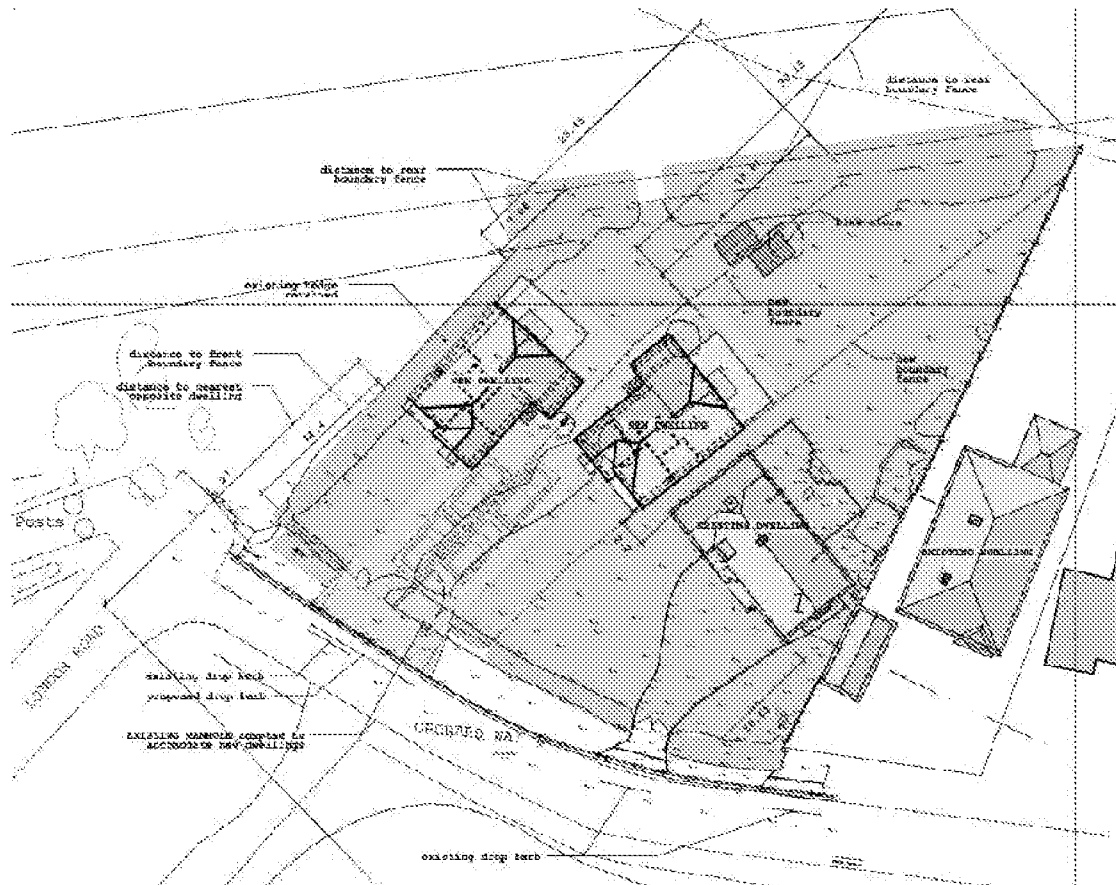


From: mail@nb+ <[REDACTED]>
Sent: 30 September 2021 11:28:34
To: Maria Tomalova
Cc:
Subject: Re: nb017101: 1 orchard way+ CEMP-02 issue Re: WA/87/21/DOC
Attachments: nb017101+CEMP -02.pdf



The works: The construction of two new residential units and associated works. located within a residential estate.

Employer: Mouse Developing Ltd.

issue: 01

Introduction:

Pre Construction Health & Safety Plan.

This document sets out the Company ethos towards health and safety management. Specific risk assessments and method statements will be prepared by those carrying out the works under the supervision of The Operations Manager, and the CDM co-ordinator.

Health & Safety Statement:

It is the policy of MOUSE developing Ltd. that health and safety should have the same priority as cost, production and morale for the duration of the project and the company will take action to ensure compliance with their statutory duties and specific project site safety rules.

Our aim is to ensure an accident and incident free project, which is completed on time, achieves both the clients and our goals. Whilst working on this project we will be considerate to the buildings neighbours. It is important that the nature and effects of our works is explained to others and their concerns are accounted for.

Construction Health & Safety Plan

This document should be treated as a living document, and is to be developed and adapted as the works proceed. The final construction phase plan will include:

- + Emergency Procedures.
- + Welfare Proposals.
- + Site Rules.
- + Site Induction/Site Visitors records. Accident reporting.
- + Arrangement for issuing and communicating health and safety instructions.
- + Construction Risk Assessments.
- + Method Statements.
- + COSHH File.
- + Health & safety audit records and responses. As built drawings.
- + Sub-Contractors details and Information.
- + Details of construction Methods and materials relevant to maintenance or demolition.
- + Material Suppliers and Manufacturers literature guarantees or warranties.

INDEX:

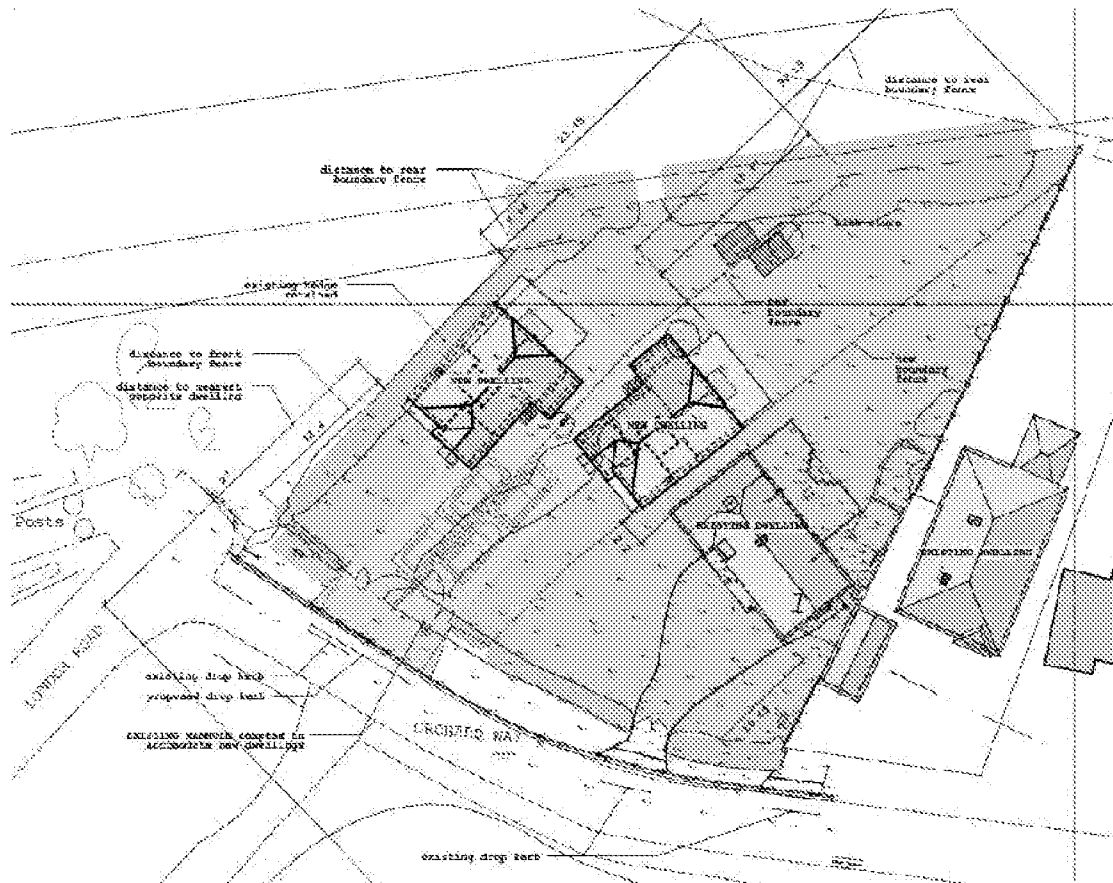
- 1: Project details
- 2: Principal parties
- 3: construction programme
- 4: public consultation, communication and coordination on site
- 5: Summary of project specific constraints and restrictions including measures to minimise the noise (including vibration) generated by the construction process to include hours of work.
- 7: Existing traffic system and traffic management
- 8: F10 notification:
- 9: Description of existing environment
- 10: Existing services
- 11: site rules
- 12: emergency procedures and first aid
- 13: The notifications and investigation of reportable accidents and dangerous occurrences
- 14: induction
- 15: Evaluation of subcontractors and discipline procedures
- 16: Miscellaneous

Appendices:

A: NOISE FROM MAJOR CONSTRUCTION SITES

B: Drawings

1: Project details:



The works:

Summary:

The construction of two new residential units and associated works. located within a residential estate.

Commencement on site: 01.08.2021: enabling works

Completion date: 09.05.2022

Defect liability period:12 months

Schedule works:

- + Tree protection measures in accordance with planning approval ref: WA/18/19/PL condition 13: Arboricultural Impact Assessment
- + pre-commencement site meeting ARUN tree officer + site agent/ Arboricultural Expert in accordance with planning approval ref: WA/18/19/PL condition 14.
- + Site setup
- + enabling works
- + ground floor slab and below ground drainage
- + retention of topsoil in sealed bund not exceeding 1.8m
- + 2 x soakaways
- + The movement of 193 M3 of arisings
- + 23 No. lorries approximately 8 lorries a day which equates to 3 days of running during construction period.
- + Brick and block main structure
- + Timber first floor
- + Timber truss assembly
- + Cut roof elements
- + Roof finishes
- + Mechanical and electrical installations
- + Windows and doors
- + Internal fitout

+ External works:

- + Connection to main sewer
- + Extended cross over
- + Re-leveling of ground
- + Importing/ removing topsoil
- + Hard landscape: driveway and patios
- + Perimeter / plot fencing and gates
- + Bike stores
- + External lighting
- + Surface water connection to soakaways
- + Soft landscaping

+ works to accord with planning application **WA/18/19/PL**

- +condition **03**: obscure glazing to landing window
- +condition **06**: car parking
- +condition **10**: acoustic report: mitigation measures
- +condition **15**: utility service routes
- +condition **16**: renewables + energy use
- +condition **17**: surface water drainage scheme

2:Principal parties:

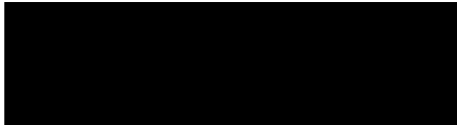
CLIENT:

Mouse Developing Ltd

85 Church Rd

Hove

BN3 2BB



PRINCIPLE DESIGNER:

nb:architecture ltd.

UNIT THIRTYONE, LEVEL SIX, NORTH

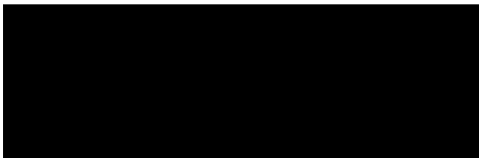
NEW ENGLAND HOUSE

NEW ENGLAND STREET

BRIGHTON

EAST SUSSEX

BN1 4GH



CDM CO-ORDINATOR:

TBC.

STRUCTURAL ENGINEER:

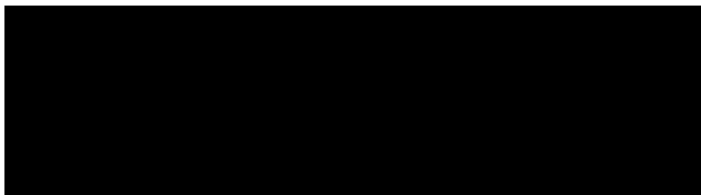
Gyoury Self Partnership LLP

10, The Gardens,

Fareham,

Hampshire,

PO16 8SS



PRINCIPAL CONTRACTOR:

Mouse Developing Ltd

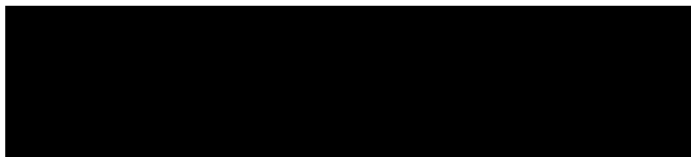
85 Church Rd
Hove
BN3 2BB



ARBORCULTURIST CONSULTANT:

Arbortrack Systems Ltd

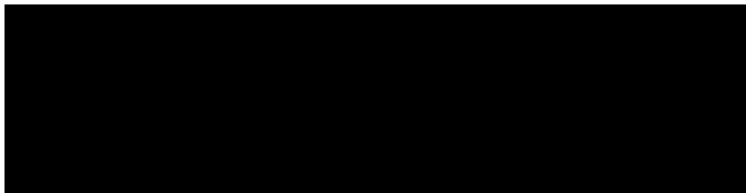
The Granary Studio
Crewe Lane
Kenilworth
Warwickshire
CV8 2LA



ECOLOGY CONSULTANT:

The Ecology Co-op

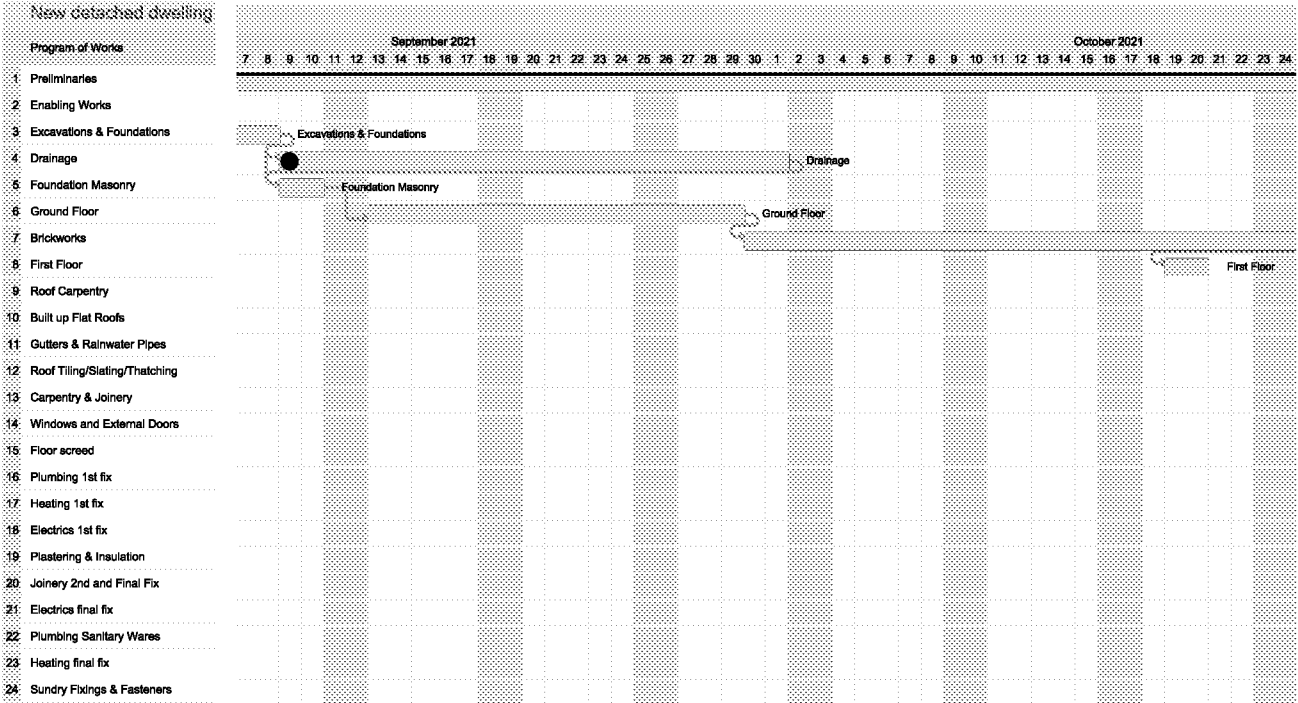
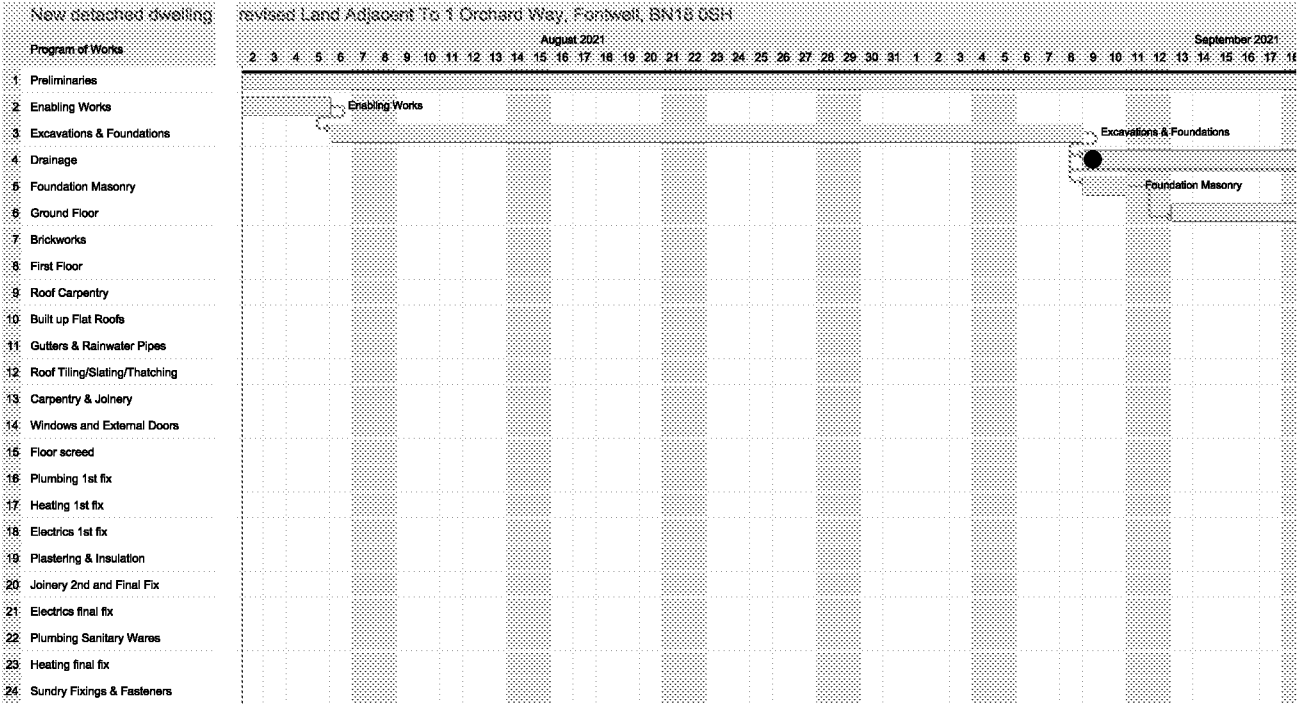
Unit 4 Langham Stables
Langham Lane
Lodsworth
West Sussex
GU28 9BU





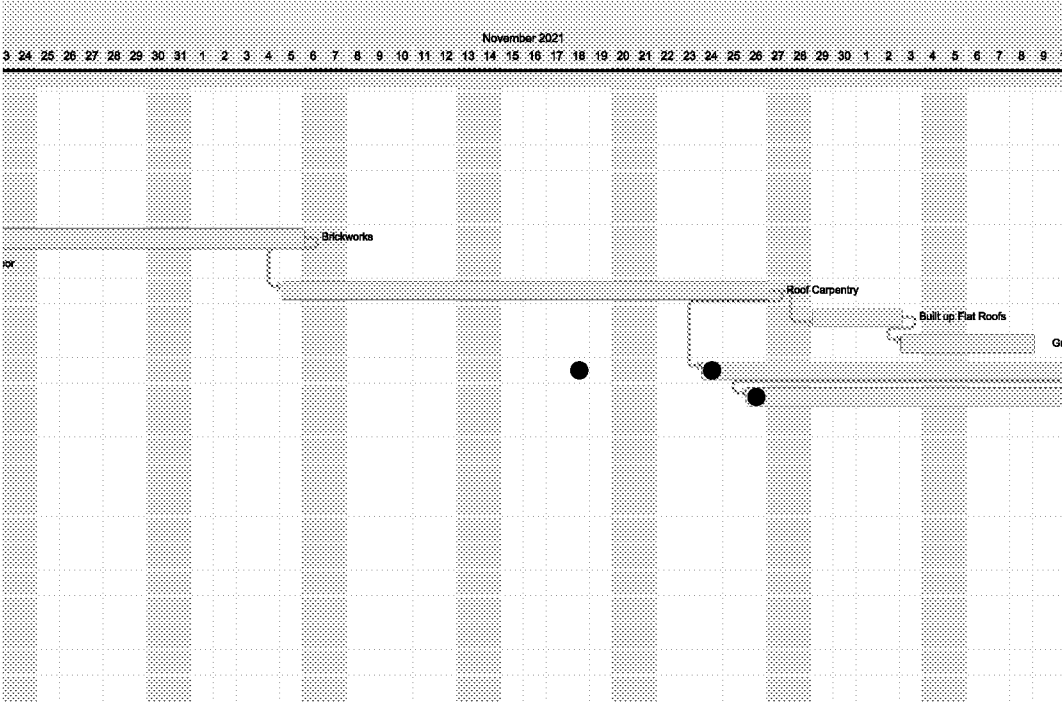
3: construction programme:

Indicative Basic Programme : 40-41 WEEKS

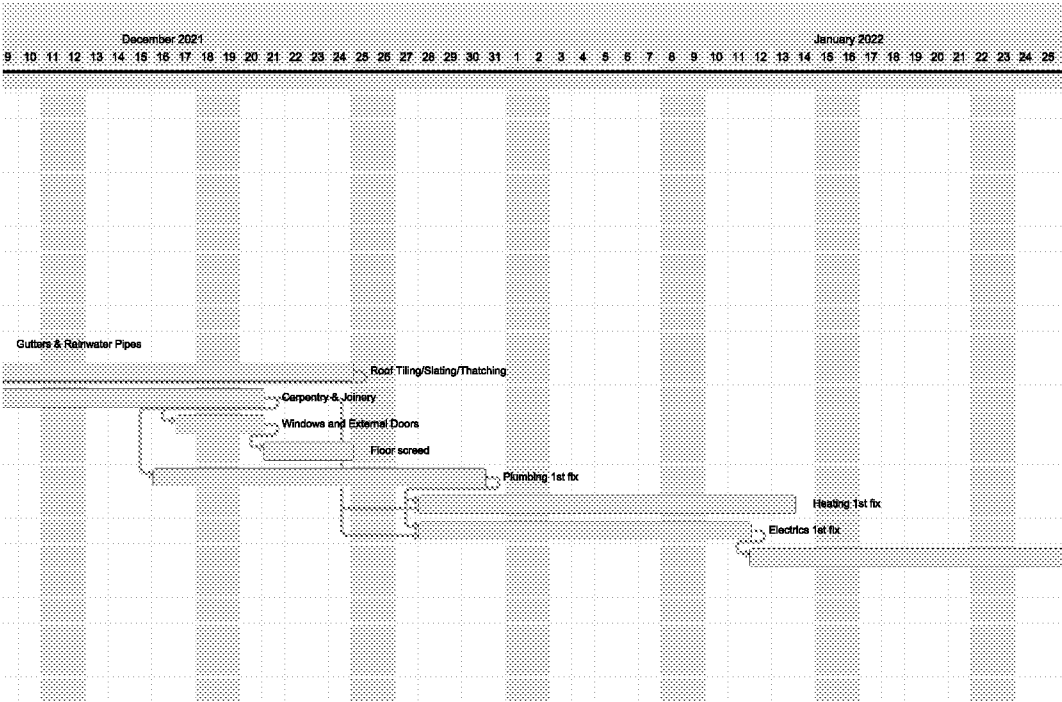




New detached dwelling	
Program of Works	
1	Preliminaries
2	Enabling Works
3	Excavations & Foundations
4	Drainage
5	Foundation Masonry
6	Ground Floor
7	Brickworks
8	First Floor
9	Roof Carpentry
10	Built up Flat Roofs
11	Gutters & Rainwater Pipes
12	Roof Tiling/Slatting/Thatching
13	Carpentry & Joinery
14	Windows and External Doors
15	Floor screed
16	Plumbing 1st fix
17	Heating 1st fix
18	Electrics 1st fix
19	Plastering & Insulation
20	Joinery 2nd and Final Fix
21	Electrics final fix
22	Plumbing Sanitary Wares
23	Heating final fix
24	Sundry Fixings & Fasteners

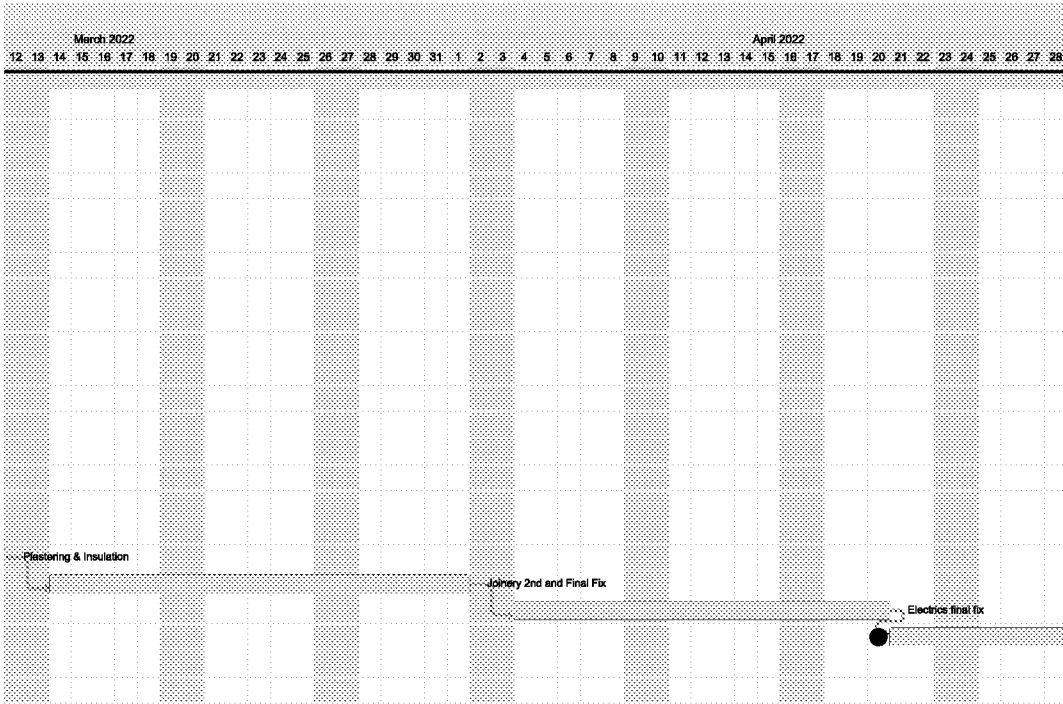


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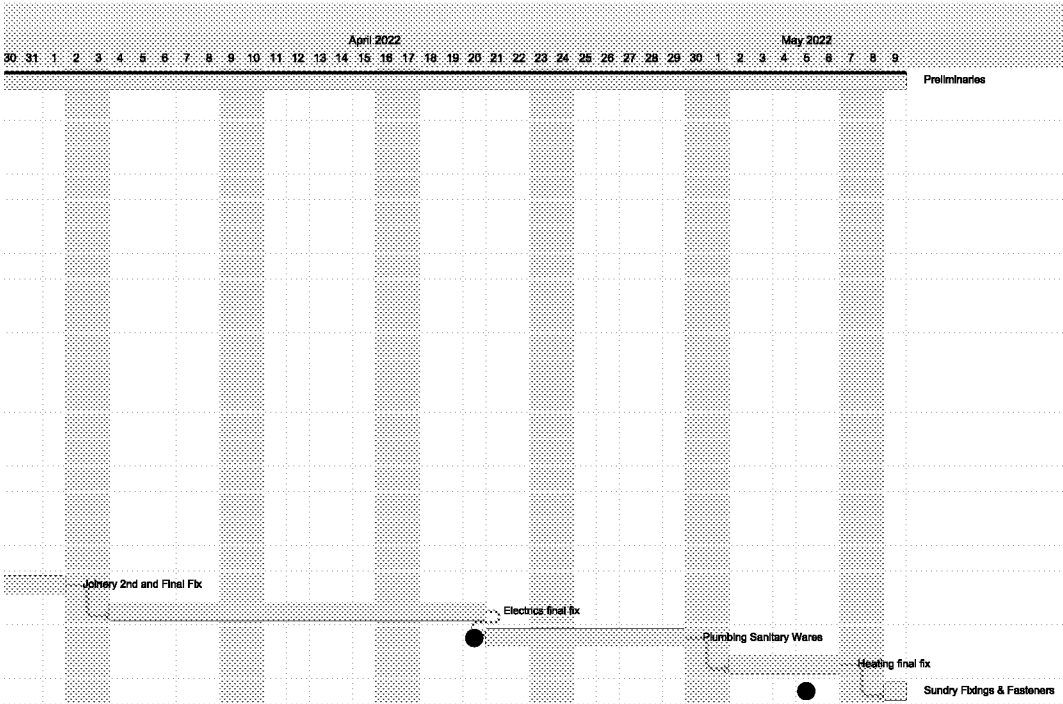




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22	Plumbing Sanitary Wares
23	Heating final fix
24	Sundry Fixings & Fasteners



4: public consultation, communication and coordination on site:

Day to day communication between the subcontractors and MOUSE will be undertaken.

During these meetings, the Site Manager will detail future works together with any other relevant information such as noisy or disruptive periods.

Contact details of the Site Manager will be available to the public, posted on the site public notice board.

Members of the public, who register an interest will receive an update of progress through the monthly client meeting minutes (private details will not be made public).

Weekly subcontractor meeting will be held with all subcontractors either on site or about to start on site will be required to attend. The principal contractor will prepare a report prior to the meeting which will identify Health & Safety issues, report against the contract programme and the key milestone dates within the contract, progress achieved, planned activities, report on their design activities, status of changes, information required from other parties, commercial issues, sub contract procurement and quality issues.

At the Monthly Client meetings, the Site Managers report will cover all items relating to the client and the consultants. This will include CDM matters, Building Control, Design Information, Quality Inspections, etc.
Principal designers must:

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties.
- work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that



is not possible, take steps to reduce or control those risks.

- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.
- The dissemination of design information will follow MOUSE's normal distribution procedure for the provision of information to both its production team and its subcontractors.
- Any changes in specification or design will be accounted for following normal contractual procedures including formal instructions from the CA which will be passed to the relevant production team members.

Regular progress meetings will be attended by the Site Manager at which matters relating to the implementation and compliance with the Health and Safety plan will be discussed. These meetings will be held on a regular basis; the actual dates to be confirmed as the work proceeds.

Any H&S or Environmental matters that arise can be discussed with the project team at any time. As a company there is an open door policy for anyone with concerns / issues regarding H&S or Environment.

Any member of the team can be approached including our SHE advisers and directors. This is stated and actively promoted at site induction and by the H&S and Environment consultation poster on display in the site welfare set up.

The formal situations on site for consultation include site induction, SHE committee meetings, SHE coordination meetings and toolbox talks.

5: Summary of project specific constraints and restrictions including measures to minimise the noise (including vibration) generated by the construction process to include hours of work.

+ Site risk assesment:
MOUSE developing ltd.

+ other site restrictions:

Working hours:

To be conducted in accordance with Arun District Council document:
NOISE FROM MAJOR CONSTRUCTION SITES
(appendix A).

Noisy working hours:

Monday to Friday :	8am to 6pm
Saturdays:	8am to 1pm
Sundays or Bank Holidays:	No noisy working at all

The Principal Contractor will require that all operatives try to reduce the amount of noise being produced. Where possible alternative methods will be considered to reduce noise levels.

The construction manager / trade contractor will monitor noisy activities. If required a noise Risk Assesment will be produced with suitable control measures so as to mitigate noise pollution and reduce the exposure.

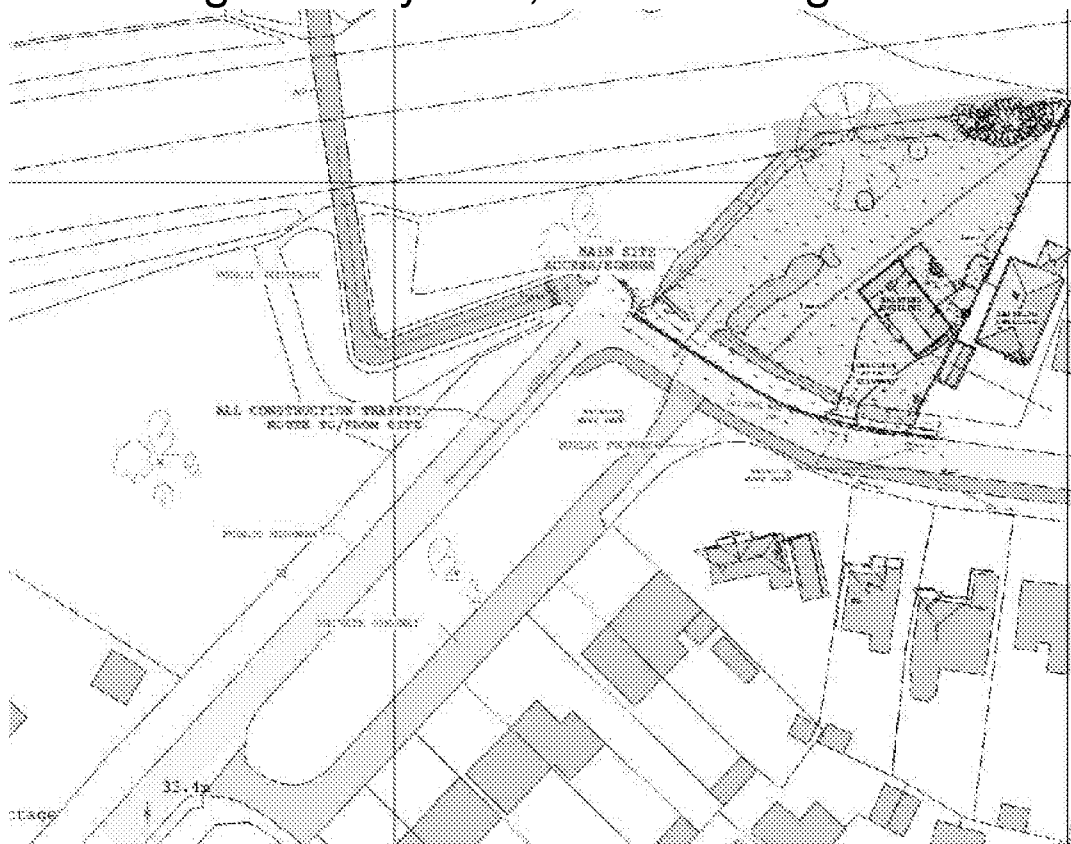
Parking:

On road parking, with delivery/drop off only onsite.

Access:

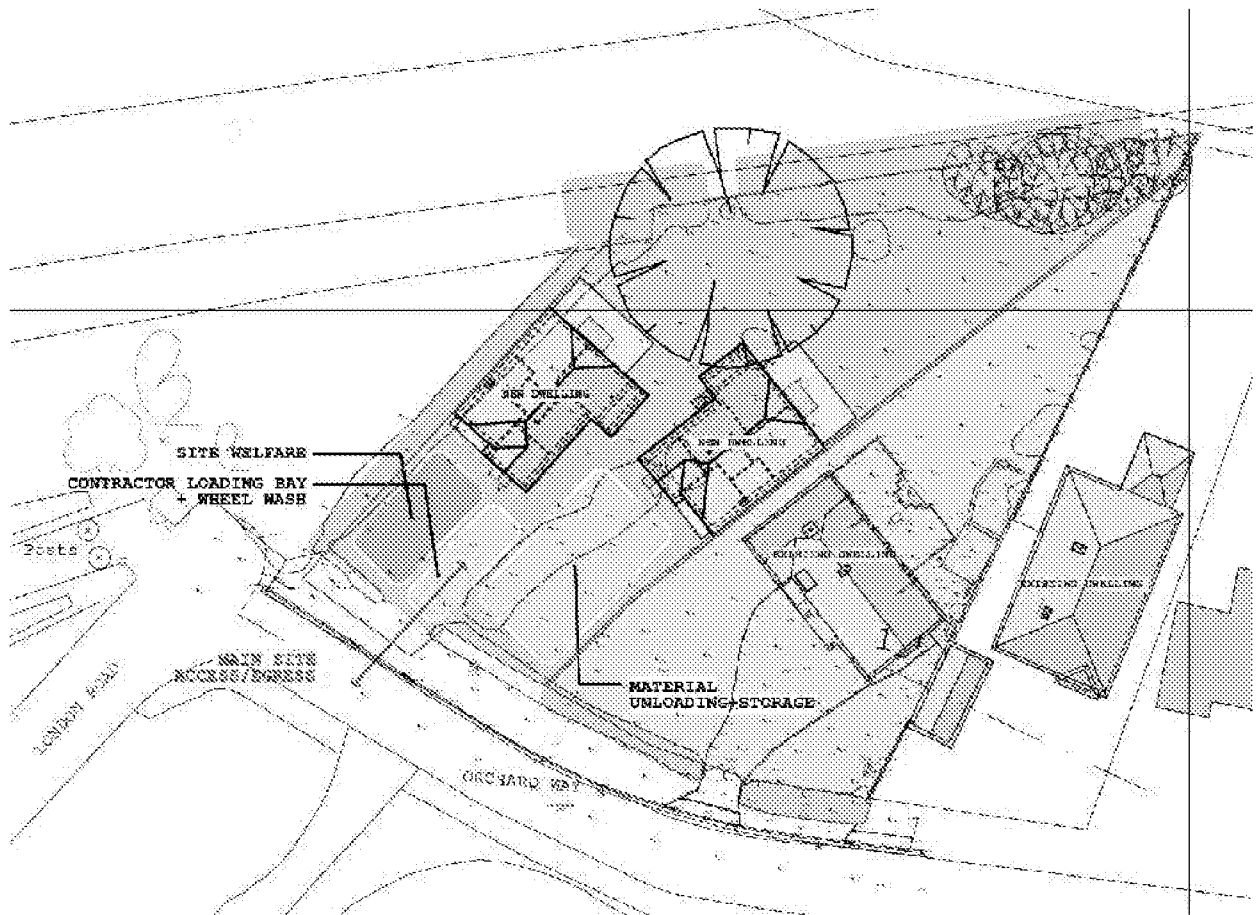
Via existing cross over to Orchard Way.

7: Existing traffic system, traffic management:



- + Access for the emergency services will be via Orchard Way.
- + Access to the site will be by approved routes only. All delivery drivers and visitors will be required to report to the site office before proceeding onto the site.
- + Traffic routes will be planned before commencement of any section of the works and clearly identified.
- + The site speed limit is 5mph for all plant and vehicles.
- + All deliveries will be via Orchard Way and the preferred off loading area to be to the designated loading area.
- + No reversing of any delivery vehicle will be permitted without two banks people in attendance.
- + Contractor/ visitor parking will be retained onsite, during the construction works, until impracticable to do so.
- + All vehicles leaving site will have their wheels cleaned via the use of wheel wash. with the waste water being collected and held within a clean stone dedicated area, highlighted on the site logistic plan.

Indicative Site plan:





8: F10 notification:

9: Description of existing environment

2.1: location:

Land adjacent to 1 Orchard Way, Fontwell BN18 0SH

2.2: Site description:

The site is located in the village of Fontwell, within a residential estate.

The site is the side garden of a 1970's chalet bungalow.

The site is predominantly level and laid to lawn with some shrubs.

There is a large oak tree TPO: WA/318 to the northern boundary.

There are no existing services on the site.

Access to the site is from an existing dropped kerb to Orchard Way.

10:Existing services:

+overhead services: NONE

+Below ground services: NONE

6.1: Utilities map

Utility service drawings to be included upon receipt

6.2: Utility survey / Mapping

Utility mapping drawing will be included upon receipt

11: Site rules:

Site rules will be communicated to all site personnel and visitors at induction and posted on the site notice board. Site rules (not definitive)

The following rules apply to all persons entering the site.

1. No unauthorised persons are allowed on site.
2. All operatives entering the site for the first time must report to the site office for safety induction and accreditation.
3. All operatives must sign in and out of site each time they enter/exit site.



4. All visitors are to report to the site office and shall sign the visitors' book.
5. All those entering the site shall wear a hard hat, hi-viz and safety boots at all times. Other appropriate personal protective equipment may also be necessary. Zoning is solely at the discretion of site management.
6. No unauthorised vehicles shall be allowed on site. Parking in designated areas only. Site plant and transport routes to be specified. Everybody has a duty.
7. All accidents and unsafe situation or occurrences must be reported to the site manager immediately.
8. The consumption of alcohol or use of drugs on site is prohibited. Any person suspected on being under the influence of alcohol or drugs will be ordered to leave the site immediately.
9. Adjustment or removal of any part of the scaffolding must only be carried out by those trained scaffolders authorised to do so.
10. Temporary signs shall not be removed or covered over.
11. No mains powered radios or similar equipment shall be played on site.
12. No temporary or permanent part of the works shall be damaged or defaced.
13. No plant, materials or material waste shall be removed from the site without the authorisation of the site manager.
14. Permits for hot work must be obtained before commencement.
15. Plant and equipment must be operated by authorised and trained persons only.
16. Relevant test certificates/certificates of thorough examination for plant and equipment shall be submitted to the site manager before use.
17. All instructions and directions of the site manager must be complied with.
18. Risk assessments and method statements to be strictly complied with.



19. No smoking on site, except in designated areas.
20. Precautions for the prevention of fire, displayed in the canteen, must be complied with.
21. Disciplinary procedure for safety or environmental related breaches on this site consist of verbal and written warnings. Serious breaches will be treated as gross misconduct and liable to instant removal from site.

12: emergency procedures and first aid

Fire and emergency alert procedures will be prepared and posted in a prominent position on site. All foreseeable emergencies will be identified and arrangements communicated to all site personnel.

First aiders shall be identified and forms posted in a prominent position on site.

13: The notifications and investigation of reportable accidents and dangerous occurrences

Details of all accidents are recorded in the site accident book.

It is the responsibility of the contracts manager or their equivalent after first consulting the SHE adviser to report accidents and dangerous occurrences to the HSE and to ensure an appropriate investigation is undertaken with a view to preventing recurrence.

Accidents to direct employees, single person labour only subcontractors should be notified by the contracts manager or their equivalent by using form F2508 and within ten days of the accident occurring. A copy of the F2508, the company accident report form and accident investigation should be sent to the SHE adviser and the company secretary.

In the case of death or major injury initial notification must be made by telephone to the HSE as soon as practicable after the accident has occurred. (HSE may be notified by telephone either via the local HSE office or via their Incident Contact Centre 0345 300 9923).

As an employer, it is the subcontractors' responsibility to report any accidents sustained by those working for them. Copies of the subcontractors completed F2508 notification form must be retained by MOUSE for company records. Where MOUSE is working as principal contractor, HSE will expect us to coordinate all safety matters. The company must therefore ensure beyond any doubt that the subcontractor does indeed give the required notification. If the subcontractor is unwilling or unable to complete form F2508, the MOUSE contracts manager or their equivalent must notify the HSE.

The contracts manager or their equivalent after first informing the SHE adviser must notify HSE of all dangerous occurrences by telephone, whoever was involved.

Following any reportable accident or dangerous occurrence, the relevant risk assessments and any relevant method statement should be reviewed to determine whether they need changing in the light of the incident.

14: induction:

All persons prior to commencing operations on site shall receive induction training from the Project Manager or their representative.

Records of all inductions will be maintained on site.

Visitors to site, after signing in, will receive a visitor's induction unless accompanied at all times by a previously inducted person who will take responsibility for their H&S.

See Induction file for site induction records

15: Evaluation of subcontractors and discipline procedures:

Prior to the appointment of any subcontractor MOUSE will ensure that the contractor is competent and will make adequate provision for H&S.

All prospective subcontractors will be required to complete a subcontractor health and safety questionnaire prior to appointment.

This document is reviewed on an annual basis and amended dependant on the subcontractors performance outlined below.

A pre-start meeting will be convened with the subcontractors prior to starting on site at which time all risk assessments and method statements should be provided for approval.

Subcontractors will be required to agree to and comply with the conditions set down in MOUSE SHE policy documents.

At the completion of the contract the contract manager or project manager will appraise the contractors' performance and any contractor who has not met the required standard will be removed from the approved list.

Any breaches of SHE conduct or performance will be dealt with in line with the company disciplinary procedures.

16: Miscellaneous

Information and documentation for inclusion in the Health and Safety File will be collated and stored on site as work progresses and the information becomes available as identified in the PCIP.

Copies of this information are available to the PM or H&S manager on request. Once the project is complete and all information collected these documents will be passed to the CDM Co-ordinator.

MOUSE will be responsible for providing the following documents in line with the Health and Safety File structure as identified in the PCIP:

- + Building Regulations Approval and Completion Certificate
- + Specific construction methods and or materials used during the construction phase for all major building components.
- + Contact details for subcontractors
- + Operation and Maintenance Manual
- + Hazard data sheets
- + Cleaning and maintenance and servicing information
- + Guarantees
- + Test and commissioning reports

MOUSE will also liaise with the principle designer to provide information on the location of utilities for inclusion on the as built drawings.

Appendices:

A: NOISE FROM MAJOR CONSTRUCTION SITES

NOISE FROM MAJOR CONSTRUCTION SITES

Major construction sites generate significant levels of noise. Construction works include the demolition, maintenance, repair, erection, construction of buildings or roads and any work of engineering construction.



Much of the noise generated is unavoidable and noise control methods are a balancing act between the needs of the developer to carry out the works and the rights of neighbours to quiet enjoyment of their properties. The legislation governing noise from construction sites strives to achieve this balance. The Council aims to minimise the impact of noise from such works on local residents.

The main control that the Council can impose on construction sites is to limit the times during which they are permitted to make noise that their neighbours can hear. It is common practice for builders and construction workers to begin early in the morning such as 7am. For general construction works the Council may impose, when necessary, the following limits on noisy works:

- | | |
|-----------------------------|-----------------------------|
| • Monday to Friday | 8am to 6pm |
| • Saturdays | 8am to 1pm |
| • Sundays and Bank Holidays | No noisy activities allowed |

Some particularly noisy activities, such as pile driving, may be subject to stricter time controls to allow neighbours some relief from excessive noise.

On the other hand, some activities may be allowed outside of normal working hours when there is a good reason for this to happen. This might be for health and safety reasons or because the particular operation cannot be completed within the time normally allowed. A good example of this would be large-scale concrete pours for floors that need to be finished by power floating when the concrete has partially dried – there is no way this job can be completed within a normal working day.

The Council usually only imposes time limits on construction sites when they are causing problems for residents. It is, therefore, very important that you let us know if you are being disturbed by noise from construction.

It is worth remembering that it is not the work that is being restricted, but the noise from the work. If the work is not disturbing anyone, then the Council does not need to impose any restrictions on that work. This means that quiet work could go on at almost any time of day.

The Council can also set maximum noise levels at particular locations. Chosen locations are normally outside the nearest noise sensitive properties to the construction activities. The developer is required to take

noise measurements at our chosen locations (usually twice daily), the results of which are forwarded to the council on a weekly basis. In the event of the maximum level being exceeded, the developer is required to take action to lower the noise level. All such actions must be recorded and the details immediately forwarded to the council.

The other method we use to control noise from construction sites is to require that all contractors use the "best practical means" to minimise noise from their activities. This is a very broad area and can include matters ranging from the prohibition of the use of radios on site to the proper maintenance of plant and equipment. It can also include matters such as the choice of appropriate plant for a particular task or putting up noise barriers or screens.

Poorly maintained plant and equipment can give rise to excessive noise and the failure to use the built-in noise control shielding on plant can cause problems.

The use of mains powered electrical equipment is encouraged (rather than using generators) and hydraulic breaking or bursting techniques are preferable to impact breaking methods for demolition.



The choice of equipment for a particular task is important in noise reduction. For example, bored piling is usually a lot less disturbing than hammered piling. We therefore prefer bored piles to be used whenever possible – but sometimes it is necessary to use hammered piling techniques for engineering reasons.



B: Drawings



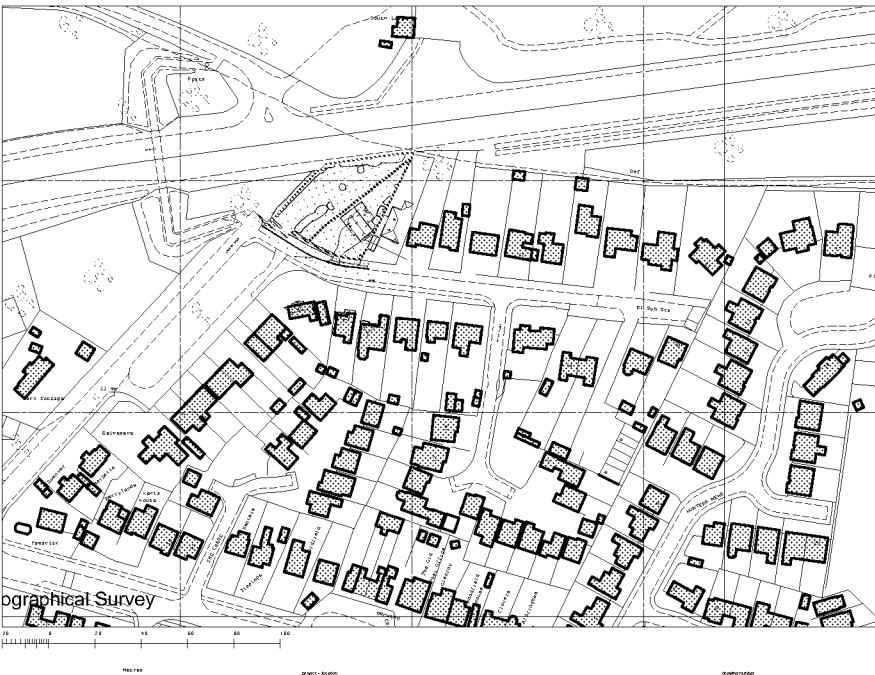
block plan:1/1250

based upon OS map + detail survey (overlaid)



location plan:1/1250

based upon OS map + detail survey (overlaid)



This drawing is protected under the Copyright, Design and Patents Act 1988.

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER PROJECT CONSULTANT + SPECIALIST CONTRACTORS DOCUMENTATION ON NOT SCALE

Figured dimensions only are to be taken from this drawing. All dimensions are to be checked on site before any work is put in hand.

notes:

key:

revisions:

FIRST ISSUE: 15.06.2018

nb:architects +

roof plan:

UNIT 2745 West 40th South
New England House, New England House
Burlington, East Sussex, BN1 10L
Tel: 01323 212 5555
www.newenglandhouse.com

front elevation: side elevation: rear elevation: side elevation:



The image displays four architectural elevation drawings of a house, arranged horizontally. From left to right: 1. Front elevation: A two-story house with a gabled roof, a central front door with a small porch, and a large window on the left. 2. Side elevation: A two-story house with a gabled roof, a chimney on the right side, and a large window on the left. 3. Rear elevation: A two-story house with a gabled roof, a central door, and a large window on the left. 4. Side elevation: A two-story house with a gabled roof, a chimney on the right side, and a large window on the left.

1 Orchard Way, Fontwell BN18 0SH nb:17101+11b

Gray Contractors Ltd and Garry McElroy planning application-non material proposed elevation variations:

nb:architects+
UNIT 116, West Gate
New Anglian House, New Anglian Way
Burgton, East Sussex, BN1 6HE
t: 01323 273 4000