

CONSTRUCTION MANAGEMENT PLAN



14 Coastal Road, East Preston, BN16 1SJ

Prepared by	Date	Checked By	Date	Revision
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Site: Coastal Road
14 Coastal Road, East Preston, BN16 1SJ

ISSUE 1
01/11/2018

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1. Site address & description of the project

Site address

14 Coastal Road, East Preston, Littlehampton BN16 1SJ

Project description

Demolition of the existing house and construction of a 5 bedrooms' detached house comprising front and rear garden and associated garage.

The new development is located in Coastal Road, a street that belongs to West Sussex village, in West Kingston. The local authority is Arun District Council.

This new development will be executed in two distinctive phases: demolition phase and construction phase.

Demolition phase – A specialist in demolition will be appointed by the client and this contractor will provide a specific Demolition Management Plan and RAMS for the works required.

Construction Management Plan will be made available on site, other site specific method statements and risk assessments will be issued for each of the above prior to each operation being carried out.

Construction works will be carried out in accordance with the design details prepared by the architect and engineer.

The construction phase will include:

- Services locations, CAT scan;
- Site setup, erection of welfare facilities, connection of temporary utilities such, water, drainage and electricity, as site layout plan;
- Erection of temporary fencing/hoarding/scaffolding;
- Excavation and drilling works for sub structure and infrastructure works;
- Foundation installation/works;
- Foul drainage system and utilities ducting;
- Cast of floor concrete slabs;
- Concrete frame construction;
- External/internal walls blockwork construction;
- Roof coverings;
- Load bearing and non-load bearing stud walls, internal partitions;
- Windows and glazing installation;
- Drylining and Plastering works;
- Electrical works;
- Carpentry & joinery works;
- Heating. Hot Water & Plumbing works;
- Kitchen, Bathroom & General Fittings;
- PV panels installation;
- Decorations;
- External Works;

- New Utilities connections;
- Site clearance.

General Statement of Health & Safety principles and objectives for the project

Provide a place of work that is safe and without risk to the health, safety and welfare of all employees, independent contractors, members of associated companies and the general public, so far as is reasonably practicable.

This project from the onset will comply with the Control of Pollution Act 1974, the Environmental Protection Act 1990 and Environmental Act 2005.

The method of construction and this plan must be agreed with Arun District Council before works begin.

Information about restrictions, which may affect the works

In order to minimise any disruption to the neighbours all the works will start at 8.00 am and will be finished at 5.30 pm from Monday to Friday, on Saturdays the works will be from 8.00 am to 1.00pm.

A **Resident's Liaison Officer** (Antonio Airoso) will be appointed by LR Lima Construction and will circulate details to local residents and the relevant amenities. Contact details will be given to include emergency contact details for use outside normal working hours.

Arrangements for directions and the coordination of others

During the works a Site Manager representing LR Lima Construction Ltd will be present on site all the times. If the Site Manager has to leave site for short periods of time, then a competent person will be appointed to monitor health & safety on site. A suitably qualified person will cover any longer absences.

Following appointment and before any works can take place at site, sub-contractors and their staff must report to the Site Manager/ Foreman, who will ensure they receive a safety induction and are made aware of the relevant sections of the Construction Plan.

The Principal Contractor will prepare and monitor a project programme for the works, which details the times when sub-contractors will be required.

Standard Setting

This project will be carried out in accordance with The Health & Safety at Work Act and any relevant regulations including the Construction (Design & Management) Regulations 2015.

Information and training for people on site

All personnel shall present themselves to the site office before entering the working areas, no unauthorised access into the working areas will be allowed. Specific Site induction will be taken place before they are allowed to leave the site office and enter the working areas.

Inductions will provide an introduction to the project, risks involved throughout all activities related to construction works.

Our induction talks for operatives new to the site will include site rules which cover:

- Behaviour toward others on site and nearby;
- Drugs and alcohol;
- Smoking areas;
- PPE and safety issues;
- Welfare facilities and use of;
- Security issues;
- Emergency procedures;
- Good and bad practice;
- Environmental issues;
- Encourage all site personal to use sustainable travel modes into and from site.

We also provide site inductions in languages other than English where appropriate and site signage is multi language to assist in communications.

We will hold regular consultation meetings with the workforce to assess safety performance on site and review where they can improve, these will be open to all on site, in addition to this we will actively encourage the use of a 'comment box' so that site observations can be forwarded and actioned in a confidential manner.

Toolbox talks will be given by the Site Manager, as necessary and will convey topics ranging from general safety awareness to specific site activities and we will also require our subcontractors to do likewise outlining a variety of relevant Health and Safety issues.

Only certificate holders qualified scaffolders will be permitted to erect alter or dismantle standing scaffolds and must be under the supervision of a competent person.

Details of any employees under 18 years must be reported to the Site Manager. A register of staff on site will be kept by the Site Manager.

Site rules

(See induction form in appendix A)

Information for contractors

Prior to commencement on site all operatives will receive site induction in accordance with the form contained in Appendix A. Supervisors and operatives will be shown the Construction plan by the Site Manager and will be requested to read and understand relevant sections.

The Site Manager is responsible for ensuring that risk assessments and method statements are in place before works start on site.

Method statements and risks assessments for hazardous activities are contained in Appendix C.

The Site Manager will ensure that the supervisors/operative responsible for the works have the latest risk assessment/method statement for the job and the risk assessments/method statement are read and that their contents are understood and the required control measures are put in place.

Selection procedures

The principal contractor carefully selects their sub-contractors. Those known to have a poor health & Safety record are not employed.

Where appropriate job vacancies on site will be advertised on site and in local newspapers to attract people from the local area.

Communications & co-operation

Regular informal meetings will be arranged with sub-contractors and operatives to ensure this Construction Management Plan is understood and used.

2. Management

The client and team will be detailed in this section

Client

Main contact: Mrs G Clarke

E-mail: [REDACTED]

Project Manager

TBC

Main contact:

E-mail:

Mob:

Architect

JJR ARCHITECTS
Suite 2b, Church House,
94 Felpham road,
PO22 7PG

Main contact: Richard Stefanski

E-mail: [REDACTED]

Mob: [REDACTED]

Structural Engineer

TBC

Principal Contractor

LR Lima Construction Ltd
Unit 24 The Swan Centre
Rosemary Road
London SW17 0AR

Main contact: Artur Lima

Antonio Airoso— Site Liaison Officer

Others contacts

Statutory Authorities Fire
Health & Safety Executive
Accident & Emergency Hospital

Tel: 999

Tel: [REDACTED]

Tel: [REDACTED]

3. Activities with risks to health & safety

Site Access

Site access is graphically described in Appendix D – Construction Phase **Site Layout Plan**. The site access for construction plant and deliveries will be via an entrance gate at Coastal Road, a competent banksman will supervise vehicles movements to and from site to reduce the risk of contact injuries to any pedestrians. Small residential streets shall be avoided by delivery lorries.

The entrance door for site personnel and visitors will be at Coastal Road, the pedestrian entrance will lead everyone directly to the site office. Contractors, visitors and site personnel will be advised to use public transportation due to parking restrictions near and on site.

Loading/Unloading Arrangements

Parking, loading and unloading will be done at all the times within the site compound to ensure that such activities do not disturb residents, businesses and traffic.

In order to organise deliveries and reduce/avoid congestion near the site a weekly deliveries/collections booking and scheduling will be displayed on site and will be made available for all the suppliers.

All deliveries will use rigid-backed lorries as much as practicable to reduce the use of large number of articulated vehicles, if any abnormal loads to be delivered to site will be notified in advance to the local Authorities (Arun District Council), these will be identified in advance to allow liaison with interested parties.

Vehicle Routes

From Central London to No.14 Coastal Road

- Take A3212 and Albert Embankment to Peckham – Camberwell – Vauxhall – Westminster Hwy/A202/A3036
- Follow S Lambeth Rd, Clapham Rd/A3 and B221 to Leigham Ct Rd
- Follow Leigham Ct Rd, Beulah Hill/A215 and A212 to The Croydon Flyover/A232 in Croydon
- Take A23, M23, A23, A272 and A24 to Water Ln/A280 in Clapham
- Continue on A280. Take Golden Ave to Coastal Rd in East Preston
- At the roundabout, take the 2nd exit onto Water Ln/A280
- Continue to follow A280
- At the roundabout, take the 3rd exit onto Old Worthing Rd/B2140
- Turn left onto Roundstone Ln/B2140
- Turn left onto North Ln
- Turn left onto Kingston Ln
- Turn right onto Golden Ave
- Turn left onto Coastal Rd (destination will be on the right)

From Worthing to No.14 Coastal Road (via Littlehampton Rd/A259)

- Take Railway Approach and Oxford Rd to Teville Rd/A2031
- Take S Farm Rd to St Lawrence Ave
- At the roundabout, take the 1st exit onto St Lawrence Ave

- Take Terringes Ave and Littlehamton Rd to North Ln in East Preston
- Take Golden Ave to Coastal Rd
- Turn left onto North Ln
- Turn left onto Kingston Ln
- Turn right onto Golden Ave
- Turn left onto Coastal Rd (destination will be on the right)

All vehicles must comply with the above designated routing. The above routes will be agreed with all suppliers, waste contractors and sub-contractors before the start of works. Deliveries will be planned in advanced in order to reduce the congestion near the site.

Site Security

Hoarding and/or fencing will be maintained to deter unauthorised entry, pedestrian entrances will be kept locked at all the times, a bell and sign with the site mobile number and site manager details will be placed at the entrance door. A register of staff on site will be kept by the Site Manager. All personnel and visitors shall present themselves to the site office before entering the working areas, no unauthorised access into the working areas will be allowed.

Appropriate warnings signs will be posted around the building warning of construction hazards.

CCTV cameras with live feed will be installed in sensitive areas, video motion detection cameras with night vision will be installed throughout the site boundary and scaffold.

Site management will be responsible for seeing that all plant and materials are stored safely and securely after working hours.

Fire escape routes, firefighting stations, alarm points, muster points locations will be explained by the site manager during site induction, and will be illustrated on the site emergency plan displayed on the site notice board.

Dust and Noise

Where dust is created as a consequence of construction activities, wet suppression methods will be employed comprising a water spray operated close to the construction activity. This is especially required during demolition activities.

Local exhaust or wet suppression systems will be used wherever possible to locally capture dust at source – these can be used with small tools cutting wood and concrete.

Noise control measures will include:

- Ensuring machines are working properly;
- Use mufflers, acoustic shields, exhaust silencers
- Use acoustic screens or sheds where applicable;
- Enclose the noise source and/or use absorbent materials;
- Work restricted hours in accordance with local authority rules;
- Remove source of noise to as far away from residents as possible;
- Orientate plant to direct noise away from work area;
- Place site buildings of material, stores etc. between noise source and noise sensitive areas.

Pollution of Roads

In case of pouring concrete footpath washing and sweeping will be required to ensure the pollution of roads does not occur.

The measures to avoid the environmental nuisance of pollution on roads and footpaths include:

- During all concrete and mortar deliveries protective and impermeable sheets will be laid down on the road and footpath where concrete lorries and pumps are meant to be working;
- Jet spray washing will be placed near vehicles exits;
- Adequate sheeting of materials carrying waste materials;
- Daily basis wet cleaning and sweeping roads and footpaths around the site to clean any mud or debris deposited by site vehicles and delivery lorries;
- Measures will be taken to ensure that mud and detritus are not swept into gullies.

Delivery Storage of Materials

All vehicles will be controlled as mentioned before, see Loading/Unloading Arrangements, to ensure that traffic disruption is avoided to public and business.

Designated areas will be allocated for the different sorts of materials delivered on site, scheduling of deliveries will take place where possible to minimise storage capacity requirements, double handling and congestion throughout the site.

Where possible materials will be delivered shrink-wrapped and palletised to be unloaded and distributed safely.

All materials left on site shall be completely covered with tarpaulins, sprayed with fixatives or planted up, depending on the season and how long it will be on site before development phase commences.

Waste

All waste materials will be collected and stored in suitable receptacles before they are taken off site by an approved waste contractor, waste reports will be written by the waste contractor on a monthly basis showing up types, quantities and waste stream, waste contractor shall avoid send site waste to landfill, all waste segregated from site if possible to be sent to recycling or to be re-used.

The measures we intend to apply to reduce and manage site waste include:

- Enforcing good housekeeping measures e.g. proper storage of materials to minimise spillage;
- The use of raw materials as per manufacturer's instructions;
- Segregate waste types to facilitate recycling activities;
- Working with suppliers/subcontractors to minimise surplus material delivered to site;
- Working with suppliers to ensure only the necessary minimum of packaging is used.
- Consideration of alternative materials with lower wastage levels;

- Ensuring that all Duty of Care and other legal requirements are complied with during the disposal of wastes;
- Consulting with suppliers to determine correct / appropriate disposal routes for waste products and containers;
- Assessing the project design to identify ways in which waste generation through raw material wastage and from temporary and permanent works activities can be avoided and minimised;
- Setting waste reduction targets as well as educating and informing site staff;
- Reducing usage of diesel, electricity and water on site by adopting good practices and management procedures.

Waste skips to be covered with tarpaulins overnight.

Where gypsum, plaster products are used the specialist contractors will be required to arrange recycling directly with the manufacturer.

Waste materials will not be allowed to accumulate or to be burnt.

The removal of waste products from site will be minimised by recycling of excess materials wherever possible.

Vehicle Emissions (see also Appendix G)

All construction vehicles are required to comply with relevant European standards.

Suppliers and drivers are required to:

- Switch off their vehicle's engine when stationary to prevent noise and exhaust emissions;
- Vehicle warning horns to be used only when necessary
- All site vehicles to have low carbon dioxide emissions;
- Maintain vehicles including engines in tune and catalysts working efficiently;
- All mobile plant on site to have upward pointing exhausts;
- All vehicles used by contractors must comply with MOT emission standards at all times.
- Not wait in nearby areas before unloading/loading.

Scaffold and other working platforms

Scaffold erection and dismantling will be carried out by specialist contractors. If necessary, the scaffold will be designed.

Generally, works at height within the building will be carried out using lightweight mobile scaffold towers, steps or staging. Each activity will be assessed to ensure the correct equipment is used.

Electricity

A construction supply will be set up by an approved electric contractor.

Tools used on site will be 110V or less.

Any 240V AC or 440V AC equipment permitted must be fitted with a suitable residual current device. Incoming mains supplies will be protected against damage.

Emergency procedures (Also Appendix E)

A register will be kept in the site office to record all persons on site.

Evacuation procedures for the site will be displayed in the site hut and on the site notice board. If the alarm sounds (the alarm will be a simple device capable of creating a significant noise), please note these arrangements apply if the existing fire and smoke detection systems is switched off or isolated in the work area. All persons within the building must leave and go to the muster point on the roadway adjacent to the site. The Site Manager is the designated fire marshal.

Access for the emergency services on site will be via the site access routes and emergency escape routes.

Fire extinguishers will be positioned in relevant locations throughout the site and wherever possible positioned adjacent to a means of escape. Where hot works are carried out on site, the relevant extinguishers will be positioned adjacent to the source of any potential hazard.

A first aid kit is held in the site office together with the accident procedure placard and the location, and telephone number of the local hospital accident and emergency facilities. The Site Manager is the responsible person for first aid.

Reporting accidents, ill health and dangerous occurrences

An accident book will be kept on site. All accidents must be recorded. The procedure for reporting accidents will be displayed in the site office and canteen. The document to be displayed is included in the Appendices.

Accidents, ill health or dangerous occurrence are notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be reported to the Site Manager, who will be the responsible person for this site.

4. Welfare

Site office accommodation and welfare units will be established and operational before works start. Suitable drying rooms, canteen facilities and toilets will be provided within the welfare cabins which will be in close proximity of the site offices. Subcontractors will share the main contractor's welfare facilities.

Electricity and communications links will be provided to the area for quick and easy connections.

Operatives will be advised of the locations and use of welfare facilities during site induction. A hot water supply will be provided as well as mess facilities for the operatives.

Initially a portaloo may be provided until better facilities are commissioned.

5. Health & Safety File

The file will be opened and compiled by the health and safety advisor as soon as works start on site and information will be gathered as the project proceeds.

In general terms it will include:

Details of any health and safety risks that remain for anyone maintaining or cleaning the buildings:

- As built construction details;
- Maintenance instructions for building elements

Arrangements for monitoring safety

To minimise risk and control exposure, our Principal Designer will give advice and support since the planning stages and through demolition and construction activities.

H&S is diligently monitored throughout our projects and reported to the client.

LR Lima Construction, Ltd treats safety as a highest priority and has developed a successful programme of initiatives in order to improve Health and Safety awareness and performance on all of our projects. These work by actively encouraging site operatives to think in a manner that assesses personal safety and the safety of others, not only on site but also throughout their lives.

The layout of the site accommodation ensures that all staff, visitors and operatives will have the ability to store and retrieve the correct PPE before entering the construction area.

The Site Manager will monitor daily Health & Safety performance.

The safety advisor will visit the site regularly, and will report on any hazards, defects or breeches of legislation observed during the visit. The results of the inspection will be verbally reported to the Site manager and a written report will be submitted.

Employees will be encouraged to bring to the attention of their immediate supervisors, any comments or suggestions regarding work practices for improvements to health & safety.

Inspections records are kept in Appendix B.

Appendix - A



SITE INDUCTION FOR ALL NEW WORKERS ON SITE

General Site Safety

The Site Manager is: Mobile:

If you have any problems, see:

The First Aider for this site is:

The Fire Marshal for this site is:

Obey all site notices and rules.

The attached SITE RULES are to be read before you sign below

Do you have CSCS card?

YES ☐ NO ☐



Do you have any other cards demonstrating your competence?

YES ☐ NO ☐

PPE Personnel Protective Equipment Work

Please make sure you have PPE with you and that it is in good condition:

	Y	N
Hard hats	☐	☐
High Visibility Jacket	☐	☐
Safety Boots	☐	☐
Gloves	☐	☐
Ear Protection	☐	☐
Eye Protection	☐	☐
Others	☐	☐

Please specify:

YOU MUST USE PPE (Personnel Protective Equipment) DURING ALL WORKING HOURS.

Health & Welfare

Toilets and wash facilities are provided on the site – the Site Manager will show you where.

Please keep these facilities clean at all times.

This company now is registered with CCS (Considerate Constructors Scheme) if you don't know what is CCS our site manager will brief you with CCS Code of Considerate Practices.

The communications on site and in the office are conducted in English; if you have any language issues please contact the site manager.

I have read and answered the medical questionnaire that is on the back of this sheet.

YES ☐ NO ☐

I have seen and understand the method statement/risk assessments for my job.

YES ☐ NO ☐

I have read and understood L&L Construction site rules.

YES ☐ NO ☐

I have read, understood and I compromise to follow L&L Construction Environmental Policy.

YES ☐ NO ☐

In case the current scheme comprises a Timber Frame structure please confirm that you have read and understood the Timber Frame site induction

YES ☐ NO ☐

Name: Signature: Date:

Revision 1:
20th November 2017

Health Questionnaire

Please return this to your supervisor when all questions have been answered

Forename		Surname	
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This questionnaire is designed to help the company meet its legal Health and Safety duties, assess whether there are any existing health issues likely to affect your work and to find out if any changes need to be made to the workplace under the Disability Discrimination Act 1995. Information given by you will also help us to work out if you need any vaccinations or any health checks as part of your job.

The information supplied will remain strictly confidential and can be accessed only by authorized personnel.

No information will be given outside of the company.

Please tick YES or NO to each question. Please answer truthfully.

Illnesses that can affect your safety at work

Have you suffered with any health problems that have caused you to have time off work?

	Y	N		Y	N		Y	N
Stomach/bowel	☐	☐	Back/neck	☐	☐	Mental illness	☐	☐
Bladder	☐	☐	Ears	☐	☐	Claustrophobia	☐	☐
Kidney	☐	☐	Eyes	☐	☐	Vertigo	☐	☐
Hernia	☐	☐	Nose or throat	☐	☐	Anxiety/stress	☐	☐
Heart	☐	☐	Lungs	☐	☐	Nervous disorder	☐	☐
Blood pressure	☐	☐	Sinusitis	☐	☐	Skin disease	☐	☐
Blood disorder	☐	☐	Tuberculosis	☐	☐	Allergies	☐	☐
Jaundice	☐	☐	Fainting/dizzy spells	☐	☐	Drug dependency	☐	☐
Rheumatism/arthritis	☐	☐	Headaches/migraines	☐	☐	Alcohol dependency	☐	☐
Tendons/ligaments/joints	☐	☐						

If any of the above answers is YES, please give details on a separate piece of paper and return it with this questionnaire, to your supervisor.

Work activities that can affect your health

In previous jobs, have you had any significant exposure to:

	Y	N		Y	N		Y	N
Vibration	☐	☐	Cancer causing agents	☐	☐	Lead	☐	☐
Dust	☐	☐	Radiation	☐	☐	Asbestos	☐	☐
Noise	☐	☐	Hazardous chemicals	☐	☐	Mineral oil	☐	☐
Manual handling	☐	☐	Skin irritants	☐	☐	Tar	☐	☐

If YES, please describe the task/products you have used:

Please continue on a separate piece of paper if you run out of space and return it with this questionnaire, to your supervisor.



Do you suffer from:

AcSes?
Pains?
Tingling?
Numbness/loss of feeling?
Skin allergies, eczema or dermatitis?
Other allergies of which we should be aware?
Any blood borne disease, e.g. hepatitis, HIV?

Y	N

Are you:

Suffering any health problems?
A smoker?
Asthmatic?
Epileptic?
Diabetic?
Going blind?
Hypertensive?

Y	N

Do you have any physical disability which could affect your work?
Do you have difficulty hearing (with a hearing aid if needed) for all normal work purposes?
Do you have difficulty seeing (with glasses or contact lenses if needed) for all normal work purposes?
Do you currently take any prescribed medicines that make you dizzy or drowsy?
Have you ever been told that you suffer from a work related health problem?
Do you suffer from a frequent health problem that causes you to be off work more than 2-3 times a year?
Have you ever had an illness or injury that has kept you off work for more than 3 months?
Have you ever had to give up any previous job for medical reasons?
Have you ever received compensation for industrial injury or illness?

Y	N

If any of the above answers is YES, please give details on a separate piece of paper and return it with this questionnaire, to your supervisor.

GP Registration:

You should be registered with a doctor local to where you are currently living.

Please provide contact details of your GP so that the Company can inform your doctor of any details of the type of health problems you may be exposed to as a construction worker.

GP Details

Surname: Initials:

Address:

Postcode: Tel No.:

Note

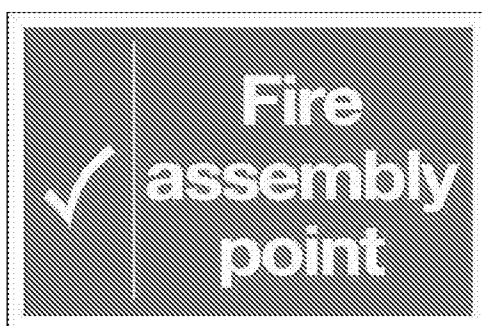
Please check over this form to make sure you have answered all the questions. Please complete ALL the questions and return the form (with any additional information) to your supervisor **before you start working on site.**

Declaration: I declare that the answers contained in this questionnaire are, to the best of my knowledge, true. I understand that should I withhold information, or lie about any details, my contract may be terminated.

Employee's / Subcontractors signature: Date:

Site Health, Safety & Environment Rules

- All persons when come to and leave site must sign in and out
- Persons under the influence of drink or drugs are not permitted on site
- Be considerate to others who may live and/or work nearby. The way we present ourselves to the general public is important to us
- Workers crowding at the site entrance to smoke or chat is prohibited
- Safety footwear, high visibility jackets and head protection must be worn at all times, unless you are told otherwise
- Other PPE to be worn as needed and/or specified by risk assessments/method statements that applies to your works
- Do not interfere with any electrical equipment and assume electricians are live
- 110v or battery powered tools only to be used unless authorised by Site Manager
- All electrical equipment must be PAT tested and labelled
- Familiarise yourself with the site and emergency procedures:



- This is a Flame Free Site therefore any sort fire of is strictly prohibited
- Smoking in NOT permitted on site
- Radios are not allowed on site
- Mobile phones permitted with restricted use, mobile phones can only be used at the welfare facilities
- First Aiders information will be displayed on the site notice board
- Report any accidents, near misses or unsafe occurrences as soon as possible to the Site Manager
- Food and drink are to be consumed in designated areas only
- Before eating or drinking, wash your hands with soap and water
- Beware of moving plant and vehicles and keep to any designated pedestrian routes
- Use only the correct tools and equipment for the job and ensure that they are in good condition

- Report unsafe defects in plant or equipment immediately to your supervisor or the Site Manager
- Take care when you work at height – never work near an unprotected edge
- Do not alter or remove any scaffold (unless you are a scaffolder)
- Ensure all ladders are tied or footed
- Use tower scaffolds instead of step ladders wherever possible
- Know some of the safety signs



OBEY	DANGER	STOP	Safe
Conditions			
Mandatory Signs	Warning signs	Prohibition signs	& First Aid Signs

- Work permits will be required for hot works/confined spaces/risers/live electrical works/ works in client areas. The Site Manager or your supervisor will issue you with a permit
- Keep all areas clean and tidy including welfare facilities
- Try to keep trailing wires clear of pedestrian routes

It is responsibility of the Site Manager to ensure that all persons on site receive safety induction. Visitors to site must also receive safety induction. A typical induction form is shown below.

Appendix B - Inspection records

(see separate folder)

Appendix C – RAMS – risk assessments and method statements will be retained here

Appendix D - Site Layout Plan



Appendix E - Emergency Procedures

Fire Evacuation Procedure

In case of discover a fire:

- Raise the alarm if it is not already automatically operated;
- Dial 999 and give site address and telephone number;
- The site Location is 14 Coastal Road, East Preston BN16 1SJ;
- The telephone number is [REDACTED];
- The muster point for this site is: outside at Coastal Road
- Do not stop to collect personal belongings;
- Turn off any power tools if possible;
- Attack the fire with the correct extinguisher, which are located at the fire points at the means of escape – but only if it is safe to do so;
- Do not re-enter the site until told to.

Fire Precautions on site

- All persons who enter the site must sign the attendance register kept in the site office;
- Anyone using naked flame equipment (if permitted) must take adequate safety precautions;
- Fire extinguishers must be to hand and any works with a naked flame must stop one hour before leaving site;
- A hot work permit may be required;
- Fire extinguishers are positioned on each floor at fire points near the means of escape;
- These extinguishers should not be removed.

How to use a fire extinguisher?

- **Raise the alarm if it is not already automatically operated;**
- **Check if the fire extinguisher is the correct to the class of the fire;**
- **At a reasonable distance use the safety pin and check that the fire extinguisher works through a short discharge;**

- If you are outside check the wind direction, and then start to approach the fire and at the same time start to discharge the fire extinguisher, always with the wind at your backs or sides;
- Move the diffuser so that the discharge is made to the base of the flames, spreading it evenly;
- Do not fully discharge the fire extinguisher keep a rest for small lights that remain on fire;
- Ensure yourself that the fire is completely extinguished.



PLEASE HELP TO PREVENT THE RISK OF FIRE BY:

- **NOT SMOKING** (smoking is allowed in areas designated by the Site Manager)
- **TAKING CARE WHEN USING NAKED FLAMES**

- **CLEARING ALL WASTE MATERIALS, ESPECIALLY PAPER AND CARD BOARD PACKING FROM SITE TO SKIP DAILY**

IN THE EVENT OF A SERIOUS ACCIDENT ON SITE

- Dial 999;
- Ask for Ambulance;
- Give the site address: 14 Coastal Road, East Preston BN16 1SJ;
- Give the site telephone number: [REDACTED]
- Contact the Site Manager or your immediate supervisor;
- Leave any plant or materials at scene of the accident – touch nothing – except to ensure people's safety;
- Site manager/foreman to obtain names and address of any witness.

In the event of any accident

- Inform your site manager/foreman or supervisor;
- Site agent to record the accident in the accident book in the site office;
- A trained first aider should give first aid as required;
- The trained first aider on this site is the Site Manager
- The nearest accident & emergency Hospital is:

Nearest hospital: BMI Goring Hall Hospital

Tel: [REDACTED]

(See attached map with directions)

Appendix F - F10 Project Notification will be retained here

ENVIRONMENTAL MANAGEMENT PLAN



14 Coastal Road, East Preston, BN16 1SJ

Prepared by	Date	Checked By	Date	Revision
MF	01.11.2018			0

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1. Introduction

The scheme comprises the demolition of the existing and the construction of a new 5 bedrooms detached house.

The new development is located in Coastal Road, a street that belongs to West Sussex village, in West Kingston. The local authority is Arun District Council.

This new development will be executed in two distinctive phases: demolition phase and construction phase.

Construction works will be carried out in accordance with the design details prepared by the architect and engineer.

This report includes the steps that will be taken to control the environmental impacts that this development will create

An environmental risk assessment for the construction phase has been undertaken, this assessment will be used to determine the mitigation methodology to be utilised during the execution of the new development at No.14 Coastal Road. This draft document can be found in Appendix III.

2. Scope of the Environmental Management Plan (EMP)

Lima Construction Ltd intends to prevent, reduce and where possible offset any significant adverse effects on the neighbours during the construction of the new development.

This EMP will identify appropriate mitigation measures to reduce pollution and nuisance helping us to ensure the commitments made in the design phase are followed through during demolition, construction, and beyond.

The following measures will be taken:

2.1. Noise and Vibration

An assessment of noise and vibration has been carried out with reference to British Standard 5228:2009, Part 1: Noise and Part 2: Vibration.

The potential for noise and vibration during the construction operations of the proposed development have been considered to the nearest noise-sensitive properties surrounding the site including:

- Site location in relation to nearby noise-sensitive premises;
- Noise and vibration generated by plant and equipment being used for the Construction operations;
- The periods of operation of the plant or any potential noise/vibration source;
- The distance between the noise/vibration source and the receptor;
- Reflections of noise/vibration due to the presence of hard vertical faces such as walls;

- Working hours of some activities that might create nuisance to the adjoining properties;
- Lack of training of the operatives to employ appropriate techniques to keep noise to a minimum;
- Banging from sledgehammers and hammers;
- Cutting, grinding, drilling, etc.;
- Filling waste contractors skips.

LR Lima Construction Ltd will implement the following measures to significantly control/reduce the noisy/vibrating to **general activities**:

- Noise/vibration reduction techniques will be given to operatives on a regular basis through training/tool boxes;
- Smaller construction plant and equipment will be used to reduce noise and vibration levels;
- All construction plant and equipment will comply with EU noise/vibration emission limits;
- Plant will be serviced regularly to minimise adverse noise/vibration impacts;
- All vehicles and mechanical plant used for the purpose of the works will be fitted with effective exhaust silencers and maintained in good efficient working order;
- Vibrating equipment, plant, will be located as far as practicable from sensitive receptors;
- When necessary and practicable the working hours for potential noisy/vibrating activities will be restricted from 9:00 to 12:00am and 14:00 to 17:00pm from Monday to Friday;
- Noisy and vibrating works will be avoided on Saturday Mornings when necessary and practicable;
- Selection of inherently quiet plant where appropriate;
- Machines in intermittent use will be shut down in the intervening periods between works or throttled down to a minimum;
- Materials will be handled with care and be placed, not dropped;
- Materials will be delivered during normal working hours;
- Plant reversing near dwellings having banksmen in place of 'beepers'.

Please see appendix II, Noise and vibration risk assessment for the Construction phases.

2.2. Dust and smoke plant emissions

A dust and smoke plant emissions control programme will be implemented to keep a safe working environment, improve air quality levels, minimise nuisance for surrounding residential areas/dwellings and protect damaged to existing flora.

The potential sources of dust emissions and smoke plant emissions are outlined below:

- Site clearance;
- Wind blowing on the site during dry weather;
- Cutting and grinding;
- Stockpiling of waste materials;
- Filling waste contractors skips;
- Accidental spillage and loss of load from vehicles carrying loose material;

We will implement the following measures to significantly reduce the potential for dust and smoke plant emissions generation:

Construction Traffic - All construction traffic will follow specifically designated routes, **those routes will be agreed with all supplier's/waste contractors before the start of works**, speed limits will be put into place on site for all vehicular movements, all vehicles carrying loose material will be covered, wheel wash facility to be used for vehicles leaving site, all vehicles to be used on site to have low carbon dioxide emissions;

Highways – Roads, pathways will be swept hand and washed down as necessary;

Dust and smoke plant elimination – Hoarding will be used to ensure reduction in dust mitigation and smoke plant elimination, cutting and gridding operations to be performed in ways to reduce risk of dust migration, such as:

- Use of stand-alone extractor units;
- Use of collector bags attached to powered hand tools;
- Doing wet cutting when solid materials as thermal blocks, bricks and ceramic tiles are needed to cut;
- Trying to carrying out work activities in the open rather than in enclosed spaces;
- Stopping work at regular intervals;
- Using dust sheets to protect adjoining structures;
- Avoiding work in high winds;
- Avoiding the accumulation of general dust through control it by good housekeeping and simple measures, such as 'damping down'.

Monitoring – On-going monitoring to be undertaken by site personnel on regular basis, both on and off site to ensure no migration of dust and smoke plant emissions.

Please see appendix III, Generic Environmental Risk Assessment.

2.3. Traffic disruption

Construction of any type of development inherently generates traffic movements on the local road network, which during the construction phase can include Light Goods Vehicles (LGVs) and Heavy Goods Vehicles (HGVs).

LR Lima will implement the following measures to significantly reduce the potential for traffic disruption:

Increased traffic flows on the local network – All vehicles will be controlled as mentioned before to ensure that traffic disruption is avoided.

Reduction in quality of the local road network - Timing of HGV movements will be programmed to allow suitable 'recovery period' for sensitive roads constructed on peat;

Traffic delays due to transportation of 'abnormal loads' - The movement of 'abnormal loads' will be undertaken during off-peak periods to minimise disruption to other road users;

White Noise Reversing Alarms - Plant reversing near dwellings to have all the times banksmen in place of 'beepers';

Unloading Practices – Temporary unloading areas will be clearly marked on site, suppliers will be advised in advance to keep all delivery lorries away from main Roads as far as practicable, please see appendix I for site setup and traffic management.

Please see appendix III, Generic Environmental Risk Assessment.

2.4. Land and water pollution

Pollution land and water has the potential to occur during the construction phase of all developments.

Construction phase pollution related impacts include:

- Pollution of groundwater and surface water;
- Pollution/contamination of soils.

As the proposed development is located in a very densely populated area and adjacent to several residential buildings we will implement the following measures to significantly reduce the potential for land and water pollution:

Contamination of land from chemical/fuel/oil spills - Use of secure bunding of all fuels, oils and lubricants during storage and refuelling, the use of drip trays with standing machinery, dedicated refuelling areas, training of site workers in pollution prevention and construction equipment checks. Any fuel, oil, lubricant, paint or solvent stored on site shall be contained within bunds or double skin tanks which must be locked and capable of containing at least 110 per cent of the largest capacity vessel stored therein;

Contamination of land and water from Concrete or associated contaminated material - Construction of concrete structures during the construction phase would be monitored to prevent associated contaminated material entering any drains or contamination of land, Pre-cast work or permanent formwork will reduce the amount of in-situ concreting required adjacent and above the watercourses.

Washing out of concrete wagons or other equipment - will be undertaken in designated contained washout areas. These will be located away from all drains and will be impermeable to prevent infiltration to ground.

During the site induction all personnel will be made aware of their responsibility to be vigilant regards potential soil and water contamination. If contamination is encountered during site works, it will be reported to the Local Authority and may require remediation.

Please see appendix III, Generic Environmental Risk Assessment.

2.5. Planning for Pollution Prevention and Emergency Response

In the event of an Environmental Incident, procedures must be followed to ensure risks of further spillages/migration of pollutants are minimised.

The site set up plan indicates the location of sensitive drainage. An appropriate number of spill kits will be located within these areas and clearly marked on the plan. It is the responsibility of the site management to ensure all spill kits are fully stocked at all times, and an inventory of equipment within the container to be clearly displayed within the lid. Any diesel tanks will be bunded.

2.6. Auditing and Monitoring

Monitoring of EMPs is essential to ensure that project proponents audit the implementation of EMP measures and take stock of how successful the implementation of those measures has been in managing environmental impacts.

Systematic monitoring and recording of when and how EMP actions have been implemented is an essential internal 'check' to ensure compliance with regulatory requirements. Monitoring and internal reporting are essential to communicate implementation to non-site based managers; a regular audit schedule will be set up at the project start.

It is the responsibility of the site management to ensure all documentation and evidence required for audit purposes is kept up to date and freely available for inspection at all times. Any system failures will be documented and appropriate corrective actions issued and implemented.

Weekly site inspection will be carried out to ensure environmental risks are being managed appropriately. These inspections will be carried out by suitably qualified personnel and the appropriate SHE Inspection forms will be completed and signed off by site management. All documents will be filed and retained on site for auditing purposes. Any failure to undertake such monitoring will be deemed as a non-conformance with procedure and appropriate corrective action will be implemented.

2.7. Training

Appropriate training of operators on the ground has been identified as key to successful EMP implementation. The site personnel with environmental responsibilities will be suitably trained and qualified. Where it is indicated that additional specific training requirements are needed, it is the responsibility of

the site management to ensure these needs are met at the earliest possible opportunity.

Training can be provided in a number of forms such as:

- Site induction sessions, the site induction must include a general overview of environmental issues relating to the site, as well as an overview of how these issues will be managed;
- Training packs detailing good practice;
- Environmental 'Toolbox talks', Toolbox talks are short talks designed to assist Environmental Managers in briefing contractors/construction workers, in a clear and concise manner so that key points will be remembered during construction activities;
- Environmental Bulletins and Newsflashes must be clearly displayed in all mess/office areas. Any actions relating to these must be implemented immediately, and all site personnel made fully aware of any changes.

It is expected that all appropriate site personnel will undertake some basic environmental awareness training.

2.8. Neighbouring Liaison

LR Lima Construction Ltd will issue newsletters to all who may be affected by the works. These newsletters will describe how the works are progressing and the steps we are taking to reduce the environmental impacts to those affected of our works.

[illegible]

Appendix II – Noise and Vibration risk assessment Construction phase

Noise and vibration risk assessment Construction phase

Construction Works Phase Hazards	Risk to contractors/surrounding residents	O	D	C	Total	Remedial Measures	O	D	C	Total
Noise/vibration generated by: site setup	Noise and vibration from delivery lorries; Noise from carpentry works for hoarding erection, etc. Noise and vibration from vehicles moving around and in and out of site;	4	3	6	13	Use a less noisy/vibrating process if possible; Operatives to wear ear protection if they enter protection zone. This point needs to be covered in the site induction for new workers. Tool box talk required for all others; Don't keep power tools running unnecessarily; Move the noise/vibration source as far as practicable from sensitive receptors such as surrounding properties; Erection of temporary hoarding and scaffold protection; Noisy and vibrating works when practicable to be restricted from 9:00 to 12:00 am and 14:00 to 17:00 (Mondays to Fridays).	1	1	4	6
Noise/vibration generated by Lifting operations	Constant and long term use of noisy/vibrating plant; Construction Traffic movements; Crane Reversing.	4	3	8	15	Crane will comply with EU noise emission limits; Don't keep machinery running unnecessarily; Crane and lifting components to be checked /inspected before lifting operations start; Crane used in intermittent will be shut down in the intervening periods between works or throttled down to a minimum; When crane reversing near	2	2	4	8

						dwelling having banksmen in place of 'beepers'.				
Noise/vibration generated by: Filling Waste Contractor Skips	Noise from dumping waste to skips and lorries; Construction Traffic movements.	4	3	4	11	Drop height of materials will be minimized; Materials will be handled with care and be placed, not dropped; Plant reversing near dwelling having banksmen in place of 'beepers'; Skip deliveries will be undertaken during off-peak periods to minimise disruption to other road users.	2	2	2	6
Noise/vibration generated by daily deliveries	Plant Reversing; Delivery lorries movements.	4	3	8	15	Don't keep lorries running unnecessarily; Deliveries to be made during normal working hours; Plant reversing near dwelling having banksmen in place of 'beepers'.	2	2	4	8
						These measures to be implemented before the works start				

Likelihood of Occurrence (O)		Likelihood of Detection (D)		Severity of Consequence (C)	
Criteria	Rank	Criteria	Rank	Criteria	Rank
V. High	5	V. High	1	V. High	10
High	4	High	2	High	8
Moderate	3	Moderate	3	Moderate	6
Low	2	Low	4	Low	4
V. Low	1	V. Low	5	V. Low	2

Appendix III – Generic Environmental Risk Assessment

Generic Preliminary Risk Assessment

Environmental Aspect	Potential Environmental Impact	Risk			Total	Remedial Measures	Residual Risk			Total
		O	D	C			O	D	C	
Dust, smoke and plant emissions	Nuisance for surrounding residents Poor air quality	5	5	8	18	Hoarding to ensure reduction of dust and smoke migration; Cutting and gridding operations to be performed in ways to reduce risk of dust migration; All sites vehicles carrying loose material will be covered; Roads, pathways will be swept hand and washed down as necessary; Stockpiles and rubbish skips to be covered and placed away from sensitive receptors; Use of wet suppression; Keep site tidy; Mix concrete off site and pump; Reduce need to mix mortar on site; Stop work in very windy conditions. All site vehicles to have low carbon dioxide emissions	3	3	4	10
Traffic disruption	Increased traffic flows on the local network; Reduction in quality of the local road network; Traffic delays due to transportation of 'abnormal loads'; White Noise Reversing Alarms; Unloading Practices;	5	4	8	17	Development of a traffic management plan outlining measures to enhance the efficient transportation of components and materials to site, whilst minimising congestion and disruption which might affect general traffic; Timing of HGV movements will be programmed to allow suitable 'recovery period' for sensitive roads constructed	3	3	4	10

						on peat; The movement of 'abnormal loads' will be undertaken during off-peak periods to minimise disruption to other road users; Plant reversing near dwellings to have all the times banksmen in place of 'beepers';				
Land and water pollution	Contamination of land from chemical/fuel/oil spills; Contamination of land and water from Concrete or associated contaminated material; Washing out of concrete wagons or other equipment	5	4	10	19	Use of secure bunding of all fuels, oils and lubricants during storage and refuelling; Use of drip trays with standing machinery; Dedicated refuelling areas; Training of site workers in pollution prevention and construction; Any fuel, oil, lubricant, paint or solvent stored on site shall be contained within bunds or double skin tanks which must be locked and capable of containing at least 110 per cent of the largest capacity vessel stored therein; Construction of concrete structures to be monitored to prevent associated contaminated material entering any drains or contamination of land; Washing of plant will be undertaken in designated contained washout areas. These will be located away from all drains and will be impermeable to prevent infiltration to ground;	3	2	4	9

Likelihood of Occurrence (O)		Likelihood of Detection (D)		Severity of Consequence (C)	
Criteria	Rank	Criteria	Rank	Criteria	Rank
V. High	5	V. High	1	V. High	10
High	4	High	2	High	8
Moderate	3	Moderate	3	Moderate	6
Low	2	Low	4	Low	4
V. Low	1	V. Low	5	V. Low	2

Appendix IV -- Newsletters will be retained here

Appendix H - Traffic Management Plan



14 Coastal Road, East Preston, BN16 1SJ

Prepared by	Date	Checked By	Date	Revision
MF	01.11.2018			0

Contents

- 1 Project description**
- 2 Construction method**
- 3 Highways and community liaison**
- 4 Deliveries and removal of wastes**

Appendices

- A Risk assessment**
- B Site Setup Plan – Normal working Days**
- C Vehicle types**
- D Summary of deliveries/collections to/from site**

1.0 Project description

Project description

Demolition of the existing house and construction of a 5 bedrooms' detached house comprising front and rear garden and associated garage.

The new development is located in a residential road, Coastal Road, a street that belongs to West Sussex village, in West Kingston. The local authority is Arun District Council.

This Traffic Management Plan describes the impact of traffic and the necessary controls associated with the construction works for the new development at No.14 Coastal Road.

This plan must be monitored, reviewed regularly and updated as necessary by the contractor(s) carrying out the work. Any significant changes must be agreed with the necessary authorities.

An assessment of the risks associated with this project is included in Appendix A.

As the site is surrounded by residential roads, construction vehicles will have to use such roads. Residents park in the local area, the area has restricted parking arrangements.

Emergency vehicles will require access 24/7 to any surrounding properties.

All persons around will be sensitive to noise, dust and waste emissions.

There are no major construction projects currently in progress in the vicinity.

2.0 Procedure

Please also refer to Site Setup Plan – Appendix B

To allow access into and from site, all Construction/Deliveries Vehicles shall park at the designated area at Coastal Road, please refer to Appendix B.

During 'Crane/Concrete Operations' the types of vehicles expected on site will be a City Crane, Concrete Lorry and concrete pumps.

For Block and beam deliveries the types of vehicles expected on site are LGV.

Access for residents will remain open at all times.

Pedestrians footpath at Coastal Road will remain open at all times.

Vehicle Routes

From Central London to No.14 Coastal Road

- Take A3212 and Albert Embankment to Peckham – Camberwell – Vauxhall – Westminster Hwy/A202/A3036
- Follow S Lambeth Rd, Clapham Rd/A3 and B221 to Leigham Ct Rd
- Follow Leigham Ct Rd, Beulah Hill/A215 and A212 to The Croydon Flyover/A232 in Croydon
- Take A23, M23, A23, A272 and A24 to Water Ln/A280 in Clapham
- Continue on A280. Take Golden Ave to Coastal Rd in East Preston
- At the roundabout, take the 2nd exit onto Water Ln/A280
- Continue to follow A280
- At the roundabout, take the 3rd exit onto Old Worthing Rd/B2140
- Turn left onto Roundstone Ln/B2140
- Turn left onto North Ln
- Turn left onto Kingston Ln
- Turn right onto Golden Ave
- Turn left onto Coastal Rd (destination will be on the right)

From Worthing to No.14 Coastal Road (via Littlehamton Rd/A259)

- Take Railway Approach and Oxford Rd to Teville Rd/A2031
- Take S Farm Rd to St Lawrence Ave
- At the roundabout, take the 1st exit onto St Lawrence Ave
- Take Terringes Ave and Littlehamton Rd to North Ln in East Preston
- Take Golden Ave to Coastal Rd
- Turn left onto North Ln
- Turn left onto Kingston Ln
- Turn right onto Golden Ave
- Turn left onto Coastal Rd (destination will be on the right)

All vehicles must comply with the above designated routing. The above routes will be agreed with all suppliers, waste contractors and sub-contractors before the start of works. Deliveries will be planned in advanced in order to reduce the congestion near the site.

Noise is to be reduced as far as is reasonably practical – vehicles must switch off engines when not in use, use of horns are only allowed if circumstances require their use, and where necessary acoustic screens will be used to reduce noise levels.

Contact details of key site personnel will be posted at the entrance to the site which will be kept closed unless vehicles are entering or leaving site.

A spill kit will be kept outside the site hut to deal with any oil spillage from vehicles.

3.0 Highways and community liaison

Before any works start the following procedure will be implemented:
Our representative will request a meeting with the local authority highways office to discuss our proposals in detail.

- LR Lima Construction will notify all local residents by letter describing the project, methodology, duration, agreed working hours and contact details of key personal;
- Utility companies will be contacted to determine whether they have any works are planned during the project;
- All contractors and suppliers working on this project will be sent the latest Traffic Management Plan and will be required to work in accordance with its requirements. Failure to comply with the requirements of the plan will result in termination of supply.

During the works the following procedure will be implemented by our contractor(s):

- Pedestrian access routes will be kept clean and tidy and not blocked by any materials or equipment;
- Safety signage will be posted to indicate areas of hazard and safe pedestrian routes. Where necessary lighting will be installed;
- The site working hours will be as noted in the Construction Plan;
- Any resident nearby will be able to safely park and use their vehicles with minimum disruption – our contractors will be required to treat all residents with appropriate courtesy *and immediately move any construction vehicles blocking access or egress to their properties;*
- Contact details of key personal will be posted on hoardings these will include contact telephone numbers;
- The road and pavements will be swept daily to prevent accumulation of waste;
- No substances will be allowed into the existing local drainage system. It will be taken offsite by licensed waste carriers.

4.0 Deliveries and removal of wastes

Logistics will be critical and materials will be ordered to comply with programme requirements. The following procedure will be implemented by our contractor during the project to reduce traffic congestion and stop parking in the immediate vicinity when there are deliveries to site:

The contractors head office will be notified in advance of their requirements by the site team and they will arrange for purchase and delivery in accordance with the times below. All materials are to be used immediately and/or stored within site boundaries.

48hrs notice is required for all consumables, 24-hour notice is required for waste disposal

Delivery drivers will be required to phone the site manager at least 15 minutes before arrival so the site team can assist with loading/unloading.

The following table outlines the anticipated maximum number of vehicles coming to the site boundary.

Vehicle type	No of visits (per day max)	Travel distance	Destination
Waste lorry	2	>5miles	Waste recycling
Delivery van	1	40 - 60 miles	
Skip lorry	(at start)	>5miles	Waste recycling

We anticipate that the maximum number of vehicles coming to site on any day would be two/three.

The estimated parking times would be:

- Materials 15-20 minutes;
- Skip exchange 10-15 minutes

Please refer to Appendix C for dimensions of typical vehicles that are anticipated for this project.

Deliveries will be by various suppliers. Drivers will park up in Coastal Road in the designated delivery area.

Competent banksmen will be required to ensure that vehicles operate safely; their duties include:

- Directing the grab lorry and other deliver vehicles;
- Keeping pedestrians clear;
- Giving priority to emergency vehicles;
- Helping local residents;
- Ensure the site entrance is kept clear;
- Use wooden blocks or mats to protect road and pavement structures if lorries could cause damage (especially skip lorries).

A Risk assessment

Hazard	Risk	Risk Ranking	Control Measures – to be implemented by site manager and site team	Residual Risk
Contact injuries	Site vehicles and pedestrians not properly segregated	H	Signs to be set up to clearly indicate safe routes. Banksman to be in attendance. If children are playing next to the site any loading or unloading must stop until they are moved to a safe distance away	M
	Hit by site vehicles	H	All operatives to wear high-visibility jackets if they work near where vehicles are operating. Signs to be set up directing traffic and pedestrians. If vehicle has to reverse use a banksman.	M
Deliveries	Vehicles block highway or other pedestrian routes	H	Agree delivery schedule with suppliers - make sure that vehicles can load and unload safely	L
Driving vehicles	Drivers not competent	M	Make sure that all drivers are competent and able to drive their vehicles - get certificates and keep a copy for reference	L
Operating vehicles in site	Horse play	M	No passengers allowed on skip loader. Zero tolerance to horse play	L
Speeding	Speeding causing accidents		Skip loader to be restricted to 5mph – zero tolerance to speeding	L
Vehicle malfunction	Excessive noise, possible contact injury	M	All vehicles to be maintained in accordance with manufactures requirements – skip loader to be regularly inspected	L
Handling materials	Operative injury	M	Detailed handling assessments required for any loads are over 25kg that must be lifted by hand	L
Noise	Nuisance to others nearby	M	May need to consider installation of acoustic sheets when loading into skip loader	L
Dust	Nuisance to others nearby		Skips to be covered to prevent spillage.	
Waste	Spillage into public roads and pathways	M	Site team to keep road and paths clean at all times	L

Emergency vehicles	Unable to access required area	H	No fire escapes to be blocked. Main entrance to be kept clear at all times	L
Emergency response	Unable to contact contractors	M	Contact phones to be displayed on site hoarding	L
First aid	Operative minor injury	M	Site manager will be a trained first aider	L
Oil	Spillage from plant	M	Site manager to keep spill kit available	L
Skip loader used for loading/unloading	Not working properly	M	To be inspected in accordance with LOLER Regs – inspection records to be retained	L

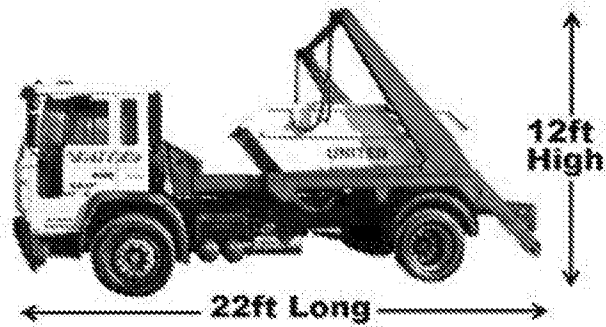
Appendix B Site Setup Plan – Normal Working Days



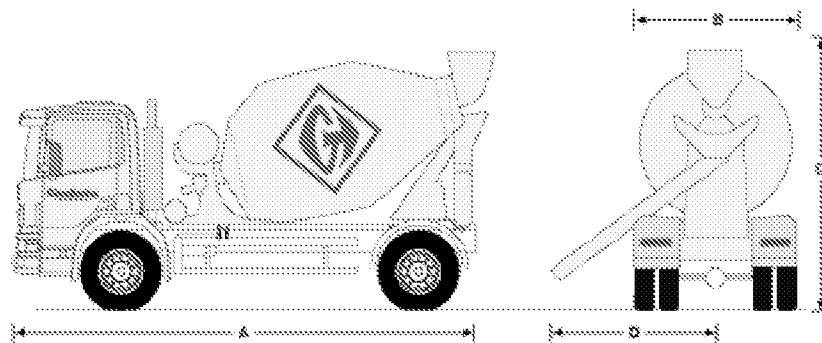
Appendix C – Vehicle types

These are the kind of vehicles that we will be used

Skip lorry



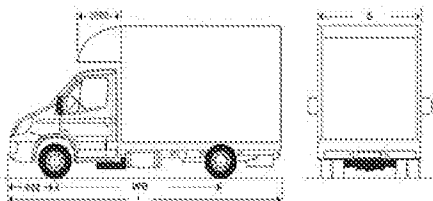
Cement lorry



4m³ truck

A) 7.0m B) 3.0m C) 2.75m D) 2.75m

Delivery vehicles



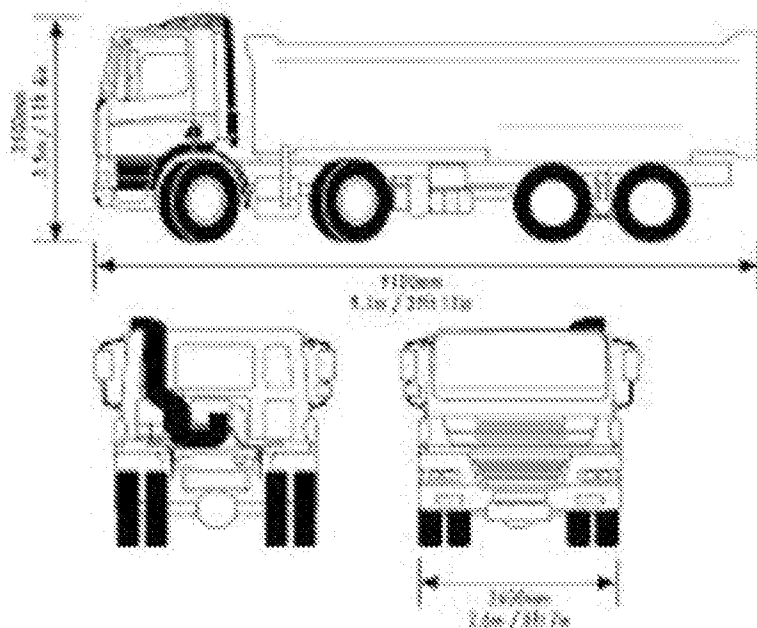
Body length 4.2 m

Width 2.08 m

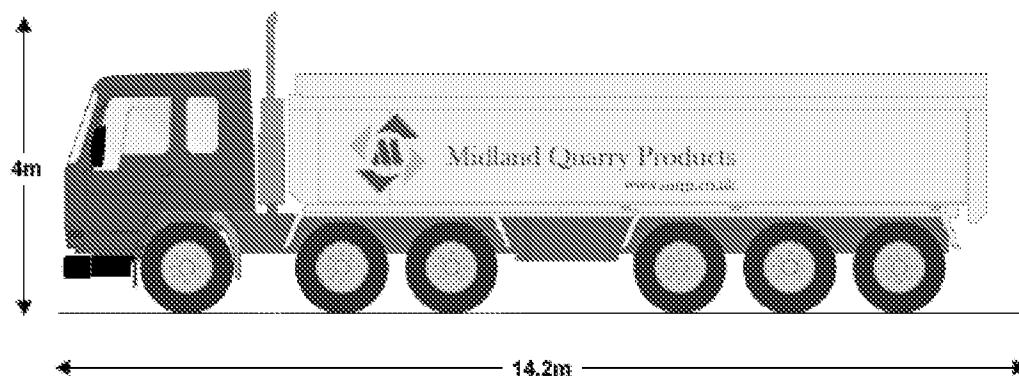


7.5 ton capacity with tail lift
H 3.4m L 8.5m

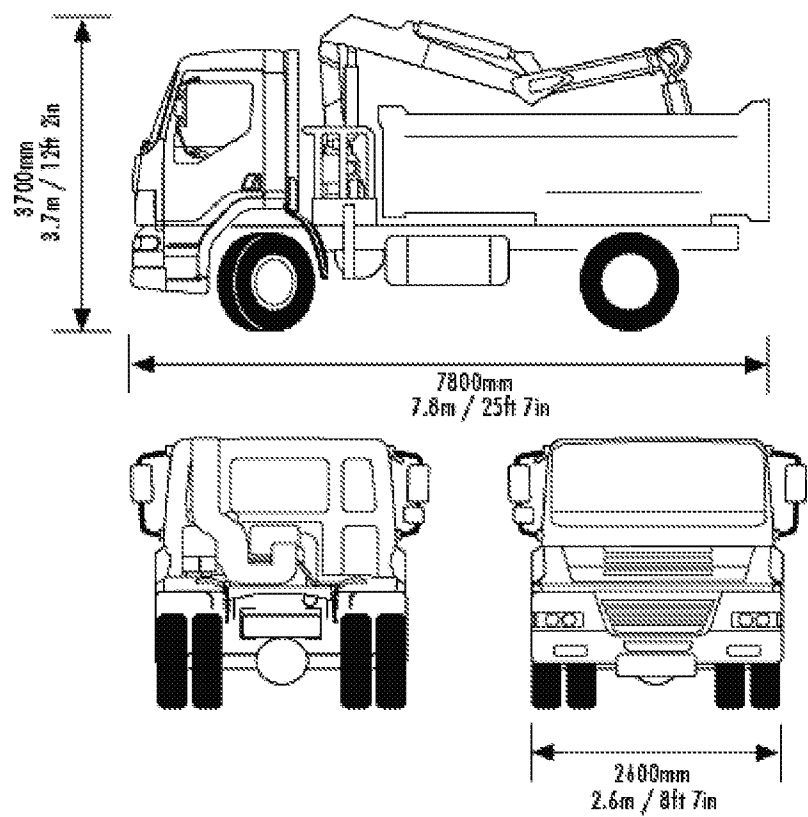
Bulk Carrier



Articulated lorry



Grab Lorry



City Crane



Appendix D – Summary of deliveries/collections to/from site

Work/Task	Expected major deliveries / collections dates	Vehicle type / mode of transport	Size of delivery (weight/volume/ quantity)	Notes (e.g. abnormal loads, multi-point delivery to nearby sites)	Traveling Distance To and From
Site Setup	TBC	LGV lorry with Crane	Timber for Hoarding and site setup (quantities to be confirmed later)	We estimate two full loads on a LGV	7miles
Welfare Facilities	TBC	LGV lorry with Crane	Portaloos (0.1t / 39m3 / 1 unit)	We estimate one delivery to get all units to site and one collection	Up to 60 miles
Plant Delivery	TBC	HGV lorry	6 Tonne Excavator	We estimate one delivery to get all plant to site and one collection	Up to 60 miles
Muck Removal	TBC	Tipper / Gab Lorry	Muck arising from Excavations (18t / 13m2) of muck per lorry	Number of collections to be confirmed	Up to 60 miles
Below Ground Drainage	TBC	LGV	TBC	We expect one delivery, LGV	Up to 60 miles
RC Structures	TBC	HGV, Concrete Lorry & Pump	Concrete (19.3t / 8 m3) of concrete per lorry And Reinforcement (W/V/Q TBC)	Number of deliveries to be confirmed	Up to 60 miles Up to 60 miles
Blockwork	TBC	LGV/HGV Mortar Lorry	Blocks (1.3t/0.8m3/90nos.) per pallet Mortar (20.4t / 8m3) of Mortar per Lorry	We expect up to two deliveries (two full loads on a LGV) Mortar deliveries TBC	Up to 60 miles
Scaffold	TBC	HGV	TBC	Two deliveries	
Electric & Mechanical	TBC	LGV	TBC	One delivery	
Roof Coverings	TBC	LGV	TBC	Number of deliveries to be confirmed	TBC
Screed Installation	TBC	Screed Lorry & Pump	Screed (17.6t / 8 m3) of screed per Lorry	Number of deliveries to be confirmed	Up to 60 miles
Dry lining	TBC	HGV	Plasterboard (1.7t / 2.5m3 / 72nos.) per pallet	Number of pallets/deliveries to be confirmed	Up to 60 miles

External Doors and Windows & Glazing	TBC	LGV/HGV	TBC	Two deliveries	Up to 60 miles
Carpentry Works	TBC	LGV	Timber for carpentry (quantities to be confirmed later)	We estimate up to 3 full loads on a LGV	Up to 60 miles
Render Finish	TBC	LGV	Render (1.25t / 50nos) per pallet	One delivery	Up to 60 miles
Kitchen Installation	TBC	LGV	TBC	One delivery	TBC
Bathrooms Installation	TBC	LGV	TBC	One delivery	Up to 60 miles
Floor finishes	TBC	LGV	Wood floor (0.3t / 0.5m3 / 60boards) per 10packs	One LGV delivery	Up to 60 miles
Wall Finishes			Floor / Wall Tiles (0.06t / 0.2m3 / 60tiles) per 10packs	One LGV delivery	Up to 60 miles
Internal Doors	TBC	LGV	TBC	We estimate one full load on a LGV	Up to 60 miles
Decorating	TBC	LGV	TBC	We estimate one full load on a LGV	Up to 60 miles
Landscaping	TBC	LGV	Plants and Trees	TBC	Up to 60 miles
Skips Delivery / Collection	TBC	Skip Lorry	Empty Skip (0.3t / 15m3 / 1no.) Fully loaded skip (10t / 15m3 / 1no.)	Number of deliveries/collections to be confirmed	TBC