

Construction Method Statement

Site: Chineham District Centre

CONTENTS PAGE

Executive summary

1. Introduction.....	4	13. Distribution.....	16
2. Proposal.....	4	14. Control Of Off Site Debris & Wheel Washing.....	17
3. Site and Surroundings	4	15. Dust suppression and prevention.....	18
4. Compliance with CDM.....	4	16. Erection and maintenance of hoardings.....	18
5. Phasing.....	7	17. Security	19
6. Construction Access & Routes.....	8	18. Emergency Access.....	19
7. Traffic Management, Deliveries and Waste Removal.....	11	19. Fire Action Plan.....	19
8. Turning/ Access.....	12	20. Waste Management.....	19
9. Contractors Parking.....	13	21. Control of Noise.....	19
10. Pedestrian Access.....	14	22. Lighting.....	20
11. Unloading / Loading Plant & Materials.....	15	23. Managing Third Parties.....	20
12. Material Storage and Distribution.....	16		
		APPENDIX 1 Logistics	
		APPENDIX 2 CDM Procedures	
		APPENDIX 3 Construction Phase HS Plan	

Executive Summary

With regard to the Pre-application advice (dated 31 August 2018) The Construction Method Statement with accompanying drawings demonstrates that safe and co-ordinated systems of work can be achieved throughout the construction period and demonstrates that proper regard and care has been given to maintaining highway safety during the construction period. This Statement demonstrates that the free flow of traffic around the site and on the adjacent highway network will be maintained during construction. As such, there is no need for an associated pre-commencement planning condition to address these matters. The Construction Method Statement addresses the following key matters as raised in Pre-application advice (dated 31 August 2018):

- Compliance with The Construction (Design and Management) Regulations 2015 and in particular Part 3 Regulation 8 General duties, whereby construction must be undertaken 'in a manner that secures the health and safety of any person affected by the project
- Means of access (temporary or permanent) to the site from the adjoining maintainable

public highway, including the associated traffic management arrangements;

- The parking and turning of vehicles of site operatives and visitors off carriageway
- Loading and unloading of plant and materials away from the maintainable public highway;
- Storage of plant and materials used in constructing the development away from the maintainable public highway;
- Wheel washing facilities or an explanation why they are not necessary;
- The erection and maintenance of security hoarding where appropriate;
- Measures to control the emission of dust and dirt during construction;
- A scheme for recycling and disposing of waste resulting from construction work; and
- The management and coordination of deliveries of plant and materials and the disposing of waste resulting from construction activities so as to avoid

undue interference with the operation of the public highway, particularly during the Monday to Friday AM peak (08.00 to 09.00) and PM peak (16.00 to 18.00) periods.

- The routes to be used by construction traffic to access and egress the site so as to avoid undue interference with the safety and operation of the public highway and adjacent roads, including construction traffic holding areas both on and off the site as necessary.

The Construction Method Statement has been prepared in review and consideration of the documents listed within the submitted Planning Statement.

Construction Method Statement

1.0 Introduction

1.1 This statement will form the basis of an ultimate project method statement, and accordingly will be developed further as detailed information and construction planning processes are further assessed and agreed upon.

2.0 Proposal

2.1 The Proposed Development proposes the erection of new buildings, extensions and alterations to existing buildings, new landscaping and parking and highways improvements.

Objectives for enhancing the Site that underlie the Proposed Development include: introducing a 'heart space', animating the street that runs north-south through the Site and enhancing the gateways to it; activating the terraces towards the north of the Site; and extending the influence of the woodlands to the north. These objectives are achieved through landscaping works, the relationships between built development at the Site and the elevational treatments of buildings.

The Proposed Development will broaden the offer of the Centre, introducing additional uses including a hotel and potentially a cinema, gym and health centre. Flexible Class A planning uses are proposed across specific units so that their use can adapt to tenant requirements. The planning use of other units (e.g. Tesco) is unchanged. The existing public library and petrol filling station are unaffected by these proposals. The public library is excluded from the Site's red line area. Class A uses are proposed at ground floor level.

Alterations and extensions are proposed to improve the appearance of retained buildings.

New buildings will be between 2 and 4 storeys in height.

Vehicular access and egress will continue to take place from Binfields Roundabout to the north of the Site and from Great Binfields Road at the south of the Site. Egress will also take place at the west of the Site.

The reconfiguration of the Site provides the opportunity to improve car parking arrangements. Provision is made for cycle parking, electric car charging points, wheelchair accessible parking and motorcycle parking.

The existing bus stop will be relocated to the west of the Centre. It will continue to serve the same bus routes at the same capacity.

The Proposed Development is accompanied by works intended to improve access for pedestrians and cyclists and make arriving at the Site by these methods of transport more appealing.

The proposed delivery strategy is for a phased development consisting of enabling works, demolition and new construction. The planned works are programmed to commence in Q3 2019 to Q4 of 2022.

3.0 Site and Surroundings

The District Centre

3.1 Chineham is a parish which adjoins Basingstoke towards its north-east. It is located in the Borough of Basingstoke and Deane.

3.2 The designated centre originates in the mid-1980s and much of its offer dates from this time.

The buildings built in the mid-1980s are laid out in a courtyard arrangement and accommodate: shops (including a Tesco foodstore); similar Class A and sui generis planning uses; and a public library. To the west of this courtyard are retail warehouse units which are currently occupied by Boots, Marks & Spencer Simply Food, Poundland and Matalan. These units were constructed in the mid-1990s. The public library is excluded from the Site's red line area.

3.3 The Site also includes a petrol filling station which is located to the south of these retail warehouse units and three areas of surface car parking which in total provide 808 car parking spaces. The site has limited cycle parking and no identified motorcycle parking spaces. A bus stop and layover area is situated within the Site.

3.4 The centre can be accessed on foot, by bicycle, public transport and by car. The existing routes into and out of the town centre can be seen in the material submitted with the planning application, including the Design and Access Statement.

3.5 The designated town centre is served by access roads which connect to Great Binfields Road, Binfields Roundabout and the A33 beyond this.

The Site

3.6 This planning application addresses the land at Chineham District Centre outlined in red in the submitted Site Location Plan (the 'Site'). The Site forms the majority of the designated town centre. It does not include the Hampshire Court Hotel. The Site is bounded by: roads and woodland forming part of Binfields Woodland Park to its

north, west and south-west; the Hampshire Court Hotel to its east; and by homes at Binfield Close to its south. A schedule of the existing buildings at the Site and their uses is provided with this planning application.

3.7 The Site is predominantly hard-surfaced. The Site does not contain any designated heritage assets or any identified non designated heritage assets. The Site is located within Flood Zone 1 and is considered to have a low probability of flooding. The Site is not subject to any other identified environmental designations. It is not located in a designated Air Quality Management Area.

Surroundings

3.8 Binfields Woodland Park is located to the north of the Site. A local games area (including outdoor skating/BMX landscaping) is located at the north-east. Great Binfields Primary School is located to the east. Business uses (including Kingsland Business Park) are located to the west and south.

3.9 The nearest conservation area is the Old Basing Conservation Area which is located to the east and south of the Site. At its closest it is circa 450-500 m from the Site boundary. The closest listed buildings to the Site are Daneshill Cottage and Daneshill House to the south, both of which are Grade II listed. These are located circa 250 m from the Site boundary. No relevant locally listed buildings have been identified.

3.10 Further consideration of the Site and its surroundings is provided in the submitted Design and Access Statement. This includes land uses, building heights and accessibility. It also includes commentary on identified constraints and opportunities.

4.0 Compliance with The Construction (Design and Management) Regulations 2015 and in particular Part 3 Regulation 8 General duties

4.1 In our role as principal contractor we work closely with the client and principal designer to ensure compliance with the regulations and ensure that risks are managed and communicated to the relevant parties throughout the construction phase. We will be responsible for managing the health & safety during the construction phase through the production of a construction phase plan (CPP). In doing so we work with the supply chain to ensure correct risks assessments and method statement are prepared and signed off ahead of construction work taking place, we conduct inductions for every person on site and ensure that the site is managed in a way with the correct welfare facilities provide right through from handover to completion.

4.2 To carry out these duties we develop a CPP for each project. This details how we will plan and construct the works alongside health, safety and environmental considerations. We use project-specific information from the client and design team to prepare the plan, working together to identify risks and hazards. The Plan outlines how we will manage the construction phase, mitigating risks and coordinating works on site. We frequently review the Construction Phase Health & Safety as determined by the project's risk profile. It is the responsibility of the contractor and designer to ensure that the client is aware of their CDM duties. The client must ensure that suitable arrangements are made, reviewed and maintained to manage the health & safety risks involved in the project.

4.3 To assist with this, the following is essential;

- Designers and contractors appointed at the earliest opportunity to help them prepare for and plan the project

Principal Contractor duties	How we will ensure compliance
Plan, manage, monitor and coordinate the construction phase plan	<p>Throughout the project we will ensure that the construction phase plan is appropriately reviewed and updated from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.</p> <p>We will ensure the construction phase plan records the following information;</p> <ul style="list-style-type: none"> • Health & safety arrangements • Site rules • Specific control measures where a worker could be put at risk <p>Information included in the plan must:</p> <ul style="list-style-type: none"> • Be relevant to the project • Have sufficient detail to set out the arrangements, site rules and special measures • Be proportionate to the scale and complexity of the project and risks involved.
Take into account the general principles of prevention	<p>Ensuring appointment of competent staff - all staff in control of a project hold the Construction Skills Site Management Safety Training Scheme (SMSTS). Supervisors and foremen hold as a minimum the Site Supervisor Safety Training Scheme (SSSTS). 100% CSCS policy.</p> <p>Entire workforce is responsible for their own safety and are made aware of policy and procedures through inductions, toolbox talks, method statements, risk assessments and training. Senior management undertake regular audits</p>

- Contractor to provide information, instruction, training and supervision for the duration of the works to ensure they are suitably qualified to undertake the works
- Checking that working conditions are safe before work commences on site
- Contractors to ensure supervision provided is effective and the required information is provided
- Contractor to ensure employee consultation and engagement with regard to health & safety issues

Construction Method Statement

Estimate the time required to complete the works	At the commencement we will produce detailed information requirements schedules and responsibility schedules for the construction process. Adherence to these dates for information must be met due to implications on the procurement period of work elements. We will attend design meetings and ensure all risks are fully considered.
Organise cooperation between contractors	<p>We provide our supply chain with the relevant Health & Safety information before appointment, including our policy, procedures and the Construction Phase Plan. This allows subcontractors to price and plan their works accordingly.</p> <p>We give all subcontracted staff the site-specific induction before starting work, with particular emphasis on high-risk areas, welfare facilities and emergency procedures. Supply chain supervisors receive a supplementary induction to ensure they fully understand their roles and responsibilities.</p> <p>Once work begins on site we continue to communicate Health & Safety information to our supply chain in the same way as our employees through Toolbox talks, noticeboards, safety alerts etc.</p>
Comply with the health & safety legal requirements	We will ensure we will display the project notification and current details of main Duty Holders.
Ensure the construction phase plan is followed	We will provide relevant parts of the plan and any other information to contractors in time for them to plan their work.
Provide suitable site induction	Induction for workers should be relevant to the work to be done as well as covering site rules. Induction for visitors will also be enforced.
Prevent unauthorised access to site	Take reasonable steps to prevent unauthorised access to the site and prepare and enforce any necessary site rules. Ensure adequate segregation where members of the public and vulnerable groups may otherwise have direct access to hazardous conditions.
Provide welfare facilities	Ensure suitable welfare facilities (in line with HSE guidance) are provided from the start of the construction phase. Additional welfare arrangements will apply for some specialist works.

Liaise with the principal designer	Liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan. Provide the Principal Designer promptly with any information relevant to the progress of the Site and for the as built detail for the health and safety file
Consult and engage with workers	<p>Ensure all workers have been provided with suitable health and safety induction, information and training and that the workforce is consulted about health and safety matters.</p> <p>We communicate our Health & Safety policy and procedures to the entire workforce - our employees and our supply chain. We provide them with the relevant information, instructions and training to ensure that work is carried out safely at all times. The engagement and consultation of our workforce is a fundamental part of our approach to Health & Safety management, and we have a number of methods and tools for facilitating this.</p> <p>Employees are advised of any changes in legislation, technology, working methods and the workplace. We communicate immediately to employees any changes in Health & Safety legislation that could affect working practices.</p>
Review, update and complete the health & safety file	Provide all information to the Health & Safety file to the client at the end of the project
Prevent unauthorised access to site	Take reasonable steps to prevent unauthorised access to the site and prepare and enforce any necessary site rules. Ensure adequate segregation where members of the public and vulnerable groups may otherwise have direct access to hazardous conditions.
Provide welfare facilities	Ensure suitable welfare facilities (in line with HSE guidance) are provided from the start of the construction phase. Additional welfare arrangements will apply for some specialist works.
Liaise with the principal designer	Liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan. Provide the Principal Designer promptly with any information relevant to the progress of the Site and for the as built detail for the health and safety file

Please find attached our CDM procedures (Appendix 1) and standard construction phase plan template (Appendix 2).

Construction Method Statement

5.0 Phasing

The project is to be developed in a series of three main phases, each of which will have their own intermediate stages. The principle concern of the phasing strategy is to ensure that the centre remains open and functioning throughout the construction process. The location,

timing and sequence of works around the site seeks to minimise the impact of the construction activities to the centre, the remaining occupiers and the public.

Phase 1 A

- Create temporary service ramp / road for Tesco.
- Carry out service diversion to east side of Tesco.
- Develop revised Bus Stop locations along with associated road works.

See Fig 1

Phase 1 B

- Develop revised eastern section of service road to Tesco.
- Lay future associated services and infrastructure.
- Construct northern footpath link

See Fig 2

Phase 2 A

- Demolish units 1 to 11 and Stores B & C.
- Commence construction of car park undercroft, with associated retaining features and foundations.
- Construct car park podium, ramp and new unit foundations.

See Fig 3

Phase 2 B

- Form link to western car park.
- Target partial handover of open deck car park.
- Continue construction of new units.
- Redevelop southern entrance etc
- Complete P2 construction

See Fig 4

Phase 3 A

- Demolish units 12 to 15 and Store D.(Plus remaining roofs) & WC
- Complete new substation build and divert services.
- Decommission and remove old substation.

See Fig 5

Phase 3 B

- Construct new central retail and healthcare units.
- Reconfigure eastern car park
- Reconfigure Shop fronts etc
- Complete associated hard landscaping.

See Fig 6

Construction Method Statement

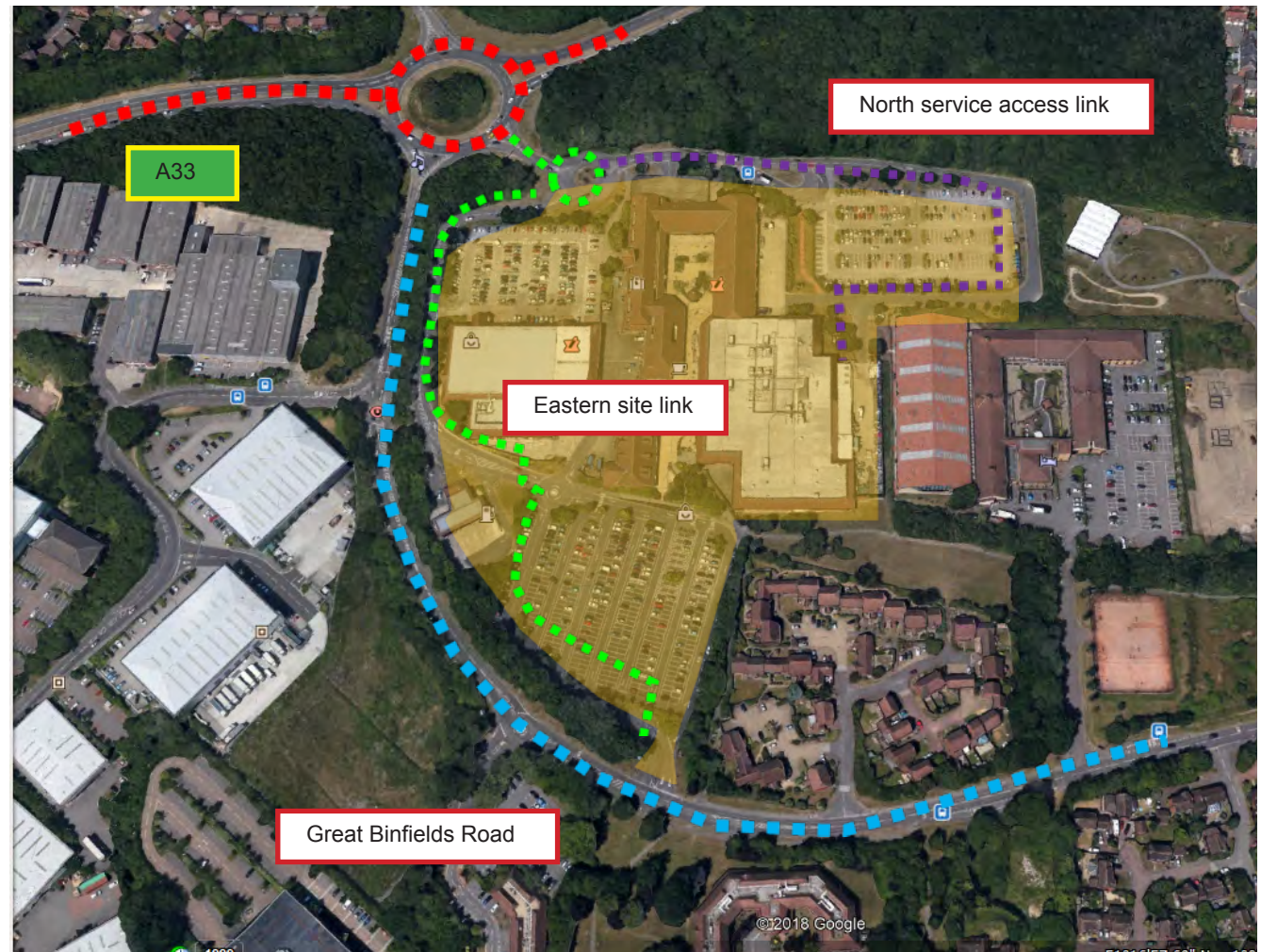
6.0 Construction Access and Routes

6.1 The site is situated to the east of the A33, and is accessed off the Binfield Roundabout, which itself provides a link to the Great Binfields Road, which runs south / south east down and around the bottom of the site.

6.2 To serve the site directly, there are two dedicated access points only, one indirectly off the main A33 roundabout, and the other up from a southerly point off the Great Binfields Road. These two points are linked with an inner "estate" road, which in turn serves the southern / western car parks, the central service area, and the standalone Tesco service station.

6.3 To the north of the site runs a further estate access road, again linking in directly from the A33 roundabout, which serves the current northern car park and in turn the service road to the rear of Tesco etc.

6.4 There are no other accessible vehicular access points into site.



Construction Method Statement

6.5 In regards to the wider road network, Chineham sits to the north east of Basingstoke, and has options on major trunk road links to the M4 in the North, or the M3 to the south.



Construction Method Statement

6.6 Looking more closely at specific routes into the developing construction phases of the project, these will be set out according to the actual construction needs and the inherent constraints of the live site.

6.7 What is very clear from the outset is the need to review existing parking layout and markings, as in some cases, (with car parks being retained live) we will have no option but to share some space and access into and through these spaces. The extent of the space required will depend on welfare and office needs also, and as such may vary in size accordingly. (Subject to any agreement on the potential use of any vacant units on site for these purposes)

6.8 These initial details and outline proposals are shown on our phased logistics plans, but in summary details and areas of shared access / car park / public realm interface works can be summarised as follows.

Phase 1A South / West (subject to ultimate design of road realignment proposed bus stop and road works)

- Shared space and access routes on / through parts of the southern and or western car park, subject to scope, to provide safe segregated compound / operating areas. Access, egress and plant movements to work faces, from compound spaces under banksmen control at all times
- Amendments to residual car park markings to create short term revised parking circulation routes where required

Phase 1A North /East

- Part closure of eastern side of northern car park, to provide access point and provide operating space to carry out temporary service yard access ramp works.
- Amendments to residual car park markings to create interim revised parking circulation routes.

See Fig 7, 7a -c

Phase 1B

- Complete closure of eastern side of northern car park to provide access and operating space for construction of raised service road, ramps, services and turning head etc.
- Space within central service yard area (with some public realm space), with access and operating space within the service yard, for the demolition and clearance for the existing toilet block

See Fig 8

Phase 2A

- Complete closure of northern car park to provide multiple access point and operating space for new car park and retail unit construction works.
- Shared use of northern service yard road (with gatehouse and access control for escorted continued tenant access) including new turning space, to service the works.

See Fig 9

Phase 2B

- Continuation of access and working areas as required for phase 2A
- Part closure of northern part of western car park, and shared access point in / out, to facilitate temporary car park link construction works.

See Fig 10

Phase 2B (Southern entrance works)

- Shared space and access routes on / through parts of the southern car park, to provide safe segregated compound / operating areas. Access, egress and plant movements to work faces, from compound spaces under banksmen control at all times
- Amendments to residual car park markings to create short term revised parking circulation routes where required

See Figs 10a & 10b

Phase 3A (all subject to existing tenant service access provision details)

- General closure of northern section of central service yard area (with controlled residual coordinated access for library and revised servicing of units 16-19 incl)
- Part closure of northern part of western car park, and shared access point in / out, to facilitate temporary car park link construction.

See Fig 11

Phase 3B (all subject to existing tenant service access provision details)

- Continuation of access and working areas as required for phase 3A
- Sequenced / sectional closure in parts of the western car park, with shared access point in / out, to facilitate car park remodelling and final heartspace works

See Fig 12

Construction Method Statement

7.0 Traffic Management, Deliveries and Waste Removal

7.1 Construction access options are somewhat limited, and in general will not be able to be segregated from the wider public at large, depending on the particular phase in operation.

7.2 In order to minimise the impact of the construction traffic on the primary operation and function of the district centre, the construction delivery and waste removal protocols will be carefully co-ordinated and managed throughout the duration of the project.

7.3 Having a strict management and control regime in place will ensure that we can both safely manage the process and minimise the congestion where possible.

7.4 The essence of this protocol will be the establishment of a Traffic Management Plan which will set out the limitations, directions and permissions for all deliveries for all phases of the works.

7.5 The surrounding road network provides good access to the centre (albeit it can be busy at peak periods), and the centre has a choice of access routes which will facilitate the management of construction traffic to the site. It will be necessary to carefully control all traffic movements into and out of the site - this will be set up and controlled by the implementation of a traffic management and control protocol.

7.6 Primarily the first measure will be to stipulate in all of our order arrangements, permissible times for construction deliveries. Whilst these times are yet to be confirmed, we anticipate permissible working hours to be between 07.30 to 18.00 Monday to Friday and 08.00 to 13.00 on Saturdays only, and as such all deliveries will be organised to be made between these periods.

7.7 Notwithstanding this, we will review the nature of the site leading up to the start, in order to ascertain the site specific peak congestion periods, alongside gaining a full understanding of the existing site businesses and their specific deliveries protocols and timings.

7.8 In view of the live and busy nature of the overall location coupled with surrounding business, residents, hotels, and the like we would propose to avoid these peak periods (8.00 to 9.00 & 16.00 to 18.00) for general deliveries / waste removal where ever possible, however by definition as the project develops, we may only be able to receive certain vehicles at specific times due to the nature of the works, for example the potential use of tower cranes and crane erection plant.

7.9 Along with permitted timing information etc and to further ensure that general daily disruption and congestion is minimised our traffic management plan will also identify the permitted access routes in towards site, and as such suitable laybys / holding stations will be able to be established (with agreement and approval of the LA) along the approach routes, from which

deliveries drivers will be instructed to pull into prior to phoning up into site for authorization to proceed further. This practice is particularly effective when dealing with multiple vehicle movements such as taking demolition material away or repeat concrete deliveries etc.

7.10 Once authorization to proceed is granted the delivery vehicle will then be able to move up site, and draw up to the appropriate gate where it will be received by a resident banksman and taken into site for loading or offloading as is the case. Once the vehicle has either offloaded or loaded up, and subject to the timing, the vehicle will leave site, again with supervision at the exit gate location, to ensure it is clear and safe to do so.

7.11 We will also create where space allows, holding bays on site, to further enhance the flexibility of the process, all subject to agreement with the client and existing tenants where applicable. In view of some of the busy live nature of the site and the car parking areas, (which will become shared access routes into certain section of the site), banksman attended access and egress will be mandatory in all cases where public interfaces are present.

7.12 Despite these traffic management control being put in place there can still be attempts at making unauthorized deliveries, and on these occasions, these vehicles will be simply turned away from site.

Construction Method Statement

8.0 Turning / Access

8.1 In respect of turning space for construction traffic, this will again need to be dynamic, to suit the phasing and developing works.

8.2 Space on site as referred too, is generally confined and congested, and any loss of space will further compound this condition, however we must set out a plan and provide space on site for this process to be safely undertaken, which will mean taking some allocation in which to operate in.

8.3 Notwithstanding this, access routes to, and from said operating and turning spaces will by nature of the site, need to be shared with other users. This condition will need to be managed to minimise the risk, which we will do by the mandatory implementation of banksman controlled traffic movements in and out from all live areas of the site, as part of the traffic management plan.



Plan to be developed for each phase, to include detailed site entrance and gate information.

Construction Method Statement

Turning / Access continued

8.5 In Summary

- Phase 1 A (South) - Allocated compound space and revised residual car park markings in Southern Car Park (to be developed / confirmed subject to Bus stop and revised entrance works). Access through from southern section and mini roundabout of link road, with egress via outer ring of car park onto link road / Great Binfields Road.
- Phase 1 A (North East) – Allocated compound space and revised residual car park markings in eastern section of Northern car park. Access and egress from temporary gateway formed from existing service road.
- Phase 1 B (North East) – Development from Phase 1 A to increase allocated compound space and amend revised residual car park markings in eastern / central section of Northern car park. Access and egress from temporary gateway formed from existing service road.
- Phase 2A – Multiple access points from existing service road, with turning directly on site. Due to the extent of the works, we would proposed to set up a controlled gate house / access point at the head of the service road, which will control both construction traffic and residual service road needs throughout. This mitigates any inadvertent public access. Naturally, due to the nature of the service road and its residual relationship with Tesco's, this gatehouse will need to be manned to appropriate hours. During works to the lower level

of the site, access will be from the service road. As the levels of the project develop, additional access onto the upper level will be required, which at this stage we anticipate being made via a temporary link road from the western car park and or a ramp leading from the gate house area of the service road. (Access also from the upper sections of the service road will also be reviewed, subject to ultimate floor level / road level analysis when known). We will also utilise the proposed service vehicle turning space on the sw corner of the service road for some turning needs.

- Phase 2 B – Access to lower levels from various suitable points along the service road, with access to upper levels being made via a temporary link road from the western car park and or a ramp leading from the gate house area of the service road. (Access also from the upper sections of the service road will also be reviewed, subject to ultimate floor level / road level analysis when known) Subject to the partial handover of the upper car park deck, this access from the temporarily link with the western car park will be shared (under banksmen control) Turning will be made in a combination of ways, such as directly on site at the lower levels, utilisation of proposed service vehicle turning space on the sw corner of the service road, and also turning on the upper car park deck itself.
- Phase 3 (Build) – Access into the central service yard area directly, with turning made both at the head, and within both areas of the service yard.
- Phase 3 (Build & Car Park etc.) As per noted

above in regards to the service yard, plus direct shared access into, across and around the western car park.

Please refer to Figs 7 to 12.

9.0 Contractors Parking

9.1 Contractor's parking space will vary, subject to the developing phasing on site. Whilst we are cognisant of the inherent site constraints, we will need to include and allocate some space for contractors parking, and in the main, this will be able to be achieved in the proposed compound and turning spaces proposed for each phase. Whilst this is the ideal, and provides complete contractor / public segregation (once into site) this status / condition will not always be able to be achieved as the project develops, and at these stages, we will need to agree upon dedicated space being afforded, within parts of the existing car parks accordingly.

9.2 In summary

- Phase 1A (South) – Space within proposed contractor compound
- Phase 1A (North East) - Space within proposed contractor compound
- Phase 1 B (North East) - Space within proposed contractor compound.
- Phase 2 – Agreed space within existing car parks primarily, following on with some new undercroft space parking within site, as the works develop (all to be agreed)
- Phase 2 B – (Southern entrance) – Space within proposed contractor compound
- Phase 3 - Agreed space within existing / new car parking areas.

Please refer to Figs 7 to 12.

Construction Method Statement

10.0 Pedestrian Access

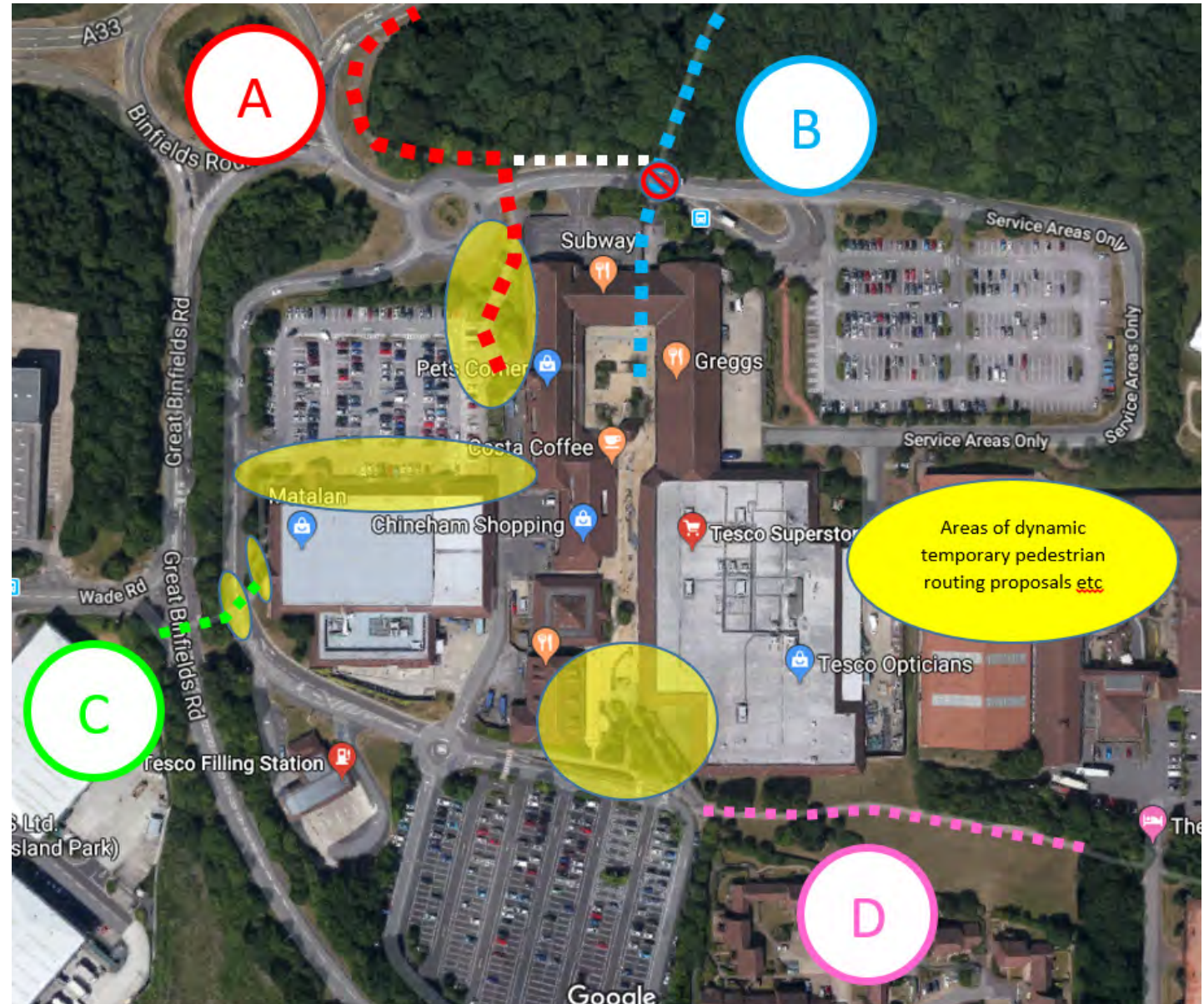
10.1 Public

10.1.1 The site, in its semi standalone environment has limited existing provision for pedestrian access, and these limitations will be further challenged in part by the nature of the developing works to a greater or lesser extent. In order to minimise disruption to pedestrian access provision, we will seek to agree and incorporate temporary measures, for continued safe access, according to the relevant phase of the project. Although not ideal, these temporary measures, will entail short term closures / diversions of some existing provision, by nature of the proposals.

10.2 Existing Routes

10.2.1 (All works to include appropriate signage, lighting, railing and temporary surfaces alike)

A - This “offsite” route is currently under development as part of the wider site road infrastructure enhancement’s etc, however we would anticipate this section of works being complete at the time of project commencement. This access point into site will need be to be diverted and adjusted throughout the projects duration, and this will be coordinated accordingly with the client and the LA, to ensure suitable surfaces, inclines and safe segregation can be implemented. These temporary measures will be required for the Phase 1B “offsite” footpath link in readiness for Phase 2 works. During Phase



Construction Method Statement

2 itself, there will also be a need to develop and adjust some of the “on site” routing, to accommodate temporary and permanent car park links (west to new east etc.)

B – This “offsite” link provides access down from the north, through the Binfields Foodland Park. At the point when Phase 2 commences, until completion, this crossing will need to be closed, at which point pedestrians will be able to use the new link, across to point A, which will be undertaken and constructed in Phase 1

C - This existing “offsite” link across from Great Binfields Road will be mildly affected during Phase 1 Bus Stop provision works, and will be subject to review, during detailed planning. If needed temporary traffic lights, or manual short term traffic control can be implemented to provide safe crossing. Once into site, the pedestrian route remains largely unaffected, until such time that the final phase 3 B car park and shop front works start, at which point, a series of temporary / protected / diverted routes will come into force.

D - This existing “offsite” route provided access to the site from the east, and largely stays unaffected by the works, save for some minor interface with early services infrastructure works, initially during Phase 1A. Prior to the time that the new entrance works commence during phase 2 B, there will be some careful and detailed planning exercises undertaken, to phase the works, such that a continued and safe passage into site can be maintained.

10.3 In regards to the general principle of existing pedestrian movements on site, it's clear that the layout of the shopping centre, the levels and its peripheral car parks / designs creates a somewhat sporadic pedestrian movement pattern, primarily from the primary food retailer on site, which will remain going forwards. This pattern of movement will create additional challenges during the construction phase, despite best intention, and therefore, all planning and coordination will be agreed upon, where practicable, in conjunction with the client and where required, the LA.

10.4 Construction Operatives, Staff and Visitors

10.5 Pedestrian movements by construction operatives etc will be managed in several ways, subject to the condition on site. In all cases, clear and defined signage will be erected and maintained / amended etc. throughout the process, with information and contact information being provided at all site entrance locations.

- In respects to operatives gaining access to remote / isolated compound areas, access will be made from the dedicated parking areas across to the compound space / access point, using shared public spaces. Likewise, when leaving the secure compound area for isolated works areas, such as the multiple areas in Phase 1 for example, again shared public space will be utilised.
- In relation to movement from secure compound area to standalone secure works areas, again shared public spaces will be utilised.
- For movements around / within secured works areas, a dynamic system of segregated

pedestrian walkways and routes will be implemented and adapted / adjusted as the works progress, to ensure plant / vehicle and operative interfaces can be minimised. This will be of particular concern, where the added complexity of the live service yard condition during Phase 2, and live car park works interfaces during phase 3 are evident. In these cases, all traffic movement on site will be banksman controlled.

10.6 In regards to accessing the compound / works spaces themselves, for the main phases of works, secured access points and bio metric turn styles will be implemented to record and control operatives and visitors alike on site.

11.0 Unloading / Loading Plant & Materials

11.1 Methods for unloading plant and materials will vary and develop as the project develops accordingly, but in essence all such operations will be carried out off from, and away from the maintainable public highway. In order to achieve this, our onsite segregated compound spaces, within parking areas, will be utilised to both receive and unload into, or load up from etc. Put simply, vehicles will enter the spaces, under supervision via public spaces, unload or load within the segregated space, and leave again using public spaces, again under supervision.

11.2 Naturally, some of these compound spaces, being remote from some sections of the work faces, will require some movement of plant and machinery to be made from these secure compound spaces to the work faces, and as such these movements will be overseen and controlled by banksman / supervisors.

Construction Method Statement

11.3 At times where plant or material unloading / loading needs to be carried out on the estate roads themselves, these operations will be carried out having prepared appropriate RAMS, and after have reviewed options on segregation and timing etc.

11.4 These principles will be utilised in the mains for phases 1, part 2B and 3B where shared public spaces are affected by the works

11.5 In regards to the main element of phase 2 works, whilst carrying out the early demolition and lower ground floor works, we will generally be able to operate in a completely segregated manner, with all receiving / off loading / loading being made within the footprint of the site. However, as work progress, and the building form starts to rise, this option ceased to be open to us. At this point we will have the interface with the service yard and future turning space to contend with, which will need to be carefully co-ordinated between us and the client / affected tenant accordingly. Also as the works develop and we achieve a partial completion and handover of a section of the upper car park deck, there will be the potential of some public interface to consider and manage, in regards to passage across from the western car park, to the residual work faces of section 2 retail spaces.

12.0 Material Storage and Distribution Storage

12.1 Due to the confines on site, material storage on site will need to be dynamic, to suit the developing nature of the construction.

12.2 In essence strategic laydown and storage areas will be formed which will contain non-perishable materials generally, and materials will be delivered and collected accordingly from these semi secured areas.

12.3 In regards to the early road adaption phases, some materials will need to be moved from the compound space to the work face, which will be carried out using suitable plant, all under supervision and having carried out appropriate RAMS. There will be some instances, where kerbs, aggregates and concrete for example, will need to be unloaded at the point of use, and again in these instances, careful planning and assessment of the options for timing and segregation will be assessed.

12.4 For the new construction works, in regards to steel and decking, these materials will be called off temporarily set down and stored in the short term directly on site, and implemented into the works directly where possible.

12.5 Envelope cladding, roofing and glazing materials will also need to be called off at the point of need generally, due to the limitations on storage space at these times, however we will seek to utilise some undercroft space subject to levels and heights for some storage if possible.

12.6 Any external materials that could be affected by the weather will be sheeted up in the temporary condition. Where space permits, secure container storage will also be provided for some sensitive materials, until such time that

they can be taken into the building and fixed. The aim will be to ensure most finishing materials can be delivered to site, and taken directly into the building for interim storage, as the finishing programme develops.

12.7 As previously referred to, all material storage will be kept to a minimum, with "just in time" deliveries being arranged, where possible, to minimise the period for stock and storage on site.

12.8 We will have a resident telehandlers on site at key times to assist and provide flexibility for offloading and movement of material around site accordingly.

13.0 Distribution

Material unloading and distribution of materials will be carried out by various means throughout the project, in summary.

13.1 Demolition and Arisings – The method of demolition is yet to be determined, however due to the nature of the site we envisage a traditional piecemeal crushing and removal process being undertaken, utilising hydraulic tracked demolition machinery, all behind suitable screening and under appropriate air misting devices. We anticipate that arising will be further crushed on site, and utilised where possible as part of the filling operations. All of these activities will be within segregated parts of the site. All residual material will be taken off site to appropriate waste transfer stations. In regards to phase three demolitions, all arising are anticipated as needing to be removed from site directly.

Construction Method Statement

13.2 Bulk Excavations – Suitably sized tracked excavation plant will strip material from site, both to spoil heaps and or directly to muck away wagons, standing on clean developed haul roads and hardstanding surfaces as work progresses.

13.3 Groundworks – Material removal will be by hydraulic excavation plant loading to dumper / spoil / directly to muck away wagons subject to sequencing and weather. Aggregates, drainage and reinforcement materials will be brought across either directly from delivery wagons or from the laydown area utilising the groundworks mechanical plant. Concrete will be discharged directly from a waiting supply vehicle where possible and pumped if necessary for larger pour requirements subject to access and sequencing.

13.4 Steelwork, precast staircases, and metal decking – Mobile / Tower (tba) cranes positioned at locations to suit overlapping processes will be used. Steel stairs and decks will be brought into to site by the delivery vehicle, and either offloaded to an agreed laydown area, prior to lifting and erecting on site, or offloaded directly as erection takes place. All terrain cherry pickers will be used in conjunction with the cranes for connections by the erection team etc. Metal decking packs will be placed and strapped down to the framework, prior to onward manual movement of the individual sheets, following safety netting works etc.

13.5 Scaffold & Safety Measures – Brought into to site by delivery vehicle, for onward transmission via the resident forklift, up to level, with removal in a similar manner.

13.6 Concrete for Upper Decks - Concrete at upper levels will be pumped, either from static pumps and lines, or mobile boom pumps.

13.7 Roof Cladding Materials– Will be lifted to loading towers and moved manually thereafter across netted roof plains. Subject to design detailing, additional assessment will need to be considered for movement and fixing of panels, in conjunction with leading edge protection and roofing decks

13.8 Wall Cladding / Flashing – Moved to location with the telehandler, and lifted to level / fixed utilising mewps and cherry pickers.

13.9 Curtain Walling and Windows - Will be managed in a similar manner to the cladding, utilising cranes, delivery stillage's and the telehandler for lifting and moving to location. Mewps, pickers and mechanical manipulators will assist the erection of the frameworks and glazing etc.

13.10 SFS - Will be lifted to location / level with telehandler assistance, and moved manually in stick form thereafter for erection and fixing erecting standing scaffold as work proceeds in readiness for external sheathing and metal cladding.

13.11 Screeds – These materials will be pumped to level, will some manual barrow works in where necessary.

13.12 Internal Fitout and Finishes Materials –
13.13 These materials will be managed utilising the telehandler loading to strategically located

loading towers, with landings at upper levels for assisted onward movement horizontally across the floorplates accordingly .

13.14 External Works Material – Ground workers mechanical plant and lifting apparatus will be utilised for all external works materials, with some manual assistance where necessary.

13.15 As with all operations on site, off-loading procedures will be individually assessed and will form part of contractors Method Statement and Risk assessments.

14.0 Control Of Off Site Debris & Wheel Washing

14.1 Wheel washing, if required will be carried out in a variety of methods, to suit the conditions and work faces / phases accordingly.

14.2 In regards to the varied sections of road adjustment works etc, in phase 1, we will generally be working off of the existing tarmac surfaces, and as such we do not anticipate any significant issues. However, where needed, manual jet washing of vehicles, plant and machinery will be undertaken prior to any movements away from the works area. To follow up, again if needed, road sweeping visits will be called upon as a backup measure.

14.3 For phase 2B entrance statement works, again, it will be somewhat dependant on the time of year and prevailing weather conditions, but it is likely that a regime of repetitive cleaning will be necessary around this area. Due to natural space constraints, the options will be limited to manual jet washing and road sweeping back up practices.

Construction Method Statement

14.4 In regards to the main phase 2 works, we will work off of the existing tarmac surface of the car park for as long as is practicably, until such time the ground cutting works progress. At these times we would plan to spread demolition arising's as capping layers, and or bring in material as required for any haul routes on site etc. As such, with careful management, we anticipate being able to operate on a generally clean site. We will need to monitor conditions naturally, and if required, in view of the shared and live service road, we will implement a fixed vehicle wash, for large material removal processes which together with additional manual jet washing and road sweeping visits, will enable us to maintain a clean environment.

15.0 Dust suppression and prevention

Construction will always result in some levels of dust generation, subject to the weather conditions. However, we recognise that it is the responsibility of the contractor to limit this by means of using the correct plant to suppress the dust at source, or dampening down processes the during material movement and placement.

15.1 Key activities in regards to dust generation will be the demolition works, and subject to weather conditions, plant movements on and around the site.

15.2 In regards to the demolition works, all activities will be controlled with appropriate levels of air misting to capture, contain and bring down air borne particles. Work will be reviewed at times when high winds are evident. As referred

to previously, in respects to general operating and plant movements on site, we will ensure hard surfaces are maintained and / or introduced as soon as practicable together with dampening down processes, when warm and windy weather conditions arise.

15.3 Full details will be issued as part of the Risk Assessment and Method Statement from our respective sub-contractors, as the works progress.

15.4 With regards to our onsite operatives, we operate a "face fit mask" policy that complies with the latest HSE guidelines regarding airborne particles and only operatives that have been trained and assessed will be allowed to work in sensitive areas. All hand held tools where appropriate, will have direct vacuum attachments, to capture dust at source.

15.5 All activities will be subject to Risk Assessments and Method Statements with the necessary dust suppression and PPE employed

16.0 Erection and maintenance of hoardings

Due to the nature of the site, and its developing phasing / type of works, we anticipate utilising varying forms of fencing and hoardings as the works progress.

• For isolated sections of road kerb re alignment and bus pull-ins etc., where public pedestrian interfaces are present, we would propose to use braced and propped anti climb fencing which can be quickly erected and adjusted to suit the

progress of works. In most instances simple segregation barriers and cones will be used

• For areas of interim compound spaces, within car parks areas etc., we would propose to use a metal solid panel hoarding system, secured with kentledge blocks and braces etc. which can be quickly erected and dismantled without damaging the car park surfaces.

• For Phase 2 works, these areas will be secured in a variety of measures, all subject to the client preferences on the public interfaces and appearances. We anticipate using the kentledge based steel panel system to the contractor / service yard interface areas, and supplemental painted timber hoardings to the residual public interface. In areas of close proximity to demolition zones, we would introduce a second line of segregation hoarding where necessary during these periods, also with additional scaffolding and sheeting zones subject to the ultimate method and sequencing of the demolition.

• Phase 3 – Demolition and new build. This areas will be managed in a similar way to phase two, with steel to back of house and timber to public interfaces alike.

• Phase 3 – Existing shop fronts and car parking works. – Due to the developing sequencing of the shopfront works, we would propose to form secure tunnels, formed in scaffold and clad in timber, in conjunction with metal panel hoarding to create interim public access routes across the retail frontages. In regards to segregating the developing car park reconfiguration, this will be managed with a combination of anti-climb and solid fencing panels alike.

Construction Method Statement

17.0 Security

17.1 The sites widespread and live nature will require several methods of management, as the works develop, comprising of both live static guards, existing systems on site, additional remote CCTV camera provisions, and additional lighting to vulnerable spaces

17.2 The static guards will be able to manage the initial phases, where isolated and sectional compound spaces are required to be monitored and regularly inspected.

17.3 Once the works become confined primarily to back of house, we would be able to review the site conditions and experiences, with a view of reducing the level of static provision accordingly. As the works develop, and sectional completion of areas come on line, the level of static attendance will then be reviewed and increased as necessary. In regards to the additional CCTV provisions, these will be based on 24 hr monitored systems with a call out provision, in the event of an alarm being raised. In regards to Phase 3b and the shop front alterations, static guarding will be present throughout.

18.0 Emergency access

18.1 Leading up to the start on site, the emergency services will be notified of the project, to ensure that protocols for maintaining blue light emergency access into and around the site can be maintained, initially for the primary phases. As the works develop, and in conjunction with the client and tenants management teams, detailed access routes will be agreed upon and incorporated into the developing plans

18.2 The site teams will ensure that emergency routes are kept clear at all times both for the entrances and circulation routes around the wider site, and also through the shared sections of the construction site, such as phase 2 etc.

19.0 Fire Action Plan

19.1 We will develop the Site Fire Plan as part of the Construction Phase Plan and revise it as the scheme develops.

19.2 The plan will identify fire points, alarm points and escape routes. Specific muster / assembly points and temporary tenant fire escape routes will also be identified on our fire and emergency plans accordingly.

19.3 The fire marshals on site will periodically review the Fire Action Plan as the works progress and the dynamics of the site change. Site Managers are fire marshal trained

20.0 Waste Management

20.1 The Site Waste Management Plan will be established as part of our wider Environmental Plan. We aim to reduce waste to landfill by managing the waste arising from site and reusing and recycling where possible. All skips taken from site will be covered and removed to licensed tips.

20.2 Our supply chain partners in waste management will record all materials taken from site and provide a regular record of the material percentage recycled and sent to landfill. It is part of our company waste management strategy to minimise waste to Landfill

20.3 Site initiatives will include separation of skips, where practicable, careful ordering and storage of materials to prevent waste and specialist collection of materials such as plasterboard. All inert material arising from the works will be taken from site and recycled where possible.

21.0 Control of noise

The site as it exists, and the nature of the proposed works, will present some challenges in respects to noise. The Noise and Vibration Control mitigation measures for the project will be planned and implemented in accordance with BS 5528: Parts 1 and 2: 2009 Noise and Vibration Control on Construction and Open Sites

21.1 Firstly, if we consider the wider site boundaries, and direct neighbours, we feel that when considering the existing back ground noise levels on and around site, both from passing traffic and on site operating activities our proposed construction works are unlikely to contribute to significant increases, particularly when considering the likely planning constraints on working hours.

21.2 Our main interest at this stage is the management of the existing / remaining tenants and members of the public alike on site throughout the project period, but particularly during the demolition process.

21.3 The process of demolition, and the nature of the existing building format, being advised as RC may create some peak noise levels that may be unacceptable to the client's tenants, unless suitably managed and addressed.

Construction Method Statement

The nature of the demolition will involve saw cutting, and crushing in the main, however there will be elements of pecking and breaking out / paring off etc which cannot be avoided, and the vibration and noises of these activates as a whole will to a degree resonate through the structure and the air, throughout the duration of the demolition programme, and depending on the proximity of any given process it could be extremely unsettling to third party tenants and their customers alike.

21.4 In order to manage this, we will firstly consider the best practices available to us, and where possible, we will plan to carry out works to separate the old structure from the retained, in order to create a break line for direct sound transfer through the structures. We will also review proposals for implementation of “rubble” blankets to receive falling materials for example, and sound absorbing blankets which will lessen impact sounds directly. In certain cases, we will need to consider some additional working space around such zones, to further mitigate influences to tenants / members of the public alike during these key periods.

21.5 With the demolition plans in place, we will then communicate any proposals to the stakeholders, to ensure that all parties are aware of the intended processes and timetables alike.

21.6 Notwithstanding the comments and concerns regarding the demolition process the front of house area / environment is generally busy, with associated surrounding business, traffic, an

the like, all contributing the background noise levels. As such we do not envisage any issues in this regard, from the day to day operations, of the new reconstruction elements, however, as a general statement, it goes without saying that noise generation will be kept to a minimum where ever possible. All plant utilised on site will be thoroughly tested and maintained in a good working order and sound attenuated where possible. In addition, careful consideration will be given to the choice of methods of working.

21.7 In regards to the rear area and the service yard / neighbouring Hotel interface, we will fully communicate planned activities with management staff, and work together to ensure any disturbances are minimised.

See Fig 13

22.0 Lighting

22.1 We have no proposals to introduce any additional external lighting for the works, other than some compound, hoarding and safety lighting where necessary particularly along temporary access and pedestrian footpath links for example. Where possible, these lights will be PIR controlled to minimise pollution and wastage.

22.2 As the project develops, we will introduce some back ground security lighting around the sites, however this would not exceed any replacement of removed existing street light and car park access lighting in place prior to commencement.

23.0 Managing Third Parties

23.1 Proactive engagement and communication from the outset will form the basis for managing this project and all of the stakeholders concerned. We will set out and agree upon a proposed process in line with the clients tenant liaison officer and the accordingly, and matters will be ascertained, assessed and agreed upon from the outset, and regularly reviewed either at specific communication meetings, or as part of other regular scheduled project meetings.

23.2 These meetings will be particularly important, to ensure any short term negative effects to the public, the regular onsite business and the surrounding neighbourhoods are understood and minimised where possible.

APPENDIX 1 LOGISTICS

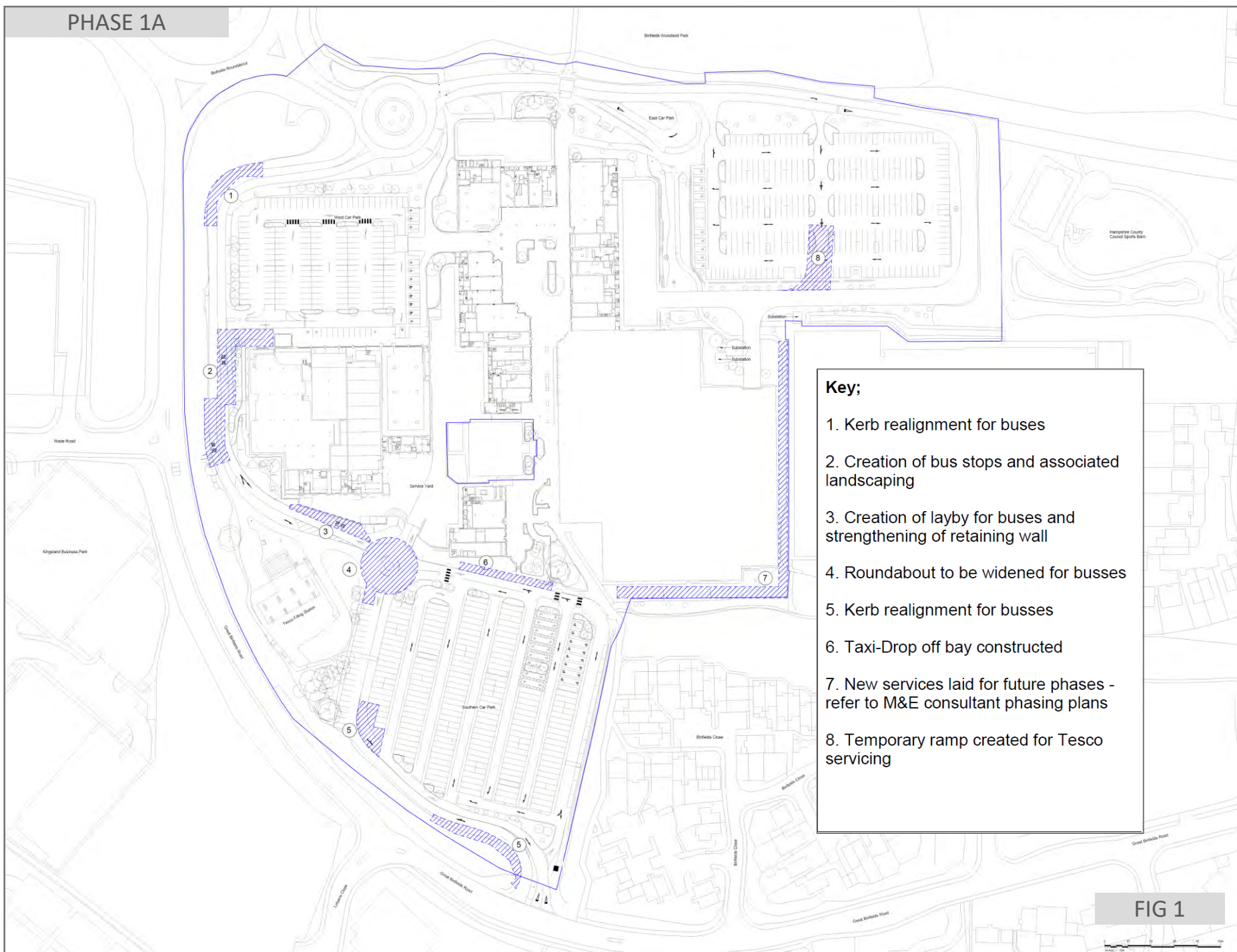
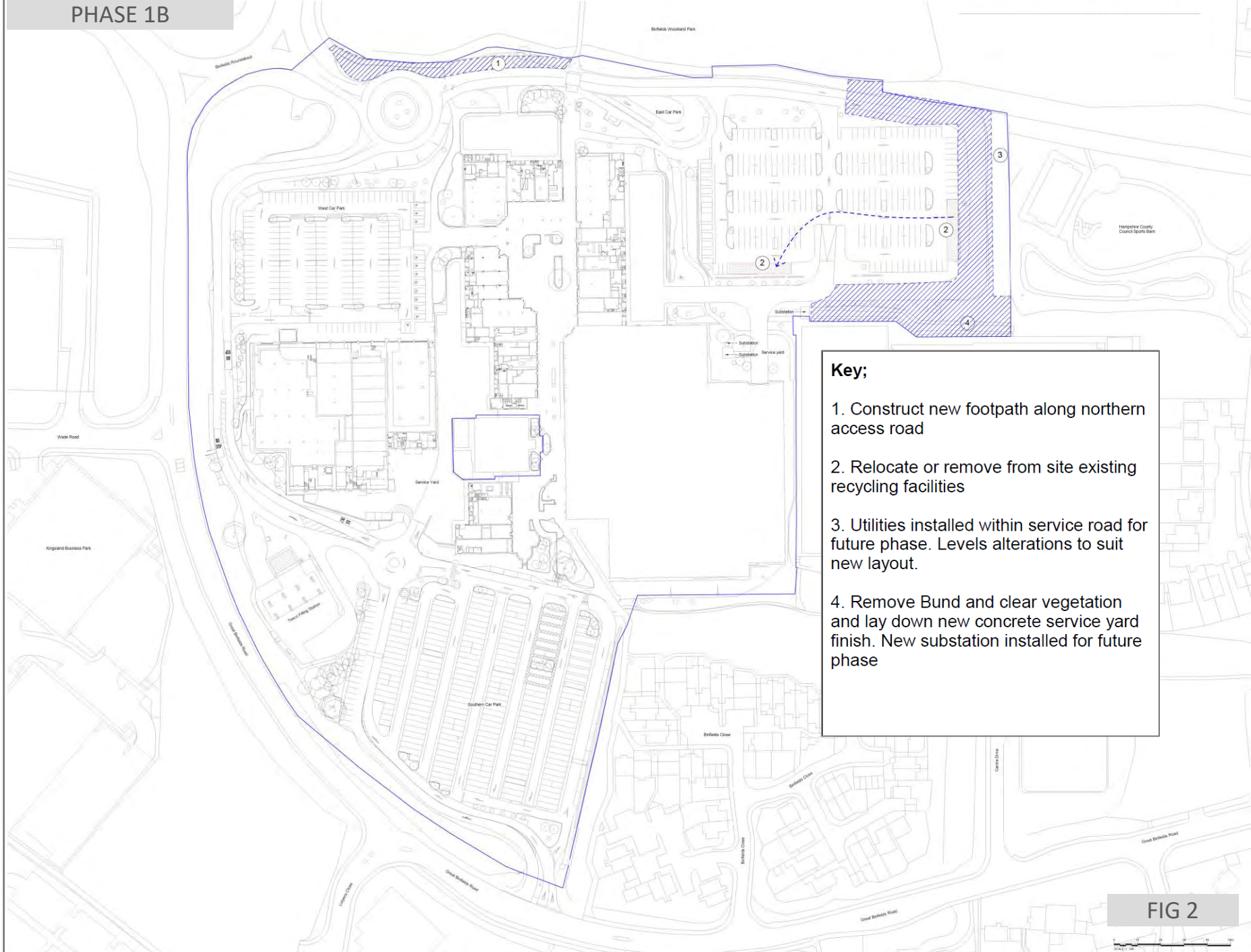


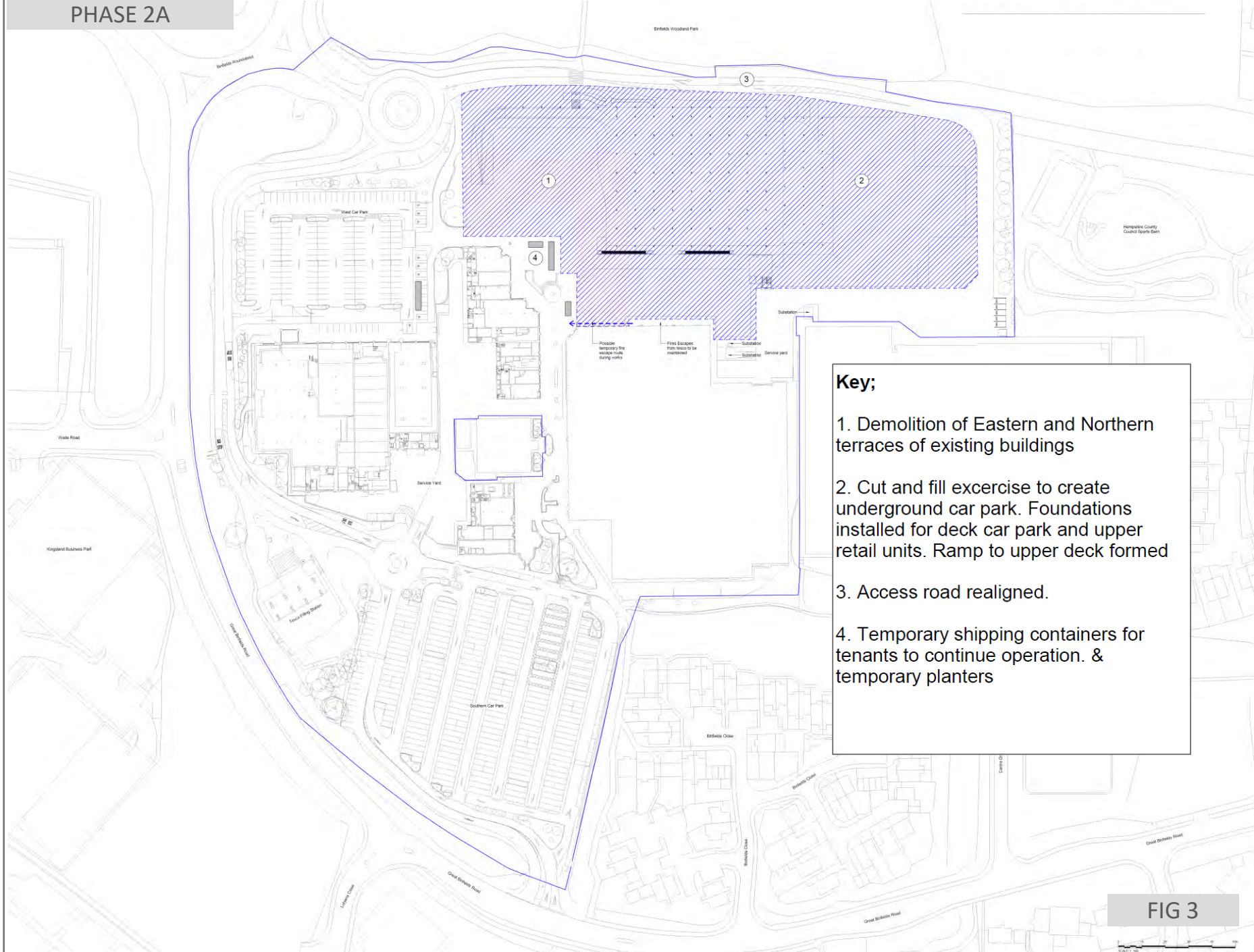
FIG 1



Key;

1. Construct new footpath along northern access road
2. Relocate or remove from site existing recycling facilities
3. Utilities installed within service road for future phase. Levels alterations to suit new layout.
4. Remove Bund and clear vegetation and lay down new concrete service yard finish. New substation installed for future phase

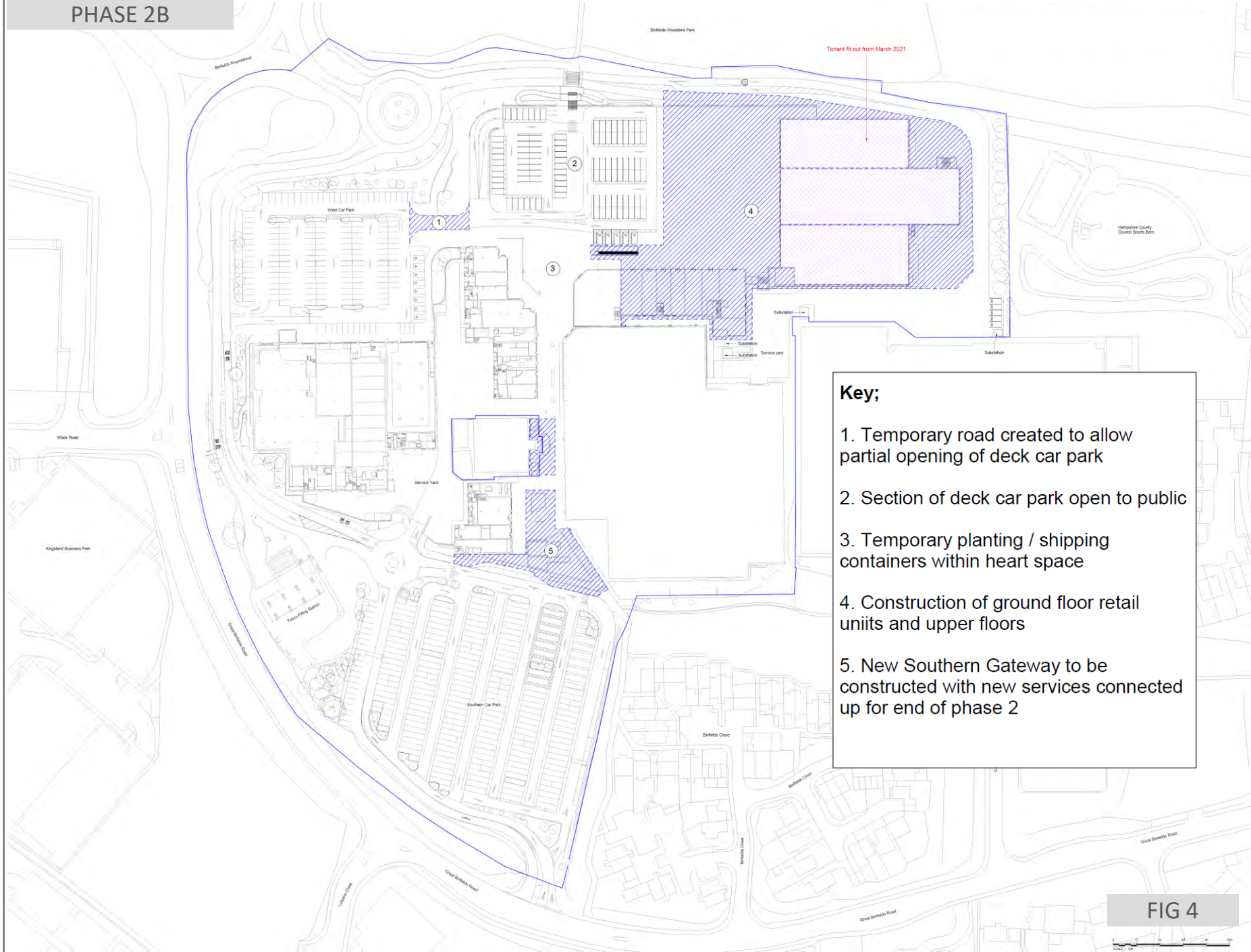
FIG 2



Key;

1. Demolition of Eastern and Northern terraces of existing buildings
2. Cut and fill exercise to create underground car park. Foundations installed for deck car park and upper retail units. Ramp to upper deck formed
3. Access road realigned.
4. Temporary shipping containers for tenants to continue operation. & temporary planters

FIG 3



Key;

1. Temporary road created to allow partial opening of deck car park
2. Section of deck car park open to public
3. Temporary planting / shipping containers within heart space
4. Construction of ground floor retail units and upper floors
5. New Southern Gateway to be constructed with new services connected up for end of phase 2

FIG 4

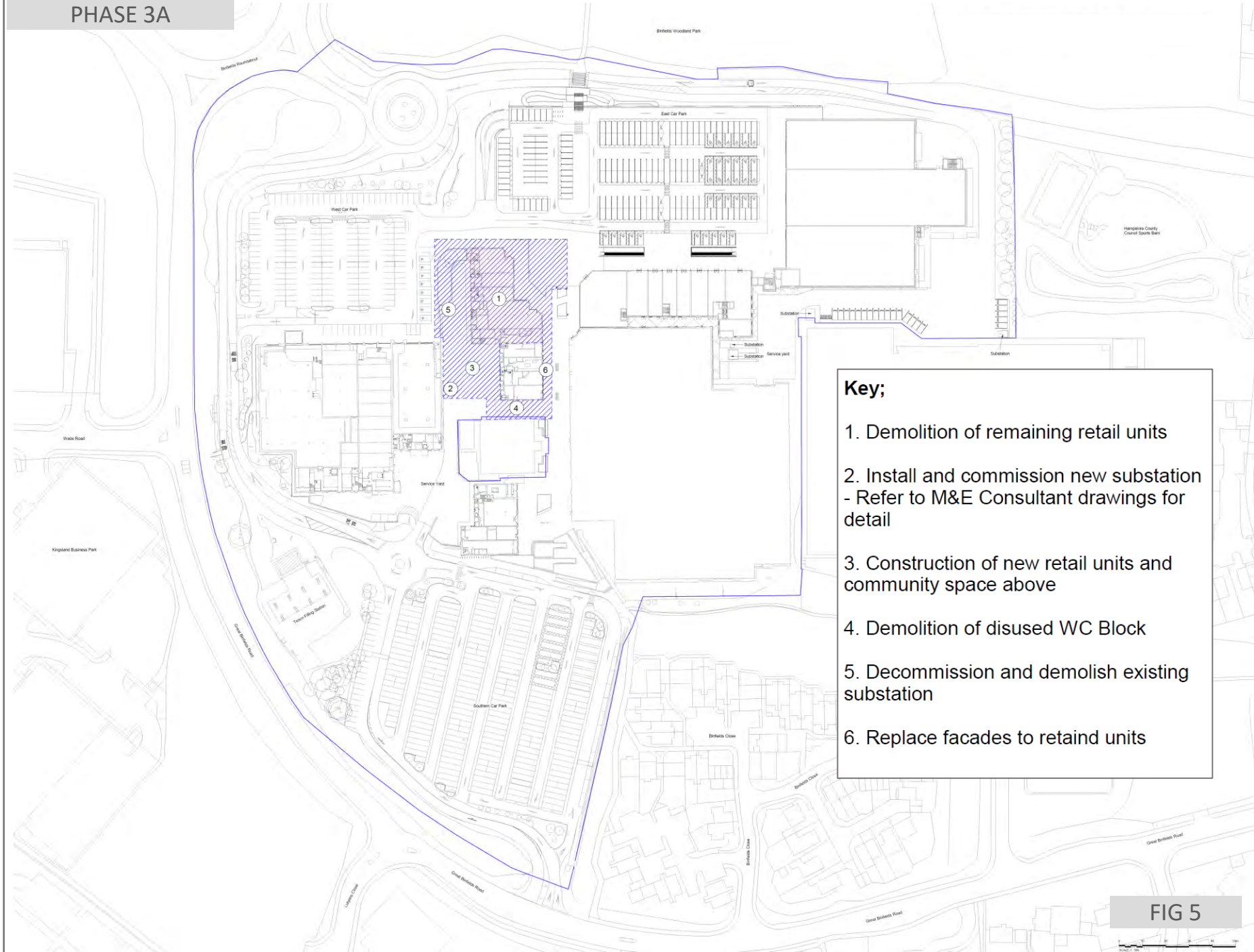


FIG 5

Key;

1. Construct new road to link east and west car parks
2. Extend and re-line existing car park
3. Demolish existing extensions to matalan and boots units, replace existing facades to all units in sequence
4. Installation of new canopy above units.

1. Construct new road to link east and west car parks
2. Extend and re-line existing car park
3. Demolish existing extensions to matalan and boots units, replace existing facades to all units in sequence
4. Installation of new canopy above units.

FIG 6



A horizontal scale bar with tick marks at 0, 10, 20, 30, 40, and 50 km. Below the bar, the text "SCALE 1:500" is written.

PHASE 1A
Temp Ramp &
Services Works

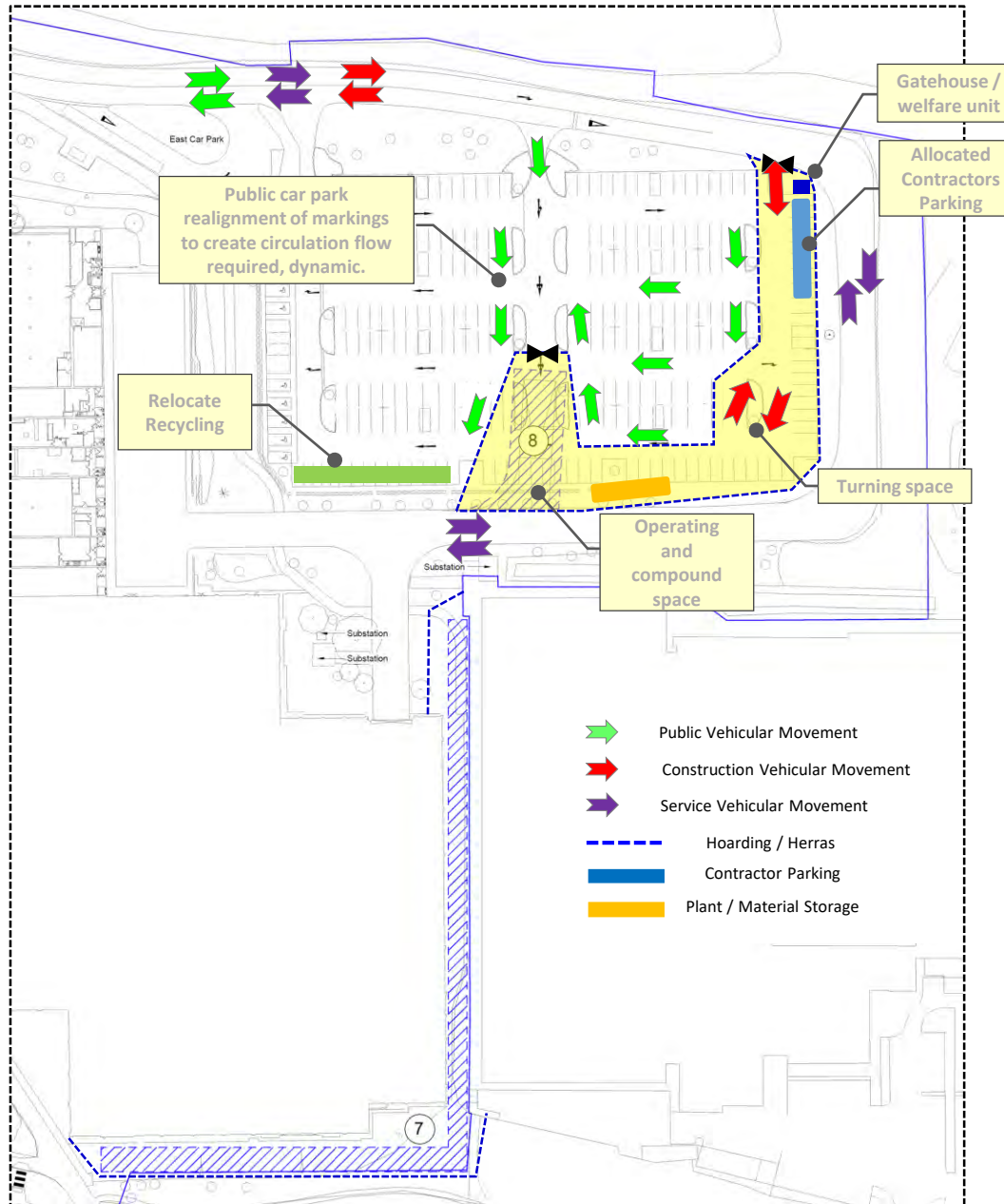


FIG 7a

PHASE 1A Various Road Works, re Bus Route changes

- All isolated section of works segregated with barriers, cones and hoardings as appropriate, throughout process. Lane closures, traffic lights and signalling to be implemented where required.
- All movements to / from compound spaces to workforce under banksman supervision.

- Compound space, limited plant and material storage, for radiating sections of road / pull in adaption works.
- All movements to / from compound to workforce under banksman supervision.

Main Office and Welfare.
Option to utilise vacant units tba

Single circulation route to the wider site AT ALL TIMES for construction traffic

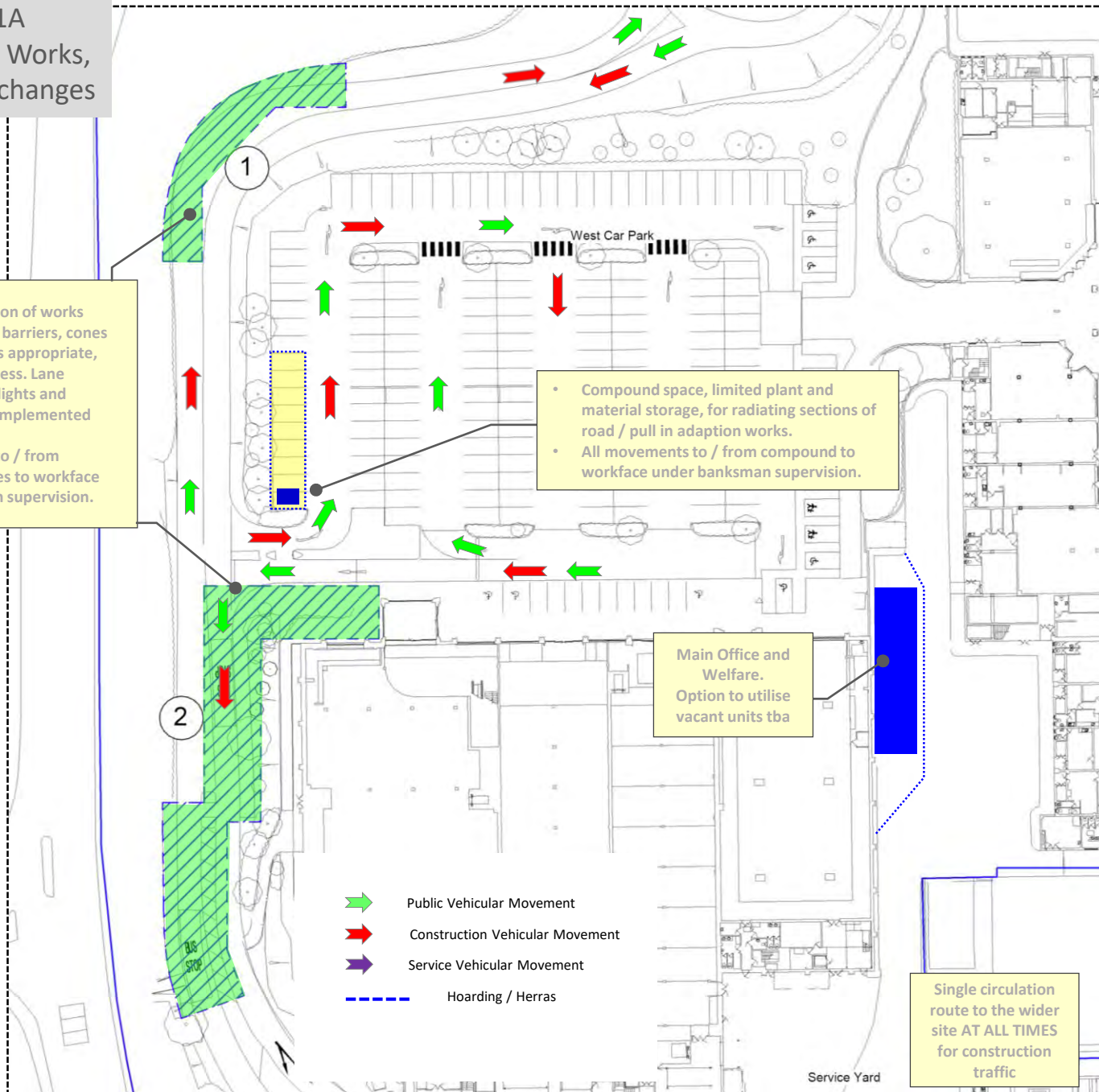
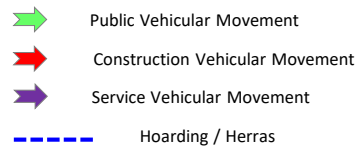


FIG 7b

PHASE 1B Footpath link, Service Road and Turning Space

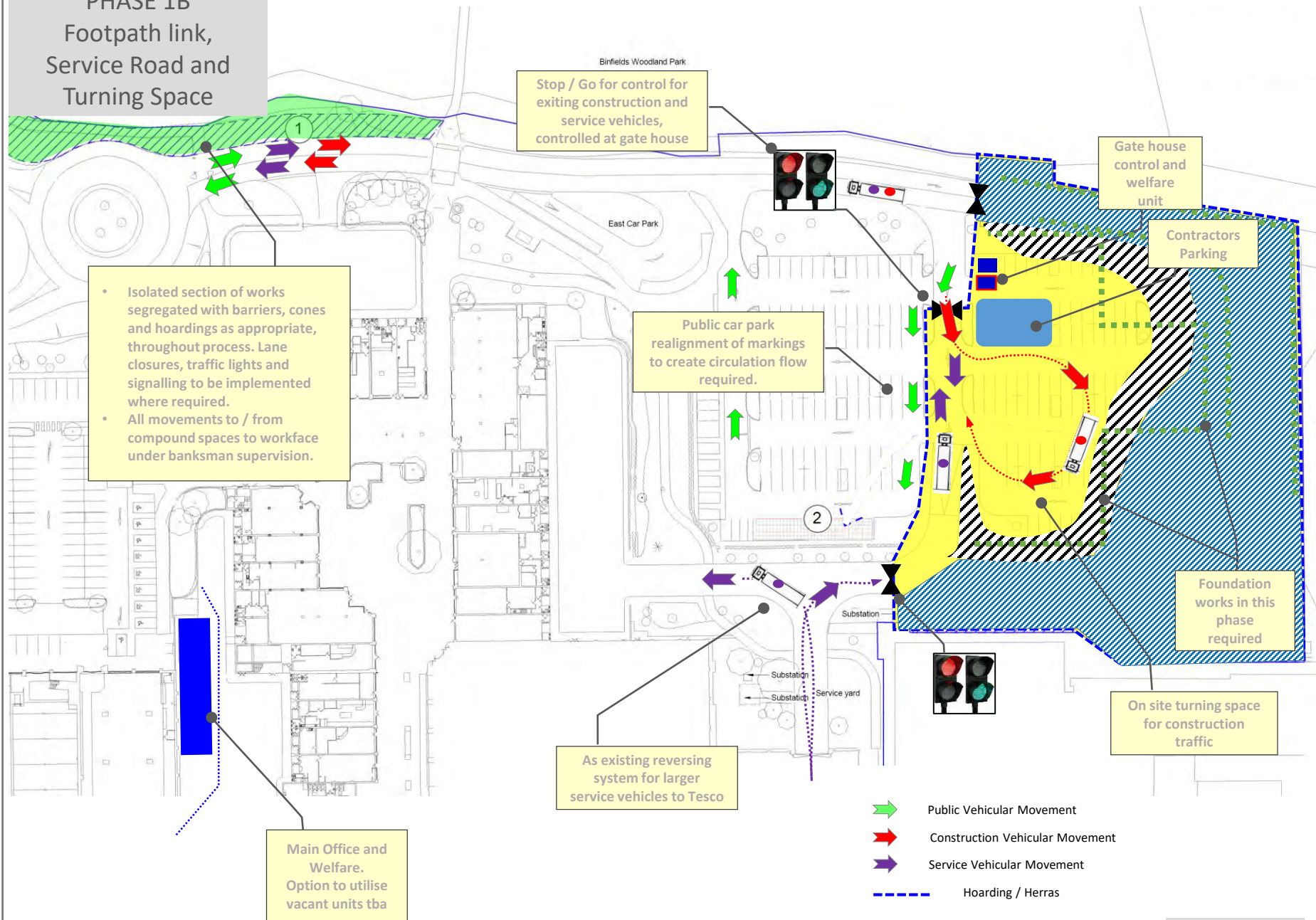


FIG 8

PHASE 2A Demo and New Build

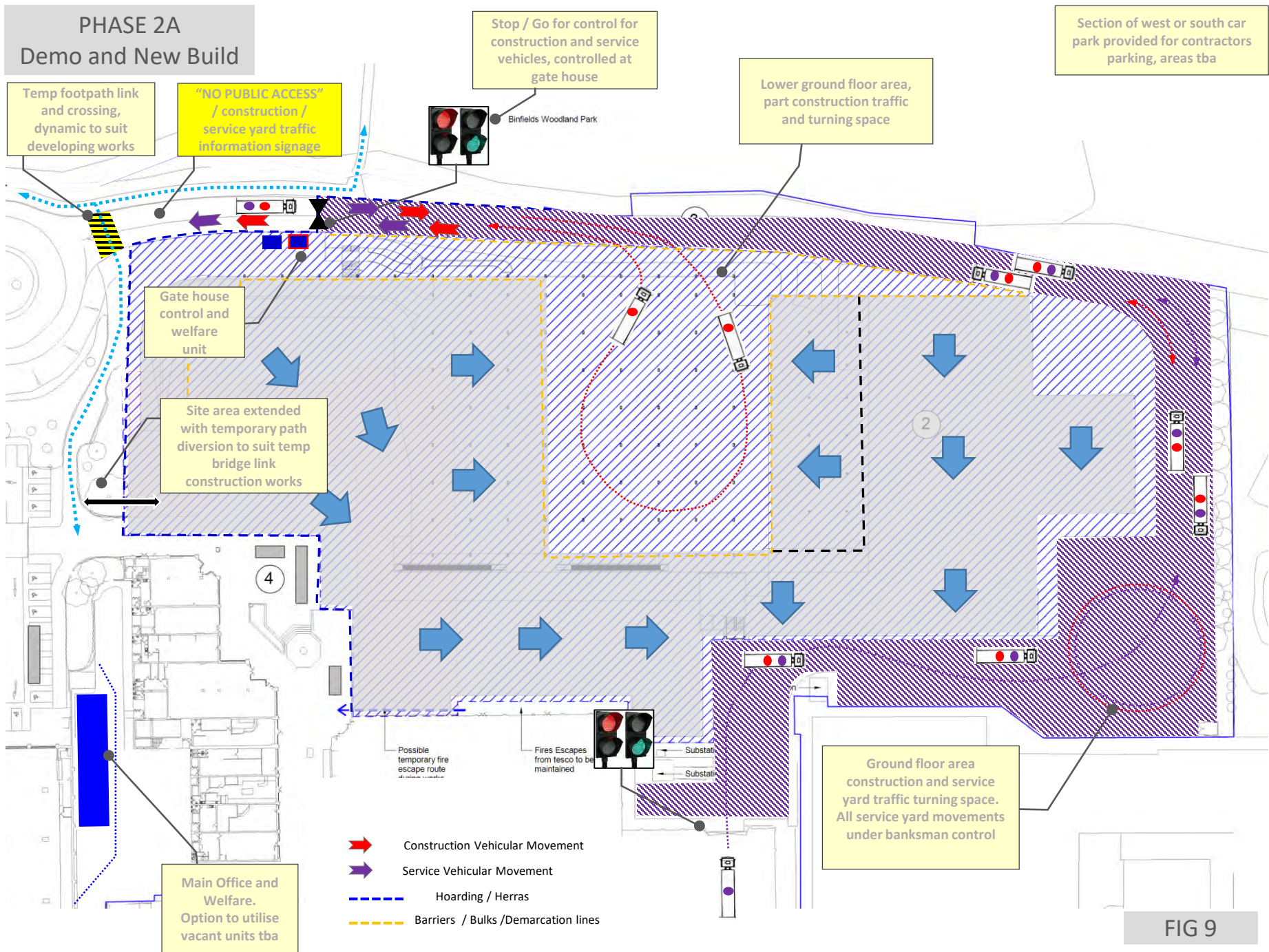


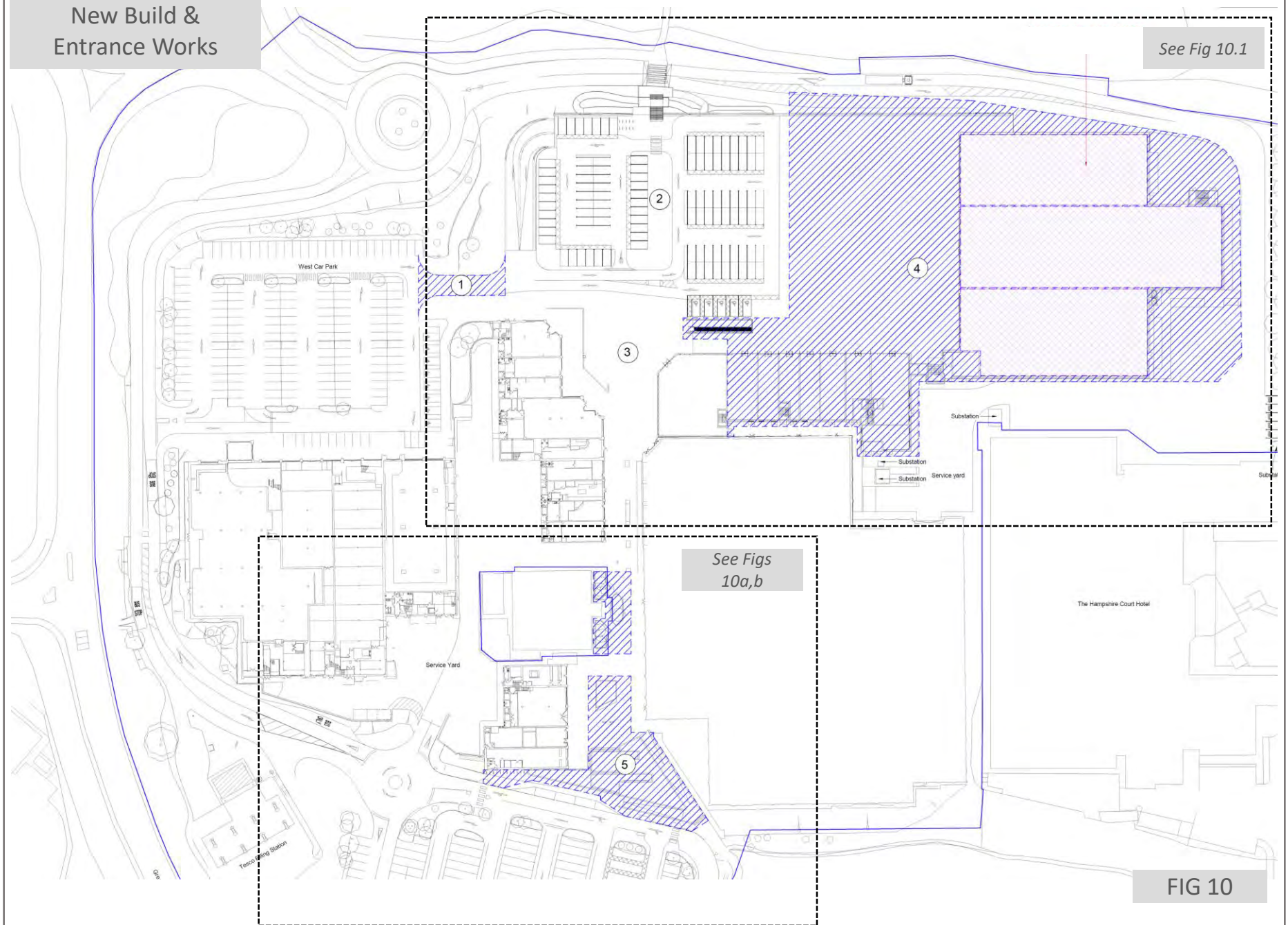
FIG 9

PHASE 2A
New Build &
Entrance Works

See Fig 10.1

See Figs
10a,b

FIG 10



PHASE 2A Entrance Works (Part One)

- Compound space, for plant and material storage.
- Circulation route through compound itself, to minimise turning.
- Works area to be fully hoarded
- Lane closure, traffic lights and signalling to be implemented where required at approach to works area. When closed, public movements redirected through car park.
- All movements to / from compound to workforce under banksman supervision.

Ramped public pedestrian access maintained at all times

All plant and machinery movements from compound to works areas, strictly controlled with banksman. Short term lane closures and re routing of public / vehicles to be implemented when appropriate.

Gate house control and separate welfare unit

Public car park realignment of markings to create circulation flow required, dynamic.

Single circulation route to the wider site AT ALL TIMES for construction traffic

- ➡ Public Vehicular Movement
- ➡ Construction Vehicular Movement
- ➡ Service Vehicular Movement
- Hoarding / Herras
- Contractor Parking
- Plant / Material Storage

FIG 10a

PHASE 2A Entrance Works (Part Two)

- Compound space, for plant and material storage.
- Circulation route through compound itself, to minimise turning.
- Works area to be fully hoarded
- Lane closure, traffic lights and signalling to be implemented where required at approach to works area. When closed, public movements redirected through car park.
- All movements to / from compound to workforce under banksman supervision.

Temporary ramped public pedestrian access maintained at all times.

All plant and machinery movements from compound to works areas, strictly controlled with banksman. Short term lane closures and re routing of public / vehicles to be implemented when appropriate.

Gate house control and separate welfare unit

Public car park realignment of markings to create circulation flow required, dynamic.

Single circulation route to the wider site AT ALL TIMES for construction traffic

- ➡ Public Vehicular Movement
- ➡ Construction Vehicular Movement
- ➡ Service Vehicular Movement
- Hoarding / Herras
- Contractor Parking
- Plant / Material Storage

FIG 10b

PHASE 3A Demolish & Reconstruct

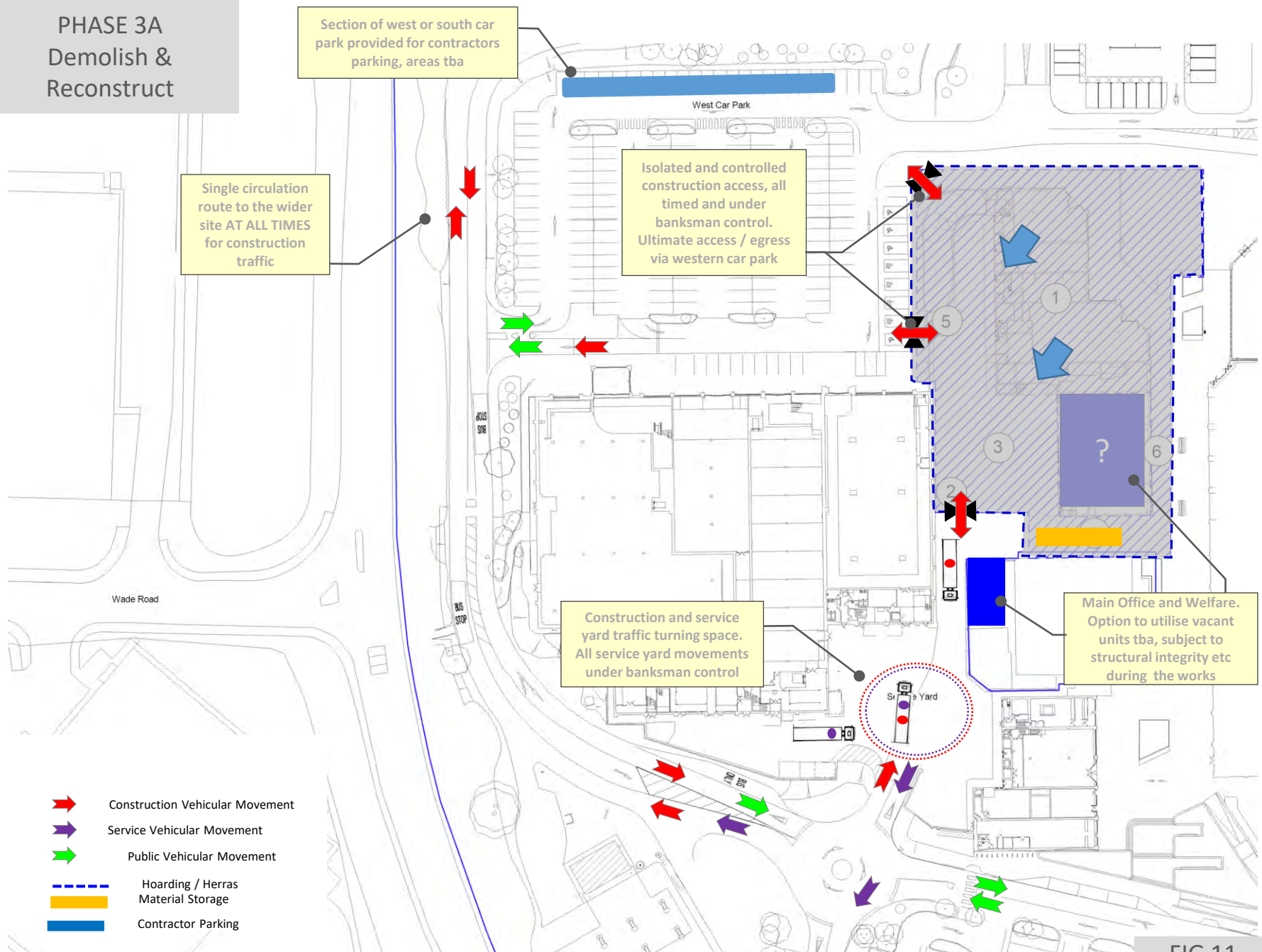


FIG 11

PHASE 3B Colonnade and Car Park Alterations

Single circulation
route to the wider
site AT ALL TIMES
for construction
traffic

- Compound space, for plant and material storage, for sequenced(tba) process of link road and car park adaption works.
- Circulation route through compound itself, to minimise turning.
- All isolated sections of works segregated with barriers, cones and hoardings as appropriate, throughout process. All movements to / from compound to workforce under banksman supervision.

Gate house control
and separate
welfare unit

West Car Park

Access and hoarding arrangements
sequenced to reflect progressive
works, all tba

Main Office and Welfare.
(Option to utilise
potential vacant units tba)

Substation

- ➡ Public Vehicular Movement
- ➡ Construction Vehicular Movement
- - - Hoarding / Herras
(Works areas to be dynamic)
- Contractor Parking
- Plant / Material Storage

FIG 12



Demolition Waste Loading

93 dB(A)
80 dB(A) at 10M



Mini Machine

93 dB(A)
74 dB(A) at 10M
(90dB(A) breaker at
10M)



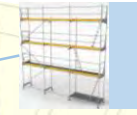
Tracked Excavator

99 dB(A)
76 dB(A) at 10M



Concrete Wagon

93 dB(A)
75 dB(A) at 10M



Scaffold Erection

102 dB(A)
80 dB(A) at 10M



Mobile Crane

88 dB(A)
70 dB(A) at 10M



Telehandler

101 dB(A)
79 dB(A) at 10M



Piling Rig

92 dB(A)
76 dB(A) at 10M



Rotary Drill

93 dB(A)
77 dB(A) at 10M



Breaker

97 dB(A)
82 dB(A) at 10M



Petrol Saw

98 dB(A)
87 dB(A) at 10M

Busy Road

70 to 80
dB(A)



Heavy Demolitions



Delicate Demolitions



Sensitive Lines
Subject to tenancies and phasing



Primary construction areas
(notional)

APPENDIX 1 CDM PROCEDURES

SpellerMetcalf	H & S PROCEDURES	PAGE:	1 OF 5
Procedure No:	4	Issue No:	1
Title:	Construction (Design & Management) Regulations	Rev. No.	2
		Date:	June 2016
		Approved:	N Davies

4. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Company shall comply fully with the requirements of the Regulations in respect of the duties of Principal Contractor and will actively contribute where required to assist other duty holders

4.1 Construction Phase Health and Safety Plan

Health and Safety information received from the Client and Principal Designer shall be developed to take into consideration the risks identified by a suitable and thorough pre-start survey and risk register by using the Construction Phase Health and Safety Plan.

The initial risk assessment for the contract (RA1) shall be completed and included in the Health & Safety Plan for submission to the Principal Designer prior to work commencing on site. RA1 is a generic assessment and must be developed to be contract specific in each case. It is intended to meet all hazards as highlighted by the Principal Designer and other Designers and to account for the Site special requirements as will be borne out in answer to CDM Regulations 2015 Schedule 3 compliance.

Relevant sections of the plan shall be discussed and made known and refreshed to all contractors working on the project to which it relates, as revision on from Pre-start Meetings.

The developed Health and Safety Plan shall include Site specific logistical provisions as well as recognising the duties imposed upon Principal Contractor by the Regulations. Which will be taken forward and implemented from Site Induction to the calling off of appropriate Tool Box Talks which may be as routine , in anticipation of a High Hazard event or works , or as a result of demonstrated unsafe and un-acceptable acts. Contractors will be expected to comply with the reasonable requests of the Principal Contractor as CDM 2015 clarifies.

The Health and Safety Plan to be reviewed monthly at the Progress Meetings to ensure it only contains current information.

4.2 Project Organisation /Directory Chart (as IPROCURE)

Speller Metcalfe have initiated a computer system , IPROCURE.

This system accepts project information from tender details and accumulates and distributes information to all allocated parties to have a safe secure single point of reference for each project.

Parties can submit and edit as required to allow all concerned to be kept refreshed. A component of this is a Project Directory which is supplemented into the Health and Safety Plan.

4.3 Site Rules

Safety rules relevant to the project are set out within the Health and Safety Plan. The rules shall be those indicated by the Client in his Pre-Start Health and Safety Information pack as may be compiled with the Principal Designer. Further items will be identified by Site Management to assist in the safe management of the project.

SpellerMetcalfe	H & S PROCEDURES	PAGE:	2 OF 5
Procedure No:	4	Issue No:	1
Title:	Construction (Design & Management) Regulations	Rev. No.	2
		Date:	June 2016
		Approved:	N Davies

These rules shall be brought to the attention of everyone working on the site as a component of the Site Induction, which is necessary for everyone as it is the only means to Site Access Authorisation

A copy of the site rules is the displayed in mess room.

4.4 Authorised Personnel

Site Management shall make decisions, having regard to the nature of the project about procedures to ensure only authorised persons are allowed on site. These procedures shall form part of the Health and Safety Plan and be brought to the attention of everyone working on site at initial attendance and there after by display at the Site Risks Notice board which is up-dated as the project progresses and hazards change.

4.5 Risk Assessments

The Contract Manager, in conjunction with the Site Manager, shall carry out Risk Assessments for each project. These Risk Assessments shall form part of the Health and Safety Plan.

Method Statements and Permits to Work identified as necessary by the Risk Assessment shall also form part of the Health and Safety Plan but will be retained as a Contractor Specific element to aid rapid reference in the event of a need to interface.

Should the contract programme or site conditions and/or method of working change the Risk Assessments and Method Statements relating to the aspects of work shall be revisited and amended to suit the situation.

4.6 Other Assessments

COSHH, Noise and other assessments identified by the Risk Assessment and those received from other contractors shall be included in the Health and Safety Plan.

4.7 Emergency Procedures

Site Management shall devise suitable emergency procedures for each project. These procedures shall be reviewed at regular intervals throughout the project and amended accordingly. These procedures shall form part of the Health and Safety Plan and be made known to everyone working on the site.

4.8 Health and Safety Monitoring

The frequency of site Health and Safety monitoring visits, undertaken by the Health & Safety Manager, shall be indicated in the Health and Safety Plan and will ideally be within a 14 day frequency with more frequent inspections at "High Hazard" periods.

4.9 Workforce Liaison

Health and safety liaison with employees and persons on Site will normally be on a daily informal basis but shall be confirmed monthly as a result of the Progress Reports and Team Briefing sessions which follow.

An item covering Health and Safety shall be contained in the agenda. Safety items shall be addressed early on the agenda to avoid relegation to AOB status as arrangements will have a

SpellerMetcalf	H & S PROCEDURES	PAGE:	3 OF 5
Procedure No:	4	Issue No:	1
Title:	Construction (Design & Management) Regulations	Rev. No.	2
		Date:	June 2016
		Approved:	N Davies

significant impact upon production items. Employees will be encouraged to discuss Health and Safety problems and aspects at this time.

On larger projects, Site Management should consider holding dedicated Healthy and Safety meetings on a regular basis.

4.10 Contractor Liaison

Health and Safety liaison with other contractors shall take place via regular contract progress meetings. An item covering Health and Safety shall be on the agenda of every progress meeting. Contractors shall be encouraged to bring Health and Safety problems of their employees on the project to these meetings.

Other contractors shall be obliged to provide to Site Management all copies of notifications to the Health and Safety Executive of injuries to their workforce and dangerous occurrences resulting from their activities on a project.

4.11 Principal Designer Duties

In circumstances where the Company is appointed as CDM Principal Designer for a project, the role will be undertaken on a corporate basis where the Divisional Director has reviewed the elements of the project and is either content that all the requirements are already met within the Speller Metcalfe "Team" and that CDM Regulation 8 is met, or that there are elements which require the special skills and expertise of another who is competent capable and experienced in that role, and to all extent and purpose is prepared to take on the role of Lead Designer.

The extent and depth of the role in such projects as Design and Build will be project specific and use such tools as Speller Metcalfe have such as BIM, to distribute all relevant information and coordinate the responses in sequence such that a consensus and accurate details are provided and distributed to effectively meet the requirements of fabricators installers Contractors and Principal Contractor.

The Contract Manager and Divisional director with support from the other Team members will assist the allocated Principal Designer Role to ensure that requirements are met.

The principal designer is expected to consult with the Health & Safety Manager and such other internal departments as are necessary for them to carry out their function and compile such information as will be required.

The person appointed to carry out the role of Principal Designer must:

- a) Give suitable and sufficient advice and assistance to clients in order to help them comply with their duties, in particular:
 - i) the duty to appoint competent designers and contractors; and
 - ii) the duty to ensure that adequate arrangements are in place for managing the project;
- b) notify the HSE of the project by means of completing the on line F10;

SpellerMetcalfe	H & S PROCEDURES	PAGE:	4 OF 5
Procedure No: 4		Issue No: 1	Rev. No. 2
Title: Construction (Design & Management) Regulations		Date: June 2016	
		Approved: N Davies	

- c) co-ordinate the design work, planning and other preparation for the pre-start information to allow the Principal Contractor to produce a Construction Phase H&S Plan;
- d) identify and collect the pre-construction information and advise the client if further surveys need to be commissioned to fill deficiencies;
- e) promptly provide in a convenient form to those involved in the design of the structure; and to every contractor (including the Principal Contractor) who may be or has been appointed by the client, such parts of the pre-construction information which are relevant to each;
- f) manage the flow of health and safety information between the Clients, designers and Principal Contractor and Contractors;
- g) advise the Client of the suitability of the initial construction phase health and safety plan and the arrangements made to ensure that welfare facilities are on site from the start;
- h) produce or update a relevant, user friendly, health and safety file suitable for future use at the end of the construction phase.

4.12 Principal Contractor Duties

The Principal Contractor must:

- a) satisfy themselves that Clients are aware of their duties, that a Principal Designer has been appointed and HSE notified before they start work;
- b) make sure that they are competent and capable to address the health and safety issues likely to be involved in the management of the construction phase;
- c) ensure that the construction phase is properly planned, managed and monitored, with adequate resourced, competent site management appropriate to the risk and activity;
- d) ensure that every contractor who will work on the project is informed of the minimum which they will be allowed for planning and preparation before they begin work on site;
- e) ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly;
- f) ensure safe working and co-operation between contractors;
- g) ensure that a suitable construction phase plan is:
 - i) prepared before construction work begins;
 - ii) developed in discussion with, and communicated to, contractors affected by it;
 - iii) implemented; and

SpellerMetcalfe	H & S PROCEDURES	PAGE:	5 OF 5
Procedure No: 4		Issue No: 1	Rev. No. 2
Title: Construction (Design & Management) Regulations		Date: June 2016	
		Approved: N Davies	

- iv) kept up to date as the project progresses;
- h) satisfy themselves that the designers and contractors that they engage are competent and adequately resourced to meet information requests in good time;
- i) ensure suitable welfare facilities are provided from the start of the construction phase;
- j) take reasonable steps to prevent unauthorised access to the site;
- k) prepare and enforce any necessary site rules;
- l) provide (copies of or access to) relevant parts of the plan and any other information to contractors, including the self-employed, in time for them to plan their work;
- m) liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan;
- n) provide the Principal Designer promptly with any information relevant to the progress of the Site and for the As built Detail for the health and safety file;
- o) ensure that all workers have been provided with suitable health and safety induction, information and training;
- p) ensure that the workforce is consulted about health and safety matters;
- q) display the project notification and current details of main Duty Holders.

[BACK TO INDEX](#)

APPENDIX 2 TEMPLATE CONSTRUCTION PHASE HS PLAN

Current legislation:

1. **CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 AND Guidance on the Regulations, L153,**

Site Name:

**CONSTRUCTION PHASE
HEALTH AND SAFETY PLAN**

CLIENT- (detail).

PRINCIPAL CONTRACTOR – SPELLER METCALFE (Div) LIMITED.

CONTENTS

INTRODUCTION

RECORD OF INFORMATION ADDED / UPDATED

SECTION 1 - DESCRIPTION OF PROJECT

- (a) Project description
- (b) Project programme
- (c) Site layout drawing
- (d) Details of Client, The Principal Designer, Designers, Principal Contractor, Structural Engineer and Temporary Works Designer, and other consultants.
- (e) Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

SECTION 2 - MANAGEMENT OF THE WORK

- (a) Site specific management structure and responsibilities.
- (b) Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.
- (c) Arrangements for:
 - i) Regular liaison between parties on site,
 - ii) Consultation with the workforce,
 - iii) The exchange of design information between the Client, Principal Designer and Contractors to be employed on site through the Principal Contractor
 - iv) Handling design changes during the project,
 - v) The selection and control of subcontractors,
 - vi) The exchange & management of health and safety information.
 - vii) Site security,
 - viii) Site induction,
 - ix) Managing persons under 18
 - x) On site training.
 - xi) Welfare facilities and first aid.
 - xii) The reporting and investigation of accidents and incidents including near misses.
 - xiii) The production and approval of risk assessments and written systems of work.
- (d) Site rules (including smoking and alcohol and drugs policies)
- (e) Fire and emergency procedures.
- (f) Insurance certificates and copy F10.

SECTION 3 - ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

- a) Project Hazard & Risk Assessment, initial submission, (To be revised as project develops)
- b) COSHH Check Sheet
- c) Hazard & Risk Assessment Methodology
- d) Hazard & Risk Assessment Matrix

- e) Site Specific Operations Method Statement evaluation requirements
- f) Fire & Emergency Plan
- g) Traffic Management Plan
- h) Site Specific Toolbox Talk Schedule

SECTION 4 – SITE SPECIFIC DOCUMENTATION & ARRANGEMENTS FOR STORAGE

- a) Site Specific Standard Forms, (to be appended as may be required)
 - i) Permits to Work; confined spaces; excavations; hot works; roof works; mobile towers; electrical works; appeal to use step ladders.
 - ii) Site Attendance Environmental impact monitoring register
 - iii) Site Specific Induction Form to be applied with SML Induction requirements
- b) Arrangements for Other Standard Forms
- c) Arrangements for collating and storing documents relevant to health & safety as works progress.

SECTION 5 - THE HEALTH AND SAFETY FILE, (for as built information for Principal Designer for compilation of O&M items).

- a) Layout and format.
- b) Arrangements for the collection and gathering of information.
- c) Storage of information.

INTRODUCTION

The purpose of this plan is to highlight the main health and safety issues in connection with the project and to explain Speller Metcalfe **Division** proposals for effective health and safety management to meet the moral and statutory obligations of a Competent Principal Contractor.

This Health and Safety Plan will be developed by the Company during the project to ensure compliance to all health and safety legislation and being mindful of the statutory requirement for the information to be concise easily understood and current. It should be read in conjunction with the Pre-construction Information Pack produced by the Principal Designer, in respect of the existing premises information and detail of historic uses of the Site, and the environmental habitat requirements.

It will be the specific responsibility of the Project Manager, to ensure the day to day implementation of this plan in connection with the works and the details of the Planning permission conditions as documented for hours of work, and as is our commitment as a conscientious Considerate Contractor, including provision of suitable information to the neighbouring property occupiers.

The production of this construction phase plan provides the information required in the CDM Guidance L153 and lays the foundation for the transition into the safe build requirements of CDM Regulations 2015.

A copy of this plan will be kept on site and the Project Risk Assessment which will be conspicuously displayed and refreshed as the phases of the project develop through the duration and duplicates will be held with The SML Site Management Team copied into our Server at Head Office.

The details will be kept available to all employees, sub-contractors and self-employed persons engaged with the Site in order that they may be informed and encouraged to make constructive comment and suggestions for the consideration and mutual benefit of all.

It will be the responsibility of the Project Manager to ensure that information and particularly Site Rules and procedures are provided to all employees and persons wishing to gain access to Site and to satisfy their obligation to be 'Authorised' to be on Site at the initial Site attendance and Site Induction.

This will be prior to commencement of the works and that 'On Site High Hazard Boards' are displayed to inform and instruct and remind individuals of the minimum expectations placed on them and the standards which they will be required to conform to.

This plan follows the guidance laid down developed and interpreted by the new CDM Regulations 2015 and Guidance L153 and in accord with current H&S Construction Regulations and accepted industry good standards of work and risk management.

Site Name:

**RECORD OF INFORMATION ADDED / UPDATED IN CONSTRUCTION
PHASE PLAN**

DATE	INFORMATION ADDED	ADDED BY

SECTION 1 – DESCRIPTION OF THE PROJECT.

1A DESCRIPTION OF PROJECT

The works for **Site Name:** consists of a, (provide a list which may be a summary or elements taken from the Pre-start Information pack).

DURATION – (--) Weeks
START DATE – (Day month year)
COMPLETION DATE – (Day month year)

The works involve the following main elements of construction with Temporary Works-Structural Engineer in-put as appropriate taken from the sequence of works and the build program.

Detail at **"*1, (list)"** items for support/shoring/propping as suitable and sufficient detail and design,

- **Detail the main elements of the program is sequence of action and build from initial consideration**
- **(bullet points encourage persons to be brief)**
-
- All as per the specification and drawings of ----- as Site Contacts directory information.

1B DETAILS OF CLIENT, PRINCIPAL DESIGNER, DESIGNERS, PRINCIPAL CONTRACTOR AND OTHER CONSULTANTS.

(examples following are just to indicate where entry may be made , and if not required to be deleted as should be with this note in this generic patern).

Site Address:
Norbar Torque Tools Ltd
Beaumont Road,
Banbury,
Oxfordshire
OX16 1XJ

Client
crohill@norbar.com

Catherine Rohill

01295 270333

Howard Green Projects Ltd
2 Whitall Street
Kings Sutton
Banbury
Oxfordshire
OX17 3RD

Contract Administrator hgreen@howardgreenprojects.com	Howard Green	01295 8114
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Hadland Manning Bullock & Partners Ltd
Apollo Park,
Ironstone Lane,
Wroxton,
Banbury,
Oxfordshire
OX15 6AY

Principal designer Quantity Surveyor richard@quality-surveyors.co.uk	Richard Trotman Richard Trotman	01295 731844 01295 731844
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CMI Architectural Ltd
11 Warren Yard,
Wolverton,
Milton Keynes,
Buckinghamshire
MK12 5NW

Architectural Services	Peter McCorkell	01908 224160 peter.mccorkell@cmiarchitecture.co.uk
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Vector Design
Church Farm Barns,
Copson Lane,
Stadhampton,
Oxford
OX44 7TZ

Mechanical & Electric Designers mike@vectordesigns.co.uk	Mike Williams	01865 892300
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Forward Structural Consultants Ltd
Manor Road,
Sandford St Martin,
Chipping Norton
OX7 7AG

Structural Engineers timh@forwardstructural.co.uk	Tim Harrington	01608 683764
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BSalus
5th Floor
Grovenor House
Prospect Hill
Redditch
Worcestershire
B97 4DL

Building Inspectors stuart.braithwaite@solusai.co.uk	Stuart Braithwaite	01527 598903
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1C EXTENT AND LOCATION OF EXISTING RECORDS and plans that are relevant to Health and Safety on Site, INCLUDING INFORMATION ABOUT EXISTING STRUCTURES as appropriate, ducts buried cables and local historic items.

Please see the appended documents list from the initial Pre-start information pack and subsequent investigations to be supplemented with,

- Analysts sample results for crushed material stock piled on Site and the results of the tests on the excavated hydrocarbon tainted fill from the localised 'front of Site' area.

Detail of existing Mains Services at Site threshold will also be included

Appendix B:

**INSERT RELEVANT INFORMATION; E.G.
EXISTING DRAWINGS
ASBESTOS REGISTER and SUBSEQUENT REFURBISHMENT AND DEMOLITION SUVEY
INFORMATION ABOUT EXISTING USERS HEALTH & SAFETY MANAGEMENT
(ANY OTHER CONFLICTING INFLUENCE, ETC).**

SECTION 2 - MANAGEMENT OF THE WORK

The project works will be under the direct supervision of the Project Manager **Project Manager** who will be responsible for the day to day successful management of the works.

Project Manager is also the Temporary Works Supervisor

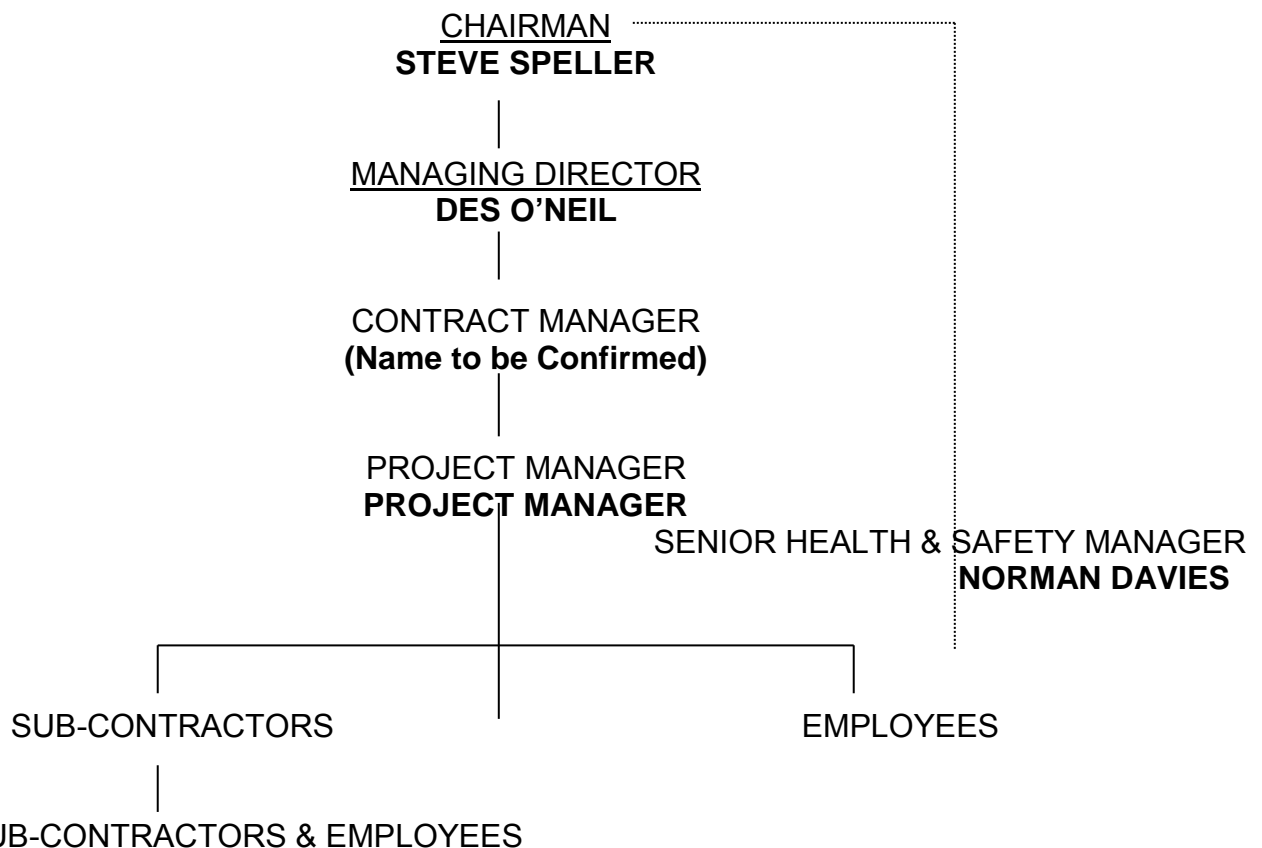
The Person named as Project Manager will satisfy duties regarding health & safety which are outlined in the Safety Policy which is displayed at Head Office and will be held on site.

The project will be regularly visited by the Contract Manager who will monitor health and safety standards and apply the enshrined good practices of '**Plan, Do, Check, Act**', as the thrust of direct and applied H&S management and the aim of the CDM Regulations.

The Health & Safety Manager having a support role will at first,

- Visit the site and carry out a general site inspection and produce a health & safety report listing the defects noted and assisting The Site Management in targeting corrective actions to transgressing individuals/Organisations.
- In the event of a 'Material Breach' of statutory requirements the works and area /access to it will be isolated and corrective actions initiated through Site management direct routes
- As the project progresses, the Health & Safety Manager will visit on a regular basis and will increase inspections at periods when High Hazard works are scheduled to assist the Site in confirming that Control and Risk management are in place.

The Director **Des O'Neil** will take overall responsibility for ensuring safety standards are being met on the project.



2B HEALTH AND SAFETY GOALS FOR THE PROJECT AND ARRANGEMENTS FOR MONITORING AND REVIEW AND SAFETY PERFORMANCE

The company will follow the guidance given by the HSE in their document Successful Health and safety Management to ensure goals and will implement the five steps as follows:-

1. Setting good health and safety policy.
2. Organising Staff and ensuring competence.
3. Good planning and setting of high health and safety standards.
4. Measuring performance and regular monitoring.
5. Learning from experience, audit and review.

Speller Metcalfe Ltd will always seek to apply the principles of prevention and has developed the style of collaborative working to bring the volume of experience and application to the project for the mutual benefit of all concerned. The Company Safety Policy outlines in full the Company's approach to health and safety and the actual commitment which the Organisation has to satisfy H&S obligations.

Monitoring of the works will be undertaken on a daily basis by the **Project Manager** and more frequently in specific high hazard activities.

To confirm that this has been satisfied the Project Manager, will complete a Daily Site Diary and satisfy the Weekly Site Diary company submission Rule.

This will be in addition to either completing the necessary Statutory registers or confirming that the register has been completed by the relevant Competent Contractor.

As the **Project Manager** will confirm that each Competent Contractor has produced their own Site Specific Safe Systems of work detailed in their Method Statements and Risk assessments (RAMS), which he will have evaluated to satisfy the criteria of being suitable and sufficient for the works required on Site.

This record is necessary and will be satisfied as additional controls may be required such as Permits to recognise and focus ownership of a responsibility and to clarify who is the competent person or duty holder in inspections.

As Principal Contractor it is necessary to ensure so far as is reasonably practicable that the Contractors and Sub-contractors are meeting their obligations as per the pre-start meeting and Contract and are employing the Controls which they will have detailed and committed in their Risk assessments and Method Statements to manage the risks.

The Contract Manager, as representative of the Principal Contractor will monitor the works' health and safety conditions and health & safety management, and on a monthly basis complete a Contractors Performance Review within which he will evaluate the Contractors compliance and demonstrated diligence in satisfying the 10 review parameters.

He will give an update on matters relevant to health & safety and any goals set within the contractor's report at each **Site Progress Meeting**.

The Contract Manager will support the Project Manager and will apply themselves to encourage the satisfactory progression of the schedule of the project meeting the expected standards of quality and health and safety.

The Contract Manager will actively review the quality of provisions and review the performance of all Contractors on a monthly basis as a demonstration of the requirement to monitor and manage the Site as a Principal Contractor is required to do confirming that reasonable requests have met with the levels of cooperation expected from Competent Contractors.

Contractors and Sub-contractors supervisors will also monitor the health and safety standards and maintain the commitment given to SML to satisfy the conditions of Contract and the obligations of a competent organisation to fulfil their obligation under the Construction Design and Management Regulations 2015, and in particular to satisfy Regulation 8 General Duties and Regulation 15 Duties of Contractors.

Contract Manager Contractor Performance Review.

Review will be on a monthly basis and eventually when the contract is completed the **construction team will review the contractors professional performances and in particular the health and safety performance scores, to build a true record of the nature of the product provided, and to assist in the “Soft landing” transition of the project into the arms of the client..**

In the event of poor performance scores, (Less than 5 and deteriorating to serious review levels) the 'Iprocure Contractors Performance', system will flag up the problem areas and the Contractor will be brought in to answer for the demonstrated deficiencies with the Divisional Director and the Procurement Manager. If there is a H&S deficiency it is expected that the H&S Manager will already have been informed and substandard working practices will have already been terminated.

There is to be no compromise on H&S on Site, and in situations of demonstrated irresponsible behaviour or action the Project Manager is empowered to take immediate exclusion actions against the individual or Company, pending review with Contract Manager and H&S Manager.

In the event of a visit by the HSE Inspector the acting Project Manager must give every assistance to the Inspector so far as he is able and in the event of there being an area of concern to immediately suspend the works and notify the Contract Manager, The H&S Manager and Divisional Director and The Chairman /Company Safety Director Steve Speller as soon as is practicable.

The **CDM co-ordinator/Principal Designer will be notified** as soon as possible in the sequence of actions. The priority is to limit the transgression by demonstrated immediate action, to allow appropriate corrective measures to be implemented.

It is the stated aim of SML to provide a safe place of work with safe access in an environment of similarly competent persons working in controlled conditions with suitable and sufficient plant and equipment and sufficient provision of controls to maintain health and safety with welfare and sanitary facilities suitable for the work force in the 21st Century.

In the event of poor performance the Contract Manager is to be notified.

In the event of a visit by the HSE, Project Manager must provide every assistance as well as notifying both Des O'Neil and the Principal Designer, as soon as possible.

2C ARRANGEMENTS FOR:

i) Regular liaison between parties on site

A pre-order meeting to the set agenda will be held and chaired by **Contract Manager** . Minutes of this meeting will be taken and health and safety discussed.

A mobilisation meeting will be held prior to the commencement date and chaired by (Name to be confirmed), **(Contract Manager), (Project Manager), (Planer), Named Qs (Quantity Surveyor) and Norman Davies (H&S Manager)** will attend.

The CONTRACT MANAGER will regularly hold contract team meetings to review and update safety and examine the Site H&S Inspections with the Project Manager and Contractors who will be allocated time to 'put their case' and answer where there is a deficiency. Speller Metcalfe Ltd will endeavour to work to resolve all issues and respect is anticipated to be mutual to encourage early highlight and solution to potential risk items.

All sub-contractors will be provided with a copy of the Construction Phase Health and Safety Plan on request so that they are aware of the hazards of the project and any specific safety rules and procedures required, or dictated by the Client, or nature of the project. All sub-contractors will be given a suitable period to assimilate the information and provide suitable and sufficient commitments prior to starting on the project.

A copy of the pre-construction information pack and construction phase health and safety plan will be kept on site and will be made available to all persons on site.

Information about risks will be given to operatives at Site Induction at which time their own Risk Assessments and Method Statements requirements will be verified with them, and training courses and required toolbox talks, which will be confirmed with the nominated Site Foreman/Contact for the Contractor.

Speller Metcalfe expects that the Contractor will ensure that in situations where members of the workforce do not understand or can speak English, then a translator, or good English speaker is committed to be an absolute component of their Site Team. This is to ensure that instructions are relayed in an appropriate and succinct manner and that in the event of an emergency evacuation there shall be no mixed messages or capacity for mis-information.

Furthermore, preventative and protective measures under risk assessments will be given to personnel prior to work activities being undertaken to be assured that the sequence of work is understood and is satisfied.

No one will be allowed to access Site OR undertake work on site unless they are inducted and sign the Induction Register and subsequently sign the Site attendance register per day to enter and leave Site.

Sub-contractors will be required to produce risk assessments and method statements on being awarded the contract for their allotted works/expertise and these will be kept on Site in a file retrieval system. These RAMS will form part of the development of the Construction Phase H&S Plan, and each Contractors documents will be evaluated to indicate suitability and sufficiency, as well as having engaged persons sign to confirm their acceptance of the work system provided by their Employer.

Sub-contractors will be required to attend regular site meetings as may be called by the SML Contract Manager.

All method statements will be produced and passed to the Site management Team to allow them to be evaluated by either **(Name to be Confirmed)** Contract Manager or **Project Manager** Project Manager to be logged as being suitable and sufficient so far as is reasonably practicable prior to start of work, or in need of further attention prior to start to correct the deficiency/discrepancy.

These documented Safe Systems of Work will be signed off by the workers concerned to be reassured that they are aware of the requirements and controls and understand what is required of them to implement the task.

ii) **Consultation with the workforce**

All persons on the project works or their representatives will be given the opportunity to give their views on health and safety. Management run an 'open door' policy on health and safety matters and will actively engage with the work force to confirm the adequacy of systems to be employed.

It is SML practice to appoint **Site Safety Champions** from the leading men of the Contractor's Team to give them recognition of responsibility and expectation that they will take an active role in maintaining H&S standards and ownership of their operations on Site.

Consultation will also be dealt with at both induction and when toolbox talks are being undertaken.

Where necessary, arrangements will be made to have weekly meetings between Contractors to ensure co-ordination of views, particularly where high risk activities are undertaken.

A company suggestion scheme is in operation which allows the workers to raise or suggest methods of improvement.

Consultation will also take place with the **Principal Designer** where necessary.

iii) **The exchange of design information between the client, designers, Principal Designer and contractors on site**

CONTRACT MANAGER will liaise with designers to co-ordinate the provision of information. This may be supplemented by the proactive actions of the Project Manager, who will ensure that the Contract Manager is fully and accurately informed of all discussions to avoid any potential for miss-understanding.

Copies of as-built design drawings will be kept for the health and safety file. Any design work by Speller Metcalfe Limited or Sub-contractor will be passed to the design team for vetting.

iv) **Handling design changes during the project**

Where design changes are required the relevant member(s) of the Speller-Metcalfe construction management team for the project will contact the designer and where necessary contribute to discussions on buildability, usability and maintainability of the finished structure. It

will be the responsibility of the designer to provide the **Principal Designer** with any information relating to design changes including and a copy of the design risk assessment.

The main contact between Principal Designer and any sub-contractors (including designers in design-build forms of contract) must be in recognition of the Principal Contractors Competent Person/Organization Criteria, as the PC is responsible for the construction phase and needs to be confident that technical considerations and design requirements are satisfactorily met.

Where the designers are employed by the Client, Principal Designer may make direct contact but they must recognize their duty to co-operate and liaise in reasonable time with all parties. In particular, they should involve the Speller-Metcalf in order to minimize the possible impact of the changes which may have commercial and health and safety implications.

There needs to be considered early thorough planning and adequate time allocation to consider, examine alternatives and apply any changes required to keep risk assessments and method statements and sequence sufficient to manage the potential for harm.

v) **The selection and control of subcontractors**

Prior to appointment, sub-contractors and self-employed personnel will be required to demonstrate their health and safety competence.

Speller Metcalfe Limited ensures a rigorous assessment policy for sub-contractors in terms of competency. Please refer to our sub-contractor selection process which is carried out in accordance with ISO 9001. Policy documents are available in our Health & Safety policy file.

All sub-contractors will be required to meet the requirements of the SML Procurement system and provide the following which will be confirmed at the latest at Pre-Start Site meeting:-

- Current Company Safety Policy
- Employers Liability Insurance
- Site Specific Sequenced Method Statements for high risks
- Suitable and Sufficient Risk Assessments
- Manual Handling Assessments – as relevant
- Noise Assessments – as relevant
- Control of Vibration Assessments – as relevant
- COSHH Assessments and Hazard Data Sheets
- Details for proof of training relevant to work activities as current, eg CSCS, PASMA, IPAF, NASC (scaffolder), Gas Installer, NIEE and others?

All suppliers of materials will be required to provide material hazard data sheets in addition to COSHH Assessments to enable further assessment to be made as may be required.

The performance of all sub-contractors will be continually reviewed by the Speller Metcalfe Limited construction team as the project proceeds and at completion.

vi) **The exchange & management of health and safety information.**

The Project Manager will ensure that all workers receive an induction and at that time they will confirm their qualifications and provide a copy of their CSCS card or nationally recognised equivalent.

The operatives will also complete the Site Specific Site induction and Personal Health assurance sheet, in the presence of the SML person carrying out the instruction.

Cards will be confirmed by all persons credentials being checked against National Data Base records.

It will also be a requirement that the Contractor's Leading Person and nominated Site Supervisor will be on hand to confirm and explain the Site Specific Requirements of the Contractor's own safe systems of work in the form of bespoke Risk Assessments and Method statements and the detail of any particular safe systems of work and special work equipment and PPE, which in itself may require proof of training.

Continuing verbal communication will be carried out, outlining any changing hazards as they arise and the up-date of the Site "TODAYS HAZARDS ARE :--- ---" notice.

(For further details, please refer to our CHAS compliant health and safety policy document, a copy of which is available on request from our head office).

There are several levels of communication that we consider important to the collecting and gathering of communication.

ONSITE / DAY TO DAY

The **SML Site Management Team** will be responsible for collating all information relevant to health & safety at site level; this will include:

- Sub Contractor Risk & Method Statements
- Personnel Training Records & Certificates
- Permits to Work
- COSHH, NOISE, VIBRATION, PPE, MANUAL HANDLING assessments and LIFTING PLANS
- PUWER records
- Scaffold Inspection Records
- Any other relevant information

CONTRACT MANAGEMENT

The Speller-Metcalfe Contract Manager will be responsible for forwarding and collating all information relevant to health & safety on site for inclusion in the health & safety file.

This will include ensuring that any method statements and risk assessment that are received by the Contract Manager but may not have been received on site are duplicated and given to the Site Management team.

This should ensure that the Site Management Team are always in possession of relevant documents prior to appointed operatives carrying out works; and can check the operatives understanding and knowledge of the method statement.

The Contract Manager will be responsible for forwarding health & safety information relevant to Subcontractors employed by Speller-Metcalfe as subcontractor procurement occurs during the course of the project. This will include information as to assessment of the subcontractors' competence to manage health and safety.

The Contract Manager will usually be responsible for collating all information necessary to compile the Operations & Maintenance manual to hand to the Client at the end of the project.

SUBCONTRACTORS

Subcontractors will be required to supply method statements and risk assessments to either or both the Speller-Metcalf Contract Manager or Project Manager for all elements of work where there is a risk involved. Subcontractors will also be partly responsible in conjunction with the Speller-Metcalf site management team for ensuring that the personnel carrying out the work on site are aware of the contents of the method statements / risk assessments.

Subcontractors will be required to notify the Speller-Metcalf site management team on any occasions when an incidence occurs in their work that presents an immediate or new risk on site.

Principal Designer

The Principal Designer will be responsible for ensuring that all requests for information required to be including in the Construction Phase Plan are communicated to the SML Contract Manager in the mobilization period for the project and as works progress. The Principal Designer will normally sign for and accept the first issue of the Construction Phase Health & Safety plan prior to any works commencing on site.

vii) **Site security**

The integrity of the Site and all facilities to be deployed will be maintained secured so far as is reasonably practicable to prevent any un-authorised access.

As may become necessary and with discussion and consideration there may be provision of active security systems set up by a security company but SML intend that all practical measures will be deployed constantly to keep the need for extra external out of hours security cover to a minimum.

(SITE SPECIFIC DESCRIPTION eg.

As the Site is contained within an established boundary only accessed from the front road side entrance with no other rights of way standard Site Entrance vehicle and segregated pedestrian Access gates will be established and set back to allow good threshold visibility and safe clearance of the pavement and highway from attending deliveries.)

The integrity and stability of all boundaries will be reviewed and confirmed with structural engineer's advice on the specification for conventional hoarding posts, with manufacturers requirements met for lashing, bracing and ballasting where system security panels are deployed at the rear boundary and adjacent to the residential properties boundary.

The Project Manager will take responsibility for ensuring that all reasonable measures have been taken to make the site as secure and safe as possible before the end of the working day. This will include;

- Ensuring that all site fencing is erected and fastened securely.
- Ensure that the shutters on all site accommodation are locked and secure.
- Ensuring that security grade lock tumblers are provided for the containers provided, and measures deployed at Secure Site Stores of consumables

- Ensure that all steps as practicable are taken to move smaller items of plant into secure storage and lock and immobilise larger items of plant such as diggers and dumpers.
- All fuel containers are to be removed or stored within proper facilities
- Ensure that all excavations are fenced off with rigid guard rail systems.
- Ensure that the scaffold ladders are supplied with end of day lock off plates
- Ensure that entrances to the building are made secure as becomes possible.
- Materials which could easily be used to start a fire are removed to segregated waste skip (as a foil against Arsonists)
- Skips are sheeted or covered where combustibles are stored
- Green work is closed off to prevent collapse due to vandals or wind causing topple over

viii) **Site induction**

All personnel will attend a health and safety induction prior to commencing work on site. This will include viewing of the Speller Metcalfe Ltd Company Induction DVD, details of the Site and requirements of the safety plan components,

- (Emergency procedures, Fire Management and Traffic Management), together with
- Method statements, risk assessments,
- Permits, security, noise, dust reduction and other specific site rules.

Persons with a health condition and those who are operators of plant will be required to complete a brief medical information request.

Please refer to the site specific induction form and site rules, copies of which are held within Section 4 of this document.

ix) **Persons under 18**

Speller-Metcalfe Ltd. recognise that young people may not have as good an awareness or ability to understand the hazards and risks associated with working on a construction site

Therefore;

Persons under 18 will receive a special induction assessing any specific risks and controls that will be applicable to them onsite. This assessment will identify the person(s) who have responsibility for supervising under 18 years old.

Job specific training is expected to be given to persons under 18 as identified in the task and person specific risk assessments, copy of which will be sent to their parent/guardian.

x) **On site training**

Project Manager will undertake, **OR delegate** the provision of regular toolbox talks as per the site specific tool box talk schedule and give workers the opportunity to discuss or raise health and safety issues.

Where called to attend persons cooperation is mandatory, 'as a reasonable request under the CDM Regulations 2015.

xi) **Welfare facilities and first aid**

We envisage that the **maximum number of people on site will be up to 30** with provisions for ladies and visitors.

Project Manager and Site Managers as DESIGNATED FIRST AIDERS and Contractors with a similar certification will be the designated First Aider under the requirements of the First Aid at Work Regulations and ACOP.

We have worked on an initial formula of 10 members of personnel per 'WC' **and will provide adequate flushing toilets on site in the first instance**; increasing capacity as necessary as the project proceeds.

Arrangements for on-site first aid will be made to confirm the availability of individuals to meet the Appointed Person Standard. This will be further discussed with contractors to ensure they have trained first aid Appointed Persons where engaged in high hazard activities.

All first aid treatment will be recorded as a component of the Incident /Near Miss report.

A plan showing the route plan to nearest casualty hospital will be displayed in the site office.

The nearest casualty/accident and emergency Hospital is :

The nearest Minor injuries and casualty Hospital is :

A first aid kit to the requirements of the First Aid at Work Regulations and Approved Code of Practice ACOP Scale 3 will be kept on site. There will be an on Site Assessment of the availability and distance to mains running water in the event that an eye injury should warrant flushing. If no main water is readily available then provision of an eye wash station will be made (with sterile saline solution) .

The following statutory notices will be displayed in rest room:-

1. Health and Safety Law poster.
2. Employers Liability Insurance Certificate.
3. First Aid Sign.
4. Fire Procedures/Routine.
5. Site Fire Plan.
6. First Aid Guidance.
7. Emergency Numbers.
8. Route plan to nearest accident/emergency hospital.
9. Environmental Agency Emergency Numbers
10. F10 (Rev)
11. Consultation with workers procedure.
12. (Designated plant operators)=optional.

xii) **The reporting and investigation of accidents and incidents including near misses**

Speller Metcalfe Ltd do not hold an accident book on site, there is a bespoke format included in the Site Start up pack which also requires that 'Near Miss, events also be recorded.

All incidents accidents dangerous occurrences and near misses must be reported to the Project Manager as soon as practicable after the event on the same day.

All accidents/incidents/near misses are to be reported to Project Manager and Contract Manager **who will pass information on to the H&S Manager**, which includes accidents to sub-contractors, self-employed persons, members of the public and visitors.

In the event of an accident where an injury is sustained it will be the responsibility of Project Manager to manage the **casualty as the priority** and then to quarantine the area **being sure to take photographs and keep any plant or equipment secure** until Senior SML Management and possibly 'Others' have examined it!

This is to allow a thorough accident investigation to be carried out find out the cause and as appropriate allow measures to be implemented prevent any re-occurrence. (Further to this and depending on the seriousness of the accident Company Policy and Procedures may have to be reviewed if there is a system deficiency or flaw detected).

In the event of a reportable accident/disease or dangerous occurrence, (RIDD0 Regulations 2013), the procedure as laid down in the safety policy procedures, "Procedure 1" should be followed.

Contractors will be required to provide copies of F2508 or F2508A as applicable to Speller Metcalfe Limited Head Office for the attention of Liz McKinnon and copied to Norman Davies. Alternatively the HSE call centre can be notified. **Near misses and safety concerns will also be reported to Company and investigated.**

xiv) The production and approval of risk assessments and written systems of work
(The evaluation of all submitted documents will be 'closed off' using form **HS Doc 15**)

Project Manager / Site Manager will be responsible for producing risk assessments for any works undertaken by Speller Metcalfe Limited employees. These will be read and explained to the employees concerned.

Specialist sub-contractors will be required to provide their method statements and risk assessments where deemed necessary in relation to the works being undertaken and these will be approved by **CONTRACT MANAGER, and Project Manager** as appropriate prior to start of work.

Method statements will be produced for high risk assessments and checked/approved by site management. These will be 'signed off' by workers.

All operations will be assessed whether formally documented or informally assessed and method statements will be produced for those areas of work that are deemed necessary.

2D SITE RULES

1. All persons are to report to the Speller Metcalfe Site Office upon arrival on site each day.

You are required to sign to confirm your attendance within the site register which is kept in the Site Office and sign out on the register when leaving site.

This measure is necessary for us to maintain an accurate record of personnel present on site to allow for an accurate role call in the event of a fire evacuation.

2. No person will be allowed on site without first having received induction from our Project Manager. This will include a viewing of the Company Induction DVD and a specific site induction with items important to everyone's health and safety, and Authorise Site Access.

At induction persons will be allocated a numbered identification badge to confirm their authorisation which should be worn at all times while persons are on site.

3. Construction Safety Helmets, safety boots together with high visibility vests and suitable gloves are to be worn at all times. (An emergency stock of supplementary PPE (nuisance grade dust masks EN 149 FFP3,) (impact rated goggles EN 166,)(disposable hearing protection)(and a range of gloves) is held in our Site Office for Speller Metcalfe employees and may be available from our Project Manager in the event of an emergency and on/at his discretion.

In such event items issued will be charged back to the Contractor.

We reserve the right to turn away persons who do not come to work with the proper and correct work equipment for the task which they have been contracted to carry out.

4. Transistor radios, "I" pods and similar are not allowed on site because of the distraction factor.
5. **Do not smoke** on site other than within the areas appointed by the Project Manager. A verbal and written warning system is in operation and will apply if you are found to be smoking in a restricted area. This could result in exclusion from site.
6. No eating or drinking on site other than within the appointed mess facility.
7. **Permits.** Any works that you undertake which may involve, Excavation, Electricity, Hot works, Roof works, or a Mobile Tower will require a Permit to work issued by a Project Manager or other appointed competent Speller Metcalfe Ltd person.

8. **Use of step ladders is banned on site**, although special appeal is available for exceptional circumstances to the Project Manager who may make the exception.

Podium steps are to be used when working at low level and access towers where access to higher levels is required. Speller Metcalfe permit and "Scaff-tab" Procedure, will be satisfied in all cases, **NO "Scaff-tab" = NO Ownership = NO USE !!**

Provision of PASMA or 'Scaff-Tags' for Tower Scaffolding is the responsibility of the Contractor bringing the item to site. Mobile access towers may only be erected by competent certificated persons with proof of training.

9. You are required to maintain an appropriate dress code, this means **NO SHORTS**. High visibility vests displaying the Speller Metcalfe logo must be worn at all times; failure to do so

will result in the operative being warned and on further or repeat incident, the individual will be excluded and removed from site.

10. Do not use bad language, or act in an offensive manner to anyone on or adjacent to Site.

11. What to do in the event of fire – see the fire drill on the site office and canteen walls.

Read carefully and understand the emergency fire procedures notice to ensure that you are conversant with the site rules, allocated routes of emergency exit and muster points.

12. Working Area - Plans are displayed inside the site office showing the confines of the working areas and access routes thereto.

Do remain within the agreed site boundaries at all times, and do use designated access routes.

13. Parking – Areas of permitted car parking will be explained to you during site induction and are also displayed on the site layout drawing displayed within the mess facility.

14. Hours of Work – Normal hours of work will be applied.
(Weekend work will **ONLY** be allowed by prior arrangement with site management).

15. Only 110 volt power tools with a current PAT test and in visual good order are to be used on this site.

16. You **MUST** make sure that you tidy up **all** arisings upon completion of your works each day. All debris and waste products should be placed into the skips provided. Your untidiness could present others with a trip hazard that results in injury!
Failure to clean up will result in issue of “Clearance Notices” and recharge !

17. No drugs or alcohol or anyone under the influence of the same are allowed on site. Anyone found to be under the influence or in possession of drugs and alcohol on site will be liable for instant dismissal through gross misconduct and must recognise **that we have a Policy which will be implemented as a result of good cause!**

18. You must adhere to the rules of the Speller-Metcalf **Traffic Management Plan** for the site; this is displayed on the canteen wall, routes must be followed. You must obey site speed limits and only operate plant which you are authorised and insured for.

19. SML require that persons in the vicinity of mobile plant will not wear Hoodies or hoods on coats over their which obstruct their fields of view and expose them to an unnecessary risk from lack of peripheral vision and self-preservation.

THESE SIMPLE BASIC RULES ARE SET DOWN FOR YOUR OWN BENEFIT AND IF FOLLOWED THEY WILL HELP US MAINTAIN A SAFE AND HAPPY WORKING ENVIRONMENT.

2E FIRE AND EMERGENCY PROCEDURES

Information regarding standard fire and emergency procedures are included in the Project Manager's Health & Safety file.

The site specific plans can be found in the Overall Project Method Statement in section 3 of this plan. This includes a break down of site specific responsibilities.

SCHEDULE FOR UPDATING OF THE SITE FIRE AND EMERGENCY PROCEDURES

During the course of the project it may be necessary to update the fire and emergency action plan due to alterations to an existing building structure, the nature of the works being carried out or new structures being constructed.

In this case it will be necessary for the Contract Manager and Project Manager to redraft and re-implement the site specific fire plan at the following dates / key project points:

(SITE SPECIFIC DATES TO BE CONFIRMED following first phase).

SECTION 3 ARRANGEMENTS FOR CONTROLLING SITE RISKS

3A LH 427 SPELLER-METCALFE RISK ASSESSMENT CHECK SHEET

The following check list is intended to act as a prompt to identify all activities and risk involved with the project.

RISK ; SHEET NUMBER		APPLICABLE TO PROJECT?
Arc Welding	B16	no
Asbestos Containing Materials (ACM)	A01	YES✓
**Battery Charging DELETED ITEM		**
Bitumen Boilers	B20	no
Brick / Block Laying	A02	✓
- Stone-work	A23	✓
Cartridge Operated Tools	B02	✓
Chainsaws	B03	✓
Chains Slings & Lifting Gear	B12	✓
- Slinging of Loads	B15	✓
**Cladding SPECIALIST Work At Height, PUWER PPE		**
Concreting Operations	A05	✓
Confined Spaces / Manholes / Sewers	A06	✓
- Works encountering Raw Sewerage	A33	
Contaminated Land	A07	✓
** Cradle DELETED! SPECIALIST Work At Height, PUWER, PPE		**
** Cranes LOLER 1998 Regulation 8 LIFT PLAN PER ACTIVITY		**
Demolition	A08	TBC
- Pre-Demolition Enabling	A18	TBC
Disc Cutter (Abrasive Wheels)	B01	✓
Dumper	B05	✓
Dry Lining / Structural Stud Work	A09	✓
Electrical Equipment	B06	✓
- Electrical Installations (temp)	A10	✓
- Cable Pulling	A03	✓
Electricity (Overhead Cables)	A15	no
Excavation (see under ground services)	A11	✓
- Trial Trenches	A30	✓
- Under Pinning	A32	TBC
- Hydraulic & Pneumatic Tools	B11	TBC
Excavator	B07	✓
- Excavators used for Lifting	B08	✓
Form Work	A19	Retaining wall?
Fire (Office)	A12	✓
Forklift / Telescopic Handler	B09	✓
- Man Cage for Mast Forklift	B17	✓
Fragile Roof	C03	no
- Roof Work (Maintenance)	C09	
Gin Wheel	B21	✓
Glazing	A13	✓
Grit Blasting		no
- High Pressure Water Cleaners	B10	
Highly Flammable Liquids	A24	✓
Highway (working on)		no
- Street Works	A27	
- Traffic Management	A29	
Hoist (goods)	C05	no
Hoist (inclined)	C13	✓?

** Jump Starting Batteries, DELETED! SPECIALIST!		**
**Lasers, DETAIL IS UNIQUE TO EQUIPMENT,(as site procedure)		**
Ladders	C04	✓
Loading & Unloading	A36	✓
Lorry Loader	B19	no
Lead	A14	✓
LPG Cylinders	A25	✓
Maintenance of Plant	B22	✓
Mobile Elevated Works Platform	C06	✓
Mobile Towers	C07	✓
** Motorised Scrapers, DELETED! SPECIALIST!		**
Openings / Edges / Open Joisting	C11	✓
Painting	A16	✓
Piling	B14	no
** Planer (road), DELETED! SPECIALIST!		**
Portable Power Tools	B06	✓
- Hand Tools	B13	✓
- Hydraulic & Pneumatic Tools	B11	✓
Pre-cast Concrete Works	A17	no
Rendering	A20	no
Refurbishment	A35	no
Roofs (Less than 10° pitch)	C02	no
Roofs (More than 10° pitch)	C10	✓
- Roof Truss Erecting	C08	✓
Scaffold	C01	✓
Skid Steer Loader	B18	no
** Skip Loader, DELETED! SPECIALIST!		**
Structural Steel Works	A28	✓?
** Trencher, DELETED! SPECIALIST!		**
Trestles	C12	✓?
Underground Services	A31	✓
Unauthorised Persons / Site Access	A21	✓
- Site Set Up	A22	✓
- Storage of Materials on Site	A26	✓
Water (working over)	A33	no
Welding	B16	no
Woodwork Machinery	A04	✓
Reversing Vehicles	A29	✓

3B L427 COSHH ASSESSMENT CHECK LIST, (TBC On Site)

PRODUCT	PRESENT
1. Natural Aggregate	
2. Sand	
3. Cement for Concrete and Mortar	
4. Hardened Concrete	
5. Mortar and Concrete	
6. Stoneware Pipes and Fittings	
7. Plastic Pipes	
8. RIW	
9. DPC and Roof Felt	
10. Man-made Mineral Wool	
11. Bricks and Blocks	
12. Wood Dust	
13. Steel Re-inforcement, steel and cast iron pipes.	
14. PVC Waterstops	
15. Mastic Filler and Sealants	
16. Diesel, Fuel / Gas	
17. Petrol	
18. General Painting	
19. Hydraulic Lubricants, oils and greases	
20. Roof Tiles and Slates	
21. Flash band and primer	
22. Sulphuric Acid	
23. Methylated Spirits	
24. Bleach	
25. Butane Gas	
26. Araldite Rapid Resin	
27. Plasterboard	
28. Carlite Browning	
29. Carlite Finish	
30. Lime CA (OH) – Slaked Lime	
31. Lime Cao – quick lime	
32. Tipp-Ex	
33. Artex (Dry Prep)	
34. Artex (Ready Mix)	
35. Greenham Sanitary Fluid	
36. Nitromors	
37. Nitromors Paint Remover	
38. Jeyes Fluid	
39. Cuprinol Pigmented Products	
40. Cuprinol Preservatives	
41. Cuprinol Wood Preserves	

3C METHODOLOGY FOR ASSESSING RISK SEVERITY

Speller-Metcalf will assess the severity of risks in terms of the frequency of the hazard occurring and the potential severity of the risk. It is necessary to review the documents to confirm that they are suitable and sufficient for the site and the specific task.

In satisfying this, the risk assessor will pay attention to HSE guidelines and accepted safe systems of work or technical guidance in relation to the components of the activity, site, task and any special requirements of the work force in assessing the nature of risks. They will also base risk assessment on past experience of managing similar risk situations on similar projects.

In depth discussion of methodology is available in the Speller-Metcalf Health & Safety Policy document.

The risk assessor will attempt to negate or lessen the risk from the hazards involved with the project through identification of specific and relevant risk management control strategies.

The appointed risk assessor for the project will normally be the Contract Manager. In some incidences the Project Manager may be the appointed risk assessor. The person carrying out the risk assessment on this project is Contract Manager with support H&S Manager.

3D SITE SPECIFIC HAZARD & RISK ASSESSMENT ANALYSIS

Please see the A3 Project Risk Assessment sheets as follows, and to be conspicuously displayed on Site, with appropriate comment and fine tuned to raise Site concerns for the categorizing of Temporary /(Propping, Support, Structural and Load bearing) Works and the engagement of competent persons to advise on specific elements in addition to the permanent works to achieve the building specification and design.

Please note that this is not necessarily a complete list. The risk assessor may wish to include other risk factors in their assessment and will take account of the information relayed from the Pre-Start /Tender package provided to the Estimators as a responsibility of the Client under CDM Regulations 2015 and any other relevant information.

INSERT the modified A3 HAZARD RISK ASSESSMENT MATRIX

As follows---

TEMPORARY WORKS LIST (TW002)

PROJECT :		SHEET:	
CONTRACT No. :		DATE :	

ACTIVITY	IF APPLICABLE	CATEGORY 0, 1, 2, 3	TEMPORARY WORKS DESIGNER	TEMPORARY WORKS DESIGN CHECKER
Ground works				
Structural Refurb.				
Formwork				
Facade Retention	N/A			
Tower Crane	N/A			
Piling etc.				
Scaffold 'Basic'				
Scaffold 'Designed'				
Site Accommodation				
Fencing / Hoarding				
Demolition				

Prepared By :

[illegible]

INSERT SITE SPECIFIC METHOD STATEMENT ITEMS IN THE on Site TEMPORARY WORKS REGISTER TW003.

To be satisfied by accumulation and held on Site to be reviewed by Contract Manager and Project Manager as project program develops.

3F SITE SPECIFIC FIRE AND EMERGENCY PROCEDURE PLAN

Speller-Metcalfe will appoint at least one trained, competent person as a Fire Marshal.
The Fire Marshals for this site will be Project Manager

Any and all Hot Works will first be assessed by the Project Manager and then if appropriate he will issue a task specific Hot Works Permit.

Speller-Metcalfe have produced a Fire point plan and Fire Exit plan detailing Fire point positions, fire assembly point and fire exit routes including site signage.
These plans will be clearly displayed in the site office and welfare facilities and form part of the site induction for all site operatives and subcontractors.

Fire points will be located appropriately in each construction area; the Fire Marshal will be responsible for ensuring that sufficient fire points are located throughout the building.
It should be noted that as works progress it is likely that more fire points will be needed and fire exit routes will alter. This will be taken account of on a day to day basis by the Project Manager during inductions and tool box talks.

The Site Duty Holders /Deputy Wardens for Speller Metcalfe are;

Site Manager, (Authorised Person), {TBC}.....

The risk of fire at this contract is low but there are some activities that will evolve heat that could cause a fire and these are –

- Soldering of mechanical pipe work
- Mechanical cutting equipment
- Use of Abrasive wheel cutting discs (Sparks)
- Electrical equipment failure
- Electrical accident resulting in causing a fire
- Secret breach of the Site NO SMOKING Rule

All site welding or activity's evolving a naked flame will require a Hot Works permit issued by the Project Manager.

Each activity will require a specific method statement form the respective subcontractor
All Hot Works will cease at least 1 hour prior to the end of the working day and the area checked by the operative carrying out the works prior to leaving site.

The fire & emergency plan will be updated as per the schedule detailed in section 2 of this plan.

INSERT ANY FURTHER SITE SPECIFIC MEASURES NECESSARY.

3G SITE SPECIFIC TRAFFIC MANAGEMENT PLAN

INSERT SITE SPECIFIC TRAFFIC MANAGEMENT PLAN

3H SITE SPECIFIC SCHEDULE OF TOOL BOX TALKS

PROJECT SPECIFIC SCHEDULE FOR TOOL BOX TALKS

TOOL BOX TALK TOPIC	PROGRAMME WEEK FOR TALK	PERSON(S) RESPONSIBLE FOR CARRYING OUT TALK	DATE TALKED CARRIED OUT SIGNED BY PERSON GIVING TALK

SECTION 4 SPELLER METCALFE LIMITED HEALTH & SAFETY DOCUMENTATION

It is our view that this Construction Phase Health & Safety plan should contain information specifically relevant and useful to the project that it is being prepared for.

This follows the intention of the HSE that the CDM regulations seek to reduce the amount of bureaucracy involved in the management of Health & Safety and adopt the principle that 'simple risks need simple controls'

In view of this we have sought to limit the inclusion of generic reproduced documents concerning health & safety therefore attempting to make the Construction Phase Plan a concise, useable document.

All relevant documents concerning compliance to legislation are contained in our Health & Safety Policy and Procedures.

4A STANDARD FORMS

All of the forms included in this section are aimed to act as templates for the thought processes & procedures that need to take place to ensure effective health & safety management. When used they should be tailored to consider the specific nature and requirements of the project involved.

(All standard forms are available as Section 7 Controlled Documents).

i) Permits to Work

- **Confined Spaces Access**
- **Excavation – Permit to Dig**
- **Electrical – Permit to Work**
- **Hot Works Permit**
- **Ladder Use Permit**
- **Mobile Tower Permit**
- **Permit to Lift**
- **Roof Work Permit**
- **Step Ladder Appeal?**

Temporary Works Permit. TEMPORARY WORKS PERMIT (TW004)

PROJECT :		SHEET:	
CONTRACT. :		DATE :	

Location or Section:
Description of Temporary Works:
Temporary Works Drawings, Specification and Calculation References:

<i>Erection Check</i>
Having checked the Temporary Works erected, I certify that to the best of my knowledge and experience the Temporary Works have been constructed and erected in accordance with the design and/or drawings.
<i>Drawing Identified Y/N Drawing Dated Y/N</i>
Signed: T W S Date:

<i>Permit to Load</i>
The Temporary Works have been checked as being constructed and erected in accordance with the design and/drawings; permission is therefore given to load the Temporary Works within the limits of the design and/or drawings.
Signed: T W Co Date:

<i>Permit to Dismantle</i>
This permit is / is not required (Temporary Works Co-Ordinator is to determine)
The Permanent Works, which have been constructed using the Temporary Works as described above, are sufficiently advanced and have achieved adequate strength and stability. Permission is now granted for the dismantling and removal of the Temporary Works.
Signed: Date: Temporary Works Co-Ordinator

Step Ladder REQUEST Appeal--- Completed by contractor with special situation ?
*** THIS IS A DAY REQUEST PROTOCOL, STEPS TO BE LOCKED DOWN OTHERWISE!**

Request made by? (Company,)

Who is making the request, AND will be responsible for the Step Ladder?.....

Are you authorised by your Company to make this request, insured? YES. NO. Don't Know?.

Mobile telephone number;

Specific location on site?

Hazards presented by location?

Reasons why an alternative to steps is not viable, (PODIUMS) (PULPET) (TOWER) (Mast- vertical Platform) (Mewp)?

1/.....

2/.....

Activity to be carried out, which will **NOT** require both hands?.....

Maximum duration of use in the day?.....

What is the Step Ladder ID Mark, Number?.....

Contractor to satisfy all box questions below,

Step Manufacturer's instructions are in compliance with BS/EN 2037 (1991) Class1 displayed ?	Yes/No	Foot/Ends in position ?	Yes/No
All hinge components in good condition?	Yes/No	Step Treads secure and not damaged?	Yes/No
Lock in position mechanisms for two styles?	Yes/No	Work space position away from proximity hazards?	Yes/No
Operative trained in step ladder use?	Yes/No	Ground conditions?	Yes/No
Overhead obstructions?	Yes/No	Overhead hangers (head injury) hazards?	Yes/No
Are battery power tools to be used?	Yes/No	Is Company risk assessment available and signed off?	Yes/No
Will there be any cable pulling, or pushing while on the steps?	Yes/No	Is an additional operative to side foot the steps if required?	Yes/No

Contractors Request for Workplace area items to be rectified, if any, prior to use ? : (List PTO).

****REQUEST IS REFUSED / ACCEPTED UNDER SPELLER METCALFE Project Manager AUTHORITY,**

Permit Issued to: AUTHORISED USER, Name..... Date / / , Time __: __

(Contractor) _____,

I confirm that I will work safely as explained to SM Project Manager. Signed,

CUT / TEAR OFF.....

Permit Issued by:

INITIALS only _____ Position _____

Contractor Signed For _____ Date _____ Time _____

NB: 1/. Permit only valid for authorised user, on date indicated.

NB: 2/.Supervisor is responsible for set up inspection at the work location and use, after podiums or towers are shown not suitable or appropriate for the task and location (Work at Height Regulations 2005).

Site Attendance Register

DAILY SHEET OF PERSONS ON SITE / PREMISES

(Bespoke BREEAM Register is to be used as per Site set Up Pack).

[illegible]

SITE INDUCTION FORM

Badge No:

Contract No: **Insert Contract Number**

Name of Induction Provider (Print):

Insert Project Name



- On this site, we are constructing **(insert brief project description)** with a value of **(insert project cost)**
- The client for this contract is: **(insert name of client)**
- The Principal Designer for this contract is: **(insert name of Principal Designer)**
- The Project / Site Managers for this contract are: **(insert names of project and site managers)**
- Canteen and Welfare Facilities are located at : **(Insert Location and that of Emergency Assembly Point)**



The sign in / out book is located at: **(insert location of sign in / out book)**

This measure is necessary for us to maintain an accurate record of personnel present on site to allow for an accurate role call in the event of a fire evacuation.



- The hours of work for this contract are (unless otherwise arranged with site management): **(insert hours of work)**
- Car parking facilities for this contract are available at: **(insert location of parking)**



- The first aid station is situated at: **(insert location of first aid point)**
- The appointed first aider (s) for this contract is: **(insert names of first aiders on site)**
- The Assembly Point for this contract is located at: **(insert location of Assembly Point)**



- The Fire Marshal for this contract is: **(insert name of fire marshal)**
- The fire alarm signal for this contract is: **(insert fire alarm signal type)**
- The fire points on this site are located at: **(insert fire point locations)**



Safety helmets, steel toe cap boots, hi-visibility jackets and gloves **must be worn at all times** on this site. Shorts are **not to be worn** at any time on site. **(Insert details of any other specific PPE that must be worn on the site)**



Insert details of specific site rules or considerations, traffic management arrangements, skip and waste disposal locations, asbestos considerations, neighbour considerations, specific material storage areas, flora or fauna protection, carbon monitoring, mobile phone or radio / music player restrictions, designated smoking area location, etc. in this section (Delete this section if not applicable)

Remember, it is the LEGAL DUTY of ALL site personnel to take care of themselves and others who may be affected by the works, or related actions whether they are working on site or not.

I agree to and understand the site rules set out by Speller Metcalfe in the induction video and this induction form, and I am aware that if I do not abide by these rules I will be liable for instant dismissal from the contract. I am aware of the Speller Metcalfe recreational Alcohol & Drugs exclusion and I consent to mouth 'Statswab' sampling if my behaviour gives cause for concern.

Name: _____ CSCS Card: _____

Signature: _____ Date: _____

Company: _____

Next of Kin: _____ Emergency Contact Number: _____

Do you suffer from any medical conditions and / or take any medication that may affect your work? (Please circle the appropriate)

YES / NO If yes, please provide details to the site management and complete details on Form HR07.

NOTE: This slip must be signed by the operative and retained on site by SML, with a copy of any competence cards

SpellerMetcalfe

www.spellermetcalfe.com

along held

Registered Address: Maple Road, Enigma Business Park, Malvern, Worcestershire, WR14 1GQ (T: 01684 571200 F: 01684 571220)

Badge No:

Contract No:

Name of Induction Provider :

--

MEDICAL SUPPLIMENT TO SITE INDUCTION FORM, IN RECOGNITION/RECORDING OF WORKING WITH A MEDICATED CONDITION, (AND TAKING A PRESCRIBED TREATMENT).

Name: _____ [CSCS Card Number: _____]

Signature: _____ [CSCS Expiry Date: _____]

Company: _____ Induction Date: _____

Next of Kin: _____ Emergency Contact Number: _____

I live with a medical condition and take a medication in a prescribed and controlled dose that should not affect my work but it is a fact and I understand that I am obliged to inform you for my benefit and for the information of the Site management and Site First Aid Authorised Person. I choose to / not to (delete as appropriate) wear the ICE (In Case of Emergency) sticker.

Do you suffer from any medical conditions and / or take any medication that may affect your health and safety at work? (Please circle the appropriate)

YES / NO If yes, please provide details to the site management and complete details on Form HS32a.

Registered Address: Maple Road, Enigma Business Park, Malvern, Worcestershire, WR14 1GQ (T: 01684 571200 F: 01684 571220)

HS 32c PRIVATE & CONFIDENTIAL.

Site Medical Pre-Employment QUESTIONNAIRE. Job Title:

Surname: **First name:** **Age:**.....

Home Address:

Post Code:

Arrival on site:..../.../....

Employer (name): **Contact Tel:**.....

Name & Address of Doctor/Medical Practice:

What medication are you currently taking? (Please list below):

Have you suffered from any of the following? Delete as appropriate

1	Any skin disease(s)?	YES/NO
2	Discharge or infection of the ears or hearing defects?	YES/NO
3	Asthma or breathing difficulty? (requiring time off work)	YES/NO
4	Any allergies? (including sensitivity to antibiotics or drugs)	YES/NO
5	Heart disease or high blood pressure?	YES/NO
6	Headache or migraine? (requiring time off work)	YES/NO
7	Fits, seizures, blackouts or epilepsy?	YES/NO
8	Vibration White Finger or Hand Arm Vibration problems?	YES/NO
9	Backache or back injury? (requiring time off work)	YES/NO
10	Rupture or varicose veins?	YES/NO
11	Eye disease or significant defect of vision?	YES/NO
12	Serious injury or recent operation?	YES/NO
13	Do you suffer from any disability not included in the above? Please give details	YES/NO
14	Are you receiving injections, from a doctor?	YES/NO
15	Are you colour blind?	YES/NO
16	Please record last known date you received injections A. Tetanus B. Hepatitis B	

I understand and acknowledge that should I knowingly make a false statement regarding medical history either in answering the above questions or to any medical examiner, or should I conceal wilfully any material fact, I will be in breach of trust and will be liable to have my contract terminated.

I understand that Speller Metcalfe has a Policy and procedures regarding recreational alcohol and drug use, and that should my behaviour or my actions give cause for concern I am obliged to comply with that policy. Consequently in that context I consent to mouth swab test where "For-cause" is exhibited.

In the event of any health queries I consent to my general practitioner supplying the relevant information to **SPELLER METCALFE LTD Company HR Manager and Insurance designated Medical Examiner, via SM Ltd Head Office address.**

Signed:..... Date:.....Name:print)

The following standard forms will be include in the Project Manager's health & safety file;

- a) Manual Handling Assessment Form**
- b) Lifting Plan Assessment**
- c) PUWER 7 day Assessments Form**
- d) Scaffold Inspections Register, including TG20-13 Conformity Sheet for basic scaffolding**
- e) COSHH Assessment Form**
- f) Noise Assessment Form**
- g) HAVS Assessment Form**
- h) Risk Assessment for those Under 18**

4C ARRANGEMENTS FOR THE STORAGE OF INFORMATION RELEVANT TO HEALTH & SAFETY ONSITE

The maintenance and updating of the following documents is *essential* to the competent management of health & safety:

1. Completed Scaffold registers
2. Completed PUWER registers
3. Completed Site Attendance forms
4. Completed Site Induction forms
5. Speller-Metcalf Site and task specific risk & method statements
6. Subcontractor Risk & Method statements
7. Completed Permits to Work
8. Completed Manual Handling Assessments
9. Completed Lifting Plans & Lifting Appliance Register
10. Completed Safety Net Certificates
11. Completed Services Isolation Certificates
12. Completed COSHH Assessments
13. Completed Vibration Assessments
14. Completed Excavation Inspection assessments.
15. Abrasive Wheel Certificates (proof of training).
16. Subcontractor Training Certifications and Certifications obtained as a result of onsite training.
17. Risk assessments specific to those under 18.

Given the volume of paper likely to be generated from the above; especially on larger projects, the **Contract Manager & Project Manager** will be responsible for filing completed and updated forms as the project proceeds, in one or more sub divided lever arch file. The information should be easily accessible for reference purposes during the course of the project.

The Speller-Metcalf Contract Manager will check that the health & safety documentation is being sufficiently updated and stored appropriately prior to each site progress meeting and issue any relevant comments as part of his health & safety update in the contractor's report.

SECTION 5 THE HEALTH AND SAFETY FILE

a) Layout and format

This construction phase plan has been created with a layout and format corresponding to the HSE guidance L153 on CDM regulations 2015.

The layout and format will be guided by the requirements presented by the appointed Principal Designer as they will be the ultimate compiler of the H&S File.

Generally the following information is required to be included:

- A brief description of the work carried out.
- An assessment of any residual hazards which may remain and how they have been dealt with (e.g. surveys or other information regarding any asbestos containing materials actions; contaminated land; water bearing strata; buried services etc.
- Key structural principles (e.g. bracing, sources of substantial stored energy, including pre-or post tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing heavy scaffold or machinery there.
- Hazardous materials used (e.g. pesticides; special coatings which should not burn off etc.)
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting, order or other special instructions for dismantling etc.)
- Health & Safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire fighting services etc.
- Information and as-built drawings of the structure, its plant and equipment (e.g. the means of safe access to and from service voids, fire doors and compartmentalization etc.)
- Details of the contractors and designers involved in the project.

It should be noted that we will aim not to include information that will be irrelevant to future construction or maintenance of the building. For example, construction phase risk assessments; construction phase accident statistics; contractual documents, information about demolished structures.

b) Arrangements for the collection and gathering of information

The Principal Designer will ultimately be responsible for collating and ensuring that all of the necessary information is included in the Health & Safety File; as per HSE ACoP guidelines. The Speller-Metcalf Contract Manager will be responsible for collating all necessary and required documentation and drawings stipulated by the Principal Designer from designers, consultants and subcontractors involved with the works. In doing this the PD will work in conjunction with the Speller-Metcalf site management team to ensure that all relevant information (e.g. operating instructions for mechanical installations; as built drawings) are collected from site as work progresses.

c) Storage of Information

The Project Manager will store any information relevant to the Health & Safety File in the Speller Metcalfe server systems in Head Office as works progress. This is likely to include:

- Operating Instructions for mechanical and electrical installations.
- Method Statements and drawings relevant to how aspects of work which may have a future bearing on the buildings operation and maintenance were carried out.

The Project Manager *will* hold a copy of this plan on site in the site office. As and when new information is obtained (see Section 5 b 1.) regarding health & safety management it will be added to the Construction Phase Plan.

The Contract Manager and Principal Designer will also be required to keep a copy of the Construction Phase Plan in a safe and secure location. Periodically and as the project progresses the Contract Manager and Principal Designer will update their copies of the file with relevant information.

The Speller-Metcalfe Contract Manager will ensure that all documents relative to health & safety will be archived in an appropriate secure location after the completion of the project for a period of 7 years.

APPENDICES

**INSERT CONTENTS LIST OF ANY
INFORMATION APPENDED TO PLAN**