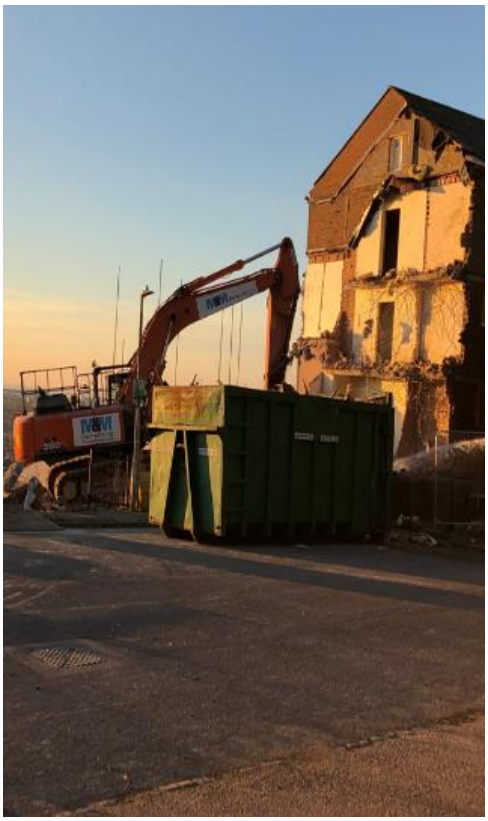









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Traffic Management Plan

Issue 01/07/2023 Ref. 1.2.1 Rev. 002

50+YEARS

Demolition and Enabling Works Services for the Construction Industry

Site Name:	Ashcroft House Demolition
Site Address:	Ashcroft House, Kingston Lane, Shoreham by Sea, BN43 6YU
Prepared For:	Anthony Probert
Date:	06-02-2024
Prepared By:	Karl Larcombe
Company:	M & M Demolition Ltd, Victory Way, Admirals Park, Crossways, Dartford, DA2 6QD
Document Name:	Traffic Management Plan
Project Reference:	D20838
Client:	Adur District Council
H & S Advisor:	Prime Safety

Document Production / Approval Record

Issue No:	Name	Signature	Date	Position
Prepared by	Karl Larcombe	[redacted]	06-02-2024	Compliance Manager
Approved by	Danny Wall		06-02-2024	Director

Document Revision Record

Issue No	Date	Details of Revisions
1		First Issue
2		

Introduction

Our scope of works includes the demolition and removal of ground slab and foundations at Ashcroft House, Kingston Lane, Shoreham by Sea, BN43 6YU
This plan has been formulated to mitigate the risks as far as reasonably practicable for the duration of our intended works on site. All personnel on site will be briefed as to the restrictions to site during an induction which will be carried out prior to commencement of work. All delivery drivers and haulage companies will be communicated to at the procurement stage.

This Plan will be amended and the risk assessment reviewed if the proposed system, method or work changes, or is altered for any reason, M & M's Project Manager in conjunction with the M & M's Health and Safety Department will make these amendments.

Site Access

The site will be enclosed by a 2.4metre high timber hoarding constructed around the east elevation of site. The site welfare will be located immediately inside the site gates adjacent to the north elevation of site. All site traffic, operatives and visitors will access via the vehicle and pedestrian site gates on Kingston Lane. Pedestrian access to the site will be kept separate from the vehicular access and egress for health and safety reasons and will be controlled by a security officer. Operatives arriving at site will be required to sign in and out at the beginning and end of each day or shift.



Heras fencing will be erected around the perimeter of the working zones and erected as per the manufacturer's guidance with the appropriate Health and Safety warning signage clearly displayed this is to ensure the safety of any staff and customers during movements, and to prevent any unauthorised access to our area of works.

Vehicles using the agreed access routes will be delivery vehicles, HGV skip loaders, plant movements and general passenger vehicle access.

Vehicles will access site periodically throughout our works, entering site under control of banksmen, unloaded/loaded within the confines of the site prior to leaving using the vehicle exit gate turning left or right onto Kingston Lane.

Traffic Movement

In order to manage the movement of vehicles into and out of Site our traffic movements will follow the route as shown below.





On Site Traffic Safety Measures

All vehicles entering or leaving the site must do so under the guidance of a dedicated banksmen who is suitably competent, trained and experienced.

Any complaints should initially be directed to the Site Manager, whose number will be detailed at the site access point, with points raised considered and alterations made where possible. Any further complaints should be directed to the head office to be dealt with, this number also detailed at the site entrance.

Segregation of public and vehicles/personnel achieved by clearly defined site boundary, and a traffic marshal positioned to prevent personnel and vehicles coming into contact with each other during site entry/exit.

The communication between vehicles accessing site and the site itself will be maintained to minimise congestion around the site and any possible stacking, and the arrival of vehicles will be suitably planned. Where and when it is safe and legal to do so, drivers will contact site in advance of their arrival, so that the traffic marshal is ready for the lorry arrival.

Working Practices

- Traffic Marshals will escort all lorries into the site- particular care will be taken during reversing operations.
- To keep other contractors and visitors away from the demolition works a demolition exclusion zone will be formed separating it from the remainder of the site works by a Heras Fenced barrier at a distance in accordance with BS 6187:2000 Clause 13, carrying signs indicating that demolition work is being carried out within it.
- Prior to works starting, all personnel will be given a site-specific induction and orientation to the site, this will be conducted by the site manager who will advise personnel on any specific safety requirement that are required during the course of the project.
- All drivers will be given a site-specific induction on first arrival on site; this is to ensure that everyone understands the site traffic requirements and precaution to prevent injury.
- All vehicular traffic will take due regard to all other road users and pedestrians.
- A 5mph speed restriction will be used while vehicles are on site.
- Plant equipment will be offloaded within site area only.
- Site plant i.e. excavators, diggers etc, will only be driven by persons that are trained and competent with the appropriate qualifications.
- All flat back lorries will have edge protection for operative's safety should they have to mount the back of the lorry.
- Audible reversing warning devices will be fitted to all vehicles and be directed by a Banksman when reversing.
- All vehicles loaded with arisings will be fully sheeted before leaving site.

- All Vehicles leaving shall have their wheels washed by an operative using a jet wash as required.
- All walkways/ pavements will be kept clear of debris and/or material to prevent slips, trips and fall hazards.
- A road sweeper will be utilised to clean the exit to the site and surrounding roads (if required).
- Should there be a requirement for emergency vehicular access, these vehicles will be given priority right of way either on or off site.
- All deliveries and exports to be booked in advance to avoid congestion
- Return loads to be booked where possible
- No Queuing on public highways.
- Vehicle movements to be avoided 08.00-09.00 and 15.00-16.00 (School prime times)

TMP Risk Assessments

RISK ASSESSMENT		
Site Location	**Date of Assessment**	**Assessed by**
Ashcroft House, Shoreham	06-02-2024	Karl Larcombe
Description of Work Assessed	Traffic Management	

Risk is assessed in accordance with the HSE's Guidance Note INDG16 "Five Steps to Risk Assessment" plus our Professional Health and Safety Adviser's document "Risk Assessment Made Easy" as:

- Look for the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide what control measures are required.
- Record the findings.
- Review the assessment and revise it if necessary.

Risk Assessment #	*Activity with risk element*	*Version*
RA 020	Loading-Unloading Roll On-Off Skips	001
RA 027	Risk to Public and Other Persons from Site Activities	001
RA 037	Traffic Management	001
RA 056	Vehicle Access and Egress	001
RA 061	Working Adjacent to Live Traffic	001

Activity	Loading/unloading roll on/off skips

1. Hazards		2. At Risk Groups	
Vehicle overturning		M&M Demolition Employees	Contractors
Contact with overhead services	Debris falling onto the public highway during transit.	Visitors	Members of the public
Falling objects		Young Persons	~~Vulnerable groups~~
Lifting equipment failure		Migrant workers	

3. Risk Rating (Before controls)	Likelihood	Severity	Risk Level
	4	5	High

4. Control Measures

- A clear work area which is the total length of the vehicle and skip, plus a further 3 metres shall be provided.
- The loading/unloading area, where ever possible and as far as reasonable practicable be flat. However, if this cannot be achieved the horizontal gradient shall not exceed 5 degrees.
- Skips should be positioned away from any over-head services
- All loads shall be levelled prior to recovery.
- All loads are to be sheeted/netted prior to recovery unless the recovery vehicle is fitted with a self-sheeting/netting system in which case it must be covered prior to leaving site and entering a public highway.
- All operatives involved to wear appropriate PPE
- Trained and competent banksman to be present throughout the operation.
- If the vehicle is required to reverse to deposit or remove the skip in the designated area then a banksman will control the vehicle movements at all times whilst on site.
- Prior and during loading and unloading of the skip, an exclusion zone is to be set up to avoid entrapment, crush and entanglement injuries with any of the equipment.
- Vehicles to be fitted with reversing cameras
- Vehicles to be fitted with audible warnings when reversing
- Vehicles to use designated traffic routes at all times.
- Lifting equipment to be checked regularly and as required to comply with LOLER regulations
- Faulty or damaged equipment to be repaired or retired and not used to perform any lifting or unloading.
- If a skip has an access ladder on the side, this is not to be used by operatives unless absolutely necessary.
- Operatives are not permitted to the access the rear of the lorry at any time. This includes climbing onto the back of it to assist in removal or replacement of sheeting.

4a. Additional Site Specific Controls / Information

5. Risk Rating (with controls)	Likelihood	Severity	Risk Level
	1	4	Low

6. Further Guidance

- http://www.hse.gov.uk/pubns/waste06.pdf
- http://www.hse.gov.uk/foi/internalops/ocs/200-299/234_11.htm
- http://www.hse.gov.uk/food/roll-cages-wheeled-racks.htm

M&M Demolition Guidance 82 – Loading and unloading transporters

Reviewed on site by:		Review Date:	

Activity	Risks to the public and third parties from site activities

7. Hazards		8. At Risk Groups	
Collision with persons	Mud and dirt onto the public highway.	M&M Demolition Employees	Contractors
Falling Objects	Unauthorised access	Visitors	Members of the public
Footpath/Public Highway obstructions	Vehicle movements	Young Persons	Vulnerable groups
Noise, Dust and Vibration		Migrant workers	

9. Risk Rating (Before controls)	Likelihood	Severity	Risk Level
	2	4	Medium

10. Control Measures

- Site perimeter to be protected/guarded using a timber hoarding or metal palisade fencing, in the event that these methods are found not to be reasonably practicable then the use of Heras fencing shall be considered.
- In the case of a timber hoarding it is worth considering the inclusion of viewing panels.
- Screens & debris netting shall be used where required.
- All visitors to site shall receive a site induction where they shall be made aware of the inherent site hazards & appropriate PPE shall be issued to them.
- SSOW shall be adhered to at all times
- Banksmen shall be employed to control traffic manoeuvres & to marshal pedestrian traffic past exclusion zones.
- Where necessary plant/machinery will pause to allow pedestrian traffic to pass by.
- There shall be constant interface between the site management team & local residents.
- Where it is necessary to close footpaths or the public highway permission shall be obtained from the local authority & the New Roads & Street Works Act shall be complied with at all times.
- Noise and vibration shall be supressed using new technologies and equipment to ensure low vibrations and reduction of noise.
- Where required local restrictions shall be adhered to with regards to breaking. (Section 60/61)
- Dust suppression shall be used to keep dust to a minimum.
- Wheel wash stations, jet wash and road sweepers shall be used to limit the amount of mud/dirt/debris reaching the public highway.
- Newsletters, progress reports and other relevant information shall be displayed where possible informing the public and local residents of site activities.
- Lifts, loading and unloading shall only be carried out in designated areas and when safe to do so.
- Any near misses shall be reported and recorded, then reviewed to ensure no reoccurrence.
- Weekly monitoring of noise, dust and vibration shall be carried out with the results submitted to the project manager for review.
- Security guards shall be employed where required to ensure that no out of hours unauthorised access takes place.
- Door locks, coded key pads, biometric system and other security measures will be in operation during working hours to prevent unauthorised access.
- Any complaints received shall follow the company's complaints procedure and followed up accordingly.
- Staff are not permitted to use foul or abusive language
- Site working hours to be adhered to
- Smoking/Eating outside of site is to be discouraged

4a. Additional Site Specific Controls / Information

11. Risk Rating (with controls)	Likelihood	Severity	Risk Level
	1	4	Low

12. Further Guidance

• http://www.hse.gov.uk/foi/internalops/ocs/700-799/789_5.htm • http://news.hse.gov.uk/2008/09/17/public-health-and-safety-risks-from-work-activities/	Section 60/61 http://www.hse.gov.uk/toolbox/managing/managingtherisks.htm

Reviewed on site by:		Review Date:	

Activity	Traffic Management

13. Hazards		14. At Risk Groups	
Collision–Pedestrians/Vehicles	Cyclists	M&M Demolition Employees	Contractors
Faulty vehicles	Diversions	Visitors	Members of the public
Route changes due to site requirements	Road Traffic Incidents	Young Persons	Vulnerable groups
Excavations & uneven ground	Exhaust fumes	Migrant workers	
Lack of segregation	Debris on the road		
Collision with fixed objects	Obstructions/obstacles on walkways, forcing pedestrians into traffic routes		

15. Risk Rating (Before controls)	Likelihood	Severity	Risk Level
	3	5	High

16. Control Measures

- Gates/Barriers shall be erected to control entry onto site and the procedure for obtaining entry shall be displayed.
- An appropriate speed limit of a maximum of 10mph shall be set for the site and adhered to at all times.
- Where ever possible, the need for reversing shall be eliminated by the provision of a turning circle or the introduction of a trained and competent banksman.
- Designated areas for loading and unloading shall be provided.
- Blind spots should be eliminated by the provision of convex and concave mirrors.
- Routes for pedestrians and traffic shall be segregated.
- Signage shall be erected to warn and instruct users of traffic routes.
- All persons shall be provided with information regarding traffic routes at the point of induction.
- All vehicles shall be fitted with flashing amber warning beacons and reverse warning systems
- All vehicle and plant checks shall be carried out and maintenance schedules adhered to.
- The site traffic management plan shall be displayed throughout site.
- Any changes or activities which will effect which will affect traffic routes shall be covered in the daily, pre work briefing.
- Edge protection, including stop blocks shall be provided alongside any excavation, bodies of water or close to pedestrian routes.
- An exclusion zone shall be provided around any work area in which plant/equipment slews.
- All temporary structures shall be protected from collision
- Where necessary, a wheel wash system and/or road sweeper shall be employed to prevent contamination of the public highways.
- Traffic marshals shall be employed to control vehicle access/egress
- Traffic routes should be clearly identifiable and areas where cross over between vehicles and pedestrians is likely, gates/barriers should be set up with warning signs alerting users to the hazards.
- PPE is to be worn at all times whilst on site so that they can be clearly identified by drivers and plant/equipment operators
- If operatives need to pass plant or machinery, they should make themselves known to the operator who will inform them when it is safe to pass.
- Vehicles should be fitted with a ‘Deadman’ switch.
- A traffic management plan is required and is also required to be briefed out to the operatives.
- Site working house should be strictly adhered to
- No parking in residents bays is permitted at any time
- Sufficient lighting shall be used at all times, either natural or task specific
- Good road conditions to be maintained where possible, drains and pot holes to be avoided.

4a. Additional Site Specific Controls / Information

17. Risk Rating (with controls)	Likelihood	Severity	Risk Level
	1	5	Low

18. Further Guidance

Hse.gov.uk/workplacetransport/trafficmanagement.htm Hse.gov.uk/construction/safetytopics/ Hse.gov.uk/workplacetransport/separating.htm	Hse.gov.uk/workplacetransport/checklist/section2.htm Hse.gov.uk/workplacetransport/trafficroutes.htm Traffic management plan

Reviewed on site by:		Review Date:	

Activity	Vehicle Access/Egress		
19. Hazards		**20. At Risk Groups**	
Collision with persons	Excavations	M&M Demolition Employees	Contractors
Collision with vehicle/plant	Fumes	Visitors	Members of the public
Collision with stationary object	Interface with Public	Young Persons	Vulnerable groups
Collision with structure	Reversing vehicles	Migrant workers	
Working on public highway	Cyclists		

21. Risk Rating (Before controls)	**Likelihood**	**Severity**	**Risk Level**
	4	**5**	**High**

22. Control Measures

- A suitable and sufficient traffic management plan shall be developed which shall include provision for cyclists
- All vehicles shall be FORS compliant
- Suitable and sufficient access/egress points to and from the public highway for vehicles shall be provided.
- Vehicle access/egress points shall be under control of traffic marshals at all times.
- CCTV shall be provided at vehicle access/egress points.
- Vehicles shall not be allowed to queue on site and shall be kept at an offsite holding point prior to entry
- Waiting vehicles will switch off their engines and under no circumstances will idling be allowed
- Vehicles shall be booked in with site management prior to arriving at site and under no circumstances will vehicles be allowed access if they turn up without giving prior notice
- Traffic marshals shall be trained/competent in their duties.
- Traffic marshals shall be provided with orange high visibility clothing
- Traffic marshals shall be issued with whistles and torches
- The need to reverse vehicles shall be minimised
- Physical barriers and hold points shall be established to prevent pedestrian access
- Signage shall be put in place to warn pedestrians/road users of works and any traffic controls ahead
- The local authority shall be consulted with regard to minimising vehicle movements during times of high volumes of traffic being on the public highway.
- In the event that a road closure is found to be necessary to facilitate safe vehicle access/egress the local authority shall be consulted and the required permits obtained
- In the event that the site is in close vicinity to a school, vehicle movements shall be minimised/prohibited during school drop off times.
- Where necessary a wheel wash system or road sweeper shall be employed to prevent contamination of the public highway.
- All loads shall be secured and tippers sheeted prior to leaving site
- Vehicles emerging from site onto the public highway shall obey the designated speed limit at all times.

4a. Additional Site Specific Controls / Information

23. Risk Rating (with controls)	**Likelihood**	**Severity**	**Risk Level**
	2	**5**	**Medium**

24. Further Guidance

HSG144 – The Safe Use of Vehicles on Construction Sites	New Roads and Street works Act 1991 Safety at Street works and Road Works

Reviewed on site by:		**Review Date:**	

Activity	Working adjacent to live traffic

25. Hazards		26. At Risk Groups	
Collision with moving traffic	Cyclists	M&M Demolition Employees	Contractors
Excavations	Obstructing the public	~~Visitors~~	Members of the public
Moving plant	Noise/Dust	~~Young Persons~~	Vulnerable groups
Slips, trips and falls	Contact with services	Migrant workers	

27. Risk Rating (Before controls)	Likelihood	Severity	Risk Level
	5	5	High

28. Control Measures

- Any existing areas to be retained shall be protected and a dilapidation survey shall be undertaken prior to works commencing.
- Only trained and competent operatives, supervisors and managers shall be involved in undertaking this type of work.
- A suitable and sufficient site specific risk assessment of the work area shall be undertaken and from this a SSoW developed by a competent person, following the guidelines set out in the Safety at Street Works and Road Works Accredited Code of Practice (ACOP), prior to the setting up of the work area or any works commencing.
- Any restrictions placed upon the works by the local enforcing authority shall be adhered to at all times
- All works shall be compliant with the Safety at Street Works and Road Works ACOP as required by the New Roads and Street Works Act 1991.
- The appropriate licences/permits shall be obtained from the local authority.
- Any diversions to traffic on the public highway shall be suitably controlled and signed.
- Operatives shall wear the appropriate PPE and high visibility clothing at all times.
- All work areas shall be signed and lit as appropriate, in some circumstances this will require provision for measures which exceed those stated in the ACOP
- Suitable and sufficient segregation shall be provided as set out in the Safety at Street Works and Road Works ACOP
- So far as is reasonably practicable buffer zones/safe areas shall be provided.
- The work area shall be segregated from vehicular traffic and pedestrians
- The appropriate licences/permits shall be obtained from the local authority.
- All areas shall be kept clear of obstruction, suitable storage for rubbish shall be provided and under no circumstances shall debris be allowed to obstruct public areas.
- Suitable and sufficient warning signage for pedestrians and road users shall be in place prior to works commencing.
- Works shall be planned, so far as is reasonably practicable, to minimise disruption to public transport i.e. bus routes
- All vehicle movements shall be under the control of a competent banksman.
- All plant being used to undertake the works shall be suitable for use on the road i.e. having pneumatic tyres or rubber tracks.
- All plant shall be parked safely and securely with the keys removed to prevent unauthorised use.
- Consideration shall be given to members of the public/passers-by at all times.
- All personnel shall refrain from using foul or abusive language.
- Acoustic shielding shall be employed as required.

4a. Additional Site Specific Controls / Information

29. Risk Rating (with controls)	Likelihood	Severity	Risk Level
	2	5	Medium

30. Further Guidance

New Roads and Street Works Act 1991 Safety at Street works and Road Works 2014 Traffic Management Act 2004	

Reviewed on site by:		Review Date:	

Risk Matrix – To be used to determine the degree of risk for each hazard i.e. 'how severe and how likely'					
	Severity of Harm				
Probability of Harm	1 = Minor	2 = Moderate	3 = Serious	4 = Major	5 = Catastrophic
1 = Improbable	Low Risk	Low Risk	Low Risk	Low Risk	Low Risk
2 = Remote	Low Risk	Low Risk	Medium Risk	Medium Risk	Medium Risk
3 = Possible	Low Risk	Medium Risk	Medium Risk	Medium Risk	High Risk
4 = Probable	Low Risk	Medium Risk	Medium Risk	High Risk	High Risk
5 = Likely	Low Risk	Medium Risk	High Risk	High Risk	High Risk

Probability Classification (P)	Severity Classification (S)	Degree of Risk (PxS)
0 = Impossible	0 = No injury / effect	0 = No risk
1 = Improbable – Very low probability of such an event occurring.	**1 = Minor** – Minor accident, resulting in no injuries or lost time, little or no damage to property or the environment.	**1 to 5 = Low Risk** – ensures controls are adhered to and activity need not alter
2 = Remote – Would rarely occur.	**2 = Moderate** – Potential injury necessitating less than 3 days off work, damage to property or the environment requiring remedial work.	**6 to 12 = Medium Risk** – tolerable, but efforts should be made to reduce the risk where cost effective and reasonably practicable.
3 = Possible – May occur on occasions.	**3 = Serious** – Accident reportable under RIDDOR 95, serious damage to property or the environment.	
4 = Probable – Could occur frequently.	**4 = Major** – Accident resulting in serious or permanent injury, major or permanent damage to property or the environment.	**13-25 = High Risk** – Unacceptable except in extraordinary circumstances, all control measures must be taken regardless of cost.
5 = Likely – Very likely to happen unless activity prevented.	**5 = Catastrophic** – Accident resulting in death or severe disablement, destruction of property, irreversible damage to the environment.	

The risk assessments adhere to the current British Standards as follows:

HEAD PROTECTION

BS EN 397: Specification for industrial safety helmets.

EYE PROTECTION

BS EN 166: Specification for personal eye protection.
BS EN 169: Specification for filters used in eye protection for welding etc.
prEN 175: Equipment for eye & face protection during welding/allied processes.

EAR PROTECTION

BS EN 352-1: Specification for earmuffs.
BS EN 352-2: Specification for earplugs.
prEN 352-3: Specification for earmuffs attached to safety helmets.
prEN 352-4: Specification for level-dependent earmuffs.
BS EN 458: Selection, use, care & maintenance of hearing protectors.

RESPIRATORY PROTECTION

BS EN 136: Full face masks.
BS EN 137: Self-contained open-circuit compressed air.
BS EN 140: Half masks & quarter masks.
BS EN 149: Filtering half-masks against particles.

HAND PROTECTION

BS EN 420: General requirements for gloves.
BS EN 374: Protective gloves against chemicals/ micro-organisms.
BS EN 388: Protective gloves against mechanical risks (abrasion, cutting, etc).
BS EN 407: Protective gloves against thermal risk (heat &/or fire).
prEN 12477: Protective gloves for welders.

GENERAL PROTECTION

BS ENV 343: Protection against foul weather.

HEAT & FLAME PROTECTION

BS EN 470-1: Protection clothing for use in welding, grinding and cutting.

CHEMICAL PROTECTION

BS EN 7184: Selection, use and maintenance of chemical protective clothing.

FOOT PROTECTION

BS EN 345: Specification for safety footwear for professional use

Site	Ashcroft House, Shoreham	*Date*	
Briefing title	Traffic Management Plan		

Person Delivering Briefing	Signature	Job Position

By signing I confirm that I have understood the content of the attached document / Briefing given to me and will confirm to its requirements

No#	Name	Signature	Company	Date
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Feedback