

Sustainable Environmental Management Programme

For

**Rustington Convalescent Home
Sea Road, Rustington, BN17 2LZ**

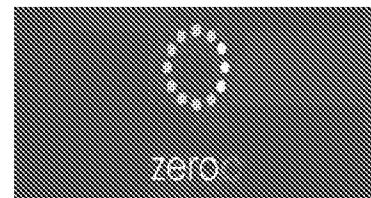
Distribution of the Plan

Date	Issued to	Revisions.
30.01.18	Synergy	First issue
05.02..18	Synergy and Daniel Watney	Rev A
12.02.18	Synergy and Daniel Watney	Rev B
16.02.18	Daniel Watney	Rec C
19.02.18	Daniel Watney	Rev D

Details of persons submitting CEMP

Graeme Brand

Ref: Rustington CEMP



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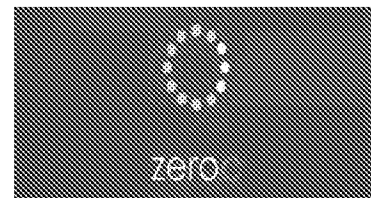
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CMP – General Scope

This Construction Environmental Management Plan shows that ZeroC will use all best endeavours to minimise disturbances including - but not limited to - noise, vibration, dust, smoke and plant emissions emanating from the site during construction.

General / Health & Safety culture

It is the declared policy of ZeroC to take all reasonable and practicable steps to ensure the Health, Safety & Welfare of its employees at work, visitors to working sites, teachers and pupils using the Academy facilities and the general public.

The Company recognises the importance of Safety, Health & Welfare in the successful conduct of its undertakings and believes in the active participation of every member of the Company in the promotion, achievement and maintenance of the highest practical standards of Accident prevention. **“Safety is everybody’s duty and responsibility”**.

Health & Safety requirements and promotion

Here is a brief description of the main actions each site is meant to follow.

Full and further information is available in the Project Health & Safety Plan and in ZeroC procedures.

1. Risk Assessment & Method Statement (RAMS)

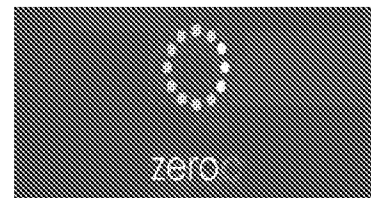
- Risk assessments will be included along with Method statements. It is a careful and structured examination of a work activity so as to identify what could cause harm (the hazards) to people (employees or others), and how, by the use of appropriate control measures, the risks (the chance that the hazard will cause harm) arising from the hazards may be eliminated or controlled.
- Each subcontract organisation must submit detailed, specific method statements before the start of work (subcontracted works or not). The method statement must describe the tasks they are going to do and how they will implement the details described in the method statement. If the method statement does not or only partially covers the scope of work the subcontractor will be instructed to update the method statement and in case of change in the scope of work or method, a fully detailed appendix to the original.
- A guide for Method Statement preparation is available on ZeroC procedures and will be issued to all Subcontractors to make sure accurate and appropriate Method Statements are provided.

2. Specific Training to Task and Permit to Work

- Every operative will be inducted and trained before starting works, new activity or changes to the environment around the existing activity or to the site conditions.
- A Permit to work has to be delivered under certain hazardous conditions (excavations, hot works, etc.). The full list of hazardous tasks is available in the Health & Safety Plan and the Permit to work forms

3. Health & Safety consultation

- The Health & Safety consultation’s aim is to contribute to health and safety care and improve work conditions with managers and operatives representatives (ZeroC and agencies).



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- Tool box talks.
According to the phase of works, the foreman will carry out a Tool Box Talk on an appropriate subject. All participants will complete the Tool Box Talk form
- Site H&S inspections
H&S inspections will be carried out on regular basis by site managers, Project Manager, Associate Director, and H&S Management, in order to check if Method statement, Risk Assessments and H&S Plan are respected
- Management of Incident / Accident / Near miss
In case of incident / accident / near miss, the company Accident reporting procedure has to be followed as included in the Site Emergency Procedure

Description of works

The works are made up of:

Phase 1

Conversion of laundry building to provide 5 apartments
Conversion of both the dairy & carpenters house to provide new dwellings

Phase 2

Refurbishment works to the main house
Construction of 26 new build houses
Associated external works and infrastructure

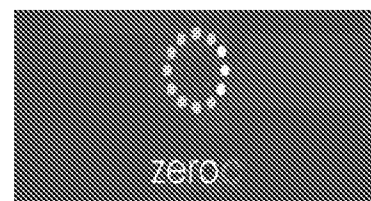
The proposed site is located on the site of Rustington Convalescent Home, close to the town of Rustington and Littlehampton. The site faces onto Sea Road to the South, Mewsbrook Park to the West and The Martlets residential development to the East and North.

We have considered the site restrictions to the proposed works and have produced an outline scheme for completing the works as detailed within our logistics plan. We have also taken into account the restrictions and any potential interface with local residents or the home and neighbourhood with emphasis being paid to the safety and welfare of everyone who may be affected by the proposed works during construction.

Site Management

The Project Manager, together with the site team, will be responsible for the co-ordination of deliveries and access arrangements. They will be responsible, on behalf of ZeroC, for the implementation and enforcement of all duties and strategies included in this document.

The construction team will reduce as far as possible any potential impacts of construction on the highway network, business and residence during the construction of the development. They will ensure that the development does not prejudice the free flow of pedestrian and vehicular traffic apart from that included on the attached Logistics Plan. This will be achieved by only utilising major roads to and from the wider site area. A banksman will be retained at the entrance and exit to the site off Sea Road to control and direct vehicles and ensure the safe entrance and exit to the site area. A complaint and communication procedure will also be in place.



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The project manager will be solely responsible for maintaining communication with neighbouring properties and businesses. They will also deal with any complaints made and will head up any investigation required. Records of these complaints will be kept on site along with any corrective measures required as a conclusion of the investigation.

There will be a visiting Contracts Manager who will undertake reviews of the scheme progress, logistics, safety and compliance with the CMP.

Contracts Manager;	Paul Martin	07500 020422
Site Manager;	John Roddy	07771 897843
CDMC	Ward Williams Associates	020 74860501

Proposed hours of working and days of the week

In accordance with the Arun Council Code of Construction Practice for a Level 2 category site, core working hours will be 0800 – 1800 hours on weekdays and 0800 to 1300 on Saturday.

Given that the works will be surrounded by predominantly residential uses in close proximity, noisy works associated with the strip out and earthworks phases of the works will be limited to weekdays between 0800 – 1800 hours.

There will be no works on Sundays or Bank Holidays unless otherwise agreed with the Local Planning Authority.

Vehicle Delivery time

Deliveries to site will not be before 08:00 and will cease before 17:30 Monday to Friday and by 13.00 on Saturday. There will be no deliveries on Sundays or Bank holidays.

Information board

The site boundary will be defined by a clean well maintained hoarding (*See Appendix 6 – Site Set up Visualisations*). Safety signs and notice boards will be erected in accordance with company procedures.

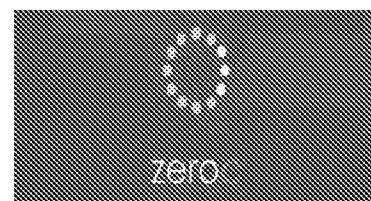
A Site Safety Notice Board will be located in a prominent position of the project and regularly updated. Our site hoarding and H&S notice boards are clearly erected with the relevant information displayed as shown in our site photos (refer to appendix).

Communication Route

The site induction is the primary means of communicating the Construction Environmental Management Plan to all site personal. The site induction is carried out by the Project / Site Manager to all new operatives and visitors to the site on the first day of attendance.

The Method Statement and Risk Assessment for individual activities needing the presence of a banksman will be produced by the specialist sub-contractor for ZeroC to review and incorporate within the plan.

Before construction commences the Project Manager will contact nearby residents and businesses to address any specific concerns that they may have. We anticipate an ongoing liaison between these parties. Coordination with any other developments will be undertaken and evidence will be provided that correspondence with these developers has occurred.



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We will also drop a newsletter at regular intervals to all of the above and advise them of our current and future activities. Any issues raised will be addressed by the Project Manager

The Site contact number will be placed in a prominent place with 24hr contact numbers displayed.

Notification to neighbours of building works

The site is bounded to the West by Mewsbrook Park to the East and North by The Martlets residential development.

We will drop initial introductory letter to neighbours prior to the commencement of any site works and all occupiers surrounding the site will be notified in writing of the nature and duration of works to be undertaken.

The name and contact details of a person responsible for the site works is included in the introductory letter and this will be used for all enquiries and complaints for the entire duration of the works and updates of work will be provided regularly and any complaints will be properly addressed as quickly as possible as part of **ZeroC's commitment to the Considerate Contractors Scheme.**

Complaints Procedure

Whenever an incident on site has occurred with a 3rd party / local neighbour, a formal complaints procedure should be brought to the attention of the site management whereby an ABSE Complaints Form (040) is completed by the site manager or the complainant (Appendix 4 refers). When the incident is recorded it is subsequently raised to the SHE advisor who shall then act upon the complaint and close out as soon as practical.

Access Routes/ (Route information)

The site induction and pre-order meetings are the primary means of communicating to contractors, deliveries and visitors so they are made aware of the agreed route identified on the logistics plans.

The entry and exit point from the site, will be from Sea Road. Emergency vehicles shall use the same site entry/exit points. All vehicular routes shall be clearly marked.

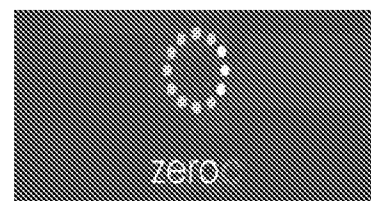
All traffic and pedestrian management measures, including any diverted footways, will be included on a Traffic Management Plan and any necessary signage will be displayed as agreed with the local Highways and Transport.

Deliveries of the material will be arranged to incorporate the fabric of the building. All the materials will be segregate and stored at ground level in hard standing areas within site boundaries.

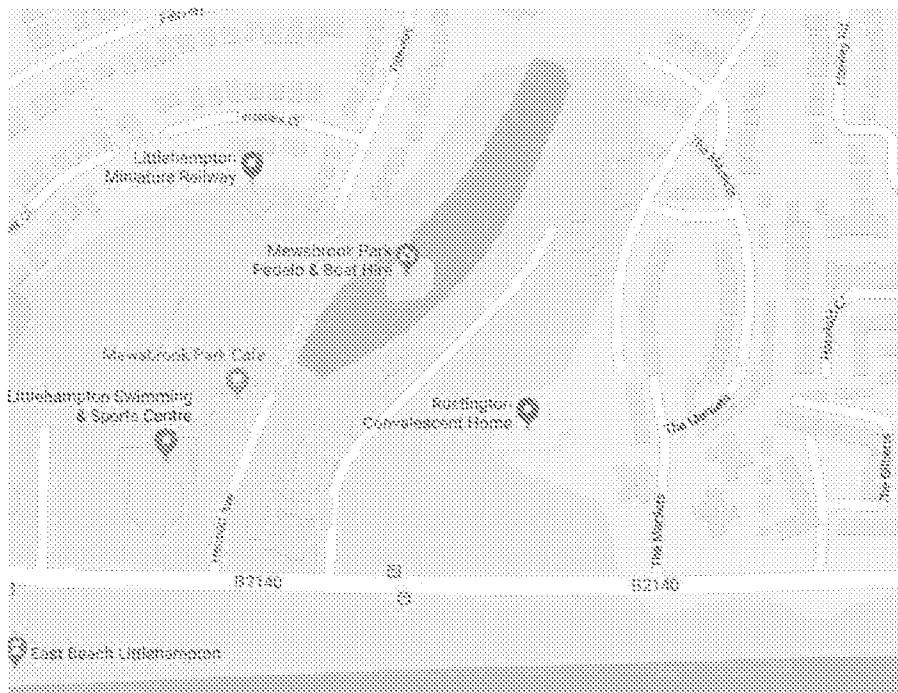
Boundaries & Access

The boundary conditions are as follows:

- South – The vehicle entrance to the site is in the south west corner off Sea Road and there is a pedestrian access to the existing convalescent home in the middle of the site off Sea Road.
- East – There is a chain link fence bordering The Martlets residential development.
- West – There is a chain link fence bordering Mewsbrook Park Public Park.



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Delivery and storage

To ensure that all materials are delivered to the site quickly and safely it is our intention to deliver materials off Sea Road and directly into site so as to reduce the impact to traffic. Vehicles exit the same route. (See traffic Management appendix 2) We will employ a trained banksman and ensure that deliveries are coordinated in advance to avoid build-up of congestion.

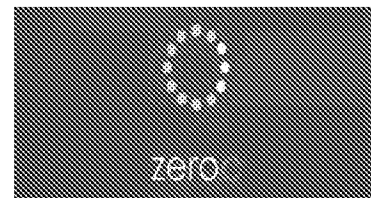
Delivery vehicles entering will wait in a holding area until such time as they can be escorted to the site entrance. Upon exiting the site they will also wait until they can be safely escorted to the exit. Larger vehicles will be directed and controlled when exiting onto the highway.

Fork lifts will operate within the site constraints to unload the vehicles. Unloading will not take place from Sea Road and the fork lifts will not be used outside the site area.

Consolidated / re-timed loads

In promoting Corporate Social Responsibility, we promote local employment and economy. This is achieved by using the local supply chain where feasible. This improves local health by reducing freight impacts such as fossil fuel usage, congestion, pollution and road construction and road casualties.

All our deliveries will be scheduled / sequenced to ensure that our site can accommodate delivery vehicles. No vehicles will arrive at our site outside an agreed time and if a delivery vehicle arrives it will be turned away and returned back to depot further eliminating unnecessary congestion and nuisance especially for local traffic. Construction will be planned to minimise disruption to road traffic.



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Safety of the Public

The safety of the public and protection of pedestrians is paramount and we will ensure this is maintained at all times by having the construction area, materials storage areas and waste storage areas, either hoarded or fenced with lockable access. **Relevant signage will be erected to ensure adequate warning/information regarding the health and safety of the public.**

The site boundaries will be protected by the erection of hoarding with controlled access to the works (*See Appendix 8 – Site Set up Visualisations*).

In their 'Protecting the public' book, the HSE set out a summary of what contractors are required to do in terms of planning, provision and maintenance of site perimeters. ZeroC hoardings follow A guide to good practice – TWf2012: 01 (revised 2014) and are a maximum of 3 metres high due to the potential risk of instability. Throughout the period of the works, adequate means of escape will be continually maintained for subcontractors, personnel and visitors to the site.

Parking

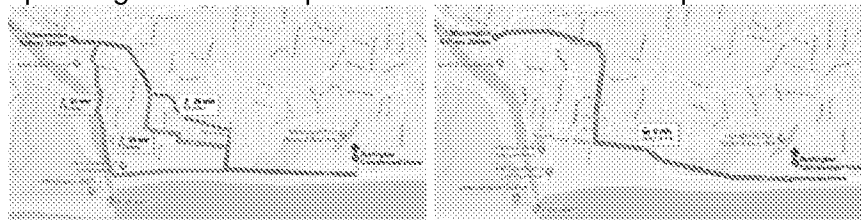
Parking on local streets will be discouraged and ZeroC's site team is vigilant in ensuring that site personnel or visitors do not park illegally. Should any sub-contractor decide to continue to park illegally, ZeroC will not hesitate to remove that contractor from the site. A dedicated contractor parking area will be created within the site curtilage and this will be maintained to ensure the vehicles do not leave site with dirty wheels.

Public Transport

Alternatives to private car use have been considered by ZeroC for site staff and efforts will be made to communicate the advantages of public transport to all site personnel. Site personnel are always encouraged to use public transport.

Site meetings are arranged with a view to ensuring that attendees can use the public transport system to arrive and disperse from the meetings. Details of the local bus and rail networks identifying key routes to the project will be posted on site notice boards and will be covered in the site induction to promote the use of public transport.

The ZeroC site team is encouraged to become familiar with the local transport systems and operating times and to pass this information onto all personnel on site.

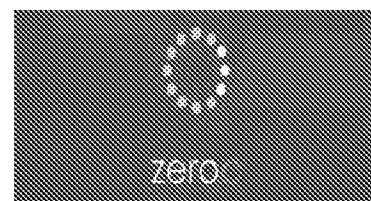


Littlehampton to Rustington Site
Walking Route

Littlehampton to Rustington Site
Bus Route

Plant Inspection

All incoming materials / plant will be inspected by a designated, competent member of staff who shall sign delivery tickets / notes, confirming inspection was carried out.



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All other plants will be inspected on regular interval and findings recorded. All defective plants will be repaired or removed from site.

Vehicle Emissions

Suppliers and drivers are required to:

- Switch off their vehicle's engine when stationary to prevent exhaust emissions
- Maintain vehicles including engines in tune and catalysts working efficiently
- Ensure all vehicles used by contractors must comply with MOT emission standards at all times

Site Vehicle Details

Vehicles entering the site for deliveries will include heavy and light goods vehicles which include but are not limited to the following:

- Concrete wagons (8.5 x 3m)
- Arctic trailer trucks (13.5 x 2.5m)
- LGV's (2.5 x 5m)

Mud on roads

Thorough washing facilities will be in place at all exit points.

Most of the site is covered by hardstanding and the materials to be used for construction will predominantly be of a granular nature. The potential for mud is therefore much reduced, and by segregating the on-site traffic from the delivery vehicles this can be further reduced.

However there is still the potential during certain phases of the construction for vehicle washing and road sweeping to be required. ZeroC will therefore enforce strict measures to avoid the environmental nuisance of mud on roads.

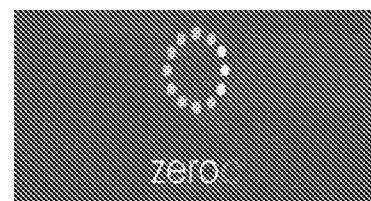
These measures may include but are not limited to:

- Use of an approved mechanical road sweeper to clean the site of any mud or debris deposited by site vehicles within the vicinity of the site.
- Provision of wheel washing on all site exits and lorry jet washing facilities
- Adequate sheeting of vehicles carrying waste materials
- Measures will be taken to ensure that mud and detritus Waste is prevented from entering gullies

Waste

ZeroC will, as far as is reasonably practicable, take all precautions and measures to ensure the effective control of waste / pollution.

Procedures will be continuously developed to ensure that all 'controlled waste' produced or held as a broker is disposed of in accordance with legislation, codes of practice and guidance notes. Only registered or exempted waste carriers and managers will be used and regular monitoring will be maintained to ensure compliance with relevant legislation by carriers and sub or work package contractors.



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All waste is recorded via our Site Waste Management Plan which breaks down the waste categories of how much we expect to dispose of. The table (Appendix 5 refers) provides a summarised breakdown of how much waste shall be disposed of using our calculations based on project specific information and waste tickets obtained from site management.

Diesel / Petrol / Oil Storage

The diesel storage tank will be located on a stable ground area and will be in a purpose made diesel bund. This area will be lockable to prevent unauthorised use, tampering and vandalism. The control of spillage will be maintained through the use of either oil dry granules, sand from site, drip trays or spillage kits.

Dust Pollution

The site is adjacent to sensitive receptors (e.g. dwellings and public space) and therefore measures to mitigate dust emissions will be implemented during the construction phase of the development in order to reduce impacts upon the nearby sensitive receptors. These measures are reproduced in Appendix 6 of this document and are based on the recommendations made in the approved air quality assessment, which in turn are based on the guidance contained in *The Control of Dust and Emissions from Construction and Demolition SPG* issued in 2014 and represent Best Practicable Means (BPM)

Noise and Vibration

Similarly, measures to mitigate noise and vibration emissions will be implemented throughout the construction phase of the development to minimise the impact on nearby sensitive receptors as far as reasonably practicable.

Handling of liquid run – off

With water pollution, spills of oil and fuel, ZeroC will have emergency procedures in place with the relevant equipment on site i.e. spill kits, etc.

Lighting Impacts

Energy saving light and heating systems will be used where possible within the project on a whole. A "turn it off at the end of the day" policy will be enforced on site during the construction phase and there will be no overnight running of plant with only security lighting required.

Burning on site Dark smoke and nuisance

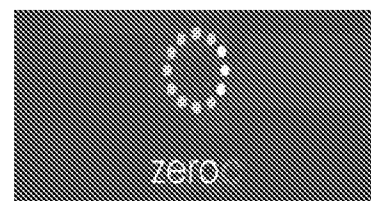
Throughout the duration of the project the burning of waste on the site **will not be permitted** under any circumstances. No waste materials should be burnt on the site of the development.

Controls and Monitoring

ZeroC Implement this policy through an integrated Safety and Environmental Management System (SMS), which conforms to ISO 14001

The Construction Phase Plan (CPP), details the on-site management of these issues. The CPP is an integral part of the project's implementation strategy for controlling issues that have the potential for impacting on the wider community.

Monitoring and review of the procedures proposed in this plan will be carried out monthly or as required during the Health and Safety inspection carried out by the Safety Advisor. The inspection



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report will identify failures to comply with this plan and in consultation with the Project Manager, detail actions and responsibilities to ensure ongoing compliance.

Access Egress and Site logistics

The safe access and egress to the site for labour, plant and vehicles is paramount. ZeroC are aware of the constraints of the site and will install a logistics regime to cope with them in a manner that ensures that the effects on neighbouring roads and the general public is minimal and that their safety remains paramount.

The main vehicular access for the site is off Sea Road as illustrated in Appendix 2. Drivers of vehicles must adhere to the traffic plan and the instructions of the traffic marshal at all times. There will be a 5 mph limit on all vehicles visiting the site. Under no circumstances will a vehicle reverse without the attendance of a traffic marshal.

All drivers must adhere to all traffic rules and restrictions and be courteous toward neighbours. Prior to leaving site all vehicles must have their wheels checked for any possible lodged items. The wheels must also be cleaned if deemed necessary. On leaving the site the vehicles will be signalled by the traffic marshals to exit, where they will slowly move away from site.

Before any of their works commence ZeroC will be in receipt of necessary method statements and Risk Assessments from contractors along with a copy of their health & safety policy, insurance details etc, which will all be vetted to determine if the contents meet our required standard.

All our site boundaries will be totally enclosed by clean, safe and well-maintained hoardings. These hoardings will be designed to allow the displaying of relevant signage and notice boards to ensure good communication with the neighbouring populace. 110v bulkhead lights will be installed as part of the hoardings to ensure footpaths, signage and notice boards are well lit.

Phasing of works

A site hoarding will be erected to the perimeter of the working area and accommodation units will be transported to site and set up ready for commencement. Temporary services will be installed to the welfare cabins. The lodge will be vacated by the resident and this will be adjusted to create office accommodation for the site staff and a marketing suite for prospective purchasers thus negating the need for the public to access the working area.

Phase 1

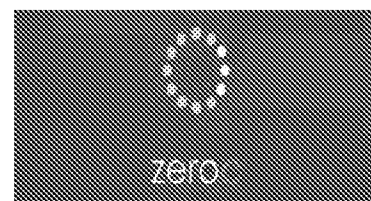
The refurbishment of blocks 2, 3 and 4 will commence as the first phase with stabilisation of the structures, scaffolding, roof removal and reinstatement and external pointing. Once watertight, the internal reconfiguration will start.

Phase 2

The existing Convalescent home will stop taking clients and be vacated to allow the majority of the construction works within the existing home, the reshaping of the entrance roadway to meet the new layout, and the substructure and drainage installation for the majority of the new houses.

Blocks A and B to the front of the site will then be progressed first and when significantly constructed, the super structure to the remaining blocks will start with F and move onto E, D and C.

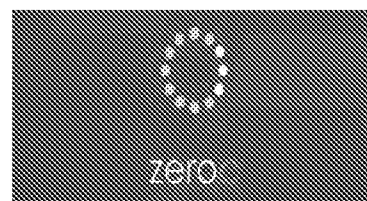
When the structural, intrusive and M & E works are sufficiently progressed to the Convalescent home then reoccupation can take place. Pedestrian access will be restricted to the central path to the front door. A separated temporary footpath will be created adjacent to the entrance road for the use of site labour but the resident of the home will be encouraged to use the central path.



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Risk Management Guidelines (RMG's)

ZeroC's Site, Safety and Environmental Management Plan (SSEP) details the on-site management of these issues. The SSEP is an integral part of the project's implementation strategy for controlling issues that have the potential for impacting on the wider community. ABSE use Risk Management Guidelines (RMG's) that have been established to improve job specific assessment of risk and development of appropriate controls. Generic risk assessments and method statements can therefore be avoided. RMG's can be used to assist in the development of method statements to take the place of method statements for straightforward low risk activities used to check submitted method statements by specialist sub-contractors and to act as an agenda at pre-start meetings with contractors.	RMG	Relevant Communications
	RMG 63: Storage of liquids in barrels etc	TBT 1 & 2
	RMG 64: Dealing with spills	TBT 1 & 2
	RMG 66; Housekeeping	TBT 3 & 4
	RMG 67; Noise and Vibration	TBT 3 & 4
	RMG 69: Use of Energy	T.B.C
	RMG 70: Use of Water	TBT 2 & 5
	RMG 71: Raw Material Delivery, Usage and storage	TBT 8, 9 & 10
	RMG 72: Air pollution and dust	TBT 3
	RMG 74: Traffic Control	TBT 3 & 4



APPENDICES

Appendix 1 - Samples of Risk Management Guidelines (RMG's)

Appendix 2 - Logistics Plan

Appendix 3 - Site Hoarding/ Notice Board Photos

Appendix 4 - Complaints / Comments / Compliments (ABSE Form 040)

Appendix 5 - ABSE example of recorded waste categories

Appendix 6 – Dust Construction Mitigation

Appendix 7 – Noise & Vibration Construction Mitigation

Appendix 8 - Site Set Up Visualisations

APPENDIX 1 - SAMPLES OF RISK MANAGEMENT GUIDELINES (RMG'S)

Appendix 1 Significant hazards and risks associated with the use of vehicles in construction	Examples of measures to avoid common problems and control the risks associated with the use of vehicles in construction, the agreed procedures are incorporated within the Construction Logistics Plan
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Significant Hazard				Avoid	Control			
Location of Offices and welfare facilities - Restricted Traffic Route visibility - Restricted site access and room around site - Areas of restricted visibility, width, or weight limits				Locate offices and welfare facilities and other areas of frequent pedestrian activity away from primary site traffic routes	Provide signs and pedestrian and vehicle control measure where vehicle routes cross pedestrian routes. Provide safe pedestrian routes from parking areas to workplaces Provide clear signs and instructions to pedestrians			
Risk Assessment	Prob	Severity	Risk	Procedure to reduce Risk Refer to Environmental Management Plan	Residual risk	Prob	Severity	Risk
	3	3	High			2	3	Medium

Significant Hazard				Avoid	Control			
Parking areas/Vehicle Movement - Unintended vehicle movement - Lack of vehicle and pedestrian separation - Public - Obstructions and services - Storage areas and loading bays - Vehicle facilities - Vehicles crossing ahead - Vehicles emerging from left/right be aware of construction traffic				Designers <i>and</i> traffic route planners: Design separate traffic and pedestrian work areas and routes. Principal contractors and contractors: Plan work to minimise traffic movements. Exclude pedestrians from high-risk areas	Provide safe pedestrian routes from parking areas to offices, welfare facilities and workplaces Provide clear signs and instructions to workers. Contractors/plant hirers: Select vehicles with appropriate braking systems. Ensure effective inspection and maintenance procedures are put in place			
Risk Assessment	Prob	Severity	Risk	Procedure to reduce Risk Refer to Environmental Management Plan	Residual risk	Prob	Severity	Risk
	3	3	High			2	3	Medium

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Significant Hazard				Avoid	Control			
Ground conditions - Contaminated land and muddy sites - Edges of roadways, excavations, pits, - Watercourses, - Spoil heaps, etc - Edges and steep gradients				Designers <i>and</i> traffic route planners: Remove, or re-route traffic away from steep gradients and edges. <i>Principal contractors:</i> Reduce gradients by levelling traffic routes	ZeroC and contractors: Restrict vehicle use in hazardous areas to those vehicles designed to cope with the conditions. Install protection to edges, eg stop blocks and warning signs, etc			
Risk Assessment	Prob	Severity	Risk	Procedure to reduce Risk Refer to Environmental Management Plan	Residual risk	Prob	Severity	Risk
	2	2	Medium			1	2	Low

Significant Hazard				Avoid	Control			
Obstructions and services - Overhead services - Underground services				Designers <i>and</i> traffic route planners: Relocate services or re-route traffic away from them <i>Principal contractors:</i> Prevent unsuitable vehicles entering the site.	<i>Principal contractors:</i> Provide physical protection, eg goalposts and warning signs at overhead restrictions and services.			
Risk Assessment	Prob	Severity	Risk	Procedure to reduce Risk Refer to Environmental Management Plan	Residual risk	Prob	Severity	Risk
	2	2	Medium			1	2	Low

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Significant Hazard				Avoid	Control			
Noise and vibration The control of dust and emissions during demolition and construction				<i>Principal contractors:</i> Specify standards for vehicles used on site, where necessary	<i>Contractors:</i> Ensure vehicles are used within the limits of their design and are maintained safely <i>The appropriate level of monitoring for dust and emissions</i>			
Risk Assessment	Prob	Severity	Risk	Procedure to reduce Risk Refer to Environmental Management Plan	Residual risk	Prob	Severity	Risk
Demo Saw Cutting Chasing Plastering Cutting paring/brick/stone	1	2	Low	Damp down Wet cut Dust extraction Hoovers Cutting areas Screens Regular cleaning & removal		1	2	Low

Significant Hazard				Avoid	Control			
Traffic & Pedestrian Routes - Primary traffic routes - Secondary traffic routes - Emergency access for emergency services - Restricted traffic route visibility				<i>Principal contractors:</i> Primary traffic routes should allow the safe passage of site and delivery vehicles away from pedestrian routes. Define safe routes for all vehicle operations on site. Establish one-way systems where possible. Locate vehicle washing areas, sheeting gantries, and weigh bridges off primary vehicle routes. Primary traffic routes should allow the safe passage of site and delivery vehicles away from pedestrian routes. Establish one- way systems where possible.	Establish primary pedestrian routes which provide safe access to work areas, away from main vehicle routes where reasonably practicable. Provide physical protection where pedestrians are at risk of being struck by vehicles or their loads. Provide protected pedestrian routes in areas where vehicles regularly pass. Establish crossing points and pedestrian control measures where necessary			
Risk Assessment	Prob	Severity	Risk	Procedure to reduce Risk Refer to Environmental Management Plan	Residual risk	Prob	Severity	Risk
	3	3	Medium			2	3	Medium

Any changes made to the Construction Logistics Plan need to be communicated to site workers and visiting drivers. Workers and their safety representatives should be consulted on any changes which may significantly affect their health and safety. The information on transport management contained within the Environmental Management Plan will need to be updated as the project progresses and traffic routes and site rules change.

PROBABILITY: 1 = Unlikely 2 = Reasonably Probable 3 = Probable x

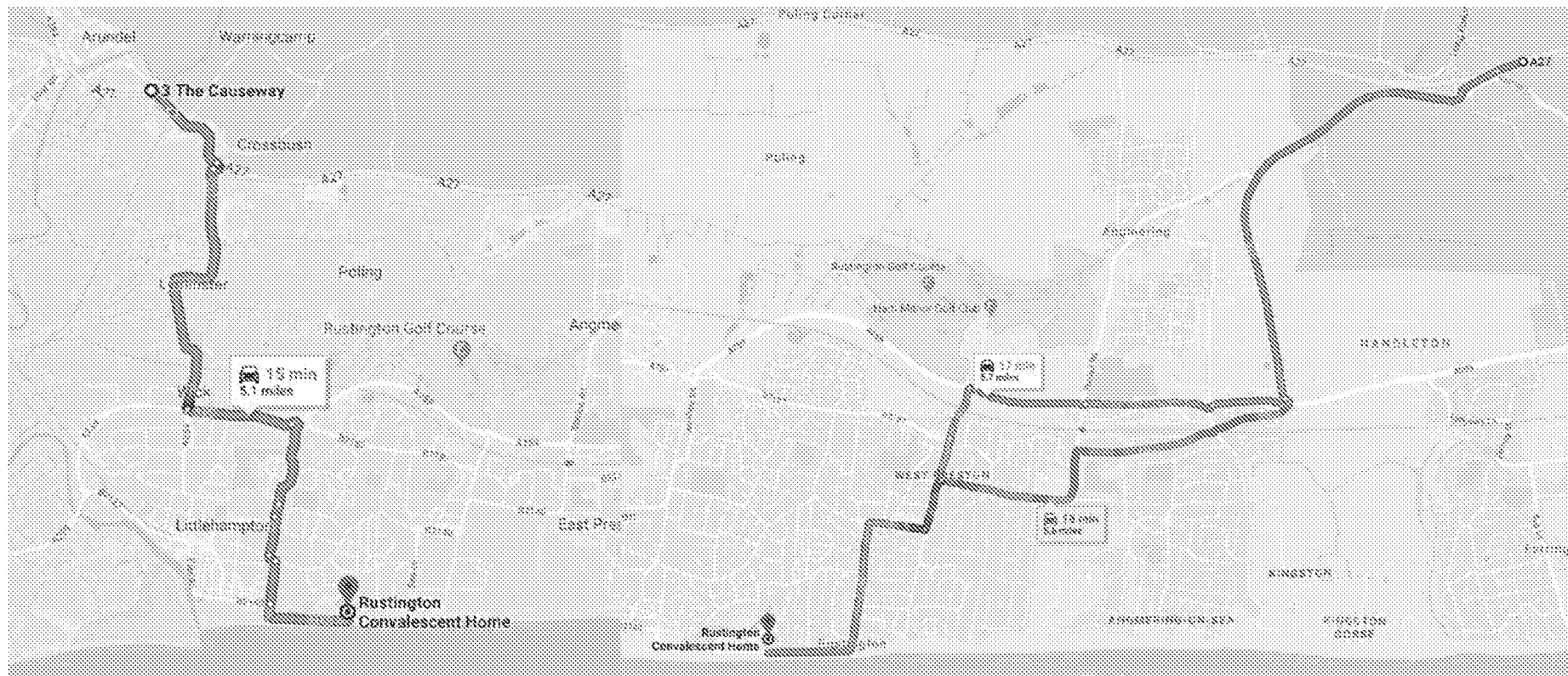
SEVERITY: 1 = Slight Injury 2 = Serious Injury 3 = Major Injury or Death

RISK: 7-9 = High: Great chance of harm. Avoid if not possible then strict adherence to the methods of control must be applied
3-6 = Medium: Some chance of harm. Control and Supervision required.
1-2 = Low: Little chance of injury or health damage. Control and Supervision required

APPENDIX 2 - LOGISTICS PLAN- Large vehicle route to and from site.

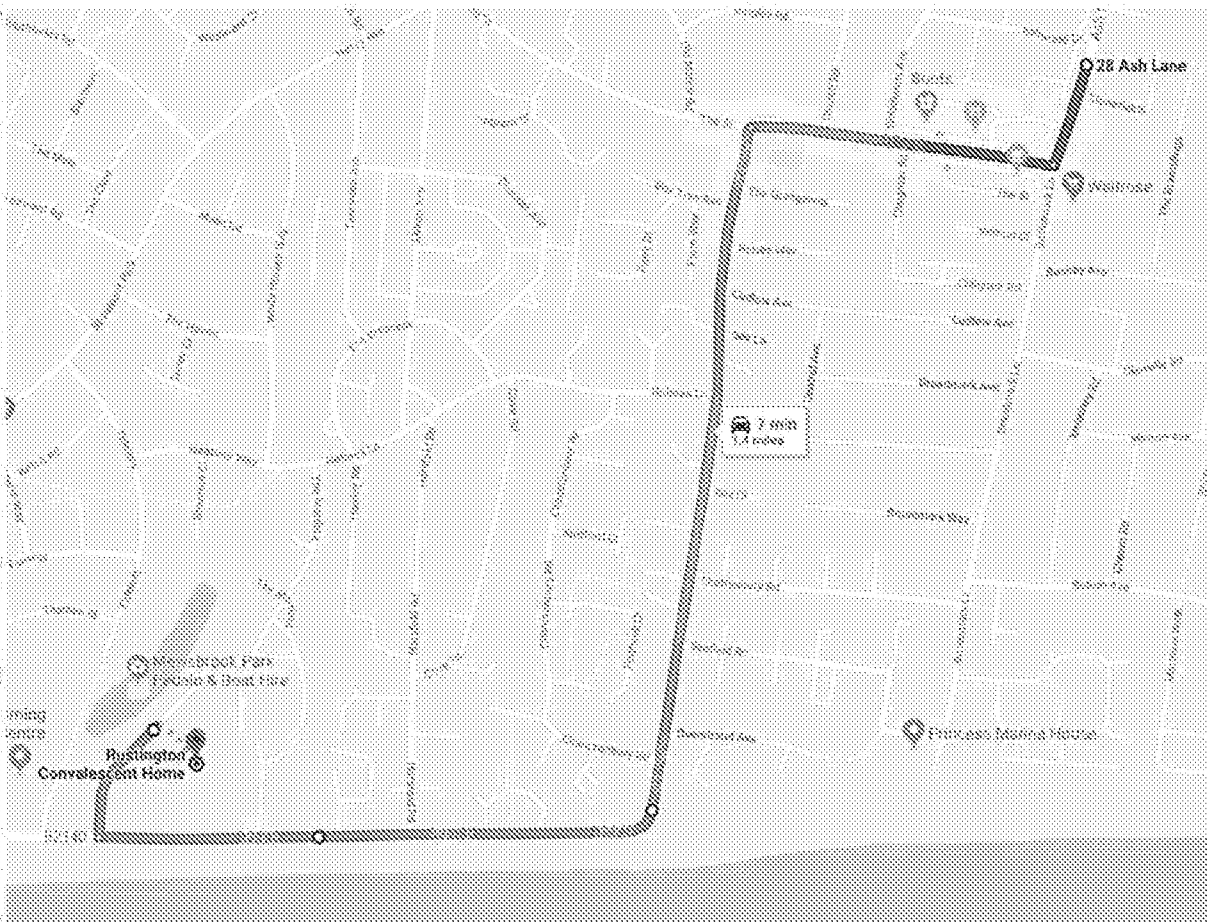
Delivery Vehicle access from the East A27

Delivery Vehicle access from the West A27



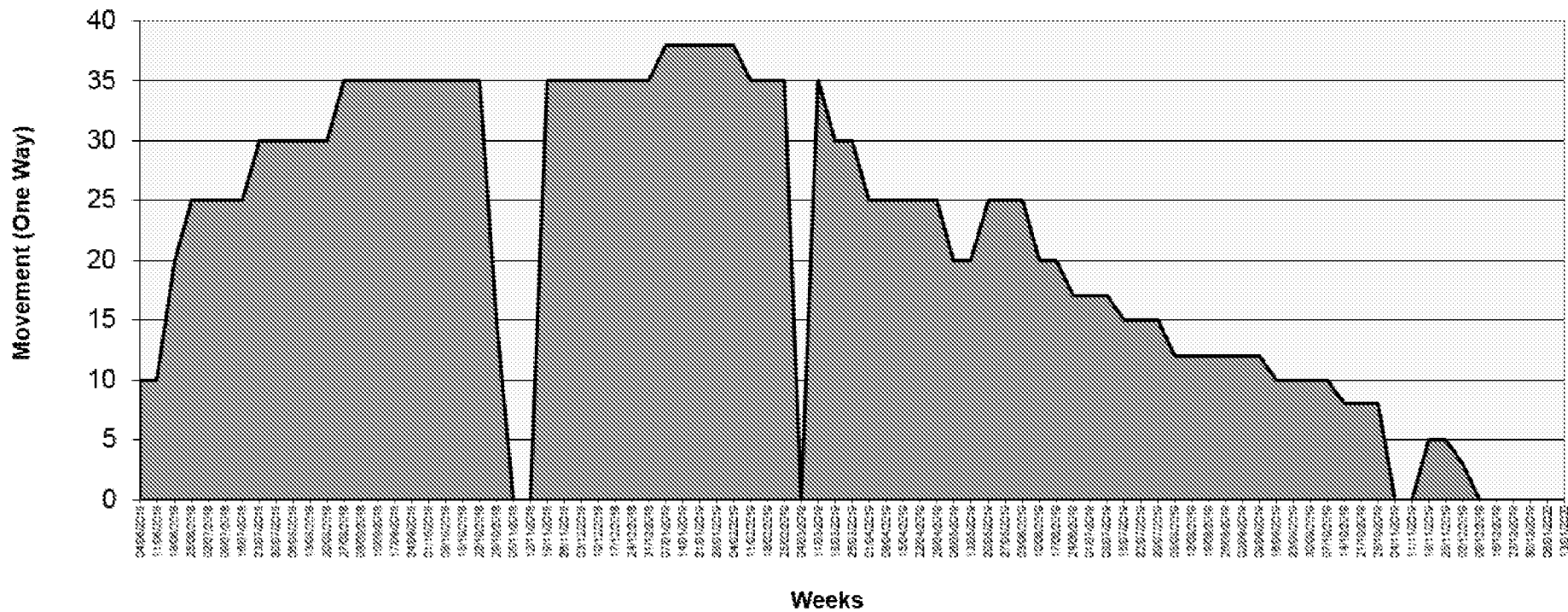
Delivery Vehicle access from the East A259

Delivery Vehicle access from the East A259



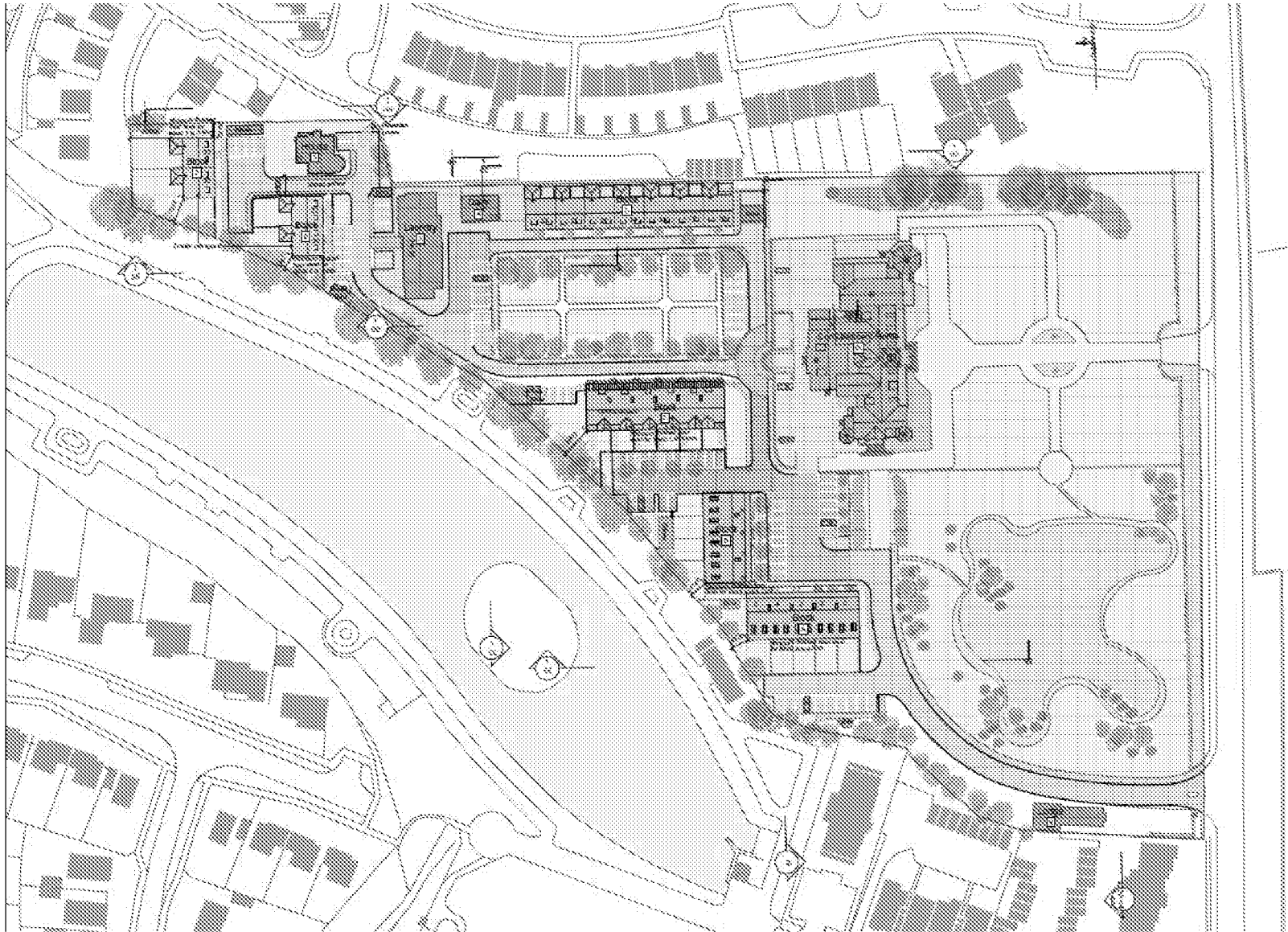
The map illustrates the proposed pedestrian route from the existing occupied home to the Rustington Convalescent Home. The route is marked with a dashed line. Key features include the 'Vehicle Hold Point' near the intersection of Sea Rd and B2140, and the 'Pedestrian access from existing occupied home' near the intersection of Sea Rd and B2140. The map also shows the 'Rustington Convalescent Home' and the 'The Mariner' building.

Ruslington Street - Traffic Movement



Rustington
Sustainable Environmental Management Programme
Proposed Site plans

ZeroC Ltd



APPENDIX 3 - HOARDING / NOTICE BOARD PHOTOS



APPENDIX 4 – COMPLAINTS / COMPLIMENTS / COMMENTS FORM (040)

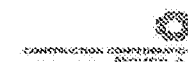
Complaints/Comments/Compliments Record



Date	Name & Phone Number	Complaints/Comments /Compliments	Action Taken	Date Actioned
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			

This Record should be kept carefully on site and made available to the CCS Monitor for inspection as requested

ABSE Form 040



APPENDIX 5 – ABSE EXAMPLE OF RECORDED WASTE CATEGORIES

2. WASTE TARGET BENCHMARK CALCULATOR

Figures Based on
Project Type
Construction

GIFA 1000 m²

Products	ABSE Waste Calculations
Mortar	1.0 m³
Bricks	16.9 m³
Blocks	5.0 m³
Timber	12.3 m³
Insulation	6.6 m³
Concrete	19.5 m³
Formwork	18.7 m³
Reinforcement	0.1 m³
Plasterboard	16.8 m³
Tape & Joint	1.5 m³
Metsec	4.8 m³
Tiles & Ceramics	1.1 m³
Floor Coverings (Vinyl)	0.3 m³
M&E Plastic	0.7 m³
Cladding Timber	1.6 m³
Kitchen Worktop	0.2 m³
Roofing Membrane	0.3 m³
Liquid (Waste Paint etc.. Non Hazardous)	0.1 m³
Mixed	25.1 m³
Canteen/office/adhoc	3.5 m³
Plastic/Packaging	13.9
Pallets	All to be returnable
No Hazardous Waste in our skips	
Total per 1000m²	150.0 m³

APPENDIX 6 – Dust Construction Mitigation

The following is a set of measures that will be incorporated for the duration of the works. These are considered to represent BPM and are based on guidance given in the Greater London Authority document *The Control of Dust and Emissions from Construction and Demolition SPG* issued in July 2014.

Site Management

- Develop and implement a stakeholder communications plan that includes community engagement before work commences on site
- Develop a dust management plan
- Display the name and contact details of a person(s) accountable for air quality pollutant emissions and dust issues on the site boundary(s)
- Display the head or regional office contact information
- Record and respond to all dust and air quality pollutant emissions complaints
- Make a complaints log available to the LPA upon request
- Carry out regular site inspections to monitor compliance with air quality and dust control procedures, record inspection results and make an inspection log available to the LPA upon request
- Increase the frequency of site inspections by those accountable for dust and air quality pollutant emissions issues when activities with a high potential to produce dust and emissions are being carried out and during prolonged dry or windy conditions
- Record any exceptional incidents that cause dust and air quality pollutant emissions, either on or off the site, and ensure that the action taken to resolve the situation is recorded in the log book.

Preparing and Maintaining the Site

- Plan the site layout so that machinery and dust-causing activities are located away from sensitive receptors, as far as practicable
- Erect solid screens or barriers around dusty activities or the site boundary that are at least as high as any stockpiles on site
- Fully enclose site or specific operations when there is a high potential for dust production and the site is active for an extensive period
- Install green walls, screens or other green infrastructure to minimise the impact of dust and pollution
- Avoid site runoff or water or mud
- Keep site fencing, barriers and scaffolding clean using wet methods
- Remove materials that have a potential to produce dust from site as soon as possible, unless being re-used on site. If they are being re-used on site, cover as described below
- Cover, seed, or fence stockpiles to prevent wind whipping
- Carry out regular dust soiling checks of buildings within 100 m of site boundary and provide cleaning if necessary
- Put in place real-time dust and air quality pollutant monitors across the site and ensure they are checked regularly
- Agree monitoring locations with the LPA
- Where possible, commence baseline monitoring at least three months before phase begins

Operating Vehicle/Machinery and Sustainable Travel

- Ensure all on-road vehicles comply with the requirements of the London Low Emission Zone
- Ensure all Non-road Mobile Machinery (NRMM) comply with the standards set within the GLA's *Control of Dust and Emissions During Construction and Demolition SPG*. This outlines that, from 1st September 2015, all NRMM of net power 37 kW to 560 kW used on the site of a major development in Greater London must meet Stage IIIA of EU Directive 97/68/EC (Directive 97/68/EC of the European Parliament and of the Council, 1997) and its

APPENDIX 6 – Dust Construction Mitigation

subsequent amendments as a minimum. NRMM used on any site with the Central Activity Zone or Canary Wharf will be required to meet Stage IIIB of the Directive as a minimum. From 1st September 2020 NRMM used on any site within Greater London will be required to meet Stage IIIB of the Directive as a minimum, while NRMM used on any site with the Central Activity Zone or Canary Wharf will be required to meet Stage IV for the Directive as a minimum

- Ensure all vehicles switch off engines when stationary – no idling vehicles
- Avoid the use of diesel (or petrol) powered generators and use mains electricity or battery powered equipment where practicable
- Produce a Construction Logistics Plan to manage the sustainable delivery of goods and materials
- Implement a Travel Plan that supports and encourages sustainable staff travel (public transport, cycling, walking and car-sharing).

Operations

- Only use cutting, grinding or sawing equipment fitted in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust systems
- Ensure an adequate water supply on the site for effective dust/particulate matter suppression/mitigation, using recycled water (where feasible and appropriate)
- Use enclosed chutes, conveyors and covered skips
- Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment, wherever appropriate
- Ensure equipment is readily available on-site to clean and dry spillages and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods.

Waste Management

- Reuse and recycle waste to reduce dust from waste materials
- Avoid bonfires and burning of waste materials.

Measures Specific to Demolition

- Soft strip inside buildings before demolition (retaining walls and windows in the rest of the building where possible, to provide a screen against dust)
- Ensure water suppression is used during demolition operations
- Avoid explosive blasting, using appropriate manual or mechanical alternatives
- Bag and remove any biological debris or damp down such material before demolition.

Measures Specific to Earthworks

- Re-vegetate earthworks and exposed areas/soil stockpiles to stabilise surfaces as soon as practicable

Measures Specific to Construction

- Avoid scabbling (roughening of concrete surfaces), if possible
- Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out, unless this is required for a particular process, in which case ensure that appropriate additional control measures are in place
- Ensure bulk cement and other fine power materials are delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of material and overfilling during delivery
- For smaller supplies of fine powder materials, ensure bags are sealed after use and stored appropriately to prevent dust.

Measures Specific to Trackout

- Regularly use a water-assisted dust sweeper on the access and local roads, as necessary,

APPENDIX 6 – Dust Construction Mitigation

- to remove any material tracked out of the site
- Avoid dry sweeping of large areas
- Ensure vehicles entering and leaving sites are covered to prevent escape of materials during transport
- Ensure there is an adequate area of hard surfaced road between the wheel wash facilities. Access gates should be located at least 10 m from receptors where possible.

APPENDIX 7 – Noise and Vibration Construction Mitigation Measures

To ensure that the project noise and vibration limits are achieved wherever possible, the following noise and vibration management and mitigation measures will be adopted for the project. These measures have been developed in line with the guidance given in BS5228:2009 and the City of Westminster's Code of Construction Practice and are considered to represent the Best Practical Means (as defined in Section 72 of the Control of Pollution Act 1974 and BS5228).

- Noise levels onsite will be carefully managed via monitoring systems. The number and location(s) of the monitoring systems will be agreed with the Local Authority prior to the commencement of works
- The monitoring systems can be configured to send instantaneous email and/or text message alerts to site management in the event that site noise and dust emissions approach agreed project limits
- If and when alerts occur, the cause of the alert will be investigated immediately by site management. Mitigation measures will then be put in place to minimise the risk of future exceedances of the agreed project limits
- In the event of validated complaints the cause of the complaint will be investigated immediately, including a review of the noise monitoring results and the site activities that were being undertaken at the time. The results of the investigation will be sent to the Local Authority for review upon request
- Continuous flight auger (CFA) piles will be used onsite. This technique will reduce noise and vibration emissions as far as practicable.

The following general noise and vibration mitigation measures will also be adopted for the works:

- Nearby residents and commercial occupiers will be contacted and informed of the works. They will also be provided with contact details for an appropriate member (or members) of site management who can be contacted in the event of noise or vibration related concerns. Proactive and regular community liaison is a powerful tool for preventing construction noise or vibration related issues
- Site personnel will be informed of the sensitivity of the site noise due to the proximity of the surrounding noise-sensitive receptors and carefully managed to ensure that noise is kept to a minimum
- All hand held and portable equipment will be electrically powered where practicable
- All plant and equipment will be maintained in good working order and operated in accordance with manufacturers recommendations
- As far as reasonably practicable, sources of significant noise will be enclosed. The extent to which this can be done depends on the nature of the machine or process to be enclosed and their ventilation requirements
- Excavator, dumper and lorry operators will avoid unnecessary revving of engines and all machinery will be switched off when not required
- Stationary equipment and plant will be placed so as to provide screening to other items of plant and located to provide minimum noise emissions in the direction of noise sensitive areas
- Care will be taken when loading and unloading materials to limit impact noise. The movement of material with excavators and dumper trucks will be carried out slowly and carefully to limit impact noise. Material will be placed rather than dropped wherever feasible
- Vehicles will not be permitted to queue on the road or pavement outside the site access
- Vehicles parked within the site, outside working hours will have their engines switched off
- Deliveries will be programmed to arrive during daytime hours only
- Vehicle routes and traffic management plans will be arranged to avoid reversing operations where possible
- Activities which can produce significant levels of noise will, where feasible, be arranged

APPENDIX 7 – Noise and Vibration Construction Mitigation Measures

for times which are less likely to cause disturbance

- Wherever feasible, noisy site activities will be carried out as far from surrounding sensitive receptors as possible
- Any compressors brought on to site will be silenced or sound reduced models fitted with acoustic enclosures
- Pneumatic tools will be fitted with silencers or mufflers
- There will be no noisy working during any anti-social hours, unless otherwise agreed by the relevant authorities
- Vehicle reversing alarms will be set to the minimum required for safe and efficient operations
- Generators and water pumps required for 24-hour operation will be silenced or enclosed as appropriate
- Vibratory compaction will be undertaken carefully at the site boundary to minimise the risk of disturbances to sensitive receptors
- Modern, silenced and well maintained plant will be used at all times, conforming to standards set out in the EU Directives
- Pneumatic percussive equipment will be fitted with effective mufflers or silencers and will only be used when hydraulic equipment cannot be used
- Routes and programming for the transport of construction materials, fill, personnel etc. will be carefully considered in order to minimise the overall noise impact generated by these movements
- Hydraulic construction to be used in preference to percussive techniques where practical
- Loading and unloading of vehicles, dismantling of site equipment such as scaffolding or moving equipment or materials around site will be conducted in such a manner as to minimise noise generation. Where practical these will be conducted away from noise sensitive areas
- Off-site pre-fabrication to be used where practical
- Deviation from approved method statements to be permitted only with prior approval from the Principal Contractor and other relevant parties. This will be facilitated by formal review before any deviation is undertaken.

APPENDIX 8 - SITE SET UP VISUALISATIONS

