The Delivery Hub health, safety and environment
Raising the bar 20
Transport and logistics management

Contents

Acronyms used in this document

CPC – Certificate of professional competence
CLOCS - Construction logistics and cyclist safety
DABS/NABS – Daily or nightly, pre-shift, activity briefings
FORS – Fleet operator’s recognition scheme
MPA – Mineral products association
RtB – ‘Raising the bar’
VRU – Vulnerable road users
Objective

This raising the bar document is intended to address our depot, and on and off-site risks relating to the management of transport and logistics associated with our construction work and maintenance contract activity.

Implementation of the guidance provided is intended to improve the safety of personnel on site and, where there is a public interface, the safety of the public, including in particular that of vulnerable road users (VRU).

Background

Every year, there are over 5000 work-related accidents involving transport across all industries in the UK, with round 50 of these resulting in people being killed*.

In 2014** 119 cyclists were killed and over 3400 seriously injured on UK roads, a significant number of the incidents as a result of coming into contact with vehicles related to the construction industry.

The main causes of injury are people being run over by vehicles, being struck or crushed by them; people alighting from or falling off mobile plant and vehicles, or being struck by something falling off vehicles and mobile plant, or from plant and vehicles overturning.

Construction vehicle accidents are preventable. Prevention requires effective planning, organisation, control, monitoring and a review of vehicle operations, as well as public education programmes.

This document provides guidance to depots, sites and Highways England’s supply chain on managing and controlling transport logistics around our sites; directly and indirectly interfacing with employees, contractors and the public.
Minimum requirements

To ensure the hazards associated with transport and logistics are sufficiently managed and the risks are reduced to as low as is reasonably practicable, the following should be considered the minimum requirements for all our construction works and maintenance contracts.

Step 1. Appoint a transport and logistics co-ordinator

A transport and logistics co-ordinator would typically be appointed for a specific project. It may also be appropriate to appoint a co-ordinator to oversee a contract or depot, e.g., via the service provider.

Responsibilities to include:

- Be responsible for undertaking the transport and logistics risk assessment and drafting the transport and logistics management plan(s).
- Facilitate, or delegate as is appropriate to a competent other, the communication of the transport logistics management plan to key stakeholders including sub-contractors, vendors, suppliers, visitors, and all parties that deliver and collect materials, equipment, etc.
- Appoint plant and vehicle marshals and ensure arrangements are in place for the provision of their training (see RtB no.17, ‘plant and vehicle marshals’).
- Establish a process to check driver’s licences including, where applicable, CPC cards when they arrive on sites.
- Establish ongoing monitoring of the implementation of the transport and logistics management plan and measurement of driver’s/supplier’s compliance with it.

- Regularly review the plan conducting, as a minimum, a monthly formal recorded review to identify, manage, and communicate changes and improvements on site and at least annually for Highways England depots.
- Ensure changes to logistics arrangements are incorporated into the transport logistics management plan and are effectively communicated to relevant parties.

Step 2. Carry out a transport and logistics risk assessment (RA)

Transport and logistic risk assessment should consider the following 3 themes: Safe site/depot (site design/layout, as well as on and off-site activities); Safe vehicles and Safe drivers. Further detailed information can be found in the HSE’s guidance document (HSG 136) ‘A guide to workplace transport safety’ and Highways England safe site, vehicle, and driver risk assessments as they relate Traffic Officer workplace transport safety.
Items to be considered include:

- Supplier route to site, including any route restrictions. e.g. height restrictions, overhead services and low or weak bridges.
- Access and egress to and around site, including overhead utilities.
- Prerequisite competence of drivers, site personnel, supervisors and the transport and logistics co-ordinator.
- Principal contractor arrangements to supplement knowledge.
- Pinch points on site, site speed limits, reversing (or no reversing) areas, air locks, staging areas (off site?), overhead obstructions etc.
- Liaison with local councils etc if there is an interface.
- Weather conditions which may impact on transport/logistics.

**Reduce risk**

If the transport and logistics risk assessment identifies significant risks with the VRU interface or other risk groups, take appropriate measures to reduce this to as low as is reasonably practicable.

Measures may be in line with:

- Industry schemes for example FORS, CLOCS and the Mineral Products Association (MPA) etc. The FORS bronze standard, or equivalent, is our minimum standard.
- The contractor and supply-chain’s own company policies.
- The HSE’s guidance, for example HSG 136 ‘A Guide to Workplace Transport Safety’ and HSE 144 ‘The Safe Use of Vehicles on Construction Sites’.

**Step 3. Develop a transport and logistics management plan**

Transport and logistics management planning should consider the following 3 themes; Safe Site/Depot (site design/layout as well as on and off site activities); Safe Vehicles and Safe Drivers. Further information can be found in the HSE’s guidance document (HSG 136) ‘A guide to workplace transport safety’. See Appendices 1 & 2 for examples of on & off-site ‘Transport and Logistics Management Plans’.

Short duration low risk tasks, typically those undertaken by a Highways England operations service providers, may find a generic project/works transport and logistics management plan is appropriate?

The first draft of the transport and logistics management plan must be referenced in a projects initial construction phase plan (CPP).

Items to be considered in the plan:

- Liaise with local authorities to gain specific information, including
  - Where the route to access a project site is being considered, gaining knowledge as to:
    - Sensitive areas in the vicinity
    - Frequency of use by VRUs
    - Any incidents which have occurred historically
    - Any particular hazard zones upon approaches
    - Any other information which may be relevant.
Vehicle and time restrictions, including restrictions on deliveries and collections to avoid times of high volume VRUs.

Pedestrian exclusion zones.

Best approach route to site to avoid areas of high volume of VRUs and any route restrictions such as avoidance of schools, hospitals, community centre's such as authorised traffic routes to and from site.

Site plan/sketch showing parking locations/holding points, reception, route(s) through the site, any designated unloading/loading and reversing or turning areas. Including how such information will be presented and held by individual drivers during their visit to site.
- Minimum PPE requirements.

- Develop site/contract rules for drivers and conspicuity (Chapter 8) requirements.

- The requirement for all staff to have a site/depot induction and the need for a Delivery Driver specific induction. See RtB 23 'Site Induction' for more information.

- Driver competency standards.

- Suitable monitoring of the health and wellbeing of vehicle operators.

- Loading/unloading areas as detailed in RtB 25 'Loading/Unloading Vehicles'.

- Influences on the design of sites/depots, to achieve a safe site or depot can be found in RtB 8 'Manual handling' and RtB 21 'Lean H&S'.
Step 4. Share your Transport and Logistics Plan with key parties.

Specifically:

- Ensure supply chain partners have received relevant information and are aware of risks associated with deliveries etc. prior to induction and arrival on site.

- Provide a local contact for the supply chain, e.g. the ‘Transport and Logistics Co-ordinator’ or ‘Plant or Vehicle Marshal’, to liaise with if there are any concerns.

- Ensure all those attending site are competent and receive a relevant site induction, task/location briefings and daily/nightly activity (DABS/NABS) as is applicable.

- Request that this information is passed on to individual(s) attending site and held in each vehicle cab.

Desirable requirements

Vehicles associated with deliveries to projects need to be designed and equipped (‘Safe Vehicle’) to ensure that the chance, and consequence, of a collision is reduced to a minimum – though improved direct sightlines, mirrors, warning signs and collision avoidance technologies.

The following is desirable in achieving this.

Encourage registration with the fleet operator’s recognition scheme (FORS) standards, with the Silver standard, or equivalent, with October 2017 being our aspirational target.

FORS is a voluntary certification scheme aimed at ensuring that fleet operators work lawfully and to best practice as stated in the FORS standard.

The standards cover:

- Management
- Vehicles
- Drivers
- Operations
To become FORS silver accredited you must prove that you meet the criteria set out in the FORS standards. This will be checked during a formal assessment carried out on your company premises by an independent FORS assessor.

The safety requirements in FORS are aligned with CLOCS (‘Construction Logistics and Cyclist Safety’ – a standard ‘looking out for vulnerable users’) and operators accredited or reapproved to the FORS Silver level are fully compliant with the CLOCS Standard.

Comply with relevant initiatives to your industry

Industry bodies have introduced VRU safety policies; companies should strive to comply with these. An example of this is:

MPA vulnerable road user policy
http://www.mineralproducts.org/feature_cycle_safe.htm

Stipulate that all vehicles >3.5 T must exceed legal requirements

In line with STOP AND THINK Are Your Vehicles Safe?

This document outlines the various accessories, notices and requirements needed to meet the raising the bar standard.

Areas covered include:
- Mirrors and visual aids
- Stickers and signs
- Outside the vehicle and ABS
- Lighting and inside the cab

Encourage employees to choose CPC module on safeguarding VRUs/ safe urban driving.

The aim of this is to ensure that all drivers are aware of, and develop a responsible attitude towards, vulnerable road users. This is a one-day seven hour CPC course comprising of lectures, group discussions, exercises, DVD and case studies.
Legislation/guidance

- The health and safety (safety signs and signals) regulations 1996.  
  [http://www.hse.gov.uk/pubns/books/l64.htm](http://www.hse.gov.uk/pubns/books/l64.htm)

- HSG 136 - Workplace transport safety – an employer’s guide.  
  [http://www.hse.gov.uk/pubns/books/hsg136.htm](http://www.hse.gov.uk/pubns/books/hsg136.htm)

- HSG 144 - The safe use of vehicles on a construction site. A guide for clients, designers, contractors, managers and workers involved with construction transport.  
  [http://www.hse.gov.uk/pubns/books/hsg144.htm](http://www.hse.gov.uk/pubns/books/hsg144.htm)

Additional information

Mineral Productions Association  

FORS  
[http://www.fors-online.org.uk/](http://www.fors-online.org.uk/)

CLOCS  
  
  **RtB no 8 ‘Manual handling’** – for information on the design of works/depots.

  **RtB no 21 ‘Lean H&S’** – for information on 5S (sort, set, sweep, standardise & sustain) workplace organisation/design.

  **Traffic officer risk assessments** (via Highways England Portal only).
Traffic routes

A construction site must be organised in such a way that pedestrians and vehicles can move without risk to health or safety.

Traffic routes must be suitable for the persons or vehicles using them, sufficient in number, suitable positions and of sufficient width. A traffic route does not satisfy the requirements if:

- Pedestrians or vehicles may enter it without causing danger to the health or safety of persons near it;
- Any door or gate to pedestrian or vehicle traffic routes is insufficiently separated from traffic routes to enable pedestrians to see an approaching vehicle or plant from a place of safety;
- There is insufficient separation between vehicles and pedestrians to ensure safety, where this is not reasonably practicable;
- Cliffs or slopes to the protection of pedestrians are not provided, and
- Effective arrangements are not made for warning any person liable to be struck or trapped by any vehicle on its approach.

Any leading or exit has at least one exit for the exclusive use of pedestrians, and
- Where it is unsafe for pedestrians to use a gate intended primarily for vehicles, at least one pedestrian or植物 is provided in the immediate vicinity of the gate, is clearly marked and takes priority from obstruction.

Each traffic route must:
- Be indicated by suitable signs where necessary for reasons of health or safety;
- Be regularly checked, and
- Be properly maintained.

No vehicle is to be driven on a traffic route unless the traffic route is free from obstructions and permits sufficient clearance.

Working space

Construction sites must, so far as is reasonably practicable, have sufficient working space and be arranged so that it is suitable for any person who is working or who is likely to work there, taking account of any necessary working equipment likely to be used there.

Details of the traffic requirements have been addressed in the plan.
introduction

This document represents the Logistics Management Strategy for [Contract Name]. In particular it addresses site specifications, and those associated with the movement of traffic and pedestrian access ensuring the necessary control measures to be employed and the rationale for their use.

This is a working document and will be reviewed quarterly as minimum or otherwise a significant change in the logistics operations and updated to reflect any changes in the working methodology.

The following information relates to the Logistics Traffic Management Plan contained independently and the Site Layout Plan contained in Appendix B.

Access and Egress

Vegetation access to the compound is via the gates ……., pedestrian leads to the parking area and egress area gates. There are pedestrian and vehicle accesses to the site. Pedestrian accesses to each site from the parking area gates are via pedestrian gates located at the ……., ……., ……., and end of the compound.

Pedestrian accesses are provided between the surface and form finishes to the site location on segregated and signed footpaths. Footpaths are identified with red way over the footpath. Pedestrian pathways to the designated footpaths and egress signs within the footprint of the egress area. The paths are colour coded as follows:

- Red code to …….
- Blue paths to …….

You must ensure arrangements are in place to ensure, as far as is reasonably practicable, that no unauthorised person uses access or egress from gate accesses to the construction site. Discuss these arrangements here.

Responsibility

The Logistics Manager:

Supported by:

Site security is provided by the company inducting working hours and will control all access areas accessing key points. Contact numbers to be provided at Induction.

Tunnels permission will be issued after completion of the location inclusion. Any query or request to be addressed:

All persons entering the location are responsible for their own safety and compliance with this plan.

Parking

There is no parking permitted in the egress area. This is limited parking in the compound. Provision will be given to vehicles with no more occupants. All vehicles must be parked in a specific parking space so that there is no need to reverse when exiting the parking space.

Parking is not permitted on any hardstands forming the boundary to the site.

Deliveries

All deliveries must be coordinated with Carl Birnie at the site hoist co-ordination meeting. All deliveries must follow the approval made at the site location and shown in Appendix B.

Deliveries will be to gates at the access gates providing details of journey start point. A copy of the delivery ticket will be taken by the gate man.

Multiple or early deliveries must not occur. There is a suitable parking area located ……….

All vehicles must be parked at the gates and secured to the site location. No delivery vehicles may leave without a completed document in hand.

Delivery vehicle drivers must be given the delivery driver induction prior to entering the site.

This should be accompanied by a "Driver Card" detailing the vehicles that apply to them and their vehicle, which must be displayed on their dashboard.

Plant operators must receive the plant operator induction module.

Major Deliveries

The following are the main speculated deliveries:

- Precast – panels, deliver over…….
- Steelwork – deliver over…….
- Ready mix concrete – deliver over…….
- Masonry – deliver over…….

Personal Protective Equipment

The following is an equipment requirement in the area:

- Safety helmet
- Safety footwear
- Gloves
- Eye protection
- Hi-Vis clothing

Contractor

The main requirements of the Logistics Management Plan will be passed to the contractor and communicated to all individuals during the Site Safety induction. In addition, all Health and Safety information must be located at the entrance or identity and communicated current site hazards.

Any party may request a briefing or the plan through the contractor named in the responsibilities group. However, requests are currently implemented if they do not affect other parties.

Security/Checkpoints

There are two security check points on the project. One is located at the main entrance ………. and the other is ………. (Refer to Appendix B).

Security/-audit

- Bid internal all deliveries.
- Issue the driver with the site Health and Safety Information Form.
- Contact by phone the contractors team, who will coordinate all relevant controls.
- Ensure the delivery vehicle remains stationary, until further notice all security measures served notice to complete the site layout plan.

All vehicles are to be reviewed at the site by the site contractor (environmental management).

(Warning) means to be reviewed at an on-going side
### Waste: Packaging

Carillion provides waste skips for the disposal of materials. Carillion’s Sustainable Policy requires that all contractors comply with the site’s Waste Management Plan, in which good waste management practices are described. Shrink-wrapped and palletized waste shall be removed and loaded into skips in a timely manner. Contractors are required to transfer waste into the designated skips (the red-lid skip), metal cardboard, and plastic.

All waste is required to be removed from site daily to minimize traffic congestion.

### Environmental

Dust levels will be kept to a minimum and will not exceed levels of 0.05 mg/m³. Dust is controlled with the use of a Road Brush, to minimize dust and debris. Vehicles must not be parked with engines running, lights are only to be used to facilitate manoeuvring.

### Reporting

An accident policy and “Don’t Walk By” initiative are in place to ensure any safety concerns, H&S breaches, and improvements are noted. All communications are handled by Carillion and are recorded accordingly.

The Site Procedure on site will have aminated and maintained with the use of a Road Brush, to minimize dust and debris. Vehicles must not be parked with engines running, lights are only to be used to facilitate manoeuvring.

### Email:

Email: SmartMotorways@highwaysengland.co.uk

### Appendix A: Risk Assessment

<table>
<thead>
<tr>
<th>No</th>
<th>Item</th>
<th>Y</th>
<th>N</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are vehicle trailers suitable for type and volume of material to be washed, driving?</td>
<td>Two axles, cornering, overall provision of access to person. Provisions for the removal of waste. Two layers of coir for safety. In place of the main road, a 2m road for pedestrian access to the site.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Are vehicles sufficient to prevent pedestrian access points</td>
<td>Physical barriers and signage to be displayed. Access to the public will be via the main road and pedestrian access to the site.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Are all necessary safety features in place</td>
<td>Security checkpoint with radio communication, divided and varying signs and displays. Physical barriers for segregation. All facilities to be used by both employees and visitors.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**End**
Appendix D: Route for Deliveries to Site

Define limitations of site

Email: SmartMotorways@highwaysengland.co.uk

Appendix D: Delivery Driver Rules (inc. Plant Filters)

All deliveries entering site must read and sign this document before entry will be granted. It is important that you are aware of the rules for health and safety which are in operation. Failure to comply will result in your removal from site.

Deliveries must wait for attendance from the receiving company. This company will take responsibility for you and your vehicle whilst on site.

Delivery Vans (White Van’s) must park in the designated area

Follow the designated path for delivery access and be aware of pedestrians and pedestrian areas. Always give way to pedestrians.

The speed limit is 5mph and do not exceed this limit.

A warning beacon or hazard warning light must be on at all times whilst on site.

Do not reverse your vehicle without the expansion of a black and white marking.

Do not leave your vehicle unattended on site in emergency.

Mandatory PPE for this site, wear in your vehicle a hard hat, high visibility jacket, safety footwear, gloves and safety glasses.

You must report any Incident to the nearest Site Office immediately.

If you require First Aid you must report to the site office immediately.

First aiders are on site (Call the Site Office for details of where to look for treatment)

If you believe or become aware that the site has a hazardous material, where the material point is located. Do not attempt to take your vehicle unless you are told it is safe to do so.

Unloading requires

A site specific Point Of Work Risk Assessment to be provided before any unloading will be allowed. (Ask the site office for a copy)

HA/R operatives to produce 235.5 monthly health certificates for both chases and HA/R, together with valid evidence of their level of Competency before using the equipment.

No working on any open pipework unless a fall arrest prevention method is in place.

King Post in place of long materials such as pipework, steel etc are being unloaded.

Plant filters are required:

- produce a risk assessment for the activity that they are doing
- Complete the task in the designated plant maintenance area.
- When leaving site please ensure you are considered and courtesy to our neighbors.
- You may be asked to remain on site.

If you have any issues that concern you or need to discuss anything with site staff, always talk with your site manager or the site supervisor.

Return this driver card when on site & return to the site manager on exit.

PROVIDE SITE LAYOUT ON REVERSE ALONG WITH IMPORTANT CONTACT NUMBERS

Email: SmartMotorways@highwaysengland.co.uk
Section 1.1: How this Off Site Construction/Contract Logistics Plan is to be used

Listing a well-written Construction/Contract Logistics Plan (CLP) is a carrot requirement. It is to be created and used on all projects and contracts.

There are two templates available and both will be required by most contract/owners:

- The Off Site Construction/Contract Logistics Plan (this document)
- The On Site Construction/Contract Logistics Plan

By creating and documenting our Off Site Logistics Plans, then communicating to the people who need the information contained within, we ensure key considerations are given to reducing the risks and important impacts of our work to local communities, residents, businesses, ourselves and those working for us.

The CLP will go into more detail about the nature of vehicles, timing, routes of their operation and competence of the parties involved mitigate the risks involved.

For example it is a fact that there is a disproportionate number of cyclist deaths relating to construction traffic. By selecting the routes our vehicles travel and by scheduling their arrival, pick-ups are not on congested town centres until we can accommodate them, we are removing risks from this road.

The CLP will also increase efficiency by ensuring deliveries are made to end locations without delay and only as necessary. For example, consideration of materials off site for local delivery can cut storage and damage to materials and make sure they arrive at the workplace in sequence.

It is important to understand that a CLP must not only manage delivery to locations, but also traffic leaving them such as waste removal. The same principles apply to such as safe routes, appropriate timing, scheduling etc.

This document is a template to be completed, modified, maintained and used to assist in delivering our aims. It is broken into four key areas:

- An overview of the project contract
- Gathering of information about the site, its location, programme, and any constraints or opportunities
- The actual plan
- How the plan will be managed and monitored

It should be completed in two stages

- Outline – usually required at the tender or planning stage to give an overview of the expected logistics activity and supply management strategy.
- Details – generally delivered at site and necessitates updates to the outline CLP and further information in other sections to give a full picture to interested parties on how logistics are to be managed.

Within this template there are inclusions that are common when describing both the contracts and projects (such as:- flexibility of materials for the supply chain) and the transportation of goods. The approach is based on ensuring that the CLP is a living document that is adaptable to meet the needs of the project.

Transport for London (TfL) recently commissioned the Transport Research Laboratory (TRL) to look into logistics issues and the results were published in ‘Construction Off-Site Logistics: Guidance For Developers’. A deal of information and ideas are reflected within this document that is essential reading for anyone planning or managing logistics.

Section 2: Information About the Project / Contract Site and Programme

This part of the document provides a simple overview of the project contract, site and programme. It gathers information from local issues from which decisions about what the CLP needs to contain can be made.

Main Challenges

- You are required here to list the principal challenges the project contract will have to overcome with regards the logistics aspects and highlights of moving men, materials and equipment to and from the site.

The detail of these issues will be included in future sections of the document, e.g. provides a summary, but examples may include issues such as parking constraints, location of schools, residential areas, problems with the road network or its capacity, issues brought about by planning and development and so on.

Section 2.2: Site Information

Location

- Here you must describe the local landscape, busy town centre, quiet countryside, near a school or housing estate, close to motorway connections etc.

Size and Nature of the Development

- Describe in logistical terms details such as: project contract duration, tonnage of concrete or steel etc. (detail of materials will be covered in a future section) this is Simply anything to provide a feel of scale.

Neighbourhood Notes

- You must stay here if the project is located in other local projects (e.g. schools, clusters etc). Are there other Common project contracts nearby? Are there any other non-Carbon project contracts we may be able to work in conjunction with?

Primary Delivery Information
You must describe here an overview of the primary deliveries which the contract is expecting to manage. Remember this should include both deliveries to site away from the contract site. Consider whether there is any opportunity or value in the transportation of materials to reduce the number of deliveries to site. Is there any opportunity or value in the consolidation of deliveries to a single holding area from where materials could be transported through the local environment with less negative effect? Is it possible to establish holding areas for vehicles arriving before their delivery dates?

Contractors/developers must include in their considerations any areas identified in Section 1 which could be used as temporary stops or holding areas for delivery. Consideration should be given to the location and type of holding areas, and the possibility of vehicle parking within these areas.

There will be two types of delivery information.

1. Exceptional deliveries such as temporary plants (e.g. accommodation units, sites, tower or large cranes etc.) or primary products, such as busy phases at daily concrete delivery etc.

   **Example Table**

<table>
<thead>
<tr>
<th>Phase One</th>
<th>Major Delivery Dates (from to)</th>
<th>Nature of delivery (materials, plant etc.)</th>
<th>Vehicle Type? (Van, Low Load etc)</th>
<th>Size of Delivery? (Weight/Volume etc)</th>
<th>Notes? (Abnormal load etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>Tower crane (220)</td>
<td>Low loader, 8 vehicles</td>
<td>500m³ (200m³ in total)</td>
<td>3.5m x 1.8m x 1.5m</td>
<td>18 deliveries per day</td>
</tr>
<tr>
<td>July-August</td>
<td>Concrete</td>
<td>Mixer wagon</td>
<td>18 deliveries per day</td>
<td>3.5m x 1.8m x 1.5m</td>
<td>18 deliveries per day</td>
</tr>
</tbody>
</table>

2. Delays to day deliveries for more typical plant, materials and people

   **Example Table**

<table>
<thead>
<tr>
<th>Phase One</th>
<th>Major Delivery Dates (from to)</th>
<th>Nature of delivery (materials, plant etc.)</th>
<th>Vehicle Type? (Van, Low Load etc)</th>
<th>Size of Delivery? (Weight/Volume etc)</th>
<th>Notes? (Abnormal load etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr.-Sept</td>
<td>Substantial deliveries</td>
<td>Van (various sizes)</td>
<td>500 m³ (approx 40 per day)</td>
<td>Van (various sizes)</td>
<td>Van (various sizes)</td>
</tr>
<tr>
<td>Apr.-Sept</td>
<td>Workforce</td>
<td>Minibus</td>
<td>13 seat minibus (6 per day)</td>
<td>Minibus</td>
<td>Minibus</td>
</tr>
</tbody>
</table>

Details of any Neighbour Parking Constraints

The workforce and vehicles associated with the project are likely to derive to site. You must detail in this section what the local public parking provisions are. Eg. List any roads restricted to resident site parking. Areas outside existing buildings which are restricted such as school drop off points, keep clear access to side roads or local businesses etc.

Details of Public Transport Provision

What are the local public transport amenities for those wishing to use this option? Here you must list any facilities able to be used by people coming to the site, e.g. bus or rail routes. Also detail any issues concerned with access from the public transport that drops off to the site, walking routes etc. (This may fit into future sections of the template).

Details of Sustainable Walking/Cycling Routes

Describe any routes to the site which provide sustainable cycling options for those using this form of travel. Are designated cycle routes available? Are routes served by public transport? Are there other likely to be affected by our operations?

Details of Local Traffic Environment

Provide a detailed local map extract marked with entrance / exit gates, public transport stops and stations, designated cycle routes and main pedestrian routes to and from the site. Are there any local traffic management schemes in place? Include any other information of risks which provide a picture of the local issues surrounding the site which may be a material constraint.

You must also detail any restrictions imposed by local authorities, planning conditions and so on.

Other Local Environment Considerations

List here any other issues which may limit or benefit e.g. where the use of heavy plant and equipment would be a problem because of local road network/infrastructure, areas being worked outside peak hours than would affect traffic flow etc.

Are there any height restrictions imposed by low bridges or overhead cables etc.?

Are there any structures or buried services etc. that could be damaged by a delivery vehicle? These might be sensitive buildings could be affected by vibration. Buried services may be damaged at site entrances in particular but other vulnerable areas should be considered.

Detail any potential risks to the local road network. To ensure that none of these routes are affected by damage from any on site activities or the use of vehicles etc.

Are any of the routes in such a condition that pedestrians etc. may cause problems using them, e.g. poor or too poorly maintained to allow pedestrians to use the route during the day or affected by road maintenance?
Details of any nearby parking constraints:

- The workforce and others associated with this project are likely to drive to site, you must detail in this section what the local public parking provisions are. Do list any roads restricted to resident only parking. Areas outside existing buildings which have restricted such as school drop off points, 'keep clear' access to side roads or local businesses etc. 

Details of Public Transport Provision:

- What are the local public transport services that are in place for people who use this form of travel? Are there any changes proposed to these, e.g. bus timetables? Are there any issues concerned with access from the public transport system to the site, walking routes etc. (This may fill in future sections of the template).

Details of Dedicated Walking/Cycling Routes:

- Describe any routes/paths to the site which provide safe walking/cycling options for those using this form of travel. Are designated cycle routes available? Are the cycleways served with pavements? Are any of these likely to be affected by our operations?

Details of Local Traffic Environment:

- Provide a detailed local map extract marked with entrance/exit points, public transport stops and stations, designated cycle routes and pedestrian thoroughfares/survival crossing. Are there major road junctions with complex traffic signal arrangements etc. Include any other information of note which provide a picture of local issues surrounding the site which may be a benefit to others. You must also detail any restrictions imposed by local by-laws, planning constraints and so on.

Other Local Environmental Considerations:

- List here any other issues which may limit or benefit e.g. where the use of night time deliveries would be a problem because of noise, local schools where children might escape at drop off times, bus services using open ended peak hours thus adding traffic flow etc.?

- Are there any height restrictions imposed by low bridges or overhead crossing etc.?

- Are there any structures or built environment etc that could be damaged by a delivery vehicle? These might be sensitive buildings, installations affected by vibration. Load services may be damaged at site entrances in particular but other vulnerable areas should be considered.

- Is it the case that the local road network condition and services, for example are any local routes extremely poorly surfaced which may either (a) aggregate further and become a hazard under the load of construction traffic or (b) render them unsuitable for use by diverted cycle routes etc? Is any of the routes in such a condition that pedestrians etc may cause cyclists using them to resent or ride irresponsibly or are routes poorly lit so that seeing vulnerable road users or pedestrians become a problem?
### Table: Schedule of Deliveries and Nature of Vehicle

<table>
<thead>
<tr>
<th>Period</th>
<th>Nature of Delivery</th>
<th>Site Delivery Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>Staff and Operative care staff</td>
<td>06:30 – 16:00</td>
<td>No movement until site between 09:00 and 15:00 due to local school</td>
</tr>
<tr>
<td></td>
<td>Delivery Van</td>
<td>09:00 – 17:00</td>
<td>No deliveries between 15:00 and 16:00 due to local school</td>
</tr>
<tr>
<td></td>
<td>Low loaders</td>
<td>10:00 – 17:00</td>
<td>No deliveries between 15:00 and 16:00 due to local school</td>
</tr>
<tr>
<td></td>
<td>Curtains</td>
<td>09:00 – 17:00</td>
<td>No deliveries between 15:00 and 16:00 due to local school</td>
</tr>
<tr>
<td></td>
<td>Waste removals</td>
<td>10:00 – 15:00</td>
<td>Limited to middle of the day to avoid congestion with schools and give peace time over 3 weeks delivery</td>
</tr>
<tr>
<td>Saturday</td>
<td>Staff and Operative care staff</td>
<td>07:30 – 16:00</td>
<td></td>
</tr>
</tbody>
</table>

### Notes
- For a large contract, it may be of significant size. It may be kept elsewhere and referenced here with a hyperref:
- The schedule will need to be calculated from the construction programme and the quantity of the resources (per vehicle):
- All deliveries will be converted into an approximate number of vehicles per day/week optimisation.
- It is envisaged that there will be no deliveries on public holidays.
- It is essential that the schedule will be monitored and adjusted if necessary changes are made.
- The schedule will be available to local residents.
- The schedule will be available to local residents.

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**Contact:**
- Email: SmartMotorways@highwaysengland.co.uk
- Website: [www.highwaysengland.co.uk](http://www.highwaysengland.co.uk)

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**Email:**
SmartMotorways@highwaysengland.co.uk
Raising The Bar 20 Transport and Logistics Management
Version 2 July 2016 Originally Published in November 2013

For example:
- Routing site deliveries away from schools or other areas of congestion and cycle/pedestrian traffic
- Arrangements to evade signage viewing drivers and cyclists at high risks areas
- Pulling contract contact details for the project team for people witnessing unsafe driving etc.
- They should stand out, to a minimum, maximum 5% of the total vehicle traffic from built-up areas, or in the case of local authorities, for example low men.

A large or lesser site may have several access gates; each needs to be considered and dealt with in the above.

Contractions are required to consider different routes for different vehicles: HGVs and cars/Jeeps.

Section 3.2: Special Arrangements

Storage of Vehicles

- Contractors must set out the local arrangements for materials storage, including waste materials, ensuring there is suitable and sufficient space and protection for each type of material.

Waste

- If a site is identified as having a site that may be required to store waste, then a suitable site must be identified.

Section 3.3: Site Access Anticipated

Storage for Plant and Equipment

- Contractors must set out the local arrangements for plant and equipment storage.

Note that if small plant and equipment are to be stored on the site, it is necessary to identify the movement of vehicles to deliver the equipment.

Pedestrian and Cycle Access Arrangements

- Provisions for pedestrian and cycle access routes need to be identified.

Waste

- Details of any special measures being taken to minimize waste are to be included.

Parking Bay Suspensions

- Details of parking bays to be suspended and for which time periods need to be identified.

Local Authority Parking Agreements

- Details of any parking suspension licence granted together with the dates of validity.

Special Measures

- Any special arrangements during, for example, local road closures where traffic conditions and routes may change significantly.

If over 10% of the total vehicle traffic from built-up areas, or in the case of local authorities, for example low men.

If there is a high proportion of cyclist traffic in any part of the project and the need to reduce conflict with other traffic, then the provision of a specific road for cyclists may be appropriate.
Work with Local Community

- Describe here the activities which will be undertaken to work with communities to minimize the negative effects of construction logistics. These may include:
  - Meetings with local residents/businesses to explain the logistics arrangements
  - Out-of-hours and daytime contact details for those concerned with logistics issues (speeding vehicles etc)
  - Letter drops when arrangements have to alter (e.g., to allow access to a road closed for extended periods)
  - Cycle safety training for cyclists in the area (e.g., children and parents at local schools/local business committees)
  - Awareness training for local children about traffic safety

Section 3.2: Direct Effects on Local Traffic
Management of Traffic

- Provide specific details of work directly affecting existing traffic routes. Examples include: road configurations, temporary road closures, etc., over the different phases of the project.
- Consider how it may impact on any of the arrangements described elsewhere in this plan.
- Projects comprising predominantly Highways Work will need to supplement this section with a separate and detailed Traffic Management Plan.

Section 3.4: Indirect Effects on Local Traffic
Public Transport Traffic Considerations

Pedestrians

- Describe here the alternative arrangements for pedestrian routes which are affected by the project and how their use will be encouraged. The arrangements may need to change as the project works evolve.

Cyclists

- Describe here the alternative arrangements for cycle routes, which are affected by the project, and how their use will be encouraged. The arrangements may need to change as the project works evolve. Include any detail of work to be done regarding seeking out and contacting local cycle groups and providing information to them about the project in advance, delivery routes and the hazards these will present.

Buses

- Describe any bus stops which need to be moved temporarily and note the local authority and bus company concerned.
- Include arrangements for private bus services such as those sometimes organised by supermarkets, care homes, schools and long-term parking.

Other

- Describe any arrangements in place to manage disruption to other non-specific traffic routes (e.g., the project near a railway station, for example, which has extensive traffic arrangements that will be impacted by the project.

Construction Phasing

- Describe here how the impact of large plant such as mobile cranes will be managed, any Local Authority Licence required and how the temporary positioning of this equipment will impact on or alter the arrangements described elsewhere in this CLP.

Section 4: Managing and Monitoring the Construction Logistics Plan

It is a requirement on all project contracts that the Construction Logistics Plan is properly implemented, with some benefits notional to unnamed individuals, than that its effectiveness is monitored and reported upon.
- This section outlines how these responsibilities must be done.

Section 4.1: CLP Management

Details of how the CLP will be managed:

- Projects shall review the CLP during the tendering stage to give an overview of the expected logistics activity and logistics management strategy. The CLP will provide important information to be passed to planners, setting companies and other interested parties on matters that may affect them.
- This will be known as the Outline CLP.
- This outline CLP must form part of key activities such as tender drawings, posttender meetings, order placement, contract renewals, etc.
- At the mobilization stage, as soon as the operations team is organized, it shall be developed and updated to be shared with all interested parties.
- The CLP will then be known as the Detailed CLP.
- This detailed CLP must form part of key activities such as tender draws, posttender meetings, order placement, contract renewals, etc.
- At the time that the detailed CLP is prepared the Project/Contract lead will appoint a Nominated Person – the Logistics Coordinator – who amongst other duties incurs in Fiduciary Duties for this Plan. The nominated person must:
- Ensure the daily to day coordination of logistics is managed
- Maintain the document up to date
- Ensure the contents of the plan are known to those who need to know
- Ensure that implementation of the CLP is being monitored and reported against
- The CLP should be reviewed on a minimum 6-monthly basis (usually in line with the CLP).

Within the minimum review periods specified and the known peak periods and milestones gathered in Section 2, contracts must be able to have the updated review data for the document.

Example Table:

<table>
<thead>
<tr>
<th>Renewal Mark</th>
<th>Review date</th>
<th>Reason</th>
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<tbody>
<tr>
<td>A</td>
<td>01.06.14</td>
<td>Monthly review</td>
</tr>
<tr>
<td>B</td>
<td>01.09.14</td>
<td>Phase one hands over</td>
</tr>
<tr>
<td>C</td>
<td>01.11.14</td>
<td>Update from existing plan</td>
</tr>
</tbody>
</table>
Section 4.2: Monitoring, Compliance, Reporting and Review

Details for Monitoring the CLP, including Compliance Arrangements, Reporting and Review

All Compliance with the CLP should be monitored, to ensure that any problems arising are dealt with.

Projects/contracts must include monitoring of the CLP on the safety agenda of pre-start meetings for suppliers / subcontractors to ensure that intentions are discussed and agreed prior to arrival on site.

Projects/contracts will complete a monitoring plan that consists of a range of techniques and activities. This will be a written plan in this section, detailing which activities will take place and at what interval/s. When making these decisions reference should be made to the information gathered about contract programme, high risk points etc gathered in Section 2.

This monitoring should comprise a range of approaches including but not limited to:

- Checks on the latest update of the CLP, is it still relevant? Any changes in local issues or controls been accommodated? Have changes in e.g. public transport arrangements been accommodated? Have changes been communicated to other third parties?
- Checks to ensure that vehicles are using the correct routes to and from site (including following them if necessary).
- Checks on holding areas and the routes leading from them to sites, including site roads or parking areas around sites (to ensure no unauthorised parking is being used e.g. not in areas designated as holding areas in the CLP).
- Checks on traffic flows similar to queuing systems (e.g. Telematics)
- Checks on the delivery schedule, is it being adhered? Are vehicles arriving on time? Are different styles of vehicle adhering to any restrictions on e.g. arrival times?
- Checks on designated cycle and pedestrian routes to site. Are they still safe? Are they being used?
- Checks on delivery vehicles to see if required minimum safety equipment is fitted.
- Checks on site-accessed vehicles to see if safety controls have prevented those without required minimum safety equipment from entering.
- An audit of all parking at sites (including temporary parking).
- Checks on special arrangements. Are e.g. arrangements for use of on-site tools being used?
- Arrangements for waste removal being followed?
- Are arrangements for contact and support to the community being followed? E.g. litter drops, cycle safe parking? Contract details for complaints available and complaints received attended and responses provided?

Project/Contract Teams will prepare a regular report of findings from monitoring which is handed for discussion at project and business safety meetings.

Where actions are identified Project/Contract Teams must form action plans and instigate suitable improvement measures.

Section 5: Approvals

In Outline Stage, by the Bid Lead or equivalent

In Detailed Stage, by the Project/Contract Lead

<table>
<thead>
<tr>
<th>Version</th>
<th>&lt;&lt; DRAFT &gt;&gt;</th>
<th>Print</th>
<th>Sign</th>
<th>Date</th>
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Prepared by

Approved by (Bid/Contract Lead)
STOP AND THINK: Are Your Vehicles Safe?

Mirrors and Visual Aids

<table>
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<th>Item</th>
<th>VEHICLE</th>
<th>Class IV van</th>
<th>Class V van</th>
<th>Class VI van</th>
<th>Horsebox</th>
<th>Other</th>
<th>Cycle</th>
<th>Window Aerial Mirror</th>
<th>Window Aerial Mirror</th>
<th>Side Rear View Mirror</th>
<th>Side Rear View Mirror</th>
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Stickers and Signs

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<th>Pedestrian warning sign</th>
<th>Danger sign</th>
<th>Road users present warning</th>
<th>Maximum passengers transportation</th>
<th>360 visibility markings</th>
<th>Traffic Signs Manual (Chapter 8)</th>
<th>TIGER Sticker Warning</th>
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Outside the Vehicle and ABS

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</table>

Lighting and Inside the Cab

<table>
<thead>
<tr>
<th>Item</th>
<th>VEHICLE</th>
<th>Ocular warning sign</th>
<th>Pedestrian warning sign</th>
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Key:

- Raising the Bar (Recommended)
- Legal Requirement
- Any exemptions (not be accepted)

The following vehicles have a part of full exemption from this standard:

- Courier Vehicles
- Articulated Trailers
- Road Sweepers
- Pedestrianised Vehicles

STOP AND THINK: ARE YOUR DRIVERS SAFE?

CHECK AND ACTION:

- Has the site driver induction been completed?
- Does the driver:
  - Appear to be in a fit state to work?
  - Have a valid driving licence?
  - Possess CTC® qualification?
  - Driver Certificate of Professional Competence for Commercial Vehicles.

Instructions for Compliance Checkers:

This document outlines the minimum standard for all vehicles above 3.5 T that attend Highways Agency sites.
If you need help accessing this or any other Highways England information, please call 0300 123 5000 and we will help you.