

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

REV. 0

ALDINGBOURNE COUNTRY CENTRE – CONFERENCE CENTRE PROJECT

**ALDINGBOURNE COUNTRY CENTRE
BLACKMILL LANE
NORTON
CHICHESTER
WEST SUSSEX
PO18 0JP**

Site Mobile telephone Number's:-

Project Manager	Adrian Harvey		
Contracts Manager	Dave Gee		

DATE: 14th March 2017

Stage	By Whom	Signature	Date
Developed	Jim Moss		14 th March 2017
Checked	Adrian Harvey		
Approved			

Issued to: Client (Aldingbourne Trust)
Architect / Principal Designer (HNW Architects)
Project Manager / Quantity Surveyor (Selway Joyce)
Tendering Contractors

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REVISION SHEET

<u>REVISION</u>	<u>DATE</u>	<u>CHANGES MADE</u>
00	14/3/2017	Document produced for start on site.

Abbreviations:

PD	–	Principal Designer
PC	–	Principal Contractor
CDM	–	Construction (Design and Management) Regulations 2015
CPP	–	Construction Phase Plan
HSE	–	The Health & Safety Executive
AMIRI	–	Amiri Construction Ltd

Project Information

1.0 Introduction, Project Details and Working Times

Project Title	ALDINGBOURNE COUNTRY CENTRE – CONFERENCE CENTRE PROJECT
Introduction	
This Construction Environmental Management Plan (CEMP) relates to the Aldingbourne Country Centre – Conference Centre Project, Blackmill Lane, Norton, Chichester, West Sussex PO18 0JP. The project works relate to the construction of a new three storey conference centre (lower and upper ground floors and loft level) and associated large car park area. The project works are to be carried out on a large piece of land which is located in close proximity to the main centre of Aldingbourne Country Centre in Hampshire. The country centre is an activity centre for families which has an open farm, café, children’s workshops, woodland walks, furniture restoration workshops, wood recycling centre, mini golf course, greenhouses as well as other activities and associated buildings. The Aldingbourne Country Centre is managed by the Aldingbourne Trust which is a charity which helps local businesses, communities and people with learning difficulties reach their potential and enjoy life across Sussex. The new conference centre building and car park area is to be constructed on land that is located to the south of the country centre main buildings and is currently used as a car park and historically is a former gravel pit and council depot. The site can be accessed by using Blackmill Lane which is the only road which leads to and from the Country Centre. Along the north boundary is vegetation beyond which are a large number of buildings (varying in age, size and construction) which form the main centre of the country centre. To the east of the site is Blackmill Lane beyond which is extensive farmland. To the south of the site is vegetation beyond which is an area of land which is used as an overflow car park. At the far southern end of this piece of land is an area of vegetation which separates the land from the main A27 road. Along the west boundary of the site is an area of dense vegetation beyond which is a farm track and further country centre buildings which consist of sheds, container, holding tank, pump house and an aviary. There are a significant number of existing trees around the site boundaries and a number of trees are required to be protected reference should be made to the Tree Protection Plan compiled by Lizard Landscape Design and Ecology (drawing no. LLD944/02) which shows full details of the tree protection works required. Reference should also be made to the associated tree protection method statement It should be noted that there may be extensive underground services running across the site or in close proximity to the site. Reference should be made to all existing service drawings prior to the commencement of any groundwork’s. All work on site must at all times strictly adhere to the work procedures, operations, risk assessments and method statements as detailed within all Amiri Construction Safety	

documentation.

The site is surrounded by existing country centre buildings, footpaths, car park areas and roadways which will all remain in full and active use throughout the entire duration of the project works.

During the course of the project works hears fencing will be erected around the perimeter of the site to supplement existing boundary fencing and to prevent unauthorised access and more importantly to segregate project works from ongoing surrounding country centre activities.

During the initial stages of the project site offices and welfare facilities will be set up within a main site compound area which will be established in the south west corner of the site.

Part of the planning conditions are that a Construction Environmental Management Plan (CEMP) is produced and submitted prior to any work taking place on site. The CEMP defines the minimum requirements that have to be met.

Project Description

The project works relate to the construction of a new conference centre with associated large car parking area at Aldingbourne Country Centre in Norton (Nr. Chichester), West Sussex.

The new conference centre will be three storeys high with a lower ground floor, upper ground floor and loft level. The new building will incorporate toilets, cloakrooms, storage rooms, lobby, reception, shop, kitchen, café, meeting room, conference room, staff room, bin store area, baby change area, plant room and mezzanine floor. The lower and ground floor structure of the building will be constructed using an in-situ concrete frame whilst the loft level will be built using a steel frame.

The external elevations of the building will have a combination of treated cedar shingles and stone 'gabion' exterior cladding with exposed galvanised steel basketry with feature boiler chimney flues (covered with brick slips) doors, windows and balcony areas. The roof area of the building will have a combination of pitched roof and flat roof areas with pitched roof areas being covered in treated cedar shingles. Rooflights and solar photovoltaic panels will be installed at roof level and an external spiral staircase will installed to the north elevation of the building which will provide access from ground level to loft level. A heat recovery system for the building will also be installed within a specific area of the car park area.

Initial Works

Prior to any project works commencing the following site set up / enabling works will be required to be undertaken:-

- Form the site entrances, site compound area (to house site offices, welfare facilities and toilets, waste skips, store materials etc.), main site construction work area, site boundaries and designated delivery / off-loading areas.
- Form temporary access / egress roads.
- Establish delivery vehicle off-loading areas and holding area.
- Establish material and plant storage areas.
- Establish contractors and visitors temporary car park area (on separate piece of land to south of the site).
- Establish pedestrian access / egress routes leading from temporary car park area to the site

offices / welfare facilities and from the site office / welfare areas to the project work areas. • Install heras fencing to existing site boundaries (to supplement any existing boundary fencing) and pathways and install site safety signs. • Undertake any protection works (to existing trees etc.). • Install jet wash facility at main site exit gate.			
Working Times			
The permitted working hours will be 0730 to 1730hrs daily with weekend working by arrangement only with Amiri Site Management but restricted to 0800 to 1300 hrs. Working on Sundays and Bank Holidays is prohibited. Personnel will be notified if this changes. The client will be consulted prior to any changes in this agreement, ensuring that no noisy work is carried out at weekends or in the evenings that could be a nuisance to existing surrounding building occupants or local neighbours.			
Start Date	6 th March 2017	Duration	52 Weeks
Estimated Value	£TBC		

2.0 Project Contacts

Position	Contact Name	Address	Number
Client			
Aldingbourne Trust	Sue Livett (Managing Director) Peter Stanley (General Manager) Clive Owen (Head of Finance)	Aldingbourne Trust Blackmill Lane Norton Chichester West Sussex PO18 0JP	[REDACTED]
Principal Contractor			
Amiri Construction Ltd	Kevin Lendon	Amiri Construction Ltd Eagle Point Little Park Farm Road Segensworth Fareham Hampshire PO15 5TD	[REDACTED]

Site Manager (Person Responsible for Plan and implementation)			
Amiri Construction Ltd	Adrian Harvey (Project Manager)	Amiri Construction C/O Aldingbourne Country Centre Blackmill Lane Norton Chichester West Sussex PO18 0JP	

2.1 Duties & Responsibilities

Work Element	Duties	Personnel Responsible	Additional Notes
Compilation of the Plan and Checklists at Pre-contract Stage	Ensure that the plan is compiled and all checklists are completed prior to commencing on site.	- Contracts Manager/ Director - Appointed Project / Site Manager	At tender stage the checklists should be referred to by the estimators when pricing projects but the plan can be compiled once the project has been awarded.
Updating and reviewing the Plan during the course of the Project	- Ensure weekly meetings include a review of the plan and report on any incidents or near misses. - Review any incidents or near misses and implement an action plan to prevent a repeat of the incident.	- Contracts Manager - Project / Site Manager - Quantity Surveyor	On larger projects the senior personnel representing the sub-contractors should attend the review sessions. Minutes of Meetings Corrective Actions
Dissemination of the Plan and Procedures on Site to all involved parties	During site induction the contents of this plan is delivered to all personnel as a summary with clear indication of duties and responsibilities	Project / Site Manager	Initial Site Induction Toolbox / Briefing Records/ Updates

2.1 Duties & Responsibilities (continued)

Work Element	Duties	Personnel Responsible	Additional Notes
Checking of Spill control equipment/ Inventory	• Ensure daily inspections are carried out • Carry out monthly inspections and enter into register	• Project / Site Manager or appointed site supervisor	Site labourer can be provided with the training to check all equipment is in order and complete checklist/ inventory.
Incident Response	• Procedures as detailed in the incident response section should any potential pollution incident occur.	• Project / Site Manager or appointed deputy on site	Replacement equipment/ materials must be ordered after any incidents.
Reporting to authorities or Senior Managers / Directors	• Immediate contact is made with the emergency services where required. • Immediate contact is made with the company Construction Director to report the incident. • Immediate contact is made with the company safety advisor to provide advice and support.	• Project / Site Manager	
Bio-diversity Champion	• Ensure company procedures are implemented with regard to Bio-Diversity on the project.	• Project / Site Manager	



3.0 Environmental Checklists

- 3.1 General
- 3.2 Drainage
- 3.3 Excavations
- 3.4 Materials Storage & Exposed Ground
- 3.5 Oil use & Storage
- 3.6 Nuisance
- 3.7 Cement, Concrete & Grout
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- 3.9 Chemicals & Hazardous Substances
- 3.10 Waste Management

3.1 General Checklist

1. GENERAL CHECKLIST

ITEM	YES/NO	COMMENTS/ ACTION
Have you identified the environmental legislation that applies to your site?	Yes	
Do you have all the relevant permissions and authorisations in place before you start work?	Yes	
Have you consulted with your environmental advisor / manager?	Yes	This plan has been prepared with the company HS&E advisor.
Have you reviewed your EMS if you have one?	Yes	The EMS is incorporated into the overall company procedures manual and policy.
Are you diverting water on site? If yes have you received permission to do so?	No	
Have you identified:- - The potential pollutants - The potential to cause pollution on site - Any historical contamination? If so, where is risk management documented?	Yes	Other hazards are from diesel fuels, concrete spillages/ wash out and mud from excavations.
Are pollution prevention methods recorded? If so, where?	Yes	This checklist is incorporated into the overall CEMP which also contains the incident response plan.
Have pollution prevention requirements been communicated to those working on site?	Yes	At induction and updated at toolbox talks.

ITEM	YES/NO	COMMENTS/ ACTION
Have you identified existing drainage on site?	Yes	All are marked on existing site drainage drawings and colour coded.
Has the drainage been colour coded?	No	This will be done as required to the construction work area.
Have you identified all surface water and groundwater on, and around the site?	Yes	
Have you contacted all regulators?	Yes	
Have you invited them to visit site if appropriate?	No	
Have pollution incidents been planned for and do you have an incident plan?	Yes	Part of this plan.
Have you nominated 'a responsible person' for pollution prevention on site?	Yes	Project / Site Manager
Have site personnel been trained to use spill kits?	Yes	
Have you considered how to minimise and manage waste on site?	Yes	SWMP (Smartwaste)
Have you identified local weather conditions and the means to keep updated throughout the project?	Yes	Project / Site Manager looks at week ahead forecasts for work in any case.
Have you developed a site inspection routine to check for pollution incidents or potential problems?	Yes	Part of the weekly site safety inspection checklists.
Vehicles and Deliveries		
Is a traffic management plan in place?	Yes	Held on site and accompanies the layout plan.
Has a location for deliveries been identified?	Yes	
Is the delivery point located away from watercourses, drains and hazards?	Yes	Some drains still exist in the nearby roadways but spill kits are available if required.
Have times for deliveries been identified to avoid disruption to operations or neighbours?	Yes	Procedures for deliveries are detailed in tender documentation and the Construction Phase Plan.
Have suppliers and staff been informed of the delivery point and delivery times?	Yes	All orders are placed with the details included.
Has a designated responsible person been identified to supervise deliveries?	Yes	Site bankspersons
Has the conditions of drums or tanks been inspected and verified fit for purpose before accepting the delivery?	Yes	Bunded tanks only.

ITEM	YES/NO	COMMENTS/ ACTION
Are emergency response plans and spill kits located at delivery points?	Yes	
Have you planned how you will prevent mud being taken off site by delivery vehicles?	Yes	As detailed in RAMS.
Silty Water		
Can you avoid exposing areas of bare ground until you need them?	Yes	
Have you got vegetation corridors along the watercourse or drain to act as a buffer to help prevent silt entering them?	No	Siltbusters will need to be used if excavation fills with water.
Have you identified all potential sources of silty water on site?	Yes	
Have you the necessary permissions in place if you plan to dispose of water to a drain or watercourse?	N/A	Any water drained off site will run through siltbusters and clean water will dispose into storm drains.
Are silt controls in place to prevent silt entering watercourses or drains?	Yes	Silt buster if required.
Have you installed cut-off trenches or other features to minimise the amount of run off site?	No	The perimeter of the site is raised so will stop any run off.
Are you required to have considered SUDS?	No	
Do you have an inspection and maintenance programme for all silt treatment systems?	Yes	When required as part of weekly site inspections.

2. DRAINAGE CHECKLIST

ITEM	YES/NO	COMMENTS/ ACTION
Have all drains on site been located, and identified as either surface or foul?	Yes	
Have drains been checked for existing protection?	Yes	No existing protection.
Have pollution risks to the drains been identified?	Yes	
If anything will be discharged to drains, have you applied for permission?	N/A	
Have plans been put in place to prevent pollution entering watercourses in emergencies?	Yes	Spill Kits
Are spill kits located near drains?	Yes	
Are you required to use or have you considered using SUDS?	No	Not applicable to the construction stage.
Have silt traps and oil separators been identified/ Installed?	No	Not required at this time.
Has an inspection & maintenance schedule for drains and protection measures been established?	Yes	Part of weekly checks.

3. EXCAVATION CHECKLIST

ITEM	YES/NO	COMMENTS/ ACTION
Has the site been investigated for contamination?	Yes	
If there is contaminated soil, do you have procedures in place to manage it?	Yes	As site method statements and risk assessments.
Have you checked with the EA if you need permission for extraction, dewatering or discharge?	N/A	
Do you have any necessary permission's in place before you start work?	Yes	
Have you taken measures to prevent water entering excavations?	Yes	
Have the staff working on excavations been made aware of the risks and control measures?	Yes	
Have you identified all watercourses, culverts and drains on or close to the site?	Yes	
Have you got vegetation corridors alongside the watercourse or drain to act as a buffer to help prevent silt entering them?	N/A	
Have you the necessary permissions if you plan to dispose of water to a drain or watercourse?	N/A	
Are controls (to capture, contain and treat) in place to prevent silt entering watercourses or drains?	Yes	
Have you installed cut-off trenches or other features to minimise the amount of run off on site?	No	In low level area compared to surrounding land.

4. MATERIALS STORAGE, STOCKPILES AND OPEN GROUND CHECKLIST

ITEM	YES/NO	COMMENTS/ ACTION
Are stockpiles located to minimise the risk of pollution?	Yes	Excavated material will be located elsewhere on the client's property.
Are they located away from watercourses, ditches and drains?	Yes	
Have you considered ways to minimise stockpiling on site (such as phasing works)?	Yes	Programme dictates very little spoil stored on site.
Are stockpiles protected or damped to reduce dust?	Yes	
Are stockpiles covered and/ or protected to reduce or intercept silt run off?	Yes	
Are contaminated stockpiles located in an appropriate area? (e.g. impermeable surface, bunded, covered to prevent run-off, at least 10m from a watercourse)?	N/A	
Have you considered and made arrangements for containing packaging waste?	Yes	Packaging will be put in separate skips and compacted on site with mechanical means.

5. OIL USE, STORAGE & REFUELLING CHECKLIST

ITEM	YES/NO	COMMENTS/ ACTION
Are oil storage areas away from high risk locations?	Yes	
Are oil storage areas on an impermeable surface?	Yes	
Are tanks , drums or containers suitable for use?	Yes	
Are tanks, drums or containers in good condition with no sign of damage or corrosion?	Yes	
Have oil stores and containers got secondary containment? e.g. bund, drip trays?	Yes	
Is secondary containment sufficient to contain contents of containers?	Yes	
Have you produced a maintenance and inspection schedule for containers and secondary containment?	Yes	Weekly checks on plant register.
Are bunds/ drip trays frequently checked for oil and rainwater levels?	Yes	
Are oil use records being kept up to date to help you detect leaks?	Yes	Only small quantities kept on site
Are oil store maintenance and inspection records being kept up to date?	Yes	Plant register on site.
Is refuelling equipment (e.g., nozzles, couplings, funnels, etc) stored within secondary containment when not in use?	Yes	
Are oil storage containers and stores secure .e.g. kept locked shut when not in use?	Yes	Locked
Are emergency plans and spill equipment available at oil storage areas?	Yes	Local to the storage area.
Are emergency plans and spill equipment available at refuelling areas?	Yes	
Have staff been trained in the use of spill kits and I emergency procedures?	Yes	
Has a responsible person been designated to oversee implementation of the emergency plan?	Yes	Project / Site Manager, his deputy and the banksperson.

6. NUISANCE CHECKLIST

ITEM	YES/NO	COMMENTS/ ACTION
Have you identified potential nuisances before starting work?	Yes	Overall environmental risk assessment
Have you put in place a control measure to minimise nuisance that you have identified?	Yes	Limited times of working, heras fencing erected around site boundaries.
Have you found out and complied with any restrictions such as working hours or noise levels?	Yes	Detailed in the tender documents and transposed into the Construction Phase Plan.
Is a procedure in place for dealing with complaints from neighbours?	Yes	Complaints procedure and register as Considerate Constructors process
Have you made site workers and sub-contractors aware of nuisance restrictions?	Yes	Induction and toolbox talks
Is nuisance monitoring required? If so, do you have monitoring equipment and a programme in place? If your monitoring shows you have a problem, put it right!	No	

7. CEMENT, CONCRETE & GROUT CHECKLIST

ITEM	YES/NO	COMMENTS/ ACTION
Have control measures been put in place to prevent cement, grout or concrete wash off entering watercourses or drains?	Yes	
Are staff aware that they shouldn't let cement, grout or concrete washings enter surface water drains?	Yes	
Are designated wash off areas provided?	Yes	
Are wash areas contained and sited away from surface waters and surface water drains?	Yes	
Has the treatment and disposal of wash off effluent been considered?	Yes	
Is cement powder stored carefully on site to prevent leaks and dust?	Yes	Locked stores
Have you considered the products ordered, quantities and timing?	Yes	

8. LAND CONTAMINATION & INVASIVE PLANT CHECKLIST

ITEM	YES/NO	COMMENTS/ ACTION
Have you investigated the site history to check for potential land contamination?	Yes	
Have areas of land contamination or invasive plants been identified before starting work?	No	No contaminated land identified.
Are all areas of land contamination and/ or invasive species marked on the site drawings?	N/A	No contaminated land identified.
If there are contaminants, have you contacted the Environment Agency to discuss how you will deal with any contamination?	No	
If there are invasive plants on site, are you confident you can manage them effectively and comply with your duty of care?	N/A	
If you plan to treat invasive plants in or near water with herbicides, have you contacted the EA for permission?	N/A	
Is it necessary to gain expert advice to deal with any land contamination?	No	No contaminated land identified.
Is there a remediation strategy for dealing with any contamination?	N/A	
Are control measures in place to ensure contaminants or invasive plants are not spread within or outside the site?	N/A	
Are staff aware of how to recognise land contamination, and what to do if they find any?	Yes	Toolbox talk briefing.
Are staff aware of how to recognise invasive plants, and what to do if they find any?	Yes	Toolbox talk briefing.
Have you planned for stockpiling contaminated materials carefully to prevent spread of pollution? e.g. more than 10m away from watercourses, on impermeable surface, bunded and covered.	N/A	No contaminated land identified.
If contaminated soil needs to be removed from site or treated on site it may be considered waste.	N/A	

9. CHEMICALS AND HAZARDOUS SUBSTANCES POLLUTION CHECKLIST

ITEM	YES/NO	COMMENTS/ ACTION
Do you only order and store the quantities you need?	Yes	
Are chemicals and hazardous substances stored in bunded areas away from watercourses and drains?	Yes	
Are storage facilities located to avoid damage from site traffic or vandalism?	Yes	
Are the storage facilities locked when not in use?	Yes	
Are all chemicals and hazardous substances clearly labelled?	Yes	
Is a spill kit or emergency response equipment kept at the storage point?	Yes	
Have you produced an emergency plan for the site?	Yes	Chemicals stored are not high hazard and small quantities only.
Are all staff trained in how to deal with chemicals or hazardous substances they use as part of their job? Do they know how to prevent pollution in an emergency?	Yes	
Are the safety data sheets provided by the supplier stored with the emergency plans? (Ideally a COSHH assessments also).	Yes	

10. WASTE MANAGEMENT CHECKLIST

ITEM	YES/NO	COMMENTS/ ACTION
Do you have copies of all waste carrier's registration certificates?	Yes	Recorded in SWMP (Smartwaste)
Are waste carriers registrations in date?	Yes	
Have you identified your most common European waste catalogue (EWC) codes/ list of waste codes (in England and Wales) to help people on site complete waste transfer notes and consignment notes correctly?	Yes	Discussed with waste company and dealt with at depot when separation taking place.
Do you have a system for keeping waste transfer notes and consignment notes?	Yes	SMARTWASTE
Have you made plans to secure all waste in vehicles leaving site and skips are covered where appropriate?	Yes	
Is waste contained securely and safely on site to prevent escape?	Yes	
Are waste containers (skips, bins) impermeable to prevent liquid wastes leaching?	Yes	
Have you allocated sufficient space on site for waste storage and segregation?	Yes	
Are skips and bins on site labelled for different waste types to help segregation, and checked regularly?	Yes	
Are there separate facilities for hazardous waste?	Yes	Small quantities of old paint tins etc only.
Are there separate facilities for different types of hazardous waste?	N/A	
Do you need to register with the EA as a hazardous waste producer?	No	



4.0 Emergency Contacts

Please refer to attached emergency contact list.

5.0 Site Layout Plan

Please refer to attached site logistics layout plan.

6.0 Existing Drainage Layout Plan

Please refer to attached existing drainage layout plan.

7.0 Incident Response Procedure

STOP – CONTAIN – NOTIFY

STOP: work immediately and prevent any more material spilling.
Cut any sources of ignition.

CONTAIN: the spillage using bunds of earth or sand, drip tray or spill kit contents immediately.
Check the spill has not reached any nearby watercourses, ponds or any other sensitive areas.
Bund drains/ manholes to stop the substance entering the drainage system.
Ensure that any contents of a spill kit are replaced.

NOTIFY: the Project/ Site Manager immediately giving the following information:-

- Whether the substance has entered the drain/ watercourse or is affecting the environment.
- Substance involved
- Location
- Reason for incident
- Quantity involved

SPILLAGE TYPE

- MAJOR** - Cannot be controlled. Pollution has entered, or could enter a drain or watercourse. Report to Project/ Site Manager immediately.
- MINOR** - Can be controlled. Pollution has not entered and cannot enter a drain or watercourse. Report to Project/ Site Manager immediately.

USE SPILL KIT IF TRAINED.

SITE MANAGER INSTRUCTIONS

- MAJOR** - Contain and report immediately to emergency contacts on Emergency Contacts list.
- MINOR** - Clean up immediately using appropriate materials (granules, pads, socks etc).

REPORT:

Write up a report of the incident to be retained on site records that should include the following:-

- Date, time and location of spillage
- Substances involved
- Action taken to contain
- Lessons learnt

8.0 Archaeology and Cultural Heritage

The site has not been required to be investigated for evidence of archaeological significance. There is no requirement on this project to maintain a watching brief for any archaeological finds.

However all excavation works to be undertaken on the site will be carried out in a safe and correct manner at all times and a strict procedure will be implemented and obeyed should any unknown objects or materials be discovered or encountered in the ground.

All ground investigation survey reports that exist will be studied in detail prior to the commencement of any excavation works.

The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

9.0 Air Quality

The location of the site and the planned construction activities do not give rise to a serious risk to air quality. However contractors will be expected to take measures to minimise the presence of air borne dust during construction.

It is anticipated that dust will travel a maximum of 50m from where it is generated due to the low lying position of the project with relation to the surrounding properties. The principle mitigation measure to avoid contamination to neighbouring properties and infrastructure is to install some heras fencing, wet down any excavation and maintain a clean and tidy site at all time.

The following additional measures are also to be taken:

- Design controls are to be implemented for construction equipment and vehicles, and appropriately designed vehicles are to be used for materials handling.
- The site is to be regularly inspected and site boundaries checked for dust deposits and removed as necessary. In addition local roads are to be checked and cleaned when necessary.
- There is to be no burning of materials on site

10.0 Ecology and Tree Protection

Existing trees and hedges are to be protected and retained wherever possible. Trees and hedges that are to be retained will be clearly identified and are to be protected from construction activity. In the event that trees and hedgerows have to be removed this needs to be outside the nesting season, and trees should have been surveyed to ensure that there are no bat roosts present.

Trees that are to be retained are to be protected in accordance with the following **guidelines:**

3.5.1 Retained Tree Protection

Retained trees are to be protected in line with British Standard: 5837 “Trees in Relation to Construction”.

The part of the tree most susceptible to damage is the root system. BS 5837 advises that in order to avoid damage to the roots or root environment of retained trees, a root protection area (RPA) should be determined. The RPA is the minimum area which should be left undisturbed during construction and is designed to prevent any significant long term damage to the tree by protecting the root plate and to some extent the lower branches of the tree. Each tree to be retained in an area for construction is to have its RPA calculated and protective fencing erected around the full perimeter of its RPA. The protective fencing should be at least 1.2m and of rigid construction, for example chestnut pale fencing or heras fencing with supports. It must be erected prior to work commencing on site and remain until construction activities have been completed. This protective zone is to be considered sacrosanct.

11.0 Transport/ Site Access Information/ Control of Noise, Dust and Vibration

The site layout plan (please refer to separate document) that has been compiled details the site compound area, main construction project work area, waste bay, storage area, location of site offices and welfare facilities, fencing, access for construction plant, deliveries and personnel and fire assembly point for all site personnel and visitors.

SITE ACCESS

Due to the close proximity of the existing centre and public car park and the fact that the site can only be accessed directly off a narrow country lane (Blackmill Lane) all vehicles entering and exiting the site must at all times be driven with extreme caution.

There is a current speed limit of 30 mph on Blackmill Lane but the site will place temporary speed limit signs for construction traffic of 20 mph during the project. The on site speed limit will be reduced to 5mph.

All deliveries to the project must be notified to the Site Manager 24 hours prior to arriving on site. All vehicles on the perimeter access roads and on site must adhere to the speed limits and be aware of the presence of children, pedestrians, members of the public and visitors at all times.

No vehicle will be permitted to reverse anywhere on or near the site without a banksman and all deliveries will be carefully directed on and off site by a banksman.

All local speed, parking and directional traffic restrictions must be observed at all times including the temporary speed limit applicable to construction traffic.

All operatives on site will wear high visibility vests at all times whilst on site. Traffic will not be heavy on this project due to the nature of the works.

All entrances and exits and associated fire exits to all existing surrounding buildings must be kept clear at all times during the project works.

All delivery vehicles will be marshalled into the delivery holding area and the site entrance gates will be closed to prevent unauthorised access by any children, pedestrians or members of the public and to create a safety barrier between the surrounding buildings and properties and site activities. Delivery vehicles will only be permitted to leave the holding area only after receiving authorisation from Amiri Site Management. Delivery vehicles will then proceed onto site under guidance to the designated delivery / offloading area. After a delivery has been made the vehicle will be guided off site and will exit the site using the same roadway they used to enter the site.

The parking or stopping of contractors or delivery vehicles on the main roadways is not permissible and the movement of all delivery vehicles into and out of the site will be carefully managed and monitored at all times.

Weekly delivery schedules will be compiled, where necessary, and daily discussions will be undertaken with the Client to co-ordinate safe times for the delivery of materials and movement of plant and equipment.

Access / Egress routes for pedestrians, site personnel and visitors will be set up around site to ensure all staff, visitors and pedestrians are kept separated and segregated from site vehicle and plant movements and ongoing project works and activities throughout the entire duration of the project.

All contractors and visitors when entering the site must use all designated crossing points and must at all times first enter the site compound area to sign in and then use the designated crossover point access leading from the site compound area to the main project work area. This access route must be followed in reverse order when exiting the site project work areas. There will be a pedestrian gate installed in the front hoarding.

The designated access / egress routes and procedures must at all times be strictly followed and adhered to.

All existing surrounding buildings, facilities and grounds outside the agreed project work areas are strictly out of bounds to all contractors and visitors.

CONTROL OF NOISE

There are no specific levels of noise to be achieved or reduced on site over and above those used on Amiri Construction sites but this type of project (close to residential properties) will require additional specific consideration to ensure that levels of noise from plant and equipment is reduced as far as reasonably practicably and any plant considered noisy (Not the normal sounds found in that area) does not start until 8.00am and completes at 5.00pm.

The project design is such that heavy noise, impact and vibration will exist during certain work operations such as piling, breaking up existing concrete foundations / slabs etc. All project works will be carefully managed and monitored by Amiri Construction Site Management to ensure all work operations which cause heavy noise or excessive vibration are minimised as far as possible and cause the minimum disruption and inconvenience to existing surrounding building occupants.

The best practicable means, as defined in section 72 of the Control of Pollution Act 1974, to reduce noise to a minimum shall be employed at All times.

Amiri Construction shall at all times have regard to the Recommendations given in B.S.5228 Noise Control on Construction and Open Sites and shall ensure that these are brought to the attention of all contractors on site. In particular all contractors will comply with the following requirements:-

- (a) All vehicles and mechanical plant used for the purpose of the Works shall be fitted with effective exhaust silencers.
- (b) All compressors shall be "sound reduced" models fitted with properly-lined and sealed acoustic covers which shall be kept closed whenever the machines are in use, and all ancillary pneumatic percussion tools shall be fitted with mufflers or silencers of a type recommended by the manufacturers.
- (c) Machines in intermittent use shall be shut down in the intervening periods between work or, where this is impractical, shall be throttled to a minimum.
- (d) All plant and machinery shall be maintained in good and efficient working order.
- (e) Stationary plant is to be sited away from any noise-sensitive areas where practicable and any plant known to emit noise strongly in one direction shall be orientated so that the noise is directed away from such areas.
- (f) No plant shall be left running outside the normal working hours specified earlier within this document.

DUST AND VIBRATION

Standard plant and equipment will be used on site for the project works. During the project works lorries or delivery vehicles will access / egress site using the main site entrance gates off Blackmill Lane.

The site is being enclosed with heras fencing and supplemented by existing trees and shrubery. The site is also in a low level area so low level dust is not an issue. Amiri will maintain any screens or awnings to the Building works and any scaffolding so as to effectively minimise dust and debris from falling or being blown over the boundaries.

There is no ground stabilisation taking place that could cause dust migration. Any ground being excavated or run on by vehicles that could cause dust will be wetted down if they become dry. This will be closely monitored on site by the project team and all supervisors. Amiri will provide, maintain and use a supply of water and means of dispensing it, to dampen dust in order to minimise its emission from the premises.

The Amiri 'Clean Shoe Policy' will be in place once the sub base material is installed and temporary offices and compound are in place.

In order to minimise complaints from the local residents the work will be undertaken with measures in place to reduce numbers of deliveries by utilising the storage areas on site and careful planning of deliveries so that the numbers of deliveries can be reduced.

Amiri will provide and use suitably covered skips and enclosed chutes, or take other suitable measures in order to minimise dust emission to the atmosphere when materials and waste are removed from the premises.

All skips used for the storage of waste shall be kept covered so far as is reasonably practicable.

12.0 Considerate Constructors/ Neighbour Liaison/ Complaints Procedure

All Amiri projects are registered with the CCS scheme. This project has been registered and will include all the banners, notification boards, contact details, neighbour liaison and site checks normally undertaken when registered with the CCS scheme.

Nearby building occupants have been informed of the project works to be undertaken and site contact details will be provided to them in due course should they need to liaise with the project / site manager and raise any issues or concerns during the course of the works. Frequent discussions and meetings will be held with the client throughout the project and the client will in turn disseminate relevant information relating to the project works to the adjacent building occupants.

The company complaints procedure is as follows:-

All complaints whether Health, Safety, Environmental, nuisance or other will be dealt with in the following way. The project/site manager or office manager will complete the complaints/ Site Liasson form S29.3 with all the relevant details immediately after the complaint has been placed. This must then be faxed or emailed to head office for the attention of the Contracts Manager, Director and Safety advisor of the company. If the matter is urgent and requires an immediate response then an immediate emergency meeting must be convened on site between the Project / Site Manager, Safety Advisor, Contracts Manager/ Director to discuss and agree the proposed course of action. The complaints/ Site Liasson register must then be completed which indicates the name of the person to respond to the complaint.

At the monthly review meetings this register must then be reviewed in order to ensure that the matter has been dealt with in accordance with the action agreed.

The complaints register and associated complaints forms must be returned to head office at the end of the project and kept in the archive files for an agreed minimum period dependant on the seriousness, type and successfully closed out complaints.

- **S29.3.1 Complaints Form**
- **S29.3.2 Complaints Register**
- **S29.3.4 Complaints File Front Cover**
- **S29.3.5 Complaints File Spine**

The Project / Site manager will provide monthly reports to the Client / adjacent building owners on the progress of the project works and any large deliveries that may be planned for the month ahead. Photographs of the project will be included within the report to keep neighbours updated on the physical progress.