
Construction Management Plan

(Code of Construction Conducts)

FOR

9-11 Water Tower Buildings, London Road PO21 1PN

January 2020

Rexmill Properties Ltd
121-123 Clapham Common
London E5 9AB

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1- Introduction

This Construction Management Plan (CMP) provides a summary and explanation of the construction method statement with the aim of discharging Condition 3 of the planning approval ref. BR/264/19/PL granted for 9-11 Water Tower Buildings, London Road, Bognor Regis PO21 1PN.

No development shall commence on site until a Construction Management Plan has been submitted to and approved in writing by the local planning authority. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall provide details as appropriate but not necessarily be restricted to the following matters:

- the anticipated number, frequency and types of vehicle used during construction. **(Please refer par. 4.8 page 17 and par. 4.9 page 18)**
- the method of access and routing of vehicle during construction **(Please refer par.4.1 page 15, par.4.7 page 16)**
- the parking of vehicle by site operatives and visitors **(Please refer par. 4.3 page 15)**
- the loading and unloading of plant, materials and waste. **(Please refer par. 4.10 page 18)**
- the storage of plant and materials used in construction of the development **(Please refer par.3.7 page 12)**
- the erection and maintenance of security hoarding **(Please refer par. 2.5 page 5)**
- the provision of wheel washing facilities and other work required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders) **(Please refer par.4.4 and par. 4.5 page 16)**
- details of public engagement both prior to and during construction works **(Please refer par.2.7 page 6)**

The development shall thereafter be implemented in accordance with the measures detailed within the statement.

This document intends to provide the necessary information to demonstrate that principal contractor is fully understood the requirements and conditions placed on them with regard to the works at 9-11 Water Tower Buildings, London Road, Bognor Regis PO21 1PN

This plan is not intended to provide a detailed specification for the proposed works. Rather it outlines the sequence and extent of construction activities that may not be obvious from the design drawings alone and that need to be considered in terms of their impact on the surrounding environment.

This document will be clearly displayed and available to all persons working on/visiting the site.

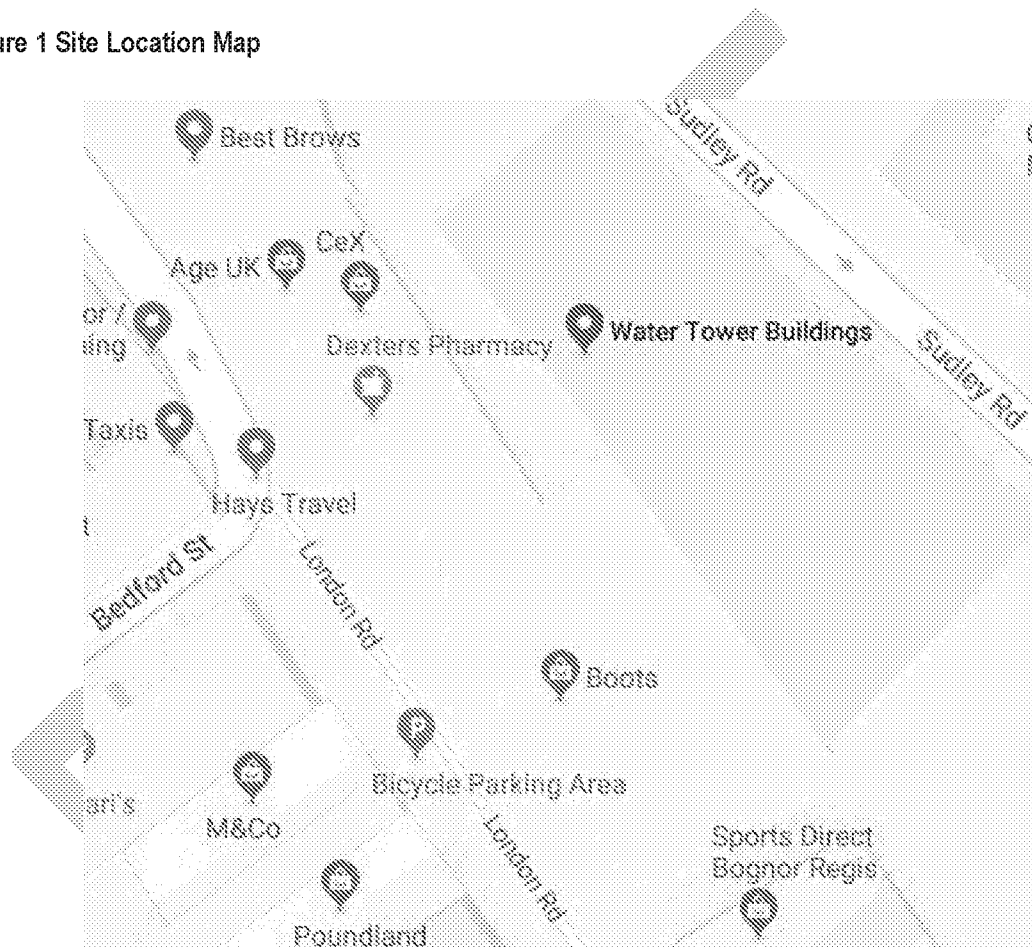
2.0 Project Description

The scheme consists of External alterations for separation of building into 2 separate buildings for use as A1 (Shops) and new pedestrian access from new rear unit to Sudley Road.

2.1 Site Location

The site location is presented on a map in Figure 1 of this report; the application site's boundary is displayed on a sketch map base in Appendix A.

Figure 1 Site Location Map



2.2 Time Scales of Construction and Phasing

The construction period is scheduled to commence in February. Works would be for approximately 9 months. (Please Refer Appendix C)

The work programme and anticipated timescale for each phase of the construction works is as follows;

- 1- Site Set Up / Preparation
- 2- Shell Completion (External Walls & Roof)
- 3- Internal works & Finishes
- 4- External Works

2.3 Working Hour

All construction works will be carried out during the hours of 08:00 to 18:00hrs Monday to Friday, 8:00 to 13:00 on Saturday and no working on Sundays, Bank Holidays or Public Holidays. Subject to:

- Any agreement made with Environmental Health, under a dispensation order as part of a section 61 Prior Consent under the Control of Pollution Act 1974 and a variation by Planning.
- Any overrun or emergency. Details of which will be emailed or faxed to council as soon as possible before and after (finish time predicted, and finish time actual)

2.4 Display of Statutory Notices

Statutory notices will be displayed on site in accordance with current legislation and include:

- Health & Safety at Work law Poster (which include the Safety Representative details for The Principal Contractor)
- Employers Liability Insurance
- Revised F10
- Emergency arrangements (First Aider(s), Fire Assembly Point, Fire Warden, Contact numbers for Hospital/Police/Fire Brigade)
- Fire Evacuation Arrangements and Site Plan detailing fire points etc
- Snatch route to Hospital

2.5 Site Security

Fencing and Hoarding

All work-site will be completely fenced from public ingress.

A range of allowable variations are as follows:

- The Standard Hoardings A 2.4m minimum height, plywood faced, timber framed boundary hoarding, of a surface density of not less than 7kg/m² for normal security and noise limitation requirements. It may be necessary to increase the minimum height to protect buildings from noise.
- Special Circumstances Where a particular appearance or acoustic rating is needed.

The provisions of the Health and Safety at Work Act 1974 will be followed in all cases. Hoardings erected causing poorly lit walkways will have bulkhead lights fitted.

Gates in the fencing or hoarding should, as far as is practicable be positioned and constructed to minimise the noise transmitted to nearby noise sensitive buildings from the worksite or from plant entering or leaving the site. Hoardings will be provided and maintained, by the Contractor, and the Conditions of Licence issued by ARUN District Council. Adequate security will be exercised by the Contractor to prevent unauthorised entry to or exit from the site.

The Contractor will make sure that 24-hour contact number for queries or emergencies will be readily visible on hoarding.

2.6 Roles and Responsibilities

The Site Manager would have overall responsibility for the project for the development and implementation of the Construction Management Plan (CMP). Other members of the project team would also be assigned specific roles and would be responsible for the correct application of the CMP. Suggested specific roles are described below

The Principal Contractor would be responsible for co-ordinating and managing all the environmental activities during the construction phase. The construction manager would carry out the following duties:

- Develop and review the CMP and specialist procedures;
- Lead the appointment of construction staff and environmental specialists;
- Ensure delivery of environmental training to personnel within the project team;
- Monitor construction activities and performance to ensure compliance with the CMP and that identified and appropriate control measures are being effective; and,
- Act as a main point of contact between the regulatory authorities and the project on environmental issues.

2.7 Communication & Liaison Officer

The contractor will liaise with neighbors before the commencement on site to explain the nature of works by posting letters. Direct contact to be made with immediate neighbors to discuss construction methods.

Party wall surveyor will issue notices to neighbors to draft party wall award if required under the act, principal contractor will notify neighbor's if there will be any road closure or any other activity will affect neighbors daily activities.

The site management team will liaise with residents continuously and place all necessary notice before hand including relevant contact details of related people.

The rights of way, both pedestrian and vehicular, along adjoining roads and pavements must always be kept clear for use of the public.

Existing traffic systems will not be affected by the operations.

There is a public footpath located at the front of the site which will be adequately separated from the site with hoarding / Heras fencing displaying appropriate warning signage

Contact details for construction related matters should be as follows;

**Rexmill Properties Ltd
121-123 Clapham Common
London E5 9AB**

2.8 Complaints Procedures

The Principal Contractor will clearly display contact details in prominent locations, at various points on the hoarding. The Principal Contractor will keep accurate records of any complaints received. Log book will be kept on site for complains.

2.9 Health & Safety – PPE Usage

All site staff will be issued with a hi-visibility waistcoat with corporate logo on rear, hard hat with corporate logo, safety footwear, gloves, safety glasses and hand protection. The clothing and equipment will be worn at all times. Hearing protection and other forms of PPE may be required throughout the project, task specific RAMS to notify when and what type of protection is necessary.

The Site Supervisor will hold the project Site Packs, which will contain copies of all method statements, training information, report forms etc.



Figure 2- PPE Signs

3.0 Site Management Responsibilities

- Display the name and contact details of person(s) accountable for air quality pollutant emissions and dust issues on the site boundary.
- Display the head office contact information.
- Record and respond to all dust and air quality pollutant emissions complaints.
- Make a complaints log available to the local authority when asked.
- Carry out regular site inspections to monitor compliance with air quality and dust control procedures, record inspection results, and make an inspection log available to the local authority when asked.

- Increase the frequency of site inspections by those accountable for dust and air quality pollutant emissions issues when activities with a high potential to produce dust and emissions and dust are being carried out, and during prolonged dry or windy conditions.
- Record any exceptional incidents that cause dust and air quality pollutant emissions, either on or off the site, and the action taken to resolve the situation is recorded **in the log book**.

3.1 Construction Details

Planning permission is granted for external alteration for separation of building into 2 separate buildings for use as A1 (Shops) and new pedestrian access from new rear unit to Sudley Road

3.2 Preparing and Maintain the Site

- Erect solid screens or barriers around dust activities or the site boundary that are, at least, as high as any stockpiles on site.
- Fully enclosure site or specific operations where there is a high potential for dust production and the site is active for an extensive period.
- Avoid site runoff of water or mud.
- Keep site fencing, barriers and scaffolding clean using wet methods.
- Remove materials from site as soon as possible.

3.3 Dust Suppression methodologies to be Used

The Principle Contractor will use the following measures for monitoring and controlling the risk. A measuring device will be provided on site by the Main Contractor to record air dust concentration when is necessary.

Examples of controls for common high-risk tasks are given in the Table – Dust Suppression.

Table 1– Dust Suppression

TASK	ELIMINATE OR LIMIT THE DUST BY	CONTROL THE DUST BY USING
Cutting concrete kerbs, blocks and paving with a cut-off saw	Limiting the number of cuts during design/layout Using lower energy equipment like block splitters Getting material cut off site and delivered	Water suppression and RPE* with an APF of 20
Chasing concrete and raking mortar	Limiting the need for chasing at the design/layout stage Using a work method that limits/does not need chasing, like over-covering cables	On-tool extraction using an H or M Class extraction unit and RPE* with an APF of 20 – consider powered RPE for longer duration work

Cutting roofing tiles with a cut-off saw	Hand cutting natural/fibre cement slates and other tiles where possible Using ½ and 1½ tiles Correct setting out/design Minimising valleys/using dry valleys	Water suppression and A dedicated cutting area with scaffold board protection and RPE* with an APF of 20
Scabbling or grinding with hand-held tools	Specifying architectural finishes that do not need scabbling Using (ultra) high-pressure water jetting Using chemical retarders and pressure washing Casting in proprietary joint formers, eg mesh formwork	Where possible use on-tool extraction using an H or M Class extraction unit and RPE* with an APF of 20
Short-duration drilling totalling 15–30 minutes with hand-held rotary power tools	Limiting the number of holes during design/planning Using direct fastening or screws	Where possible use equipment that stops dust getting into the air. The larger the holes the better this needs to be. Options range from: drilling through a dust 'collector' or using cordless extraction attached to the drill (for smaller drill bits) or on-tool extraction using an H or M Class extraction unit Otherwise use RPE* with an APF of 20
Drilling holes with hand-held rotary power tools as a 'main activity'	Limiting the number of holes during design/planning Using direct fastening or screws	Where possible on-tool extraction using an H or M Class extraction unit and RPE* with an APF of 20
Using a hand-held breaker in enclosed spaces with limited ventilation	Limiting the amount of breaking during design/planning stage Bursting, crushing, cutting, sawing or other techniques Remote controlled demolition Hydrodemolition	On-tool extraction using an H or M Class extraction unit and RPE* with an APF of 20
Abrasive pressure blasting	Using a different method of work like (ultra) high-pressure water jetting Using 'silica free' abrasive material	Wet or vacuum blasting and RPE* will depend on silica content of building materials, blasting equipment and length of work: In most instances use RPE with an APF of 40 Use RPE with an APF of 20 for lower risk work (including the 'potman' nearby) Shrouds or screens to contain the flying abrasive Certain restricted/enclosed working places may also need general mechanical ventilation
Soft strip demolition	Carefully planning the work Limiting the number of people that need to be in the work area Screening off areas to prevent dust spreading	Use water suppression or on-tool extraction for those tasks where it is possible and RPE* with an APF of 20 – consider powered RPE for longer duration work

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		Enclosed spaces may also need general mechanical ventilation to remove dusty air
Removing small rubble, dust and debris	Limiting waste materials during design/ planning Considering where waste material is created and how frequently it needs removing Using the correct dust controls when making rubble/debris	Damping down and using a brush, shovel and bucket for minor/small 'one-off' amounts Or for regular removal/site cleaning: Water spray for damping down Rake, shovel and bucket/wheelbarrow to remove larger pieces Covered chutes and skips where needed Vacuum attachments fitted to an H or M Class extraction unit RPE* with an APF of 20 depending upon location, duration and type of work
Cutting wood with power tools	Using a less toxic wood ¹ Ordering pre-cut materials Using dedicated cutting areas to minimise spread	On-tool extraction using an H or M Class extraction unit Longer duration work (ie over 15–30 minutes accumulated time over the day) will also need RPE† suitable for the wood dust – particularly in enclosed spaces
Sanding wood with power tools	Using a less toxic wood ¹ Using 'pre-finished' materials	On-tool extraction using an H or M Class extraction unit and RPE† suitable for the wood dust in most situations
Sanding plasterboard jointing	Using other finishes/systems	On-tool extraction using an H, M, or L Class extraction unit

3.4 Plant

Only qualified operatives will be allowed to operate plant and machinery. Training certificates are required and must be handed to the Site Manager prior to commencement on site. Freight operators serving the site should be **FORS, CLOCS** accredited.

All operation certification for plant equipment, scaffold and lifting appliances must be evidenced prior to that activity being allowed to commence on site. Hired equipment must be tagged and inspected.

3.5 Machinery

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations + Lifting Regulations 1998, copies of the certification and current weekly inspections will be held in the Site Safety Records folder.

3.6 Measures for Minimising the Impact of Noise and Vibration

As an employer we will assess the risks to employees from noise at work; take action to reduce the noise exposure that produces those risks; provide employees with hearing protection if we cannot reduce noise exposure enough by other methods; make sure legal limits on noise exposure are not exceeded and provide employees with information, instruction and training and carry out health surveillance where there is a risk to health.

Wherever there is noise at work we will be looking for alternative processes, equipment and/or working methods which would make the work quieter or mean people are exposed for shorter times. We will also keep up with what is good practice or the standard for noise control within the industry.

We will consider the following:

- Use a different, quieter process or quieter equipment
- Limit the time spent in noisy areas (every halving of the time spent in a noisy area will reduce noise exposure by 3 dB)
- Proper and regular maintenance of machinery and equipment is essential as it will deteriorate with age and can become noisier
- Establish a low noise purchasing policy

Introducing a positive purchasing and hire policy is the most cost effective long term measure we can take to reduce noise at work. Choosing quieter equipment and machinery whether it is bought or hired from the start can save the cost of introducing noise reduction measures once it is installed or in use.

About vibration risks, ergonomic and low vibration equipments are preferred to be used. Rubber sleeving to be used as insulation on metal handles to keep hands warmer. Group working will help to reduce vibration effects instead of one employee. Moreover, contractors to ensure that tools are well maintained to prevent Hand-Arm Vibration Syndrome

All works to comply BS 5228-1:2009+A1:2014 and best practible means.

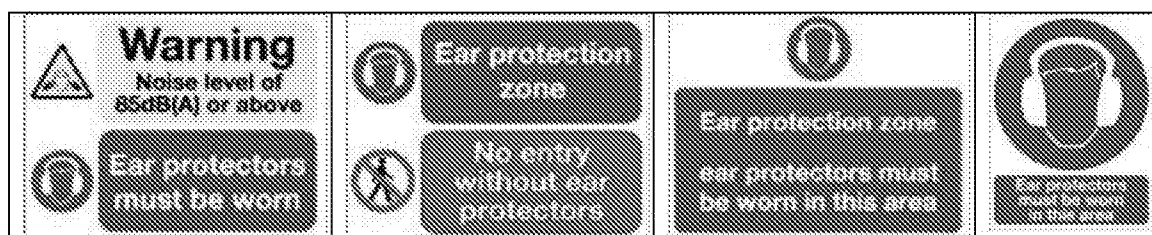


Figure 3- Example Sign for Noise Protection

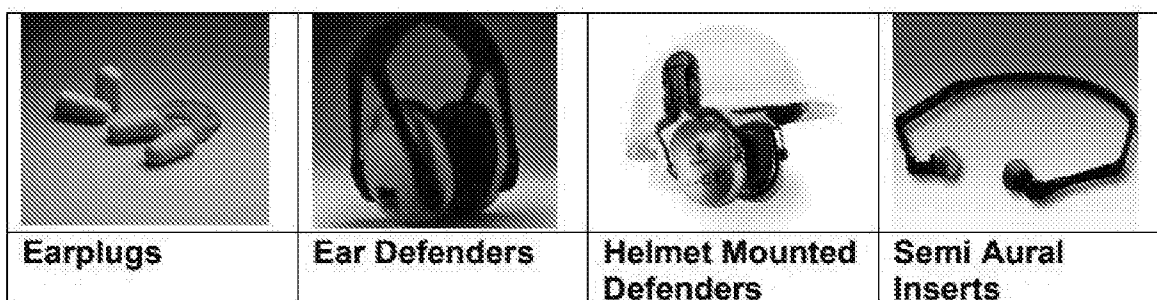


Figure 4- Hearing protectors

3.7 Storage of Plants and Materials and Controlling Nuisance

Plant and materials are stored on site in a way to prevent the likelihood of damage which would otherwise become waste. Our sub-contractors are encouraged to deliver materials on a "just in time" basis, this limits the amount of materials stored on site. The site manager is responsible for site tidiness and toll-box talks are held regularly with all of the sub-contractors to promote the effective use of the limited space available. Sub-contractors not adhering to the Principal Contractor's site policy for tidy site are reprimanded at site progress meetings and monies may be deducted from their contract should they fail to discharge their duties. *(Please refer Appendix A for proposed Storage Location)*

A Statutory Nuisance is where the actions of another are unreasonable and cause a substantial interference to the use and enjoyment of a resident's property or are prejudicial to health.

Potential source of nuisance	How to control it
Storage - Wind-blown dust emissions arise not only from processes carried out at the site but also from storage. Dust problems can occur 24 hours a day.	The wind, its speed and direction cannot be controlled, so other methods need to be looked at: Dampening of material Protection from wind by storage under cover, for example, material cover
Loading and unloading activities - Moving materials can cause problems with dust.	Dampening of material. Reducing drop heights where possible. Protecting activities from wind, which can make the problem worse.
Transport within and off site can cause two	Does depend greatly on vehicle traffic on and around site.

problems: Making dust airborne by turbulence generated by vehicle movement. Weight of vehicles crushing larger particles to produce smaller particles, which become more readily airborne	These methods may help: Sheeting/covering lorries Wheel wash Restrict vehicle speed Dampening of material and unsurfaced roads.
Dust from construction and demolition activities For example: grinding out mortar prior to re-pointing stone cutting general demolition activities	Controls could include: Use of protective sheeting Damping down Connect equipment to constant water supply (where possible)
Common plant and machinery For example - cement mixers, generators	Position plant and machinery as far away as possible from noise sensitive areas. Screen noisy machinery from noise sensitive areas using existing buildings, earth and rubble piles, etc, where possible. Machinery should be suitable for the work to be carried out, properly maintained and operated. If the machine is stationary, fit an acoustic enclosure where necessary. Where possible use mains electricity rather than a generator supply. Switch off all equipment when not in use. Try to keep the noisier work for the middle of the day. Quieter work is best kept for the beginning or end of the day, for example, painting and decorating.
Manual mechanical handling of materials and equipment - Demolition activities, brick crushing, scaffolding	Consider appropriate timing of the activity and reduce drop heights
Radios	Keep the volume of music down, and at a level that cannot be heard by nearby residents.
Light	Every effort should be made to control artificial light escaping from a site for example the fitting of diffusers/guards, ensuring there is no light overspill into neighbouring properties.

3.8 Waste Management Categories

A specific area shall be laid out and labelled to facilitate the separation of materials for potential recycling, salvage, reuse and return. Recycling and waste bins are to be kept clean and clearly marked in order to avoid contamination of materials.

The Contractor will separate waste on site where possible in order to maximise reuse of construction and demolition waste within the development. Waste materials fall into three categories for management, these are:

- Re-use
- Recycle
- Landfill

Re-used

If surplus materials can be used in the permanent works they are classified as materials, which have been re-used. If they are surplus to requirements and need to be removed from site and they can be removed and used in their present form, they can be removed from site for reuse.

Recycling

If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for recycling such as 50x50 timber to make chipboard.

Landfill

If either of the above cannot be satisfied, then the only option left is to send the surplus materials to landfill.

Table 2: Waste Management Colour Codes

Waste Types eg bricks	Waste Category	European Waste Codes EWC	Colour Codes	Origin of Waste Demolition of existing buildings & walls.
Concrete	Inert	17 01 06	 Inert	Site Strip & Demolition
Tarmac	Inert	17 03 01	 Inert	Site Strip
Brick/Block	Inert	17 01 06	 Inert	Site Strip & Demolition
Timber	Active/bio	17 02 01	 Wood	Demolition Works
Subsoils	Inert	17 05 04	 Inert	Site Strip
Subsoils	Hazard	17 05 03	 Hazardous	Site strip
Metals	Active/Bio	17 04 07	 Metal	Site Strip & Demolition
Asbestos	Hazardous	17 06 05	 Hazardous	Demolition Works
Plasterboard	Active/Bio	17 08 02	 Gypsum	Demolition Works
Packaging		15 01 01 15 01 02 15 01 03	 Packaging	Construction
Mixed		17 09 04	 Mixed	Construction & Demolition

4.0 Construction Logistic Plan

This section shows that the Main Contractor will use all best endeavours to minimise disturbances including but not limited to noise, vibration, dust, smoke and plant emissions emanating from the site during construction.

4.1 Site Access / Egress

All traffic to the site will be via the main entrance gate, of Sudley Road. Vehicle and personnel access gates to the site will be separated during the construction. Signage will be established to indicate construction traffic of routes and limitations. The gates will always be managed by The Contractor's operatives at all times and left in the **secure closed position** when not in use. Clear signage will be in place to identify crossing points of pedestrians/plant/vehicles. (Please refer Appendix A for site Layout Plan)

4.2 Operating Vehicle / Machinery and Sustainable Travel

- Ensure all on-road vehicles comply with the requirements of the London Low Emission Zone.
- Ensure all non-road mobile machinery (NRM) comply with the standards set within this guidance.
- Ensure all vehicles switch off engines when stationary – no idling vehicles.
- Avoid the use of diesel or petrol-powered generators and use mains electricity or battery powered equipment where possible.
- Implement a Travel Plan that supports and encourages sustainable travel (public transport, cycling, walking, and car-sharing).
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems.
- Ensure an adequate water supply on the site for effective dust/particulate matter mitigation (using recycled water where possible).
- Use enclosed chutes, conveyors and covered skips.
- Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.
- Reuse and recycle waste to reduce dust from waste materials

Avoid bonfires and burning of waste materials.

4.3 Parking Vehicles, Site Operatives and Visitors

Staff/ Sub contractors and visitors will not be encouraged to travel by car to the site and they will be expected to make their own travel arrangements. For temporary site visitors there is available car park close to the building.

The site is approximately 4 min walking distance to Bognor Regis Railway Station. There are also buses available from Bognor Station and surrounding roads (buses 61, 62, 66A, 66C).

4.4 Measures to Prevent Deposition of Mud on the Highways

The contractor will take strict measurements to prevent deposition of mud on the highways. This will be included but necessarily be limited to:

There will be clean hard standings for vehicle entering, parking and leaving the site.

- Wheel cleaning facility will be deployed
- Brushes will be readily available to clean site hard standing and any mud or debris deposited on the road.
- Complete sheeting of each lorry load of spoil removed to prevent spoil falling off during its journey to the tip.

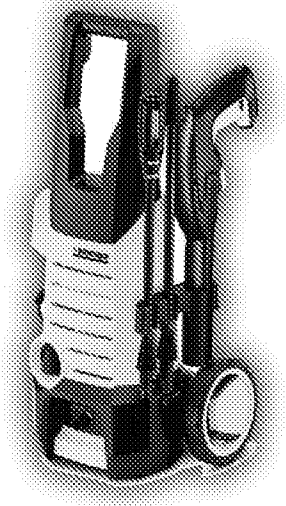
4.5 Vehicle Wheel Cleaning

Where necessary a mobile Jet wash will be employed to remove any mud or any other debris from construction vehicles. Periodically a road sweeper will be employed to clean both site access road and the surrounding road network as required. Strict traffic management on site should minimise the risk of vehicles tracking debris from the site.

Wheel cleaning will consist of two simple operations carried out by designated operative, suitably attired for this work.

- 1- Before leaving, the vehicle will stop and turn the engine off. If necessary any heavy deposits will be removed manually using scrapers or the like.
- 2- Following step one, wheels will be washed using a high pressure jet wash lance ensuring that any residual deposits lodged in the tyres are removed. If required the vehicle will move forward slightly to ensure that the complete circumference of the wheel is clean.

On completion wheels will be inspected and confirmed that the vehicle is fit to leave site. The site operatives will ensure that water used during wheel washing operations does not migrate out onto the main highway.



4.6 Measures Specific to Trackout

- Regularly use a water-assisted dust sweeper on the access and local roads, as necessary, to remove any material tracked out of the site.
- Avoid dry sweeping of large areas.

- Ensure vehicles entering and leaving sites are securely covered to prevent escape of materials during transport.
- Implement a wheel washing system (with rumble grids to dislodge accumulated dust and mud prior to leaving the site where reasonably practicable).

4.7 Deliveries and Construction Routing

The construction routes will be established once it is known where the materials are going to be sourced.

This site will operate a material delivery scheduling and booking system to ensure that congestion is avoided on the surrounding roads. Clear instructions will be issued to all direct suppliers and subcontractors detailing access routes. Only one delivery will be permitted to visit the site at any one time.

Delivery vehicles will be controlled using a Banksman to ensure that unloading only takes place within designated times and in the correct location. (Please Refer Appendix B)

"Just in Time" scheduling of deliveries will be used where possible will minimise storage capacity required.

Signage will be clearly visible to stop any parking in the entrance. Separate pedestrian access will be provided onto site from that of deliveries.

Although abnormal loads are not anticipated, should it be necessary to deliver using abnormal loads the Local Authorities/Police will be notified in advance. All deliveries to site will be scheduled by the Site Manager.

Any damage made to the carriageway during construction will be repaired prior to occupation.

The footway immediately in advance of the site is to be kept clear of obstruction throughout the course of construction.

Information will be obtained from the local authority on refuse collection dates/times to ensure these times during that particular day of the week can be avoided when booking deliveries. Removal of waste and refuse from the site will also be coordinated to avoid conflict.

Due to nature of the site and surrounding network deliveries must be restricted between 10-4pm to keep them from the busy school and pedestrian periods.

A plan, to be prepared, to reduce the number of trips, particularly in the peak period, justified by a transport assessment that considers the benefits of using consolidation; Please refer Appendix B for preliminary vehicle route map.

4.8 Type of Vehicles

The number of vehicles accessing the site has been estimated according for each stages of construction. The contractor will confirm the types of vehicles which will be required to the site and this information will be included

within an updated Plan. However, it is anticipated that the following vehicle types will be required to access the site:

- Tipper lorry (10m)
- Flat Bed Van (8m)
- Concrete lorries
- Skip lorries (6.3m)
- Light goods vehicles

4.9 Estimate of Total and Average Vehicle Movements

The table below Provides an estimated number of deliveries and collections envisaged during the project. The average vehicle movements have been calculated on a weekly basis (approximately). Please note that the information listed in the table is subject to change.

Estimated Vehicle Movement						
Task Description	Approx Quantity	Unit	Approx No. of Deliveries	Approx No. of Collection	Approx Task Duration	Vehicle Type
Muck / Waste away	100	M3	10	0	20	Lorry
Concrete	20	M3	3	0	30	Concrete Mixer Lorry
Scaffolding	400	M2	4	2	3hours	Lorry
Steel	10	tonne	1		3 days	Lorry - Hiab
Skip Hire	20	Nr	20	20	20min	Lorry
General building Materials (inc. timber)	50	Nr	50	5	20min	Lorry- Van
Equipment Hire	4	Nr	4	4	15min	Lorry

4.10 Loading and unloading of plant and materials

Prior to the commencement of each task which involves loading/unloading materials or plant, The Main Contractor will make sure that loading and unloading areas meet the following:

- Clear of other traffic, pedestrians and people not involved in loading or unloading.
- Clear of overhead electric cables so there is no chance touching them, or of electricity jumping to 'earth' through machinery, loads or people.
- Level. To maintain stability, trailers should be parked on firm level ground,
- Loads should be spread as evenly as possible, during both loading and unloading. Uneven loads can make the vehicle or trailer unstable.
- Loads should be secured or arranged so that they do not slide around. Racking may help stability.

- Safety equipment must be considered. Mechanical equipment and heavy moving loads are dangerous.
- Guards or skirting plates may be necessary if there is a risk of anything being caught in machinery (for example dock levellers or vehicle tail lifts). There may be other mechanical dangers and safety procedures to be considered.
- Ensure the vehicle or trailer has its brakes applied and all stabilisers are used. The vehicle should be as stable as possible.
- Vehicles must never be overloaded. Overloaded vehicles can become unstable, difficult to steer or be less able to brake.
- Always check the floor or deck of the loading area before loading to make sure it is safe. Look out for debris, broken boarding, etc.
- Loading should allow for safe unloading.

Some goods are difficult to secure during transport. Hauliers and recipients will need to exchange information about loads in advance so that they can agree safe unloading procedures. Please refer to Appendix A for loading / Unloading area.

Given that all deliveries will be taken on-site with assistance and employment of banksmen to facilitate all vehicle movements, there will be no requirement for any temporary access arrangements, parking suspensions, loading from the local highway network.

4.11 Alternative Method of Transport / Staff Travel Plan

Staff/contractors and visitors will not be encouraged to travel by car to the site and they will be expected to make their own travel arrangements.

Most trips to the site will be 'people' trips (i.e. tradesmen/professionals), with a relatively low number of conventional 'deliveries'.

Each subcontractor will be issued with a copy of the staff travel plan which covers the following key points:

- Details of public transport and cycle parking for worker journeys
- All vehicle trips to site must be booked in advance by phone to the site manager
- Car/van parking is not available on site or on the surrounding roads. Alternative provision for parking would be undertaken only on legal kerbsides or within permitted car parking areas (at the expense of the individual)
- Strictly no waiting on local roads
- All vehicles must have their engines switched off when on site – strictly no idling
- Designated routes for vehicles above 3.5t
- Community considerations on designated routes and in the local area generally
- Requirement for banksmen for loading/unloading at the site
- Accident and Near Miss report to be implemented and maintained accordingly

4.12 Smart Procurement

As part of our Corporate Social Responsibility Agenda, we aim to promote local employment and stimulate the local economy. Where feasible we will source services, materials and equipment locally.

This improves local health by reducing freight impacts such as fossil fuel usage, congestion, pollution, and road construction and road casualties.

4.13 Welfare Facilities

All toilets, washing, changing, personal storage and rest areas are to be accessible and have adequate heating, lighting and ventilation (facilities may need to be provided at more than one location to make sure workers have easy access). A person will be appointed that make sure someone is responsible for keeping the facilities clean and tidy including how often the facilities need cleaning. Please see Appendix A for the location of welfare facilities.

5.0 Emergency Arrangements

The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the Site Safety Notice board.

This site will have responsible for Site Health & Safety Co-ordinator, First Aider(s) and Fire Warden.

In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure.

As fire arrangements are subject to change as construction progresses, either the Site Fire Warden or the Site Health & Safety Co-ordinator have a duty to bring this to the attention of site operatives and Contractors.

In the event of any of the emergency services being required to attend site, the site manger must make available the layout of the building with current fire escape routes and details of any flammable chemicals stored on site.

6.0 Accident Procedure including reporting as required by RIDDOR 2013

The Contractor will display a current Emergency Contacts and Set of Procedures at prominent locations on site. These Procedures will be followed in any site emergency. They contain emergency phone numbers and the method of notifying Arun District Council services for action by the Contractor. Copies of the Procedures will be issued to the Local Authorities, Fire Brigade, Police, Ambulance Service and Statutory Authorities etc. Emergency telephone numbers for Contractor's key personnel will also be included for Arun District Council, should the need arise.

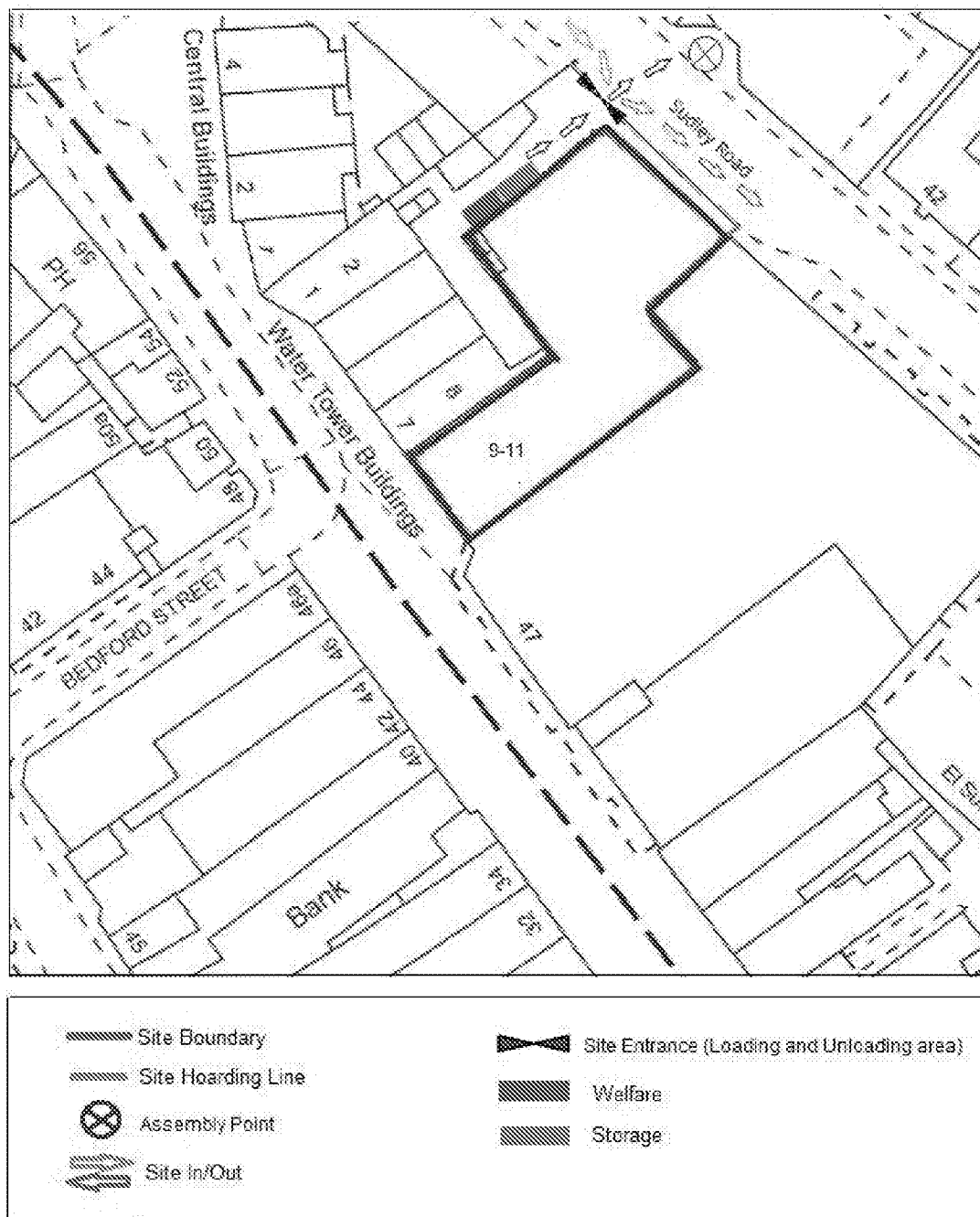
7.0 Accidents, Fire and Emergency Services

Clear access for emergency personnel shall be kept at all times. All accidents will be reported and details entered into the Site Accident Log; details will be forwarded in accordance with the Company Accident Reporting Procedure to the Health & Safety Advisor. Site specific emergency arrangements will be explained as part of the site specific induction and emergency contacts and details will be posted on the Safety Notice board. A designated Site Fire Warden will be responsible for carrying out a fire risk management assessment and make recommendations; he/she shall monitor the site for compliance on an ongoing basis.

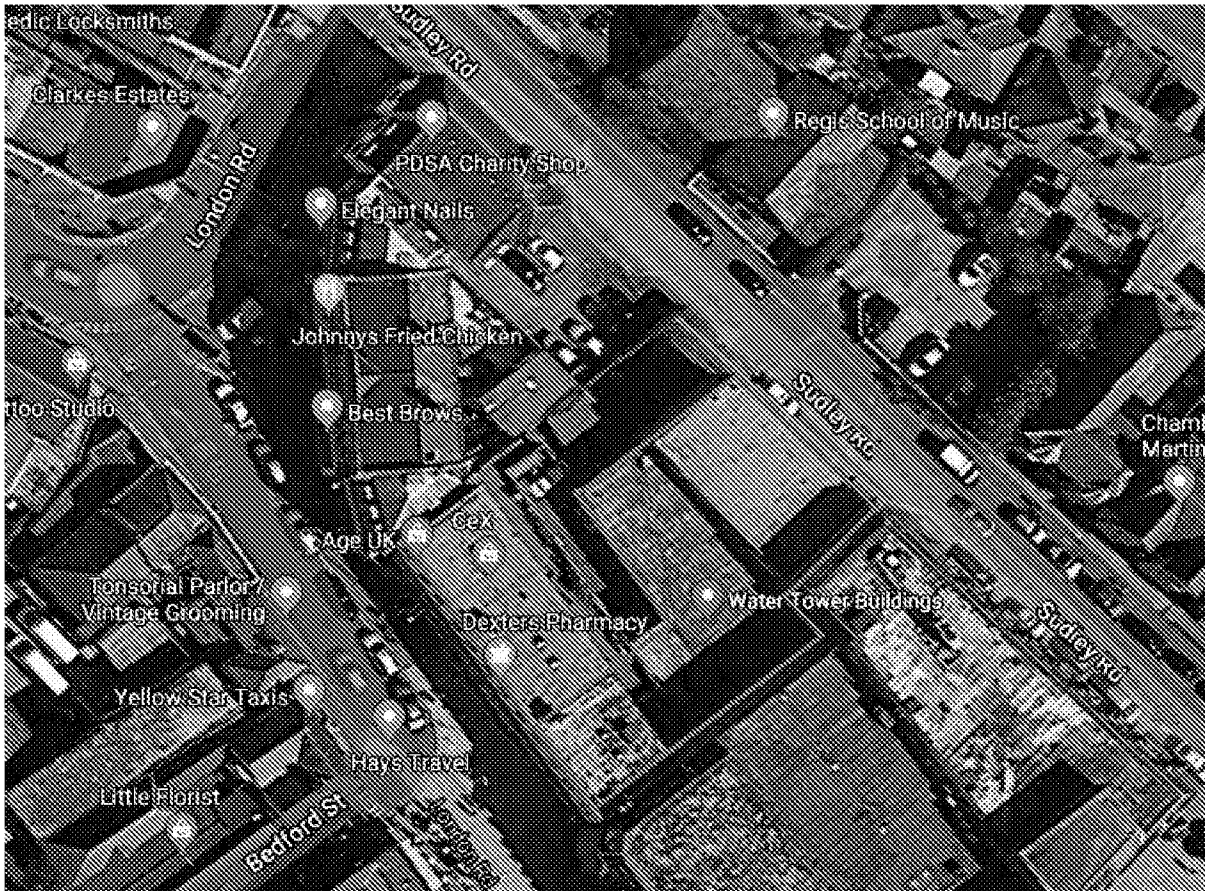
8.0 Fire Brigade Access

The requirements of the London Fire and Emergency Planning Authority (the LFEPA) will be followed in the provision of site access and will be monitored by the London Fire Brigade's local superintendent. In general the provisions of note FP/GEN/20 will cover their needs.

Appendix A- General Site Arrangement (Site Compound)



Appendix B: Preliminary Vehicle Route Map



Vehicle Inbound

Vehicle Outbound

Appendix C: Outline Programme of Works

OUTLINE PROGRAMME OF WORKS FOR 9-11 WATER TOWER									
Items	M1	M2	M3	M4	M5	M6	M7	M8	M9
Site set up									
External Walls Construction									
External Glazing									
Roof Waterproofing									
Internal First Fix Works									
Internal Second Fix Works									
External Works									
Snagging									

Document Change Control

(This is a live document and will be updated as required during the life of the project)

Revision No	Date	Description	Revised Pages

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