

## TRAFFIC MANAGEMENT PLAN HESPIN WOOD INTELLIGENT TRANSFER STATION

**Denotes change** - new document

### PURPOSE

To ensure that all traffic and pedestrian movements at Hespin Wood MBT are done in a safe and responsible manner.

### RESPONSIBILITY

It is the responsibility of the Site Manager to ensure that all site operators, visitors and HGV drivers adhere to the requirements of this procedure.

### TRAINING

The site manager is responsible for training the nominated staff on the aspects of this procedure as it relates to their job. All staff based at and all Shanks drivers using the site shall be inducted in this operating procedure. All staff based at Hespin Wood shall also be inducted in the associated risk assessment.

### PROCEDURE

This traffic management plan should be used in conjunction with the traffic management risk assessment and the traffic management diagram. Site rules for drivers provide a summary of these rules for site users.

### GENERAL RULES

- ✓ All HGVs and waste disposal vehicles shall enter and leave the site via the Shanks Hespin Wood MBT Plant weighbridge.
- ✓ All waste vehicles must report to the Shanks Hespin Wood MBT Plant weighbridge office on entering the site unless other arrangements have been made such as late in the working day etc (drivers must watch out for pedestrians and other vehicles in the weighbridge area)
- ✓ On entering the site all paperwork must be produced for the relevant numbers of containers carried and wastes consigned (note – late in the day and at other times alternative weighbridge arrangements may be in place – you will be informed of these)
- ✓ Shanks has the right to inspect wastes and documents including consignment notes, driving licences, PPE etc – drivers must ensure they have these with them
- ✓ Shanks has the right to refuse entry without appeal

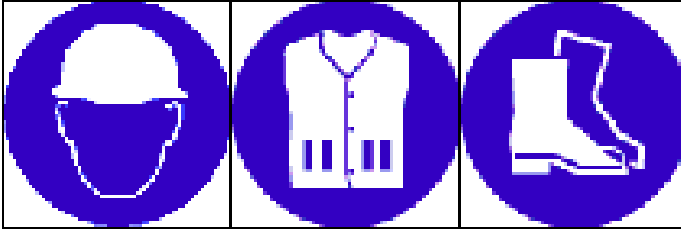
**NOTE – the site speed limit is  
Stick to it**



- ✓ All lorry and other drivers will obey commands given to them by Shanks staff – failure to do so may result in banning from site under the three strikes system (or for Shanks drivers disciplinary action)

- ✓ All open loads which require such must be sheeted on arrival at Shanks weighbridge, both in and out, failure to carry this out will result in the vehicle being refused entry
- ✓ **NO** children or dogs (or other pets) are allowed on site even if in a vehicle)
- ✓ The use of hand-held mobile phones whilst driving on site is prohibited, failure to comply with this instruction will result in the individual being banned from site

**Hard hats, high vis and safety boots will be worn at all times on operational areas of the site – the only exception being the office car park and the crossing between office and weighbridge (this requires hi-vis)**



Appropriate clothing will be worn at all times – shorts are NOT allowed on site

- ✓ High visibility clothing, hard hat and safety boots with steel toe-caps and mid soles shall be worn by all and at all times when in the operational areas. Hi-vis is required when crossing between the Admin office and Shanks weighbridge.
- ✓ The vehicles must be in a roadworthy condition and the load of a legal weight, safely loaded and of a type acceptable to the site waste management licence
- ✓ If your vehicle is fitted with audible reversing alarms (bleepers) these **MUST** be turned on at all times while on site
- ✓ Seat belts must be worn on site at all times. This includes HGV, plant and cars.
- ✓ All visitors cars and light vans, including contractors shall use the office car park entrance and park in the designated bays.
- ✓ All vehicles and pedestrians will obey the traffic routes given in the plans attached to this procedure – failure to do so may result in banning or disciplinary action
- ✓ Drivers **MUST NOT** leave cabs except to perform essential duties – **DO NOT** wander around
- ✓ **ALL** plant and lorries will **STOP** if a pedestrian comes within 5 metres of them until he/she has left the area or in the case of drivers returned to their cab
- ✓ **NO** parking on site without the permission of the site manager
- ✓ No smoking, unless in designated area
- ✓ Loaders (or other persons in vehicle) must stay in the vehicle whilst on site with the exception of the use of the toilet facilities
- ✓ If you have a problem such as mechanical issue, puncture etc **DO NOT** attempt to solve it yourself – contact site staff for assistance, instructions on parking to await a fitter, plant assistance etc
- ✓ All pedestrians should use the walkways and crossings marked for traffic separation purposes.
- ✓ All site users should obey safety warning signs at all times.
- ✓ All site users must adhere to this traffic management plan.
- ✓ **ALL** accidents, no matter how minor, **MUST** be reported to Shanks staff

### **ALL WASTE VEHICLES ENTERING SITE**

- ✓ Enter the site via the Shanks Hespin Wood MBT in gate – look out for cars/vans which also use the in gate to exit the site
- ✓ **DO NOT** proceed onto the weighbridge until your way is clear – wait and queue
- ✓ When your way is clear drive onto the weighbridge and report to the weighbridge office (driver **ONLY**) with required paperwork.

Once your paperwork has been dealt with, follow the instructions you have been given and the traffic signs on site.

## **SPECIFIC RULES FOR VEHICLES DEPOSITING WASTE ON SITE.**

1. All vehicles must observe the 10mph speed limit at all times
2. When reversing to the reception pits the driver must ensure that it is safe to do and reverse warning bleeper must be functional.
3. If the vehicle requires to be opened manually then the driver must stop the vehicle far enough forward that the door can be opened without having to go within 2 metres of the edge of the tipping bay as indicated by the red line (this area is restricted as it requires harness use).
4. When tipping, for RCVs the tailgate must be operated from inside the cab and all operators **MUST** stay inside the cab.
5. External lifting buttons may be operated by ONE designated operator, so long as they are well in advance of the red line. If this is not possible vehicles must wait for a harness trained Shanks operator to assist.
6. Roro and Artic Lorry drivers must open doors whilst in front of the red line, and reverse back to bump stops once this is done.
7. When ready to tip, vehicles must reverse fully up to the bump stops before disposing of waste.
8. Skip vehicles must unsheet with the skip on the ground. Unsheeting must not be done whilst on top of the vehicle.
9. Once the load of waste is discharged into the pit the vehicle must draw forward until past the yellow bollards.
10. Vehicle drivers/ operators must wait until well clear of the pit (at least in front of the red line) before exiting their cab to close the tailgate. Only one designated operator should perform this task, all other operators must remain inside the cab.
11. *Under no circumstances should drivers or operators go beyond the red line without being fully harnessed.*

## **LEAVING SITE GENERAL**

- ✓ It is the driver's duty to ensure that all arms, lifting gear etc is in the travelling position, PTO drives are off etc and that loads are secure
- ✓ It is the driver's duty to ensure that loose items etc cannot fall from their lorry, tyres are clear and that their lorry is fit for the highway
- ✓ When turning out of the site, give way to traffic using the landfill and make sure your way is clear before exiting.

## **SPECIFIC RULES FOR VEHICLES REMOVING MATERIALS FROM SITE.**

1. Upon entering site, report to Shanks Hespin Wood MBT Plant weighbridge
2. All vehicles must observe the 10mph speed limit at all times
3. HGV drivers changing over skips in the refinement area must ensure that refinement area operators and maintenance crew are aware of their presence through verbal communication, and ensure that they keep a safe distance when skips are being changed over.
4. Drivers should close roller shutter doors after use.
5. Upon leaving the refinement area vehicles must give way to waste depositing vehicles.
6. Other HGV's must not drive past Artic Lorries while they are aligned with the Press
7. Drivers must ensure that vehicles servicing the refinement area do so safely, and that safe distances are kept at all times, as per Shanks Driver SHE Rules.

## **SPECIFIC RULES FOR HGV DRIVERS PARKING OVERNIGHT ON SITE**

1. Drivers must wear full PPE on site at all times, including when walking to and from their vehicles at the start and end of their shift
2. Drivers must only park HGVs overnight in the designated HGV parking area

## **SPECIFIC RULES FOR PLANT ON SITE.**

- ✓ All staff using plant must be trained and qualified to CITB standard or Shanks equivalent.
- ✓ All mobile plant will have flashing beacons and audible reversing alarms and where a vision assessment requires such rear-view camera (plant operators **MUST** note that if their reversing alarm and/or rear-view camera are faulty the vehicle must be parked-up and the fault defect for immediate action). Beacons and alarms must be used.
- ✓ Heavy mobile plant operates in all areas of the yard and at all times off the working day – plant operators **MUST** always be on the look-out for other vehicles and pedestrians
- ✓ The loading shovel is a potentially fast moving piece of plant (the 10 mph speed limit **MUST** be obeyed) and is fitted with cameras and flashing beacons
- ✓ Tele-handlers, tractors etc are used in all areas of the yard and all times off the day (the 10 mph speed limit **MUST** be obeyed)
- ✓ Plant operatives **MUST** conduct daily checks including a check of all vision equipment such as mirrors, cameras, flashing beacon, reversing alarm etc. If any of these is defective the item of plant **MUST** be parked-up and the fault defect for immediate repair
- ✓ In the fines area and yard, plant operatives **MUST** look-out for pedestrians such as drivers opening doors etc. If a pedestrian of any type is on the floor, plant operators **MUST STOP** immediately until the pedestrian has got back into their cab or left the area
- ✓ Seatbelts should be worn at all times
- ✓ All loads carried on site shall be secure.
- ✓ Plant operators must give way to cars, HGV's and pedestrians.
- ✓ All plant must not drive past Artic Lorries while they are aligned with a Press

## **SPECIFIC RULES FOR OPERATORS AND MAINTENANCE TEAM**

1. Full PPE must be worn at all times
2. Operators must not walk through the reception forecourt area. To access the Refinement area use the marked pedestrian walkway and crossings via the edge of the concrete pad, to avoid potential collisions.
3. Operators must ensure that vehicles servicing the refinement area do so safely, and that safe distances are kept at all times, as per Shanks Driver SHE Rules

## **RESPONSIBILITY OF SITE STAFF**

1. It is the responsibility of **all** site staff to ensure **all** of the above requirements are met at all times.
2. If you spot an infringement then inform the offender of the issue to ensure it is resolved and implement the three strikes system if required.
3. Should this fail to resolve the situation, contact the site manager immediately.
4. Failure to follow this procedure will result in disciplinary action being taken

Approved by  
(Author): .....

Name: (REDACTED)

Title: MBT Production  
Manager

Quality Check by  
(SHE Dept.): .....

Name: (REDACTED)

Title: SHE Manager  
North

## HES101 Hespian Wood Traffic Management Plan

### INDUCTION TABLE

- ✓ This table is deemed to be an official training record and must be kept indefinitely.
- ✓ Please ensure that all relevant employees are made aware of the contents of the document and sign the table below.

[illegible]

# HESPIN WOOD MBT PLANT TRAFFIC MANAGEMENT PLAN



## KEY



- Pedestrian Routes
- Pedestrian Crossings
- MBT Plant Operational Traffic
- Visitors, Deliveries & Car Park

