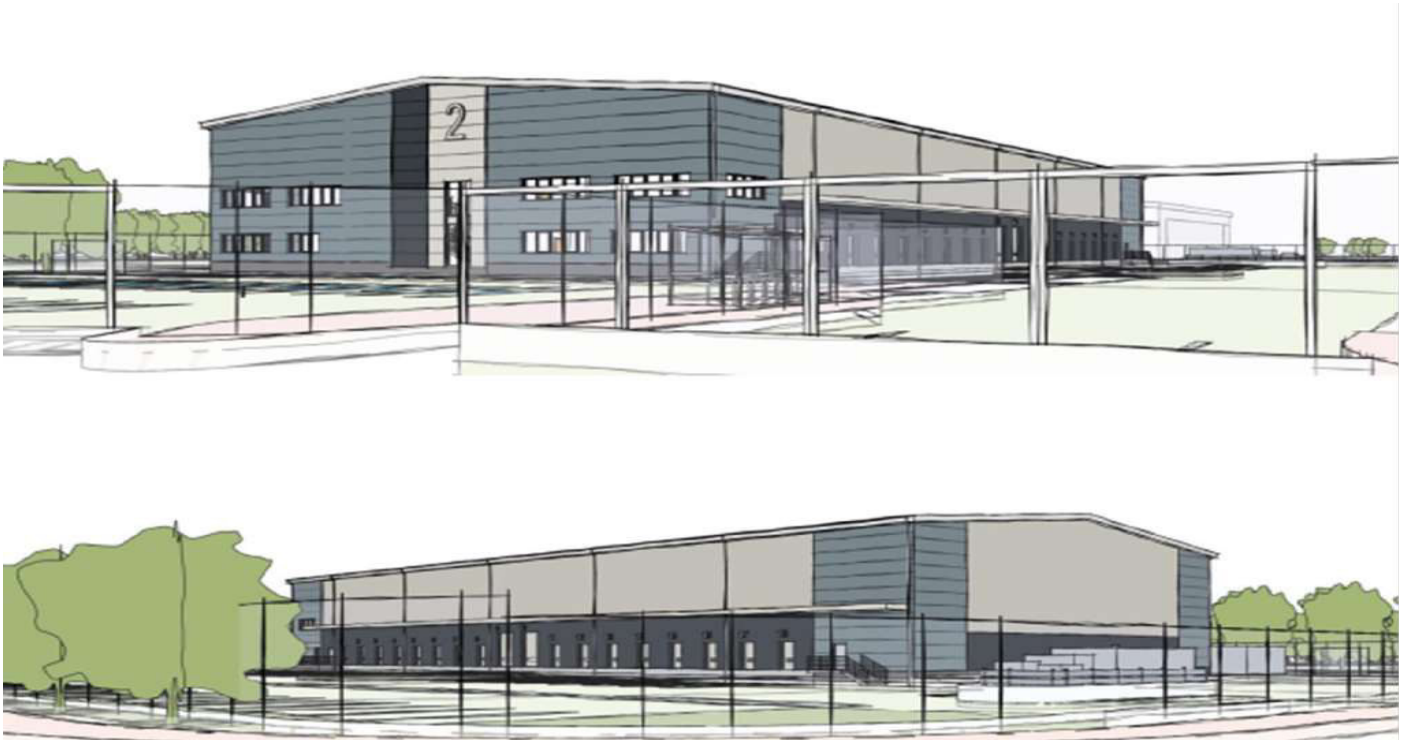


Saltbox Development

Construction Management Plan

Date: August 2020



Review of Plan

Date	Status	Action Taken	Name (Print)
August 20	1 st Issue	N/A	Brian McAllan

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1.0 Introduction

This Construction Management Plan has been produced to address the requirement of Planning Decision Notice Ref: BE/27/20/PL Clause 6 ,7 and BE/135/18/PL Clause 8, and to provide a structured documentation of how the project will be managed to meet the requirements of the Contract, RG Group Ltd objectives, Statutory Obligations including Health and Safety, CDM and Environmental Regulations. The Plan is to be issued to, and approved by, Arundel District Council Planning. The plan will also be counter signed by the project team, and will be regularly reviewed, revised and enhanced as the project progresses to demonstrate planning, preventive actions and controls that require to be applied and highlighting any further responsibilities needed to complete the project in line with the legal and contractual requirements.

On receipt of written approval by Arundel District Council Planning, this plan will become a live and working document.

2.0 Scope of Works

The project consists of the construction of an Industrial and commercial mixed-use development. The works will be constructed in one single phase.

3.0 Key Programme Dates

Start on site: 10th August 2020

Completion date: 14th June 2021

Duration – 44 weeks

4.0 Management of the Works

The information in this Plan will show how we will manage the construction phase and foreseeable constraints and risks. The works will be managed from our office complex located to the south west of the site. During the works, the site will be secured by way of soil bunds, banked up to prevent unauthorised vehicle access, and also a mixture of timber hoarding, herras fencing and post and mesh fencing.

Health, Safety & Environmental Restrictions which may affect the Works

Access and egress with a public interface, existing services, ground conditions, Excavations and water levels etc.

Hours of work

Mon – Fri 8:00am - 5:00pm Saturday 8:00am - 5:00pm No Sunday/Bank holidays working. This will be in compliance with the Arun Council Planning Approvals

Existing services:

Existing Services Will be located and diverted prior to the construction works commencing. Full diversion strategy to be developed and coordinated with the relevant Statutory Authorities.

Project Specific Policies / Processes

Over and above that required in line with the H&S Manual and relevant contract conditions, RG Group procedures will be implemented prior to commencement on site, and during the construction phase the plan will be reviewed and updated as and when necessary.

Procurement Strategy.

A Project specific Procurement Schedule has been put in place to plan, monitor and report on the procurement process. Subcontractors will be selected from the list of preferred or approved supply chain members. However, new local companies are being identified, and these will be vetted in accordance with RG Group Contract Management Procedures.

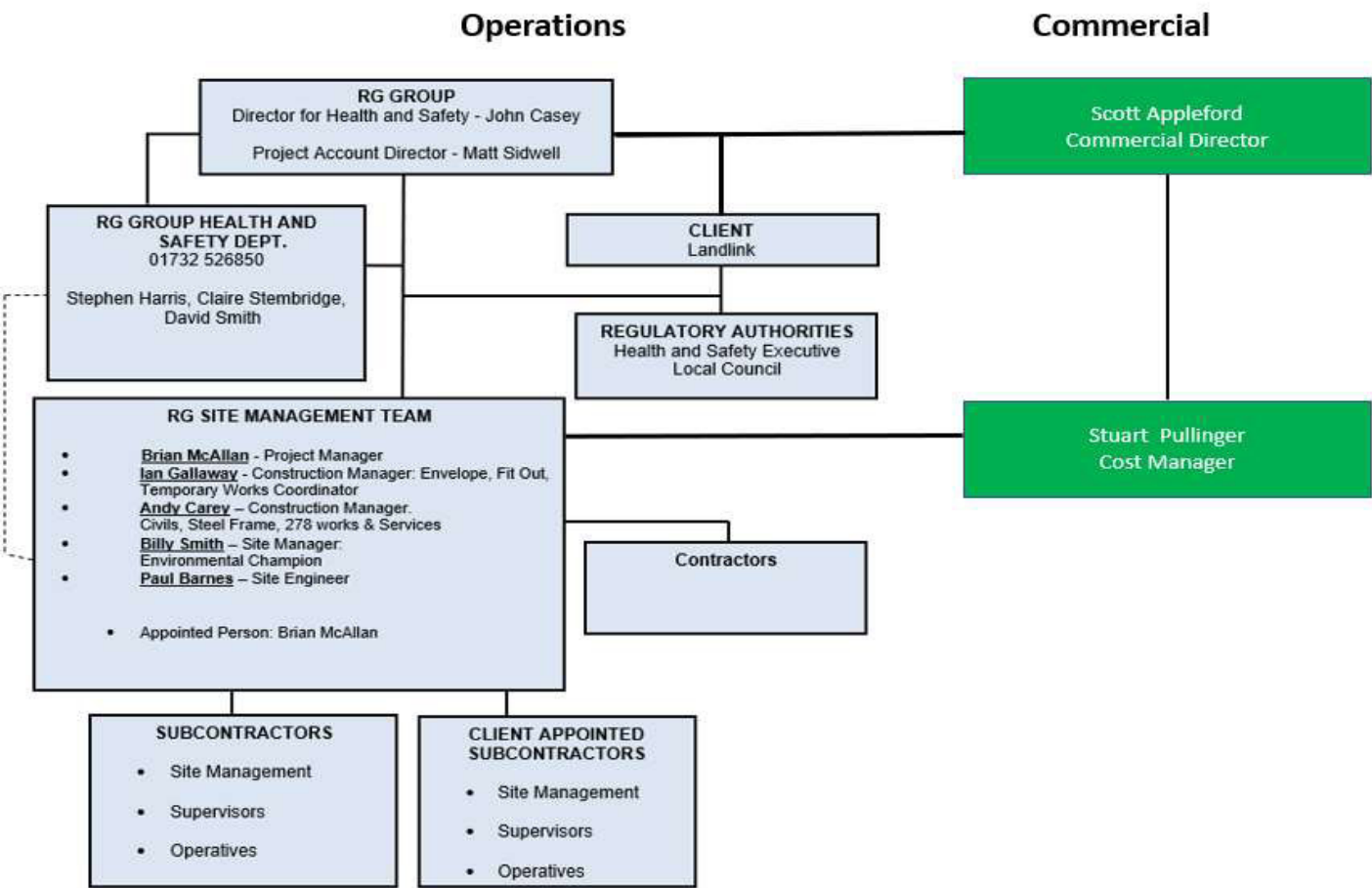
Planning Strategy

The project has been planned after detailed discussion with Stakeholders. From these discussions a single-phase construction approach has been developed to include the following key controls: -

- Contract Programme
- Construction Programme
- Design & Procurement Programme
- Selected Subcontractor Programmes and Handover Processes.

Handover Programmes and Processes will be in compliance with the specific contract conditions, with specific reference to the M&E and specialists packages test and commission strategy’s and Logistics proposals.

Project Organisation Chart & Directory



5.0 Site Set-up and Site Controls

Welfare and office Establishment: [See Appendix 1](#)

Welfare Arrangements RG Group Ltd are committed to providing good quality welfare arrangements and facilities in excess of legal requirements and on this project have provided the undernoted. Refer to the “The Workplace (Health, Safety and Welfare) Regulations 1992” for further details. We have also complied with the United Kingdom Governments COVID -19 requirements.

The welfare arrangements and site set up are explained at the site induction. Initially the welfare setup is compliant with a forecast workforce.

Estimated Number of Persons on Site:

1-2 Months = 10- to 20

2-4 Months = 20 to 35

4- 10 Months = 35 to 70 (increase in Welfare Facilities from Month 4)

All facilities are regularly cleaned in line with the COVID – 19 recommendations.

A Fire Plan has been planned and implemented within the Welfare and Office accommodation: [See Appendix 2](#)

Safety/emergency contact Information will be displayed in the welfare accommodation

- Nearest A&E Hospital and Telephone Number, including emergency 999
- F10 Notification
- H&S Law Poster
- Logistic plan (update as required) –
- Site and office Fire plan (Update as required) - Delivery times and procedures –
- Site First aiders, Safety reps & Banksman
- Noise Levels Poster
- Safety Consultation Poster –
- Certificate of Liability Insurance
- RG Group Ltd Site Rules
- Rules - Fire Prevention Rules –
- Current RG Group Ltd Safety Action Plan –
- Safety Alerts and Newsletters
- Site Safety Organisation and emergency arrangement charts
- Emergency procedure in the event of a dangerous occurrence or injury to persons
- DABS Safety committee meeting minutes Sustainability & Environmental
- Environmental Policy - Environmental Incident response plan
- Considerate Constructor Scheme Registration

Project Logistics Strategy

The project logistics plan/system to be in place include the following;

- Public Protection Measures
- Access and egress points
- Traffic Marshalls / Banksman
- Use of Permanent works construction where possible

- One-Way system, controlled reversing areas
- Gateman duties
- Speed limits
- Pedestrian / Traffic segregation and pedestrian crossing points
- Site cabins and welfare
- Subcontractor cabins and storage areas
- Security to include gate man duties and driver reporting point
- Fuel Storage area
- Wash out area
- Fire muster point/fire hydrant locations and evacuation routes
- Waste Management Area – Skip(s)

Traffic Management and Logistics Plan

A full and detailed Traffic Management Plan has been developed to manage both the construction and pedestrian movements: [See appendix 3](#)

Security Management Strategy

During the site working periods we will have full control of access to include gate man duties and patrol points.

- No out of hours working
- RG Group Ltd shall employ a gateman/ trained banksman to supervise and control access into site and around the vicinity of the site access point.
- Access from the new site compound / contractors parking into the construction area shall be controlled by a security gate on the site hoarding line.
- The construction works area shall be secured by RG Group Ltd at the end of every shift and opened up at the start of each shift by an RG Group manager.
- Note: Out of hours contact details and also Considerate Constructors Contact details will be posted on the Site Hoarding

Delivery Schedule.

Project Name: Saltbox Development

Week Commencing:

Date	Time	Monday	Tuesday	Wednesday	Thursday	Friday

Special Deliveries Notices Here:

Construction Traffic

Site Parking for operatives and visitors: [See appendix 3](#)

Loading, Offloading and Storage of Plant and Materials: See logistics plan: [See appendix 3](#)

Site Hoarding and maintenance of hoarding

Hoarding will be regularly cleaned and painted when necessary: [Site Hoarding Finishes See Appendix 4](#)

Wheel washing facilities will be ongoing on site until such time the permanent roads and footpaths have been completed. The washing procedure will be carried by power washers located within the site at the main site entrance prior to the vehicles exiting the site on to the A29 round-about. A segregated area for the dirty water will be established next to the washdown area.

A road brush will be used as and when required to ensure the external areas are kept clean and free from mud and dust.

6.0 Health & Safety and Environmental

Health and Safety & Environmental Arrangements including Responsibilities.

Specific Health and Safety ACOP

HSE Approved Code of Practice	RG Group	For Issue to Subcontractors		
Description of project		HSEQ S/C conditions	TCI	Other
	CMP Fire Plan, CMP Emergency Plan, CMP Site Rules			
Arrangements for controlling Significant Site Risks				
Services	HS Avoiding danger from underground services	Clause 29, 40, 43 & 44		
	CMP & Pre construction Information pack			
Temporary Electrics	HS Temporary Electrics	Clause 40	Part 6	
Work at Height	HS work at height & CMP Schedule of Key Tasks	Clause 47		
Work near fragile materials	HS Roofing and CMP Schedule of Key Tasks	Clause 32		Site Rules
Control of Lifting operations	HS Lifting Operation	Clause 23		
Dealing with Services and public utility interface	Underground Services & CMP Site Rules	Clause 29 & 43		
Maintenance of Plant and Equipment	HS Plant and Equipment	Clause 26, 31, 37, 38 and 46	Part 6	
Ground Conditions	HS Excavations Pre construction info pack	Clause 17 & 54	Part 1.7	
	HS Vehicle Movement, HS Public Interface, CMP Schedule	Clause 37	Part 7.2	
Traffic Routes and segregation	Of key tasks			
Storage of hazardous materials	HS COSHH	Clause 20		
	Preconstruction Information Pack			
Existing unstable structures	HS Temp Works			Site Rules
Adjacent premises and interfaces	HS Public Interface	Clause 22.9		Site Rules
	HS Asbestos CMP Schedule Key tasks and Site rules	Clause 11		Site Rules
Asbestos	HS Excavations, Pre Construction Information Pack	Clause 54	Part 1.7	
Contaminated Land	HS COSHH	Clause 20		
Hazardous Substances	HS Manual Handling	Clause 25		
Manual Handling	HS Noise HS Vibration	Clause 3, 27, and 56		
Reducing Noise and Vibration	CMP Schedule Key Tasks CMP Site Rules Pre Construction	Clause 22		Site Rules
The specific Health and Safety Risks	Info Pack			
The Health and Safety Files				
Layout and Format	HS CDM Regulations			

Construction Managers Health & Safety Responsibilities

Responsibility	Action	Verification
Receive and appraise the Preconstruction Information Pack (Previously appraised by technical services Dept)	Agent	Risk Incorporated in CMP/CDP
Implement procedures to assess the competency of prospective contractors	Agent	HS Central register
Include within the tender submission the H&S arrangements including those specified in the Pre-Construction Info Pack	Estimator/EO Planner	Tender Submission
Accept the appointment in writing	Auth Signatory	Letter
If necessary write to the client re-employment conditions of the clients direct contractors	Agent	Letter
Complete the relevant section of F10 and return to the coordinator	Agent	Copy of F10
Prepare a H&S Plan for the Construction Works and submit to the coordinator	Agent	CMP/CDP
Issue the relevant sections of the H&S Plan to contractors	Agent	See TCI and Sub Contractors
Apply reasonable controls to ensure that only authorised persons are allowed into site	Agent	Security arrangement Hoardings, visitors book Induction Records
Display the notice as forwarded to the Health and safety executive	Agent	F10 to be displayed on notice board
Continually develop the H&S Plan	Agent	CMP
Manage the project ensuring co-ordination and cooperation of contractors	Agent	CMP/CDP, TCI, S/C Meetings
Receive and assess for adequacy the contractors Risk assessments and associated Control procedure	Agent	RA/MS File
Ensure Compliance with designers duties where we or our subcontractors are responsible for design		
Liaise and cooperate with the coordinator as appropriate on ongoing design features	Agent/Design Coord	CMP
Enforce Rule within the H&S Plan	Agent	Reports/Audits
Implement procedures to ensure that all employees receive suitable instruction and training in the risks and controls associated with their work activities	Agent	Induction and briefing procedures
Establish monitoring procedures on site	Agent	Reports eg MSR FSC Safety committee "Open Door" Policy
Establish procedures to ensure the coordination of employees views on their health and safety which should be included in the h&S file	Agent	H&S File

If all or part of the H&S Manual is requested by the client or coordinator, an uncontrolled copy should be downloaded from the controlled disk held by divisional secretaries and issued direct together with a current copy of Subcontractors Health safety and environmental conditions

Risk Assessments & Method Statements Responsibility

Task	Name of Subcontractor	Ref R.A (Risk Assessment)	Date Required	Date Approved	Ref M.S (Method Statement)	Date Required	Date Approved
Fire Precautions	RG						
M&E Installations	RG						
Cabin Set Up	RG						
Site Services	RG						
Fencing	RG						
Groundworks	TBC						
Masonry	TBC						
Steel Frame	TBC						
Upper Floor Slabs	TBC						
Windows & Doors	TBC						
Fire Protection	TBC						
Scaffolding	TBC						
Partitions and ceilings	TBC						
Mastic	TBC						
Diamond Drilling	TBC						
Joinery	TBC						
Painting and Decorating	TBC						
Statutory Services	TBC						
Survey Work	TBC						
Soft Landscape	TBC						
Hard Landscape	TBC						
Balustrade	TBC						
Piling	TBC						

Site induction.

All site persons, prior to commencing work on this site shall receive a safety induction, which will be delivered via an online link. The induction shall be site specific and full information and details on site rules, welfare, parking traffic management, fire safety, PPE, hazards and risks.

MS/RA Approvals – All risk assessments and Method Statements shall be subject to appraisal by RG Group Ltd. The works will not be allowed to commence until the appropriate documentation has been approved by RG Group Ltd.

Records – All site induction and MS/RA briefings shall be recorded and retained securely onsite. All site personal shall be re-briefed on their induction and/or MS/RA as and when required as site activates change and progress. Safety Action Plan Morning Walk around, Safety Talks, Hi-Viz Boards, Critical Safety Briefings Simplify the design, involve supervisors and operatives Re-think – Stop things when they are not going to plan and review Learn – Share knowledge and lessons learnt Track – Review near misses and accidents Work force Consultation and H&S Committee meetings Behavioural Safety by Design Subcontractor Supervisor Training Near Miss Reporting Intervention Plan Competency H&S Committee meetings to be held on at least a monthly basis, with supervisors from all Sub Contractors to attend daily RG Group Ltd site team meetings (Dabs) to be held Site co-ordination meetings to be held with SCs on a weekly basis or more often as required.

Daily site safety inspections will take place to involve personal of activities and risks

Site Rules:

EMPLOYEES & VISTORS MUST OBSERVE THE FOLLOWING RULES AT ALL TIMES. The following will form the core of the project induction.

Specific Site Rules.

Site Rules General Information

1.0 Site Address: Saltbox Development, Shripney Road. Bognor Regis. PO22 9PL.

2.0 Site layout, boundaries and security measures: The site works boundaries are on the attached plan. The site is to be secured by a mixture of hoarding and Heras fencing.

3.0 Employees and visitors must observe the following rules at all times. The Clients and RG Groups site rules form the core of the Project Induction along with the specific items indicated in Section E3 above.

4.0 The following welfare facilities are provided for your use: a) Welfare area with facilities for heating food and making a hot drink b) Toilet Block c) Drying room. Do not place clothes directly above heaters. We aim to provide everyone with first class welfare facilities. Please keep it that way.

5.0 Parking arrangements; all parking is to be by prior arrangement with RG Group Ltd. There will be arrangements for parking provided on a limited basis on site. All vehicles should be parked on site in the designated car park, no on road parking is permitted.

6.0 Access & Egress arrangements; access to site is arrangements: Access to site is via a single point of access (as existing) from Shripney Road, see traffic management plan.

7.0 Traffic management Plan Arrangements & Delivery Rules. - Strictly No deliveries prior to 8am - All deliveries must be booked in advance of arrive to site (24 hr notice) -All deliveries must follow the route shown to access site. -All drivers must report to the gateman when arriving on site. -All drivers must adhere to site signage and 5mph speed limit. - Strictly no access is permitted onto trailers without a Method Statement & Risk assessment approved by RG Group -Strictly no reversing without the presence of a trained banksman -All drivers must wear full PPE when leaving their vehicle in accordance with item 13.0 and as per the Construction Management Plan Section E3. H&S Arrangements including Site Rules and Site Induction Site Rules: General Information: -Any lifting equipment

- (Hiab/Moffatt) must have relevant certificate prior to use on-site & documents must be witnessed by RG Group Ltd site management. -All vehicles must ensure that their wheels are clean prior to entering the public highway.
- 8.0 Public Interface Arrangements: Any members of the public entering site or with any queries should be directed to the project manager. Operatives are reminded of the close proximity of surrounding businesses and residential area. Extra attention should be taken with entering and leaving site.
- 9.0 Security arrangements. There will be a gateman employed to ensure that vehicles and people entering site are checked during working hours. There is no out of hours security, although the Operatives must ensure that plant, machinery, cabins and containers are secured at the end of the working day.
- 10.0 All visitors to site are required to give your details to the security guard who will enter them electronically into the RG Group system.
- 11.0 All operatives are to give your details to the security guard who will enter them electronically into the RG Group system.
- 12.0 Safety Helmets, high visibility jacket and protective footwear with steel toecaps and protective mid-sole, safety glasses and gloves must be worn at all times on site.
- 13.0 Any specific PPE required for particular operations (Face masks, FF Respirators, Harnesses, gloves, eye goggles, ear defenders etc) must be worn at all times.
- 14.0 Specific method statement/risk assessment briefings are to be attended prior to undertaking any key activities on site. This includes supervision of works, site inspections and persons under the age of 18. Specific RAMS to be issued for persons under the age of 18.
- 15.0 The accident book is kept in the RG Group Site offices. Report COVID – 19 systems, all accidents, incidents, damages, ill health and near misses as soon as possible after the event RG Group management to record in RG Group Ltd Accident Book.
- 16.0 Familiarise yourself with the displayed site safety and emergency arrangement chart. It identifies Safety Critical Responsibilities including key contract names and numbers, location of first aid points, fire points, emergency procedures and spill kit locations et
- 17.0 Prior to any excavation, hot works or confined space works being authorised, specific permits must be obtained. Refer any potential works requiring permits immediately to RG Group Ltd.
- 18.0 Prior to using substances that are potentially hazardous to health, COSHH briefings will be given.
- 19.0 Scaffold can only be erected by qualified persons i.e. scaffolders & for towers e.g. PASMA. The use of step ladders is prohibited unless through an RG Group approved Risk Assessment.
- 20.0 If Asbestos is found or suspected, or if there is any doubt after encountering material which may be uncharted asbestos, assume that it is so, stop work and immediately advise an RG Group Manager.
- 21.0 RG Group Ltd is committed to a safe & healthy working environment on this project 3 levels of communication exist. See the displayed Health Safety and Environmental Consultation. Your Safety Representative is: TBC Your safety committee Member(s) are: Detailed on site notice boards.
- 22.0 Near Miss system will to be instigated on the project
- 23.0 Sign and Retain a copy of the RG Group site safety guide. Familiarise yourself with displayed docs. Plant and Tools
- 24.0 Only persons with valid CSCS, CITB, CPCs cards are allowed to operate specified items of plant. Copies of all training must be in RG Group possession prior to plant use.

25.0 Statutory periodic checks must be made on all plant and mechanical equipment 26.0 if any plant is defective or unsuitable, do not use and report immediately to your supervisor.

27.0 All electric tools must be 110V.

28.0 All plant to be shut down when not in use. Environmental Information

29.0 The RG Group Environmental standards on display are mandatory.

30.0 All fuel & chemical containers are to be stored in bunded area. Do not store adjacent to watercourses. Mobile bowzers are to be double skinned. Position static plant away from watercourses. Utilise drip trays where there is a pollution risk. No fuel or chemicals are to be poured into drains / gullies etc. It should be noted that all surface water drainage leads to the adjacent open water courses and balancing ponds.

31.0 Report any spills to Bill Smith RG Group Environmental Co-ordinator.

32.0 Refuelling will be carried out by nominated fuelling operatives only

33.0 No burning of any material is permitted on site.

34.0 Waste material must be disposed of correctly in accordance with the Site Waste Management Plan. Either use skips provided or remove as instructed All waste should be segregated where possible. All hazardous waste is to be disposed of in the correct manner and sent to a licensed tip. Ensure you keep the site tidy

35.0 Report any historical artefacts to the site management team. Do not disturb or remove.

36.0 Be courteous and respectful to all our neighbours. Follow Considerate Constructor guidelines as displayed.

37.0 All site photography must be agreed with the site management team in advance.

Data Protection

All Information and Handling of Personal Information will be in full compliance with the Data Protection Act 2018

Air Pollution

Burning of materials on site will not be permitted and RG Group shall take all necessary precautions to prevent the occurrence of emission or fumes from the site plant or stored fuel oils drifting into residential areas. Particular attention will be paid to ensure all plant is well maintained and in compliance with the relevant legislation. We will take any and all practical measures to ensure that the plant is shut down in the intervening periods between work, or throttled down to a minimum to ensure that the machines do not generate hazardous fumes and/or hazardous dust during the working operations.

Control of Noise and Vibration

Noise and vibration will be monitored and managed on site, by designing methods that will reduce both. The foundation solution will be designed and constructed to minimise vibration and noise which may otherwise affect the surrounding environment. All plant and tools will be suitably silenced to ensure noise levels are below 80db at the site boundary, and plant start-ups will be restricted to the working site hours, and will be controlled in line with the project H&S and Environmental commitments and relevant legislation.

Dust and Dirt Control Measures

Dampening down of all vehicle movement routes within the site and adjacent roads shall be maintained and monitored by the site team throughout the duration of the construction works, especially in dry and windy weather conditions.

Control of dust during material deliveries, will require that all materials are to be delivered by fully sheeted or enclosed vehicles and stored with appropriate dust control measures in place.

With regards to the construction of the designed bunds and surplus excavated materials which are to be stored on site, we will aim to minimise the dust being carried back to and beyond the boundary line, by sealing these spoil mounds and dampening down when necessary.

During extremely windy conditions, the site traffic movements, including external deliveries will be restricted/cancelled depending on the extremity of the conditions.

Risk Management & Site Waste Management

Project Risks are identified reviewed and updated by management over a regular basis. The mandatory aspects of public and environmental Risk must be addressed and mitigations identified through the life of the project. The Site Waste Management Plan and Guidance Notes are available from Company Management System. We will issue these documents on request.

1. Purpose of the Plan The objective of this plan is to minimise construction waste on this project. As part of the contract strategy on all RG Group Ltd projects our waste hierarchy is as follows PREVENT REDUCE RE-USE RECYCLE

2. Preparing the Plan: At Project commencement identify the following: -What are the key significant waste products likely to be and who are the subcontractors we need to effectively manage their waste. - When are they likely to arise? I.e at roofing stage packaging, cardboard and insulation waste is produced. At finishing stages debris and rubble is prominent waste stream. -What changes and site management arrangements need to be implemented to achieve reduction. Re-use and recycling?

3. Waste Streams and controls: Example of waste likely to be encounter & examples of solutions to minimise waste
Soils, excavated Materials Re-design to reduce excavation/import of reusable material Screen and re-use as structural fill Timber Off-site fabrication to reduce waste, segregate for reuse Concrete. Avoid over ordering Bricks, Blocks, Masonry Building to standard sizes, correct storage and distribution Mortar Dry mortar silo, reduce coloured mortars Plasterboard Adequate protection from weather, cutting lists, rationalise different Packaging Subcontractor/Supplier Partnerships or Agreements on waste Water EG recycle wheel wash water, check supply pipes for damage, and recycle cabin water in toilets Insulation Material Correct Storage and correct quantities to workface Metals Segregation of waste on site Ceramic Materials Correct quantities to workface, protect final installation

Implementation of Plan To avoid, Damage by mishandling, weather and inadequate storage -Vandalism and rework -Over ordering lack of delivery checks Lack of recycling opportunities We need to -Design to prevent/minimise waste -Including conditions for sub-contractors that require implementation of waste minimisation -Implement procurement/purchasing policies that support waste avoidance -Manage storage, handling, taking correct quantities to workface, protection final product -Encouraging recycling and reusing of materials and products on site -Induction and promote waste minimisation -Implement office initiatives for efficient use of energy - Monitoring/review process to evaluate and modify waste minimization practices Include realistic targets for reduction based on available data and allocate responsibilities for managing the process (responsibility can be allocated to RG Group Ltd or by agreement allocate subcontractor responsibility. On design and build project responsibility could also be allocated to designers. Indicate in the comment's column the procedure or method to achieve targets complete with monitoring frequency.

Top-soil and Sub-soil Operations: [Bunding Drawing Appendix 5](#)

The excavation and protection of soil is a key consideration for the construction and operation of this development, and through the consideration of the soil resources in the design of a development. it can possible to minimise or remove the potential impact to the soil resources._The soil resources generated by excavation

activities would be re-used where practicable to form embankments (topsoil and/or subsoil, in our case predominately top soil due to volumes created) or for landscaping

Where any soil is to be temporarily impacted, it would also be stripped and stockpiled to prevent excessive damage and degradation. Prior to completion of the construction works, the soil that has been stripped will be used in the final landscaping scheme. A number of general management measures would be adopted to ensure that soil resources are not lost or damaged due to cross-contamination, poor storage, or poor handling procedures. These measures would include:

- ensuring that there is sufficient space to stockpile all soil, regardless of type, that would remain on site;
- investigating beneficial off-site uses for all soil types that would be surplus to requirement;
- planning site works so that soil stripping and replacement could be undertaken in summer months in order to reduce likelihood of compaction, and other problems due to wet conditions;
- avoiding stripping soil during or after heavy rainfall or when there are pools of water on the surface;
- clearly marking out all haul routes and areas to be protected from construction activity, ensuring that the width of haul roads is kept to a minimum to protect as much soil in situ as possible;
- avoiding stripping topsoil to a depth that would result in subsoil being incorporated, thereby causing contamination and reducing fertility;
- avoiding stripping soil of different quality and composition (such as, clay with sand), which would cause cross-contamination of the separate soil type.

Storage of soil (Planning condition)

The storage of soil resources could have a number of impacts on the stripped soil resources and surrounding environment. The location and protection of the stockpiles would be consistent with the Defra guidance to ensure that the soil would not degrade nor cause environmental impacts due to erosion. To prevent the cross contamination of different soil types, the stockpiles will only include soil of a similar source and with the same chemical/biological/physical properties. It may be the case that If the soil is to be stockpiled for long durations, say more than six months, the surface of the stockpiles may be seeded with a grass/clover mix to minimise soil erosion and to help reduce infestation by nuisance weeds that might spread seed onto adjacent land.

Construction Lighting

During the construction phase, the external lighting will be restricted to comply with Health and Safety Legislation.

During the winter months when the natural daylight is limited, additional safety and task lighting will be required, but the locations and Lux levels will be designed to be sympathetic to the local environment.

7.0 Operations

Activity Responsibilities

Activity	Control Sample	Checklist No.	Date agreed	Author	Inspection Frequency	Test Requirements	Documentation to be provided	BB Person Responsible
Cut and fill	NA			RG	As site conditions	Plate load test	Load test results	TBC
Concrete Foundations	NA			RG	As site conditions	Concrete Cubes	Cube results from suppliers	TBC
Drainage & Manholes	NA			RG	As site conditions	Water test level inspection & Air test	Sign off sheets	TBC
Groundfloor slabs	NA			RG	As site conditions	Level Survey to RL and formation concrete cubes	BB eng dim book supplier cube results	TBC
Masonry	Sample Panel			RG	As site conditions	Panel to be built for inspection and kept		TBC
Masonry	NA			RG	As site conditions	Setting out and openings	Records kept in eng book and sign off sheets	TBC
Masonry	NA			RG	As site conditions	DPC and wall ties lintols	Records kept in eng book and sign off sheets	TBC
Steelwork	NA			RG	As site conditions	plumbline and level checks	Records kept in eng book and sign off sheets	TBC
Roofing	NA			RG	As site conditions	Visual inspection to confirm spec and drawings leak record	Sign off sheets record drawing position	TBC
Electrical Installation	NA				As required	Dead and live load	IEE Handover Certsd	TBC
Mechanical Pipework	NA				As required	Air Pressure Test	Test Certs to be issued	TBC
Gas Pipework	NA				As required	Air Pressure Test	Test Certs to be issued	TBC
Chlorination of water	NA				As required	Sample Taken of Water in installed system	Test Certs to be issued	TBC
Fire Alarm	NA				As required	Sound Check	Signed off by building control	TBC
Fire Strategy	NA			RG	Before fitout starts	Drawing to be issued to BC	BK to sign off drawings	TBC
Windows and Doors	NA			RG	As required	Hose pipe test	Visual Inspection	TBC
Building Air test	NA			RG	As required	Air Leakage less than 10 1s/m2	Accredited testing company	TBC
Finishes	Sample Room			RG	As required	Room to be set up to set sample of acceptable finish	Sample Room	TBC

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Mechanical Pipework	NA				As required	Air Pressure Test	Test Certs to be issued	TBC
Gas Pipework	NA				As required	Air Pressure Test	Test Certs to be issued	TBC
Chlorination of water	NA				As required	Sample Taken of Water in installed system	Test Certs to be issued	TBC
Fire Alarm	NA				As required	Sound Check	Signed off by building control	TBC
Fire Strategy	NA			RG	Before fitout starts	Drawing to be issued to BC	BK to sign off drawings	TBC
Windows and Doors	NA			RG	As required	Hose pipe test	Visual Inspection	TBC
Building Air test	NA			RG	As required	Air Leakage less than 10 1s/m2	Accredited testing company	TBC
Finishes	Sample Room			RG	As required	Room to be set up to set sample of acceptable finish	Sample Room	TBC

Schedule of sample Submissions

[illegible]

Pre-construction Surveys

- Ground Investigation
- Site Structural survey
- Topographical Surveys
- Existing Utilities information
- Online UXB Survey
- Archaeological Survey
- Flood Risk Assessment

Emergency Planning and Response Procedure

1. Introduction The purpose of this procedure is to ensure all personnel on site are aware of the action to be taken in the event of an emergency, whether related to safety or environmental matters and to minimise the effect of any such incident to the environment.

2. Preparation - The RG Group manager is responsible for preparation of the procedure. - Authorisation should be by the appropriate line manager through approval of the CMP. - Complete the procedure as follows - - Assess the emergency situations most likely to be encountered during the course of the contract. - Stipulate the actions to be taken for those events identified. - Identify the personnel responsible for carrying out the actions in response to an emergency, include their names on the Site Safety Organisation and Emergency Arrangements Cart. - Ensure all duty holders are made aware of their roles and responsibilities and are competent to undertake their roles and responsibilities. Ensure the nominated personnel, the Emergency Response Team and Deputy Emergency Response Team are aware of their duties in the event of an emergency

3. Planning (Control Measures) - Procedures designated to reduce the risk of occurrence of any emergency are detailed elsewhere within the company's management system. The principal control measures are implemented through training. Risk assessment, method statements and compliance with health & safety and environmental

Regulations, - Regular Review of Health, Safety and Environmental legislation to update system. -Ensure these are appropriate to project and any potential emergency.

4. Operation of the procedure -The site emergencies matrix is to be copied to all the members of the emergency response team and copies of the site safety organisation and emergency arrangement chart are to be displayed in a location accessible to all personnel on the project. -If greater details are required of site proposals to address specific local matters, these should be formalised with the emergency response team briefing on their contents. - The emergency response team and their deputies shall ensure that they are familiar with the potential emergencies and the responses required should they occur.

5. Emergency Procedure in the Event of a Dangerous occurrence or Injury to Person In the event of a dangerous occurrence or injury to persons RIDDOR procedures shall be followed.

Site Safety Organisation and Emergency Response

- List Holder and Deputy TBC unless stated
- COSHH Co-ordinator: Ian Gallaway – Andy Carey – Bill Smith
- Confined Spaces Co-ordinator: Andy Carey
- Environmental Co-ordinator: Bill Smith
- Electrical Safety Co-ordinator: Ian Gallaway – Andy Carey
- Fire Safety Co-ordinator: Bill Smith
- Lifting Appliance Appointed Person: Brian McAllan
- Management Safety Representative: Brian McAllan
- Manual Handling Co-ordinator: Bill Smith
- MEWPS Co-ordinator: Ian Gallaway
- Plant Co-ordinator: Bill Smith
- Temporary Works Co-ordinator: Ian Gallaway
- Traffic Management Co-ordinator : Andy Carey
- Underground Services Co-ordinator: Andy Carey
- First Aiders Site management- Bill Smith – Ian Gallaway – Andy Carey
- Registers/Permit Holders: All RG Managers
- Scaffolding: Ian Gallaway
- Lifting Appliances: Brian McAllan
- All Permits: All RG Managers
- Site Offices Fire Fighting Equipment – See Fire Plan Muster Point – See Logistics Plan
- COSHH Register – Site Offices Evacuation Signal – Alarm: Bill Smith

Hospital and Emergency Telephone Numbers

Hospital – Shripney Rd, Bognor Regis PO22 9PP.Tel 01243 865418

Telephone Numbers

Police 999

Ambulance 999

Police non-emergency 101

Gas 0800 111 999

Waste Disposal Contractor TBC

HSE Local Office: Priestley House, Priestley Road. Basingstoke. RG24 9NW. Tel 0800 0510760

Env. Health TBC Water 03457 919155

Environment Agency 0800 807060

Emergency Procedure in the Event of a Dangerous occurrence or Injury to Persons

(DISPLAY COPY ON NOTICE BOARDS) The following procedure is to be followed by Senior Management:

1. Contact the following: - Emergency Services -Telephone HSEQ Dept. on 01332 385 899 (who will further report as necessary) -Telephone RG Group Safety Department Then Notify the HSE as soon as possible by telephone 0845 300 9923 -Notify the Operations Director and the Project Manager -The injured persons Employer if a subcontractor & Next of kin.
2. Post a person at the Site Entrance to direct the emergency services to the accident site.
3. Ensure the area is cleared of non-essential personnel.
4. Seal off the area to prevent unauthorised access and the area from being disturbed.
5. Do not allow the removal of any Plant, tools or equipment from the incident area. 6. Keep a record of the events and take photos of the accident area
7. Ensure details of the injured person and injuries are kept and full details entered into the RG Group Accident Book
8. Record where the injured person has been taken for treatment
9. Take names and addresses of any witnesses
10. On arrival to site, the incident manager will take control of the investigation and implement H&S Procedure & report all findings to the HSEQ dept.
11. Complete RG Group Ltd Major RIDDOR form and send to HSEQ dept.

Fire Prevention Plan

- 1 Introduction The purpose of this plan is to ensure that the Project Specific Fire Prevention and Evacuation Plan are carried out in compliance with “ The joint code of Practice on the Protection from Fire of Construction Sites and Buildings undergoing Renovation” The fire plan will include escape routes, fire points, number of fire extinguishers, Muster points & means of raising the alarm.
- 2 The fire plan is to be updated at the significant stages in the phase of works any changes are to be agreed with the RG Group Safety Advisor, client or user of the building. The plan and any changes will be brought to the attention of all those working on live project, visiting the project or resident on the Project through site induction or briefing sessions

Contract Name: Saltbox Development	Contract No: 10406
Work Activity: Fire Precautions	Risk Assessment Reference:
Activity Location: Saltbox Development, Bognor Regis, PO 22 9PR	Date: August 20
Completed By: Brian McAllan	Reviewed By:

DOCUMENTED PROCEDURES	
This Risk Assessment has been produced to assist site personnel to identify hazards, assess the risks and define the controls necessary to ensure safe working. It is generic proforma therefore it is not exhaustive; you must complete the form and include the site-specific features relevant to the activity. In addition Method Statements or Site Control Sheets may also be required.	
Method Statement required: YES/NO/Ref No:	Site Control sheets: YES/NO/Ref No:

CATEGORY OF PERSONS AT RISK AND MEANS OF BRIEFING			
CATEGORY OF PERSONS	Means of Briefing		
	RA	SCS	Other
Occupations Involved in Activity (Specify): Site Operations – All personnel at induction	✓		
Other Persons at Work (Specify): Subcontractors as above			
Public or Other parties (Specify): Visiting personnel			✓

Anticipated Hazards – General & Site Specific

Means of Escape – High Risk

1. Routes Blocked
2. Persons unable to reach escape route unaided
3. Routes not identified

Escape routes not identified on CMP,
Escape route not to exceed 45m from
safe access way or final exit. Fire exit
signs in place and check weekly by fire
co-ordinator

Additional Control Measures

All routes given a fire plan, Induction given on
site.

Security of Escape Route – High Risk

1. Fire in escape route
2. Smoke
3. Unable to follow route

Extinguisher to be mounted along
escape routes. Fire doors provided if
escape route longer than 45m
Emergency lighting required on escape
routes & Minimum of 2 routes

Additional Control Measures

Extinguishers in corridors.
2 Means of Escape
No Storage of Boxes in Corridor etc.

Means for raising the alarm – Low Risk

1. Alarm cannot be heard in site offices
2. Means of raising fire alarm

Sufficient sounders installed so that
alarm can be heard in all areas above
background noise. Alarms test weekly
at set time any areas alarm not heard
reported. Call points alarm clearly
marked and kept clear at all times

Additional Control Measures

Fire alarm fitted to offices and horns as back
up.

Means of Fighting fire – High Risk

1. Not sufficient extinguishers available
2. Not correct type of extinguisher
3. Extinguisher not used correctly
4. Manual Handling Extinguishers

9 Litre extinguisher should be available
for every 200m² of floor space Types of
extinguisher should be identified
Training carried out on basic use of
extinguishers

Additional Control Measures

All put in place on initial setup and checked on
a weekly basis as part of fire inspection
Spare(s) available as immediate replacements
if any go missing

Anticipated Hazards – General & Site Specific

Welfare Facilities – High Risk

1. Canteen
2. Drying Room

Provide a fire blanket where cooking carried out. Train any staff in use of fire fighting equipment. Guard heaters to prevent contact with material that could catch fire

Additional Control Measures

Fire Blanket in place
Personnel trained
Weekly Check of drying room storage conditions

Spread of Fire from Accommodation – High Risk

1. Cabins too close to structure
2. Accommodation within structure

Huts to be placed at least 10m from building under construction or 30 minutes fire rated. Accommodation 30 minutes fire rated if within structure

Additional Control Measures

No Accommodation within building/ Site offices adjacent with fire alarm.

Blocked escape routes – High Risk

1. Stored materials
2. Waste material
3. Work in progress

No fixed platforms or plant permitted on escape routes. Alternative access provided where work areas block escape routes. Procedure in place for removal of waste not through escape routes

Additional Control Measures

No materials to be stored with escape corridors.
All waste to be clear to skips family Escape routes checked weekly by fire – co-ordinator

Blocked Access to Alarms Call Points and Extinguishers

1. Stored Materials
2. Work in Progress

Material and waste stored away from call points call points moved if work activities obstruct access. All call points clearly signed

Additional Control Measures

Visual daily checks call points checked weekly as part of fire inspection.

Storage of Flammable Material

Highly flammable liquids

Fireproof storage required for HFL. Storage cage provided externally for LPG

Additional Control Measures

Storage cages provided if required with signage waste put in skips daily.

Anticipated Hazards – General & Site Specific

2. LPG
3. Timber
4. Waste

Fire points provided at all storage areas. Waste procedure in place to prevent build up

Additional Control Measures

Hot Works – High Risk

1. Welding
2. Flame cutting
3. Plumbing Jointing
4. Disc Cutting metal

Hot works permits required, welding, flame cutting, disc cutting and others. Those involved briefed on hot works procedure work areas checked 1 hour after work completed.

Additional Control Measures

Hot works permits to be issued and checked off daily 1 hour after completion of works. Fire extinguishers in area of works

Means for Raising the Alarm – High Risk

1. Alarm cannot be heard
2. Means of raising alarm not easily accessible
3. Alarm system not working

Sufficient sounders installed so that alarm can be heard in all areas above background noise.
Alarms tested weekly at set time, any alarm not heard to be reported. Call points alarm clearly marked and kept clear. Call points checked weekly by fire coordinator where work activities interfere with alarm system replacement means of raising alarm provided and brought to the attention of all on site.

Additional Control Measures

Alarms in place to be checked weekly and visual check daily on site.
Office fitted with fire alarm system. No radios on site.

Project KPI's

Performance Indicator	Target	Set By	Freq Measurement & Method	Reported
Contract Programme		RG Group	Weekly Report	
Costs		RG Group	Monthly Report	
Procurement		RG Group	Monthly Report	
H&S Performance		RG Group	Monthly Report	
Sustainable Action Plan		RG Group	Monthly Report	

Design

To be completed for all projects with design and/or contractor design portion packages

1.0 General The design procedure for this project shall be implemented as identified in the company management manual.

2.0 Design Strategy The specific strategy for this project in terms of design control is as follows: -

2.1 Design team organisation

- Architect: Montford Pigott
- Civil and Structural Engineers: Hydrock
- Highways Engineer: ADL
- Services Engineer: Scotch
- Utilities: ROCK Power
- Landscape Architects: Aspect

2.2 Design information and coordination will be managed by RG Group.

2.3 RG Group Drawing reference and coding system. It is important that all documents are given unique references whose format is consistent.

2.4 Design change system Whenever a drawing is amended for any reason the revision designation must be updated. For clarity, a revision comments / notes table must be maintained on each document. All revisions are to be bubbled. The note must be specific not generic such as "General Updates" Any drawing however small will require a new revision. Where the status of the document changes from the originator the revision should also be changed with the status change being noted in the revision comments.

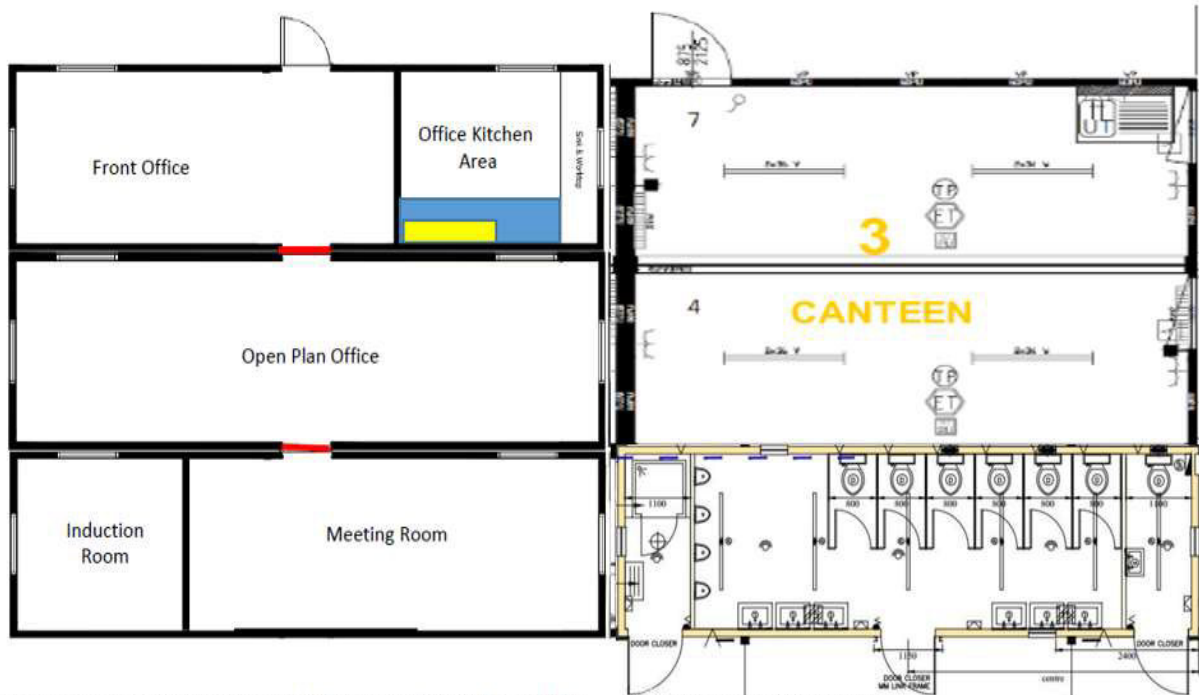
Designers Management Plans

Consultant	Date Required	Date Received	Date Approved
Architect: Montford Pigott			
Engineers: Hydrock			
Building Services: Scotch			
Highways: ADL			
Landscape Architects: Aspect			
Utilities: ROCK			

8.0 Appendix

Appendix 1

Accommodation and Welfare Plan



General Notes

- Office Kitchen Area to have additional worktop to match existing along wall as per blue marked up area
- Office Kitchen Area to have a waste/water supply and power point under counter for Dishwasher
- Canteen & Office Kitchen Area to have wall mounted zip boilers
- Meeting room, Induction Room & Open Plan Office to be Carpeted
- Red Area to be a half glazed internal office door for separation
- Please note **ALL** service entry and exit locations to be identified on drawing in advance of installing on site to ensure all are in the same location for ease of connecting up
- **8ft security office (3 sided windows) c/w 2 desks and 1 chair**
- Toilets: Hand dryers and push taps to be installed along with waterless urinals

Welfare facilities for 80 personnel

Will include running water; soap or other suitable means of cleaning; towels or other suitable means of drying; and showers where the nature of work is particularly dirty or there is a need to decontaminate and clean drinking water.

Changing rooms will be installed where workers have to wear special clothing for the purposes of their work and cannot be expected to change elsewhere.

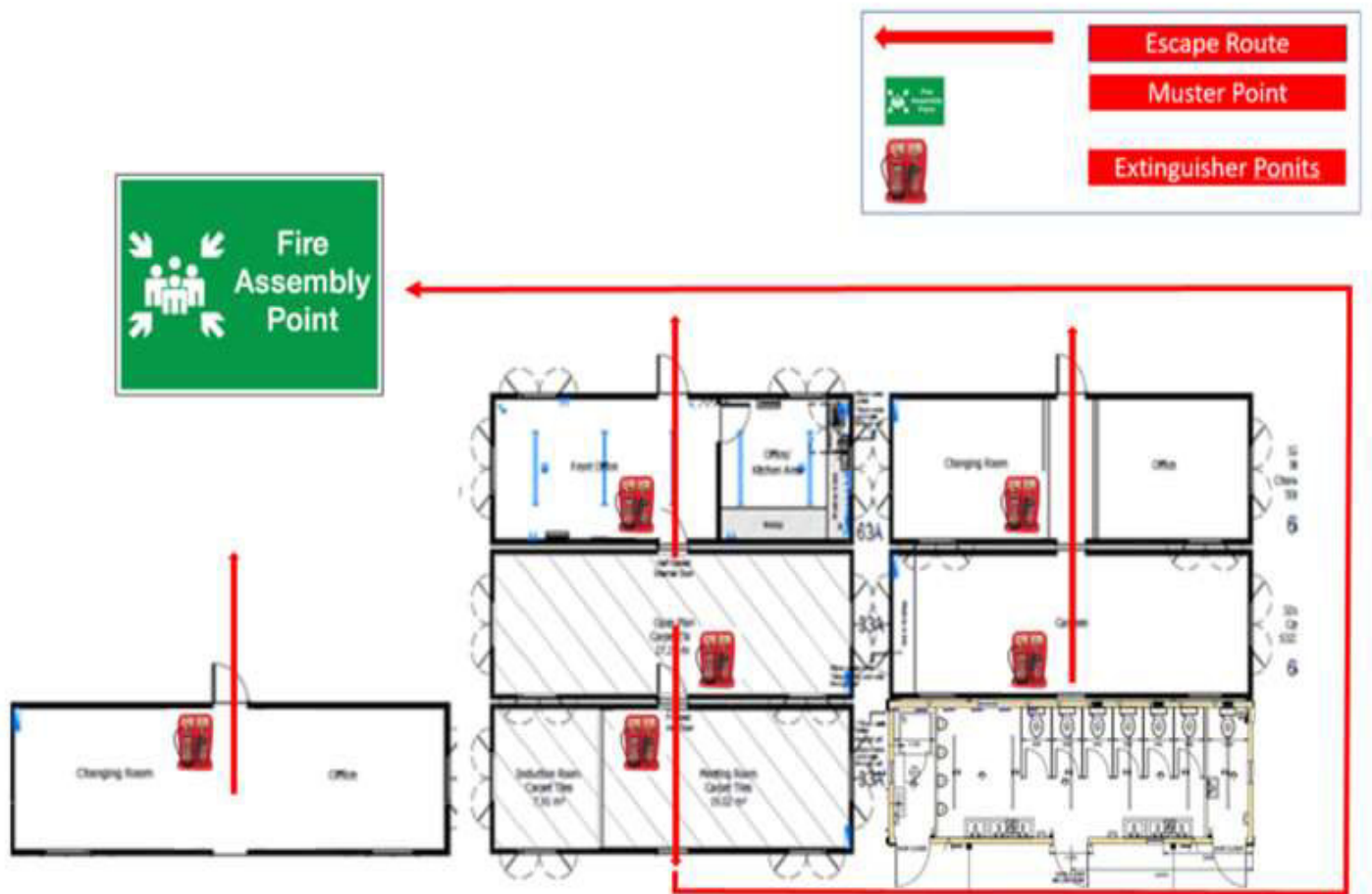
The rooms will be provided with seating, means of drying and keeping clothing and personal effects secure.

Rest rooms or rest areas are required equipped with tables and seating (with backs) sufficient for the number of persons likely to use them at any one time.

There should be arrangements for preparing and eating meals, also for boiling water and heating in cold weather,

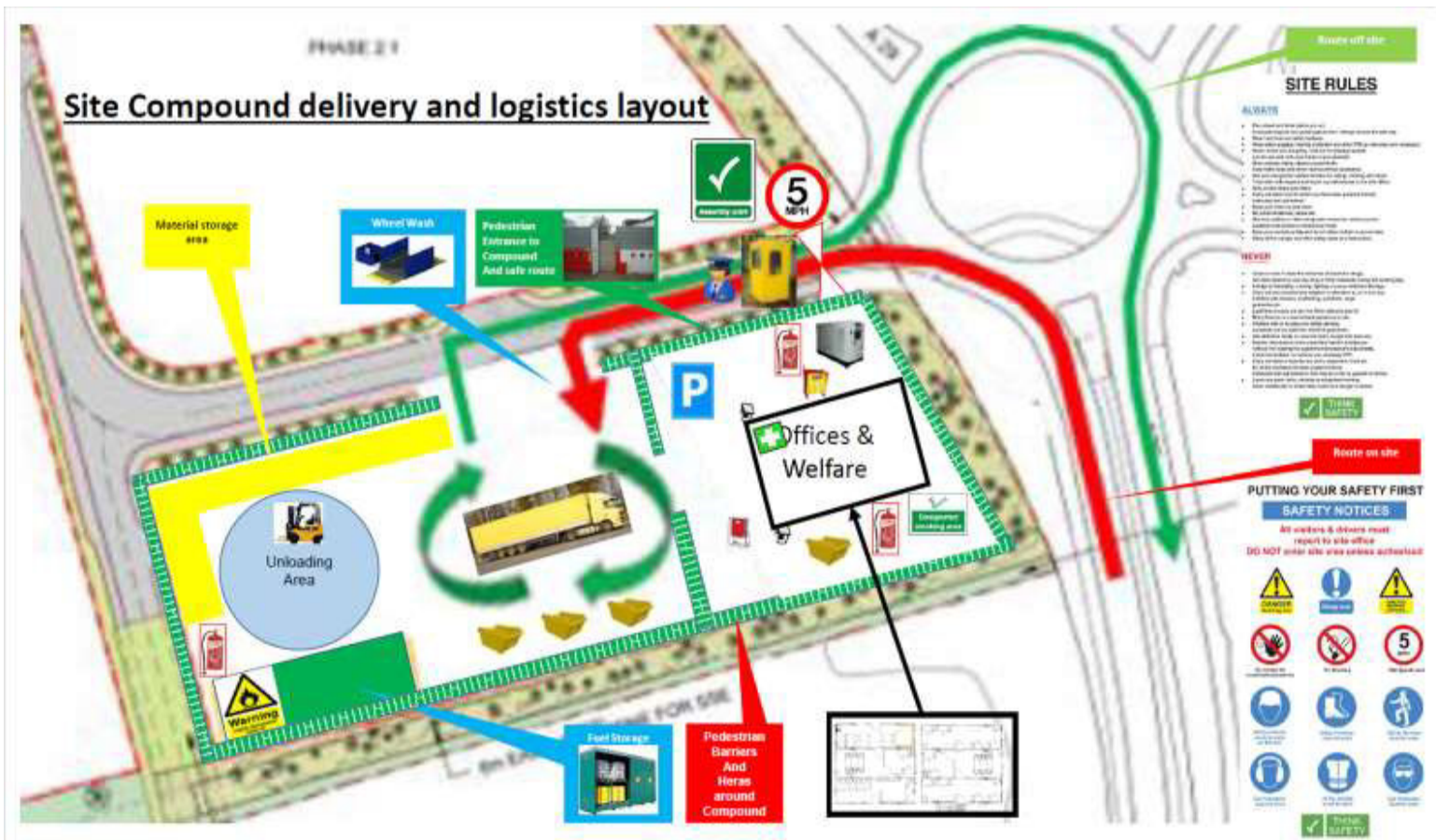
Appendix 2

Accommodation and Welfare Fire Plan

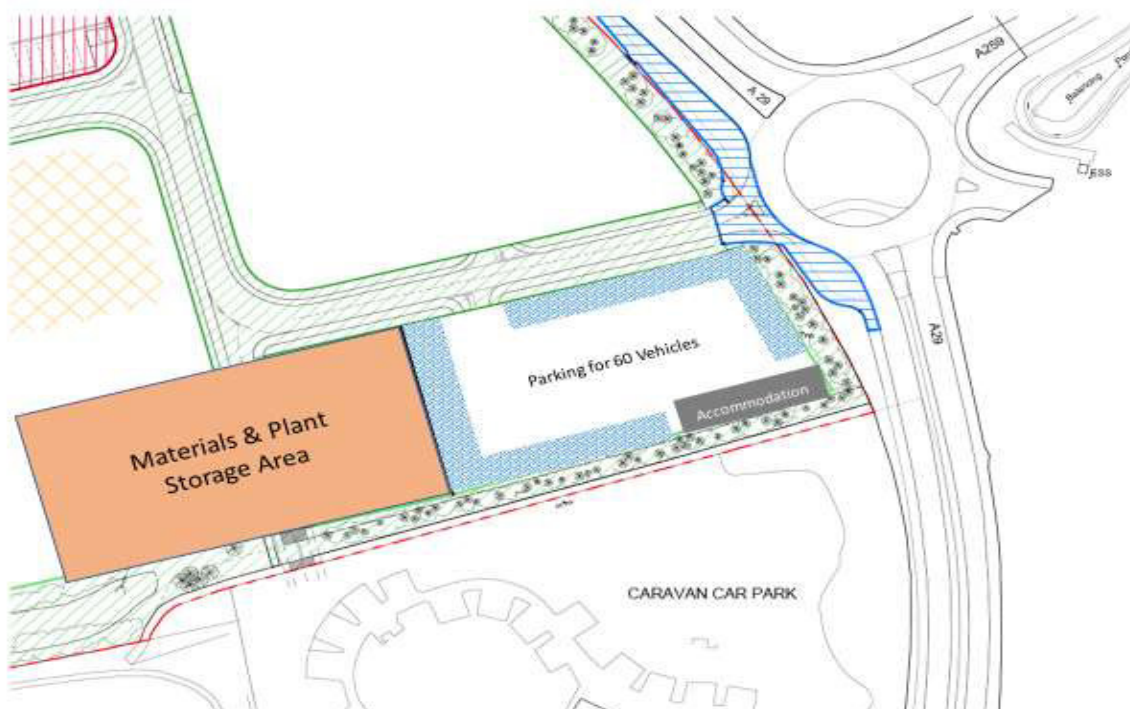


Appendix 3

Logistics and Traffic Management Plans



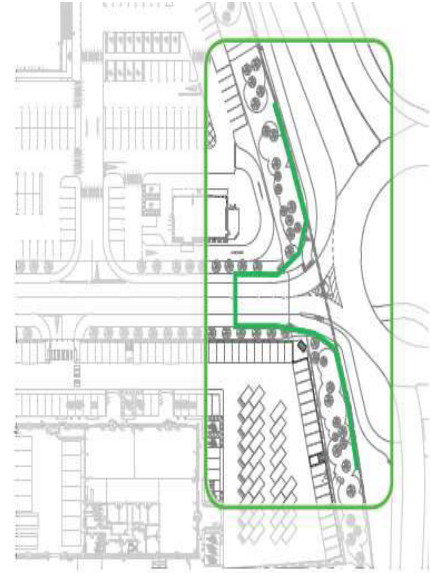
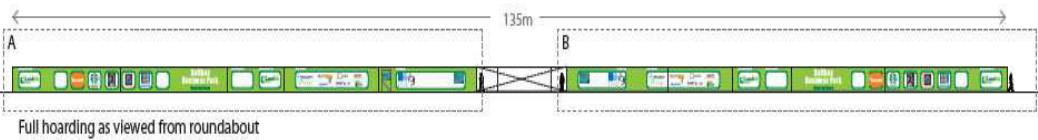
Contractors, Visitors Parking, Materials Storage and Plant Offloading Areas



Appendix 4

Site Hoarding Plan/Finish

Main hoarding at roundabout site entrance (Full length)



Main hoarding at roundabout site entrance (split view)

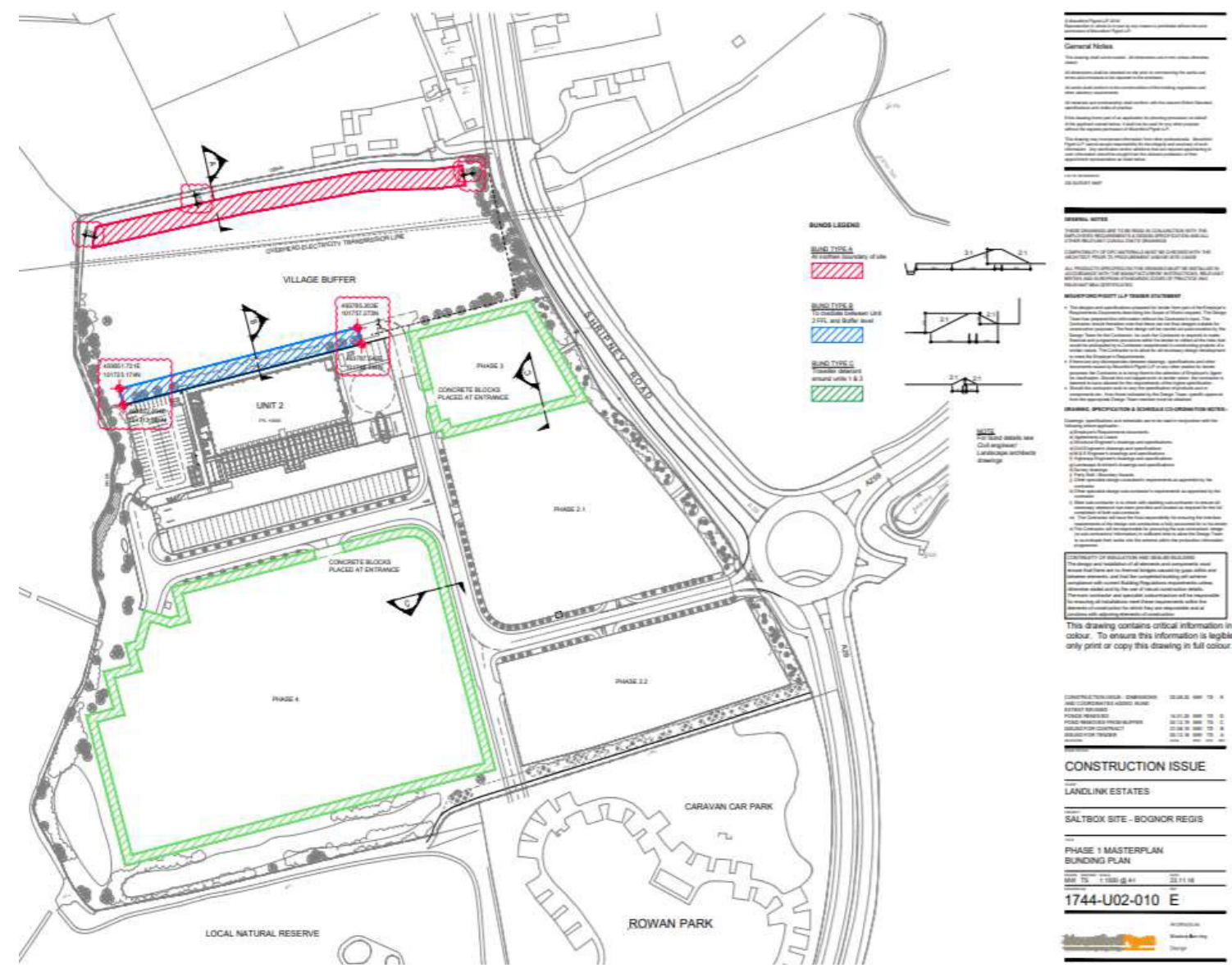


A. Hoarding layout to the left of main access gate as viewed from the roundabout



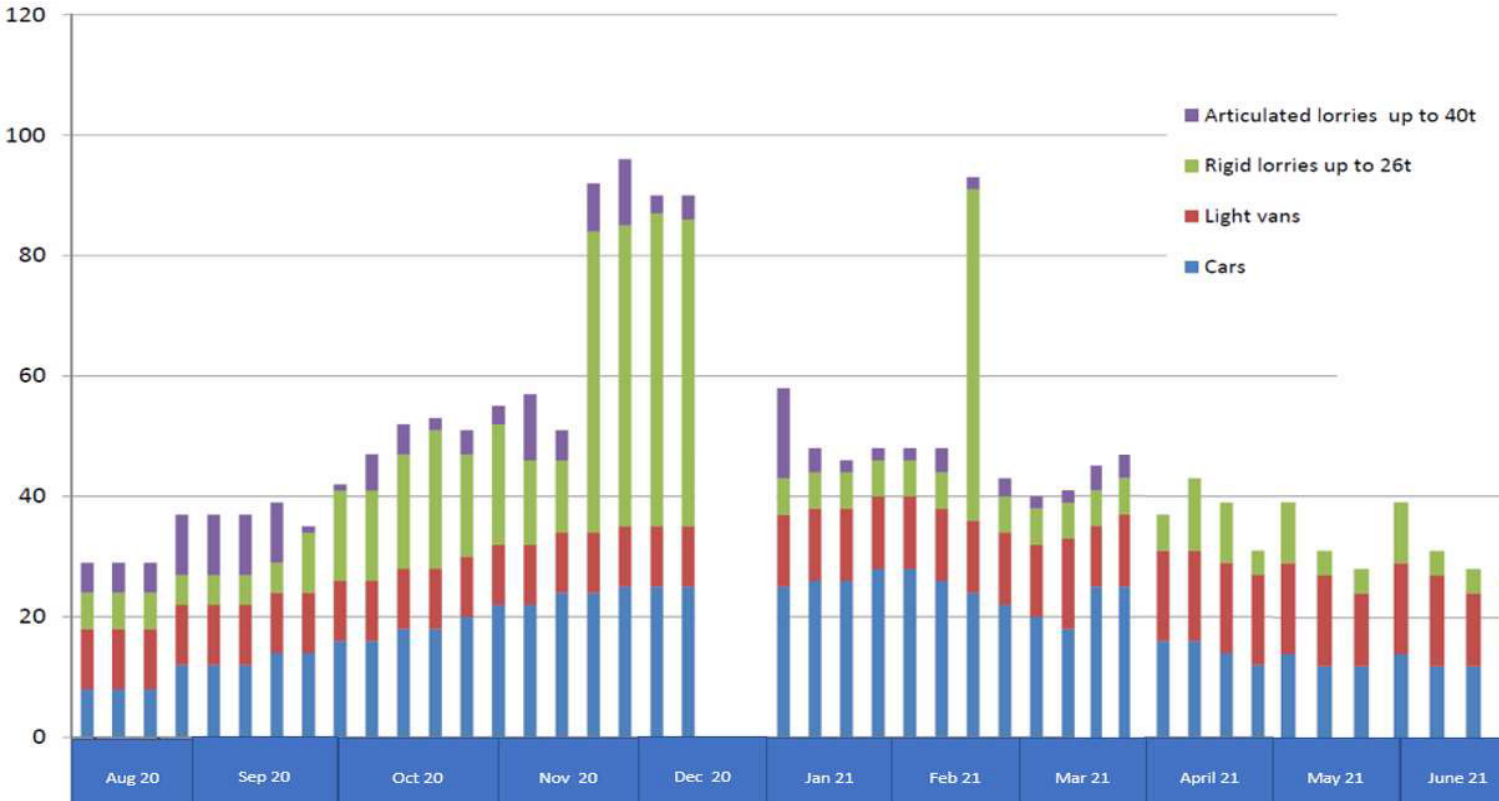
Appendix 5

Site Bunding Drawing



Appendix 6

Construction Traffic Volume



Cars	8	8	8	12	12	12	14	14	16	16	18	18	20	22	22	24	24	25		25	25	25	26	26	28	28	26	24	22	20	18	16	18	16	16	14	12	12	12	
Light vans	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10		10	10	12	12	12	12	12	12	12	12	12	15	10	10	15	15	15	15	15	12	10
Rigid lorries up to 26t	6	6	6	5	5	5	5	10	15	15	19	23	17	20	14	12	50	50		6	6	6	6	6	6	6	6	6	6	6	15	19	6	12	10	4	4	4		
Articulated lorries up to 40t	5	5	5	10	10	10	10	1	1	6	5	2	4	3	11	5	8	11		4	4	15	4	2	2	2	4	2	3	2										
Total vehicles	29	29	29	37	37	37	39	35	42	47	52	53	51	55	57	51	92	96		45	45	58	48	46	48	48	48	93	43	40	41	47	52	37	43	39	31	28	26	
Staff numbers	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6		5	5	5	5	5	5	5	5	5	5	5	6	6	5	5	5	5	5	5		
Labour numbers	6	8	10	12	12	12	14	16	18	20	22	25	27	29	31	34	37	38		40	40	40	42	42	44	45	42	38	34	30	24	20	22	22	20	18	15	12	12	
	Aug 20			Sep 20			Oct 20			Nov 20			Dec 20			Jan 21			Feb 21			Mar 21			April 21			May 21			June 21									