

Traffic Management Plan

And Site Diagram



Site:	Central Hub	Site Number:	PTK-Central	Address:
Date Prepared:	25.08.2023	Date Review By:	25.08.2024	Pallet-Track Titan Distribution Millfield's Road WV4 6JH
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Plan Reference:	TMP Central			

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Introduction

Every year many people are killed or injured by vehicles at work. This document provides practical guidance on planning these issues, the control measures that will be implemented and highlights the points for consideration and necessary actions.

Avoiding hazards and controlling the risks arising from the use of vehicles in commercial work is essential. The Health and Safety Executive (HSE) expect to see traffic management plans that include:

- Planning and managing both vehicles and pedestrian routes
- The elimination of reversing where possible
- Safe driving and working practices
- Protection of the public
- Adequate vision and lines of sight
- The provision of signs and barriers
- Adequate parking and offloading/storage areas

Traffic Management Plan

Route maps (Appendix 1 - Days)(Appendix 2 – Nights) show the proposed routes that all vehicles will be directed along to gain access to the site. They also highlight the routes to be taken when leaving the site to avoid site vehicles trafficking through adjacent residential areas

Immediately upon commencement, all trunk vehicles must proceed to the rear yard, unless directed otherwise by Pallet-Track personnel. Operatives and visitors to the site will report to the Employee and Driver Entrance.

Employees will be inducted by Pallet-Track, and be informed of emergency procedures, assembly points, first aid, site rules, location of welfare facilities, etc. All employees and visitors are expected to wear appropriate PPE relevant to their job role (Hard hat, high vis, safety boots, and harness) at all times.

Contractors, visitors and staff will use existing pedestrian pathways, taking into account the forklift truck's reserved right of way on-site.

The hub floor is a de-pedestrianised area; only authorised personnel should travel on foot and only when it is safe to do so. Safe walkways must be used while walking in the hub, giving consideration to areas that cross paths with forklifts or vehicles. Pedestrians must wait and only pass when it is safe to do so.

Employees are present in the yard during the night operation, providing direction and assistance to visiting drivers. Trunk drivers should not exceed the site speed limit and take care while driving near pedestrians.

The Traffic Management Plan and the control measures therein are within the member's portal, which should be shared with all trunk drivers to ensure understanding and acceptance of the rules that will be enforced on this site.

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Trunk Arrivals / Departures

Each member is allocated an arrival and departure time, specific to each hub. These scheduled times are designed to control the flow of traffic on site and enable Pallet-Track to keep dwell time and congestion to a minimum. Members must adhere to their arrival times, and any delays must be communicated to the hub by telephone.

Pallet-Track telephone: 01902 355 100

All visiting drivers must adhere to site rules at all times (displayed on the members portal). On arrival:



- Drivers should follow the red route shown on Appendix 1 and 2, adhering to the site speed limit at all times.
- *Note: Pedestrians are present in the yard, near gantries, quality control and the management area.*
- Curtains and straps/nets must be secured at the back of the trailer before entering the inbound gantry.
- Drivers must follow instructions from Pallet-Track personnel to manage the flow of traffic. It is necessary during the night to que close to other vehicles, allowing a safe distance either side to access curtains and straps.
- Electronic devices are prohibited while operating a vehicle onsite.
- Stop signs are in operation at the inbound gantries and each loading/unloading zone in the hub. While the stop signs are in place, turn off the engine and await further instruction. Forklift drivers will not unload/load a vehicle without stop signs in situ.
 - *During the day (07:00 – 18:00) trunk drivers are required to move to the passenger seat while stationary in the hub.*
- Drivers with loaded trailers, on arrival or departure, must wait inside the gantry until all pallets are scanned.
- The hub is a de-pedestrianised area, drivers must remain in their vehicle at all times whilst in the hub.

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- Pallet-Track forklift drivers have 'right of way' in the hub. Driving through the hub should be within the site speed limit, with additional care taken towards nearby vehicles, trailers and forklifts.
- When stop signs are removed, drivers must use mirrors and be aware of blind spots before driving forward.
- Drivers delivering or collecting trailers from the Pallet-Track yard are responsible for locating the correct trailer. Pallet-Track's administration team can advise the correct trailer number to collect, located near the Employee and Driver Entrance.

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Site Administration

Responsibility for traffic movement is that of the Hub Management team who will:

- a) Ensure that visitors and employees adhere to procedures set out in the site rules, and that of the traffic management plan.
- b) Provide clear instruction to visitors and employees of any deviation from standard operating processes.
- c) Control traffic flow through the use of yard marshals, signage and traffic cones (during the night operation).
 - Note: Pallet-Track yard marshals are not banksman. Drivers are responsible for the vehicle's safe operation, including reversing and securing loads.
- d) Communicate with members and drivers any safety issues that may arise with a vehicle or trailer.
- e) Maximise the load capacity of vehicles within standard operating procedures.
 - Top decks will be loaded with single-stacked pallets only.
 - Top deck pallets must not exceed 400kg per pallet.
 - Smaller pallets must be loaded behind taller pallets, preventing moving in transit.
 - 'Do Not Stack' signed adhered to.
 - The overall weight of the trailer should be evenly distributed.
 - ND and due pallets will be prioritised ahead of day 1 EC.
- f) Provide a vehicle manifest, at the request of the driver. Digital copies are available upon request to each member.
- g) Cooperate with drivers' requests to reposition or remove pallets as required.

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Emergency Procedures

In the event of a site emergency, all employees and drivers should exit the building and make your way to the fire assembly point.



If You Discover a Fire

Immediately raise the alarm by activating the 'break glass'.



Do Not Attempt to Fight the Fire

Unless it is safe to do so and you are trained to use fire extinguishers.



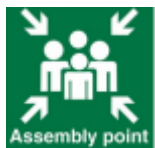
On Hearing the Alarm

Leave the building immediately using the nearest exit. Follow the yellow route on the site map.

Forklift drivers – travel to the assembly point using the forklift truck, if it is safe to do so.

Trunk drivers – turn your engine off, remove the keys, and continue to the assembly point on foot.

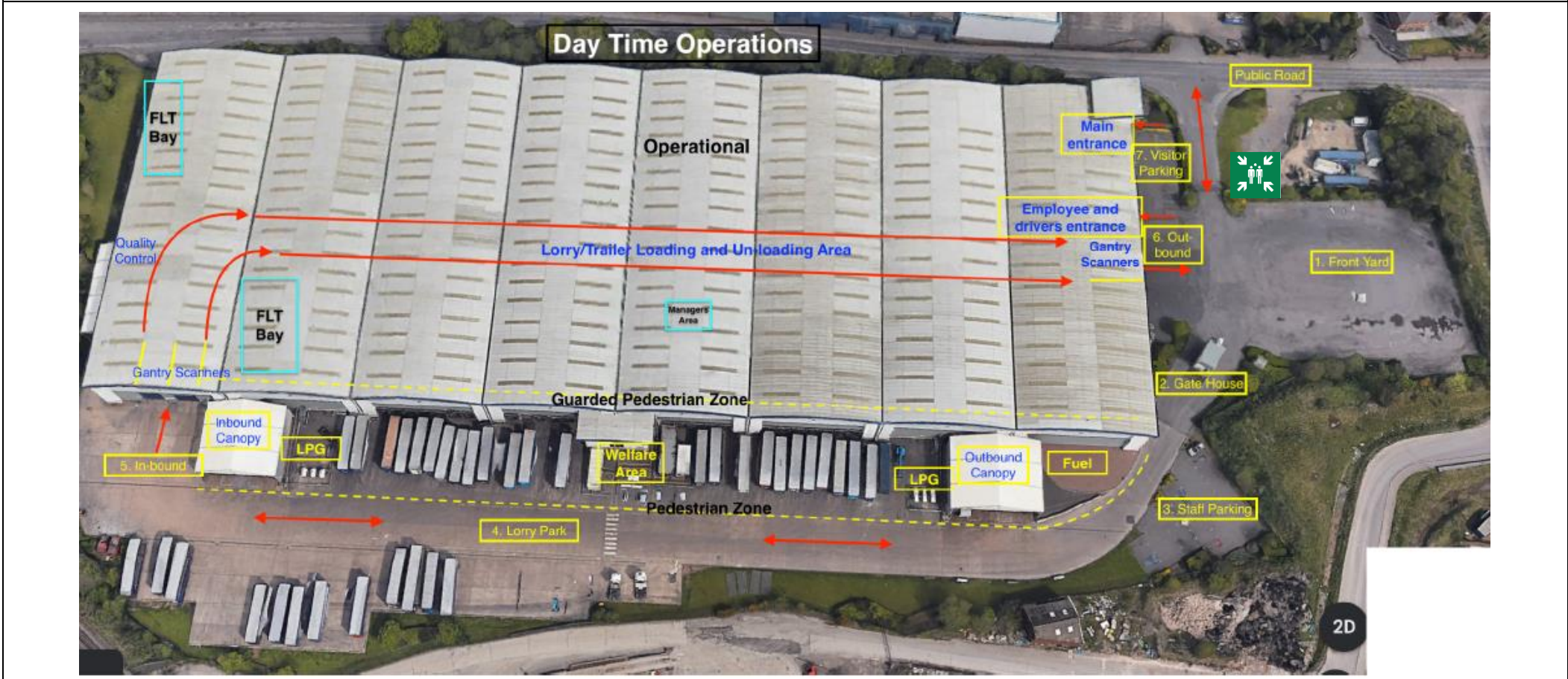
Pedestrians – Leave the building and follow the yellow route.



Assembly Point

On leaving the building, go straight to the designated assembly point. Do not re-enter the site without authorisation from the responsible person.

APPENDIX 1: Day operations route map



APPENDIX 2: Night operations route map

