



Construction Traffic Management Plan

KERDIFFSTOWN LANDFILL REMEDIATION PROJECT



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Contents

1.0 INTRODUCTION	5
1.1 Objectives.....	5
1.2 Project Overview	5
1.3 Contract Overview.....	5
1.4 Duration of the works	6
1.5 Document Review	6
2.0 CONTACT DETAILS	7
3.0 LIMITING CRITERIA	8
3.1 Traffic Management Minimisation Requirements.....	8
3.2 Local Emergency Procedures	8
3.3 Site Rules	9
4.0 MANAGEMENT MEASURES	10
4.1 Introduction.....	10
4.2 Training and Awareness	10
4.3 Working Hours	10
4.4 Internal Reviews.....	11
4.5 Communication	11
4.6 Responsibilities of Management.....	11
4.7 Responsibilities of Workers.....	12
5.0 TRAFFIC MANAGEMENT PLAN	13
5.1 Site access and egress	13
5.2 Traffic management signage.....	14
5.3 Avoiding Disruption to Local Road Network Residence.....	14
5.4 Routing of Construction traffic and Deliveries.....	14
5.4.1 Deliveries to site.....	15
5.4.2 Vehicle/Operatives Interface	16
5.4.3 Signalling	16
5.5 Traffic speed limits.....	16
5.6 Road cleaning	17
5.7 Vehicle cleaning.....	17
5.7.1 Wheelwash.....	17
5.7.2 Concrete Washout.....	17
5.8 Road condition	18
5.9 Road closures	18

**Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan
November - 2020**

5.10 Communication	18
5.11 Safety.....	19
5.11.1 Temporary lighting	19
5.12 Plant and Equipment.....	19
5.13 Emergency Procedure	20
6.0 INTERNAL TRAFFIC MANAGEMENT.....	21
6.1 Introduction.....	21
6.2 Compound layout.....	21
6.3 Security hut	21
6.4 Forecasted Vehicles Accessing the Site.....	21
6.5 Controlling flow of traffic	23
6.6 Duties of Gateman	23
6.7 Site Entrance	23
6.7.1 Visitors to site.....	23
6.7.2 Unauthorised person(s) arriving at site entrance	23
6.8 Compound Car Park/Site Offices.....	23
6.9 Deliveries.....	24
6.10 Priority of traffic arriving into site.....	24
6.11 Routing of construction traffic	26
6.12 Weighbridge	26
6.12.1 Gantry/Podium.....	26
6.13 Plant Storage & Laydown Area.....	26
6.14 Plant Refueling Area.....	26
6.15 Wheelwash.....	26
6.15.1 Existing wheelwash onsite	27
6.16 Pull in area.....	27
7.0 PHASING OF WORKS	29
7.1 Demolition Works	29
7.1.1 Task lighting.....	29
7.2 Site Clearance.....	31
7.3 Landfill Infrastructural Compound	32
7.4 Earthworks	33
7.4.1 Flagman/signaller.....	33
7.5 Maintaining access to KKC Infrastructure	35
8.0 MONITORING, REPORTING AND RECORDING.....	36

**Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan**

November - 2020

8.1 Method Statement and Risk Assessment36

8.2 Implementation.....36

8.3 Site Inspection Sheet.....36

9.0 COMPLAINTS37

9.1 Complaints Handling37

10.0 RECORDS37

11.0 REFERENCES38

APPENDIX A – TRAFFIC SAFETY AND MANAGEMENT DRAWINGS

APPENDIX B – TEMPORARY TRAFFIC MANAGEMENT RISK ASSESSMENT

APPENDIX C – SITE INSPECTION SHEET

1.0 INTRODUCTION

1.1 Objectives

This Construction Traffic Management Plan has been prepared by Wills Bros Ltd to ensure traffic management measures be taken to ensure that the activities will be carried out in a manner such that construction traffic does not result in significant impairment of, or significant interference with amenities or the environment beyond the facility boundary. Road safety is one of the key elements that contributes to the overall success of this project.

Accordingly, Wills Bros Ltd will carefully plan works so as to minimise and mitigate any construction traffic problem. The Construction Traffic Management Plan will be revised as required to confirm/update the details of construction provided within the document (e.g. actions and control measures).

The main objectives of this Construction Traffic Management Plan for the project will be to:

- Outline minimum road safety measures to be undertaken at site access/egress locations, during the works and including approaches to such access/egress locations;
- Outlining a practical solution to facilitate safe passage of traffic, including pedestrians and vulnerable road users, past the works and to ensure that the safety of the workplace is not compromised.
- Demonstrating adherence to the relevant guidance documentation for such works.

1.2 Project Overview

The Project involves the remediation of the Kerdiffstown Landfill site and development of the site as a multi-use public park. This is to be achieved by clearing and reprofiling the existing site, installing an engineered capping system, improving the management of landfill gas, leachate and surface water and the provision of landscaped and recreational areas. The site is approximately 30 hectares in size and is located at Kerdiffstown, Naas, Co. Kildare.

1.3 Contract Overview

The Contract Overview (Scope of Work) for the Kerdiffstown Landfill Remediation Project includes the following:

- Reprofiling of waste mounds to ensure the capping system works effectively and to facilitate the use of the site as a public park;
- Preparation and placing of a regulation layer in areas to be capped

Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan
November - 2020

- Installation of a permanent capping system across all existing waste areas to prevent rainfall infiltration, to manage surface water runoff, to reduce the production of leachate and to capture landfill gas;
- Installation of new systems to manage and control leachate and landfill gas which will include the construction of a dedicated landfill infrastructure compound and landfill gas flares (where extracted landfill gas is burned off);
- Construction of a leachate pipeline from the site, which will cross under the Morell river and N7 into Johnstown Pumping Station;
- Construction of a foul/wastewater pipeline connecting the site with Johnstown Pumping Station. This pipeline will run parallel to the leachate pipeline and will carry foul/wastewater from the site office and changing room building;
- Installation of surface water drainage to manage water on, and draining from, the site including surface water ponds and a surface water outfall point to the Morell River;
- Decommissioning of existing services, in particular an underground storage tank approximately 20m³ in capacity. There are also a large number of concrete structures (walls of former buildings) to be demolished;
- Processing of demolished concrete and other waste materials on site to produce engineering grade materials for re use on site;
- Development of a public park with multi-use sports pitches, car parking, a changing room building, children's playground and a network of paths across the site;
- Landscaping works across the site including grass seeding, planting of trees and shrubs, and ongoing maintenance period of the works.

1.4 Duration of the works

The estimated timescale of the project is 24 months from contract date.

1.5 Document Review

The Construction Traffic Management Plan will be regularly reviewed during the lifetime of this project and updated to reflect changing conditions on site. Changes will be made subject to review and monitoring of conditions on site, and the effect the traffic management system has on traffic flow at various times of the day. Any changes will be agreed with KCC and ER in advance through the normal communication channels.

2.0 CONTACT DETAILS

Wills Bros Limited site management team will be responsible for ensuring that this Construction Traffic Management Plan is correctly implemented on site.

Contact details for Wills Bros Limited and Kildare County Council are provided below.

Contractor: Wills Bros Limited			
Address	Wills Bros Limited Ballylahan Bridge Foxford Co. Mayo		
Contact	PQ EHS Manager YG EHS Officer	Mobile	xxx xxxxxxxx
Telephone	xxx-xxxxxxx xxx-xxxxxxx	e-mail	<hr/> <hr/>

Client: Kildare County Council			
Address	Áras Chill Dara, Devoy Park, Naas, Co. Kildare, W9 X77F		
Contact	Ultan Downes KCC Senior Executive Scientist James Mulligan KCC Senior Executive Engineer	Mobile	0879559494 0863841655
Telephone		e-mail	udownes@kildarecoco.ie jmulligan@kildarecoco.ie

3.0 LIMITING CRITERIA

3.1 Traffic Management Minimisation Requirements

This document has been prepared in accordance with the Department of Transport (in conjunction with Local Authorities, the National Roads Authority, the Health and Safety Authority and Local Government Management Services Board) publication “Guidance for the Control and Management of Traffic at Roadworks” (2010). This report applies to the most relevant and current guidance in relation to a construction traffic management plan.

The Design Process Traffic Management Plan is in compliance with:

- Traffic Signs Manual; Chapter 8 – Temporary Traffic Measures and Signs for Roadworks, Department of Transport (August 2019)
- Guidance for the Control and Management of Traffic at Roadworks, Department of Transport (2010)
- Guidelines for Working on Roads – Guide to the Safety, Health and Welfare at Work (Construction) (Amendment No. 2) Regulations 2008, Health and Safety Authority (January 2009).

The following requirement (in accordance with Appendix 1/13 3.viii of Volume A1 – Works Requirements relating to Schedule of Stated Constraints during the Works:

Excerpt of Appendix 1/13 3.viii of Volume A1 - Works Requirements

viii. Constraints imposed by the requirement to route all HGV construction traffic and deliveries to/from site via the M7 and L2005 south of the site entrance. Construction traffic and deliveries to/from site are prohibited along the L2005 (Kerdiffstown to Sallins) road towards Sallins. It should also be noted that Kerdiffstown Bridge (Irish Rail Reference OBC 37) located 2km has a weight restriction of 3 tonnes.

3.2 Local Emergency Procedures

The following requirements in accordance with EPA Industrial Emissions Licence relating to Emergency Response Procedures during the works:

Excerpt of Condition 9 of EPA Industrial Emissions Licence

Condition 9 of the license requires the licensee, to ensure that a documented Accident Prevention Procedure is in place that addresses that hazards on-site, particularly in relation to the prevention of accidents with a possible impact on the environment. Condition 9 of the license also requires the licensee to have a documented Emergency Response Procedure in place that addresses any emergency situation on-site which should include

provision for minimizing the effects of any emergency on the environment.

Wills Bros Ltd will adhere to emergency procedures and these are detailed in our Health and Safety Plan. The plan includes all contact details of our personnel responsible for construction traffic management. Emergency procedures and drills are found in our health and safety plan (Appendix 1 – Emergency Drills (IP30))

3.3 Site Rules

Will Bros Ltd will comply with the site rules, all site safety procedures and instructions of Kildare County Council and its authorised personnel. The following documents will be complied with and are included the information pack:

- *Rules and Conditions for Contractors*
- *Kildare County Council Health and Safety Standard, Health and Safety Risk Assessment*
- *Contractor's Safety Handbook*

Wills Bros Ltd will provide Kildare County Council with the Contractor's Health and Safety Statement for approval. We will also complete and submit for approval a Method Statement and Risk Assessment for the works. Any additional training records/qualifications required by Kildare County Council will be provided.

4.0 MANAGEMENT MEASURES

4.1 Introduction

Wills Bros Ltd will have the following procedures in place in order to reduce the impact of construction traffic during the Contract of works.

Table 4.1 summarises the activity, management measures and responsibility during the works.

Activity	Management Measure	Responsibility
Daily briefings/ Toolbox talks	Induction will inform site personnel about construction traffic management measures.	Wills Bros Limited
Working Hours	Construction site working hours. Refer to section 4.3	Wills Bros Limited
Site Works	All reasonable and feasible construction traffic management controls will be investigated	Wills Bros Limited
Monitoring	Carry out construction traffic monitoring and keep records	Wills Bros Limited & Employer
Complaints	Should complaints be made regarding the effect of construction traffic from the work, they will be treated by Wills Bros Ltd in a constructive manner. All Complaint will be notified to KCC and ER	Wills Bros Limited & Employer

4.2 Training and Awareness

Construction traffic will be specifically addressed during the site job safety plans, daily work briefings and toolbox talks. These actions will allow site personnel to be familiarised with construction traffic compliance criteria and environmental objectives. All WBL employees and subcontractors shall be responsible for the adherence of measures outlined in this Construction Traffic Management Plan.

4.3 Working Hours

Wills Bros Limited will comply with the working hours as set out in Appendix 1/13 programme of paragraph 3.b of Volume A1 – Works Requirements. WBL hours are from 08.00 to 18.00 Monday to Friday. Depending on the works during the project, WBL will work to the hours outlined in the contract as shown below on Monday to Friday.

Day	Time
Monday to Friday	07.00 to 19.00
Saturdays	08:00 to 14:00
Sundays and Bank Holidays	No Work Permitted

Wills Bros shall gain prior written approval for any intended out of hours works in accordance with the Contract requirements.

**Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan**

November - 2020

Saturday work is not routine and will be;

- Co-ordinated with KCC and RPS
- Is on a “needs-must” basis

4.4 Internal Reviews

Review of work practices and on-site equipment to identify where practices can be improved. This process will involve:

- Identifying the construction traffic management plan particular to the site.
- Random audits will be used to proactively anticipate construction traffic issues and instigate a resolution process and to ensure that previously identified control measures continue to be implemented.

4.5 Communication

Kevin Doyle is our Public Liaison Officer who will work with Kildare County Council (KCC) representatives to proactively engage with the Local Community Liaison Group and Residents. It is our understanding that KCC has already fostered good relationships with local community representatives and resident’s groups which will be continued throughout the remediation works by our Public Liaison Officer.

The nearby sensitive receptors including local residents, local community liaison groups and other stakeholders will be kept informed of the works phasing plan, locations of works planned, duration any traffic management issues by our Public Liaison Officer. All communications with stakeholders will be coordinated with KCC.

4.6 Responsibilities of Management

Management includes person-in-charge such as managers, engineers, safety and health personnel, traffic safety & control officers, supervisors, foremen, and so on.

Their responsibilities include (non-exhaustive):

- Develop and implement the road and site traffic management plans;
- Ensure that the workplace traffic management plan is implemented effectively in accordance with legal requirements;
- Ensure that workplace traffic safety rules and safe work procedures (SWPs) are followed by workers;
- Provide workers with the necessary information, instruction, training and supervision to ensure their safety and health at the workplace;
- Provide and ensure proper use of personal protective equipment (PPE);
- Ensure that there are safe means of access to and egress from any part of the workplace;
- Ensure that all equipment (including vehicles) used are properly maintained in accordance with the manual;
- Ensure that all workers under their charge have attended the relevant safety training course and

possess the relevant certification for the work that is to be carried out;

- Provide all necessary emergency facilities required at a workplace such as first aid kits;
- Ensure that workers are familiar with the contingency or emergency plan; and
- Keep records of reported accidents, incidents and near miss events and take necessary action to prevent a recurrence

4.7 Responsibilities of Workers

Workers include logistics workers, operators, drivers, and so on.

Their responsibilities include:

- Follow workplace traffic instructions and safety warnings or signages at the workplace;
- Attend workplace traffic safety and health training or briefing sessions;
- Only operate plant, vehicles or equipment if they hold valid licences, possess the relevant safety certification and have been given the authorisation to do so;
- Observe emergency procedures, instructions and arrangements as established and instructed;
- Operate equipment with care and do not use equipment (including vehicles) beyond their capacity or designated purpose;
- Use all safety devices and PPE as provided;
- Never misuse, interfere with or modify any of the devices or equipment;
- Report any damage, malfunction or suspected defect of plant, vehicles, equipment, safety devices or PPE to their respective supervisor;
- Report accidents, incidents, and any workplace hazards to the supervisor or person-in-charge; and
- Suggest ways to improve traffic safety at the workplace if they identify any lapses during the course of work

5.0 TRAFFIC MANAGEMENT PLAN

The project will involve the use of heavy construction vehicles and machinery. Traffic management arrangements will be in place including a written plan to consider on-site and off-site traffic related control measures. The Traffic Management plan will clearly outline the proposals for minimising the impact of his site traffic on the public, the project stakeholders (most notably Kildare County Council) and local property owners. We will liaise with Kildare County Council and ER to ensure that any traffic management systems in place on the site access roads are included in the traffic management and safety plan particularly in relation to traffic movements at the entrance to the site. The plan will also comply with Kildare County Council and An Garda Síochana requirements.

5.1 Site access and egress

The site will be accessed from L2005. Figure 5-1 below shows the site boundary in a red hatch and indicates the site entrance. However, construction traffic and deliveries to/from site are prohibited along the L2005 (Kerdiffstown to Sallins) road towards Sallins. Therefore, the only access to the site for construction traffic and deliveries will be via M7 at Junction 8. L2005 is subject to a 60kph speed restriction.

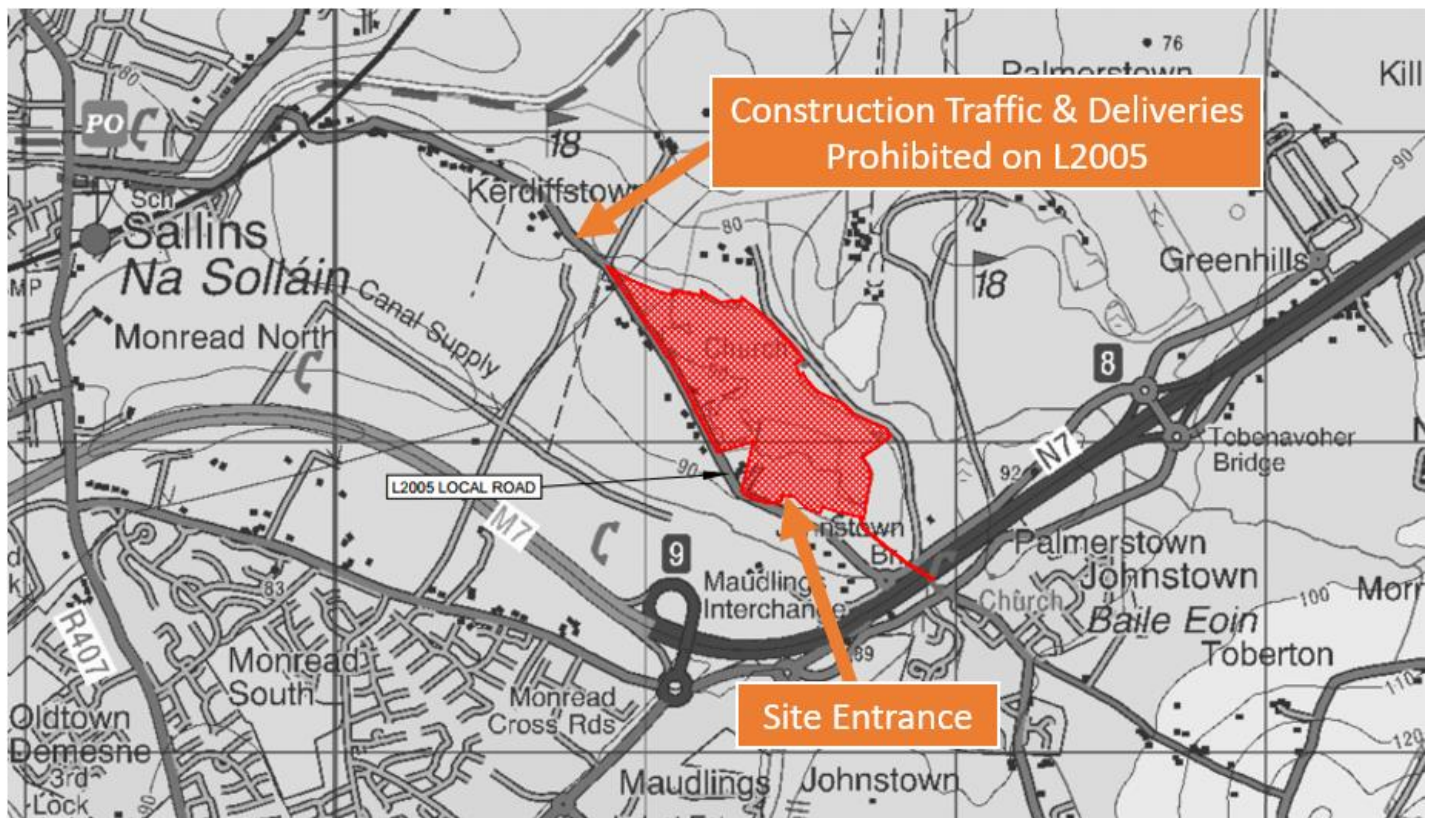


Figure 5-1 Site boundary and access

5.2 Traffic management signage

Temporary Road Signage will be put in place as per;

- Chapter 8 of the Traffic Signs Manual, “Temporary Traffic Measures and Signs for Roadworks” published by the Department of Transport (August,2019).

All works impacting on public roads surrounding the site should be carried out in compliance with

- Part 13, Regulation 97 of the Safety, Health and Welfare at Work (Construction) Regulations 2013.

Advance warning signs indicating a construction site entrance shall be erected. Additionally, advance warning signs/measures should be put in place where deemed necessary by the WBL. (See drawing no. DWG KLR-TM-001 Rev A) attached in Appendix A.

Appropriate warning signage will be provided at the Kerdiffstown landfill main entrance to alert users to passing HGV traffic (See drawing no. DWG KLR-TM-001 Rev A). Temporary signage will also be erected within the Kerdiffstown landfill site to ensure that site personnel are routed efficiently to the construction site (See drawing no. DWG KLR-TM-001 Rev A).

5.3 Avoiding Disruption to Local Road Network Residence

It is WBL intention to minimise site traffic on the local road network L2005 as much as feasibly possible and in doing so avoid additional traffic disruption. Accesses to properties will be maintained at all times. Restrictions will be placed on the local road L2005 which has a considerable number of local residents using the road, thus avoiding potential road traffic accidents with site vehicles. Construction traffic and deliveries to/from site are prohibited along the L2005 (Kerdiffstown to Sallins) road towards Sallins.

The Advanced warning signage will be installed to all site accesses. Site access and plant crossings as well as the security hut will be manned accordingly in order to keep queue lengths to a minimum. A gate man will be appointed on site full time to manage the flow of traffic into the site. Any deliveries to the site will be notified in advance to allow for staggered times into the site. This action will aim to prevent congestion at the site entrance.

5.4 Routing of Construction traffic and Deliveries

Traffic flows to and from the site will be restricted to the requirements of Kildare County Council and An Garda Síochána. All deliveries of materials and traffic to and from the site will be arranged to cause minimum inconvenience to the public and adjoining property owners. The drawings included within Appendix A show the public roads we propose to use for our supply chain coming to site. These routes have been chosen with consideration given to impact on local residents, impact of traffic volume and existing road conditions including

**Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan**

November - 2020

the following;

- Existing Speed Restrictions
- Narrow Roads/Bridges
- Height Restrictions
- Weight Restrictions

Compliance will be monitored by all parties, KCC and ER. Any noncompliance will be recorded through the Non-Conformance Report Procedure (NCR) with guilty parties removed from site & delivering to site. Kildare County Council will also monitor vehicle movements and in particular queuing at the site entrance through the use of the Journey Time Monitoring System to monitor traffic flow through the works.

Under the IEL Licence P1063-01 the importation of a total quantity of 190,000 tonnes of soil and stone for use in remediation work will be adhered to.

5.4.1 Deliveries to site

Wills Bros Ltd will provide as much notice as possible of all deliveries to site and provide written documentation on delivery to site. A minimum of 5 days' notice will be provided for deliveries to site. Materials will not be accepted on site without the appropriate documentation demonstrating compliance with the specifications. Such documentation will indicate the volume/amount, batch numbers, etc. of product to be delivered. Under the IEL Licence P1063-01 the importation of a total quantity of 190,000 tonnes of soil and stone for use in remediation work will be strictly adhered to. A diary of material deliveries will be maintained, which will be accessible to the Employer's Representative. For all delivery operations, we will use the entrance shown on Drawing (KLR-TM-001 Rev A).

Mitigation measures that will apply throughout the works includes:

- We will provide traffic calming measures in the form of signage referring to construction traffic along the approach to the construction site in accordance with the traffic Management Guidelines where necessary. A Traffic Management plan will be put in place prior to commencement of works on site (See drawing no. DWG KLR-TM-001 Rev A).
- Vehicles will be routed to/from the site via M7 and L2005 south of the site entrance. Vehicles are prohibited along the L2005 (Kerdiffstown to Sallins) road towards Sallins. Kerdiffstown bridge (Irish Rail Reference OBC 37) located 2km has a weight restriction of 3 tonnes.
- Vehicles will not be permitted to queue on the L2005 during approach to the site entrance.
- There should be no more than one HGV queuing to be unloaded at the construction site at any one

Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan
November - 2020

time. The use of private band two-way radios (or suitable communication equipment) within the trucks shall facilitate the effective implementation of this strategy.

- If the drivers are witnessing a substantial increase in traffic on the proposed haulage route, they shall contact our traffic management officer who will then decide whether to temporarily stand down construction traffic until such time as the route has cleared sufficiently.
- In the event of a delivery vehicle breaking down, the driver, if possible, is to move the vehicle to a safe location causing minimal disruption of traffic. The driver shall then call for a prearranged breakdown recovery service at the earliest opportunity.
- All drivers are to comply with the rules of the road and behave courteously at all times.
- The speed of all traffic associated with the proposed works on site shall be limited to 15kph and may be decreased to 10kph to help minimise the amount of dust being raised by vehicles.
- Storage areas will be kept tidy and materials arranged neatly to prevent falling,
- Materials will not be over stacked,
- Where there is a risk of materials falling, materials will be secured,
- Storage areas will be kept free of trip hazards with clear access and egress routes,
- Barriers will be used to identify storage areas. Barriers will have area owner signage and contact details,
- All waste materials will be stored in designated areas and segregated appropriately.

5.4.2 Vehicle/Operatives Interface

It will be crucial on the site that operatives are aware of their surroundings on site. Restricted routes will be identified with “No entry for Site vehicles” signage. The Site Speed limit is 15 kph with it being reduced to 10 kph to minimise the amount of dust being raised by vehicles. Work Zones will be demarcated along haul routes to separate site traffic and work activities. All plant must have 360 vision via cameras or mirrors. Do not approach policy will be in place around plant unless receiving the “thumbs up” from the operator. All reversing operations in pedestrian areas will be done using a banksman and all plant will be fitted with white noise reversing alarms.

5.4.3 Signalling

A ‘flag man / traffic marshal’ at crossover points on haul routes within the site might be required. Given the volume of construction traffic predicted it is imperative that the access/egress locations are conducted in a safe and efficient manner. Further details relating to signalling are described in section 7 of this document.

5.5 Traffic speed limits

Adherence to posted/legal speed limits will be emphasized to all site personnel and contractors during induction, daily site briefings and toolbox talks. The Site Speed limit is 15 kph with it being reduced to 10 kph

Wills Bros Ltd – Kerdiffstown Landfill Remediation Project

Construction Traffic Management Plan

November - 2020

to minimise the amount of dust being raised by vehicles. Road users outside of the site on L2005 will be subject to 60 kph advisory limit.

5.6 Road cleaning

Wills Bros Ltd will maintain and keep clean all public and private road footpaths, kerbs, etc. We will also make good any damage caused by our own or any Subcontractor's or Supplier's transport should the need arise.

The roads inside and surrounding the Kerdiffstown landfill site at Kerdiffstown, Naas, Co. Kildare, will be kept clear of clay and dust resulting from the importation of materials to the proposed works site. Kildare County Council require that these roads be maintained to the same standard of cleanliness as they are at commencement of construction works. To achieve this, cleaning of these roads with a suction sweeper shall be carried out as required. This may be supplemented by use of a tractor and mechanical brush.

5.7 Vehicle cleaning

5.7.1 Wheelwash

WBL will install a new wheelwash on the site which will be in operation for the duration of the works. The approach access to the proposed wheel wash (from both sides) will have a clean dressed surface. This surface will be maintained in a clean condition throughout the works to achieve optimum cleaning of trucks. The wheelwash will be capable of cleaning the underside, wheels and side of vehicles. All vehicles hauling material to/from the site will be required to exit the site using the wheelwash. The wheelwash operation is described further in section 6 of this document.

5.7.2 Concrete Washout

We will also provide a concrete washout area on site with this unit to be located in the Landfill Infrastructural Compound. The purpose of this unit is to contain concrete slurry and liquids when the chutes of concrete mixers and hoppers of concrete pumps are rinsed out after delivery to a site. WBL will install a Siltbuster unit as shown below in Figure 5-2. The washout facilities are used to consolidate solids for easier disposal or reuse and to prevent runoff of contaminated liquids. The concrete washout operation is described further in section 7 of this document.



Figure 5-2 Siltbuster in operation

5.8 Road condition

All vehicles entering or leaving the site carrying loads which constitute a potential dust or dirt nuisance such as aggregate, sand, gravel, soil or the like will be secured so that no materials will leave the vehicle. Footpath and road conditions adjacent the site will be monitored and controlled throughout the life of the project, with necessary control measures put in place.

5.9 Road closures

During the course of the works, it is not envisaged that road closures will be required. It is envisaged that traffic management measures such as temporary lights will be utilised to facilitate traffic. In the event of a potential road closure to L2005, the ER/KCC and all relevant parties will be notified 8 weeks in advance. Closure durations will be kept to a minimum to avoid prolonged inconvenience to the public.

5.10 Communication

Wills Bros Ltd will appoint a Community Liaison and Traffic Management Officer (CLTMO) who will be the

**Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan
November - 2020**

principle point of contact during works carried out in the vicinity of all stakeholders including but not limited to Kildare County Council, local land/property owners, An Garda Siochana, all Utility Service Providers and all who may be involved or affected in any way by the construction works.

The CLTMO will give notice and agree measures prior to commencement of any works in areas affecting any land/property owner and stakeholders. This will enable any subsequent public concerns or issues regarding access, noise or dust etc. All communications with stakeholders are to be coordinated by KCC.

5.11 Safety

Safety for motorists, pedestrians, vulnerable road users and construction workers is paramount and the number one factor when construction is ongoing. Wills Bros Ltd pride themselves on having an exemplary and excellent safety record during construction works and are constantly aiming to introduce new processes and procedures to ensure this remains intact. This will be the case on the Kerdiffstown Landfill Remediation Project with traffic management works being carried out by an experienced and accomplished site team.

5.11.1 Temporary lighting

WBL will install temporary lighting at locations where, due to traffic management measures or for any other reasons arising from the works, the safety of the public may be compromised. WBL will ensure that the temporary lighting shall comply with the standards in BS 5489: Part 2: 1992, Category 2/2. As works will be taking place in winter months and natural light will be limited, temporary lighting will be erected on site to allow works to safely proceed.

5.12 Plant and Equipment

Wills Bros Ltd will ensure that suitable plant, equipment and vehicles will be required to be used for the works with suitably competent personnel.

The following also will apply:

- Plant and equipment will only be operated by persons who have been trained in their specific use, and in possession of the appropriate CSCS card.
- All work equipment has been tested and inspected in compliance with regulatory and site requirements,
- All Plant will be inspected prior to use,
- All equipment will be checked before use and any defects reported,
- A banksman/ spotter will always be present for reversing site vehicles,
- All site construction plant will have a flashing beacon when in use,
- All guards and auxiliary devices will be in position on equipment,
- If required, barriers will be installed around equipment to protect others,
- Manufactures instructions will be followed at all times.

5.13 Emergency Procedure

Wills Bros Ltd will adhere to emergency procedures and these are detailed in our Health and Safety Plan. The plan includes all contact details of our personnel responsible for construction traffic management. Emergency procedures and drills are found in our health and safety plan (Appendix 1 – Emergency Drills (IP30)). Our Accident Prevention and Emergency Response Plan will also outline the assessment, procedures and contact details to be followed.

The occurrence of unplanned incidents within the project site will potentially have negative impacts on the operation of the internal road network. Similarly, incidents that occur on the surrounding internal road network can temporarily restrict construction activities. To mitigate the effects of disturbances, the TSCO will:

- Apply and maintain communication protocols, particularly between KCC and ER.
- Inform KCC and ER of any incident and provide assistance, if appropriate, for the duration of the incident.
- Where safe to do so, provide initial response to unplanned incidents with the aim of making the scene of the incident safe and prevent further harm to persons or property.
- Provide support to emergency services, including traffic control, in the vicinity of the incident.
- During major incidents, provide a site representative to liaise with KCC/ER and emergency service agencies.
- Reschedule planned works that will interfere with the incident or create additional delays to those road users already affected by the incident. The types of foreseeable incidents that might occur include :-
 - Unplanned incident in the road network – L2005 and internal haul route, backing up traffic;
 - Collisions between two or more 3rd party vehicles;
 - Collisions between construction vehicles;
 - Breakdowns within the works area;
 - Environmental spills;
 - Flooding and inclement weather affecting traffic flow;
 - Fire.

In the event of a traffic accident occurring within the works area, the project team will record their knowledge of the facts and photograph the approach to the accident, including the location of all safety signs and notices, as soon as possible. A report with this information will be recorded and passed onto KCC/ER for their information where advisable to do so.

6.0 INTERNAL TRAFFIC MANAGEMENT

6.1 Introduction

Construction traffic on site will be carefully managed by WBL. Each element of the works will be constantly under review to ensure the safety and accessibility throughout the works. If issues arise pertaining to construction traffic on site, the measures outlined in this plan will be reviewed and updated accordingly with the agreement of KCC/ER.

6.2 Compound layout

Figure 6-1 below shows the overall traffic management for the site and, including the entrance to the site, compound layout, delivery area, refueling area, wheelwash, weighbridge and routing of the traffic. Each of these will be described further in this section.

6.3 Security hut

WBL plan to position the security hut and manual lift barrier as shown in Figure 6-1 below. The default position of this barrier will always be in the closed position. The purpose in having the security hut at this position will allow ample queuing room for lorries accessing the site and weighbridge if the need arises. To secure the boundary of the existing road corridor, a palisade fence will be erected along the edge of the road to ensure anyone who does come into site will have no access to the areas beyond the footprint of the road. One of the key roles of the gateman will include the maintaining of a sign in/sign out register.

6.4 Forecasted Vehicles Accessing the Site

Table 6-1 below shows the forecasted vehicles accessing the site per week. These are predicted numbers and will be updated and amended following further review.

Table 6-1 Forecasted vehicles accessing the site per week

Period	Weekly Vehicles			Daily Vehicles		
	HGV	LGV	Cars and Vans	HGV	LGV	Cars and Vans
Enabling Works	<50	2	100	10	<1	20
Earthworks	500	3	200	100	<1	40

Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
 Construction Traffic Management Plan
 November - 2020

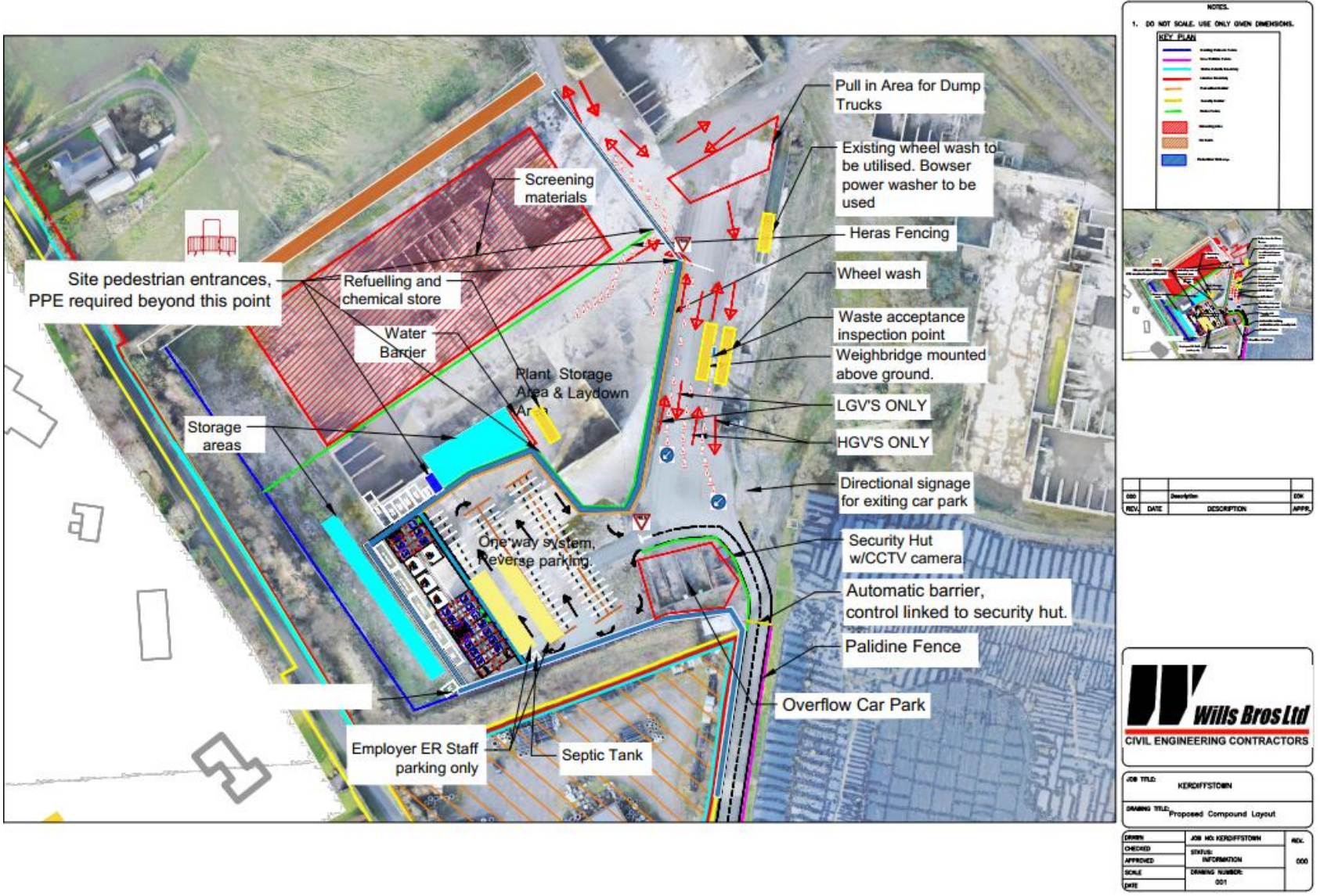


Figure 6-1 Traffic Management Layout

6.5 Controlling flow of traffic

WBL will implement all the necessary measures to ensure the flow of traffic in and out of the site is achieved. This will be vital to allow a smooth flow as there will be significant of traffic each day. The gateman will be the first point of contact on site and will have control of traffic in and out of the site. A handheld device will be synced up to the barrier, this will allow the gateman to open the barrier at any time. A CCTV camera will be set up at the site entrance as a security measure.

6.6 Duties of Gateman

The following duties will apply to the gateman;

- Maintaining a log of all vehicles entering and exiting the site. Recording the name of the person(s) in the vehicle and vehicle registration;
- Ensuring all trucks are weighed at entry on the weighbridge;
- Visible inspection of all loads;
- Ensuring that vehicles exit the site clean;
- Allowing traffic to flow as practicable and avoid queues building up at entrance.

6.7 Site Entrance

As shown below in Figure 6-2, the first point of contact in the site is at the security barrier. As vehicles arrive into the site, the gateman will record the name and vehicle registration number.

6.7.1 Visitors to site

Visitors to site must first report to the gateman having already being inducted online. The gateman will direct visitors to the compound car park and designated area to park their vehicle. Visitors must be supervised at all times whilst on site and sign out when leaving.

6.7.2 Unauthorised person(s) arriving at site entrance

In the instance, where If any person reporting to the site gate and isn't inducted prior to arrival, they will NOT be permitted access unless authorized by site management (WBL/KCC/ER). However, it will not be safe to turn the vehicle at the barrier, the gateman will instruct the person(s) to park in the vehicle pull in/waiting in as shown below in Figure 6-2. The gateman will give clear instructions to the person to turn the vehicle in a safe manner and to exit the site.

6.8 Compound Car Park/Site Offices

Once granted access by the gateman, the vehicles will keep to the left and straight into the compound car park/site offices area. A height restrictor will be installed at the entrance of the car park, this will deter any plant in accessing this area.

**Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan
November - 2020**

There are designated bays within the car park, and they were be clearly marked out and defined on site. The reserved parking for KCC and ER is shown below in Figure 6-2. There will be a one-way system around the car park. Also, a reverse in/drive out policy will be enforced. Reverse only signs will be erected to ensure all vehicles are reversed into the parking bay

Once exiting the compound, all vehicles will stop and must yield to all traffic approaching either way. Directional signage will be erected on exit of car park.

6.9 Deliveries

Any deliveries to the site will be notified in advance to allow for staggered times into the site. This action will aim to prevent congestion at the site entrance and queues forming at the security hut. All deliveries will be controlled by a delivery booking system which will ask delivery driver to arrive at a designated time. Unplanned deliveries will be turned away and advised to return to the site at a pre-arranged delivery time. Unplanned deliveries will not be permitted to wait at any location in the vicinity of the site or local roads.

6.10 Priority of traffic arriving into site

As trucks are to be delivering material from 8am, this will coincide with staff arriving on site. WBL are proposing that trucks which will be arriving at the site will keep queuing to a minimum and giving staff priority into the site.

Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan
November - 2020

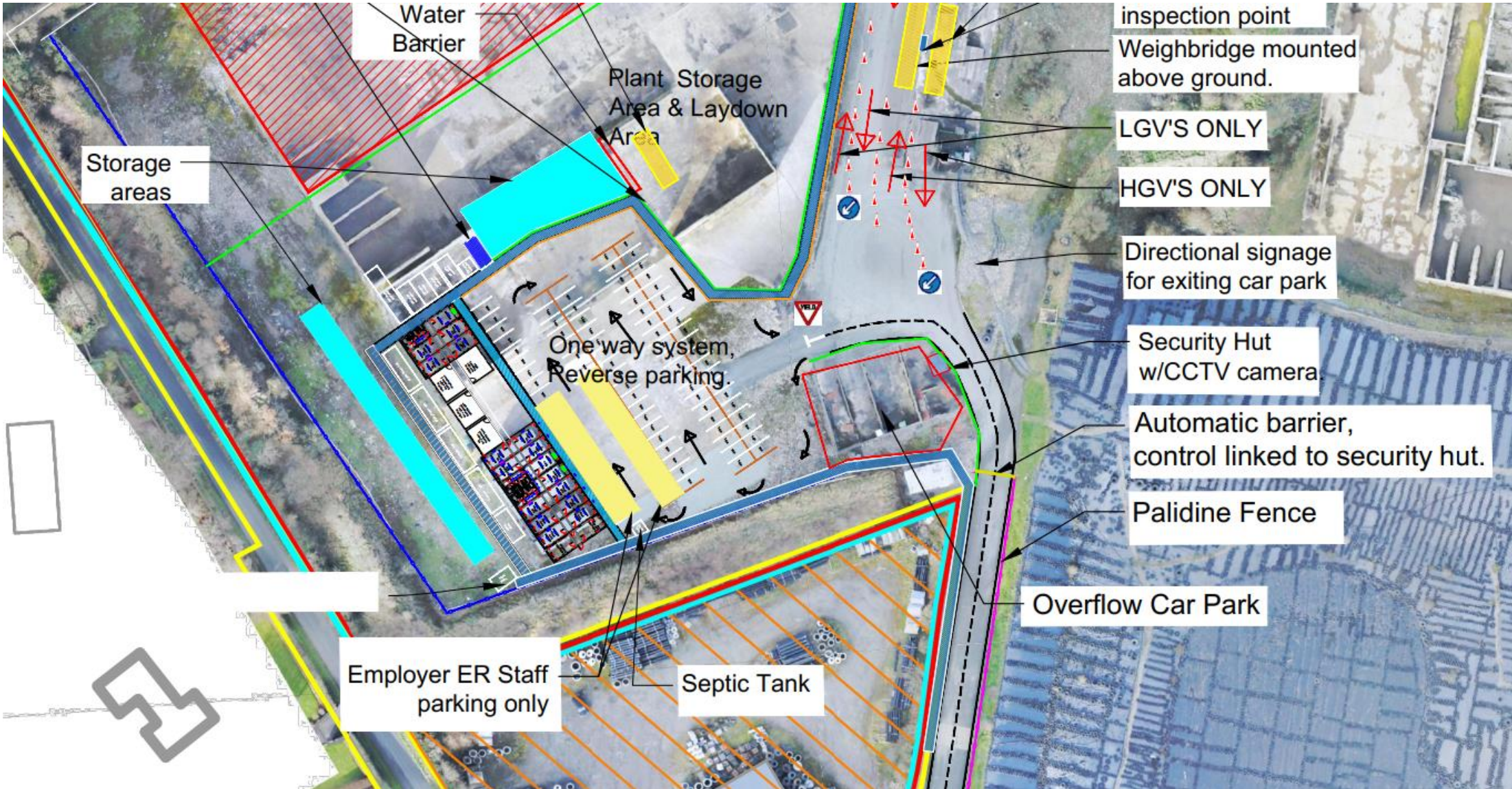


Figure 6-2 Site Entrance Traffic Management

6.11 Routing of construction traffic

There will be a specific route for all construction traffic coming into the site and this is shown below in Figure 6-3. Access into the site will be granted by the gateman who will subsequently indicate the designated route the vehicle will take. This will depend on what the delivery comprises of:

- a) Goods/Deliveries
- b) Imported materials (subsoil, stones, etc)

6.12 Weighbridge

Vehicles approaching the weighbridge will All materials coming into the site will be weighed and this will be recorded on an electronic system linked up to the weighbridge. All the relevant information will be recorded and included in the safety file. This action will be supervised by the gateman.

6.12.1 Gantry/Podium

WBL are proposing to install a gantry/podium at the weighbridge to allow the gateman to visually inspect the material coming into site. The location of this gantry/podium is shown in Figure 6-3 below. A camera to set up at the gantry and picture be taken of the material. This visual inspection will be in line with the Waste Acceptance Procedure, site entrance (rejection point 2). The gantry will be constructed of a tubular scaffold and will be appropriately risk assessed.

6.13 Plant Storage & Laydown Area

All vehicles delivering goods to site will be directed to the laydown area located in the compound as directed as the gateman. This route is shown below in Figure 6-3. Vehicles exiting this area must yield to all traffic approaching. Signage will be erected to indicate to the driver the exit route of the site.

6.14 Plant Refueling Area

A dedicated refueling area will be located as shown in figure 6-3 below. All plant is to be refuelled in this area which will be fully bunded. Vehicles exiting this area must yield to all traffic approaching. Signage will be erected to indicate to the driver the exit route of the site.

6.15 Wheelwash

All HGVs leaving the site will required to use the wheelwash. This will be under the supervision of the gateman and ensuring all vehicles will be clean. This will be a requirement through the course of the remediation works. The wheel wash will collect any sediment and contaminants off the vehicle. A suitable system will be installed to manage the contaminated water and safe discharge of clean water back into the ground. An outlet pipe will be fitted with a silt sock filled with micro fibres, which removes oil from water. Water will be discharged to a suitable buffer zone. This mitigation measure will reduce any risk of contaminated water infiltrating down into

the groundwater. Any silt, solids or contamination at the bed of the tank be sucked out by a pump and tankered to a licensed facility for treatment.

6.15.1 Existing wheelwash onsite

At the existing wheel wash it is proposed that LGVs and staff vehicles can be washed down. A mobile tanker attached with a power washer will be located beside the existing wheel wash on site. The water can be collected in the tank and the sediment and contaminated material will settle at the bottom of the tank which later will be sucked out by a pump and tankered to a licensed facility for treatment. An outlet pipe will be fitted with a silt sock filled with micro fibres, which removes oil from water. Water will be discharged to a suitable buffer zone.

6.16 Pull in area

There will be a designated pull in area for dump trucks accessing the haul routes on site. Signage will be erected to indicate the direction and entrance to each zone on site.

Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
 Construction Traffic Management Plan
 November - 2020

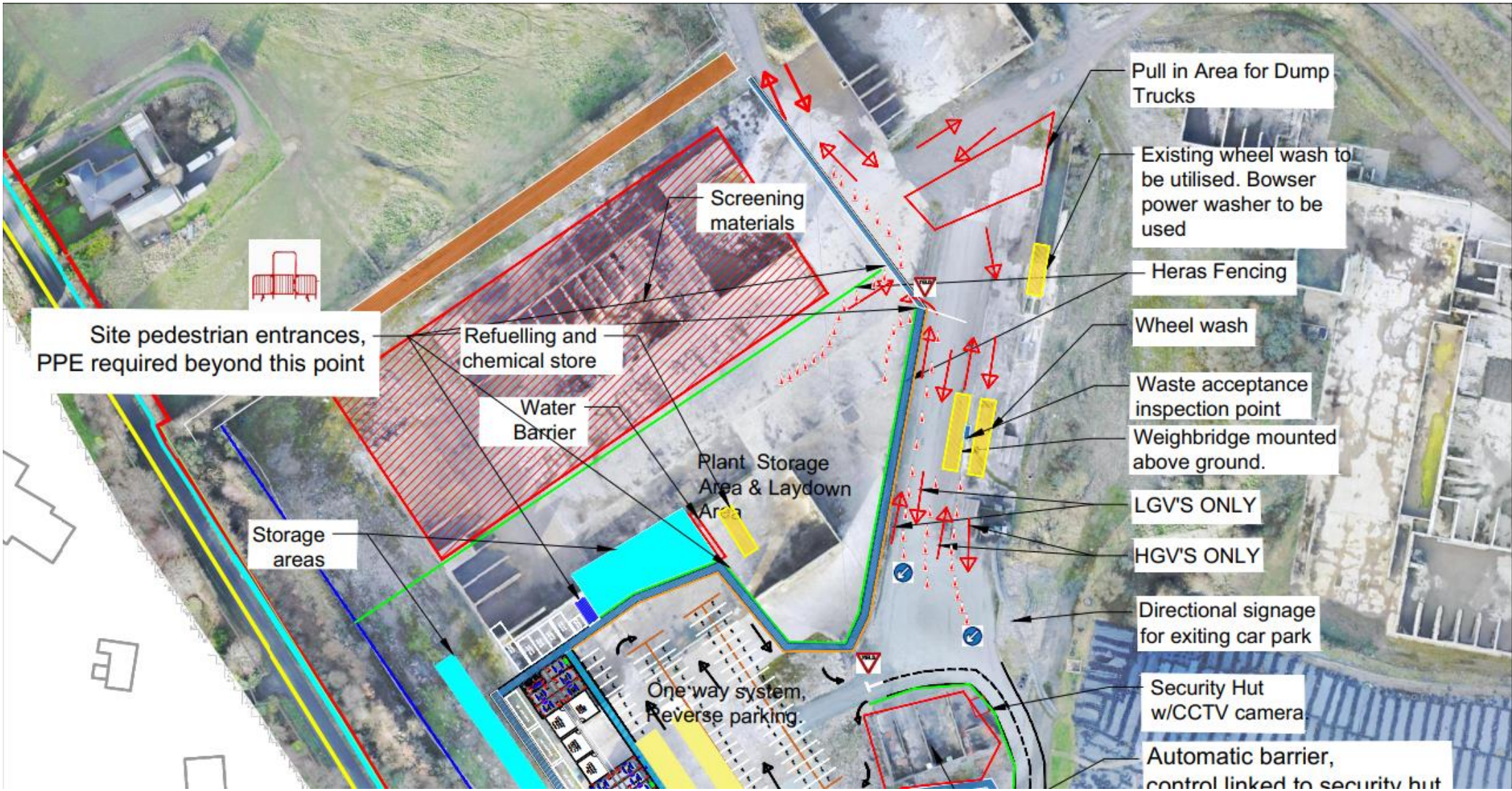


Figure 6-3 Traffic Management Layout

7.0 PHASING OF WORKS

7.1 Demolition Works

Demolition works commenced in December 2020. Each phase of the demolition works in Zone 2A will follow the same haul route from Zone 2A to Zone 2B. This is an existing route on site and will be utilised to bring demolished concrete down to the crushing area designated in Zone 2B.

WBL will erect appropriate signage along the haul routes indicating to the drivers awareness of the speed limit on site, laybys and yielding to traffic.

WBL will ensure that the speed limit 15kph will be adhered to on site. Figure 7-1 below shows phase 1 of the demolition works in Zone 2A. Figure 7-2 below shows phase 2 of the demolition works in Zone 2A. Figure 7-3 below shows phase 3 of the demolition works in Zone 2A. Figure 7-4 below shows phase 4 of the demolition works in Zone 2A.

Throughout the 4 phases of the demolition works in zone 2A, the dumper will use the existing haul route on site, bringing the demolished material down to the crushing area in Zone 2B. This haul route is a one-way system and one dumper will be in operation during these works. However, if plant was to come onto the same haul route, there will be a provision for a lay by area to pull in and allow plant to pass safely. WBL through daily site briefing and toolbox talks will make aware of the strict 15kph speed limit on all haul routes.

7.1.1 Task lighting

Along the haul routes are indicated in red in Figure 7-1, Figure 7-2, Figure 7-3 and Figure 7-4 below, task lighting will be erected to ensure safety of all site personnel during bad light.

Zone 2A – Crushing Phasing

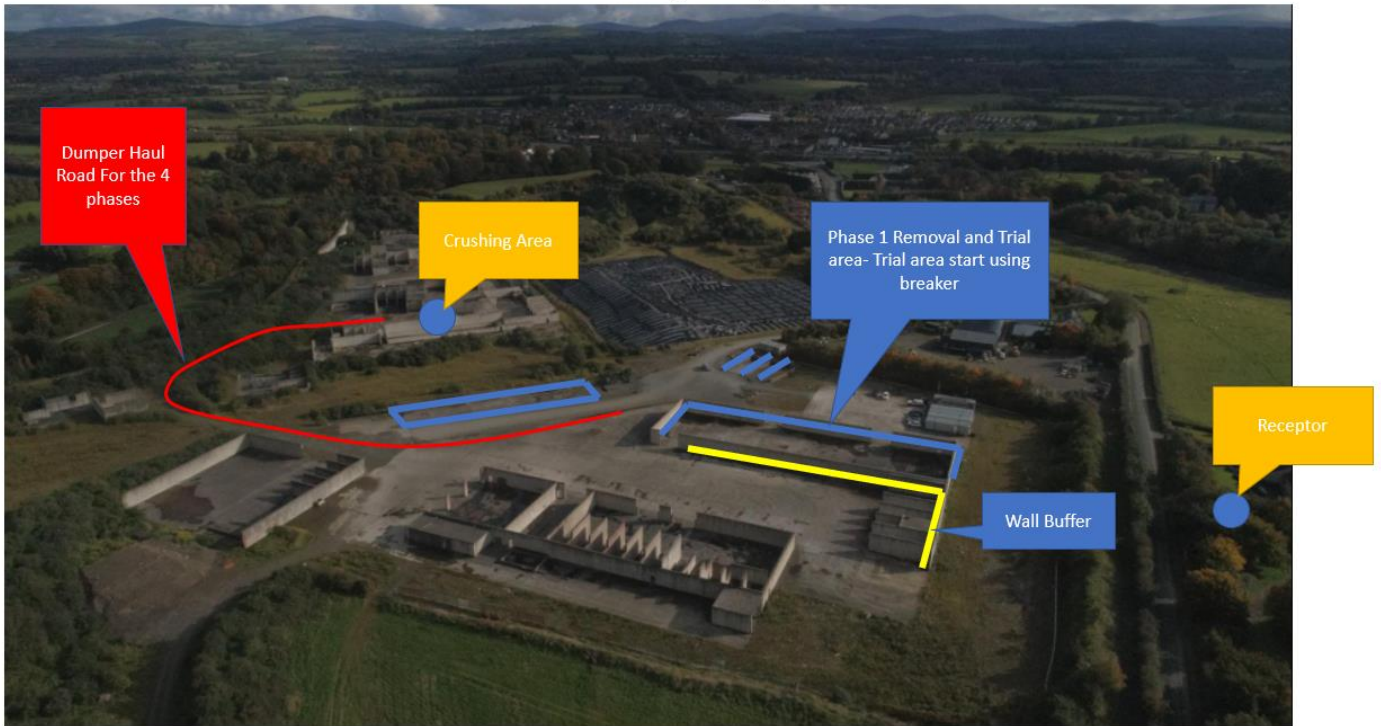


Figure 7-1 Phase 1 Zone 2A Demolition Works

Zone 2A – Crushing Phasing



Figure 7-2 Phase 2 Zone 2A Demolition Works

Zone 2A – Crushing Phasing



Figure 7-3 Phase 3 Zone 2A Demolition Works

Zone 2A – Crushing Phasing



Figure 7-4 Phase 4 Zone 2A Demolition Works

7.2 Site Clearance

Site clearance commenced in December 2020. The plant used in these works comprise of a 20T excavator

Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan
November - 2020

attached with a flail. As this will be the only plant for this element of the site clearance works, the plan is to follow the existing haul routes on site. This will be easily accessible for the excavator to maneuver through each zone.

7.3 Landfill Infrastructural Compound

The works on the Landfill Infrastructural Compound is due to commence in January 2021. Signage will be erected on entry and this will direct all drivers to the compound area in Zone 2A. All construction traffic will be directed to the compound area in Zone2A where the relevant details will be taken.

Figure 7-5 below shows the area where the works are to take place. There will be deliveries of concrete to this area during the works. We will also provide a concrete washout area on site with this unit to be located in the Landfill Infrastructural Compound. This location is to be confirmed prior to installation. The purpose of this unit is to contain concrete slurry and liquids when the chutes of concrete mixers and hoppers of concrete pumps are rinsed out after delivery to a site. The washout facilities are used to consolidate solids for easier disposal or reuse and to prevent runoff of contaminated liquids.

All construction traffic carrying out works in this area of the site will not be permitted to leave the site before they go through the wheelwash as already indicated in Figure 6-3. This will be a requirement for all construction traffic.

A road sweeping will keep the local road L2005, main entrance, site road clean during the works.

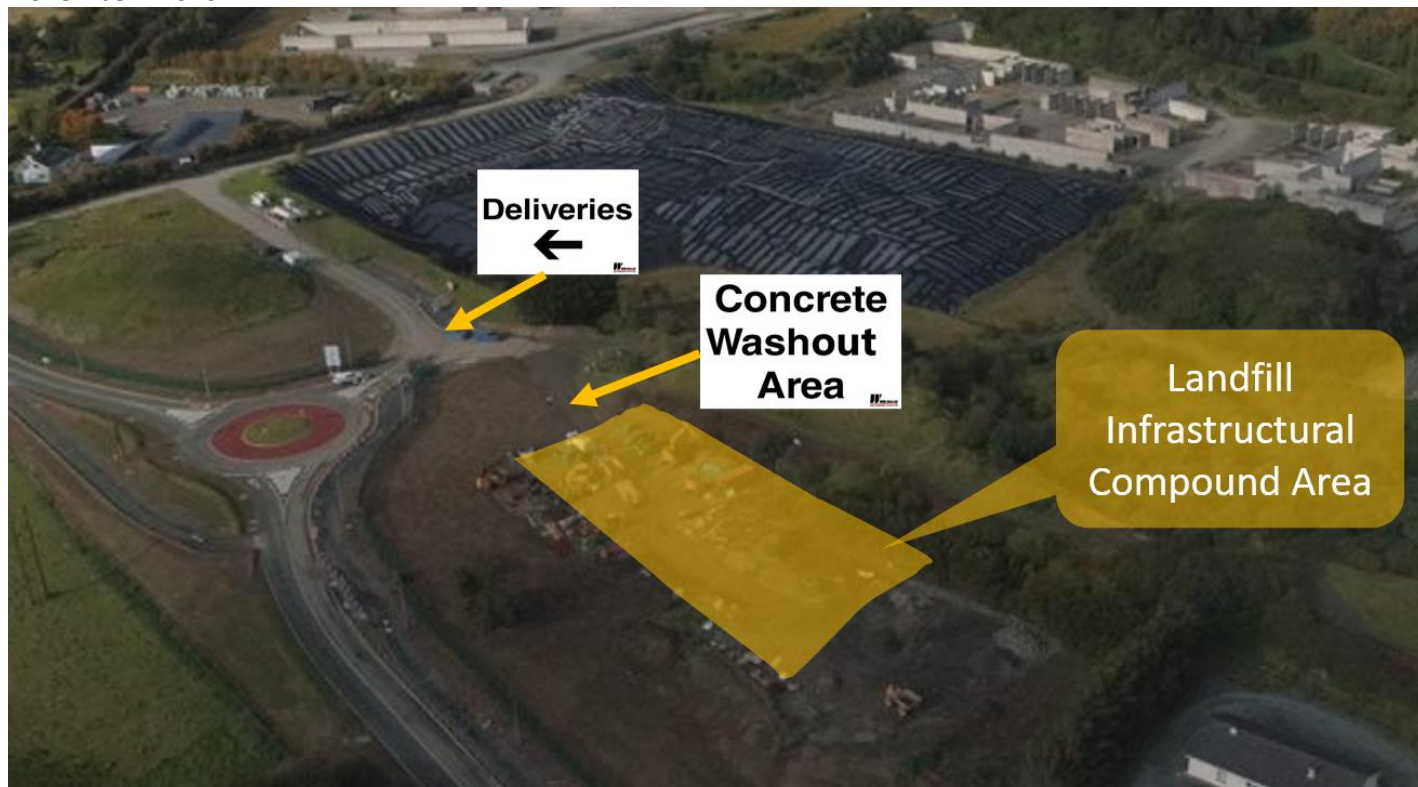


Figure 7-5 Landfill Infrastructural Compound - TM Signage

7.4 Earthworks

Figure 7-6 below shows the proposed haul routes that WBL will be creating during the earthworks. Material will be brought from Zone 4 to Zone 1. The yellow arrows give a direction of flow and does not accurately represent the haul route itself but rather a general idea. A two-way system will be achieved where possible. The provision for temporary haul roads will be made where required on site. Where there is sufficient space depending on the location on site, laybys will be constructed to allow traffic to pass. Where this is a cross over in traffic on site, there will be a requirement for a flagman.

7.4.1 Flagman/signaller

Trained signallers or banksmen may be appointed to assist in directing transport vehicles at the workplace during difficult manoeuvres such as unavoidable blind spots and tight bends. Where the driver has difficulty seeing a single signaller or banksmen, two or more signallers or banksmen, or other alternatives should be appointed. Signallers or banksmen will receive training in hazard awareness and in directing traffic. The following are some responsibilities (not exhaustive) of signallers or banksmen:

- Observe Safe Working Procedures or safe traffic measures;
- Remain highly visible to the driver at all times;
- Use a clear or standard signalling system understood by the driver;
- Stand at a safe position while guiding the transport vehicle; and
- Wear highly visible reflective vests at all times.
- Shout loudly to give clear instructions if necessary, to do so.

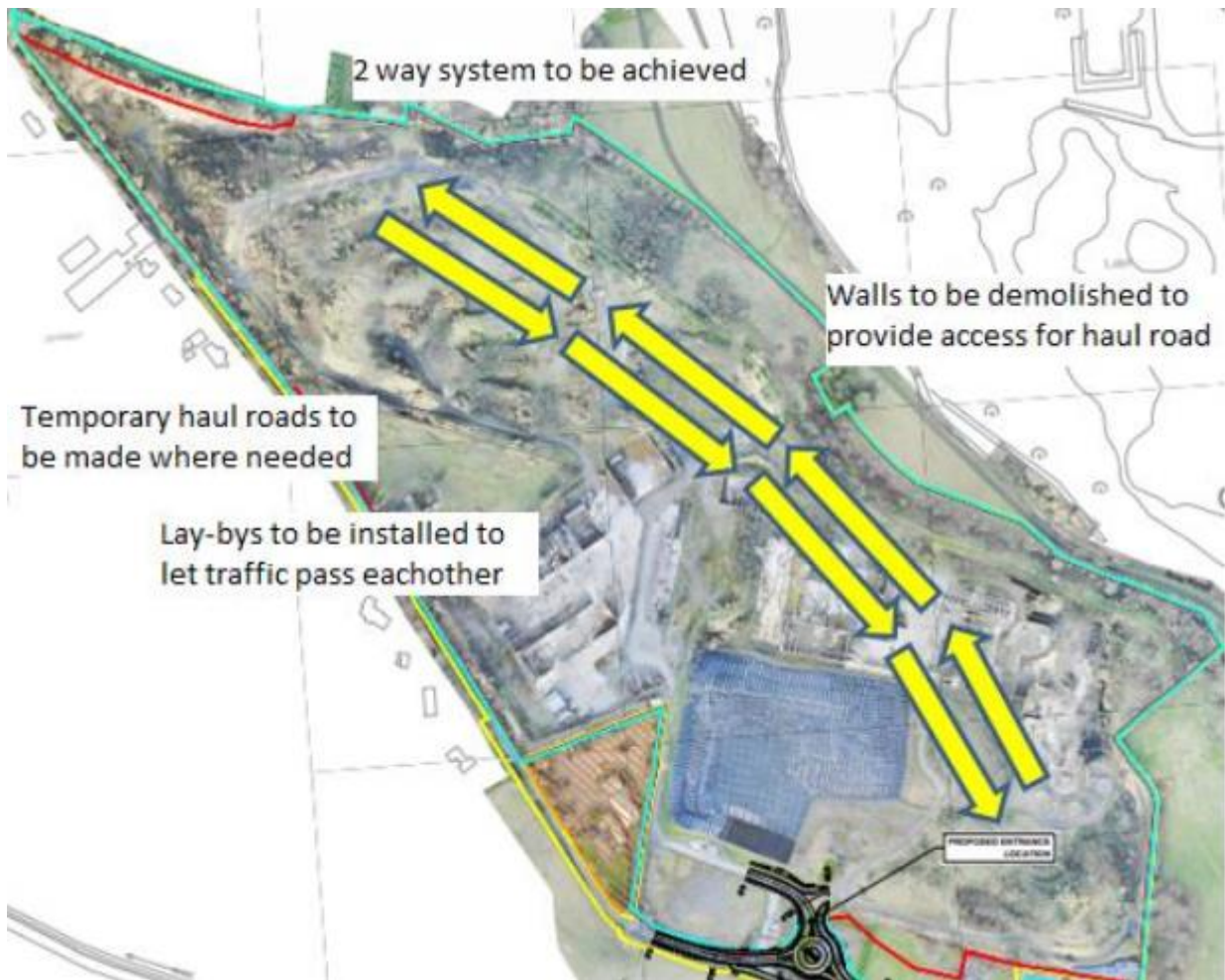


Figure 7-6 Proposed Haul routes between Zone 1 and Zone 4

7.5 Maintaining access to KCC Infrastructure

WBL will ensure KCC have full access to the existing leachate infrastructure on site. Figure 7-7 below shows where access will be maintained to KCC leachate infrastructure. Where the leachate tankers are located, a pivot gate will be installed to provide security and access for KCC.

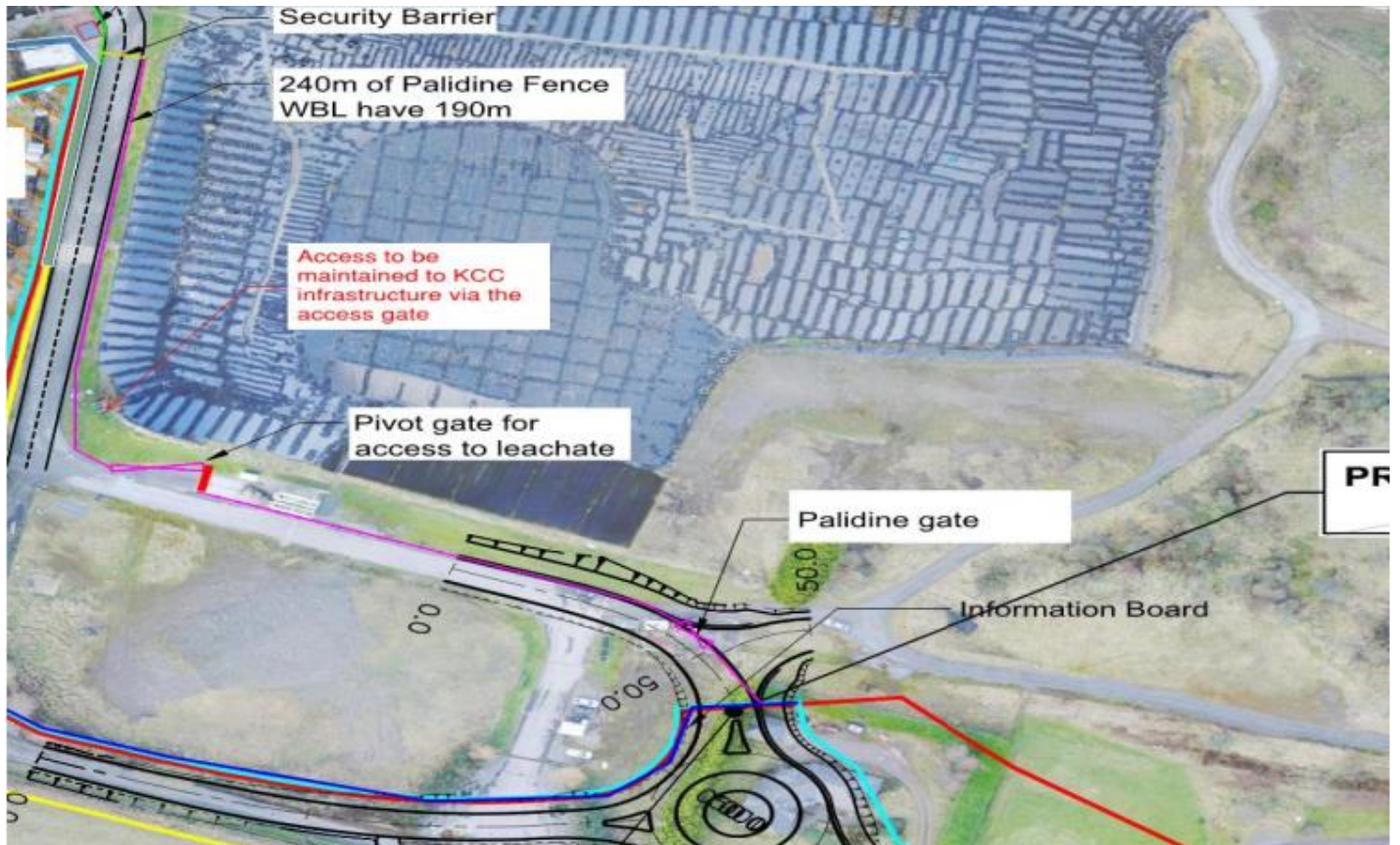


Figure 7-7 Maintaining access to KCC infrastructure

8.0 MONITORING, REPORTING AND RECORDING

8.1 Method Statement and Risk Assessment

Wills Bros Ltd will ensure a method statement and risk assessment to be in place detailing a Safe System of Work. It is the responsibility of the SLG Supervisor to ensure that the roadway is safe and fit for purpose at the end of each day. A daily inspection of the traffic management and a weekly-recorded inspection with photographs is completed. A Temporary Traffic Management Plan will be prepared to identify the hazards and assess the risks associated with work adjacent to live traffic on carriageways. Traffic management will only be Installed, Modified, or Removed by a SOLAS CSCS Signing Lighting and Guarding card holder in order to warn, inform and direct road users past site entrance. A one-day Roadworks Holder may maintain the Traffic Management where required.

A copy of the *Temporary Traffic Management Design Sheets – Health and Safety Design Risk Assessment Form* is included in Appendix B to this report.

8.2 Implementation

The 3-day SLG cardholder will be responsible for the following;

- The implementation of the construction traffic management plan and will carry out daily inspections of traffic arrangements;
- Assessing whether the site is operating within the traffic management parameters specified.

Wills Bros Ltd will carry out remedial measures as necessary. Inspections will be documented and will be accessible to view at any time.

8.3 Site Inspection Sheet

A site inspection sheet will be signed weekly to ensure all necessary measures adhered too. This will ensure all measures all recorded and if any issues are flagged, they will be resolved immediately.

9.0 COMPLAINTS

9.1 Complaints Handling

Complaints or adverse reports received from any external source shall be deemed to be public complaints. The Project Manager shall be notified of all public complaints at the earliest opportunity, who will in turn notify the client. All public complaints received (either written or verbal) will be documented to contain a summary of the following information:

- The nature and extent of the complaint;
- The method by which the complaint was made;
- The name and address of the person lodging the complaint;
- Details of location, date, time and effects of the complaint;
- The action taken to address the complaint including follow up contact with the complainant.

The Public Liaison Representative, or other nominated person, shall investigate and determine appropriate corrective / preventive actions to be taken to address all complaints. Environmental Health & Safety related complaints will be managed through the project EHS Adviser, and the TSCO (where relevant to traffic management). The complainant shall be informed regarding the results of the investigation and the action to be taken to rectify or address the matter(s). Where no action is taken, the reasons why will be recorded, and the complainant made aware of the reasoning as deemed appropriate. A record of complaints received will be summarised in the complaints register.

10.0 RECORDS

All records and documents associated with monitoring of the Works will be retained by Wills Bros Limited. On completion of the Works, Wills Bros Ltd will issue all this information to the Employer and Employer's Representative in electronic format.

Information retained will include:

- All monitoring data collected, including data files, and calculations used in processing the data
- Maintenance schedules and records for the maintenance of the instrumentation and the monitoring system including calibration certificates.
- Records of systems checks, and testing and commissioning carried out.

11.0 REFERENCES

- Works Requirements – Volume A1 Part 1 Specification
- Contract Drawing: KLR-TM-001 Rev A
- P1063-01 Industrial Emissions Licence
- Environmental Impact Assessment Report (EIAR) Volume 2 of 4: Main Report

APPENDIX A

TRAFFIC SAFETY & MANAGEMENT DRAWINGS

Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
 Construction Traffic Management Plan
 November - 2020



Traffic Management Notes

GENERAL NOTES

1. Note: All Signs for Roadworks to be in accordance with "Temporary Traffic Measures and Signs for Roadworks" (Aug 2019)
2. Do not scale from this drawing. All dimensions to be verified on site.
3. Safe System of Work Plan (SSWP) / Job Safety Plan (JSP) to be executed prior to the implementation of the traffic management plan.
4. All sign placement subject to available safe working space.
5. Local access arrangements shall be provided for residents of dwellings and owners of locked lands.
6. 3m min lane width.

KEY - Traffic Management

- Traffic sign
- Construction Traffic Route to Site
- Construction Traffic Route from Site

No.	Revised Signage	Date
A	Revised Signage	27.10.20
	Revision / Issue	

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DESIGN PARAMETERS			MIN LANE WIDTH	CONE SPACING	SAFETY ZONE			RATE OF TAPER		TEMPORARY SIGNS			TRAFFIC MANAGEMENT SYSTEM			
Road Level	Roadworks Type	Speed Limit (kph)	Minimum Lane Width (m)	Longitudinal (m)	At Tapers (m)	Set Back (m)	Lateral (m)	Longitudinal (m)	Taper at Hard Shoulder (m)	Taper at Lane (m)	Distance Between Advanced Signs (m)	Number of Signs	Sign Visibility (m)	Method	Coned Area Length (m)	Maximum Traffic Flow (veh/h)
1(iv)	A	60	3.00	-	-	-	-	-	-	-	20	-	60	-	-	-

Client: Kildare County Council	Scale: NTS
Project: Kerdiffstown Landfill Remediation	Date: 27/10/20
Drawn: DC	Checked:
Title: Site Access	Drawing No.: KLR-TM-001 Rev A

Wills Bros Ltd – Kerdiffstown Landfill Remediation Project
Construction Traffic Management Plan
November - 2020



LEGEND
 LICENCE BOUNDARY
 WORKS EXTENTS BOUNDARY

Kildare County Council
 Area CNE Desk,
 Devoy Park,
 Newbridge Road,
 Naas, Co. Kildare

General Notes:
 (1) Hand written, dot and yell will have a cancelled issue of the drawing. All other details (including this) are deemed to be an uncancelled issue and any work carried out based on these sheets is at the contractor's own risk. RPS will not accept any responsibility for any errors from the use of these sheets, unless by human error to the recipient, failing of the uncancelled measurements, verifiability with the contractor, software, and any errors arising where these sheets are used for all the recipient's existing production, or selling out on site.
 (2) DO NOT SCALE, use figured dimensions only.

(3) This drawing is the property of RPS, it is a project confidential document. It must not be copied, used or its contents divulged without prior written consent. The details and expectations of client and RPS must be ascertained when working with this drawing.
 (4) Information including topographical survey, geotechnical investigation and utility detail used in the design have been provided by others.
 (5) All Levels refer to Ordnance Survey Datum, Mean Sea Level.

Rev	Date	Amendment / Issue	App
PD1	08/04/20	Issue for Tender	AP
Rev	Date	Amendment / Issue	App

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 W: www.rpsgroup.com/ireland
 E: ireland@rpsgroup.com

Scale	1:1,000 @ A1 1:1,000 @ A3	Project	KERDIFFSTOWN LANDFILL REMEDIATION
Created on	26/08/2019	Title	MAIN CONTRACT DRAWINGS SITE EXTENTS & CONTRACTOR COMPOUND
Drawn	01/01/21	File Identifier	MCR1406-RPS-06-XX-KR-C-DG2103
File Identifier	01/01/21	Drawing No.	DG0103-01
		Status	D2
		Rev	P01

APPENDIX B

TEMPORARY TRAFFIC MANAGEMENT RISK ASSESSMENT

Temporary Traffic Management Design Sheets

SITE SPECIFIC SHEET _____ OF _____

Health and Safety Design Risk Assessment Form

TDRAM _____ - _____

Project Details

Job No.	2587	Client	Kildare Co Co
Job Location		Job Start Date	
TTM Designer	David Casey	Contact Details	davidcasey@willsbros.com
Job Description			
PSDP	RPS	PSCS	Wills Bros Ltd
Total No. Work Days		Total No. Person Days	

Road Details

Road No.	L2005
Classification	Local
Width	
Veh / hr	
% HGV	
Speed Limit	60km/hr
Operating Speed	60km/hr

Carriageway

Level 1 (i)		Level 1 (ii)	
Level 1 (iii)		Level 1 (iv)	
Level 2 (i)	X	Level 2 (ii)	
Level 3 (i)		Level 3 (ii)	
Minor Road		Wide Single	
Climbing / Overtaking Lane			
Hard Shoulder			

Works Details	
Works Length	
Works Duration	
Working Width Required	
Unobstructed Road Width	
TTM Works Type A/B/C	
Number of Phases	

Road Layout	YES	NO	Comments:
Is adequate visibility available for advance signs?	X		
Is adequate visibility available for Stop/Go and Traffic Lights?	X		
Can the required lateral safety zone be achieved?	X		
Will a road closure / diversion be required?		X	
Will a temporary speed limit be required?		X	
Is there a narrow central median?		X	

Hazards Identified (Map Reference overleaf / attached)		Risk			Control			Residual Risk		
Map Ref	Hazard	Hi	Med	Lw				Hi	Med	Lw
	Are there vulnerable road users?				Pedestrians & Cyclists present, L2005 road layout provides adequate space for these road users					
	Do the works close or reduce the width of an existing footway?				N/A					
	Are there existing pedestrian / pelican crossings affected?				N/A					
	Is there a cycle track adjacent to / affected by the works?				N/A					
	Are there junctions affected by the works or TTM?				N/A					
	Are there conflicting signs or road markings?				N/A					
	Are there existing traffic signals which need to be turned off?				N/A					
	Is there on street parking affected by the works?				N/A					
	Are there public transport interfaces (bus stops/tram lines etc.)?				N/A					
	Are there private / commercial access's to be accommodated?		X		Local access to be maintained throughout the works, No Construction vehicles to block entrances. Ongoing consultation to be conducted with all residents & businesses					X
	Will existing signs or road markings conflict with the layout?				N/A					
	Are there schools / hospitals / emergency services depots near the works?				N/A					
	Are there overhead cables?		X		Location-Specific Risk Assessment & Permit to Work to address these risks					X
	Visibility of the Works		X		Advance TTM signage to be erected on both approaches as shown on KLR-TM-001. Construction traffic only permitted to access site from the south, warning signage in place to notify drivers of this					X
	Soiling of existing road network				Wheel-wash to be used, Road Cleaning to be completed as necessary					X

APPENDIX C

SITE INSPECTION SHEET



PLANNED WORKS TRAFFIC MANAGEMENT SITE INSPECTION SHEET				
PROJECT NAME:				Phase:
Date:		Time:	1).	2).
1) TRAFFIC MANAGEMENT SET-UP/ MODIFICATION, INSPECTIONS				
1-1) Installation Checks				
Does the Traffic Management conform to the Design Layout and Parameters?				
Have all hazards been addressed in the Traffic Management Plan?				
Has allowance been made for the delivery and removal of materials?				
Have Gardaí been Informed of any Traffic Lights/ Stop-Go Boards In use?				
Have Gardaí been Informed of Roadworks Speed Limits being Introduced?				
2) TRAFFIC MANAGEMENT OPERATION INSPECTIONS				
2-1) Operation Checks				1
Are Safety Zones being kept clear of operatives, plant and materials?				2
Are all the signs in good condition/ are all cones in good condition with sleeves?				
Are sign vision lines free from bends, hills/dips in the road, parked vehicles, hedges etc?				
Will the site be safe at night or in wind, fog, snow or rain? (delete as appropriate)				
Are all misleading permanent signs and road markings covered?				
Is the carriageway/footway being kept clear of mud and surplus equipment?				
Are materials/ plant that are left on verges or lay-bys being properly guarded and lit?				
2-2) Traffic Checks				
Is there safe access to adjacent premises?				
Does Signing and Guarding meet the (changing) conditions?				
Are traffic control arrangements working at the optimum level to reduce traffic delays?				
If present, are the needs of cyclists or horse riders incorporated into the layout?				
2-3) Pedestrian and Vulnerable Road User Checks				
Have the needs of pedestrians and vulnerable road users been addressed in the layout?				
If pedestrian route blocked, has a suitable alternative route been provided?				
Are pedestrian routes clearly evident/ indicated?				
If a footway in the road is to be used, are ramps to the kerb provided?				
Are pedestrian hazards sufficiently GUARDED at night?				
3) TRAFFIC MANAGEMENT CESSATION INSPECTIONS				
3-1) Works Complete Checks				
Have all signs, cones, barriers, and lamps been removed?				
Have any covered permanent signs been restored?				
Have Gardaí been Informed that Speedlimits/ Traffic Signals/ Stop-Go removed?				
4) EXCEPTIONS REPORT				
(Append attachments as necessary)				
Check Completed By:				