Site Traffic Management Plan – The Old Registry, Wrexham

Form Guidance:
A Traffic Management Risk Assessment shall be completed, recommendations and control measures from both will be incorporated into this document. Red text to be updated (and changed to black) or deleted. Reference: HSG144 – The safe use of vehicles on construction sites – A guide for clients, designers, contractors, managers and workers involved with construction transport.

Region:	**North Wales, Wrexham**
Project Name	**The Old Registry**
Prepared by:	**N Edge**

Key Personnel	Name	Signature	Date
Client (Ava Wrexham)			
Project Manager (PM)	N EDGE		
Site Manager (SM)	TBC		

Record of Review

Amendments must be recorded below starting with the initial revision 0.

Revision Number	Description of Change	Updated by Print Name	DD/MM/YY
0	Initial Plan	N Edge	
1	Revision A	N Edge	11.03.25
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Insert additional sheet as required			

SECTION 1 - INTRODUCTION

The traffic management strategy excludes interface wherever reasonably practicable between pedestrians, members of the public and site traffic, aiming to reduce the number of deliveries were reasonably practicable, and manage the deliveries so that the volume of traffic is minimised, avoiding peak times, and ensuring all vehicular movements are controlled.

This document sets out the site arrangements for planning of these issues, the control measures that will be implemented and highlights the points for consideration and necessary actions.

It is the responsibility of the Project / Site Manager to review the traffic management plan and update the traffic management board that is displayed within the site compound. It shall remain suitable and representative of the site conditions. It shall be signed and dated to demonstrate the review. Operatives are advised during their site induction of their responsibility to check the board at the start of their shift.

The traffic management risk assessment shall be updated to reflect significant changes.

SECTION 2 – ARRANGEMENTS

2.1 Risk Assessment

Risk Assessment Template shall be used to record all hazards identified as part of the risk assessment process. These are known common hazards that pose a potential risk to the workforce, public, and anyone else who may be affected by our activities, inside and outside of the site boundary. The risk shall be reviewed and amended whenever there are significant changes.

2.2 Plans

A route map drawing shall be provided that highlights the direction that all site deliveries will take to enter the site, drive safely through the site, and exit, minimising driving through adjacent residential areas so far as reasonably practicable.

The plan highlights:

- Vehicle access point(s)
- Pedestrian access point(s)
- Pedestrian walkways
- Emergency access point(s)
- Welfare facilities
- Storage area(s)
- Security & material handling arrangements that will be enforced following the full site establishment.

The Traffic Management (TMP) signage board (whiteboard) shall display these logistics and will be communicated during the site-specific induction. TMP Board Location: **Site Office**

The board will be reviewed daily and updated where applicable to reflect current conditions. The Site Manager shall initial and date the board to demonstrate this has been completed.

2.3 Logistics

2.3.1 Deliveries

Delivery hours will be limited to standard working hours only. The Site Manager shall ensure arrangements are in place to minimise obstruction of any public road so far as reasonably practicable and deliveries will be on appointment due to the nature of the area where the registry is located.

All delivery drivers, operatives and visitors shall call ahead of arrival then report to the site office and or gateman where they will be instructed to sign in. This will be explained to the suppliers & sub-contractors via a pre start meeting and this will be included within their contract order. The Site Manager may designate a

competent person to meet and instruct delivery drivers. This may be coordinated with the applicable sub-contractors procuring / receiving the goods.

2.3.2 Banksman/site staff

Those responsible for directing vehicles shall do so from a safe position and be authorised and competent to do so, e.g. Skilled Banksman/ Traffic Marshall (future reference Banksmen). All Banksmen/competent site staff directing a vehicle must be fully briefed of the current traffic management plan and site rules. Where mobile plant is used for loading / offloading, arrangements shall be coordinated and supervised.

Banksman/competent site staff must be easily identified by wearing an orange hi-viz vest.

There will be no HGV artic deliveries to this site, the maximum size of vehicle will be rigid loads they will enter via the rear entrance turning around internally and leaving forward facing under the control of a banksman.

2.4 Site Specific Arrangements

2.4.1 Security

Vehicle and pedestrian gates into the main car park/building site shall remain closed at all times when not in use to prevent unauthorised access.

2.4.2 Reversing

Routes, where reasonably practicable, shall be planned to avoid the need for reversing, with one-way systems established.

2.4.3 Excavations

Traffic routes will be planned to avoid excavation works where reasonably practicable. Where this is not possible the excavations shall be suitable protected with barriers to prevent plant or people falling in.

Stop blocks shall be provided at the edges of excavations, pits, spoil heaps, etc. to prevent dumpers falling when tipping. The blocks shall be positioned a sufficient distance away from any unsupported edges and slopes to prevent the weight of the vehicle causing collapse.

2.4.4 Overhead Services

Traffic routes shall be clear of overhead services where reasonably practicable such as telephone cables, electric cables etc. where this not possible the use of height restrictions and a goal post system will be utilised.

2.4.5 Transporting Materials

The telehandler must be able to move independently around the site without the aid of a Banksman. A trained Banksman may be sought, when operating the telehandler in a restricted area or where the driver requires assistance. Only trained and authorised Banksman are permitted to carry out such a task.

2.4.6 Road Surfaces

Road surfaces are to be suitable for the types of plant / vehicles and volumes expected to use them. Haul roads must be installed at the start of the programme to permit the telehandlers and other plant / vehicles to move safely around the safe. **Most telehandlers Operators are not rained to operate on rough terrain.*

They shall be maintained, free of potholes and adequately drained to prevent ponding and the build-up of mud.

Where gradients, ramps or excavations are present, an effective and identifiable barrier must be used with signage to prevent onsite traffic from transiting too close to the edge.

2.4.7 Site Parking

Where reasonably practicable, parking for site workers and visitors' vehicles shall be provided within the project's boundaries. Where necessary, alternative arrangements should be made to prevent parking on neighbouring streets.

Vehicles must not cause obstruction to any adjacent pedestrian areas and must not, under any circumstances, park on any part of the public footpath whereby forcing pedestrians including vulnerable people i.e., those in wheelchairs and with pushchairs into the road.

2.4.8 Pedestrian Routes

Designated pedestrian routes shall be provided throughout the site to provide safe access to all areas, and ensure pedestrians are suitably segregated from plant using clipped (weighted where applicable e.g. high winds) crowd barriers and or heras fencing. Please refer to Appendix A – Pedestrian Management Detail for further guidance. Pedestrian access into the site shall be separate from vehicular access. Pedestrians shall be provided with safe passage to reach welfare facilities inc. drying rooms, without the need for PPE.

2.4.9 Use of the public highway

When mobile plant is using a public highway extra control measures are required to safeguard other road users and pedestrians. All plant operators using the public highway must hold a valid driver's licence.
A public highway includes roads outside of our developments and inside developments where we have allowed customers to move in, which our construction vehicles still use as an access route.

All works in the public highway shall be supervised and carried out in accordance with the New Roads and Street Works Act 1991 (RaSWA).

2.4.10 Emergency Access

Access for emergency services shall always be kept clear, this includes access to hydrants and risers. The traffic management board annotate these details.

2.4.11 Control Measures

Site Specific Controls	
Confirm if mobile plant will be required to utilise any adjacent highway / road at any time throughout the programme	Not applicable to this project
Indicate the process for receiving deliveries inc.	Once inside the site boundary deliveries will be unloaded by hand or mechanical lift where required ie: a moffet provided by the supplier may be used on occasion. There is a clear plan that will be issued to all suppliers showing the turning circle within site and designated route this will be issued within the contract order.
Confirm arrangements to prevent highway obstruction to other road users and pedestrians	Deliveries will be strategically planned and brought to the rear of the property into site where the vehicle will be free to turn around the leave site to omit reversing in public areas
Confirm permitted delivery hours.	08:00 – 16:00 This will be communicated to sub-contractors and suppliers included within their order.
Confirm presence of local community vulnerabilities i.e. schools, nurseries, shops, retirement homes etc. that will be risk assessed	The traffic management risk assessment will consider shops, offices and the university that is in close proximity
Confirm ground conditions for tipping operations.	A firm level stable unloading area will be provided utilising the existing rear car park

Confirm the maximum site speed limit.	5mph
Confirm if there are any overhead live services within the site boundary?	There are no overhead live services within close proximity
Confirm substrate type for vehicle routes (e.g. tarmac, type 1 etc.) and detail procedures in place to ensure maintenance. Include controls for vehicles accessing onto public roads. road sweeper etc, wheel cleaning.	The vehicle route and unloading area will be existing tarmac there are no requirements for wheel washing or road cleaning as this site is not anticipated to generate any mud and alike.
Identify any key areas where traffic is required to transit up or across gradients, ramps or near excavations and what barrier protection/control measures will be used.	There are no planned excavations on this project, there is a gradient into site all driver will be required to drive slowly and directed into stie by a banksmen/competent
Confirm arrangements for contractor parking	Contractors/site staff will be required to park on site in the designated car park spaces to the rear of the property. Where parking is not available on site the local public car park will be used as an overflow including water worlds car park nearby.
Confirm pedestrian access into site	Pedestrian access will be split between the front entrance to encourage vehicle segregation and where access is required to the rear of site ie: staff car park, there will be a protected walkway using physical barriers to ensure pedestrians have a safe access
Will there be any road or footpath closures? If yes, do you have authority?	There are no road or footpath closures planned but if this is required then the appropriate notice and application will be submitted to the local authority for approval.
Confirm temporary lighting for working areas during hours of dusk / darkness?	The existing flood lights will be utilized for lighting.
Directional Signage	The same (Bilingual with Welsh above English and also coordinated with the WCBC Highway Roadworks Team for the Highway signs. On private land they'll be temporary signage with the contractor's logo on it.

2.5 Communications

A copy of the traffic management plan and the control measures therein shall be issued to sub-contractor's pre-start to ensure early understanding and acceptance.

Interface activities with other operations taking place on site must be considered, and those affected advised accordingly via the daily activity briefings.

The site will operate the universal 'thumbs up' signalling process and display signage throughout to remind people.

Local businesses, neighbours and occupiers who may be affected by our activities shall be contacted and kept updated throughout the project.

Communication with WCBC highways (Works to frontage) & WCBC Assets department (Works to rear) will be implemented throughout the process to ensure any activities in conjunction with the construction project are monitored and thoroughly assessed, prior to commencement a joint inspection will be arranged with WCBC Highways/assets dept and full dilapidation schedule will be carried out.

2.6 Prohibition

- Articulated tippers are prohibited
- Dumpers are not permitted to drive up or over spoil heaps – **N/A for this project**

2.7 Competence & Permits

All plant operators must meet the requirements set out in Training Competence and Appointments. Plant Operators Permit must be issued before allowing anyone to operate plant.

SECTION 3 – RULES

Compliance with the rules will be enforced on this project. Repeat offenders who do not follow the safety guards provided, placing themselves and others at risk, will be subject to disciplinary procedures/ stop works notices.

1. Use pedestrian walkways
2. Wear hi-viz clothing
3. Wear a seatbelt
4. Only operate vehicles if you are competent / licenced and authorised to drive them
5. Comply with all PUWER & LOLER Approved Codes of Practice
6. Do not leave the engine running when you leave the vehicle
7. Do not leave keys in vehicles that are unattended
8. Stop the plant / vehicle if pedestrians are present in the roadway
9. Do not operate under the influence of drugs or alcohol
10. Do not allow passengers to ride on vehicles unless safe seating is provided
11. Do not attempt to get on or off moving vehicles
12. Do not use a mobile phone whilst driving on site
13. Use the 'thumbs up' signal to communicate
14. Observe safety exclusion zones
15. Do not use a mobile phone whilst driving or directing vehicles.

Appendix A

SHE Traffic Management Layout –

Site Traffic Management Plan – The Old Registry, Wrexham

