

Traffic Management Plan

Unit A Consort Way Burgess Hill



Revision History

Revision	Date	Prepared by	Description
1.0	15/09/2025	Mike Forsdike	First Draft
2.0	04/11/2025	Mike Forsdike	Section 2.2 – Working hours corrected Section 3.2 – Car Parking & Sharing – Number of spaces detailed Section 3.7 – Deliveries – Loading & Unloading – Details added. Appendix A – No. of spaces added & loading area shown

Approvals

Approved By - Name	Position / Company	Signature	Date
Will Evans	Contracts Manager		04/11/2025

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1. Introduction

1.1. Purpose of Document

This document details the on-site logistics and traffic management strategy proposed for the project at Unit A Consort Way Burgess Hill.

The strategy is one of minimising the interface wherever possible between site traffic, members of the public and staff and reducing the number of deliveries where practicable such that the volume of traffic is kept as even as possible, avoiding peaks, and controlling vehicular movements on the project.

This plan is also to be communicated to Nationwide Engineering sub-contractors and suppliers to provide them with the relevant information to enable them to correctly schedule and arrange their site deliveries, and to manage their unloading & loading operations and associated site logistics.

This document has been prepared to provide detail and procedures required to manage traffic movements throughout the industrial estate and includes specific information, details and duties that the Client, Principal Contractor and all other contractors is required to carry out in execution of the above project.

Attached plans highlight the access point for the project, pedestrian / vehicular segregation, welfare, storage, security & material handling that will be enforced following the full Site establishment.

An integral part to the progress meetings held with all contractors is the delivery schedule and day to day logistical requirements that will impact signage and access/egress routes. All contractors are required to give details of proposed timing of material deliveries to the site. At this stage they will be given a specific area for delivery.

The Traffic Management Plan and the control measures therein will be issued to all contractors prior to commencement to ensure early understanding and acceptance / compliance with the rules that will be enforced on this project.

Under no circumstance will lorries be allowed to lay-up in surrounding roads except where specified.

This document forms part of Project Health and Safety Management system, detailing the policy, procedures, management structure and control measures that will be required to manage the new Footbridge replacement

NWE are committed to the effective management and continual improvement of their suppliers EHS performance. This commitment will be continued throughout the project to ensure a positive safety culture is cascaded to all participating parties.

1.2. General Statement

This project falls within the provisions of the Construction (Design & Management) Regulations 2015.

All Works shall be carried out fully in accordance with the requirements of the Construction (Design and Management) Regulations 2015, including any amendments. The Client has adopted the role of 'Principal Designer' and Nationwide Engineering Ltd has been appointed 'Principal Contractor'.

1.3. Application

Application of this Traffic Management Plan shall be based on the following basic principles:-

- a) The fundamental objectives regarding traffic management are the minimisation of disruption to third parties and the general public whilst maintaining the highest standards of environmental and safety procedures both on site and the public highways.
- b) To provide the following as a minimum; planning and management of vehicle and pedestrian routes, safe driving and working practices, adequate vision and lines of sight, the provision of signs and barriers, adequate parking and offloading/storage spaces.
- c) It is an essential requirement for the effective integration of site operations personnel and construction personnel to ensure that both pedestrian and vehicular traffic is managed in a safe and effective manner.
- d) The projects' primary objective is zero accidents or incidents, environmental or otherwise, throughout the duration of the project works.
- e) We will ensure, so far as is reasonably practicable, that subcontractors for specialist work adhere strictly to the principles of this plan.
- f) This Traffic Management Phase Plan and its associated references will be used as the basis for training all personnel on site.
- g) The adequacy of this Site Traffic Management Plan will be reviewed at regular intervals throughout the contract and revised as necessary.

2. Project location and Existing Road Network.

2.1. Project Location

Address	Unit A Consort Way, Burgess Hill RH15 9TJ
National Grid Reference	TBC
What3Words	OBJECT TEARDROP FROG
Neighbours	Industrial Estate Businesses
Access	Via Consort Way
Site Security	CCTV out of hours

2.2. Working Hours

The following standard site working hours shall apply: -

Working hours 08:00 till 17:00 Monday to Friday.

Any working hours outside of these will need to be approved.

The Principal Contractor (NWE) and including all sub-contractors must manage all large deliveries to avoid peak travel times as far as possible.

2.3. Exclusions

This TMP relates to project construction activities and deliveries related to it.

3. Accessibility

The Site has good access all around from the local road network with access to local services. The Construction site is accessible via Consort Way.

3.1. Basic Requirements

Any site plant (e.g., forklift truck, tele-handler, dumper, mini-excavator, etc.) used on the public highway will: -

- Be registered with the DVLA and bear a licence plate (Form V55/5)
- Be taxed.
- Not exceed 30 mph on the approach road or 10mph on site.

It is a NWE requirement that the operator of plant has both:

- A recognised training qualification to drive the particular item of plant.
- A full driving licence (where they drive it on the public highway).

All plant and delivery vehicles must have a Banksman present when undertaking reversing manoeuvres. The Banksman **MUST** be identifiable by wearing a hi viz vest. If the driver loses line of sight with the Banksman, then he must stop immediately until the Banksman is visible again. The operator of any plant or other competent person will be required to complete a daily check of the plant and to sign a record to this effect.

The site has its own speed limited, 10mph (with reduced speed limits in some areas), and parking restrictions which must be strictly adhered to.

All vehicles must only park in designated areas and keep the pedestrian footpaths, crossings and access road clear.

Access must be always ensured for emergency vehicles.

All personnel who want access to the site must attend the NWE Induction which will identify all restrictions when working on the site. All those attending sites must be fully aware of the alarm systems used on site and the procedures which must be adhered to should the alarms be activated.

3.2. Car Parking & Sharing

It is paramount to the success of this project that we keep our vehicular traffic to a minimum in and around our site and as a result we encourage car sharing to take place for all staff and sub-contractors where possible. There are 6 permanent staff & contractor parking spaces on site with an additional 3 when required for additional visitors.

3.3. Off-site parking

We have limited parking on site. The surrounding roads have free parking around the industrial estate if required.

3.4. Route – Car Park to Site

Parking is on site next to site cabins.

3.5. Off-site delivery vehicle holding area

It is not possible for an off-site vehicle holding area. All deliveries should be made on a Just in time basis. Vehicles are not permitted to park or wait on the highway.

3.6. Delivery & Access Routes

The access and delivery routes use the one-way system through the centre of Epsom

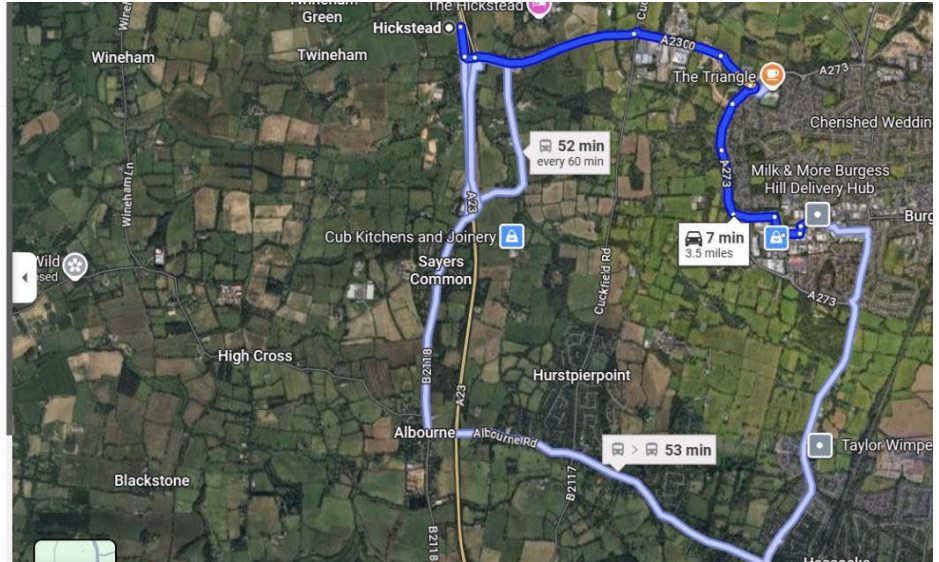
Preferred route to site for large vehicles will be via the A23 to Hickstead which leads to the A2300.

7 min (3.5 miles)
via A2300
Fastest route, lighter traffic than usual

Hickstead
Haywards Heath

- Follow A2300 and Jane Murray Way to York Rd in Burgess Hill
5 min (2.9 mi)
- Follow York Rd, Charles Ave and Jubilee Rd to Consort Way
2 min (0.6 mi)

RH15 9TJ
Consort Way, Burgess Hill



3.7. Deliveries – loading & unloading

Deliveries must follow the following protocol: -

1. Large deliveries must be notified to the NWE project manager with at least 24 hours' notice.
2. The driver will report to the NWE team in the site office.
3. Drivers who need to deliver to the main construction area and exit their vehicle MUST have the appropriate PPE.
4. All sub-contractors must adhere to the designated material laydown areas as directed by NWE site management and associated site signage.
5. Loading & unloading shall take place between the site cabins and building under the supervision of a banksman.

3.8. General Conditions

1. The construction site has a general vehicle ground loading of a normal heavy goods vehicle gross vehicle weight of 44 tonnes over 5 axels.

2. All project site traffic must enter through the main construction site entrance.
3. The Traffic Management Plan will reflect the local conditions and restrictions of the client's own plan. Any changes will be discussed and communicated prior to the changes being implemented to prevent minimum disruption.
4. The hardstanding's and roads are generally suitable for heavy goods vehicles and the movement of such around the site will be restricted.
5. A site speed limit of 10mph will be adopted, monitored and enforced.
6. All pedestrians will use the designated segregated routes on site.
7. Traffic will not be permitted to wait in, or block site roads at any time unless managed by the contractor and agreed beforehand with the client.
8. Loads leaving site shall be appropriately sheeted either using mechanical lorry mounted equipment as on "Roll on Roll off" and Baulker transport or manually applying a net as for small skips for example.
9. All contractors will, so far as is reasonably practicable, ensure that roads adjoining the site are kept clean.
10. Access routes through the individual site areas will be maintained clear to enable unrestricted access to foot/vehicular traffic, including the Emergency Services in the event of an emergency.
11. Emergency escape routes will be established for the Project site including all working areas. Emergency escape routes will be instigated by our Site Manager and Project SHE Manager following initial site survey.
12. No person shall drive a vehicle unless they are trained, competent, tested or licenced to do so, for that vehicle.
13. Drivers of all road vehicles shall always wear a seat belt when driving around the site.
14. All drivers shall park in a safe area, always "reverse park" and apply "wheel chocks" if parking on a slope.
15. Drivers shall not use a mobile phone whilst driving.
16. If the vehicle is to be left unattended (driver not in the driving seat) then the engine shall be switched off and the ignition key removed.
17. A Banksman shall be present during turning or reversing operations, where operator's view is obscured, or vehicle is not fitted with reversing alarm or camera.

18. High visibility overalls or vests/jackets are to be always worn.
19. Lorry movements outside of the above hours will be restricted to “Abnormal Loads” for items such as heavy plant and these will be pre-notified to the relevant Local Authorities.
20. Should a spillage occur, it will be dealt with immediately.

3.9. Hierarchy of Control Measures for Reversing Operations

1	Eliminate need to reverse	Implement one-way systems around the site and in loading and unloading areas Provide designated turning areas where possible
2	Reduce reversing operations	Reduce the number of vehicle movements as far as possible. Instruct drivers not to reverse, unless absolutely necessary.
3	Ensure adequate visibility for drivers	Fit CCTV, convex mirrors, Fresnel lens, etc. to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicle,
4	Ensure safe systems of work are followed	Design vehicle reversing areas which, • Allow adequate space for vehicles to manoeuvre safely • Exclude pedestrians; and • Are clearly signed and have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area. Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle. Ensure everyone on site understands site rules on vehicle safety. Drivers and signallers need to be in constant communication during reversing operations. Signallers should not be put at risk from vehicle movement, e.g. by standing directly behind reversing vehicles. Ensure all vehicles on site are fitted with appropriate warning devices.
5	Provide warnings when vehicles are reversing	Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles.

4. Construction Area Traffic Management Plan

4.1. General Arrangements

During the initial works, access within the ground floor of the building will be restricted to NWE operatives and their contractors. Various access and egress points are required with access being restricted during groundworks and lifting operations commence.

Whilst there are currently no works to be carried outside off the site footprint, waste disposal areas are required and will require separation from pedestrian and vehicular traffic.

Appendix A contains a drawing and diagram that outline the key areas and the various access routes and access points to be used.

4.2. Protection of the Public

Members of the public must be always protected. To enable the works to progress safely the areas which will have plant crossing walking or driving routes will have a banksman on throughout the works. Temporary bell mouths will be created to clearly demarcate where these routes are. The fence line will provide a physical and a separation (distance) barrier from the construction works

4.3. Prevention of transference of mud etc onto public highway

All construction site traffic will be halted prior to exiting site in the hardstanding area and a vehicle check performed and recorded. This is identified on the drawing in Appendix A as the vehicle check area.

Where necessary a powered jet washer will be utilised to ensure all debris is removed from wheels and parts of the vehicle that could dislodge in transit and onto the public highway.

If necessary due to excessive 'pick-up' a wheel washer will be deployed and located on the exit route from site.

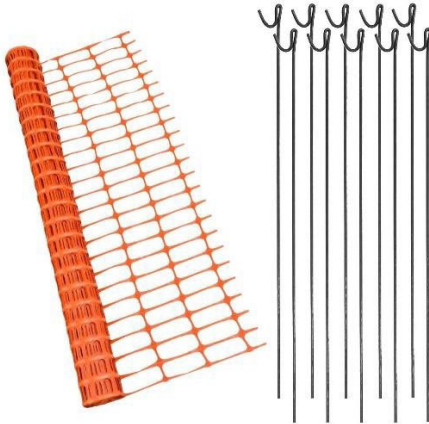
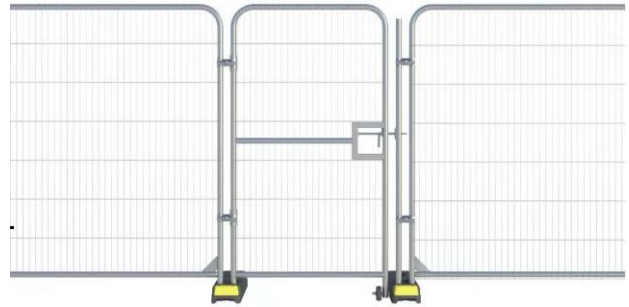
The public road will be inspected daily and where required a road sweeper will be employed to clean debris caused by the construction works.

4.4. Segregation of Work areas and access routes

For the avoidance of doubt, ALL fencing shall be considered as a barrier and MUST not be tampered with. Reconfiguration of fencing, access ways etc will be done by NWE personnel only.

The movement, alteration or tampering with barriers is considered a breach of Section 8 of the Health and Safety at Work Act (1974) and the personnel involved may be liable to disciplinary action.

Examples of pedestrian barriers and boundary fencing



5. Management, Monitoring and Co-Ordination of Traffic Management Plan

The management structure for this project is detailed within the project induction presentation; the duties and responsibilities of individuals can be found detailed within the Construction Phase Plan.

5.1. Monitoring & Control

It is essential that due to the dynamics of the project construction activities combined with the demands of the operational manufacturing requirements that clear and effective communication is maintained between all parties.

A daily interface and planning meeting **MUST** be completed to ensure that all information relating to Health Safety, Environmental and logistical issues is communicated effectively and subsequently communicated to ALL personnel.

5.2. Requirements and Co-operation

5.2.1. Requirements of the Principal Contractor

The following is required: -

1. Communicate with employees and contractors regarding this traffic management plan and its requirements.
2. Ensure as far as practicable with the discharge of the requirements of this traffic management plan in the most effective manner.
3. Ensure that this plan is continually monitored for compliance.
4. Revise and update this traffic management plan as may be required from time to time.

5.2.2. Requirements of the Client

The following is required: -

1. Co-operate as far as practicable with the discharge of the requirements of this traffic management plan.
2. Advise the Principal Contractor immediately regarding any issues that may affect this traffic management plan

5.2.3. Requirements of Contractors

The following is required: -

1. Communicate with employees and contractors regarding this traffic management plan and its requirements.
2. Co-operate as far as practicable with the discharge of the requirements of this traffic management plan.
3. Advise the Principal Contractor immediately regarding any issues that may affect this traffic management plan.

6. Appendix A – Site Traffic management – key points

Figure 1 – Compound Area and Demarcation Area

