

The Construction (Design and Management) Regulations 2015

Construction, Environment & Management Plan

Development at 16 Worthing Road

East Preston

West Sussex

BN16 1AZ

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Review of Plan

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29.05.2020	para 7.2 wording amended		ec	A

Contents Page

0.0	Project Safety Statement	5
1.0	Description of Project	6
1.1	Project Description	6
1.2	Key Dates	6
1.3	Existing Site	6
1.4	Known Existing Services & Utilities	6
1.5	Existing Structures	6
1.6	Ground Conditions	6
1.7	Existing Traffic Systems	7
1.8	Working Restrictions	7
2.0	Construction Strategy & Methodology	8
2.1	Phasing of Demolition & Construction	8
2.2	Site Layout and Materials on Site	8
2.3	Traffic Management	8
2.4	Wheel Washing	9
3.0	Management of the Works	10
3.1	Management Structure	10
3.2	Health & Safety Goals	11
3.3	Monitoring & Reviewing	12
3.4	Liaisons Between Parties on Site	12
3.5	Consultation with the Workforce	13
3.6	Exchange of Design Information	13
3.7	Handling Design Changes During the Project	13
3.8	Selection & Control of Contractors	13
3.9	The Exchange of Health & Safety Information Between Contractors	14
3.10	Site Security	14
3.11	Site Induction	14
3.12	On-Site Training	14
3.13	Welfare Facilities	15
3.14	The Production & Approval of Risk Assessments and Written Systems of Work	15
3.15	The Reporting & Investigation of Accidents and Incidents including near misses	15
3.16	First Aid	15
3.17	Site Rules	15
3.18	Fire Risk Management, Fire & Emergency Procedures	16
4.0	Project Contacts	17
5.0	Arrangements for Controlling Significant Safety Risks	18
5.1	Delivery & Removal of Materials & Equipment	18
5.2	Dealing with Services	18
5.3	Adjacent Land Use	18
5.4	Stability of Structures	19
5.5	Preventing Falls	19
5.6	Working with or Near Fragile Materials	19
5.7	Control of Lifting Operations	19
5.8	Maintenance of Plant & Equipment	20
5.9	Working on Excavations & Poor Ground Conditions	20
5.10	Work on or Near Water	20
5.11	Traffic Routes	20
5.12	Storage of Materials & Work Equipment	20
5.13	Any Other Significant Safety Risks	20

6.0	Arrangements for Controlling Significant Health Risk	22
6.1	The Removal of Asbestos	22
6.2	Dealing with Contaminated Land	22
6.3	Manual Handling	22
6.4	Use of Hazardous Substances	22
6.5	Reducing Noise & Vibration	22
6.6	Hand Arm Vibrations (HAVS) Syndrome	22
6.7	Electrical Services in the Existing Building	23
6.8	Gas Services	23
6.9	Hot Works	23
6.10	Liquid Petroleum Gas	23
6.11	Any Other Significant Health Risks	23
7.0	Construction Environment Management Plan	24
7.1	General	24
7.2	Time of Operations	24
7.3	Noise Operations	24
7.4	Abatement Noise Techniques	24
7.5	Monitoring Noise Levels	24
7.6	Monitoring Vibration Levels	25
7.7	Monitoring Dust Levels	25
7.8	Monitoring Rodent Control	26
7.9	Community Liason	26
8.0	Health & Safety File	28
	Appendix A - Medical Treatment Centres/ Locations	
	Appendix B - Site Waste Management Plan	
	Appendix C - Geotechnical Report & Site Investigations	
	Appendix D - Utility Services Records	
	Appendix E - Sample Site Induction	
	Appendix F - F10 Notification	
	Appendix G - Project Organisation Chart	
	Appendix H - Project Risk Register	

0.0 Project Safety Statement

It is Randall & Chisnall Construction Ltd policy that this project is undertaken with the highest regard for health, safety and welfare matters.

Randall & Chisnall Construction Ltd believe that health and safety should have equal importance to quality, cost, production and morale. It accepts its responsibility to provide a working environment that is safe and without risk to health.

Randall & Chisnall Construction Ltd will take all reasonably practicable steps to meet this responsibility paying particular attention to:

- The provision and maintenance of equipment and systems of work that are safe and without risks to health to employees, sub-contractors and any other person likely to be affected by work activities
- Proper arrangements for the use, handling, storage and transport of materials, equipment and substances
- The provision of information, instruction, training and supervision to assist all employees and subcontractors to avoid injury and contribute positively to their own safety and health at work, with adequate communication of information, instruction and supervision to avoid injury to any other person likely to be affected
- The provision of a safe place of work and environment which has safe access and does not present a risk to health to any person
- The provision of adequate welfare arrangements

This construction phase plan can only be successful with the active co-operation of all employees, self-employed subcontractors and subcontract companies. It is therefore the responsibility of aforementioned to perform their assigned duties safely by following established safe working procedures, using proper safety equipment and by reporting or correcting unsafe acts or conditions.

Randall & Chisnall Construction Ltd

1.0 Description of Project

1.1 Project Description

Demolition of existing detached two storey dwelling, single storey garage and general site clearance and grading.

Construction of 06no. new flats and associated communal circulation spaces, including staircase and lift shaft.

Construction of 1no. detached, bin store and 1no. detached cycle store.

Construction of new shared parking/ turning area and access footpath.

Construction of new surface water and foul water drainage systems.

External works also include construction of new footpaths, new planting and patio spaces.

1.2 Key Dates

Date of site possession: t.b.c.

Project Duration: t.b.c.

1.3 Existing Site

The site comprises of a brownfield site located off Worthing Road and contained 1no. detached two storey dwelling has been vacant for over 6 months.

There is a detached, single storey garage and other ancillary residential outbuildings on the site.

The site is bounded to the north with a low level brickwork/ flint wall and access driveway, the eastern boundary comprises of mature planting which mainly lies on the neighbouring plot. The southern boundary comprises of established planting and timber fencing. The western boundary is mostly open with the low level masonry wall.

To the east lies a plot comprising of flats and their associated amenity space and parking areas. To the south lies a public greenspace. To the west lies a detached residential property.

1.4 Known Existing Services & Utilities

A topographical survey has been undertaken on site, please refer to Appendix C.

The locations of the foul and surface water drains are as indicated on the topographical survey and on GTA Civils Site Layouts.

The locations of the water, gas and electricity supplies are currently unknown.

1.5 Existing Structures

The principal structure on the site is a large, detached residential property which is currently vacant.

The dwelling is constructed with masonry external walls and timber floor and roof structure.

A Renovation & Demolition Survey has been undertaken by *Crucial Environmental Ltd*, and Asbestos Containing Materials (ACM) have been identified on the site within the detached garage and the main dwelling. A copy of the report is to be retained on site and passed to the demolition contractor.

1.6 Ground Conditions

A Phase 2 Geotechnical Report has been undertaken by Ashdown Site Investigations. A copy of the report is attached to this Plan and a copy retained on site.

The ground conditions are to be monitored during the excavation work. Should any soil be suspected of contamination, sampling will take place and the client advised immediately. The Local Authority is to be notified of any positive test for contamination in accordance with the Planning Conditions.

1.7 Existing Traffic Systems

Traffic routes will be set out in accordance with Part 4 Regulation 27 Construction (design & management) Regulations 2015.

The current access to the site is located to the north of the site, accessed of Worthing Road, which comprises of a dual lane carriage way and has a speed limit of 30mph.

1.8 Working Restrictions

All site operatives will work in accordance with the site induction and site rules.

Smoking will only be permitted in a designated area defined by the site manager. Smoking is not prohibited within any building or site accommodation. If site operatives leave site and smoke within the public areas, this will not create a good image for both client and contractor.

Work will be carried out within normal working hour's i.e. 07.30 to 18.00hrs Monday - Friday

Work can be carried out on Saturdays between the hours of 08.00 to 13.00hours

No work to take place on Sundays or any Bank Holidays.

There will be no deliveries before 8.00am.

All contractors/visitors to site will sign in/out using the designated site register.

Residential properties adjoin the boundaries of the site. Noise and vibration management will be in place to control levels emitted from the site during the demolition and construction phases. This will include ensuring cutting activities are carried out as far as possible away from occupied buildings, and behind screens to lessen sound travel. Noisy activities will not be carried out, outside of the agreed working times.

2.0 Construction Strategy & Methodology

2.1 Phasing Of Demolition & Construction

The construction work can be undertaken in one phase of works.

2.2 Site Layout and Materials on Site

A secure compound is to be formed on site, with the solid hoarding being formed along the northern and western boundaries to form a secure site and is to be altered accordingly to reflect the programmed/ phased construction works.

Operative and visitor parking is to be provided within the compound. A vehicular gated entrance is to be provided off Worthing Road - refer to item 2.3 below.

Storage on site of construction material is to be kept at a minimum, with a 'just in time' ordering/ delivery procedure.

Materials are to be stored in dedicated areas, with blocks/ brick pallets stacked no higher than 2 pallets high.

2.3 Traffic Management

Deliveries will be coordinated to ensure that there is minimal impact on the day to day activities of the neighbouring residents. All deliveries will be planned and co-ordinated so far as is reasonably practicable to ensure that those who are not involved with the construction project i.e. members of the public and motorists etc. are protected from the dangers associated with construction and the plant and vehicle movement required.

Delivery drivers visiting the site will drive directly to the site compound where booking in and out will take place. Clear signage is to be provided to aid delivery drivers driving on the site. All deliveries will note the specific delivery times as detailed above in regards to working hour restrictions, i.e.:

No deliveries outside of normal working hours i.e. 08.00 to 18.00hrs Monday - Friday, on Saturdays between the hours of 08.00 to 13.00hours nor on Sundays or Bank Holidays. There will be no deliveries before 8.00am.

Competent persons will direct all vehicles associated with the project. When placing the sub contract and material orders clear defined instructions will be given to 3rd parties regarding site logistics and the handling of deliveries. Each sub-contractor and material supplier will be required to submit their method statements and risk assessments stating how deliveries will be made to site and the type of vehicle that deliveries will be made in.

This will give the site manager an opportunity to plan where the vehicle can be parked etc.

All traffic routes will be clearly sign posted. The site entrance will have in place as is necessary a facility to wash down vehicles to prevent debris being transported on to the street. Caution should be taken for all site vehicles entering onto the road. Site entrance will be kept unobstructed to maintain good access for emergency vehicles.

Signage will be placed strategically on the surrounding roads to give advanced warning to pedestrians and motorists.

Dedicated signage and 'goal posts' are to be erected on site to highlight height restrictions due to overhead power lines as well as exclusion zones for tall/ high reach capable plant/ vehicles.

A site layout plan will be displayed on site highlighting the traffic arrangements, this will form part of the site induction.

The site management will ensure a suitable location nearby is identified for holding delivery vehicles prior to arriving at site to manage possible congestion. The driver will be required to park at the agreed location, phone in, and then proceed to site when directed.

Reversing of vehicles is to be avoided so far as is reasonably practicable. It is anticipated that traffic routes on site can be set up to avoid the need to reverse for the majority of the project. Where reversing is deemed necessary competent banksman will be employed to direct site traffic. A banksman will be available to direct construction vehicles. Warning signs will also be posted.

Deliveries for materials and plant will be planned to avoid busy traffic periods, and to prevent nuisance to neighbours wherever possible. Deliveries will be planned to include full loads, to reduce the amount of vehicles coming to the site.

Where possible the `just in time` delivery approach will be taken to reduce the amount of time vehicles are on site.

All unloading of materials will be within the site boundary wherever possible to prevent lorries waiting on local roads. A forklift will be available on site and material storage areas are detailed on the site plan. If it is necessary to unload a vehicle from the road, a banksman will be available at all times to direct traffic and pedestrians as necessary.

2.4 Wheel Washing

Wheel washing facilities are to be positioned at the entrance and during muddy and or wet weather all vehicles will have their wheels washed when exiting the compound.

This will be in the form of an operative with a jet-wash washing the vehicles. The water run-off will be captured on site in a sump to prevent pollution of water courses/ silting of drainage.

The site manager will assess the site conditions on a daily basis to ascertain the need for wheel washing.

Worthing Road is to be inspected twice on a daily basis with any material/ debris removed/ cleared as necessary, with mechanical street sweeper hired as necessary.

3.0 Management of The Work

3.1 Management Structure

3.1.1 Contracts Director

The Contracts Manager is responsible to, and shall report to the Managing Director and is responsible for:

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken
- Ensuring that necessary method statements are written for site work, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety
- Carrying out the necessary preliminary and specific risk and COSHH assessments and ensuring that they are distributed to the project team and all site staff
- Monitoring adherence to the Health & Safety Plan and the Organisation's Health & Safety Policy
- Ensuring site inductions are carried out in accordance with the Organisation's standards
- Encouraging health and safety communications throughout the duration of the works between him/herself the, the Site Manager, project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and firefighting equipment is available at all times
- Prompt investigation, recording and reporting of accidents, incidents and safety defects
- Ensuring that (or undertaking) the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon
- Ensuring that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies

3.1.2 Site Manager

The Site Manager is responsible to, and shall report to the Contracts Director and is responsible for:

- Ensuring adherence to Method Statements, the Health & Safety Plan and the Organisation's Health & Safety Policy
- Implementing the health and safety induction, which all site personnel and visitors must attend. A record of this must be retained
- Ensuring that staff are given site briefings covering detail of fire escape routes, fire drills and assembly points on site
- Encouraging health and safety communications throughout the duration of the works between him/herself the project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and firefighting equipment is available at all times
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Contracts Manager
- Informing the Contracts Manager of specific risk management issues such as COSHH, noise, work equipment, method statements etc.
- Carrying out as necessary Site Safety Inspections and ensuring that the findings are made known to Contracts Manager
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained and operators are competent
- Ensuring that all plant, tools and equipment and materials is delivered and handled in a safe manner from delivery to installation
- Ensuring, with respective line managers, that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site

3.1.3 Safety Advisors Responsibilities (if appointed)

The Safety Advisor is responsible to, and shall report to the Contracts Director and is responsible for:

- Prepare and assist in the implementation of the health and safety plan while ensuring compliance with health & safety legislation
- Assist in the preparation of risk assessments and method statements
- Offer health & safety advice to the Site Manager and operatives as required
- Conduct site inspections and produce safety reports, as required
- Monitor the safety performance on site, as required
- Report dangerous situations which would warrant the stopping of any operation
- Carry out investigations and report on dangerous occurrences and serious accidents

3.1.4 Contractors

The responsibilities of contractor personnel are the same as the Organisation's employees. The Organisation's management will seek to ensure compliance to any policy, procedure and standards as outlined during induction.

3.1.5 Employees

All employees (permanent & contract) shall:

- Ensure familiarity and adherence to the Organisation's Health & Safety Policy
- Observe all safety rules and codes of practice
- Ensure the appropriate safety equipment (PPE) is worn and appropriate safety devices are used where there is risk of injury
- Conform to appropriate instructions from those with responsibility for health and safety
- Report to Contracts Manager/Site Manager any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident and Incident Form
- Report to Contracts Manager/Site Manager all accidents to themselves whilst at work
- Be encouraged to make suggestions to improve company health and safety on site to the Contracts Manager/Site Manager
- Report all hazards to Contracts Manager/Site Manager
- When on customer/client site/premises, conform to the required signing on/off procedures and safety rules
- When on customer/client site/premises, conform to the required accident or near miss procedures
- Make themselves familiar with the fire and evacuation procedures
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish
- Assist the Safety and Fire representatives in the carrying out of their duties

3.2 Health & Safety Goals

The works shall be carried out at all times in accordance with the Company Health and Safety Policy, and amongst others, the following legislation:

- Health and Safety at Work etc. Act 1974
- CDM Regulations 2015
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Provision and use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personnel Protective Equipment at Work [PPE] Regulations 1992
- Health and Safety [Display Screen Equipment] Regulations 2002
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 as amended 2005
- Health and Safety [First Aid] Regulations 2013
- R.I.D.D.O.R. 2013
- Electricity at Work Regulations 1989
- Lifting Operation and Lifting Equipment Regulations 1998
- BS 7121 Lifting Operations
- The Control of Noise at Work Regulations 2005
- High Inflammable and Liquefied Petroleum Gas Regulations 1982

- Petroleum Spirit [Plastic Container] Regulations 1982
- Chapter 8 Traffic Signs Manual 1991 (& Traffic Signing Regulations and General Directions)
- Control of Asbestos at Work Regulations 2012
- Deposit of Poisonous Waste Act 1972
- Environmental Protection Act 1990
- Safety Signs and Signals Regulations 1996
- The Health and Safety (Consultation with Employees) Regulations 1996
- Control of Pollution (Amendment) Act 1989
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
- Work at Height Regulations 2005 (as amended)

The Contractor will furthermore ensure that the following goals and objectives are adopted on this Project:

- To effectively provide and maintain segregation between construction activities, the existing occupiers of adjacent residential properties and the general public.
- To effectively provide and maintain segregation on site between site transport and plant operations and the workforce by providing so far as is reasonably practicable segregated pedestrian routes and safe areas around the site which are to remain unobstructed.
- To achieve zero accidents/incidents by all parties working on site through adherence to the Health & Safety policy and site-specific rules and inductions.
- Provide and maintain effective communication to all parties involved with the project on matters of health and safety including direct consultation with the workforce on matters of health and safety.

The management procedures and site rules will include the following:

Compliance with statutory health and safety legislation is a minimum requirement:

- Permit to work systems for hot work, electrical alterations/installations/disconnections etc.;
- A formal reporting system for accidents/incidents;
- A formal inspection system for excavations;
- A formal inspection system for scaffolds and ladders;
- A formal inspection system for lifting appliances;
- A formal inspection system for all site plant and electrical equipment;
- Notices showing hazard warning signs and what they mean;
- Notices stating persons when first on site to report to Site Supervisor;
- Requirement when necessary to wear protective equipment/clothing, e.g. masks, eye and ear protection;
- Requirement to wear safety helmets and safety footwear on site at all times;
- Requirement to keep site clean and tidy;
- Requirement that when using hazardous substances, the operatives understand the dangers and the precautions to be taken;
- Requirement to carry out risk assessment and prepare Method Statement before work commences;
- Project Notification to HSE to be displayed if necessary;
- Requirement to ensure only authorised persons are allowed on site;
- The Developed Health and Safety Plan must be available for inspection on site at all times;
- Requirement to display the Insurance Documents;
- A clearly defined procedure for inducting clients' representatives, directly employed labour, sub-contractor staff and third party personnel advising them of the health, safety, welfare and security regimes employed on the site.

3.3 Monitoring & Reviewing

The Site Manager as part of their line management responsibilities will inspect the site on a daily basis. All other site employees will be briefed to show vigilance with regard to general health and safety issues through the Site Induction Procedures.

3.4 Liaisons Between Parties on Site

Any site liaison will be consistent with normal line management and contractual procedures. All parties will be advised of management structure and contact telephone numbers etc. Any queries

relating to programme constraints, design problems will be communicated through client Project/Contract team, PD. Co-ordination of contractors will be achieved through the normal management process for controlling the contract.

Additionally all contractors are to work within the site's build programme and where unexpected site conditions are likely to adversely affect the programme and interfere with various contractors, meetings will be held with the respective contractors to determine a revised programme as appropriate. Meetings will ensure that feedback is received by those involved with the work to ensure that suitable solutions are put forward for consideration. Liaison will also take place via email and telephone as required.

3.5 Consultation with The Workforce

As above, details of Project/Contract Management Team will be communicated to all parties to the Project. In addition, regular Progress Meetings will be held with client and contractors to ensure effective and safe site operations. Effective communication to general site personnel will be provided by use of notice boards, posters and Toolbox Talks as the project progresses.

Emergency/First Aid procedures will be communicated to the workforce during the site induction process.

Members of the Project Team, Site Manager/Supervisors will work closely together to ensure both work areas and public highway and accesses remain safe.

3.6 The Exchange of Design Information

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The Organisation will co-operate fully with the Client to ensure such information is properly integrated into the works.

Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Client for approval as necessary. When placing orders with Sub Contractors, a pre-contract meeting is scheduled in advance of commencement on site. Part of the meeting agenda is to inform the sub-contractor on how and who to pass design information to and also to state timescales on the exchanges. The information exchange is monitored by the site manager on a daily basis through communication with the sub-contractor/relevant designer.

The Contract Manager monitors information exchanges on a weekly/fortnightly basis to ensure that up to date information is issued to the relevant parties at the right time.

3.7 Handling Design Changes During the Project

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The contractor will co-operate fully to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Principal Designer/Project Team for approval as necessary.

3.8 Selection & Control of Contractors

This will be provided through the usual management regime on site via direct communication between contractor representative and Contract Manager. This process will be aided by regular on site progress meetings to ensure works are being carried as per agreed programme and to address any health and safety issues that may arise from time to time.

Representatives from relevant contractors would attend the site progress meetings with attendance by client representative as appropriate.

Additionally all contractor employees are required to attend a site induction before commencement of work when the detailed site rules will be communicated in writing and any significant risk issue will be addressed as part of the selection process.

3.9 The Exchange of Health & Safety Information Between Contractors

The exchange of health and safety information between contractors will take place during pre-start meetings and throughout the duration of the project by the use of on-site meetings, letters and electronic means. Also as noted in 2.6.

3.10 Site Security

Suitable and sufficient measures will be taken to exclude unauthorised visitors from the site and to regulate and control all site visitors in accordance with Regulation 18 CDM 2015.

The permanent site fencing is to be erected and this will form the secure fencing to the compound boundaries. Timber/metal gates will be erected across the entrance to the site and will incorporate lockable gates restricting unauthorised access to site.

The fencing will be adequately secured to ensure that it does not become unstable. Heras fencing may be used in part, subject to a temporary works design. Solid hoard type fencing prevents third parties spotting potential intruders to site, although a multi-camera security system is to be installed on site.

The project team will consult employer's requirements and assess the most suitable type of site demarcation.

Site access gates will remain closed at all times with the exception of authorised access and deliveries to reduce the likelihood of unauthorised persons gaining access to site. A designated pedestrian route will be established allowing all visitors to the site to gain direct access to the site office, prior to being able to get onto the site.

Waste skips will be kept a minimum of 3m from any building or site fence line or any structures.

All persons will be required to sign in/out each time work/visit takes place.

Security procedures will be subject to ongoing review throughout the duration of the construction phase.

Any security breaches/issues will be recorded and reported to the client project team.

3.11 Site Induction

All personnel arriving on site will be required to attend a site-specific induction (as required by CDM 2015) before starting work.

The induction will revolve mainly around the Site Rules and include the relevant on site hazards, which are likely to be present during the contractor's time on site. A copy of which will be given to each individual. Records of these inductions will be retained.

Part of the induction will specify the way in which sub-contractors are to inform the site managers of waste quantities and types of waste in order that the site manager can record and manage waste movement.

An example induction can be found within the appendices of this document, this is not the final induction as the site manager will be required to edit the induction as works proceed to ensure that information given to contractors and visitors is both current and relevant to works taking place on site.

3.12 On-Site Training

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators.

All Company operatives will have received health and safety training commensurate with their site roles and responsibilities.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded.

Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

3.13 Welfare Facilities

Suitable and sufficient welfare facilities will be provided to reflect the requirements of Schedule 2 of the CDM Regs 2015. These will include sanitary conveniences, washing facilities, including hot and cold water, drying area, rest room, drinking water and arrangement for the preparation and eating of meals. This is identified on the site set up drawing within the appendices.

3.14 The Production & Approval of Risk Assessments & Written Systems of Work

Risk assessments and written systems of work will be produced and approved well in advance of the operation being carried out. The contract management require 2 clear weeks whereby sub-contractors are to issue for review in advance of commencing work.

Permit to work systems will be implemented for all hot work and excavation work.

Permit to work systems will be used and implemented where there is the unlikely need to work in confined spaces or on electrical systems.

3.15 The Reporting & Investigation of Accidents & Incidents Including Near Misses

All accidents and near misses will be entered in the site accident book and fully investigated. Accidents and incidents within the scope of RIDDOR 2013 will be immediately reported to the enforcing authority by the quickest available means.

3.16 First Aid

On-site first aid arrangements will be commensurate with the operations being carried out in accordance with The Health & Safety (First Aid) regulations 2013. The Site Manager will be a fully qualified first aider. Additional first aid provision may be via the site labourer who will be as a minimum a first aid appointed persons. Sub-Contractors are encouraged to ensure that their workforce are as a minimum first aid appointed persons.

3.17 Site Rules

- All Company plant operators must be trained and competent and this must be evidenced in writing by the company-training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators.
- All Company operatives will have received health and safety training commensurate with their site roles and responsibilities.
- Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.
- All personnel arriving on site will be required to attend a site induction session before starting work.
- Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable.
- The contractor will not permit the consumption of Alcohol and non-prescribed Drugs in the work place. Any person found to be in breach of this rule would be subject to the company disciplinary procedures. Any employee that needs to take prescribed medicine should inform

the Site Manager, and inform of any possible side effects. The Site Manager will be required to monitor the employee and their performance and if necessary alter the work tasks to take into account any side effects that may place the employee at harm.

3.18 Fire Risk Management, Fire & Emergency Procedures

The Site Fire Safety Plan will be developed as the project progresses to ensure the continuing monitoring of fire risk ensuring necessary control measures are implemented.

Staff on site will be trained Fire Marshalls and have also been trained in the safe use of fire extinguishers.

The responsibility of these persons will be to ensure daily workplace fire checks are carried out and recorded on a weekly basis. Records are to be retained on site.

The site management will ensure that emergency lighting and early warning smoke detection is installed and operational as early in the project as possible.

At the end of each working shift, all electrical supplies to the buildings will be switched off with the exception of security systems requiring power to further reduce the risk of fire from electrical hazards. All hot works will be carried out under the companies Hot Works permit system, which will be issued by the site manager, the Contractor will not permit sub-contractors to self issue Hot Works permits. The initial site set up plan/fire and emergency plan will detail designated smoking areas, these will be communicated during the site induction.

Fencing will be erected as necessary around the perimeter of the site to prevent unauthorised access.

Good initial planning will ensure that material storage areas are away from the buildings and that material compounds remain secure.

The project surveyors will request as part of the works order that the appointed Electrical Contractor carries out 3 monthly temporary electrical testing. The test Certificate is to be displayed within the site accommodation adjacent to the distribution board.

A completed fire and emergency plan will be displayed in the site accommodation and will form part of the site induction. The fire plan will also be displayed around the site.

Suitable firefighting media will be available on site, and the locations of each fire point will be signed with fire safety signage, which will specifically include, floor plans marking on the location of the fire point and the nearest fire escape route. The fire point will also display the Fire Action notice to provide specific fire procedures.

The emergency services contact details will be displayed on the site safety notice board along with the nearest hospital details.

A signing in book will be maintained to ensure that in the event of an emergency role call can take place.

The initial Project Fire Risk Assessment is included within this document on the following pages. This will be updated as the project progresses or if further hazards are identified.

A hard copy will be displayed on site along with the site fire emergency procedures. These will be prepared by the site management team.

4.0 Contacts

Project Directory to be added or displayed on site.

Architect / Principal Designer:	Folkes Architects The Design Studio 94 High Street Steyning West Sussex BN44 3 RD	Contact: Tel: 01903 868 629 Mark Folkes Euan Clark
Principal Contractor:	Randall & Chisnall Construction Ltd 27 Ferringham lane Ferring West Sussex BN 12 5 NB	Contact: Tel: 07776144520
Health & Safety Consultant:	t.b.c.	
Structural Engineers	McCarey Simmonds Ltd The Design Studio 94 High Street Steyning West Sussex BN44 3 RD	Contact: Tel: 01903 868703 Dave Simmonds
Civil Engineers	GTA Civils Ltd Gloucester House 66a Church Walk Burgess Hill West Sussex RH15 9AS	Contact: tel: 01444 871444 John Pakenham
Landscape Architect	Ramsay & Co The Studio, 68 Cuckfield Road, Hurstpierpoint, West Sussex BN6 9SB	Contact: tel: 01273 834198 Andrew Ramsay
Services Engineers		

5.0 Arrangements for Controlling Significant Safety Risks

5.1 Delivery & Removal of Materials & Equipment

All deliveries to report to the site office, then materials will be placed/stored wherever possible to the location where they are to be used. Where unable to use immediately, materials will be placed/stored in locations so as not to interfere with works operations. Deliveries will be subject to a “call-off” system wherever practicable and suppliers advised of most appropriate access to the site. Materials will be moved around site so as to avoid the need to manual handle so far as is reasonably practicable, however, due to the confines or the site limited room is available to fully utilise mechanical lifting appliances at all times. All manual handling activities will be risk assessed to determine the appropriate controls require to ensure the safety of persons involved.

The Manual Handling Operations Regulations 1992 do not set a specific weight limit. However guidance suggests 20kg as a guideline lifting weight where materials can be carried close to the body for no more than 10m. Therefore manual handling assessments will be prepared by those involved with manual handling to ensure that the lifting of materials etc manually has been considered and the appropriate control measures have been taken.

The designers risk assessments will be consulted to gain further information on how the designer has actively considered lighter materials where possible to reduce risk to persons on site during the construction phase through design. During demolition this will be assessed by the contractor on material being manually lifted.

5.2 Dealing with Services

Electricity to the temporary accommodation will be mains supply wherever practical.

Alternatively, portable “silenced” generators of sufficient size will be employed as a temporary measure and suitable arrangements put in place to deal with environmental noise and pollution. Generators to be specified as ‘silenced’ by the manufacturer/ hire company with an approx.. low noise emission of 70dB(A).

The ‘silenced’ generators would be positioned on site as far away from the neighbouring properties as possible and located on a level concrete hardstanding - refer to CMP Site Layout for possible locations.

Fuel supply to generator will be from in-built fuel tank supplemented by bunded fuel bowser with lockable fuel lines. All supplies to units to be of approved design and tested for electrical safety immediately following installation. A granulated Spill Kit is to be retained on site for use in case of any fuel spillage and is to be disposed of as per the requirements set out within the spill kit.

Electrical wiring within accommodation units will be tested at recommended frequency suppliers of hired units required to supply evidence of electrical safety.

As a matter of best practice a services survey will be carried out prior to commencement on site to check that live services are not encountered on the site.

Site electricity supply will be made available via transformers providing 110v power for lighting and small tools.

In the event that 240v power is needed for any specialist equipment, a further risk assessment will be carried out to determine effective control measures to reduce risk.

Record drawings have not been made available determining the locations of existing services. Ground Workers are to follow the guidance set out in HSG 47 ‘Danger from underground services’ and ensure all underground services are identified prior to excavation/investigation work being carried out.

5.3 Adjacent Land Use

Due consideration will be given to those occupying nearby or adjacent properties to ensure they remain segregated from current construction works. The contractor will therefore, be mindful of the

need to minimise noise dust & vibration nuisance and the benefits of maintaining good relationships with local residents.

Construction operations are, therefore, to be carried out in a manner to minimise the effect on nearby properties. Due consideration must be given to those occupying nearby or adjacent properties. The Principal Contractor is required to execute his work in such a manner as to cause, at all times, the minimum of noise, vibration and general inconvenience to the occupants and users of adjacent buildings.

The use of portable radios or personal stereos is not permitted onsite. Equipment and plant must be fitted with appropriate silencers that are properly used and maintained. Plant must not be left idling unnecessarily. Where necessary for warming up purposes then the plant must be situated such as to minimise nuisance from noise.

The contact details of the site management are to be provided to the neighbouring properties prior to work commencing and the site management are to be periodically hold face to face meetings/ door step chats to allow any issues to be raised.

5.4 Stability of Structures Whilst Carrying Out Construction Work, Including Temporary Structures & Existing Unstable Structures

All practicable steps will be taken to ensure that any new or existing structure shall not become unstable due to the carrying out of the construction work. All temporary supports and structures shall be designed and installed so that they can withstand foreseeable loads. CDM 2015 Part 4 Reg 19. The project Structural Engineer will be consulted as required. A temporary works design will be prepared where any supporting of structures is required.

5.5 Preventing Falls

All work at height will be properly planned, supervised and carried out in a manner which is so far as is reasonably practicable safe. Such work will be risk assessed using the hierarchy of controls detailed in the Work at Height Regulations 2005.

All access equipment will be suitably selected in accordance with the risk assessment carried out for the work task. Internal crash decking/work platforms will be used to protect workers against the risks when working at height.

During the new build construction, independent scaffolding will be erected to provide suitable working platforms for those undertaking work on site. Scaffolding will be subject to TG20:13 compliant design. The scaffolding loading bay will display the safe working load.

Scaffold will be regularly inspected and the inspections recorded by a designated competent person. Where a scaffold is not reasonably practicable Mobile Towers will be used and erected/checked only by competent persons. Site managers will ensure training/competency evidence is received from those erecting mobile towers prior to the activity commencing.

Steps/Ladders will only be used as a last resort following a risk assessment which will identify suitable control measures whilst they are being used.

5.6 Working with Or Near Fragile Materials

Suitable and sufficient platforms, coverings, guardrails or similar means will be provided to prevent falls. Where the risk remains then suitable measures will be taken to minimise the distance and consequences of a fall using nets, airbags, crash decking etc.

5.7 Control of Lifting Operations

All lifting operations will be properly planned and managed using trained and competent operatives and well maintained equipment.

The contractor will ensure that the any crane supplier appointed is competent and adequately resourced and suitable and sufficient lifting plans and arrangements are in place prior to the commencement of any lifting operation. The contractor will place orders for lifting operations under a Contract Lift agreement.

5.8 Maintenance of Plant & Equipment

All work equipment will be properly maintained, serviced, regularly inspected with documentary evidence to support.

5.9 Working on Excavations & Poor Ground Conditions

All practicable steps will be taken to prevent danger to any person, including where necessary the provision of supports, steps or battering. An inspection will be carried out by a competent person before each shift is commenced.

5.10 Work on Or Near Water Where There Is A Risk of Drowning

Suitable measures will be taken to prevent persons falling into water, prevent them from drowning and provide some means of prompt recovery in the event of such a fall. There is a low risk of encountering this during this project however should inclement weather be encountered, excavations may fill with water.

5.11 Traffic Routes & Segregation of Vehicles & Pedestrians

The Contract Manager/Site Manager will ensure that all Traffic Management proposals minimise risks to health and safety, and method statements will be produced and carefully adhered to at all times by contractors and that no unnecessary risks are taken. Pedestrian routes and vehicle routes will be suitably segregated.

In accordance with the Company Safety Policy, "No Lorry Shall Reverse Unless Supervised", and signs will be erected at site access and egress points stating such, and a suitable number of Banks men will be provided to take control of reversing vehicles. These Banks men will be wearing the equipment and clothing specified in the Company Policy. Contractors will be required to follow same policy.

All lorries are to be equipped with audible reversing alarms. Sweepers are to be equipped with reversing cameras. It is the Organisation's policy to encourage its lorry hire/delivery companies to have cameras fitted to their fleet. However, this is not a legal requirement, so currently this will not be enforced (except sweepers) although the basic minimum standard of supervised reversing will be maintained.

5.12 Storage of Materials & Work Equipment

All construction waste will be frequently removed from site in a safe and controlled manner and the waste quantities and types recorded prior to being removed from site. The waste transfer consignment notices will be kept by the Contractor following receipt from the contractor.

5.13 Any Other Significant Safety Risks

The handling of materials will be carried out using mechanical lifting appliances wherever practicable. Where manual handling is required a risk assessment will be carried out. The company policy provides employees with a manual handling chart on suggested lifting weights for each lifting zone which if followed will help reduce the likelihood of manual handling injuries occurring. It should be remembered that there is no suggested safe lifting weight and the weights are guidance only.

Work tasks which transmit vibration to the user of work equipment will be highlighted and risk assessed. Examples are Road breakers, Disc Cutters, Sanders, Hammer drills etc.

A chart is to be issued (contained within company H&S policy) which lists tools likely to be used in construction processes which gives an approximate timescale that the plant may be used for in any one day. This is issued to all sites. Tools will be selected that produce the lowest amount of vibration possible.

It is not anticipated that work equipment that produces excessive amounts of vibration will be used on this project.

Lead may be encountered during construction. All works will be risk assessed and carried out by a competent contractor in accordance with the Control of Lead at Work Regulations 2002.

6.0 Arrangements for Controlling Significant Health Risks

6.1 The Removal of Asbestos

To be completed before works commence on site – The site forms a residential site with an existing dwelling which poses a potentially high risk of Asbestos Containing Material - therefore a Pre-Demolition Asbestos Survey has been undertaken prior to any works being undertaken. Assessment of asbestos containing materials (ACM) on site and associated remedial measures are to be provided to Environmental Health and the HSE as necessary.

6.2 Dealing with Contaminated Land

If during development, any visible contaminated or odorous material, (for example, asbestos containing material, stained soil, petrol / diesel / solvent odour, underground tanks or associated pipework) not previously identified, is found to be present, no further development (unless otherwise agreed in writing by the Local Planning Authority (LPA)) shall be carried out until it has been investigated using suitably qualified independent consultants.

The LPA must be informed immediately of the nature and degree of the contamination present and a method statement detailing how the unsuspected contamination shall be dealt with must be prepared and submitted to the LPA for approval in writing before implementation. If no such material is identified, a written statement must be submitted to the LPA.

6.3 Manual Handling

Manual handling will only be undertaken when mechanical handling is not reasonably practicable. A full assessment of the task will be carried out incorporating the whole task, individual, load and the environment in which the lift is to be carried out. Reference will be made to the Manual Handling Assessment Charts.

Assessments will take place in compliance with Manual Handling Operations Regulations 1992 (as amended).

6.4 Use of Hazardous Substances, Particularly Where There Is A Need for Health Monitoring

All products of a potentially hazardous nature will be the subject of a full COSHH assessment prior to being taken into use. Such an assessment will also determine the need for health surveillance and monitoring.

6.5 Reducing Noise & Vibration

Noise and vibration will be reduced to the lowest practicable level. Where possible the lowest noise and vibration producing plant and equipment will be used. The noise and vibration levels of all equipment will be documented and used to establish optimum exposure levels for operatives. Noisy operations will also be carried out giving due consideration to neighbours. The contractor is to include an equipment vibration chart within the H&S Policy- which is available on every site within the site safety file.

There will be no noisy activities undertaken before 08:00 and after 18:00 on weekdays. No Works are to be undertaken on site on Sundays or Bank Holidays.

(Ref INDG127 – Noise in Construction)

6.6 Hand Arm Vibration (HAVS) Syndrome

The methods for controlling the risks of HAVS when operating any vibrating equipment must be considered. No person must be exposed to in excess of 5.0 ms⁻¹ (A)8 (i.e. over 8 hour period).

Consider making use of HAVS calculator on HSE website:

<http://www.hse.gov.uk/vibration/hav/hav.xls>.

Construction processes are to be reviewed and the correct tool chosen for the task. Tools are to be well maintained and operatives trained to use them correctly. Correct PPE is to be provided and worn as necessary.

(Ref HSG 88 Hand Arm Vibration)

6.7 Electrical Services in the existing building

Arrangements shall be in place to ensure that electrical services in the existing building are securely isolated and power re-introduced in a controlled manner by competent electricians if necessary.

6.8 Gas Services

Arrangements shall be in place to ensure that any work involving the disconnection or connection of gas supplies are undertaken by Gas Safe Registered technicians.

6.9 Hot Works

All hot works are to be undertaken off site in a controlled environment so as to minimise the risk of hot works on site. Alternative materials, in particular plumbing fixtures and fittings, are to be specified as necessary.

(Ref HSG 168 Fire Safety in Construction)

6.10 Liquid Petroleum Gas (if applicable)

LPG use is not permitted on site, therefore storage of LPG is not applicable.

(Ref HSE CHIS 5 – Small-scale use of LPG in cylinders)

6.11 Dust

Dust emissions will be monitored on an on-going basis to ensure that dust arising from construction activities is minimised and controlled for the health of the site workforce.

On tool dust extraction/ water suppression etc. will be used to eliminate dust at source to prevent dust migration to adjacent areas including public areas outside of the site. Method of dust suppression to be monitored and adjusted as necessary.

The correct RPE/ PPE is to be provided for the type of work being undertaken with adequate training for all operatives on the correct use of the RPE/ PPE.

The site manager will continually visually monitor dust levels across the site and as and when required will dampen external surfaces, or alter dust suppression methods for work operations.

Solid hoarding is to be installed to the boundaries of the site and heras fencing with debris netting is to be installed as necessary to prevent dust or small particles being ejected into the public areas.

Where possible through design pre finished materials will be ordered to eliminate the need for site finishing and therefore reduce dust.

Materials being delivered or removed from the site are to be covered as necessary.

6.11 Any other Significant Health Risks

All work activities will be risk assessed as required regulation 3, Management of Health & Safety at Work Regulations 1999 (as amended) and the significant findings of risk assessment recorded and will be available prior to work commencing on site.

Project Team Hazard ID and Management Checklist is contained within the PCI. This will be consulted through project planning ahead of commencement on site. A Hard copy of the DRA's will be available on site, and filed within Section 1 of the site safety file.

7.0 Construction Environment Management Plan

7.1 General

A Construction/ Demolition Environment Management Plan (CEMP) shall be kept on site of the proposed works at all times ready for inspection at the request of an Authorised Officer of the Council.

This CEMP shall be reviewed as necessary and all revisions shall be signed and dated in an addendum format forming part of the original CEMP.

The CEMP shall contain the following information:

- a) Name and address of the Principal Contractor
- b) Commencement/ Completion Date
- c) Address where the Principal Contractor accepts receipt of legal documents
- d) Full contact details of main office and of the site of the proposed works
- e) Full contact details including name and telephone number of Site and Project Manager.

N.B. if the main contractor does not keep on site an up to date CEMP or fails to meet with the below specification or as a result of the failure to meet with the minimum requirements valid complaints are made to the Council during these works, then the main contractor could become liable to further legal action under other legislation that the relevant Local Authority is empowered to enforce.

7.02 Specification to Be Met by The Construction Demolition Management Plan (CEMP) At 16 Worthing Road

7.2 Time of Operations

Time of operations and ancillary works which are audible at the site boundary shall be carried out between the following hours:

Monday to Fridays - 08.00 - 18.00
Saturdays - 08.00 - 13.00
At no times on Sundays, Bank & Public Holidays

7.3 Noise Operations

Any noise operations outside the standard hours are not permitted. The permitted times of working may be reduced in the case of noisy schedules.

7.4 Abatement Noise Techniques

The quietest and newest vehicles/ plant machinery shall be used at all times. All vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, shall be maintained in good and efficient working order and operated in such a manner as to minimise noise emissions.

The Best Practicable Means (BPM), as defined in Section 72 of the Control of Pollution Act 1974, shall be employed at all times to reduce noise (including vibration) to a minimum, with reference to the general principles contained in British Standard BS5228:2009 'Noise and Vibration Control on Construction and Open Sites'.

7.5 Monitoring Noise Levels

Predictive noise and vibration levels before any work is carried out on site. These predicted noise and vibration levels shall be registered in the CEMP.

Noise attenuation screening to be used if deemed appropriate and noise monitoring to be carried out at the start and at regular intervals during each task period. Any mobile screens shall have sufficient mass so as to be able to resist the passage of sound across the barrier and to be free of significant holes or gaps between or under the acoustic panels or board materials as far as reasonably practical.

Noise monitoring shall be undertaken using fixed locations which are representative of adjoining residential properties. Written records of the monitoring results are to be maintained

throughout the duration of the works and retained on site and are to be made available to the Local Authority Officers on reasonable request.

Where the measured noise levels are more than 3dB (A) above the predicted noise levels or in the event of a complaint of noise an investigation shall be carried out to ascertain the cause of the exceedance or the complaint and to check that BPM are being used to control the noise in accordance with the steps set out in the application for 'prior consent'/ Noise Levels shall be reduced further if it is reasonably practicable to do so.

7.6 Monitoring Vibration Levels

In the case of vibration, measured vibration levels shall be compared with the criteria in BS 5228:2009 part 2 (i.e. 1mm^{-1} PPV for potential disturbance in residential and using a suggested trigger criteria of 2mms^{-1} for commercial). Lower limits must be agreed with the council if there is a risk that vibration levels may interfere with vibration sensitive equipment or other vibration sensitive objects.

7.7 Monitoring Dust Levels

Dust generating operations are to be identified and the best available techniques to control dust emissions will be used. The identified dusty operations shall be recorded in the Fugitive dust emissions register. All dusty operations shall be controlled at source. Examples include correct storage of raw materials, organising the process in such a way that spillage is avoided, and maintaining high standards of internal and external housekeeping.

Consideration should be given to the siting of aggregate stockpiles, based upon such factors as the prevailing winds, proximity of site boundary and proximity of neighbours. Minimisation of drop height is very important in stockpiling to reduce wind whipping of particulates. When designing storage bays, internal walls separating storage bays should be at least 0.5m lower than the external walls of the bays.

Areas where there is vehicular movement should have a consolidated surface which should be kept in good repair.

The main principles for preventing dust emissions are containment of dusty processes and suppression of dust using water or proprietary suppressants. Suppression techniques need to be properly designed, used and maintained, in order to be effective. For example, where water is used for dust suppression, processes require an adequate supply of water and all suppression systems need adequate frost protection.

Where there is evidence of airborne dust from the building construction activities on the site, the contractor should make their own inspection and assessment, and where necessary undertake ambient monitoring with the aim of identifying those process operations giving rise to the dust. Once the source of the emission is known, corrective action should be taken without delay.

Effective preventative maintenance should be employed on all aspects of the construction works including all plant, vehicles, buildings and the equipment concerned with the control of emissions to the air.

Important management techniques for effective control of emissions include:

- Proper management, supervision and training for process operations;
- Proper use of equipment;
- Effective preventative maintenance on all plant and equipment concerned with the control of emissions to the air;
- Spares and consumables are available at short notice in order to rectify breakdowns.

The following procedures/ methods are to be utilised to control dust:

- Watering down of the area should be carried out where necessary to minimise dust transfer into neighbouring premises.
- Where possible grey water will be used for this task.

- Stockpiles of material shall be damped down or otherwise suitably treated to prevent the emission of dust from the site.
- Stockpiles should be planned and sited to minimise the potential for dust generation.
- The handling of material should be kept to a minimum and when deposited onto a stockpile it should be from the minimum possible height.
- Mixing large quantities of concrete or bentonite slurries in enclosed/shielded areas
- Skips and removal vehicles shall be properly covered when leaving the site.
- Materials should be handled in such a way so that it does not give rise to excessive dust.
- Watering of rubble chutes shall be undertaken where necessary to prevent dust emission.
- Wheel washing stations are to be provided at all exits from the site.
- The contractor shall ensure that the area around the site, including the public highway, is regularly and adequately swept to prevent any accumulation of dust and dirt.
- The use of wheel cleaning facilities and road sweeping equipment may be required.
- Any plant used for the crushing of materials must be authorised by a local authority under the Environment Protection Act 1990 Part 1 (Prescribed Processes). All works shall be carried out in accordance with the conditions of such authorisation.
- Where plant is used to recycle materials, the appropriate licence from the Environment Agency shall be obtained. The process operator should notify the local authority prior to the movement of the plant on the site.
- Debris type netting will be fixed to the Heras fencing along the entire length of Threals Lane and along the boundaries with the neighbouring residential properties, to prevent dust or small particles being ejected into the public areas.

The contractor shall take all necessary precautions to prevent the occurrence of smoke emissions or fumes from the site plant or stored fuel oils for safety reasons and to prevent such emissions or fumes drifting into neighbouring properties, in particular, plant should be well maintained and measures taken to ensure that it is shut down in the intervening periods between work or throttled down to a minimum.

Burning of materials on site is strictly prohibited

Emphasis should be placed on the following to minimise risk of air pollution:-

- Use processes that do not generate hazardous fumes and/or hazardous dust
- Ensuring that airborne hazards do not escape from the site to affect members of the public and surrounding environment

7.8 Monitoring Rodent Control

Prior to the commencement of works on site the principal contractor shall take the necessary measures to ensure proper rodent control on site.

If the presence of rats and mice has been ascertained on site a method statement will be prepared detailing how they will be destroyed by a suitably qualified pest control company/operative.

At all times the site shall be kept free, so far as is reasonably practicable, of rats and mice. (prevention of damage by Pests Act 1949, Part 'H' of the Building Regulations - drainage and waste disposal).

7.9 Community Liaison

The contractor is to keep the client and general public informed about unavoidable disturbance such as from unavoidable noise, dust or disruption to traffic. Clear information shall be given in advance and in writing.

A contact board shall be displayed prominently; this is to ensure that problems can be rectified quickly, and that residents and others can channel their questions and complaints to a member of staff who has the authority to act.

All contact boards shall include the following:

- The title 'Contact Board'
- Name of main contractor, address and person to whom correspondence should be addressed
- Name of site manager
- Month and year of completion of works
- Names and telephone numbers of staff who can take immediate action that contact can be made at any time

Occupiers in the vicinity who may be effected by noise from these works shall be notified of the nature of the works, a contact name, telephone number (including outside of normal working hours) and address to which enquiries should be directed. Such notification shall take place, where possible within 2 weeks, but in any event at least a week prior to the works commencing.

The principal contractor shall ensure that a staffed telephone enquiry line is maintained at all time when site works are in progress to deal with enquiries and complaints from the local community. The telephone number (and any changes to it) shall be publicised widely in the local community affected by the works. The Local Authority Environmental Health shall be notified of any complaint.

Should noise/ dust/ vibration complaints arise from the building construction/ building works, these complaints must be recorded in a complaints register and make available to the Local Authority, if requested, The complaint register shall provide information on the day, time, details of complaint, details of monitoring carried out and any additional mitigation works.

Should complaints be received concerning works/ activities, then all works/ activities being the cause of the complaint must cease (except for tasks related to the structural integrity of the works), until such time as further agreement to work is negotiated.

8.0 The Health & Safety File

Information such as as-built drawings, electrical test records, electrical diagrams, product information must be supplied at the end of the project for inclusion in the Health & Safety File.

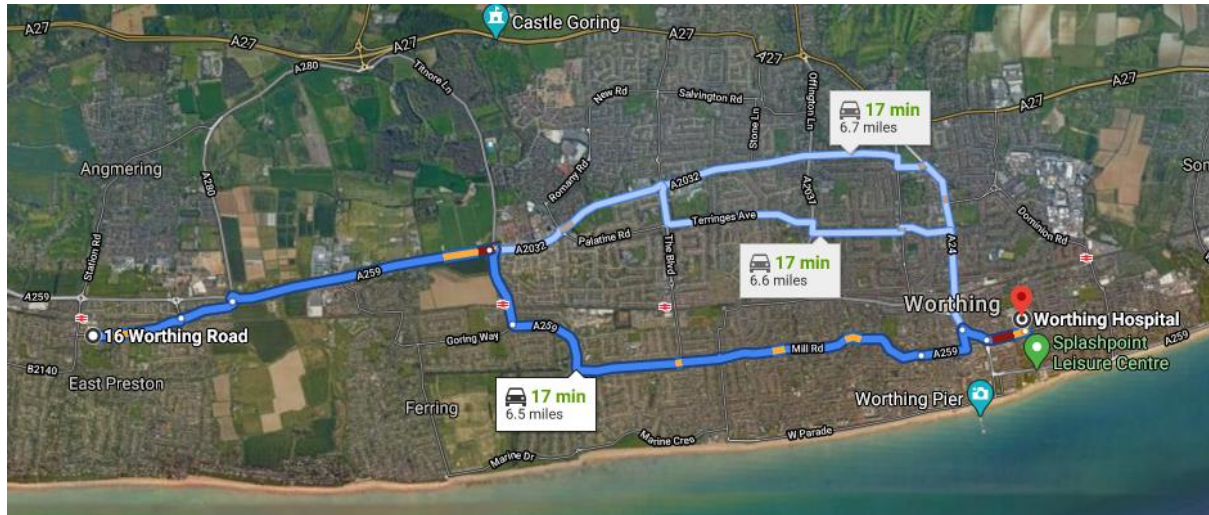
The Principal Contractor will be permitted to use their own format for the H&S File. The proposed framework of the H&S file will be submitted to the Principal Designer before the project commences. The contents should follow the guidance outlined in Appendix 4 of the CDM Regulation 2015.

The Principal Contractor will be required to collect and collate information, and prepare the relevant parts of the Health & Safety File throughout the project, and forward the completed copy to the Principal Designer for review within 2 weeks after project completion.

There is no existing H&S File.

Appendix A: Medical Treatment Centre Locations and Contacts:

Accident & Emergency Department
Worthing Hospital
Lyndhurst Road
Worthing
BN11 2DH



The Park Surgery
St. Floras Rd,
Littlehampton
BN17 6BF



Appendix B – Site Waste Management Plan.

The Site waste Management plan and waste movement record logs will be kept under separate cover within the site office and will be available for inspection by all duty holders.

Date	Amendments	Action taken/ required	By (name)	Rev.

Appendix C – Ground Investigation Report.

This will be completed on site.

Date	Amendments	Action taken/ required	By (name)	Rev.

Appendix D – Utility Services Records

Copies of services drawings will be available in hard copy on site.

Date	Amendments	Action taken/ required	By (name)	Rev.

Appendix E – Sample Site Induction

Copies of signed site induction sheets are to be retained in hard copy on site.

Date	Amendments	Action taken/ required	By (name)	Rev.

SITE INDUCTION

For: 16 Worthing Road

Welcome to 16 Worthing Road. This induction leaflet is designed to aid you in the safe completion of your work each day and to ensure that you go home in the same state that you came in.

The induction outlines all the relevant information that you need to know about the job itself and the possible safety hazards that you may come into contact with.

The health and safety policy requires you to act in a safe way and not to put others at risk. A copy of our policy has been given to your company and is available for you to inspect on site. The legal requirements listed below are extracted from the policy and will help us to work towards eliminating accidents on site.

Starting on Site.

This site is 100% safety helmets, hi visibility vests and safety footwear.

If hearing protection zones are identified then hearing protection **MUST** be worn. If your risk assessment identifies the need for additional PPE then it **MUST** be worn.

If you have to raise your voice to be heard, then you shall also use suitable hearing protection.

Hearing protection should be used whilst using air tools, carrying out cutting operations etc.

Goggles should be worn during all cutting and grinding operations as well as any blowing or spraying operations. Ensure that correct hand and body protection is worn in accordance with the risk assessment for the operation being carried out.

If you fail to comply with the site rules and the requests of the Site Manager then you may be dismissed from site.

Site Hazards.

The Site Manager will draw to your attention the current site activities taking place and the risks associated with their operations. If in doubt about any operation-taking place please do not hesitate to ask. We encourage all persons on site to report any unsafe acts or unsafe working practices to the Site Manager in order that we can be pro-active in the reduction of accident incidents within the construction industry.

Please be aware that site hazards will change as the project progresses and therefore the need for further inductions may be necessary.

Emergency Procedures.

The Site manager is the nominated First aider. Emergency evacuation procedures will be displayed in the office, please make yourself familiar with access/egress routes and the location of the **Muster Point**.

Please raise the alarm for any emergencies found by yourself by the quickest possible means, i.e. shout fire and then operate the air horn for a long continuous burst. You must then find the Site Manager and make them aware before making your way to the muster point as shown on the Site Accommodation drawing.

Please ensure that you sign in and out daily so that in the event of an emergency you can be accounted for.

Your Work.

Has your work been properly explained to you by your foreman supervisor? Ask either your foreman or the site manager for necessary instruction, drawings, method statements and risk assessments etc.

Have you received proper and detailed work instruction?? **Yes/No**

Have you read and understood your instructions?? **Yes/No**

Risk Assessment.

Please ensure that you have read and understood the Risk Assessments that have been carried out for the work task that you are required to carry out. This will determine the level of additional PPE you are required to wear over and above that set by the contractor as the minimum requirements.

Accidents & Near Misses

It is vitally important that we are made aware of all accidents or incidents so that we can investigate thoroughly and put measures in place to prevent reoccurrence.

First Aid facilities are kept in the site office along with the accident book. The site manager will make you aware of the person responsible for first aid.

The contractor requires that all near miss incidents are reported to the Site Manager.

Fire Precautions.

Smoking will only be permitted within the confines of the site where designated by the Site Manager within reason i.e. not next to oil drums or fuel bowzers. The No Smoking rule will be enforced rigidly and therefore the site accommodation and the existing building will be no smoking. Smokers will only be permitted to smoke outside where designated by the Site Manager.

Welfare Arrangements

Toilets, canteens and drying rooms are provided. Please treat them with respect. These are cleaned regularly.

Please inform site management of any unsatisfactory standard of these facilities.

All new starters or visitors must report to the site office.

Housekeeping

Keep all thoroughfares clear at all times. Tidy your own materials and waste at least daily, or more often as required – you may be creating a fire hazard. If storage areas have been set out for your company please stick to them! There is no burning of waste permitted onsite. Skips are provided for your waste material, please take care not to pollute drains or watercourses.

Should you not comply with the tidying of your materials your company may incur a charge should the contractors labour be required to clean up after you!

Workforce Consultation.

Your views are of significant importance regarding health and safety standards on this site. Please ensure that any unsatisfactory behaviour or incidents are reported to the site management so that they can be rectified immediately.

Personal Conduct.

We do not expect you to take risks on this project.

If however, you are endangering yourself or others you will be asked to leave the site.

Waste Management

The contractor requires you to inform the site manager of any waste material which is to be disposed

of in the provided skips. You are required to follow the Sites waste management procedures to ensure that waste is segregated and disposed of in the required manner. Please ensure that you inform the site manager of the quantities of material which you intend to dispose of.

Please behave responsibly for the benefit of everyone!!

All persons have a duty to ensure that they inform the site manager if they are taking prescribed drugs or have a known medical condition i.e. if you are Epileptic, Diabetic or Asthmatic etc.

This information is important. Should you need medical attention whilst on site, we can get you the right help!

All employees have a duty under section 7 of the Health & Safety at work act 1974 to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. Therefore all employees must use all work equipment provided by their employer correctly, in accordance with their training and the instructions they received to use them safely.

DECLARATION

I have read these instructions and will abide by the rules and I understand my responsibilities for work safety.

I accept that I am responsible for clearing debris resulting from my work activities to the skip provided on site.

I have read and understood our own method statement and Health and Safety policy.

I have read the Construction Phase Health and Safety plan and will abide by the rules therein.

Name..... Date.....

Subcontractor/Company Name

Company Address

.....

.....

Signed..... Date of Birth.....

Next of Kin Contact.....

This signed section will be retained on site by the site manager.

CSCS Card Number.....

Appendix F – F10 Notification

Copies of the F10 form is to be retained in hard copy on site.

Date	Amendments	Action taken/ required	By (name)	Rev.

Appendix G – Project Organisation Chart

Copies of the organisation chart are to be retained in hard copy on site.

Date	Amendments	Action taken/ required	By (name)	Rev.

Appendix H – Project Risk Register

Copies of the risk registers are to be retained in hard copy on site.

Date	Amendments	Action taken/ required	By (name)	Rev.