

Traffic Management Plan {TMP}

Re-development of the former Frost dealership 69-75 Brighton Road Shoreham-by-Sea, West Sussex, BN43 6RE

Issue No.	Revision Description	Produced by	Date
1	Draft	MJY	July 2023
2	Draft	MJY	Sep 2023
3	Final	MJY	22 March 2024

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Section 1 Introduction - Description of the Site and Development

The following Traffic Management Plan {TMP} has been produced for the re development of the former Frosts car dealership site, to explain construction logistics, methodology and traffic management for the site.

Site Address: 69-75 Brighton Road Shoreham-by-Sea, West Sussex, BN43 6RE

Planning Ref: AWDM/2039/22

Main Contractor and Site Contact Details

Project Manager: Mark Yarwood

New Ways Construction Limited

Unit 8 Carnival Park

Carnival Close

Basildon, Essex

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Outline Scope

The site was formerly the site of Frosts used car dealership and had historically been utilised as a petrol station with fuel tank and associated petrol interceptors underneath the concrete slab of the forecourt. There were two main buildings with one building primarily operating as the car dealership and a separate factory unit utilised for car servicing / MOT facilities.

The proposed works consist of Demolition of existing buildings, construction of 176 nr 1 and 2 bedroom residential apartments and ground floor commercial development over 4 nr blocks between 5 and 9 levels, Basement parking and raised podium deck, new highways access, flood defences, Drainage infrastructure, landscaping and ancillary development.

Site Location

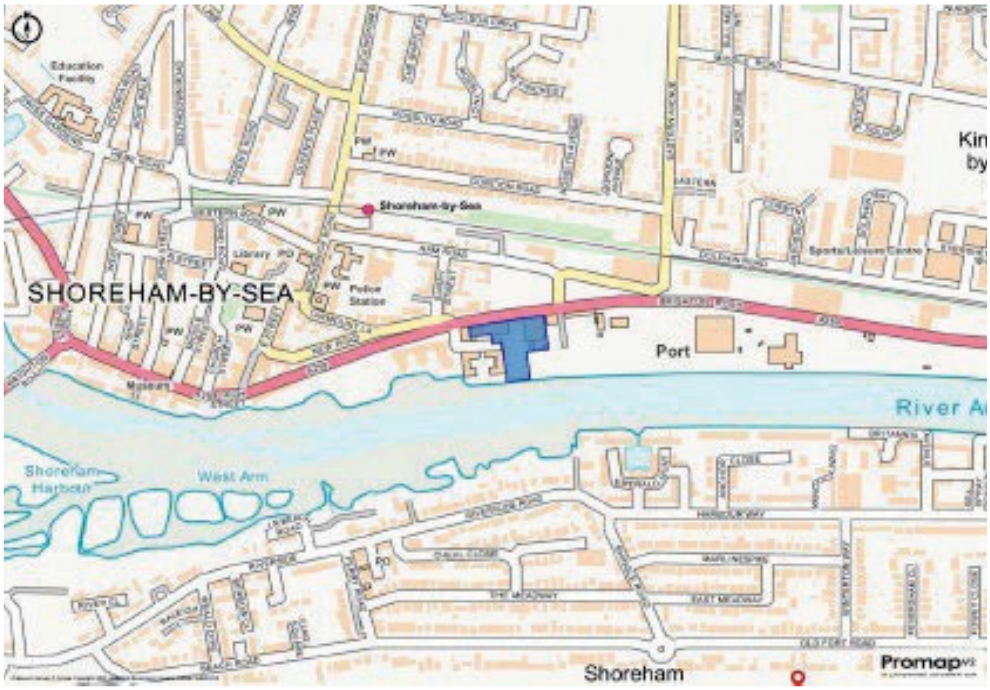
The Site is contained within the built-up area of Shoreham-By-Sea, on the northern bank of The River Adur and south of Brighton Road. It is wholly contained within the Western Harbour Arm of the Shoreham Harbour Regeneration Area. The Shoreham-by Sea Conservation Area which contains various Listed Buildings with no's 55 – 57 New Road being the closest to the Site, within 100m of its northern boundary.

The site is located around 5 minutes' walk to the east of Shoreham-by-Sea town centre, and a similar distance from the railway station. Brighton Road is a bus route from which it is possible to catch a bus to a range of locations, including a regular service to Brighton,

The site is bound by Brighton Road {A259} to the north, Free Wharf consented development site {AWDM/1497/17} to the east, the River Adur to the south and Riverside Business Centre to the west

The A259 gives good road access to the A27 main coast Road and the A23 north giving further access to the Motorway network via M27 and M23

Location Plan





Section 2 Safe System of work

General Information

The project will have minimal impact outside of the site perimeter. The Traffic Management Plan will be incorporated into all subcontractor contracts; this ensures that the plans are implemented throughout the works by all.
A number of proven practices will be implemented to successfully manage all transport issues:

- This traffic plan will be reviewed and updated in line with the construction program or every six months, whichever is sooner.

- There will be a single site entrance via Brighton Road as the attached plan fig 1-fig 3 and all deliveries and muck away lorries are to access site via the entrance. A separate entrance will be used for site parking only in the basement.

- The site office will be located to the front of the site with a good view of the entrance to provide safe monitoring and controlling of deliveries, parking, and visitors to site. A Contractors parking area will be provided within the site to reduce impact on surrounding roads – by necessity the location of this area will change within the site and the site plan will be updated accordingly.

- Drivers are NOT to wait on Brighton Road and must only arrive when arranged and to approach the site once they are ready for the vehicle.

- Once the site entrance is formed a temporary road will be installed to allow site access and to limit debris from the site being deposited on Brighton Road. A wheel wash facility will also be provided near the site entrance.

- All materials and waste / muck will be kept within the site and within the muck away wagons taking soil and waste to licensed disposal centres. Any vehicles with mud on their wheels will be cleaned before leaving site to ensure the carriageway is kept clean. There will be designated routes of access established at all times from the on site works and welfare provisions. These will be covered in other site plans. Site access for pedestrians will be via the site entrance on Brighton Road.

- The following delivery times and working hours will be implemented as stated in the planning approval.

  Power operated machinery shall only be operated between the hours of 08.00 and 18.00 on weekdays, 08.30-1300 on Saturdays and not at any time on Sundays or Bank or Public Holidays, unless otherwise previously agreed in writing by the Local Planning Authority in accordance with any agreed noise restrictions.

- Vehicle/engines to be switched off when not in use.

- Encourage contractors to source items locally, or from the same supplier, to reduce the number of deliveries required.

- Ensuring that on-site car parking is minimised to appropriate levels for construction staff. This could be supported by the following public transport systems to the site:
  - Bus routes
  - Shoreham By Sea train station

- Encouraging vehicle sharing for construction workers

- All deliveries will be pre-booked 24 hours in advance to ensure there is the capacity to unload effectively on site

- Regular updates and 24 hours' notice will be provided to the neighbours prior to any large site deliveries

- A Traffic Marshal will be designated at all times. The Traffic Marshal will ensure that delivery vehicles and site plant is adequately directed and that pedestrians/ members of the public and private car/ vehicle users and not put at risk.

- All lorries shall drive to the property address and identify themselves to the Traffic Marshal who will ensure that unavoidable reversing is supervised and physical barriers installed where necessary. Temporary traffic works will be carried out in such a manner that public inconvenience is mitigated.

- Prior to the commencement of on-site works the Principal Contractor will provide an information letter to neighbouring residents referring to relevant aspects of the development. This will include the overall timescale of the proposed development, daily start and finish times of the building works, and the times of the day that delivery vehicles will be permitted to access the site.

- Warning signs to pedestrians and road users will be provided identifying construction site entrances.

- Following clearance and setting up of the site, all loading of spoil and debris will take place on site and away from the Public Highway.

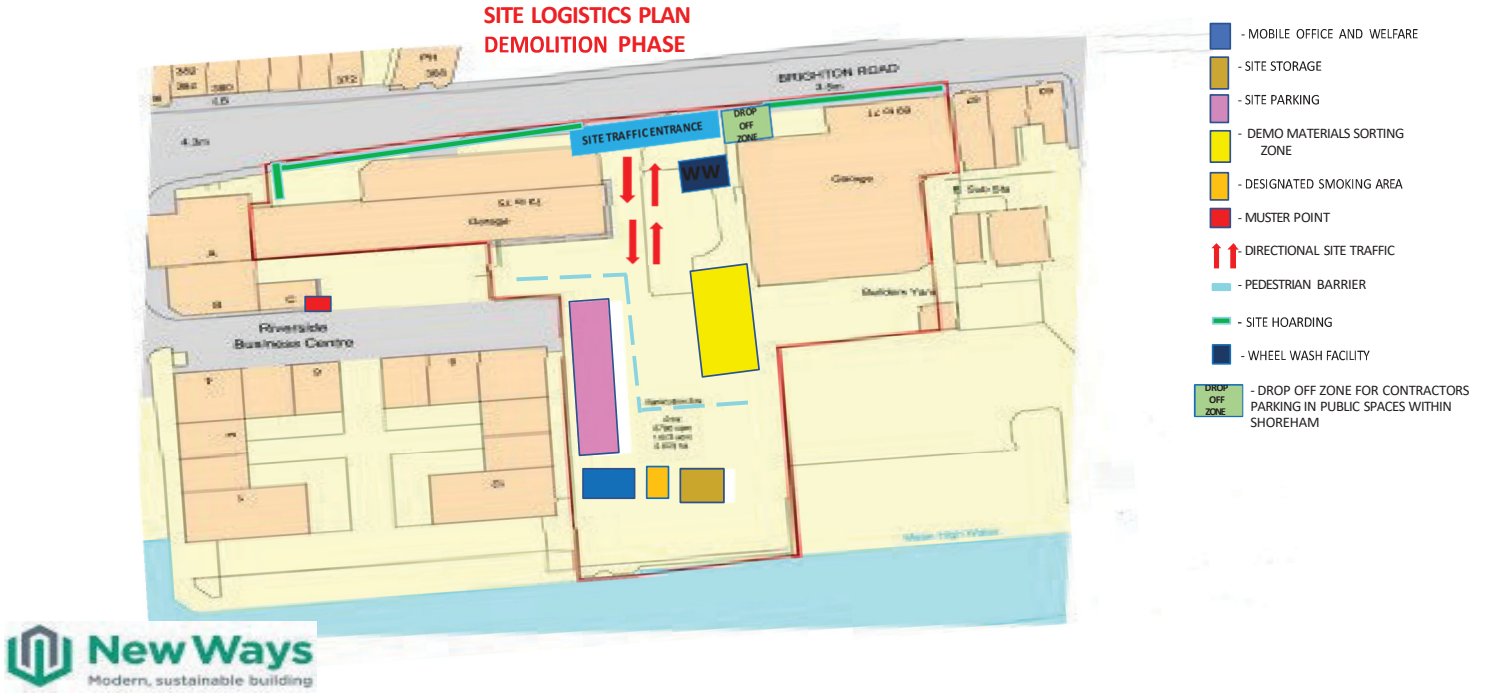
- When deliveries are taking place or muck away is being carried out Pedestrian barriers will be positioned to clearly identify the vehicles. Signage will be prominently displayed to highlight to the public drivers the site access point and the dangers arising. Pedestrian crossing points will also be clearly identified with signage to highlight to construction traffic the crossing points across the site entrance. This entrance will be manned by a Traffic Marshal AT ALL TIMES whilst deliveries, waste removal is operational and his job role is detailed below.

- Additional signage will be displayed on the site and will be prominently displayed to say "Caution! Vehicle Movements" at strategic locations to warn the pedestrians/site operatives.

- Speed will be kept to a minimum at all times, 5MPH Max on the entrance ramp to site and within the boundaries. Pre-determined speed limits will be adhered to on all public roads.

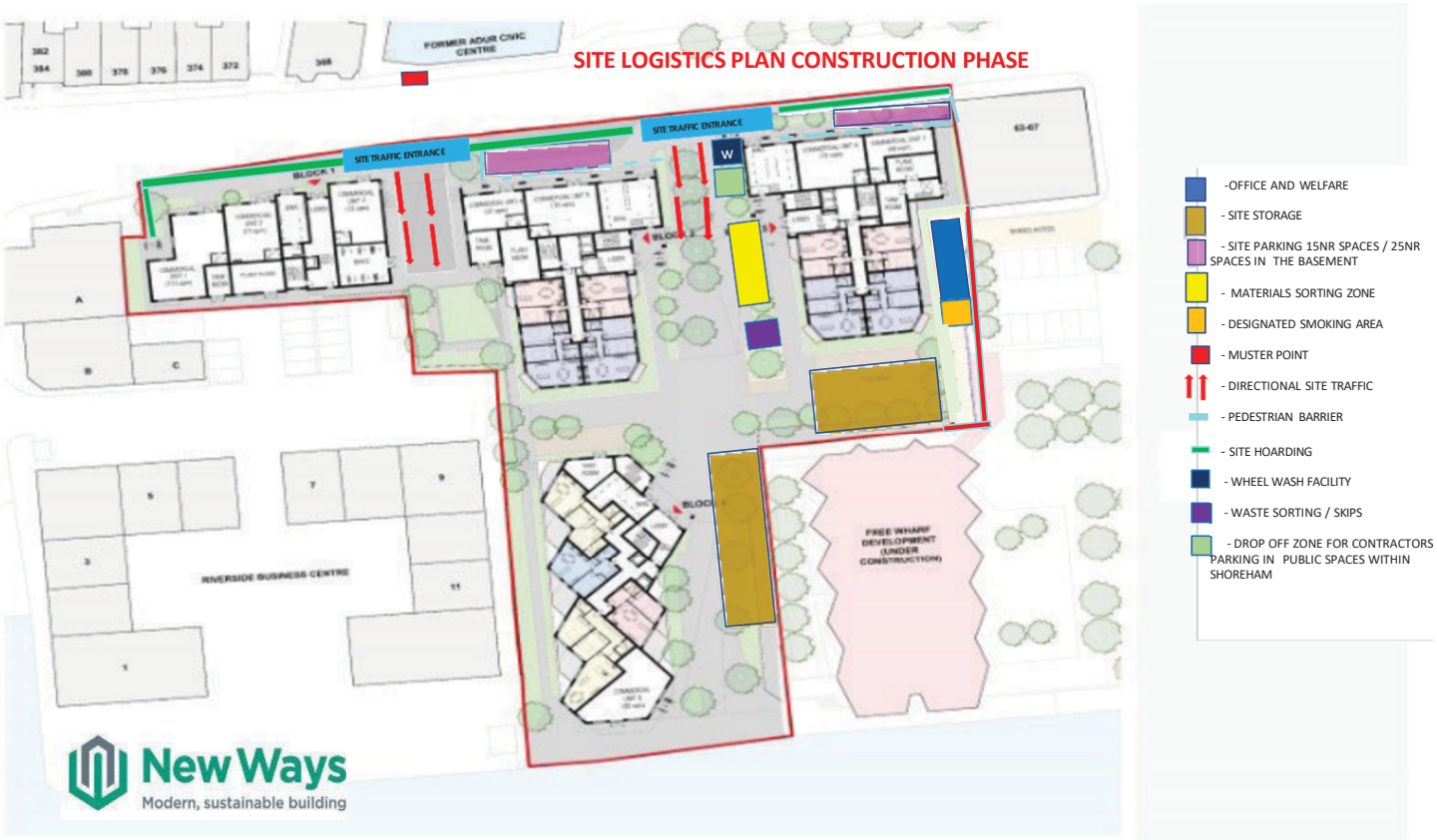
The following picture illustrates the site logistics plan for the demolition phase of the project – This will be updated through the design period with a further detailed plan for the works as the blocks are constructed to be issued in good time prior to this phase of the project.

Fig 1.



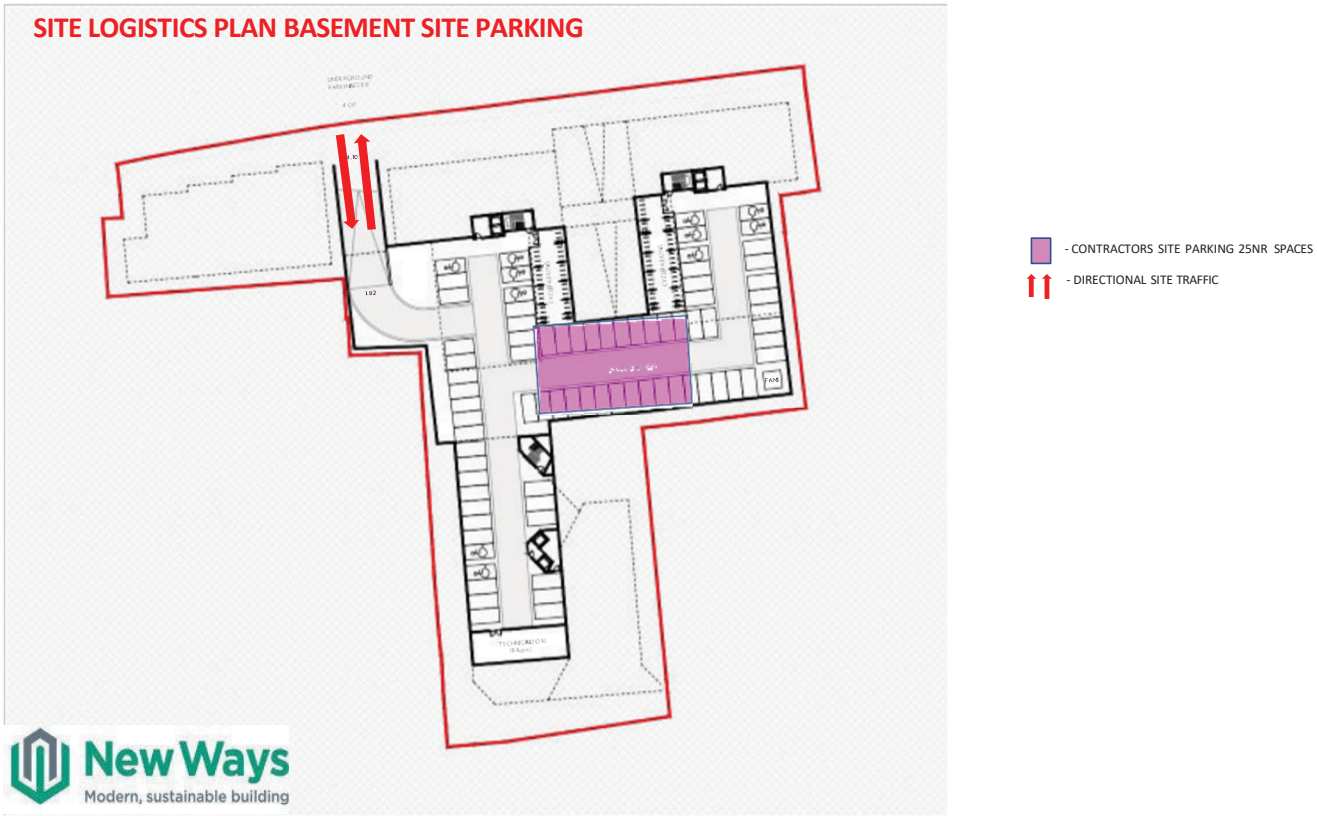
The following picture illustrates the site logistics plan for the construction phase of the project – This will be updated through the design period with a further detailed plan for the works as the blocks are constructed to be issued in good time prior to this phase of the project. The parking to the front of the site will be utilized during the civils stage of the project and will be supplemented by the basement parking in the superstructure phase of the project

Fig 2.



The following picture illustrates the site logistics plan for the basement site parking. This Parking will be utilized once the Podium slab is constructed, and the superstructure is in progress

Fig 3.



Vehicle Routes and Deliveries

All vehicles will access the site from the Brighton Road site entrance.

All vehicles will avoid the Air Quality Management Area {AQMA} in Shoreham-by-Sea town centre.

The route to the site from the A27 east and west would take construction vehicles along A27 – A283- Upper Shoreham Road – Eastern Avenue – A259 Brighton Road. Alternative routes to the site to the east would lead to longer routes for HGVs, increasing emissions, and would be restricted by low railway bridges on roads such as Station Road and Kingston Lane in Southwick. Therefore, the use of Eastern Avenue presents the most viable route to and from the site for site traffic.

The routes to and from the site are shown at Appendix 1.

In the event of any temporary road closures along the route, alternative routes avoiding the AQMA will be agreed with West Sussex County Council.

The roads identified carry industrial traffic, buses and other large vehicles on a daily basis, therefore disruption from construction traffic travelling to/from the site is expected to be minimal.

All vehicles are to wait in the lay-bys on the surrounding roads until instructed to approach the site.

The site will take one vehicle at a time only and the provisions made allow for the vehicle to approach the site with the normal flow of traffic before indicating and pulling into the site.

A Traffic Marshal will be on hand to ensure pedestrian safety at the site entrance.

Upon leaving the site a Traffic Marshal will also pass on the instructions to any waiting vehicles as to when he is allowed to proceed to site.

Arrangements will be made at site level for regular and responsive traffic management liaison with other imminent or active development sites in the Western Harbour Arm and A259 Brighton Road. This will include but not be limited to communication re deliveries between sites to ensure there is no bottleneck for deliveries and clashes with large / busy delivery times.

Deliveries will be co-ordinated with the sites as marked on the plan below:-



Pedestrian Access/Egress Routes

Pedestrian routes of access will be always kept in good condition to ensure no employees or visitors are at risk at any time. Cautionary signage will also be prominently displayed to warn the pedestrians as and when they are passing by a hazardous area such as vehicle movements.

Site Operatives and Vehicle Segregation

All site routes of access and egress will be clearly established and always maintained. Checks will be made on a regular basis to ensure they are not restricted or blocked by materials/waste or moved in any way from their designated position. Permanent pedestrian walkway barriers will be placed at specific locations where there are higher vehicle movements and Cones, Barriers, and Pedestrian Crowd barriers will be used as and where necessary for temporary works or segregation. Adequate signage will be displayed, and care will be taken to ensure that the routes of access and the signage are adjusted and maintained as required.
Prior to any new routes of access and egress being implemented all site workers will be briefed thus always ensuring their safety.
It is anticipated that at times when we have site deliveries this will increase the potential risk of injury from site delivery vehicles, to reduce this risk to the lowest levels reasonably practicable, we must undertake the following:

a) Advise all suppliers in writing of the location of the site and the risk of pedestrian flow at the site entrance.

b) Ensure all our own in-house drivers are also aware.

c) Ensure all delivery drivers are aware that members of the public have right of way, to wait for a suitable gap and that the site gate man is present attending to pedestrian flow.

d) Scheduled deliveries to arrive & depart site outside the morning & evening rush hours.

e) The designated gate man will always be attending to all deliveries.

f) Where necessary, using an expanding barrier fixed at the gate position, the gate man can walk out to marshal the incoming vehicles, at the same time pulling out the expanding barrier to offer a very short term, instant barrier, holding back the public whilst the vehicle enters site.

g) Note: In the event of an emergency or security alert this barrier will have to be moved out of the way immediately otherwise it may cause a hazard to anyone trying to run past / get by in a panic.

h) Pedestrian warning signage will be erected to warn of turning vehicles and explain why such measures are being taken in their interest & safety.

Site Staff - Travel Plan

The location is well served with good transport links; therefore, all site staff and operatives will be encouraged to use public transport to travel to and from the site, using the buses and trains which operate in the area.
Secure storage for personal effects will be provided on site.

There will be on-site parking for site staff or operatives, and it will be made clear to all staff and operatives that the use of adjacent residential streets for parking will not be allowed. Any person found using adjacent streets for parking will be subject to a warning and any repeat offenders will be excluded from working on the site.

Site Parking is noted on the Site Logistics plans The parking to the front of the site will be utilized during the civils stage of the project and will be supplemented by the basement parking in the superstructure phase of the project

External parking 15 nr spaces

Basement parking 25 nr spaces

A drop off zone will also be provided for tools deliveries for operatives parking off site

Site Staff and operatives will be encouraged to car share when practicable. It is noted that Pay car parks are located on Pond Road and middle street can be utilized if required.

Agreement

The agreed contents of this Traffic Management Plan shall be complied with unless otherwise agreed in writing by the Council. This may require the TMP to be revised by the Developer/Main Contractor and reapproved by the Council. The Project Manager shall work with the Council to review this Traffic Management Plan if problems arise in relation to the construction of the development. Any future revised plan must be approved by the Council in writing and complied with thereafter.

TRAFFIC MANAGEMENT RISK

Process/Element	**Associated Hazards**	**Risk Rating**	**Control Measures**	**Residual Risk Rating**	**Reference H&S Standards**	**Main Information Requirements**
Third Party Safety	Interface between general operatives & delivery vehicles	M	Revise method statement/plan Prominently Displayed Signage Briefing/Training to operatives	L	HASAWA 74 COM O7 ***MHSW 99***	***Protection methods*** Training requirements
Traffic management operatives safety	Striking by vehicle Trap/Crush Injury Trip hazards	L-M	Revise method statement Carry our risk assessments Operative training	L	HASAWA 74 COM O7	Pre-plan traffic routes – to minimize reversing Position of Traffic Operatives on vehicle routes- access/egress
Speeding Traffic	Injury to operatives Injury to Third Parties Collision of vehicles	L-M	Drivers Induction (site rules) Training/Tool box Talks	L	HASAWA 74 MHSW 99	Protection of employees Protection of non-employees Measures to prevent speeding, signage
Falling objects from delivery vehicles	Injury to operatives Injury to Third Parties/speeding	L-M	Traffic Operatives/Drivers to check security of loads - (Safe Working Load)	L	HASAWA 74 MHSW 99 COM O7	Drivers/Traffic Control Operative management procedures - check vehicles before they leave site
General public safety	Protection from vehicles/struck by vehicles	L-M	Marshalling of pedestrian crossings / Prominently Displayed Signage	L	HASAWA 74 COM O7	Protection and monitoring methods reviewed/updated regularly
Injury or collision through confusion/ health condition	Lack of/or poorly positioned signage, speeding	M	Monitor traffic movements/effectiveness of signage	L	SS&S 96 HASAWA 74 COM O7	Signage strategy to be devised/agreed

Notes: Site Managers are to ensure that all operatives read and sign to say they have understood task specific method statements and associated risk assessments and comply with the control measures stipulated to minimise all risks identified.

Risk Assessment

LOCATION:	69-75 Brighton Road Shoreham-by-Sea, West Sussex, BN43 6RE	
OPERATION/PROCESS:	Plant & Commercial Vehicles - Movements and access/egress	
HAZARDS IDENTIFIED:	1. Vehicles striking personnel 2. Materials falling off 3. Site operatives wandering around the site 4. Vehicles reversing 5. Speeding. 6. Vehicle/ Plant Collisions 7. Vehicle Congestion	
SECONDARY HAZARDS:	Weather conditions,	
EXPOSED PERSONS:	Operatives	
FREQUENCY OF EXPOSURE:	Daily	**DURATION OF EXPOSURE:** As per Site Working hours

RISK = LIKELIHOOD X SEVERITY

LIKELIHOOD

O=Zero to very low likely **3** =Likely
1 = Very unlikely **4** = Very likely
2=Unlikely **5**=Almost certain

SEVERITY

O = No injury or illness **3** = **"3day" injury or illness**
1 = First aid injury or illness **4** = major injury or illness
2=Minor injury or illness **5**=Fatality,disablement injury,etc

Risk Values: LOW =1 **to 8** MEOIUM = **9 to 16** HIGH = **17 to 25**

Activity Risk Rating: *Likelihood 5 X Severity 5 = Total* **25**

Activity Risk Value: *LOW* *MEDIUM* ***HIGH 1"***

CONTROL MEASURES
METHODSTATEMENT,INSTRUCTION, TRAINING, PPE, ETC:

1. All operatives are to undergo induction training reference site specific traffic procedures (to include traffic Management Plan) and emergency procedure (RTAs And Spillages
2. Traffic Control/ Marshal have to wear ORANGE high visibility jackets or vests compliant with BS EN 471.
3. All delivery/vehicle drivers will be issued a copy of the specific on Site delivery vehicle rules to include:
   - Access/egress procedure
   - Speed limits.
   - PPE Requirements
4. Traffic operatives are to ensure that all vehicles whilst on site have their flashing beacon on at all times.
5. Traffic Operatives to ensure other contractors do not enter hazards areas.
6. Organized traffic free pedestrian routes to be clearly defined and signage prominently displayed.
7. All site signage relating to Traffic Management Plan to be checked at regular intervals by the Site Manager.

PPE arrangements:
BSEN397 - Safety helmets
BS EN345 - safety footwear
BS EN471 – Hi Vis vest BS EN42O – Gloves
BS ENI66b -Eye protection
BS EN352 - Ear Protection
BS EN149 – RPE
BS EN365 - Harnesses
BS EN345 - Wellington boots

Worn always Worn when at risk

Residual Risk Rating: ***Likelihood 2*** ***X*** ***Severity 4 = Total*** **8**

MONITORING RESULTS: All areas checked at regular intervals

REVIEW DATE: At regular intervals, not to exceed 12 months or when circumstances change.

RESIDUAL RISK RATING: LOW

ASSESSOR:		**POSITION:**	

Risk Assessment

LOCATION:	69-75 Brighton Road Shoreham-by-Sea, West Sussex, BN43 6RE	
OPERATION/PROCESS:	Banking Vehicles	
HAZARDS IDENTIFIED:	1. Being struck by vehicles 2. Vehicles colliding with other Plant or site vehicles 3. Delivery drivers driving around site in unauthorised areas 4. Speeding on site 5. Children or Pets in delivery vehicles	
SECONDARY HAZARDS:	Weather conditions, other contractors works	
EXPOSED PERSONS:	Delivery Drivers, Vehicle Banksman, The public/ passers by	
FREQUENCY OF EXPOSURE:	Daily	**DURATION OF EXPOSURE:** As per Site Working hours

RISK = LIKELIHOOD X SEVERITY

LIKELIHOOD		*SEVERITY*	
O = Zero to very low	**3** = Likely	**0** = No injury or illness	**3** = **"3 day" injury or illness**
1 = Very unlikely	**4** = Very likely	**1** = First aid injury or illness	**4** = Major injury or illness
2 = Unlikely	**5** = Almost certain	**2** = Minor injury or Illness	**5** = Fatality, disablement injury, etc

Risk Values: **LOW = 1 to 8** **MEDIUM = 9 to 16** **HIGH = 17 to 25**

Activity Risk Rating: *Likelihood 5 X Severity 5 = Total* **25**

Activity Risk Value: *LOW* *MEDIUM* ***HIGH 1"***

CONTROL MEASURES

METHOD STATEMENT, INSTRUCTION, TRAINING, PPE, ETC:

1. All operatives to have read/ been briefed on the current Risk Assessments
2. The banksman must make contact with the driver upon arrival to the site
3. Confirmation of the area to be unloaded must be established.
4. The driver must be made aware of the banksman's role and responsibilities.
5. Method and understanding of Hand signals and communication must be agreed prior to banking any vehicle.
6. Ensure all delivery drivers comply with the site PPE requirements.
7. Drivers must be instructed to only accept directions from the recognised banksman and to watch and follow the instructions given.
8. If at any time the driver loses sight of the banksman the driver must STOP IMMEDIATELY.
9. Maximum speed limit on site is 5mph, during banking procedures speed is to be kept to an absolute minimum (walking speed).
10. Banksman must NEVER stand directly behind any vehicle to direct it into a location. This must always be done from the sides at the rear of the vehicle.
11. The banksman must ensure prior to starting that the area behind the vehicle is clear and safe to proceed. He must inform the driver of his intentions to do this and stand to one side of the vehicle while checking.
12. If at any time pedestrians or other contractors enter the area where the vehicle is going BOTH hands must be raised and crossed over above the head instructing the driver to STOP IMMEDIATELY. This forms part of the agreed hand-signal communication method.
13. Ensure vehicle radios and mobile phones are switched off during the vehicle banking procedure.
14. Reversing of vehicles is to be kept to a minimum.
15. If reversing into the site 2 banksman will be required as a minimum to stop pedestrians crossing on the footpath.
16. The banksman must maintain complete control of the vehicle movements. If miss-directed, stop the procedure and instruct the driver to manoeuvre back to the original position and start again.
17. When banking very large vehicles round corners or obstacles the banksman must take into consideration the slew of the trailer.
18. Banksman to ensure passengers or pets do not exit the vehicle at any time.

PPE arrangements:

BSEN397 - Safety helmets
BS EN345 - safety footwear
BS EN471 – Hi Vis vest BS EN420 – Gloves
BS EN166b -Eye protection
BS EN352 - Ear Protection
BS EN149 – RPE
BS EN345 - Harnesses
BS EN345 - Wellington boots

Worn always Worn when at risk

Residual Risk Rating: ***Likelihood 2*** ***X*** ***Severity 4 = Total*** **8**

MONITORING RESULTS: Site Managers to ensure the above control measures are adhered to and such areas are safe on completion of works.

REVIEW DATE: At regular intervals, not to exceed 12 months or when circumstances change.

RESIDUAL RISK RATING: LOW

ASSESSOR: I **POSITION:** I Safety Advisor

Risk Assessment

LOCATION:	69-75 Brighton Road Shoreham-by-Sea, West Sussex, BN43 6RE	
OPERATION/PROCESS:	Management of Outside Contractors/ Public on site	
HAZARDS IDENTIFIED:	1. Vehicle Congestion 2. Drivers entering hazardous areas 3. Unauthorised access to restricted areas 4. Speeding on site 5. Vehicle contact with operatives working on site 6. Vehicles being left unattended 7. Children or pets in visiting vehicles	
SECONDARY HAZARDS:	Weather conditions,	
EXPOSED PERSONS:	Operatives	
FREQUENCY OF EXPOSURE:	Daily	**DURATION OF EXPOSURE:** As per Site Working hours

RISK = LIKELIHOOD X SEVERITY

LIKELIHOOD		***SEVERITY***	
O = Zero to very low	**3 =** Likely	**O =** No injury or illness	**3 = "** 3 day " injury or illness
1 = Very unlikely	**4 =** Very likely	**1 =** First aid injury or illness	**4 =** Major injury or illness
2 = Unlikely	**5 =** Almost certain	**2 =** Minor injury or illness	**5 =** Fatality, disablement injury, etc

Risk Values:	**LOW = 1 to 8**	**MEDIUM = 9 to 16**	**HIGH = 17 to 25**
Activity Risk Rating:	*Likelihood 5 X Severity 5 = Total* **25**		
Activity Risk Value:	*LOW*	*MEDIUM*	***HIGH 1"***

CONTROL MEASURES METHOD STATEMENT, INSTRUCTION, TRAINING, PPE, ETC:	1. Staff to be briefed on the Safe System of Work and Risk Assessments for this operation 2. All drivers entering the site to be issued a copy of the "Driver Safety Rules" 3. Brief verbal instructions to be given to each driver to ensure they are aware of the speed limit on site (5 MPH) and the PPE requirements if exiting the vehicle 4. Drivers are to be held at the waiting areas/ lay-bys until the banksman or operations manager/ supervisor confirm they are safe to proceed.
PPE arrangements: **BSEN397 - Safety helmets** **BS EN345 - safety footwear** **BS EN471 – Hi Vis vest** **BS EN42O - Gloves** **BS ENI66b - Eye protection** **BS EN352 - Ear Protection** **BS EN149 – RPE** **BS EN365 - Harnesses** **BS EN345 - Wellington boots** **Worn always Worn when at risk**	5. No more than **1** vehicle entering the site at any one time. 6. Outside contractors to be supervised at all times to ensure they leave site via the correct route / method 7. Pets and Children are not permitted on site at any time and drivers must be asked to leave site for their safety. 8. Banksman to ensure drivers do not leave their vehicles at anytime unless instructed to do so. If attending the welfare, contractors must be escorted. 9. Banksman & Site Manager to ensure the minimum PPE required on site is worn by Contractors visiting site or exiting the vehicle is not permitted

Residual Risk Rating: ***Likelihood 3*** ***X*** ***Severity 4 = Total*** **12**

MONITORING RESULTS:	Operations manager to monitor and deny access to repeat offenders of non-compliance
REVIEW DATE:	At regular intervals, not to exceed 12 months or when circumstances change.

RESIDUAL RISK RATING: MEDIUM

ASSESSOR:		**POSITION:**	Safety Advisor

Risk Assessment

LOCATION:	69-75 Brighton Road Shoreham-by-Sea, West Sussex, BN43 6RE	**DATE:**	
OPERATION/PROCESS:	Working near live traffic routes		
HAZARDS IDENTIFIED:	1. Inadequate information for Traffic Control Operatives, 2. Working outside safety zone therefore not protected, 3. Vehicles striking Operatives. 4. Equipment obstructions to passing traffic		
SECONDARY HAZARDS:	Adverse weather conditions: ice, fog, wind, spillages, Public Vehicles passing		
EXPOSED PERSONS:	Operatives and visiting contractors		
FREQUENCY OF EXPOSURE:	Daily	**DURATION OF EXPOSURE:** As per Site Working hours	

RISK = LIKELIHOOD X SEVERITY

LIKELIHOOD		*SEVERITY*	
O = Zero to very low	**3 =** Likely	**O =** No injury or illness	**3 = "** 3 day " injury or illness
1 = Very unlikely	**4 =** Very likely	**1 =** First aid injury or illness	**4 =** Major injury or illness
2 = Unlikely	**5 =** Almost certain	**2 =** Minor injury or illness	**5 =** Fatality, disablement injury, etc

Risk Values:	**LOW = 1 to 8**	**MEDIUM = 9 to 16**	**HIGH = 17 to 25**	
Activity Risk Rating:		*Likelihood 5 X Severity 5 = Total* **25**		
Activity Risk Value:		*LOW*	*MEDIUM*	***HIGH 1"***

CONTROL MEASURES
METHOD STATEMENT, INSTRUCTION, TRAINING, PPE, ETC:

1. All operatives to be briefed on the Traffic Management Plan (Site specific)
2. Supervisor is to ensure all operatives read and fully understand control measures stipulated in Method Statement/Traffic Management.
3. All delivery drivers will be verbally briefed on access/egress procedures and traffic routes in/out.
4. All operatives to wear high visibility clothing at all times.
5. Ensure all radios are working and ensure regular radio checks are carried out for those who have them.
6. Check signs/barriers/cones/lights for positioning and clarity at regular intervals as per Traffic Management Plan.
7. Security of restricted/ prohibited areas is constant at all times (hazardous areas monitored regularly).
8. Ensure that when changes are made to the Traffic Management Plan that this is discussed at the site induction, - foreman meetings and that all operatives have received correct information.
9. Give way to public vehicles passing to avoid confusion on priority of vehicle movements.
10. Minimum of 2 competent banksman required if reversing large vehicles out onto the public highway.
11. Passing pedestrians have priority when passing. Drivers to be instructed to stop as **&** when necessary.

PPE arrangements:

BSEN397 -Safety helmets

BS EN345 - safety footwear
BS EN471 – Hi Vis vest

BS EN42O - Gloves
BS EN166b - Eye protection
BS EN352 - Ear Protection
BS EN149 – RPE
BS EN365 - Harnesses
BS EN345 - Wellington boots

Residual Risk Rating: *Likelihood 3* *X* *Severity 3 = Total* ***9***

MONITORING RESULTS: All areas monitored at regular intervals by the Site Manager

REVIEW DATE: At regular intervals, not to exceed 12 months or when circumstances change.

RESIDUAL RISK RATING: LOW - MEDIUM

ASSESSOR:		**POSITION:**	Safety Advisor

4.0 Job Descriptions

Job Title:	Traffic Marshal
Reports To:	Site Manager & Supervisor
Main duties:	• To ensure all drivers receive and understand Site Rules. • Control the pedestrians passing the site entrance. • To ensure all pedestrians only use authorised walkways by main pedestrian access. • To ensure all drivers wear full **P.P.E.** in conjunction with Site rules when exiting their vehicles. • Keeping the Site Supervisor informed of all traffic movements (in case of emergencies). • To check at regular intervals the integrity of Segregation Barriers and Signage, in accordance with the Traffic Management Plan, and report findings to the Site Supervisor. • Ensure safe, clear egress from site by banking vehicles reversing and by stopping traffic appropriately. • Report all breaches of Site traffic disciplines to the Site Supervisor. • Ensure all vehicle movements on site are assisted and carried out safely. • Ensure road is kept clean by monitoring and cleaning vehicle wheels.
Responsibilities and key result areas:	The smooth day-to-day running of Traffic Management. Responsibilities to self, co-workers and public. To help maintain external presentation of site around the gate areas Site Rules, and Health & Safety, Health & Safety Work Act 1974

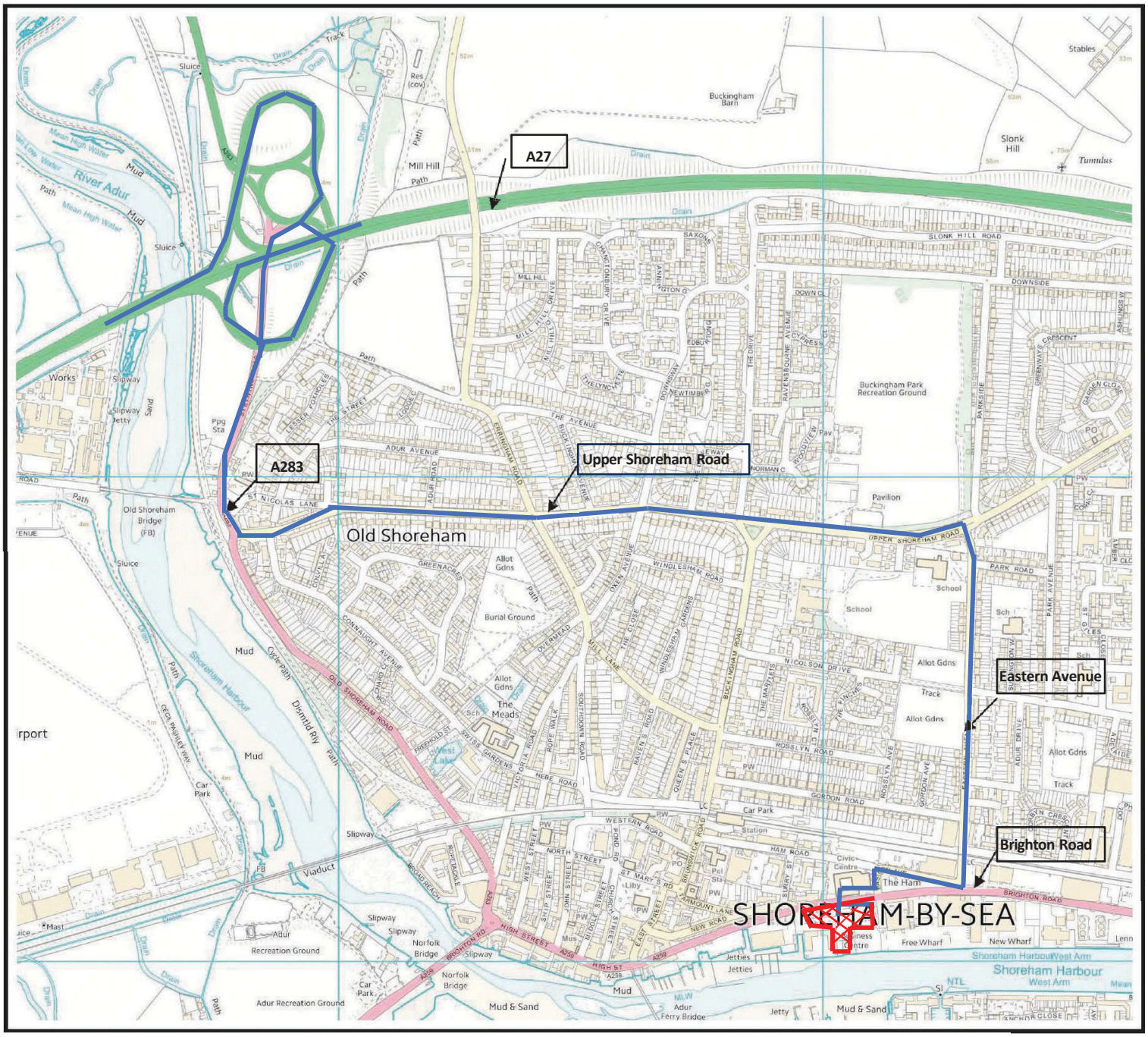
5.0 Delivery Driver Safety Rules

Health & Safety Rules For Vehicle Drivers

1. All delivery drivers are to report to the site office at the main access point upon receiving instruction to approach the site.
2. Drivers are not permitted to enter the site until authorised to do so.
3. Once access has been authorised, drivers must proceed immediately to their delivery destination as identified by the Traffic Marshal.
4. All drivers must comply with the road speed limits.
5. All deliveries will be accompanied by a Traffic Marshal who will assist with directing the vehicle as required.
6. AT NO TIME must any vehicle carry out unnecessary reversing without a banksman.
7. Drivers must wear full PPE must be work when leaving their cabs and be escorted on site unless they have received an induction. PPE must include hard-hat, Hi-visibility vest and safety boots.
8. The driver is responsible for the safe unloading of the lorry. Operatives are not permitted to be on the back of the lorry without the use of fall restraint harnesses.
9. The welfare facilities are available for use however un-inducted drivers must be escorted.
10. No pets or children are permitted to be on site at any time.
11. In an emergency all drivers must accompany operatives to the muster point until authorised to return to their vehicle or site.
12. All drivers are to confirm they have read this notice and fully understand the requirements for entering.
13. All drivers are to co-operate with the Traffic Marshals at all times. Failure to comply will result in drivers being banned from delivering / collecting from this site.
14. If for any reason these safety rules cannot be accepted please contact the Site Safety Manager.

RETURN THIS TO SECURITY UPON LEAVING SITE.

APPENDIX 1 - ROUTES TO SITE


A27
A283
Upper Shoreham Road
Old Shoreham
Eastern Avenue
Brighton Road
SHOREHAM-BY-SEA
River Adur
Shoreham Harbour
Buckingham Park Recreation Ground
Old Shoreham Bridge (FB)
Burial Ground
Allot Gdns
The Meads
Mill Hill
Slonk Hill
Buckingham Barn
Stables
Tumulus
Pavilion
School
Car Park
Station
Civic Centre
The Ham
Free Wharf
New Wharf
Norfolk Bridge
Adur Recreation Ground
Mud & Sand
Jetties
Shoreham Harbour West Arm
Mud
Slipway
Viaduct
Dismtld Rly
Works
Sluice
Drain
Path
Track
Mean High Water
Mean Low Water
Res (cov)
Ppg Sta
Adur Ferry Bridge
Jetty
Mast
Cycle Path
Car Park