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Document History & Quality Management

Issue No	Remarks & Commentary
Issue 1	Document Created November 2018
Issue 2	Update to incorporate Chapter 8, 2019.
Issue 3	Update to incorporate Audits and Inspections of TTMPs, Chapter 9.

Definitions & Abbreviations used in this Document

Definition	Description
PSCS	Project Supervisor Construction Stage
PSDP	Project Supervisor Design Phase
TM	Traffic Management
TTM	Temporary Traffic Management
TTMP	Temporary Traffic Management Measures
LASNTG	Local Authority Services National Training Group
SLG	Signage, Lighting and Guarding

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2. Introduction

This is a guidance document to support all temporary traffic management installations in Dublin Airport. This guidance document should be made available to all TTM designers, appointed project supervisors, project managers and contractors.

3. Safety and Compliance Considerations

The guidance document has been developed in accordance with:

- DoTTAS Chapter 8 of the Traffic Signs Manual (2019)
- DoTTAS Temporary Traffic Management Design Guidance (2019)
- DoTTAS Temporary Traffic Management Operations Guidance (2019)
- TII Temporary Traffic Management Guidance Handbook: Road Marking Related Works (2022)
- TII Temporary Traffic Management Guidance Handbook: Traffic Signs Related Works (2014)
- Road Traffic Act 1961
- TII publication on Safety Barriers DN-REQ-03034
- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (Construction) Regulations 2013

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4. Planning

4.1 Identify TTM Requirements

A competent person in consultation with appointed project supervisors will need to consider if a temporary traffic management plan and TTM designer is required as part of the works.

4.2 TTM Designer

A competent TTM designer can be appointed by the Client, Designer, PSDP, Contractor or PSCS.

- TTM Designer competency must be assessed before appointment is made. This appointment should meet the requirements set out in the Temporary Traffic Management Design Guidance Document
    - Training: Should have a minimum of level 6 engineering or safety qualification and should have an Irish/EU accredited TTM design qualification.
    - Experience: Should have experience appropriate to the scale of the works and the hazards present.
    - Knowledge: The TTM designer should have knowledge of the following
        - Works to be undertaken
        - Hazards present
        - Staff and equipment resources available
        - DAA safety management systems, safe operating procedures or method statements.
- All TTM Plans must be completed by a TTM Designer with the required accredited QQI qualifications., eg. LASNTG.

4.3 Temporary Traffic Management Plan Standards

All Temporary Traffic Management Layouts must be in accordance with 'Chapter 8' of the Traffic Signs Manual and be consistent with the 'Temporary Traffic Management Design Guidance'

All standard operating procedures or method statements must meet the standards prescribed in the Temporary Traffic Management Operations Guidance.

All Standard Plans and Site-Specific Plans must contain

1. A Site-Specific Assessment completed on site by the Traffic Management Designer
2. Layouts for each phase (including intermediate/works suspended phases)
3. Method Statements for the installation, modification and removal of each phase
4. A Risk Assessment completed by the CSCS SLG Cardholder before commencing any TTM activities.

4.4 Records Availability

All Qualifications, CVs of responsible persons, Risk Assessments, inductions, inspections, drawings, plans, records specified must be available to DAA personnel on request (or within 24 hours of such request).

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5. Design Process

All temporary traffic management plans:

- must be site specific;
- must be prepared by a traffic management designer who has visited the site and is aware of the works to be undertaken including the associated hazards and risks.
- must be specific for the hazards presents and the works tasks to be carried out;
- must include layout drawing(s);
- must include a safe system of work system;
- must include safe operating procedures for the installation, modification and removal of the traffic management arrangements;

5.1 Temporary Traffic Management Risk Assessment

The Temporary Traffic Management Designer must prepare and record a risk assessment for the traffic management works during their site visit.

This should consider risks associated with:

- Site geometry;
- Visibility;
- Vehicular traffic count;
- Vehicular traffic speed;
- Heavy goods vehicle;
- Works vehicles;
- Vulnerable road users;
- Required widths for vehicles, vulnerable road users, and works areas;
- Duration of works;
- Number of phases for works, and duration of phases;
- Vulnerable road users;
- Works operatives access and works areas required;
- Site access requirements;
- Access to adjacent properties, buildings and roads/footways;
- Other risks identified at the site visit

Please note the above list of considerations is non-exhaustive.

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5.1.1 Vulnerable Road Users

- Barriers must be used to delineate temporary footways to be used by the public (or worker on foot access).
- Any excavation in public areas or roads must be protected by a barrier. Barriers may need to be upgraded to vehicle barriers or vehicle restraint systems subject to a site-specific risk assessment (and in relation to the following requirements).
- All footways and temporary footways must have a good quality, even surface and be maintained free from obstruction or debris.
- Ramps must be used at kerbed crossing point

5.2 Specific Airside Risks

This section details specific airside risks (non-exhaustive) that need to be taken into consideration in the temporary traffic management arrangements.

Airside vehicles

- Where the designer determines that barriers must be used to protect the public (or workforce) from these vehicles, vehicle restraint barriers consistent with the TII publication on Safety Barriers DN-REQ-03034 must be used. The vehicle restraint system must be designed by a suitably qualified designer.
- The designer needs to consider the lane widths and geometry (turning radii etc) required for layouts that will be used by Airside vehicles.

Examples of specialist Airside vehicles (non-exhaustive):

Pushback Tractor	Cargo Loader
Douglas DC12 f/n PB07 **Weight** 60 Tons **Length** 9 meters **Width** 3 meters **Height** 2.5 meters **Ground clearance** 200mm	Trepel Champ T140 **Weight** 30 Tons **Length** 11.4 meters **Width** 4.4 meters **Height** 3.9 meters **Ground clearance** 160mm Only capable of driving up a max 5-degree gradient

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5.3 Control Measures

The following specifies the minimum requirements for the design and management of temporary traffic management at daa sites:

Pedestrian Barriers

Pedestrian barriers must incorporate a min. 150mm visibility bar at 1.0 – 1.2m height and a tapping rail (150-200mm in height) max. 200mm from ground level.

Vehicle Barriers

Barriers, not being vehicle restraint barriers, must be used as per the site and job specific risk assessment, and should comply with the following assessment process.

Vehicle Restraint Systems

The designer must risk assess the site, traffic volumes and content, and works to determine the requirement for vehicle restraint systems.

Vehicle Restraint Barriers must be consistent with the TII publication on Safety Barriers DN-REQ-03034. The vehicle

restraint system must be designed by a competent designer.

Wind loadings

All temporary traffic management equipment, including signs, must be adequately secured against strong wind loadings.

PPE

Class 3 PPE including trousers, must be worn and fastened so that reflective bands can be seen.

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6. Implementation

6.1 Job Pack Requirements

Each traffic management operations crew need to be in possession of a job pack for their works. The job pack must include:

- Temporary Traffic Management layout(s)
- Method statement / safe operating procedure for the installation, modification or removal of the equipment
- Risk Assessments / Safe System of Work Plan
- Times of operation
- Contact numbers
- Permit to Work

6.2 Supervision

All temporary traffic management installations must have a CSCS Signing, Lighting and Guarding cardholder present when installing, modifying or removing the arrangements.

The site must be supervised at all times by a CSCS Signing, Lighting and Guarding cardholder and be available to be at the site given reasonable notice.

When the CSCS Signing, Lighting and Guarding cardholder is not present, and works are taking place, at least one CSCS Health and Safety at Roadworks cardholder must be present on site.

6.3 Safe Systems of Work

The appointed PSCS must ensure operatives are taken through a site-specific safe system of work for the tasks to be undertaken and inducted onto the site.

Records of the induction need to be maintained.

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7. Monitoring

Traffic Management Inspections

All temporary traffic management installations require a minimum of two daily inspections (one in the morning and one in the evening) with results recorded, along with any necessary corrective action.

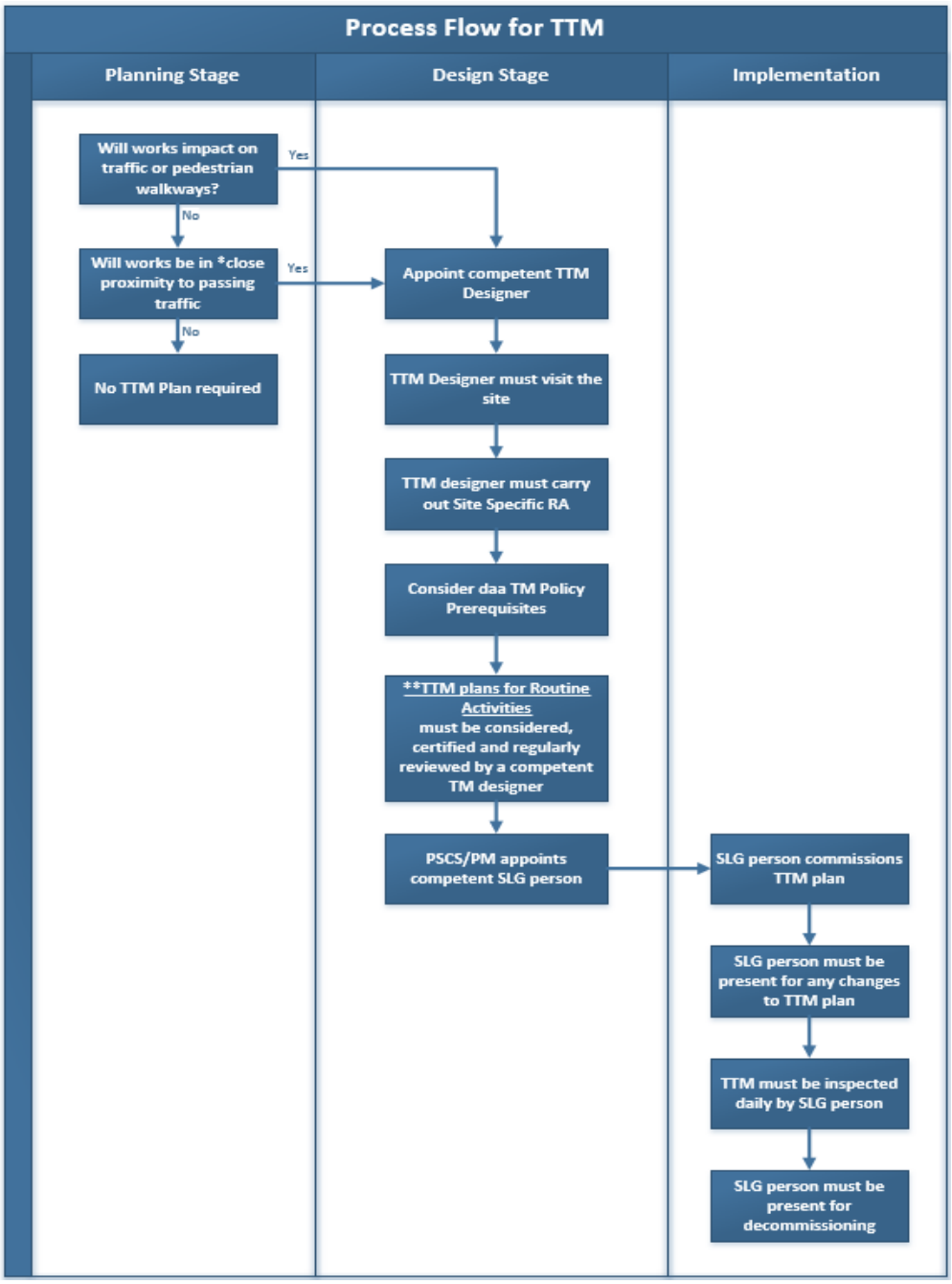
This requirement applies irrespective of whether the site is active or not.

The traffic management designer may specify further inspections based on their risk assessment.

The inspections must be carried out and recorded by the CSCS Signing, Lighting and Guarding cardholder.

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8. Process Flow



* In the context of the Traffic Signs Manual, roadworks may be defined as occurring where the normal function of the public road used by any road user, including pedestrians, cyclists, equestrians, etc. is affected or interrupted at any time to facilitate the construction or maintenance of the public road, public or private utilities or any adjoining or overhead sites. (Chapter 8)

**In some cases, there may be no Designer (TTM), for example for routine activities where approved designs, approved by a competent designer are available and implemented. With respect to the design of the temporary traffic management arrangements, the duties of the Designer (TTM) shall be the same as the duties of the De-signer. Where the Temporary Traffic Management Plan is operationally deficient, it will be necessary for the De-signer (TTM) to update the plan based on a revised risk assessment for the site. (Section 3.3.3 Guidance for the Control and Management of Traffic at Road Works).

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9. Audits and Inspections of Temporary Traffic Management Measures.

In accordance with section 0.4.4.4 of the Temporary Traffic Management Guidance Document, DAA will undertake Inspections and Audits of temporary traffic management works as per the following.

Step 1: Audit of the system in place for the management and implementation of temporary traffic management

1.1 Assessment of the documented system in place that is available to the crew on site. This includes an assessment of the scale and scope of the temporary traffic management documentation in place. The minimum requirement will be that each documented system will include a

- Layout,
- Method Statement/ SOP
- Assessment to be carried out by CSCS SLG Cardholder immediately prior to (and during where appropriate) undertaking temporary traffic management tasks.

1.2 Assessment of evidence that the safe system of work is being followed, including but not limited to

- Evidence that a risk assessment has been conducted on site by a qualified traffic management designer
- Evidence that the site is being inspected by a CSCS Cardholder in accordance with the monitoring requirements.

1.3 Assessment of the competence of the persons undertaking temporary traffic management tasks.

Step 2: Inspection of the measures on site

2.1 That the physical measures in place on site are as per the Layout(s)

2.2 That the methods of work being used by the crews are in accordance with the method statements and/or SOPs included in the site documentation.

The Auditor/Inspector will be competent as prescribed within Section 0.4.4.4

1. They shall have a Level 6 Engineering or Safety Qualification, and
2. They shall have a QQI accredited TTM Audit qualification, or a QQI accredited TTM Design Qualification, and
3. They shall have a minimum of 7 years post graduate experience, with 5 years' experience in road design, road construction, or Temporary Traffic Management.

Audits/ Inspections will be carried out in accordance with the following prescribed frequencies to ensure compliance with the documents.

Works Type	Audit/Inspection Frequency
Works > 3 months on site	Audit/Inspection of each site per 3-month period
Works < 3 months on site	4 random Audit/Inspection per year across all works

Audit/Inspections Reports will meet the requirements specified in Appendix C3 and C7 of the TTM De-sign Guidance Document.

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