THE MITRE,

129 UPPER STREET

LONDON N1 0PN

TRAFFIC MANAGEMENT AND LOGISTICS PLAN

JUNE 2016

Contents

1.0 Introduction

Aim of the Traffic Management and Logistics Plan

Traffic on construction sites can involve either pedestrians, vehicles or both. The purpose of this procedure is to explain the policy and procedure to be followed for the project traffic management and logistics. In order to ensure the efficient and safe movement of vehicles and materials to and from the site and work areas, the main considerations are as follows:

Vehicles

- Traffic system and vehicle routes
- Loading and Storage areas

Pedestrian and Public considerations

- Public interfaces
- Public protection
- Pedestrian routes
- Pedestrian and vehicle segregation

Environmental considerations

- Delivery hours and interface with the Public

Scope of Works and Phasing

The Mitre Project consists of the installation:

- Facade Retention System
- Demolition of the existing previous on site
- Construction of 229 m^2 Basement space
- Construction of 133 m^2 Ground Floor Retail space
- Construction of 133 m^2 First Floor Retail space
- Construction of 109 m^2 Second Floor Residential space
- Construction of 95 m^2 Third Floor Residential space
- Construction of 95 m^2 Roof

The works will be constructed in one phase.

The Temporary Vehicle Footway Crossover will be required from 12th September 2016 until 10th March 2017.

The Mitre is located within a sensitive area A1 route and particular attention is drawn to the close proximity of existing residents plus the busy vehicle and pedestrian footpath, including a Bus Stop, on Upper Street.

Sager Construction Ltd (SCL) recognises the need for the works to be carried out in a manner such that the day to day activities of all adjacent residents, businesses and members of the general public are maintained and unaffected by the works, including:

- Maintaining access for the Emergency Services
- Maintaining access for deliveries and servicing of local business and residential premises
- Progressive removal of all waste materials
- Consideration to the generation of any nuisance caused by the works.
- Consideration to the nature, size and timing of all deliveries and waste removal to minimise disruption to all.
- Full participation with the Considerate Constructor Scheme.
- In possession of Planning Permission from London Borough of Islington (LBI)

2.0 Health & Safety Legislation and Guidance

The key legislation and guidance in respect to Traffic Management and Logistics include:
Key Legislation

• Construction (Health, Safety and Welfare) Regulations 1996
• Provision and Use of Work Equipment Regulations 1998
• Lifting Operations and Lifting Equipment Regulations 1998
• Health & Safety (Safety Signs & Signals) Regulations 1996

Key Guidance

• The Safe Use of Vehicles on Construction Sites [HS(G)114]
• Protecting the Public - Your next Move [HS(G)151]

3.0 Key Roles and Responsibilities

The following members of the SCL Project Team will own and manage the implementation of the Traffic Management and Logistics Plan:

Project Manager

- Assist with planning and preparation of project traffic management strategy, and updating where required
- Make specific reference to the strategy in the project health, safety and environmental plan
- Ensure a site specific risk assessment is carried out for all traffic activities (arrival, departure, (un)loading, movement, maintenance)
- Ensure a project induction is available to all pedestrians and drivers, which shows key routes, restrictions etc
- Monitoring and reviewing health and safety performance of all parties
- Ensure there are adequate emergency procedures in place for all foreseeable events i.e. traffic issues, spills, medical evacuation, fire
- Ensure there is adequate lighting on all access routes and common user areas

Traffic Management Coordinator

- Traffic management control
- Provide segregated pedestrian and vehicle routes
- Provision of materials / equipment to support the strategy
- Provision of competent resources
- Liaise with all subcontractors with regard to production of traffic management strategy
- Performance measurement / feedback to the team regarding traffic management strategy and contractor compliance
- Carry out risk assessment for traffic activities (refer to Appendix 4)
- Facilitate deliveries and management of delivery / logistics strategy
- Ensure wheel cleaning facilities and road sweeping arrangements are maintained
- Ongoing review and updating of this Plan as the Project develops and site conditions change.

Crane Coordinator / Appointed Person

The Crane coordinator is the appointed person (AP) who will have overall control of the crane lifting operations on the Project. They will undertake to ensure, so far as is reasonably practicable, that all project crane lifting operations are undertaken in a safe and controlled manner in accordance with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and also with the requirements of Part 1 of BS7121 – The Safe Use of Cranes.

Their duties include the following:

- Being familiar with the relevant parts of the project Health and Safety Plan where lifting operations are to be carried out on a site.
- Assess the lifting operations to provide such planning, selection of cranes, lifting accessories and equipment, instruction and supervision as is necessary for the task to be undertaken safely.
- Ensure that adequate inspection / examination and maintenance of the equipment have been carried out prior to its use.
- Establish an effective procedure for reporting defects and incidents and taking necessary corrective action.
- Takes responsibility for the organisation and control of all lifting operations.
- Ensure the crane supervisor is fully briefed in the contents of the lift plan / method statement etc.
- To plan and direct the sequence of operations of the cranes to ensure they do not collide with other cranes, loads and other equipment and buildings.

SCL Sub Contractors

Subcontractors will be contracted to implement the Plan through

- Complying with this Traffic Management Plan
- Ensuring all personnel attend project induction
- Providing competent workforce and supervision
- Providing plant and equipment which complies with relevant statutory obligations

All drivers and plant operators will:

- Be competent and trained to the appropriate standard.
- Drive with care and comply with the requirement of this Traffic Management Plan
- Use the correct equipment for the task, ensuring they are suitable for use, marked with safe working load, properly maintained, inspected and thoroughly examined regularly.

4.0 Traffic Management Plan

Key Principles

Generally the roads within the LBI may not be used as holding areas for vehicles waiting to enter the site. However SCL will investigate the availability of any potential 'Holding Areas' in conjunction with LBI Highways team and any such agreement and management arrangements for operation of same will be advised within this TMP in future revisions as and when available.

In order to minimise congestion (both on site and in the local roads), waiting time, inconvenience to other trades, third parties, the following principles will be followed:-

1. No 'holding' areas have been identified and as such all deliveries and collections must be planned and timed to ensure there is no back up of lorries waiting to enter the site. During Demolition and early Substructure stages there will be space available on site to hold two vehicles. As the Ground floor slab is constructed this space will be used up.

2. All deliveries must be booked in at least 48 hours in advance with the SCL Manager.

3. Any deliveries not booked in may be refused access and turned away at the Contractors cost.

4. Deliveries must be made in accordance with the site working hours, namely:

    i. Monday – Friday 10:00 – 16:00
    ii. Saturday 09:00 – 12:00
    iii. Any vehicle attempting to deliver outside these hours will be moved on.

5. Deliveries are not under any circumstances to be unloaded outside the site perimeter, onto public footpaths or roads, unless safe provision for same has been made and agreed in advance with LBI Highways department.

6. Site vehicles/deliveries are not to block accesses or cause inconvenience to any neighbouring plot, building or highway user.

7. Wheels must be cleaned before leaving site using the dedicated washing facility.

8. There is no parking available on site for Operatives or Visitors. The site is easily accessible via Public transport and use of these services will be encouraged with all operatives and visitors.

9. Parking for Operatives within the local roads will not be permitted. Regular policing will be undertaken by SCL and any person found not complying with this Site Rule will be reminded of their non-compliance in the first instance and removed from site in the event of any re-occurrence.

10. Parking for intermittent and short term Visitors is permitted on local roads provided that they comply with all Highways and Parking restrictions and conditions.

11. A Delivery Booking Form (Appendix 3) should be completed and returned to the SCL Manager at least 48 hours prior to any scheduled delivery in order to allow the full co-ordination of the deliveries/ collections with all suppliers.

12. A weekly review of forthcoming deliveries will be undertaken at a Logistics Progress meeting and the deliveries for the coming week will be agreed with the SCL Manager in advance.

13. All vehicles leaving the site must do so without delay or obstruction to others requiring access to the site or its environs.

Vehicle Routes and Deliveries

The site is located within the London Borough of Islington (SCL) at 129 Upper Street, London N1 0PN road number A1 (to the east).

Angel underground station is located to the South and is approximately a 10 minute walk to the site. Local buses stop along Upper Street directly adjacent to the site. There are no known vehicle restrictions from this A-road to the site associated with the anticipated vehicle sizes however restrictions and controlled traffic management will apply upon leaving Upper Street. Travelling south on Upper Street you will be entering the Congestion Charge area leading to Central London. Travelling north on Upper Street it will lead you to Holloway and Archway Roads.

SCL has produced a Construction Traffic Movement Survey that identifies a traffic analysis of the type of vehicles entering the site (Appendix 1).

Vehicle Access Arrangements To/From the Site

All vehicles will access and egress site using routes specified and approved on the Delivery Request Form. They would then be pre-booked to enter the site through the specified site gate. (Gate locations shown in the logistics drawing in Appendix 1)

The topography of the site and its relationship with the surrounding roads and footpaths dictate that a direct vehicle access route into the site will be from Upper Street travelling north.

The logistics access plan falls into 2 main stages:

Demolition, Piling & Substructure (up to Basement slab completion) Stages

Vehicle access gate will be erected at the existing site boundary on Upper Street. Vehicles will enter and leave the site from this point under the control of two Traffic Marshals and one vehicle banksmen.

Construction Stage (from completion of Basement slab)

The vehicle access arrangements remain as per the previous stage but as the construction of the Ground Floor slab progresses loading/lifting for vehicles onto site will improve

Estimated Number of Vehicle Movements

The table below shows the estimated number of vehicle movements by phase of the project:

Phase	Estimated daily deliveries	Comments
Facade Retention & Demolition	7	Lorries removing arisings.
Excavation	10	Muck away lorries
Piling	5	Muck away lorries, flat beds with piling materials and concrete wagons.
Sub-Structure & Frame	10	Flat-bed delivery vehicles for reinforcement, shuttering, precast concrete elements and other miscellaneous materials. Concrete wagons, skip lorries and small deliveries.
Envelope & Cladding	10	Flat-bed deliveries for bricks and cladding units. Curtain-sided deliveries for insulation. Rigid lorries and vans for roofing materials and sundries. Skip lorries and Concrete/mortar wagons.
Internal Fit Out	10	Curtain-side deliveries for drylining materials, insulation. Furniture & MEP deliveries; Rigid lorries and vans for Joinery elements and sundry materials.
External Works	5	Grab lorries for soil removal; Flat-bed deliveries for palletised and jumbo bagged material. Vans for smaller material deliveries. Curtain side deliveries for plants/shrubs/trees.

Vehicle Holding Areas

No ‘holding’ areas have been identified and as such all deliveries and collections must be planned and timed to ensure there is no back up of lorries waiting to enter the site.

Vehicle Call-Up Procedure

Logistics Manager will issue daily delivery/collection schedules to Traffic Marshal (TM) who will be responsible to call up vehicle to enter site when vehicle space is available .

In addition if the vehicle is not booked or has not arrived at the allotted time it may be turned away from site by the Logistics Manager unless a safe and interruption free delivery.

Potential Diversions/Disruptions to Public Highways

Major site activities which will affect the public highways outside of the boundaries of the site are as follows:

1. Low loader delivery and pick up for demolition plant. This may require the low loader to park on Upper Street and the plant to be driven in to site. Minimal disruption is anticipated in this regard.

2. Delivery and collection of piling rigs. This may require the low loader to park on Upper Street and the plant to then be taken off of the delivery vehicle and driven in to site.

3. Façade installation at low level where they abut directly adjacent to the public realm. This will affect public footpaths only. Wherever possible we will limit working access to the minimum to ensure a maintained minimum clear footpath width of 1.5m. Where this is not possible we will provide diversion routes for pedestrians. A Method Statement will be agreed with LBI Highways department for each eventuality and appropriate Licences will be obtained where necessary

Services Connections Strategy

The strategy for service connections will be to employ the relevant statutory service providers to install the connections to within the demise of each property. Non–contestable installations may be undertaken by a third party specialist utilities contractor under the appropriate license.

It is anticipated that the existing services are all located in the highways and pavements adjoining the existing site boundary. As such the extent of the impact of the connections is reduced to local excavation works only.

A Utilities connections plan and a strategy for installation will be produced and agreed with all of the relevant Utilities companies in order to reduce the amount of disruption that may occur within the public realm. A policy of multi-service trenching will be adopted as far as possible in order to minimise any disruption.

Connections from the surrounding roads are anticipated. Local enclosures will be formed in agreement with LBI Highways and our proposals will include for the works to be carried out from the site side as far as possible.

Should road crossings be required the trenches will be excavated on a phased basis and a ‘half and half’ approach will be used whereby only half the carriageway is excavated at any one time and the road remains open. If a full trench across the highway is needed then road plates will be used locally to cover the trenches and allow vehicular access – this method will only be adopted if a phased approach is not possible.

Works Outside of Site Boundary

The works outside of the boundary are summarised as:

- Erection & striking of hoarding and scaffolding.
- Tying in external works finishes to existing.
- Façade installation at low level where they abut directly adjacent to the public realm

- Services connections

All works that are on or immediately adjacent to the site boundary of a short duration they will be segregated using 'anti-climb Heras' fence type enclosures to extend the site boundary on a temporary basis and a 'chapter 8' highways regime for protection of the public, signage and the avoidance on inconvenience.

Abnormal Loads

Abnormal Loads are those that require special traffic movement agreements with the Local Highways Authority and/ or the Traffic Police. These are generally loads of excessive length or width. The Abnormal Loads anticipated include delivery/ collection of the following:

The appropriate Traffic Movement Notices will be agreed with the relevant Statutory Authorities prior to delivery/ collection of any abnormal loads. It is often a requirement for Abnormal Loads to be delivered/ collected outside of busy traffic periods (before 7am and after 6pm during week days). We will therefore issue special notice to our neighbours prior to any abnormal loads being delivered/ collected.

Upon delivery/ collection the Abnormal Load will be directed to a pre-agreed delivery area by the Traffic Marshal and the Driver will be instructed to turn off the vehicle engine and switch off any lights to await unloading/ loading. Following unloading/ loading the vehicle will wait in until it is permitted to leave at a pre-agreed time as will be defined within the Traffic Movement Notice.

Pedestrian Access Egress Routes

Pedestrian access routes for members of the public will be clearly delineated using appropriate and approved signage. Where necessary, such as through tunnels under scaffolding, additional lighting will be provided from the site temporary electrical installation.

All Pedestrian routes that are in close proximity to moving vehicles will be protected using physical barriers.

All operatives will access and egress the project using the pedestrian entrance on Upper Street. All contractors will book into the relevant security area for their area of works, and having done so they will then proceed to their working areas using designated routes.

Once operatives have entered the site they will only use designated pedestrian routes which will be clearly defined with relevant signage prominently displayed and updated as works progress and site dynamics change. Physical barriers will be installed to segregate vehicle and pedestrian movements and crossover points will be gated at the east side and on the existing premises.

Safe 'green routes' including crossovers where appropriate will be established to ensure safe segregation between all vehicles and pedestrians/ construction operatives.

Unloading/Loading and Storage Areas

Unloading/ Loading and storage areas will be clearly defined and carefully considered to:

- Be established & maintained on site
- Be segregated from pedestrian routes using barriers

- Have sufficient room for all vehicle movements including turning space
- Have adequate lighting and appropriate signage.
- Have Fire Points and Spill Kits located in the immediate vicinity pertinent to the unloading/ loading operations and/ or materials being stored.

Storage areas will need to be constantly reviewed as works progress and the site conditions change. Lighting, signage, fire points and pedestrian protection will need to be constantly updated and communicated to all as these works develop.

Public Protection for Vehicle Deliveries to Project

SCL will provide a Traffic Marshall/ Banksman to control deliveries. SCL will ensure that all their vehicles are 'banked' whilst moving to and from the site boundaries.

Drivers are to be formally briefed to drive with extreme care when in close proximity to the site to avoid potential incidents with other users.

Information for Suppliers and Transporters

A Risk Assessment will be carried out relating to the safe movement of plant, site vehicles and pedestrians. The following measures will be established with all suppliers:

Vehicle arrivals

- Delivery drivers to be issued with a site map and site rules upon arrival to avoid the need to use mobile phones when driving and also to avoid going to the incorrect area
- All deliveries to be met upon arrival by the relevant contractor

Vehicle Selection

- Modern, well maintained safety devices such as reversing beacons, convex mirrors, CCTV.
- Correct size and type for the operation and also to suit site conditions i.e. avoid quarry type machinery for construction sites
- Satisfactory standard of roadworthiness
- Consider controlled issue vehicle passes which are only issued to pre-arranged drivers who are aware of site requirements

Control Measures for Reversing Operation

The following control measures will be adopted for all reversing activities should they be necessary:

- Provide turning circles to minimise the extent of reversing
- Provide observation positions/ refuges for pedestrians, and radio communications
- Provide a safe system of work when vehicles must reverse i.e. banksman, CCTV, reversing alarms, convex mirrors
- Provide a competent banksman who is visible to the operator at all times
- Ensure both banksman and drivers know and understand the relevant safety procedures and correct signalling systems
- Warn pedestrians and make sure they are kept away from vehicle operations

5.0 Traffic Management - Site Specific Rules

These Traffic Management Rules will be given to all delivery companies before being allowed to deliver to/ collect from the site. Non-compliance will result in offenders being turned away from the site:

- **DO NOT** park your vehicle in a way that may congest the local roads around the site.
- **DO** turn your engine and lights off (except any necessary hazard warning lights) when parked up.
- **DO NOT** park in front of any points of access/ egress.
- **DO** be polite and respectful to members of the general public in the event that enter into discussion with you.
- **DO** adhere to all direction given by the site Traffic Marshals.
- **DO NOT** access the construction site until you have been briefed by the Traffic Marshal.
- **DO NOT** access the construction site as a visitor unless you are accompanied by someone who has a permanent site ID pass.
- **DO NOT** arrive to the site unannounced (timings as per delivery schedule).
- **DO ENSURE** that you wear a hard hat, protective footwear and high visibility vest at all times on site when leaving your vehicle.
- **DO ENSURE** that you observe all traffic signs and notices displayed.
- **DO NOT** consume food or drink on the site, unless it is within the welfare facilities provided.
- **DO NOT** attend site under the influence of alcohol or drugs.
- **DO NOT** smoke on site except within authorised areas.
- **DO NOT** manoeuvre/reverse unless told to do so by a Traffic Marshall. You will be given a route to the designated area. Ensure your 4 way Flashers are working, your Reversing Audible Alarm is working as well as your flashing beacon.
- **DO NOT** reverse your vehicle on site without the assistance of a banksman.
- **DO NOT** leave the site until you have been cleared to do so by the Traffic Marshall.
- **YOU ARE NOT ALLOWED** to bring children into the site in your vehicle cabs, you must make alternative arrangements for child supervision outside of the site before you can enter the site with your lorry/ van.

- **DO NOT** access the back of your vehicle unless there are measures in place to prevent falls or arrest falls

6.0 Monitoring and Review

The Traffic Management Co-ordinator will review this plan regularly and as conditions change. Records of any updates / revisions will be maintained by the Traffic Management Co-ordinator.

All records will be held on file / on site including all certificates and inspection records for all plant, equipment, lifting appliances etc which may be used for traffic management and logistics purposes (Register of contractor statutory equipment – LOLER).

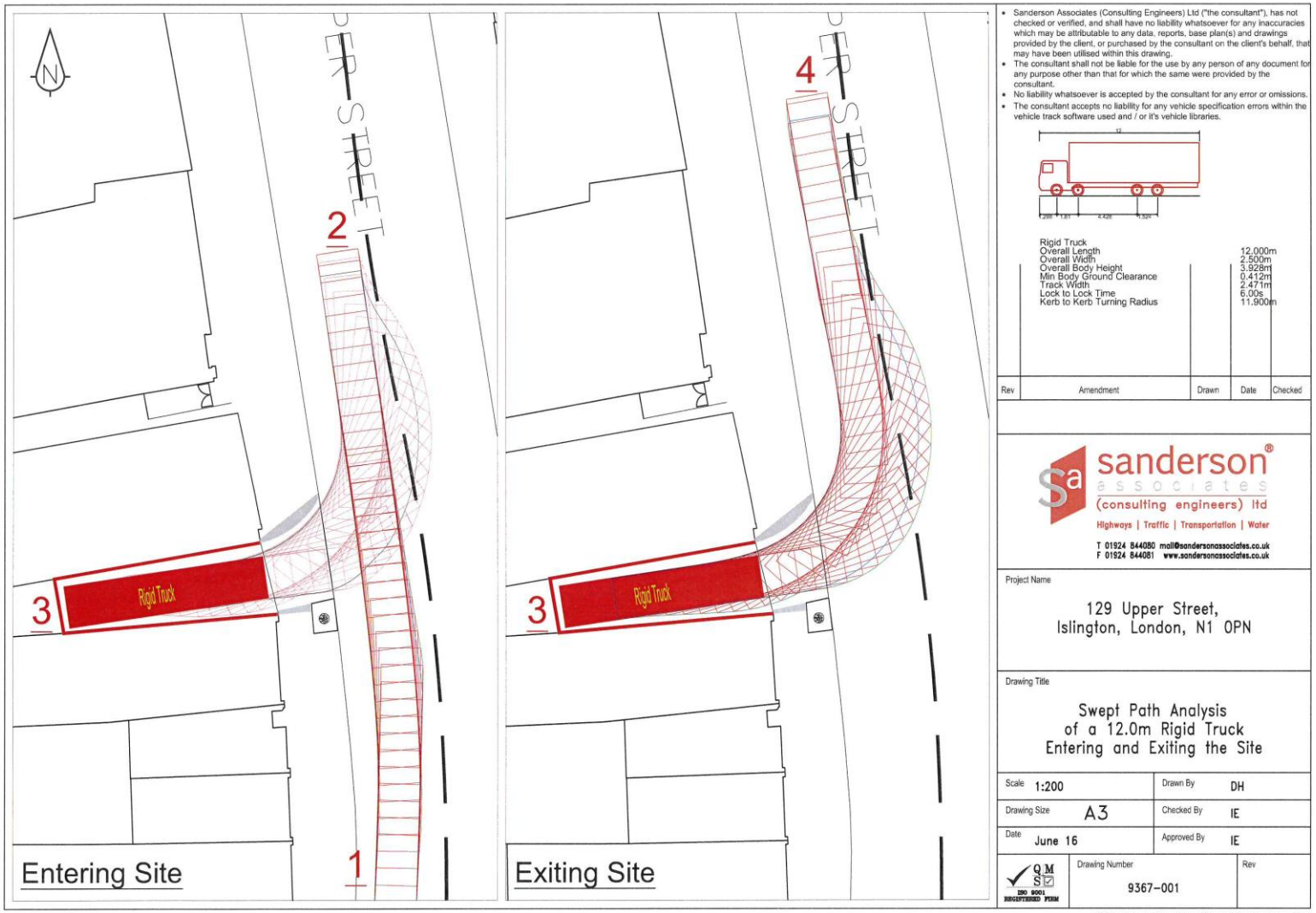
Regular audits of subcontractors' plant, operatives training records will be undertaken as well as site tours and recorded on Yellow Jacket (the SCL on-line reporting system).

APPENDIX 1

LOGISTICS PLANS

1. Temporary Vehicle Footway Cross-Over Plan
2. Swept Path Analysis of a 12.0m Rigid Truck Entering & Existing the Site
3. Swept Path Analysis of a Large Tipper Entering & Existing the Site


FOOTWAY
No 129
KERB EDGE
FALL
0.31m
6.29m
0.27m
4.35m
0.33m
0.22m
FALL
2.00m
TEMPORARY VEHICLE
FOOTWAY CROSSOVER
CONSTRUCTED BY TfL
APPROVED CONTRACTOR
0.44m
0.55m
0.46m
1.54m
1.32m
1.91m
1.07m
1.18m
0.77m
0.72m
1.44m
TREE PROTECTION
AS PER ARBORICULTURE
REQUIREMENTS
TREE PROTECTION BARRIER
No 127
FOOTWAY
A1 UPPER STREET
FOOTWAY
FOOTWAY
N
V
E
S
TEMPORARY VEHICLE FOOTWAY
CROSSOVER PLAN
129 UPPER STREET
1:100



- Sanderson Associates (Consulting Engineers) Ltd ("the consultant"), has not checked or verified, and shall have no liability whatsoever for any inaccuracies which may be attributable to any data, reports, base plan(s) and drawings provided by the client, or purchased by the consultant on the client's behalf, that may have been utilised within this drawing.
- The consultant shall not be liable for the use by any person of any document for any purpose other than that for which the same were provided by the consultant.
- No liability whatsoever is accepted by the consultant for any error or omissions.
- The consultant accepts no liability for any vehicle specification errors within the vehicle track software used and / or it's vehicle libraries.

Rigid Truck	
Overall Length	12.000m
Overall Width	2.500m
Overall Body Height	3.928m
Min Body Ground Clearance	0.412m
Track Width	2.471m
Lock to Lock Time	6.00s
Kerb to Kerb Turning Radius	11.900m

Rev	Amendment	Drawn	Date	Checked

sanderson associates (consulting engineers) ltd
Highways | Traffic | Transportation | Water
T 01924 844080 mail@sandersonassociates.co.uk
F 01924 844081 www.sandersonassociates.co.uk

Project Name
129 Upper Street,
Islington, London, N1 0PN

Drawing Title
Swept Path Analysis
of a 12.0m Rigid Truck
Entering and Exiting the Site

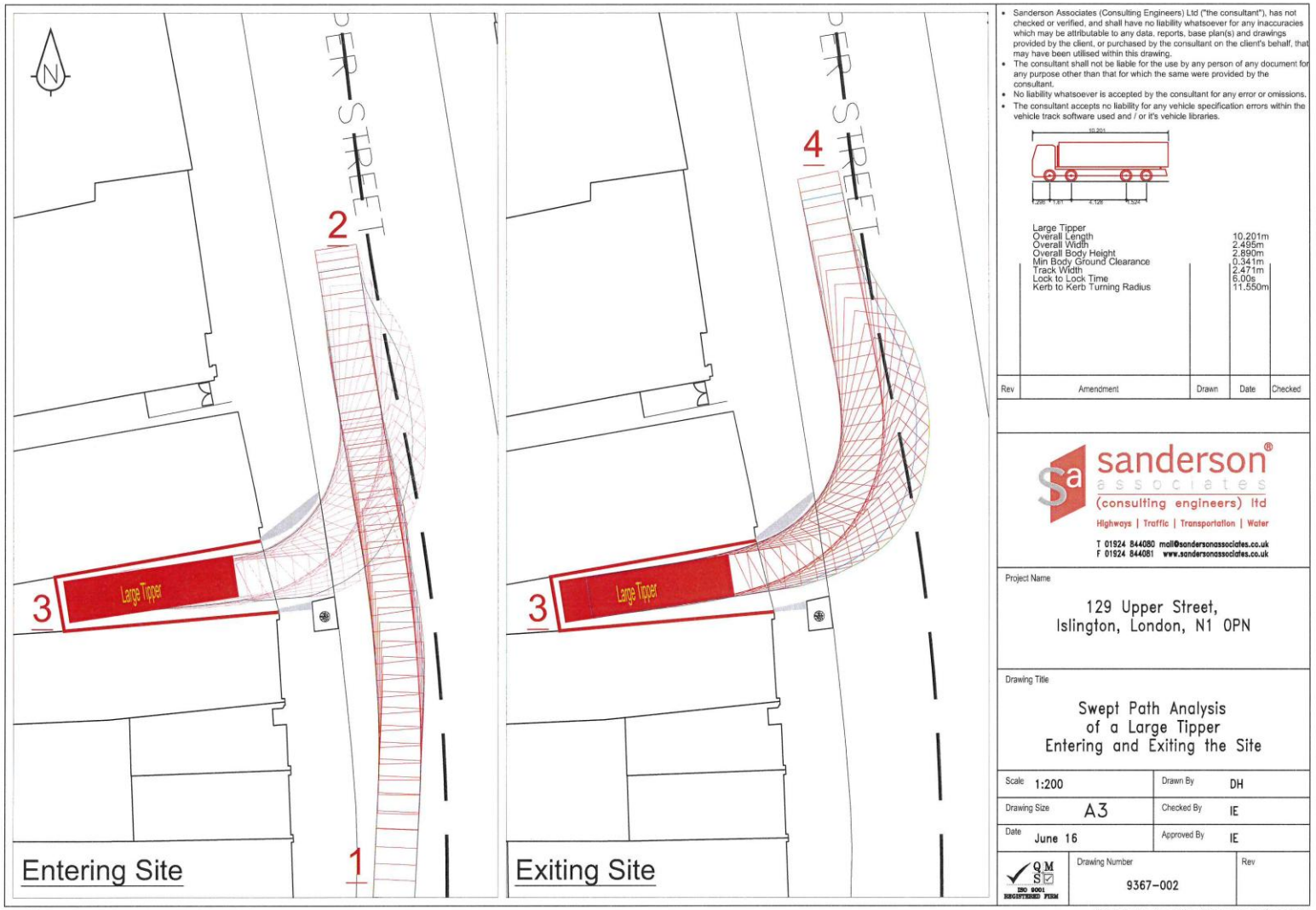
Scale	1:200	Drawn By	DH
Drawing Size	A3	Checked By	IE
Date	June 16	Approved By	IE

ISO 9001 REGISTERED FIRM

Drawing Number: 9367-001

Rev:

FILE REF:



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Large Tipper	
Overall Length	10.201m
Overall Width	2.495m
Overall Body Height	2.880m
Min Body Ground Clearance	0.341m
Track Width	2.471m
Lock to Lock Time	6.00s
Kerb to Kerb Turning Radius	11.550m

Rev	Amendment	Drawn	Date	Checked

sanderson associates (consulting engineers) ltd
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F 01924 844081 www.sandersonassociates.co.uk

Project Name

129 Upper Street,
Islington, London, N1 0PN

Drawing Title

Swept Path Analysis
of a Large Tipper
Entering and Exiting the Site

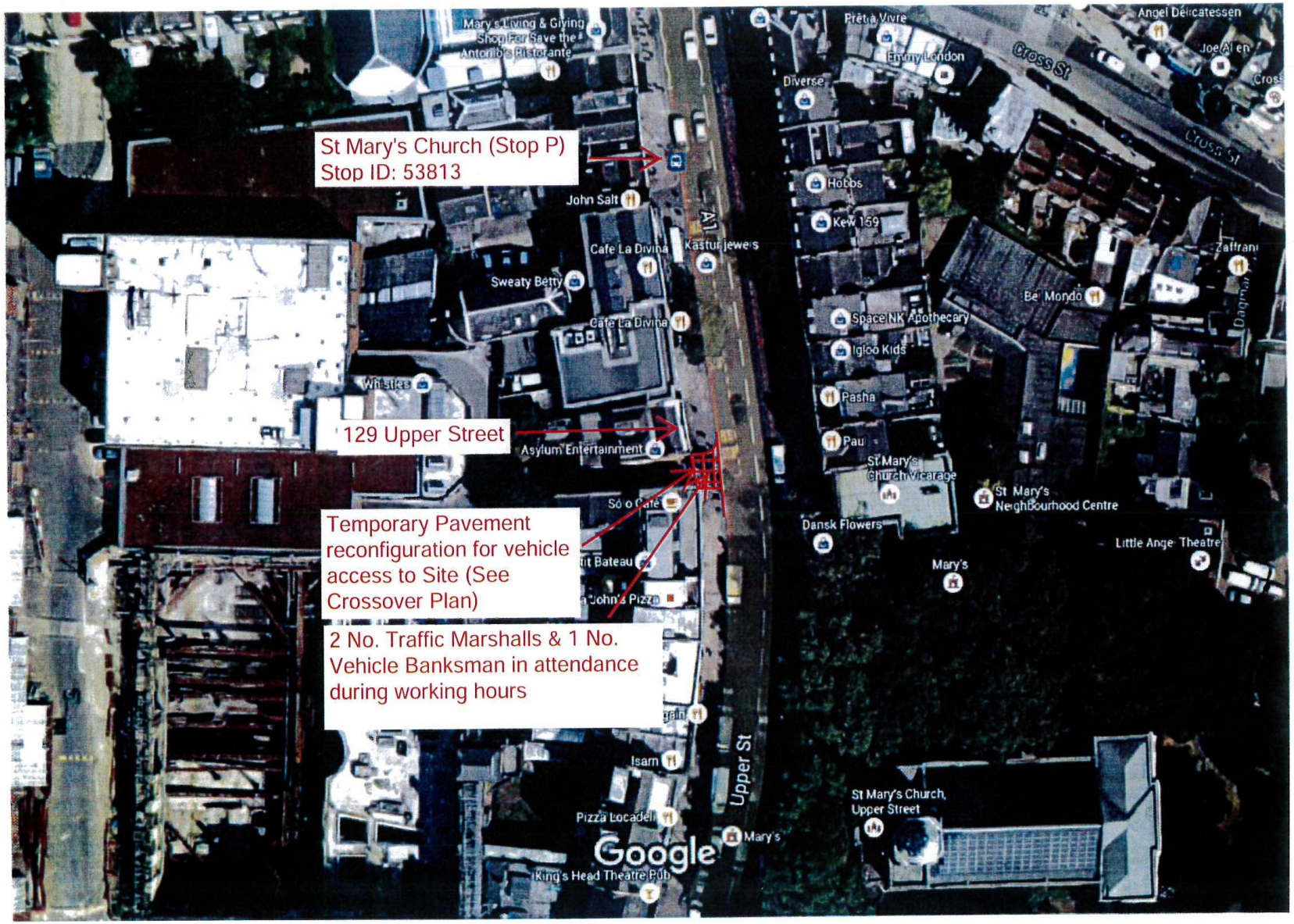
Scale	1:200	Drawn By	DH
Drawing Size	A3	Checked By	IE
Date	June 16	Approved By	IE

ISO 9001 REGISTERED FIRM	Drawing Number 9367-002	Rev

FILE REF:

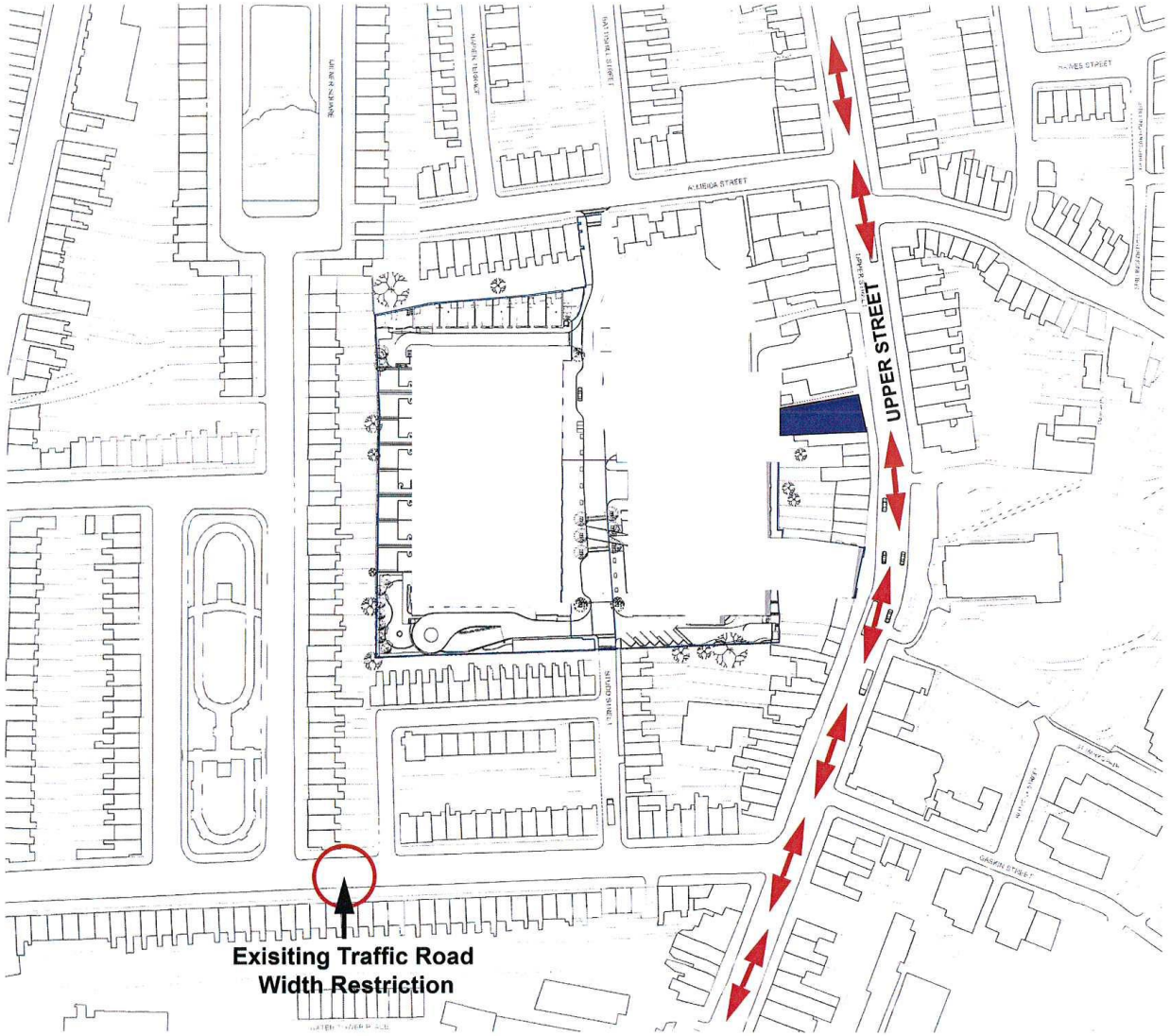
APPENDIX 2

GOOGLE MAP


St Mary's Church (Stop P)
Stop ID: 53813
129 Upper Street
Temporary Pavement reconfiguration for vehicle access to Site (See Crossover Plan)
2 No. Traffic Marshalls & 1 No. Vehicle Banksman in attendance during working hours
Upper St
Cross St
Google

APPENDIX 3

SITE OPERATIONS TRAFFIC PLAN



SAGER CONSTRUCTION LTD

THE MITRE

TRAFFIC

THE MITRE

SITE OPERATIONS TRAFFIC PLANS

SCALE @ A3: 1:1250

APPENDIX 4

PRINCIPAL CONTRACTOR'S HEALTH & SAFETY RISK INFORMATION

Process/Element	Associated Risk	Sub Contractor Key Health & Safety Information and Requirements	Reference Health & Safety Standards
Traffic Management • Vehicular deliveries to site • Unloading of materials	• Striking members of the public/ public vehicles whilst accessing/ egressing the site • Striking site personnel whilst on site	• Carefully planned and positioned signage • Traffic route maps to be issued to all drivers accessing site	• CON (HSW) • HS(G)144
• Third Party Safety	• Interface between general public & construction vehicles	• Traffic marshals at the site access gates • No reversing in or out of site	• Con (HSW) • HASAWA 74
• Falling objects from delivery vehicles	• Injury to operatives and third parties	• Vehicles to be filled to a level beneath the max height of the materials container • Open vehicles to be provided with secured sheets / tarpaulins	• HASAWA 74 • Con (HSW)
• Use of plant	• Noise • Vibration. • Misuse of plant/ equipment • Faulty plant/ equipment	• Control measures to reduce noise levels. • Provision of PPE. • Implement an adequate safe system of work for the use of plant − Selection of appropriate plant and equipment − Used only by trained personnel • Planned maintenance regime	• NWR • PUWER • KHSS Section 5.5 - Plant & Equipment • KHSS Section 3.6 - Training
• Lifting Operations (Lifting Equipment)	• Falls of Loads • Loads striking persons and/or structures and/or objects • Failure of Lifting Equipment • Failure of Lifting Accessories.	• Planning and Control of all lifting operations • Provision of competent 'appointed person(s) to plan and supervise lifting operations	• LOLER • BS7121 - The Safe Use of Cranes • KHSS Section 5.6 - Lifting Operations
• Unstopping/ unloading	• Falls of persons • Falls of materials	• Fit temporary guardrails to vehicle • Use restraint of fall arrest device • Safety mats • Do not unstrap all loads at once • Keep posts in place to restrain load	• Working at Height Regulations 2005

APPENDIX 5

DELIVERY BOOKING FORM

The Mitre : Delivery Booking Form
To be completed and submitted to the Sager Construction Ltd for agreement at the weekly logistics meeting.

Date &Time In	Haulier	Type of Vehicle	Nature of delivery	Unloading time req'd	Drop off location

Submitted by…….. Date…….

On behalf of (TC Name)…….....

APPENDIX 6

TRAFFIC MANAGEMENT RISK ASSESSMENT

No	Construction Task or activity	Hazard	Risk classification ESP, high, etc.	Control measures	Method statement Required	Comments
1	Delivery of materials	1. Collision of plant, other vehicles 2. Collision of Operative/site staff 3. Reversing of vehicles	**HIGH**	1. Pedestrian access to be in operation and signage displayed. 2. Banksmen to be in attendance during all reversing operations. 3. Pedestrian access to be suspended during manoeuvre with barriers in place	**NO**	Delivery schedule to be used for all site deliveries

No	Construction Task or activity	Hazard	Risk classification ESP, high, etc.	Control measures	Method statement Required	Comments
2	Hiab operations	1. Failure of lifting equipment. 2. Loose material	**HIGH**	1. Lift plan to be produced for all lifting operations. 2. Mace mobile crane and hiab check list to be filled in before work commences. 3. Banksman to be in attendance at all times. 4. Area to be cordoned off before works start and maintained throughout work. 5. Visual inspection of cranes and lifting equipment to be carried out daily before works start by the driver.	**YES**	Method statement to be approved before works start

No	Construction Task or activity	Hazard	Risk classification ESP, high, etc.	Control measures	Method statement Required	Comments
3	Pedestrians	1. Pedestrians being struck by vehicles	**LOW**	1. Segregated pedestrian routes. 2. High visibility clothing to be worn. 3. Logistic personnel to supervise vehicles at all times. 4. Pedestrian activity suspended when vehicles are manoeuvring.	**NO**	
4	Members of the public	1. Members of the public being struck by vehicles	**MEDIUM**	1. Segregated access. 2. Traffic marshals and security to supervise vehicles entering and leaving site	**NO**	

5	Site visitors	1. Being struck by vehicles	**LOW**	1. Segregated pedestrian routes set up. 2. All visitors to be accompanied at all times whilst on site. 3. Site rules given to all visitors	**NO**	