



CG FRY & SON

B U I L D E R S

DEVELOPMENT ~ PARTNERSHIP HOUSING ~ CONTRACTING

Construction Method Statement

For

Bradford on Avon

BUILDERS & CONTRACTORS

HISTORY, REPUTATION AND VISION

SUBMITTED BY

C G Fry & Son Limited
Litton Cheney
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Reviewed and Approved			
Revision	CM Initial	Date	AD318003
Original	JH	29/10/2014	Draft for review
A	JH	08/12/2014	Reviewed following further site information
B	JH	13/04/2015	Reviewed following comments from WCC
C	KM	13/04/2015	Condition survey note added
D	JH	22/06/2015	Changes made to traffic route and sequence of build

Introduction

This Method Statement has been prepared to give an overview of the works and preparation required for the construction 138 new dwellings with associated landscaping, access road and other works. It includes a description of the staffing and methods to be used in constructing the project the safeguards that will be undertaken and an indication of the quality and health & safety plans.

Administration

The Bradford on Avon project will be controlled from C G Fry & Son Limited offices based in Litton Cheney, Dorchester, Dorset.

C G Fry & Son Limited will have a fully integrated team providing hands on site management complete with the full support of all Head Office services.

A highly experienced Construction Director Kevin Murch who is based in C G Fry & Son Limited's head office and has a vast amount of experience in this type of work, will lead the team. He will regularly visit site and attend monthly site progress and construction team meetings, if required.

Beneath Kevin there will be a visiting Contracts Manager Jason Hockey who will manage the high level running of the project. His duties will consist but are not limited to keeping a daily watching brief, concentrating on the 'look-a-head' works, ensuring deliveries arrive promptly and that the early design works, so important to the start of this project, are completed on time.

Working full time on site will be a highly experienced and committed Site Manager who will lead the onsite team who comes with previous extensive experience in new build projects. He would be responsible for the day-to-day management of all site activities and have a full support team under him.



Additional technical and supervisory staff will be supplemented as necessary.

All C G Fry & Son Limited site operation teams have complete access to all aspects of Head Office support such as:-

- Project Planning
- Sub-contractor procurement and surveying
- Materials, procurement and materials management
- Quality Management
- Specialist Technical Support
- Plant Hire
- Safety Services

Specialist technical support is provided and includes:-

- Site Surveying
- Mechanical and Electrical Services co-ordination

Meetings/Public Liaison

In addition to the formal site progress meetings that will be held monthly with the project team, we welcome the chance to hold 'Monday Morning' meetings between our site management team and local residents. These meetings will help review progress for the preceding and forthcoming week as well as help in mitigating any problems and the on site relationship is made we would expect and welcome the fact that these informal meetings would become daily.

By keeping the local residents involved in what we do, we have found over time that the works run more smoothly, are more easily manipulated around the local activities and create a more supportive and constructive atmosphere if problems should arise. We have also found that escorted site visits by locals during the course of the works often benefits understanding and appreciation of the works going on around them and is paramount in promoting safety around construction sites.

Additionally, Contractor meeting will be held weekly on a Friday throughout the contract to ensure close co-ordination on the works. We have found that having each manager for each of the trades in on a weekly basis to discuss their work in detail in front of their respective peers, is critical in order to ensure that traditional clashes in the works are avoided and information required to keep the work flowing is raised. These meetings are always under the chairmanship of the Site Manager.

Kingston Farm Bradford on Avon. 'Golden Rules'

1. The site area is bordered to the north by the B3107 (Holt Road) beyond which lie both existing residential properties comprising the Eastern Boundary of Bradford on Avon and are arable fields. The site is bordered to the South by Steeply sloping fields, the Network Rail railway line, the river Avon Land to the east of the site boundary is comprised of a small woodland area beyond which is a recently constructed Photovoltaic Array and Cemetery. Land to the west is occupied by commercial units. An existing farm house building is located along Holt Road within the Northern site boundary. Access to the site will be formed off Holt Road (B3107) via a new roundabout replacing the current junction between Holt Road and the B3109, and a second entrance will be formed at the top of the hill enabling direct access to the proposed industrial units and the development
2. We will ensure that our staff, visitors and workforce limit themselves to the designated site and avoiding any vehicle blocking the access roads in the area. The construction phasing is indicated on the plan within the construction phase health and safety plan. There are two access roads to the Site the very first operation will be to construct access point 2 at the top of the hill this will allow access and works to progress to both the industrial units and development areas following the construction of phase 1 road.
3. At all times, the existing services will be kept fully operational and if any shut downs are required, they will be agreed in advanced with the local residents and temporary facilities (so far as practicable) be provided.

The Work/Site

The site is located within 1km to the east south east of Bradford on Avon town centre, existing residential properties run adjacent to the proposed development which are accessed off the B3109. Holt Road where a new access and roundabout is to be formed is a fairly narrow road in width all deliveries will need to be coordinated as to not cause congestion on Holt Road see traffic route plan below

When constructing the roundabout (278 works) phase 3 road and areas A&D **Note:** these works are subject to work restrictions as detailed in the En-Gain Bat Survey 12-03-2013 with reference in particular to the working restrictions put upon construction. I.e. no works shall commence in these areas between the End of September and April. Therefore works have been scheduled to be carried out between May-September for full details please refer to the rep

Programme of Works

The programme provides the following approximate headline dates:-

Main contractor appointment	- July 2015
Start on Site	- September 2015 Subject to change
Construct Roads & sewers	- September 2015 –February 2017
Off Site Drainage	- April-July 2016 subject to change
Construction of plots 1-138	- September 2015-December 2019 subject to change
Contract completion	- December 2019 Subject to change
Contract duration	- 5 Years

Traffic Management

The management of traffic resultant from the construction works falls into 2 defined sections being:-

- a) Traffic to and from the site using public roads and transport and
- b) Traffic on and around the site (Enabling & Construction)

This document will address both the methods of construction to be used and the management of the traffic both vehicular and pedestrian as identified in item a & b.

Site Access

Access to the Development will be formed off of Holt Road (B3107) via a newly constructed roundabout there will also be a second entrance 400-500m further along Holt Road this will firstly enter the commercial development and act as a link road to the residential areas.

Priority will be always be given to the adjacent residents & factory ahead of construction traffic.

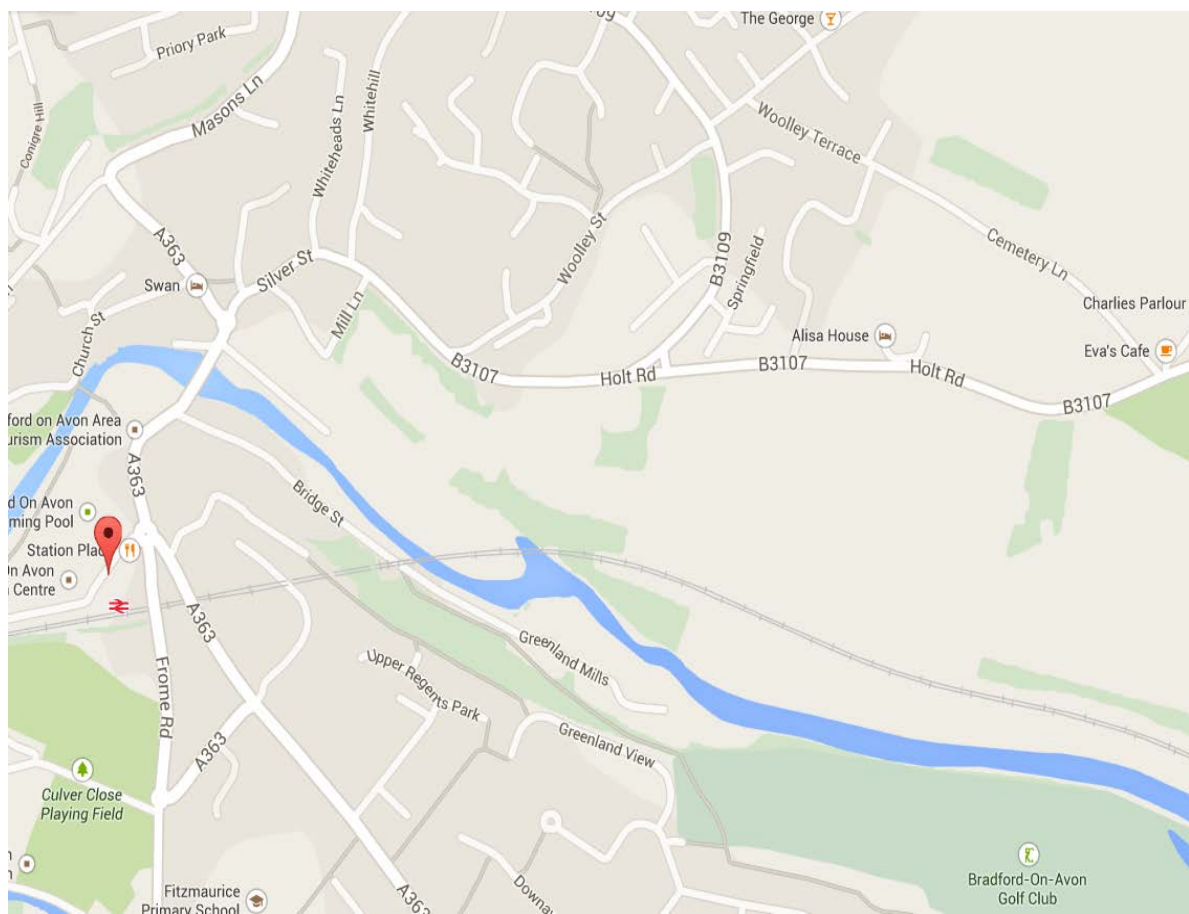
Roads and footpaths within and adjacent to the site will be kept clear of mud and debris.

Site delivery and collection vehicles will not be allowed to park externally to the site for any length of time due to the narrow road width. Once within the site, all trucks will be asked to switch off their engines to reduce noise pollution and if any truck is left standing for longer than 5 minutes when making a delivery, they will be asked to do the same. The implementation of the above will come into force once the initial phase 1 construction has formed the access onto the site.

Reversing of vehicles in all areas will be prohibited where members of the public, children and visitors have access. Where reversing is for any reason unavoidable it

shall only undertaken with a competent banksman in attendance throughout the operation.

Location Plan



Existing Site



Labour

The anticipated labour levels for a typical shift are 15 per shift. The least amount of vehicles that could reasonably be expected to be used = 14.

The most vehicles used = 30

The labour for the construction works will arrived at the site between 07.30 and 08.00 and leave site 16.30 and 18.30.

Site Compound / Access

The site compound and layout will be contained within the construction site.

The site compound will include a site office and meeting room (sufficient for 10 people) which can be used for co-ordination and meetings, welfare facilities including a combined canteen/mess room and toilet block and containerised storage for the secure storage of materials. Toilet facilities ideally would be by either the use of a containerised chemical toilet block or if possible, a toilet block connected to the exiting foul sewer system.

A Site Waste Management (SWMP) will be produced for the project.

Telephone, fax and email facilities will be available on site and all accommodation will meet the Health & Safety at Work Act guidelines and will include:-

- Means of heating food (normally a microwave)
- Means of heating water (normally a Burco boiler)
- Drinking water supply
- Rest area for breaks away from the work area
- Drying area/changing area separated from the rest area e.g. partition wall
- Washing facilities i.e. hot and cold water including cleaning agents and drying facilities. Basins will be large enough to allow people to wash their face, hands and forearms.
- Toilet facilities both male and female, the ratio 25 employees to 1 toilet/ washing facility.

A full time labourer will be available to keep the general site clean and tidy and to ensure that debris is removed from each work area on a daily basis. He will also 'double up' as the traffic management operative for the guidance of materials and plant to site.

Hard hat, high vis vests and boots will be available for client and consultants visiting the site as identified in the tender documents and suitable refreshments will be provided for all site meetings.

The site temporary electrical installations will be 110 volts and a scheme will be developed with our approved contractor to provide the power needed for the plant and equipment and the lighting required for safe access, security and for the production of

high quality work. The scheme will allow for subsequent adaptations and extensions and the safety of the installation will be checked at regular intervals.

Roads and footpaths within and adjacent to the site will be kept clear of mud and debris. Regular sweeping will take place either by mobile sweepers or by hand and any damage caused by site traffic or otherwise consequent upon the works, will be made good to the satisfaction of the Employer and Local Authority.

A wheel wash facility will be provided at the exit of the site and shall be used if the conditions dictate, this will be in the form of a manned pressure washer in a designated area.

A name board as instructed will be erected adjacent to the entrance road with smaller directional signage placed along adjacent roads at relevant points to safety direct materials to site.

Where reversing is for any reason unavoidable, it shall only be undertaken with a competent banksman in attendance throughout the operation.

Further details are shown on the traffic management plan of the site location and site layout drawings.

The main health and safety risks associated with traffic management are as follows:

- Risks to pedestrians and members of the public due to site delivery vehicles and site workers vehicles approaching the site
- Risks to pedestrians and members of the public due to delivery vehicles, site workers vehicles, and site plant manoeuvring at the site access points
- Risks to site workers and contract staff due to delivery vehicles, site vehicles, and plant operating and moving within the site

Traffic Management Control Measures

The following measures will be implemented in order to minimise the risks to persons who may be affected by construction activities, both on and off site. These are general control measures, however specific activities and operations will be subject to individual risk assessments and method statements as deemed necessary as the work progresses.

- Wherever feasible pedestrians will be segregated from vehicles by the provision of separate access, barriers, signage, and identified crossing points.
- One way traffic flow will be implemented wherever practicable to eliminate or minimise the reversing of vehicles. Where it is impracticable to avoid the reversing of vehicles, then competent banksmen must be provided to direct any vehicles which have restricted vision.

- Signs must be displayed at conspicuous locations on all projects instructing all vehicle drivers that vehicles must not be reversed unless a banksman is in attendance.
- Vehicles with restricted vision which interface with pedestrians, must be equipped with aids such as CCTV, convex mirrors, reversing alarms.
- In order to understand the term 'restricted vision' this should be interpreted as 'the driver must be able to see an object 1m high, 1m away, around the entire perimeter of the vehicle from their driving position, at all times'.
- All personnel on site must wear high visibility clothing such that they are readily seen by vehicle drivers.
- Site management must identify all proximity hazards which could affect vehicle movement e.g. proper protection and signs at overhead and underground services, stop blocks at excavations, bunds at haul roads, protruding fixed objects etc.
- A speed limit for vehicles must be established and applied.
- Clear instruction and signs must be in place at any location where vehicles have right of way (or must give way) to any other vehicle.
- Particular attention must be paid to the vehicle arrangements at site entry. Site vehicles should never reverse onto, or out of site unless there is no alternative, and only then with a sufficient number of competent banksman in attendance.
- Any loading or unloading at the site entry must be carried out within a fenced area with a competent banksmen in attendance.
- Site vehicles must only transport loads if they are designed for that purpose and all loads must be effectively secured.
- Banksmen used to direct pedestrian and vehicle movement need to be competent in the methods used to ensure their own and other people's safety. The standard Banksmen instructions are detailed in the method statement.
- Safe systems of work to be provided to prevent banksmen being struck by vehicles. The provision of refuges, observation positions, control rooms, radio communications and CCTV systems can help remove signallers from areas of vehicle movement and must be considered.
- Banksmen to be authorised by site management and must be easily distinguished on site by the use of colour coded helmets and/or clearly labelled high visibility jackets, etc.

Existing condition photographs will be taken and any damage made good. Warning and advisory signs will be display on perimeter fencing to the satisfaction of the Contracts Manager. All necessary steps will be taken to prevent mud/debris being taken outside the site area.

Smoking is prohibited whilst on site.

Traffic Management plan

For Traffic movement of Lorries to and from site:

North

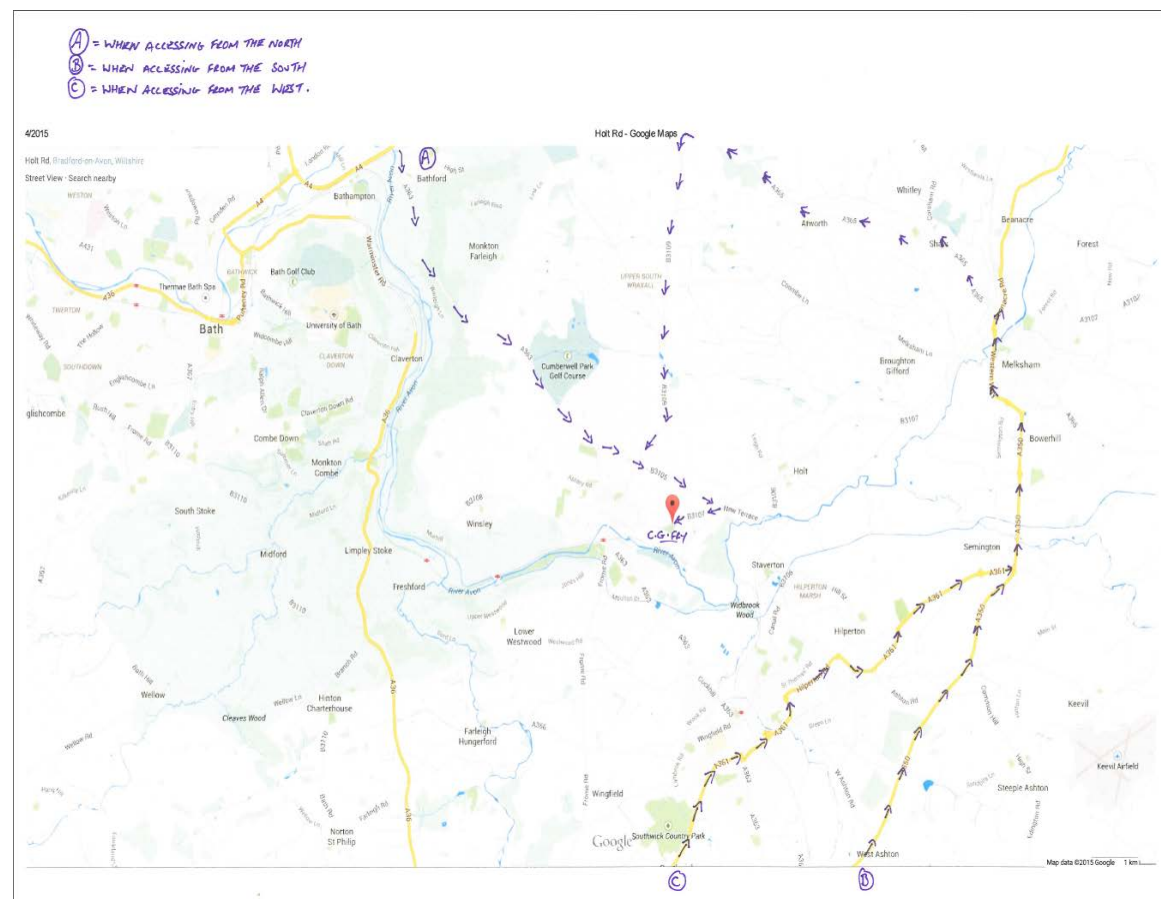
When accessing site from the north all construction Lorries should follow the A363 Bath Road then take the B3105 followed by the B3107 to Holt Road

South

When accessing site from the South all construction Lorries should follow the A350 to Melksham then take the A365 followed by the B3109 joining the B3105 & B3107 to Holt Road

West

When accessing site from the West all construction Lorries should follow the A361 joining the A350 to Melksham then take the A365 followed by the B3109 joining the B3105 & B3107 to Holt Road



A full survey of Holt Road between Forewoods Common and the Site access will be undertaken (before works start) as this stretch of road is at most risk of damage.

Health & Safety / Management

C G Fry & Son Limited has established an enviable reputation for safety with an accident record well below the national average. Health and Safety is of paramount importance in both our thinking and actions in pre and post contract stages. Our ultimate goal is to ensure that zero accidents and negative impacts are a result of this project.

We will develop a comprehensive Health & Safety and Environmental plan for the site. This plan which will evolve throughout the project and will be issued for approval to the planning supervisor in advanced of any works starting on site. We will also issue a comprehensive Health and Safety File prior to practical completion of the project.

All works will be carried out in accordance with detailed approved method statements and risk assessments that will be produced prior to any works commencing. All labour employed on the site will be inducted in safety methods prior to commencing work and they will have regular safety guidance and recommendations throughout the life of the project.

C G Fry & Son Limited Contracts Manager will have overall responsibility for site safety supervision and in addition the Safety Advisor will make regular visits throughout the projects duration, often unannounced to the site team, issuing monthly written reports.

Before the project commences a review of all construction activities will be undertaken so as to eliminate, as far as possible, situations liable to be hazardous to the health and safety of all personnel either around the site or on site and will pay particular and close attention as to how those activities will affect the local area.

Safety and Health Hazards

The following are initially identified:-

- Noise levels bearing in mind the works takes place in occupied areas
- Construction traffic though village and residential area.
- Weather conditions
- Permanent works – child safety
- Manual handling
- Working at height
- Unplotted obstructions, slips trips and falls

- Unknown locations of existing services installations

The following significant hazards have been assessed:-

- Segregation of the site from members of the public
- Live services installations
- Control of tools
- Working at Height

Regular review meetings are held with all sub-contractors where safety procedure and its management are discussed. All sub-contractors are required to comply with ALL C G Fry & Son Limited Health and Safety procedures. Where blatant disregard of these procedures is noted then that sub-contractor will be removed immediately from site and also from C G Fry & Son Limited approved list.

First Aid & Fire Procedure

When carrying out any works on site this is a serious issue.

C G Fry & Son Limited will provide designated site personnel that are suitably qualified in first aid. These people will carry mobile phones at all times in order that they can be easily contacted. We will have a detailed fire plan as part of our construction phase Health & Safety and Environment plan.

A site fire plan will be produced.

Fire extinguishers will be kept in prominent positions housed on trolley to enable them to be mobile. Each person attending site will have the fire evacuation procedures explained to them as part of their induction.

Pollution Precaution Requirements

Hygiene

All accommodation and welfare units on site will be maintained in a clean and tidy condition with regular disposal of waste to covered containers.

Pollution – Water Pollution Controls

- The discharge of water from Excavations will be classified as trade effluent therefore a discharge into a water course will require E.A consent/permit. Discharging into a water course will be permitted if you can comply with the requirements set out within the E.A Regulatory Position Statement.

- Never discharge any water or substance from site into a watercourse or onto land without seeking E.A approval.
- If settling tanks/ponds or soakaways become ineffective tell the Site Manager immediately.
- Report immediately any item or plant or machinery that starts to leak oil or fuel or if any drip trays become full or ineffective.
- Any empty fuel containers will be returned to the designated fuel storage area within the compound which will be kept locked when not in use.
A suitable bund will be provided to all fuel storage areas, when initially considering location of the fuel storage area particular consideration will be given to any existing onsite drainage/water courses
Suitable spill kits will be provided along with training to all staff in their usage
- All spillages with the potential to pollute the environment should be reported to the E.A on the [Incident Hotline: 0800-807060](tel:0800-807060)

Pollution – Air Pollution Controls

- Comply with the speed limits on site and keep to the designed haul roads.
- Use water to damp down haul road but ensure that this does not cause the pollution of any watercourses.
- Do not use water without permission if there is a hosepipe ban in force.
- Use dust extraction or collection equipment on machines where it is fitted.
- If dust extraction is not available, use water to damp down where possible.
- If transporting dusty materials, ensure that the load is sheeted and does not create dust blow.
- Never burn materials on site at any time.
- Shut down or turn off plant and vehicles when not in use.
- Report any defects to plant exhaust systems immediately to site manager.

Keeping the site Clean and Tidy

- C G Fry & Son Limited sub-contractors are required under the terms of their sub-contract to maintain their works and working area in a safe, clean and tidy condition. Site labour is provided by C G Fry & Son Limited to clean accommodation and welfare unit and to maintain general site cleanliness.
- Specific standards are imposed by C G Fry & Son Limited 'Good Housekeeping' policy, the performance of which is included in the remit of the C G Fry & Son Limited safety officer's regular site audits.

Disposal of surplus materials

- C G Fry & Son Limited will provide an efficient waste removal system for use on site by all contractors, although the priority for removal of their own rubbish will remain with the sub-contractors.
- **Please note that it is C G Fry & Son Ltd Policy to recycle waste whenever possible and this will always be done ahead of taking waste off site.**

All debris and waste arising from the works will be deposited in skips provided by an approved supplier, which will in appropriate positions. Disposal of the rubbish will be to a public or private tip controlled by the Local Authority. All waste materials will be pre treated before being sent to landfill.

Prior to commencing works on site, we will submit a draft 'Site Waste Management Plan' to the Contract Administrator in accordance with the Site Waste Management Plans Regulations 2008. A written declaration that all reasonable steps will be taken to ensure that all waste is securely dealt with in accordance with the waste duty of care in Section 34 of the Environmental Protection (Duty of Care) Regulations 1991(4) and that material will be handled efficiently and waste managed appropriately will be submitted to the Contract Administrator.

The Site Waste Management Plan will include:-

- Name of Client
- Name of Principal contractor
- Author of plan
- Location of site
- Estimated cost of project
- Nature of the project and its design
- Construction method or materials employed in order to minimise the quantity of waste produced on site.
- Description of each waste type expected to be produced in the course of the project.
- The estimated quantity for each different waste type expected.
- The waste management action proposed for each different waste type.

The site management plan will be updated in accordance with the site waste management plans regulations 2008 and as often as necessary to ensure the plan accurately reflects the progress of the project and be kept within the site office.

C G Fry & Son Limited – Waste Management Procedure

This procedure sets out the standard controls that should be implemented at C G Fry projects with regard to waste management. In particular it provides controls in respect of :

- Storage of waste
- Disposal of waste
- Duty of care

The controls detailed in this procedure will form the basis of any specific operational controls adopted by Site Managers in the Construction Phase Health & Environmental Plan to address site specific environmental risks.

Definitions

Waste – is defined by the Environmental Protection Act 1990 (EPA)

Duty of Care – the EPA and various subordinate regulations require a company to undertake various steps to ensure waste is collected in an auditable and controlled manner and maintain appropriate records. ‘Duty of Care’ is the term that applies to this process.

Controlled Waste – includes all waste from construction/demolition sites and any ancillary works. Controlled waste includes sludge’s including sewage.

Waste Categories – We are required to categorise our wastes in accordance with the European Waste Catalogue and record the information on the relevant section of the Consignment Code. Guidance to the categories can be found on the company’s intranet systems.

The following general terms are used when describing waste:

- Inert/inactive waste –
 - naturally occurring rocks and soils
 - Ceramic or cemented materials (including reinforcement)
 - Processed or prepared minerals which have not been used or contaminated
 - Gypsum and plaster (provided they are disposed of in landfill sites licensed only to take inert waste)
- Active waste – waste consisting of any material which is neither inert nor hazardous is considered to be active waste.
- Hazardous waste - is controlled waste which, because of it is hazardous properties is subject to additional legal controls:
 - It is defined in the Hazardous Waste Regulations 2005 which sets out a regime to control and track the movement of hazardous waste and replaces the Special Waste Regulations 1996.
 - List of Wastes Regulations 2005 – implements the classification of hazardous waste and transposes the European Waste Catalogue, which incorporates the EU hazardous waste list.

Waste Management Controls

Waste Carriers Registration Certificate: All waste collectors including hauliers must have certificates to registration to carry waste. Exceptions to the rule include charities and voluntary organizations. A copy of the waste carriers licence is to be maintained on site.

Waste Description: The type of wastes must be determined in line with the List of Wastes Regulations 2005, a copy of which can be found on the companies intranet system and issued to the waste carrier or disposal company. Where a waste does not appear to be in a category, then contact your Regional Safety, Health & Environmental Advisor.

Waste Management Licences (and exceptions): The Waste Management Licence (or exemption) for the point of disposal must be obtained if we have a commercial

relationship with the receiving site. This includes sending material to another C G Fry project. **Note:** In some instances the disposal site may declare that it is exempt from the Waste Management Licensing Regulations 1994. In this instance a copy of the exemption must be obtained and checked to ensure that it covers the type of waste to be disposed of. If you are uncertain where the site can receive our waste then contact your Regional Safety, Health & Environment Advisor.

Consigning Hazardous Waste: Although there is no requirement to pre-notify the Environment Agency, it is still a requirement for a consignment note to be produced for the movement of hazardous waste. This must be provided by the waste carrier and the Annex sections completed and a copy is to be retained on site to provide evidence of the Duty of Care audit trail.

Segregation of Wastes: All hazardous wastes will be segregated from general waste and will have controls in place to minimize cross contamination. It is essential that due consideration is given prior to commencement on site as to the availability of storage/waste facilities. Depending upon available space the size of waste container for segregation of general and hazardous waste must be appropriate and proportional i.e. use of skips, roll-top wheelie bins.

Waste containers – Skip/Roll top/ Wheelie bins Signage

All waste containers will contain mixed waste, all waste will be pre-treated at the waste station before being sent to landfill.

Skip Management

Check that skips are full prior to disposal and that the skips are not damaged and are fit for purpose.

Disposal Waste from Site (Non- Hazardous Waste)

A Controlled Waste Transfer Note (also known as a Consignment Note) must be completed for the waste being disposed of from site prior to collection. Typically many waste carrier companies operate their own Due of Care tickets. If either their tickets are not considered appropriate (see list of requirements below) or we are carrying waste then we should operate our own tickets.

The form should be completed, declaring the following information:-

- The location of production; a qualitative description of its nature, the corresponding waste code; and how it is contained.
- A responsible CG Fry employee should sign and date the form declaring that the information regarding the waste is correct.
- It is essential that the haulier of the waste (also known as the transferee) or the operator at the point of disposal completed their section of the form and signs and dates it. This section should include date and time of collection, the

vehicle registration and waster carrier's registration. Where possible information should be given regarding the point of disposal.

The completed form should be retained on site. **Note:** it is a requirement that the haulier and operator at the point of disposal retain a duplicate ticket.

Note: Where waste produced on a site will be of a similar nature throughout the year then a 'Seasonal Waste Transfer Note' may be used. In this instance Consignment Note is not required for every load if it is being transported by the same contractor and are going to the same location. The Seasonal Note must state the commencing and termination dates, the receiving location (with licence registration details), the waste carrier's registration details and be limited to a maximum of one year.

If it is found that any haulier/subcontractor/disposer is not complying with the Duty of Care requirements, the Site Manager shall cease transferring waste via the associated company and notify the Regional Safety, Health & Environmental Advisor.

Movement of Hazardous Waste

The Project or Site Manager must ensure that the disposal site is licensed to receive hazardous waste and that the Haulage Contractors are registered. Note: This will normally require a copy of the licences to be obtained from the relevant authority and reviewed with respect of the waste material to ascertain compliance.

A Consignment Note for the carriage and disposal of hazardous waste can be obtained by the Site Manager from the Environment Agency (SEPA in Scotland) and a copy is available on the company intranet system.

The Consignment Note is in triplicate as follows:

- Producers/Holders/Consignor's copy – copy to be retained on site
- Carrier's copy – to be retained by waster carrier
- Consignee's copy – to be retained by Consignee (receiver of waste)

Parts A & B of the Consignment Note shall be completed for each load of hazardous waste to be moved and a unique consignment code is entered. This code is comprised of the six digit site/carrier unique identifier in accordance with the Hazardous Waste Regulations e.g. SIT01 (SITA first collection).

The Site Manager shall ensure that hazardous waste is loaded into a suitable vehicle and sheeted prior to leaving site. Ensure that the carrier checks the load against the Consignment Note and completes Part C (Carriers Certificate) providing you with a copy of his certificate for site records.

The Site Manager shall complete Part D of the Consignment Note and check that the details entered on all sections are the same on all copies, he will retain the Producer's/Holder's/Consignor's copy for site files and issue the two remaining sections to the carrier.

On arrival at the disposal site, the carrier given the three sheets to the disposer who completes Part E. The disposal site returns the carriers copy to the driver and retains the Consignees copy for record purposes.

For waste rejection procedures and further detailed guidance on completion of the Consignment, please discuss with your Regional Safety Advisor or refer to the Environment Agency's 'A Guide to Hazardous Waste Regulations – Consignment Notes' which can be located on the company intranet system.

Records

Keep records for non-hazardous waste to 2 years and hazardous waste for a minimum of 3 years.

Noise control

Due to the proximity of residential and working areas noise plays a particularly large part when planning out works. Planning out our works with due regard for people living or working in the area will avoid all unnecessary annoyance and inconvenience to them. If any operation is likely to generate noise levels above the accepted thresholds at the site perimeter and it is not possible to reduce the level then local residents will be consulted to ensure that the works are programmed to minimise disruption.

The use of radios or other audio equipment anywhere on site by our subcontractors will be strictly prohibited and additionally any noisy or offensive language will not be tolerated and any offenders will be immediately removed from site.

All plant that operates on the site will be fitted with noise suppression equipment such that noise levels do not develop over 85db 1m beyond the perimeter of the works.

The type of plant, equipment and construction techniques are to be selected to reduce noise production. As part of the Planning process for the works and to ensure that noise is kept to a minimum, the following points will be utilised to reduce the effects of noise on site:

- Ensure all mechanical equipment have silencers fitted at all times
- Ensure sound insulation is maintained where provided to equipment
- Locate noisy equipment behind baffles and/or away from work areas
- Liaise with the Client when noisy activities are to take place
- Form enclosures for noisy equipment
- Regular inspection and maintenance of plant
- Provision of ear protection to operators and designate ear protection

Dust

All operations that are likely to produce dust will be assessed and suitable method of dust suppression be introduced to control contamination of the local environment.

Spillage

All fuel will be stored in double bunded tanks and all refuelling will be carried out in a designated area on an impervious base with bunded sides. Spill kits to be available at all times at all works areas.

Security

Due to the position of the site, we will take all reasonable steps to prevent access by unauthorised person to the construction site. We will ensure that only people who are explicitly authorised, individually or collectively by them, are allowed access. We will ensure that authorised people are not allowed access until they have the relevant site rules explained to them and undertake the mandatory site induction.

The site, compound and material storage area and work areas will be fenced with other horded/heras security fencing with a clearly defined access point as previously described. We will ensure that suitable controls are in place to safeguard all operatives and authorised visitors to the site who will sign in and out of a site visitors book/log and as previously described, attend an induction. We will ensure that the site is secure at the end of each working day when the Site Manager carries out his fire inspection once the operatives leave site.

No employees will be allowed to trespass upon any adjoining properties at any time other than their respective work area. If the execution of the works requires that they must enter upon adjoining property, the necessary permission/passess must be first obtained. We will ensure that the security of any adjacent buildings is not prejudiced at any time and any persons found doing so will be immediately removed from site.

Quality Assurance

We operate a quality assurance system which complies with the standards/requirements set out in BS EN ISO 9000, 9001 and 9002 and details can be submitted upon request.

Considerate Constructors Scheme

Before starting work C G Fry & Son Limited will ensure the site is registered with the 'Considerate Constructors' Scheme and pay the appropriate fee. This Scheme is already in operation on several of our sites across the company and copies of the current scoring are available upon request.

Response Time – Call Out

During normal working hours of the site, contact will be made direct with our Site Manager. Outside working hours, there will be a contact number who will have access to local labour, should it be needed for any tasks. Electrical supply failures, gas leaks, bursts, drainage blockages, defects affecting security will be reacted to immediately and all other defects responded to in 5 working days.

Site Operational Hours

The working hours will generally be Monday to Friday 08.00 hrs – 1800 hrs, 08.30hrs – 1300 hrs Saturdays with any works outside of these agreed hours will only be undertaken upon confirmation by the Local Planning Authority.

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Deliveries will be schedules to take place:

08.00hrs to 18.00hrs Monday –Friday

08.30hrs to 13.00 Saturdays

Sundays Public Holidays None

Plant and Equipment

Typical plant that will be utilised on this project are as follows:

- Small tracked and wheeled excavators
- Fork lift trucks
- 10/16 tonne muck-away lorries
- Dump trucks including mini-dump trucks
- Cement mixers
- Concrete pumps
- Hoists, ladders
- Ready mixed trucks
- Delivery lorries inclusive of Hiabs
- Craneage (particularly for the steelwork/precast floors, stairs and trusses)
- Hand and power tools

Lifting/Hoisting and Materials Handling

For the principal and heavy material lifting (steelwork, precast floors and stairs, trusses roofing timbers, brick/blockwork etc) we will utilise on site mobile craneage and telehandlers. Loading bays and extendable telehandlers for the transference of materials throughout the floors will be used as the works progress. Where direct off load cannot be achieved for concrete, lorry mount pumping will be used in its place.

Earthworks removal will be predominantly by 10/16 tonne muck away lorries fed by mechanical excavators positioned within the site area. Brick, blockwork, timber etc will be fed by loading platforms to the external scaffold and by forklift/hand from the respective storage areas.

All concrete and mortar deliveries will be ready mixed and will be delivered to site in appropriate vehicles. Concrete placement techniques will be changed and adapted to suite the location and suitability of the equipment. Concrete in the main will be either pumped or where possible off loaded straight into where it is needed.

The hard standing in the position of the new compounds and building perimeters will be laid early to enable the ease of movement of mobile craneage and lorries around the site when off loading and erecting into position the various materials required for the contract. By placing a temporary access road or hard standing and/or utilising the existing tarmac, it will enable better movement of men and materials around the site. Some roofing materials may be lifted via either genie lift or ladder hoist fixed to the external scaffold.

All registers, certificates and operators licences will be inspect by the C G Fry & Son Limited Site Manager prior to the commencement of the works.

Lifting gear inspection certificates will be subject to close scrutiny particularly in respect of lading capacity and validity of certification. All lifting gear will be inspect for condition prior to use.

Approval of lifting will only be given when all aspects are agreed and to the satisfaction of C G Fry & Son Limited.

Scaffolding

Access/blockwork scaffolds/access tower will be required as the external envelope works progress, complete with loading bays for works to high level and as fall protection around the building perimeter.

A detailed schedule will be further developed to minimise the number of adaptations required for different trade but the general principle will be to erect in 1.4m lifts to facilitate blockwork latterly adapted to 2m lifts to allow for the roofing /window installation etc.

Scaffolds will be maintained in a safe, clean and tidy condition and will be kept free of debris and surplus materials. Adequate foundations will be installed o the scaffold base and at the end of each days work, we will take down or block off all ladders used in connections with the work in order to render scaffolding, hoists etc inaccessible to unauthorised persons during non-working hours.

Pre-construction/Design/ Lead-in and Mobilisation

The critical elements during the pre-construction phase would be as follows:-

- The project team to meet the contract administrator
- Notification to adjoining residents, businesses
- The early placement of critical material and subcontract
- Bring material suppliers and local authorities onto site so that the access arrangements and site restrictions can be properly ascertained
- Notifications to the relevant statutory authorities o the relevant services works etc
- To progress the construction design and to finalise budget
- To enable our services team to visit site and begin to map the existing supplies
- Prepare construction Health and Safety and Fire Safety Plans

- The preparation of an approved method statement for any tree protection works

We recognise that the design process is the first practise undertake on any scheme and is fundamental as the starting point of the project incorporating the definition of the project quality standards. If this element is planned and complied correctly then the contract will run more efficiently will run to programme and will reduce on site delays.

Acting as a collective with the Design and Client teams encompassing all areas of this project particularly in the up front planning and design, ensures more visibility and buy in from all parties and give increased security on the project forecasting and upon completion.

We will work with the Client and the designers to enable all members of the team to continually develop the selection, integration and construction method of all the proposed materials and components, thus ensuring efficient construction and operation with minimisation of the potential of defects.

Effective communication and understanding of the team member's requirements will be the basis for optimising the design, reducing waste and reducing costs to the project.

Site Specific Activities

The works generally follows a traditional sequence of construction with concrete strip foundations, ground beams loading bearing brick/block walls, precast concrete floors, trussed roof.

Site Establishment and Set up

Site establishment will initially proceed with the erection of any tree protection (as previously discussed), the erection of secure fencing to the site boundary (heras panels founded on rubber footings thus avoiding any ground penetration prior to tree protection works), followed by the forming of the site access, compound and perimeter access ways to enable movement around the building.

Fencing will be erected at positions as per an agreed 'tree protection plan' between ourselves and the CA before any further site materials or machinery are brought onto site. Once in place this fence will be regarded as sacrosanct with absolutely no storage of materials/spoil or access by machinery will be allowed within the protected area for the duration of the project. Additionally all weather notices will be fixed to the barriers reading ' Root Protection Area' - No Access'.

Once the hard standings have been made available we will install the compound incorporating offices, welfare and storage areas ensuring a detailed services and conditions surveys are carried out before works commence to the main contract works.

Discrete signage will be erected to show the access routes to the site and where necessary protect measures will be laid to the access route, verges etc. All areas utilised by ourselves for the compound etc. will be restored to its original condition at completion.

Surveys to ensure services are located prior to the commencement of the works will be undertaken once the hoardings and site boundaries have been established.

Substructure

We will proceed with the excavating to reduced levels, all arising from the reduced level dig and any imported fill will be placed / removed by mechanical excavator into awaiting transport. Foundations will be designed and constructed in accordance with the structural engineers requirements based on the ground conditions and the ground investigation report, and are expected to be strip concrete foundations. All drainage, ducting and associated works will be carried.

Brick/Blockwork

Initially works will progress with erection to dpc. Once completed works will progress with the ground level precast floor before enabling the brickwork/blockwork above to follow on.

Once the precast floor is in place the brickwork then runs in a traditional sequence with the erection of the loadbearing walls and padstones, support steels, precast floors and so on, working up the building until it reaches eaves. Padstones will be preformed prior to the block/brick erection so that the correct drying times can be adhered to and can therefore be bedded following the brickwork programme and not cause delays whilst curing.

A brickwork scaffold raised in 1.5m lifts will be erected to complement the progress of the brickwork trades adapted later to 2m lifts to suit the render, window and door installations. A forklift will be used for general site handling of materials and will also service the bricklayers via suitable loading bays on the external scaffold.

First floor Joist

Roofing Works, Flashings & Gutters

Roofing works will progress once sufficient areas of brickwork have cured and the steel beams and columns have been installed. The roof trusses will be lifted into position and permanently fixed with the workforce gaining access by external and internal scaffolding/ towers. Once the carcass has been constructed and relevant equipment inserted into the roof space, the roof itself will be closed off and the finishings commenced.

The roofing gang will then felt & batten the roof to given an early element of weather protection to the building. Tiling will then work progressively across the roof with the early completion of the roof finishes allowing internal trades to commence without the threat of water damage.

Like the brickwork trades, roofing materials will be loaded out on to loading platforms around the building by forklift.

The generic sequence to the roofing is to work from high level downwards complete the roof as dictated by scaffold.

Window Installation

External window and door installation will proceed once the brickwork has been completed and sufficient works above have been completed, thus ensuring a safe area of work. Access for installation will be granted by an eternal scaffold which will be adapted to a minimum of 2m lifts following the brickwork installation. Protection will be given to all windows, doors and screens.

Render

The render works will progress as soon as the façade works and predominately glazing works allow. It initially progresses with the installation of the insulation and board/batten substrate, followed by a line and level survey to determine if any dubbing out is required prior to applying the render system.

Works will progress in a top down scenario laying only sufficient render as can be laid between day joints within one working day. Correct preparation is of crucial importance to the functioning of the system. The render is mechanically mixed on site, hand applied and depending on weather conditions, is ready for scratching within a few hours. The fully dried render will then be painted with mix of colour masonry paints.

New Services Installation

Works to the Mechanical and Electrical installation would commence as soon as sufficient areas are made available to enable smooth continuity of work.

No works will be installed prior to roofing watertight that would be affected by the possibility of moisture ingress.

The exact sequence of mechanical and electrical work will be agreed in details with the relevant sub-contractors in due course. The detailed sequence of these works and their co-ordination with the activities of other sub-contractors will be agreed with all relevant sub-contractors during our regular subcontract meetings, prior to work commencing.

Plasterwork, Carpentry/Finishes and Decoration

Works will initially commence with the erect of the stud walling to enable the commence of the 1st fix mechanical and electrical elements thus releasing the screeding, plasterboard and plastering which has a massive impact on the release of workable areas and following trades.

Screeding will follow the services trades on a room by room basis in order to allow the maximum amount of time for curing/drying prior to the covering of some of the areas by the vinyl sheet.

The plastering element of this contract to both walls and ceilings is critical. Due to the large quantities involved, the right sub-contractor who can handle the labour element required combined with granting and allowing them sufficient access for their works is crucial if the programme is to be achieved.

Finishing, joinery and floor finishes would be progressed once all heavy duty/dirty works are complete. The final trades would be co-ordinated at site to the required rate of progress.

Floor finishes especially the vinyl, will be stored within the building prior to installation, in order to acclimatise the material to its new environment.

Upon receipt of more and details information, procurement items will be more accurately assess and programme items finalised.

Details short term programmes will be prepared showing finishing works to each area so that domestic sub-contractors for these are let on a realistic basis.

We will seek to identify any problem areas in the finishes at an early stage and discuss them with the Design team as necessary.

External Works

External works will progress as soon as the main bulk of the works to the building and scaffold drops will allow.

The main issues with the landscaping and planting are predominately ensuring that the right areas are made available at the right times to concur with the wet season and growth periods.

The Site Rules and site information will be displayed on the Site Noticeboard. All operatives, staff and visitors will be Inducted and expected to uphold the rules. These include:

Part 1 Corporate and Statutory Safety Posters and Notices

Part 2 Site Safety Induction

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-vis, safety glasses 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 digging, towers, steps, hot work, etc 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.
21. NB – Any other site specific rules are to be added by the Project team