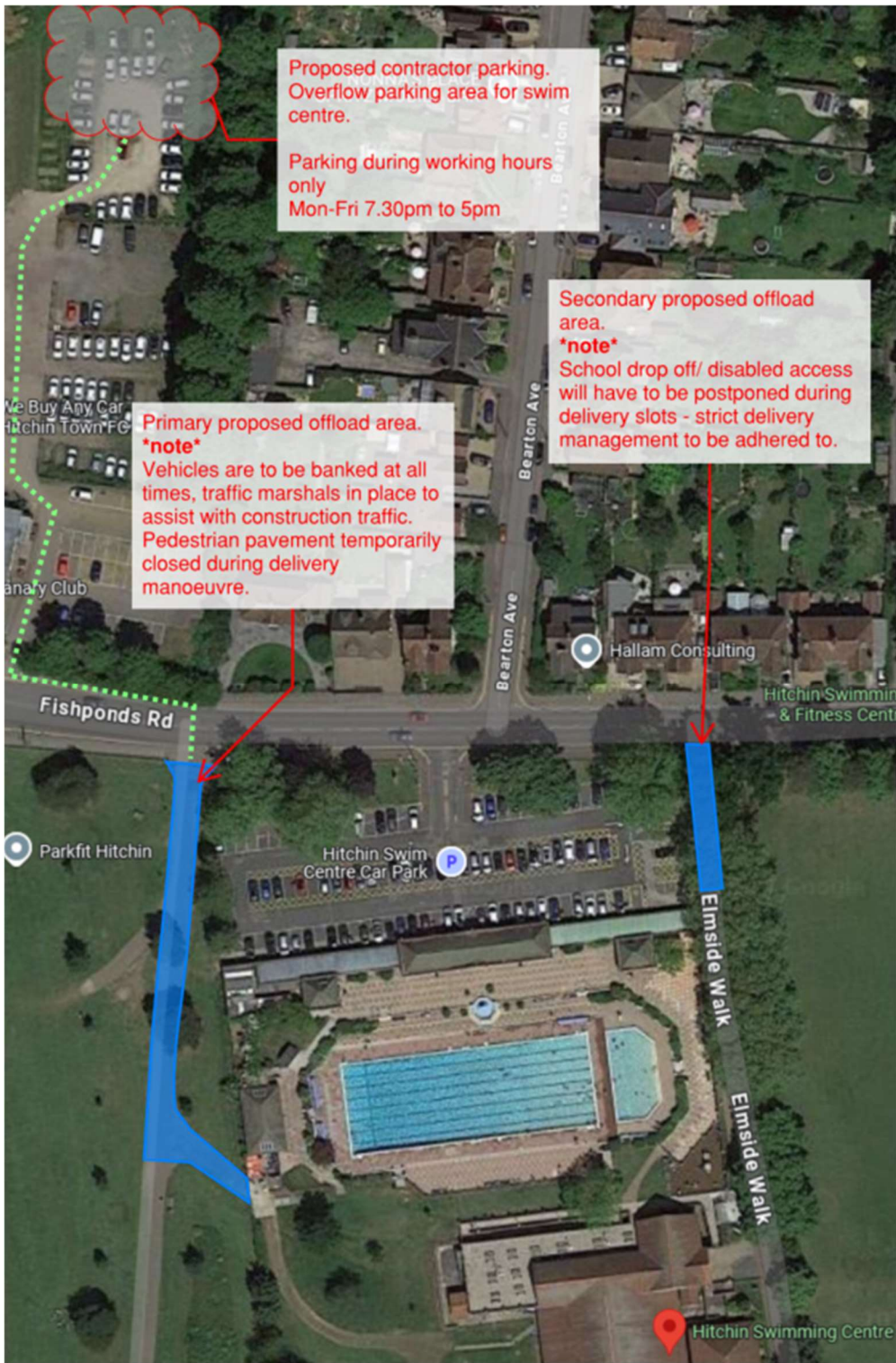
Site Setup – Weeks 3-33

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

There will be no parking around the site compound. Due to its location within the existing swimming centre compound. Parking will be restricted to an overflow area located across Fishponds Road. Parking within this area will be restricted to a small section to the northern area of the car park and limited to normal working hours Mon-Fri 7.30 am to 5 pm. Alternatively, car parking is available within Hitchin town centre at the Brand Street Multi-storey. Staff or construction vehicles will not park on public highways. Construction vehicles will inform the site team or supply chain partner of arrival, and the banksman will be on hand to escort them into the site compound, there will be no vehicles waiting in Fishponds Road.





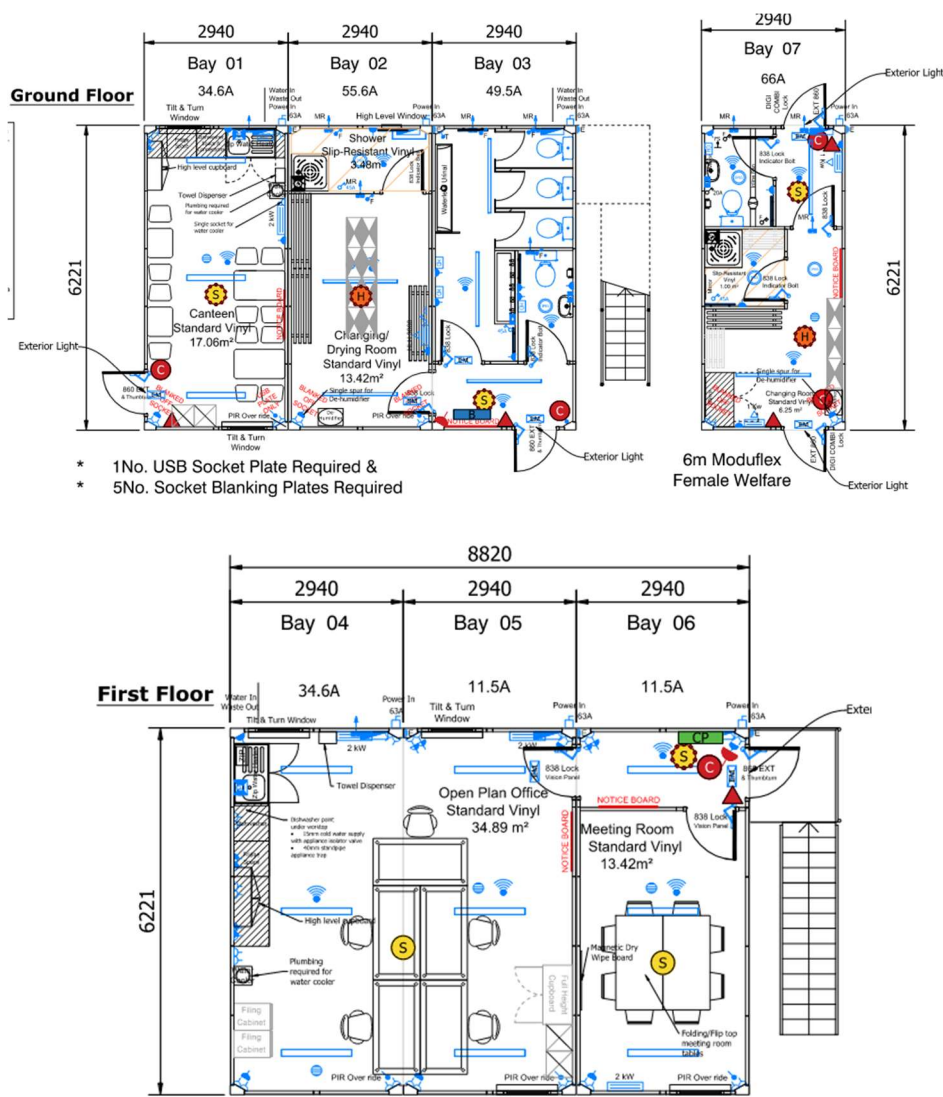
A site plan indicating the site boundary and all access points is contained within this document.

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 a smaller set up will be self-contained with gas bottles and be pumped out regularly. This will consist of an office, canteen, toilets and changing room.
- b. The main 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 example Layout:

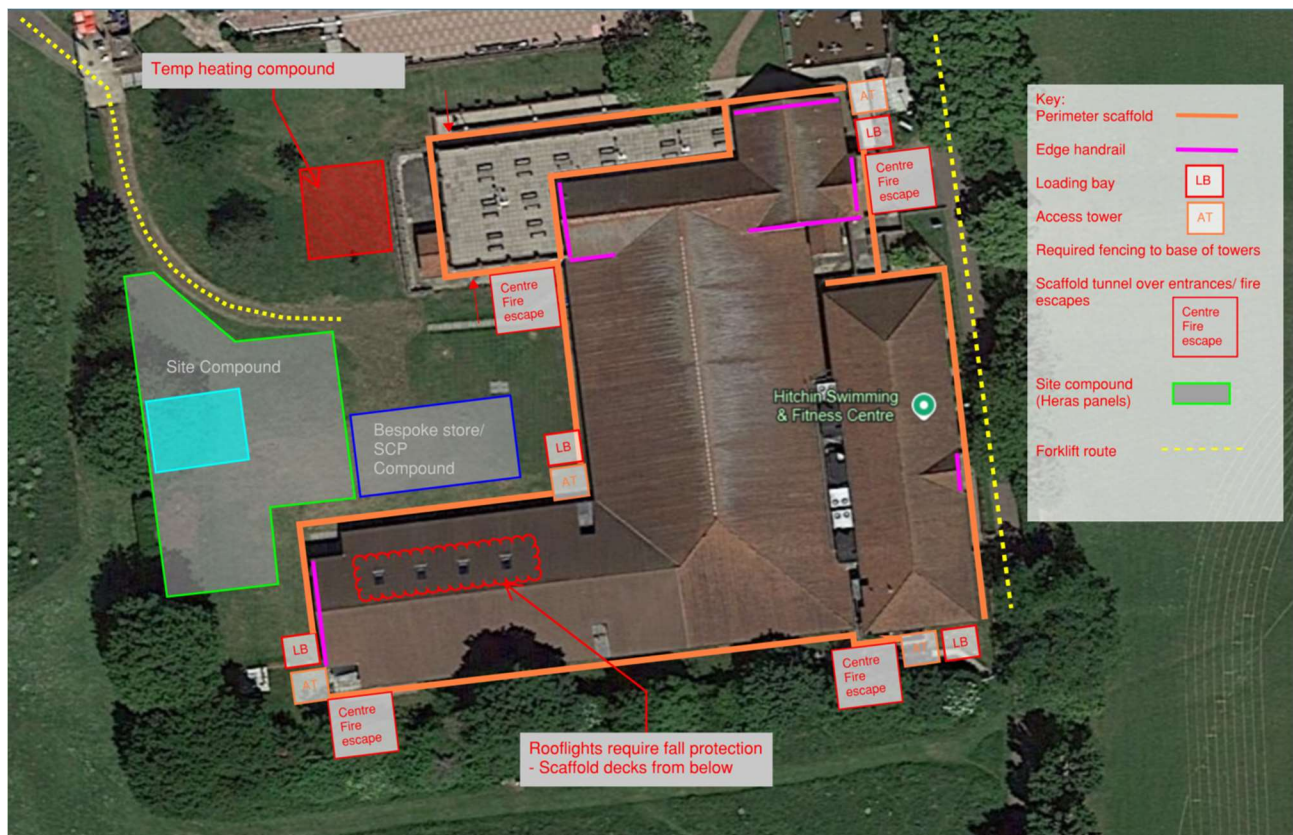
Site Accommodation Layout:



7. First aid equipment requirements 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) – Manager TBC
 - (2) – Manager TBC
 - (3) – Hayden Wills
 - (4) – Nick Claessen
10. The onsite 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 or Dalux 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 contractor 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. Materials will be distributed via a forklift around the site to various areas of the perimeter. These movements will be escorted by a trained banksman. Particular attention required to the footpath and the main entrance to the leisure center. The main access to the leisure center is in full use during the project.
- 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.



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.

Unless authorised by the site team there will be no parking on site – Supply Chain Partners will be granted access to drop and collect tools only.

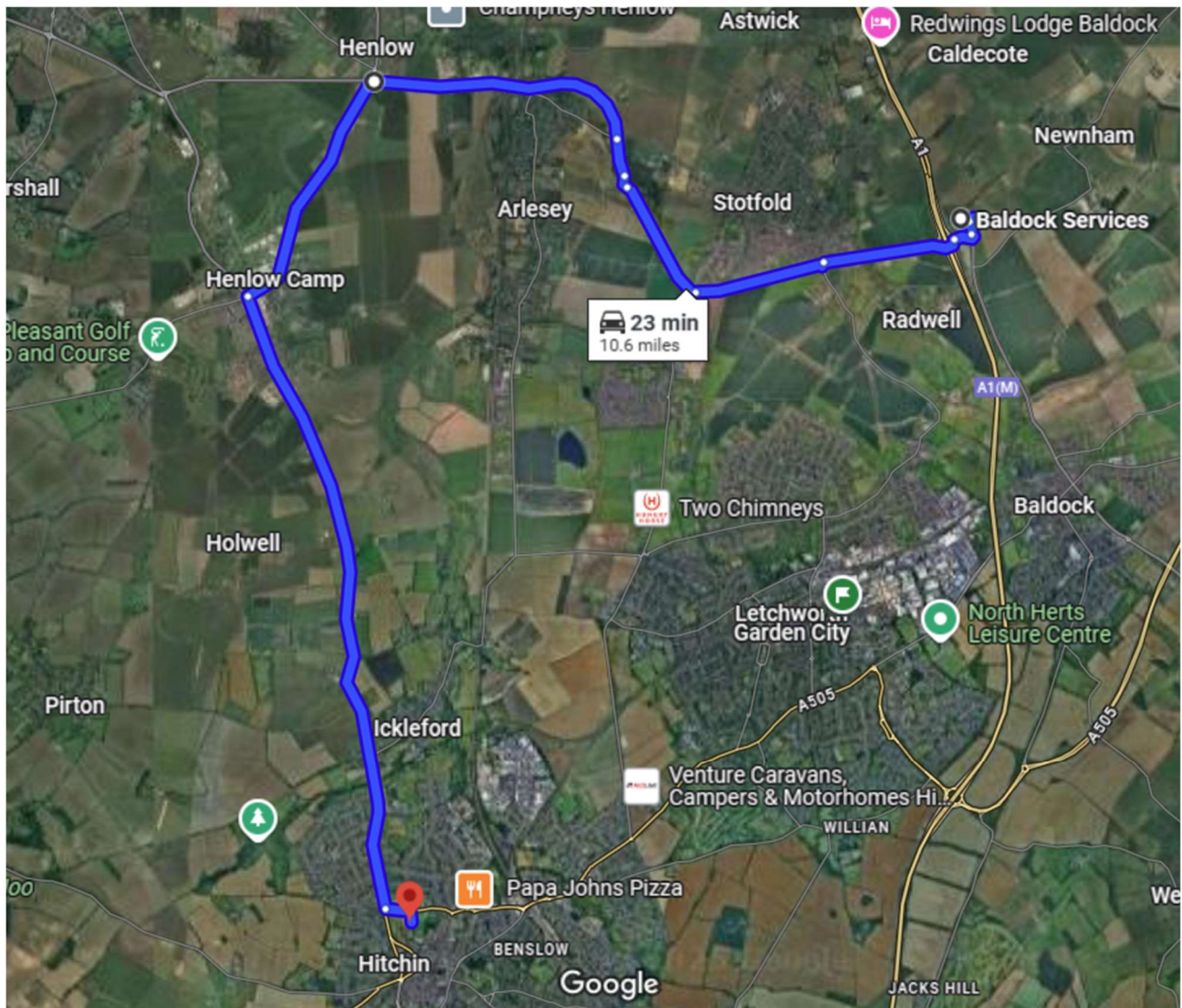
Where there are large deliveries such as bulk insulation/ ASHP, these will be held (if required) at Baldock services until such point that site is ready to receive such items.

Deliveries should be restricted to the period 9.30 to 14.30, Monday to Friday, whenever schools are open, and between 8:00 and 13:00 on Saturdays.

A Banksman will be in attendance during all deliveries. They will ensure safety of the public when manoeuvring into and via Elmside Walk and Butts Close footpaths. The

footpaths are not wide enough to facilitate physical barriers as full segregation, but barriers and signage will be in place at either end of the footpaths during deliveries to forewarn the public of temporary vehicle movement. The public can utilise other footpaths or wander on to the grassland areas if decided to do so. Barriers will be removed and stored within our compound or site boundary during out of hours including weekends.

At the end of the project, any damaged surfaces caused by deliveries, will be remediated.

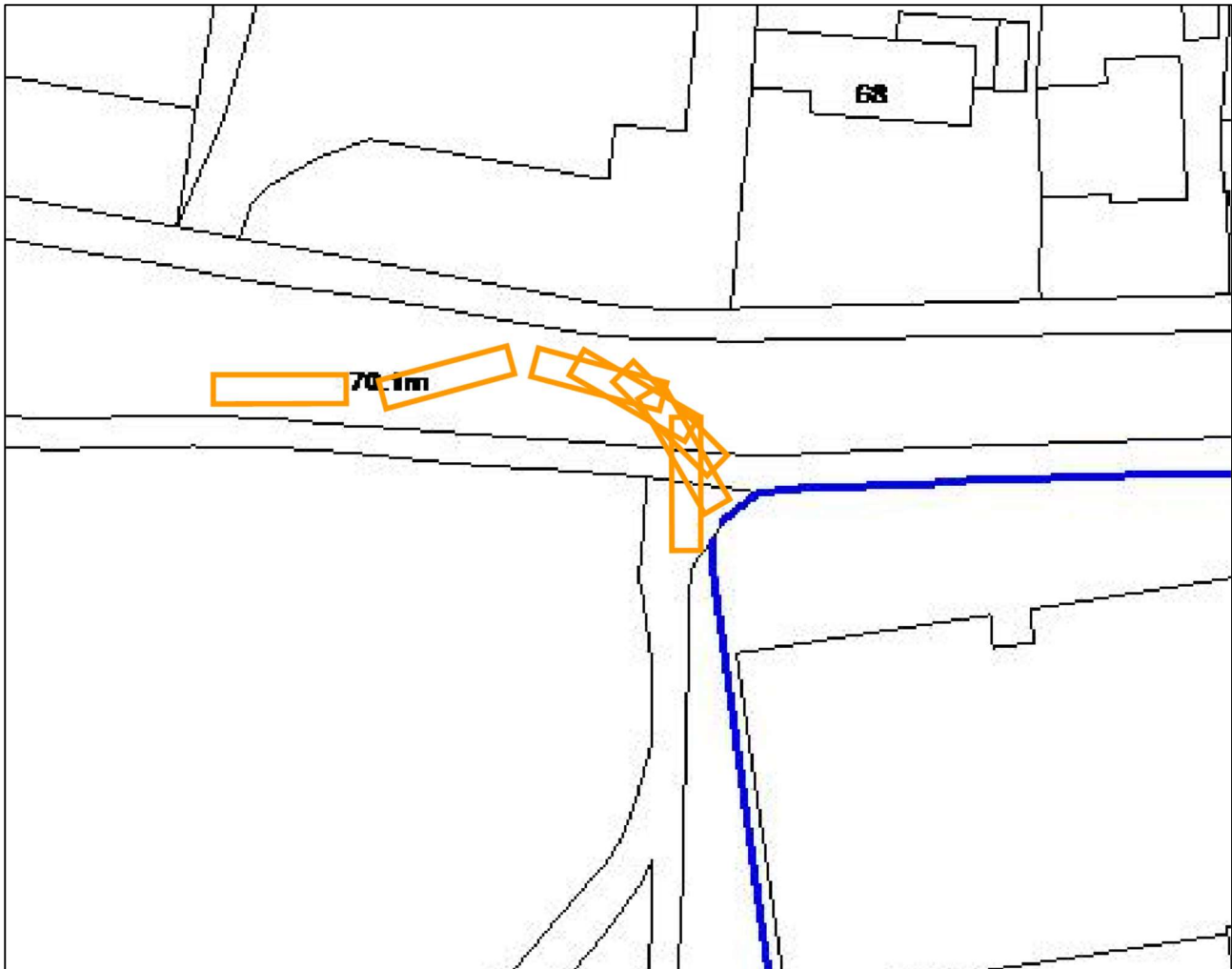


The preferred route from Baldock Services (if required) would be via : A507, Hitchin Road, Bedford Road & Fishponds Road.

The A505 route would NOT be used due to the low bridge (below Google image).



See below swept path analysis based on the vehicle size of 2.55m wide and 12m in length leaving the access point from site.



Traffic Management/Separation of Vehicle and Pedestrian Routes

As in the previous section no parking will be permitted on site, 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 must be avoided. Where essential, a banksman must be used to control such operations.

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 plans will be produced during the preconstruction phases to establish peak times, along with identifying peak times with the local centre and surround areas/school.

Typically, construction vehicle movements should be restricted to the period 9.30 to 14.30, Monday to Friday, whenever schools are open, and between 8:00 and 13:00 on Saturdays.

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**

**MANAGER: Hayden Wills
TEL NO.: 07813362615**