



**Headlands CE Junior Infant and
Nursery School, Headlands Road,
Liversedge, WF15 6PR**

Site Traffic Management Plan

Document Control

Business Name	Jupiter Construction Limited				
Project Title	Headlands CE Junior Infant and Nursery School, Headlands Road, Liversedge, WF15 6PR				
Document Title	Site Traffic Management Plan				
Document / Project No.	STMP/HEADLANDS	Issue	01	Date	18/05/2023
Prepared by	Ashleigh Webster				

Revision Register				
Issue	Clause	Revision description	Date	Approved By
1	All	First issue	18/05/2023	A.Webster

Contents

Contents.....	3
1 - Covid-19.....	4
2 – Project Description	5
3 – People On Site.....	6
4 – Pedestrians.....	7
5 - Minimising Unnecessary Vehicle Movements	7
6 – Shared Workplaces and Entrances.....	7
7 – Turning Vehicles.....	8
8 – Visibility When Turning	9
9 – Signs and Instructions	9
10 – HGV/LGV Drivers.....	9
11 – Reduction Of Environmental Impacts	9
12 – Travelling To And From The Site.....	9
13 – Pedestrian Safety.....	9
14 – High/Wide Vehicles and Weight Considerations.....	10
15 – Site Lighting	10
16 – Mobile Plant Onsite.....	10
17 – Loads Leaving Site	10
18 – Dust Onsite Created by Mobile Plant and Vehicles	10
19 – Emergency Procedures.....	10
20 – Site Access Traffic Plans / Site Set Up.....	10
21 – Designated Site Areas.....	11
21.1 – Smoking Area	11
21.2 – Emergency Muster Point	11
21.3 – Fire Station Point	11
21.4 – Welfare, Parking, Skip/Waste set down area and vehicle holding area.....	11
22 – Traffic Management Risk Assessment	12

1 - Covid-19

Jupiter Construction Limited are following all Government guidance in relation to Covid-19:

There are no coronavirus (COVID-19) restrictions in the UK

2 – Project Description

Project / Site Name	Headlands CE Junior Infant and Nursery School
Site Address	Headlands CE Junior Infant and Nursery School, Headlands Road, Liversedge, WF15 6PR
Start Date	30/05/2023
Completion Date (Estimated)	17/11/2023
Duration of Works (Estimated)	24 Weeks
Description of Works	The nature of the works is to construct a new standalone traditional nursery building with all associated external works and service requirements. The works will also require the demolition and removal of an existing modular nursery building and removal of associated services following completion of the new nursery

3 – People On Site

- Jupiter Construction Limited ensure that all steps are taken to make sure that all workers are fit and competent to operate the vehicles, machines and attachments they use on site by, for example:
 - checks when recruiting drivers/operators or hiring contractors;
 - training drivers and operators;
 - Managing the activities of visiting drivers.
 - Operatives onsite must have CSCS card or suitable equivalent
- All operatives entering/working on site must wear a hi-visibility jacket/coat/waistcoat
- People who direct vehicle movements (signallers) must be competent and authorised to do so.
- Seat belts mandatory and to be worn at all times when operating plant.
- All plant brought to site will have as a minimum an isolation and a flashing green beacon as visual confirmation that seat belt is being worn correctly.
- All plant moving on site will be moved under the direction of a plant banksman.
- As part of induction process, site rules regarding operating and accessing plant are emphasised, including restrictions
- Accidents can also occur when untrained or inexperienced workers drive construction vehicles without authority. Access to vehicles will be managed and people alerted to the risk and keys to all vehicles to be removed at all times when left unattended.
- Due to the nature of the site / works and the high risk it poses, there is no disabled access permitted without prior knowledge. In the event that we are made aware of this, and it is then authorised by the Client also, Jupiter Construction will arrange a suitable parking spot and make adjustments to the access to welfare compound to facilitate all persons with disabilities
- Pedestrians must use designated routes onsite – as shown by pedestrian barriers (such as crowd barriers) and signage. The site set up shows where the contractor parking will be located alongside the pedestrian barriers
- No one is permitted entry to the school buildings without prior consent from the school

Outside Normal / Agreed Working Hours

- A sign detailing out of hours contact information will be posted on the main site gate to inform people of site hours and who to contact in an emergency.
- Heras fencing will be erected around the main site works, to protect both pedestrians and workers. The fencing will be checked on a daily basis to ensure it is secure, especially out of hours, to prevent unauthorised persons gaining access to the working area.
- OOH working to be agreed with the Client

4 – Pedestrians

- The majority of construction transport accidents result from the inadequate separation of pedestrians and vehicles.
- This can usually be avoided by careful planning, particularly at the design stage, and by controlling vehicle operations during construction work.
- The following actions will help keep pedestrians and vehicles apart:
- **Entrances and exits** – Personal vehicles to be parked in the identified contractor parking area. Signage is to be displayed in this area.
- **Walkways** – use pedestrian walkways at all times
- **Visibility On/Off Site** – Ensure that all operatives moving around on site wear hi vis coats/jackets
- **Obstructions** – do not block walkways so that pedestrians have to step onto the vehicle route
- **Barriers** – where and when possible barriers are installed between the parking and welfare area and the main work area on site. Heras fencing and crowd barriers will be erected around the working area to protect pedestrians and workers
- **Signage** – will be erected on the entrance to the site compound and along heras fencing and pedestrian barriers to advise and inform pedestrians of the dangers and correct routes to take

5 - Minimising Unnecessary Vehicle Movements

Good planning can help to minimise vehicle movement around a site.

To limit the number of vehicles on site:

- Site operatives to come to site in one van, numbers possible.
- Car and van parking is provided for the workforce and visitors away from the work area
- Waste will be taken off site through the use of a skip which will be located onsite and secured using fencing. Sub-contractors may remove own waste (dependent upon contract in place)

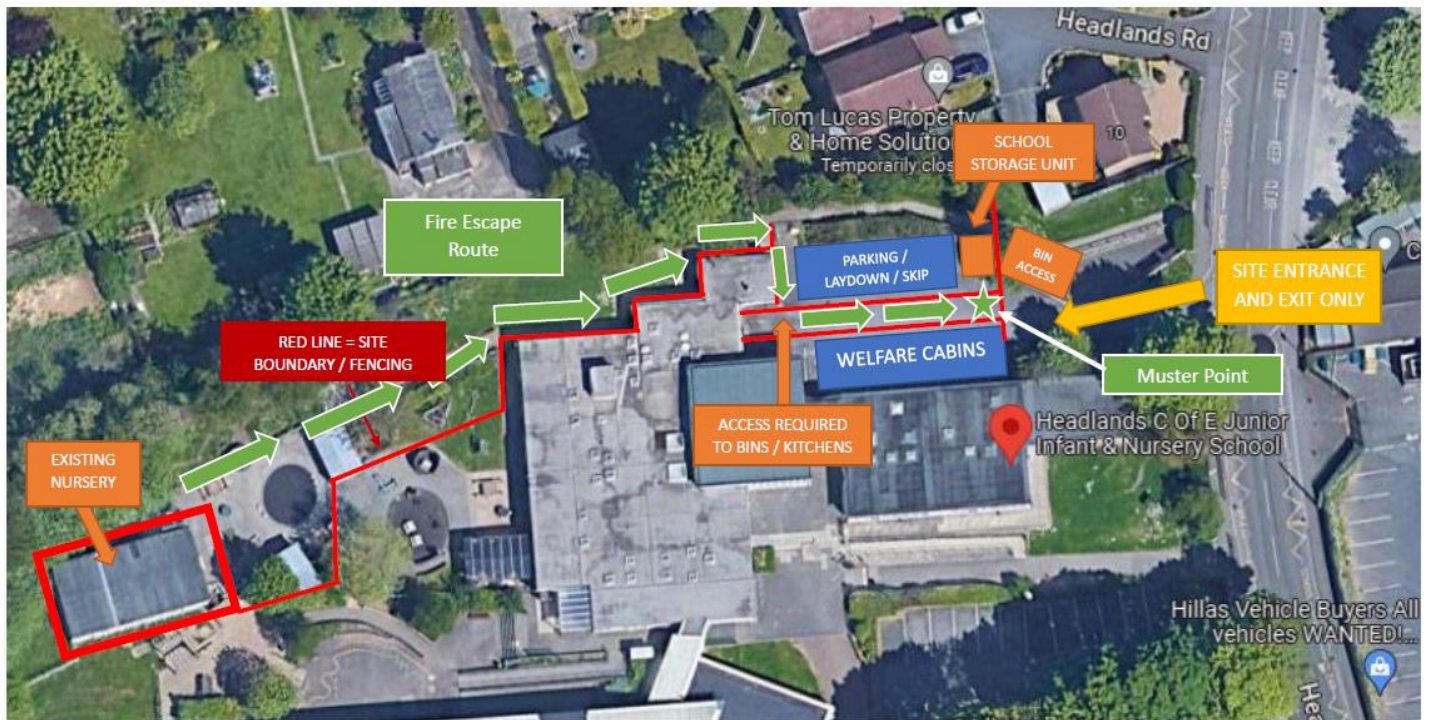
6 – Shared Workplaces and Entrances

The school is accessible off of Headlands Rd, Liversedge, WF15 6PR

The access / egress to site will be into the existing school car park, which will be identified through the use of signage



Access is required to the school kitchens and existing bins, as shown in the site layout plan. Within the welfare compound, an area will be sectioned off, using barriers, to allow for access at all times. The entrance to the welfare compound will be contained by the use of a gate for security purposes. Entry to site will also be secured by another gate, again for security purposes.



*The above is not to scale

7 – Turning Vehicles

- Vehicles should not reverse from this site
- Banksman will be required for deliveries
- The entrance to the site is not to be used as the turning point.
- A Banksman will be required when manoeuvring all large vehicles or plant.
- Ensure that no pedestrians are crossing at the gate area at this time.
- All deliveries are to be carefully managed by the Principal Contractor
- Delivery slots must be booked with the Site Manager to avoid congestion and minimise disruption to the sites operations, as well as minimising risk to pedestrians; Deliveries/collections to the building are also restricted to the contract compound at the front of the premise off Headlands Road. Deliveries before 8am and not between 2:45pm and 3:30pm. Children arrive at the school at 08:45am – after 09:30 for any deliveries. All deliveries will be booked in with the Site Manager and given a slot. Signage will be in place to direct deliveries to the correct entrance. The Site Manager will liaise with an appointed contact at the school (tbc) re any deliveries

8 – Visibility when Turning

- If vehicles reverse in areas where pedestrians cannot be excluded the risk is elevated and visibility becomes a vital consideration. The following are to be utilised wherever possible
- **Aids for drivers** - mirrors, CCTV cameras or reversing alarms that can help drivers can see movement all round the vehicle should be fitted;
- **Signallers** - appointed to control manoeuvres and who are trained in the task;
- **Clothing** – all pedestrians on site should wear high-visibility clothing.

9 – Signs and Instructions

Signs will be clearly displayed at the entrance and throughout site to inform visitors and site staff

- To follow the existing / temporary road signage
- The site speed limit, 5 mph
- Report to the site office and sign in upon arrival

Site rules and information will be sent to visitors if planned in advance.

10 – HGV/LGV Drivers

- Certificates to be provided by drivers
- Medical information should only be viewed by Occupational Health Professionals, whilst a Fitness to Work certificates can be accessible to managers.

11 – Reduction Of Environmental Impacts

Plant nappies to be used on all plant and accessories.

- Spill kits are to be located on mobile plant/vehicles and also available on site if required.
- Deliveries to site will be limited wherever possible with the aim to create minimal disruption from exhaust fumes and noise to neighbouring properties

12 – Travelling To And From The Site

- The site is located off of Headlands Rd, Liversedge, WF15 6PR
- Any large slow moving vehicles will require traffic marshals / banksman to assist in pulling out from the site.
- Signage will be displayed to advise which existing school car park to use for construction traffic

13 – Pedestrian Safety

Heras fencing / suitable barriers will be used throughout the site to clearly segregate the working site and pedestrian areas.

14 – High/Wide Vehicles and Weight Considerations

It is expected that a skip wagon will enter the working area to drop off and collect skips. Alongside contractor vehicles (under 7.5 tonnes)

15 – Site Lighting

Where required temporary site lighting will be used, especially during darker times on a morning / evening. No trailing cables. There is no anticipated night working permitted as works are scheduled during day light hours, so it is not expected that additional site lighting will be required.

16 – Mobile Plant Onsite

- Amber beacons required on mobile plant onsite
- Plant is serviced as per statutory requirements - copies of certification available and to be provided to site where necessary
- Any defect item of plant is to be taken out of use.
- Refuelling and fuel storage is to take place in designated areas onsite, where a spill kit is located nearby and a drip tray or plant nappy is used to reduce the risk of fuel spillage / leak onsite – re fuelling should take place in the lay down area whilst using a plant nappy and spill kit and fire extinguisher nearby.
- Mobile plant will be selected by the Jupiter Contract manager and or sub-contractor
- Safety restraints to be used on mobile plant: (Roll over Protection System (ROPS) & falling-object protective structure (FOPS)
- Keys to all vehicles and plant to be removed at all times when left unattended. Stop blocks are recommended for plant being stored onsite to minimise the risk of theft.

17 – Loads Leaving Site

- Waste is to be removed either by skip / approved waste contractor who holds a valid in date waste carriers licence
- Items going into the skip will be fairly heavy so it is not anticipated that they will fall out during transport. Sheeting and netting will also be used to prevent items falling out during transportation.

18 – Dust Onsite Created by Mobile Plant and Vehicles

In the event that dust is generated by the loading / unloading and general movement of mobile plant and vehicles on and off site, then dampening down techniques must be used to minimise the volume of dust and in turn reduce the environmental impact.

All practical measures should be taken to limit the spread of dust, including the use of damping down techniques.

19 – Emergency Procedures

Contained within the site Construction Phase Plan and posters are displayed onsite.

Vehicular routes to be kept clear for emergency services if required. Only parking permitted in designated contractor parking.

20 – Site Access Traffic Plans / Site Set Up

As shown above in item 12 of this document

21 – Designated Site Areas

21.1 – Smoking Area

Smoking is strictly prohibited anywhere within the premise or within the site boundary

21.2 – Emergency Muster Point

Will be placed within the welfare compound – to be shown during the induction and identified on the site set up plan.

21.3 – Fire Station Point

Located outside the welfare. Fire sets are also located at suitable locations across the site/ in working areas.

21.4 – Welfare, Parking, Skip/Waste set down area and vehicle holding area

In line with the requirements of the Construction (Design & Management) Regulations 2015 Schedule 2, the contractor's site establishment and welfare facilities will consist of the following: -

Toilet facilities.

- Messing unit or area.
- Drying room or area.
- Washing facilities (with hot and cold water)
- Site Office
- Area for delivery of materials and removals in a skip

Regular cleaning of the facilities will be arranged by site manager and removal of waste via our delivery operatives. All Sub- contractors must remove own waste products.

Signage will be in place / operatives advised of this during induction.

22 – Traffic Management Risk Assessment

Hazard	Hazard Cause	Hazard Effect	Persons at Risk	Control Measures
Third Party Vehicles	Collisions with other vehicles, plant, buildings and people	Damage to other vehicles, plant and buildings Personal injury, whip lash, broken bones, etc	All site personnel, school pupils and staff general public, unauthorised persons	All site visits/vehicle movement to be planned Only trained licensed operatives to use mobile plant Restricted access to site Designated pedestrian walkways in place All reversing activities to be carried out with the use of a banksman Suitable beacons and reversing alarms to be in good working order
Visitors to Site	Collisions with other vehicles, plant and buildings	Damage to other vehicles, plant and buildings Personal injury, whip lash, broken bones, etc	All site personnel, school pupils and staff general public, unauthorised persons	Designated parking areas, clearly sign posted All visitors must report to site office All visitors to have site induction Designated pedestrian walkways in place
Deliveries to Site	Collisions with other vehicles, plant and buildings	Damage to other vehicles, plant and buildings Personal injury, whip lash, broken bones, etc	All site personnel, school pupils and staff general public, unauthorised persons	All deliveries to be planned All operatives to be informed when deliveries are due Delivery driver to report to site manager
Unloading and loading area	Uncontrolled release of load	Crush/impact area	All site personnel, school pupils and staff general public, unauthorised persons	All deliveries to be planned (most in house) A specific loading and unloading area to be clearly identified and signed Loading and unloading area to be located away from pedestrian areas Ensure there is sufficient room for vehicle movement and reversing activities All reversing activities to be carried out using a banksman Ensure warning signs are clearly visible
Vehicle movement on site during working hours. (Deliveries from outside companies).	Collisions with other vehicles, plant, buildings and people	Damage to other vehicles, plant and buildings	All site personnel, school pupils and staff general public,	Ensure all deliveries are reported to Site Manager prior to loading or unloading minimise traffic route usage route planning: separate vehicles from pedestrians minimise traffic route usage

		Personal injury, whip lash, broken bones, etc	unauthorised persons	display suitable warning signs at entrances for vehicle drivers and pedestrians produce a safe system of work where segregation is not possible.
Poor housekeeping: Waste materials left loose on the ground.	Collisions with other vehicles, plant, buildings and people	Damage to other vehicles, plant and buildings Personal injury, whip lash, broken bones, etc	All site personnel, school pupils and staff general public, unauthorised persons	Ensure all areas are clear of any slipping hazards
Corners/blind spots.	Collisions with other vehicles, plant, buildings and people	Damage to other vehicles, plant and buildings Personal injury, whip lash, broken bones, etc	All site personnel, school pupils and staff general public, unauthorised persons	Ensure good visibility for drivers and pedestrians - where blind spots cannot be avoided, use mirrors or one-way systems - use barriers to stop pedestrians walking into the roadway.
Unauthorised access to the vehicle / plant cab.	Collisions with other vehicles, plant, buildings and people	Damage to other vehicles, plant and buildings Personal injury, whip lash, broken bones, etc	All site personnel, school pupils and staff general public, unauthorised persons	Ensure that the cab is securely locked and keys taken out in the event of the vehicle being left unattended. Certificates to be provided for anyone authorised to operate/drive plant/vehicles
Lack of information / instruction.	Collisions with other vehicles, plant, buildings and people	Damage to other vehicles, plant and buildings Personal injury, whip lash, broken bones, etc	All site personnel, school pupils and staff general public, unauthorised persons	Provide instruction to pedestrians who have to use the same areas as vehicles Provide information about routes to be used, any specific hazards, about any other people on site Inform the delivery drivers of safe working practices - eg, parking and unloading Use adequate signage to instruct.
Work at height for loading, unloading of deliveries (materials / plant i.e. access onto flatbed vehicles / pick-ups etc)	Collisions with other vehicles, plant, buildings and people	Damage to other vehicles, plant and buildings Personal injury, whip lash, broken bones, etc	All site personnel, school pupils and staff general public, unauthorised persons	Layout area to be suitably chosen and identified Use of banksman Avoid working at height where possible and use machinery to unload deliveries Deliveries to be planned in to avoid busy times onsite Ensure segregation between vehicles and pedestrians Use of signage Inform site staff of deliveries planned for the day