

The Delivery Hub health, safety and environment Raising the bar 2

Traffic management entry and exit

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Scope

This document covers the following points and is not intended for reference for those placing or removing traffic management:

- Entering traffic management
- Stopping in traffic management
- Exiting traffic management

Part A

Your clothing

All operatives who leave the vehicle must wear the following PPE outside waterproof clothing as a minimum but also adhere to the company or project rules regarding PPE:

- High visibility trousers with a double reflective band
- Class 3 specification jackets with long sleeves to EN 471

Your vehicle

Your vehicle must be in a clean condition fitted with:

- A 360° twin flashing light beacon or bar that is visible at all times.
Additional beacons may be required if there is not 360° degree visibility



- **HIGHWAY MAINTENANCE** stickers (70mm high lettering for cars and 140mm for all other vehicles)
- A minimum of 22cm x 30cm of red and yellow micro prismatic reflective markings must be fitted at the rear of the vehicle. These should cover as much of the rear-facing portion of the vehicle as possible without obscuring windows, vehicle lighting or registration plates
- Secure loose items in the vehicle that could blow out when doors are opened such as tarpaulins, plastic sheets, maps, paperwork
- Where the main body of the vehicle being used is not a recognised conspicuous colour (yellow or white) then the above markings should be supplemented by a high visibility fluorescent yellow retro-reflective strip, of not less than 50 mm wide, along the side of vehicle as a minimum
- Red retro-reflective tape applied to all rear facing edges of open doors, guard rails and equipment lockers

Your Brief

Your brief must cover the following but is not limited to:

- Location of the access and exits points prior to entry into or exit from traffic management that you will or may use.
- Speed limits
- Ongoing works
- Potential Hazards

Entering Traffic Management

- Manoeuvre into the correct lane. About 200 yards prior to the access, turn on the flashing beacon and dipped headlights
- Make the appropriate signal



- About 100 yards prior to the access, check the access is clear for entry and slow down
- Check your mirrors to ensure vehicles behind you are at a safe distance from you. **If not, cancel the beacon and indicator and drive on**



- Enter the site via the signed access point only. This is indicated by green cones. The cones will be set back from the line of red cones so as not to distract members of the public



- When you have entered the works area reduce your speed to the site speed limit, continue on for at least 100m and stop to ensure that no members of the public have followed you into the works



- If followed in by a member of the public politely ask the driver to wait in a safe place and follow project procedures for the removal of public vehicles from site

Remember on no account stop on the live carriageway.

Under no circumstances is traffic management to be moved other than by a qualified traffic management operative to allow access/ egress. Do not tailgate other vehicles into the works as they may stop unexpectedly

Transiting Site

Things to remember when travelling through site:

- Ensure your beacon and dipped headlights remain on.
- If you need to pass through a works area ensure you have cleared it with the supervisor/ plant operator to make sure they are aware of your intentions and it is safe to proceed
- No 'U' turns are permitted within the static closure unless there is a full carriage way closure
- Adhere to the site speed limits
- You are aware of your vehicle dimensions and no part of the vehicle enters the safety zone when driving through
- If you leave the vehicle at any time:
 - Pull over to the left as far as you can and turn your front wheels to the nearside verge (fend off position) with a 1.2m safety zone between your vehicle and the live lane
 - Do not park directly behind the work area as if the vehicle rolls or is hit from behind, with the wheels turned to the nearside verge it will enter the work area.
 - Remove keys and valuables from the vehicle
 - If practicable exit and enter vehicles from the nearside doors
 - When walking or working on the hard shoulder face the oncoming traffic when ever possible, and work in pairs one watching, and one working
 - Leave flashing beacons on

Stopping On Site

- Park in a place of safety ensuring that you are not obstructing other traffic
- Turn off beacon and headlights
- When you are ready to leave, ensure your flashing beacon and dipped headlights are switched on
- Before opening your door ensure you will not encroach any safety zones

Exiting Site

- Only exit at a designated exit point

Lane Closure Within the Site

- Position your vehicle approximately 30m from the exit, ensure you have a good unimpeded view behind you



- Before moving off check your mirrors to ensure no vehicles are alongside you on the main carriageway



- Once in the live lane accelerate to the prevailing traffic speed
- When up to that speed remember to switch off your roof mounted beacons



Exiting out the end of a Closure

Approximately 100m from the works exit check the exit is clear, accelerate gently



- Once up to a safe speed move out into the traffic if safe to do so ensuring you do not cause a hazard to the existing road users



- Once safely within the traffic flow remember to switch off your flashing beacon and dipped headlights (subject to light levels)
- If, when attempting to exit you do not have sufficient space do not enter the live carriageway but abort the attempt

Part B

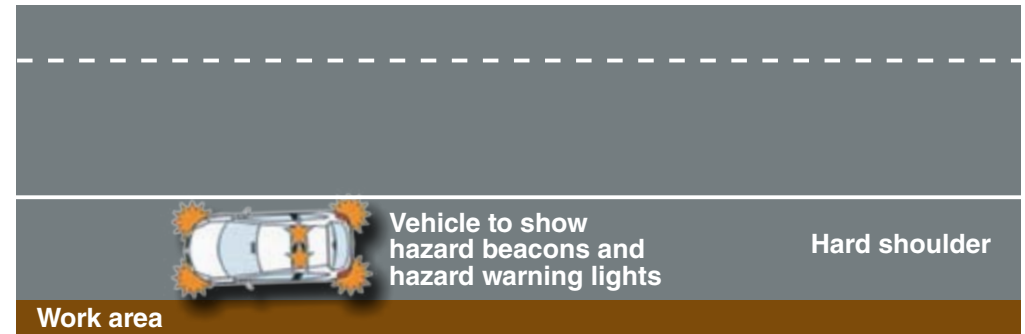
Only those with a Highways Agency motorway pass can conduct short duration work on hard shoulder.

B1. Additional requirements for short duration hard shoulder stops

Short duration stops on hard shoulders (max 15 minutes)

- Switch on flashing beacons and indicate left.
- Access or egress vehicles, whenever practicable, from the side of the vehicle furthest away from live traffic. If this is not practicable ensure that you access or egress vehicles only when there is a suitable gap in the traffic flow.
- Check your mirrors to ensure vehicles behind you are at a safe distance from you
- Use the hard shoulder as a deceleration lane before coming to a halt, watch for debris
- Pull over to the left as far as you can and turn your front wheels to the nearside verge (**fend off position**) with a 1.2m safety zone between your vehicle and the live lane
- Do not park directly behind the work area as if the vehicle rolls or is hit from behind, with the wheels turned to the nearside verge it will enter the work area
- Leave flashing beacons on

- Remove keys and valuables from the vehicle (there has been a fatality when a works vehicle which had the keys left in the ignition was stolen from within the traffic management by a member of the public and hit an operative whilst escaping.)



- If practicable exit and enter vehicles from the nearside doors. Restrict your time on the hard shoulder to a minimum
- Any work lasting longer than 15 minutes will require traffic management in accordance with [Traffic Sign Manual Chapter 8 hard shoulder closure](#)
- When walking or working on the hard shoulder face the oncoming traffic whenever possible, and work in pairs one watching, and one working

If you need help using this or any other Highways Agency information, please call **0300 123 5000** and we will assist you.

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