

Construction and Environment Method Statement

Leiros Park



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1. Description of the project

This project management plan has been compiled in accordance with the Construction (Design & Management) Regulations 2015 (CDM 2015) to record the arrangements for managing the significant health, safety and environment risks associated with the construction phase of the project. It is the basis for communicating these arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible.

The specific Safety, Health, Environmental and Quality (SHEQ) objectives for this development are:

- No accidents
- No harm to people
- No damage to adjoining properties
- No environmental harm or nuisance

1-2 Contract Detail:

Date of Commencement: **To be confirmed.**

Project Duration: **To be confirmed.**

1-3 Existing Records and Plans

The following details for the location / extent of existing records, plans, and information available was identified in the provided Pre-Construction Information Pack (PCI):

Reference:	Drawing Titles / Schedules / H&S Files and other Information:	Prepared by:
1535 - SS-01	Proposed Site Sections	Hammond
C-009-9/9/2020	Vehicle Tracking Analysis	CB3
295.4	Tree Impact Plan	Arb.TS
C-SAB-05	Construction Layout	CB3
C-SAB-03	Drainage Strategy	CB3
ArbTS-295.3	Aboricultural Report	ArbTS
	Ecological Impact Assessment	Bay Ecology

Project Directory:

Role	Name	Company	Contact Tel
Architect	Paul Collins	Hammonds	01633 844970 pcollins@hammond-ltd.co.uk
Structural/Civil Engineer	Dylan Gravell	CB3	01792 473182 07879 618300 dylangravell@cb3consult.co.uk
Planning Consultant	Phillip Baxter	Asbri Planning	01792 480535 07500 937905 phil@asbriplanning.co.uk
Tree Consultant	Steve Lucocqu	ArbTs (Tree Consultancy)	01639 849877 07789 551591 info@ArbTs.co.uk
Principal Contractor	JG Hale	J.G.Hale Construction Ltd	01639 620231 07989 740578 Jonathan.hale@haleconstruction.co.uk
Ecology Impact Assessment	Bay Ecology	David Rees	07969 146776 daverees@bayecology.co.uk
Reptile Survey	Hawkes wood Ecology	Eric Hawkeswod	07957 154794 hawkswoodecology@btinternet.com
Detailed Site Investigation	Michael Watkins	Terra Firma (Wales) Ltd	02902735354 07882848835 michael@terrafirmawales.co.uk
Principal Designer	MP Whelan	JGHale Construction	01639 622189 07538 432098 Michael.whelan@haleconstruction.co.uk
Scheme Co-Ordinator	Steve Griffiths	J.G.Hale Construction Ltd	07495 428134 Steve.griffiths@haleconstruction.co.uk
Solicitors	Mark Gilroy	JCP Solicitors	01792 529640 Mark.gilroy@jcpsolicitors.co.uk
Client	JG Hale	JGHale Construction Ltd	01639 620231 07989 740578 Jonathan.hale@haleconstruction.co.uk

2.1 Designated Responsibilities

Job Title	Responsibilities
Contracts Manager	To oversee the development from start to completion, ensuring that work is completed on time and within its budget. To be first point of contact for members of the public, Clients, Site Managers and Subcontractors. To ensure a programme is in place to the level of detail necessary for the site team to deliver the scheme without delays. To ensure the team complies with the company's commercial policies and procedures. To attend all pre, progression and completion meetings with design teams and deliver prestart meetings to the site team. Cash and project forecast are in place and monitored for the successful delivery of the project. Produce and analyse progress reports, updated costs, and forecasts. To ensure correct commercial engagement of subcontractors Implement the risk management process, review risk register and check risk controls. Ensure weekly review of progress, budget resources and forward planning are carried out, and look ahead programmes are in place. To chair internal and external meetings and ensure the production of accurate records of any discussions and actions. Ensure timely management of both temporary and permanent design to meet the requirements of each project.
Quantity Surveyor	To manage the costs on the construction project and ensuring the project is completed within its project budget. To forecast the cost of the different materials needed for the project. Prepare tender documents, contracts, budgets, bills of quantities and other documentation. Track changes to the design to the design and/or construction work and adjust budget projections accordingly. Measure and value the work done on site. Liaise with the Client and other construction professionals. Write Reports.
Principal Designer	Plan, manage, monitor, and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started. Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties. Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.

	Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required. Liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.
Principal Contractor H&S Manager	Report and investigate on accidents and/or incidents if they occur. Undertake site audits of the development (min. 1 per month). Provide advice to the site team on H&S matters. Provide guidance on the preparation of the Fire Safety Plan . Undertake independent risk assessments of the works being undertaken. Provide monthly reports, reporting on generally site conditions, accidents, and incidents.
Principal Contractor Site Manager	To understand and always comply with Company Policies and Procedures. To ensure visitors to site are aware of the Health & Safety Policy and ensure that they do not go on site if they are not accompanied by a representative. To ensure site inductions are undertaken by all visitors and operatives. To ensure sign-in sheet is filled in every day. To ensure that the Health & Safety Policies and procedures are strictly adhered. To maintain and produce up-to-date Health & Safety records. Ensure all Environmental and Waste Management Policies are adhered to. Ensure all operatives work within the required specification and adhere to general company Policies. Ensure that H&S procedures and controls are fully implemented by all site personnel.to provide motivation, support, and manage directly employed site staff. Provide training, coaching, appraisal, and support as required to improve the performance of directly employed site staff. Take ownership of agreed build programmes at pre-start meetings and accept and check the full build package handed over at this meeting by the Company. To deliver the project in strict accordance with the production requirements, technical and planning documentation provided and any subsequent instructions that may be necessary from time to time.

2.2 Health, Safety & Environmental goals for the Project:

The following Construction management Plan is developed with industry's H&S, Environmental and Quality procedures to enable the Site Manager to achieve the following goals:

Health	Safety
Monitor & maintain good health levels on site.	To achieve zero accidents and/or incidents on site by managing the safety of operatives, visitors, and the public.
Environmental	Quality
Consideration for environmental issues associated with the development and seeking to mitigate impact wherever possible.	To plan and manage the develop throughout in accordance with confirmed specification to ensure the highest quality.

2.3 Arrangements for liaisons between interested parties and site operatives:

Any health and safety issues which may affect this plan will require regular communication from all involved parties. It will be encouraged for all sub-contractors to put forward their Health & Safety issues, particularly observed or encountered unsafe acts or conditions to management. If the subcontractor has the authority to undertake the required remedial action, they may do so and review with management. If the action required is outside the sub-contractor's authority the management is to be made aware immediately.

Health & Safety will a key subject topic for discussion within all formal meetings between the project teams.

Results of design changes / proposals or matters arising on site that could have implications on Health & Safety are to be tabled for discussions at the formal meetings to decide if relevant for notification to the Principal Designer and / or Designer. Any changes in the design will be accompanied by a risk assessment if necessary, which will be made available to the Principal Designer. The Project Manager/Site Agent will co-ordinate all design issues between the client, the designer(s) and the principal designer and will be the single point of contact throughout the project for receiving design information and for passing this information to site personnel and, where applicable to Hale Construction Ltd sub-contractors.

The Project Manager will be responsible for filtering any design changes to site staff and for communicating them to the client, suppliers, and sub-contractors, as appropriate. All design updates or changes shall be reviewed and accepted by The Client prior to implication. Such changes shall be issued by way of a document control system. Any design issues or questions will be highlighted in forums such as internal meetings, progress meetings and design review meetings.

Design Development and / or Risk Reduction meetings will be held when required / requested.

Other Arrangements for the Project Manager / Principal Contractor to co-ordinate: Daily Plan of the works for the day and week ahead.

Site Management Team Meetings

Weekly Site Safety, Environmental & Quality Inspection Report

Request for Information

Confirmation of Instruction (Architects Instructions)

Traffic Management Meetings

2.4 Consultation with Site Operatives:

Site induction which will be held first thing before any operative can enter site, will be used to explain the specific site rules along with any requirements of the other third parties. All operatives involved with site activities will be encouraged to raise and discuss matters related to health & safety, quality, and the environment.

Regular Toolbox Talks will be the principle forum that will allow operatives to raise their matters however in cases of immediate concern all individuals will be instructed to report issues to the Site Management as part of the site accident reporting procedure.

All briefings will be recorded for auditing purposes.

However, minor the accident, incident or near misses, all are to be reported to the Site Management.

2.5 Exchange of Information:

The Principal Contractor will be informed by the Principal Designer on the information required in order to complete the required Health & Safety File.

The information will include but is not limited to the following:

- H&S Information Sheets for all appropriate products and materials used.
- AS Built Information.
- A brief description of the work carried out.
- Any residual hazards which remain and how they have been dealt with (e.g. surveys or other information concerning asbestos, 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 scaffolding or heavy machinery there.
- Hazardous materials used (e.g. lead paint, pesticides, special coatings which should not be burnt 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 and 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 compartmentalisation etc.).

Formalisation of changes to information will be either by email or the use of an agreed document control system i.e. 4Projects, Cloud, Dropbox etc.

2.6 Sub-Contractors, Materials and Plant Selection:

When selecting a contractor for a development, they are examined to ensure they have the required competency with regards to Health, Environmental and Quality measures. Generally, Contractors used previously are favoured.

When contractors not previously used are considered, they will be examined for competency on a min. of two of the following elements:

- Interview prior to appointment.
- Previous Experience.
- Trade & Professional qualifications.
- References.

Contractors will always be monitored closely to ensure compliance with safety, health, environmental and quality standards, and documentations. Inspections will be undertaken weekly to ensure compliance.

Any Contractors who do not submit their statutory documentation will not be allowed to commence any activity. The site programme will provide the key dates as to when a contractor is required to be appointed.

2.7 Site Security:

The site security will be the responsibility of the Principal Contractor and has been highlighted as high importance within the Pre-Construction Information, the following precautions are proposed to aid in the security of the site:

- Security cameras to be fitted to monitor site during the day and night.
- The site will be timber frame hoarded along its complete boundary with lockable gates with pedestrian entrance.
- Security will be monitored and reviewed weekly.
- Possible consideration for Night guardsman if security becomes an issue.

Site Working hours will be: 08:00am – 16:30pm Monday to Friday

2.8 Site Inductions:

Any operative or visitor to the site will be required to receive a site-specific induction upon arrival to the site. The induction will not intend to provide health & safety training but include site specific explanation of the project.

Upon receiving the induction, the person is obliged to sign the Induction Register as proof of receipt. The induction will be administered by the Site Management.

- The induction content should include:
- The outline of the project.
- The individual's immediate line manager and any other key personnel.
- Any site-specific health and safety risks and site rules, for example in relation to Access transport, site contamination, hazardous substances, and manual handling.
- Control measures on the site, including any site rules, any permit-to-work systems,

- Traffic routes and security arrangements.
- Hearing protection zones where applicable.
- Arrangements for personal protective equipment, including what is needed, where to find it and how to use it.
- Arrangements for housekeeping and materials storage.
- Facilities available, including welfare facilities.
- Emergency procedures, including fire precautions, the action to take in the event of a fire escape routes, assembly points, responsible people, and the safe use of any firefighting equipment.
- Smoking and vaping (e cigarettes) restrictions.
- Arrangements for first aid and for reporting accidents and other incidents.
- Details of any planned training, such as 'toolbox' talks.
- Arrangements for consulting and involving workers in health and safety, including the identity and role of any appointed trade union safety representatives , representatives of employee safety, safety committees.
- Information about the individual's responsibilities for health and safety.
- Environmental controls in place necessary for the project.

A full task briefing undertaken by the Site Management will also be taken which will be done at the beginning of each day and will consist of the following criteria:

- Work activity for that day.
- Any co-ordination issues between trades on site.
- Specific Site Requirements.
- Changes to access routes.
- Specific H&S issues relating to that day's work activities including COSHH & HAV's.

Minutes of each briefing will be recorded.

2.9 Welfare Facilities and First Aid

There will be a First Aider nominated for the site with a full list of all trained First Aid Qualified operatives on the site notice board for display. A first aid kit will be located on site always within the main site office (Refer to Site & Traffic Management Plan).

Suitable mess and drying facilities for the site operatives will be provided within the welfare set up. Toilet facilities will be maintained in a good / clean condition and daily clean ups and inspections to be carried out, where portable toilet units are provided, maintenance will be the responsibility of the Principal Contractor with all operatives being reminded that they must always keep all facilities in a clean and tidy condition.

The following documents will be displayed within the Welfare Facilities, Site Office etc:

Documents to be Displayed at all times
F10 Notification
Health & Safety Policy
Quality Policy
Sustainability Policy
Alcohol and Drugs Policy
COVID-19 Policy
Certificate of Liability Insurance
Considerate Constructor Registration (as applicable)
Business Improvement Plan
Current Safety Action Plan
Ethics Poster
Golden Rules
Make Safety Personal Notice Board:
Make Safety Personal Posters
H&S Law Poster
Site Fire Plan

Site Safety Organisation and Emergency Arrangement Chart
COSHH Poster
Plant, Vehicle and Pedestrian Plan
Incident / Near Miss Reporting and Box
Safety Consultation Poster
Safety Alerts and Newsletters
Noise Levels Poster
Site Rules
Sustainability
Quality
Quality Alerts

2.10 Minor & Serious Injuries:

If minor injuries occur on site, the nominated First Aider will administer First Aid on site and enter the accident within the accident book.

If serious injuries occur on site, the nominated First Aider will administer First Aid where possible and emergency services (999) will be called to take the casualty to the nearest A&E department:

Neath/Port Talbot Hospital
Baglan Way
Neath/Port Talbot
SA12 7BX

2.11 Site Specific Rules

Operatives will undertake a specific site induction that will highlight the specific rules applicable to the site.

Some rules have been taken from the information submitted within the Pre-Construction Information Pack and will be the base standard of rules adopted. Additional rules will be established prior to commencement and reviewed weekly by the Project Team and communicated as required.

Planning, control, communication, competence, and co-ordination
An induction must be undertaken before you start work.
You must always be accompanied without an induction.
No task will commence without a competent risk assessment and method statement. These must be checked by The Site Management before you start. This will include health risk controls.
You will receive a toolbox talk from the supervisor on the planned method of work before you start.
Appropriate certification must be provided to prove competence.
If your task changes and requires a change to the approved planned method of work, you must stop and report to the supervisor.
Permits to work will be operated on this project 'as a minimum' for hot works, excavation (Penetrating the ground), all demolition works, and confined spaces and on electrical systems.
Fire Safety
All hot works will be under the control of a hot works permit.
All detection and alarm systems to be BS or EN standards.
Temporary coverings to meet the Loss Prevention Standards.
No smoking on site, designated area will be provided with the site accommodation.
All flammable or hazardous liquids are to be stored in accordance with the COSHH assessment, in a secure, dry, and ventilated area.
Do not undertake any hot works over other activities or near combustible materials.
An extinguisher must be provided for all hot works.
Housekeeping
Waste must be cleared as you create it, ensuring you leave a clean, tidy area at the end of the day.
All waste is to be disposed of in accordance with the site waste management plan, use the provided bins and skips as instructed – do NOT mix hazardous and non-hazardous wastes.
The accumulation of waste will not be tolerated; it is dangerous and has a negative impact on the working environment.

Chemicals, including fuels must be stored in bunded and double skinned containers, with spill kits in proximity. Containers must be stored on a designated, protected/waterproof area.
All skips and lorries are to be sheeted before leaving site.
Access to skip areas, where waste is placed from height via a waste chute is to be controlled, including the use of debris netting to contain dust.
Measures are required to prevent mud leaving the site.
Ready mix concrete delivery lorries and on-site cement/concrete mixers are required to be cleaned in a bunded, contained area to prevent pollution.
Turn off plant and vehicles when not in use.
Under NO circumstances will there be any burning of waste or materials on site.
Working at Height
Working at height is not permitted from ladders or stepladders; you must use a suitable guarded platform.
All leading edges to have edge protection and measures to prevent objects falling.
Only in exceptional circumstances where a platform cannot safely fit into the working environment will steps or ladders be permitted, this is to be approved by the Principal Contractor.
Unguarded areas are to be signed and prevented.
All holes are to be suitably signed, always guarded, or covered – Must be NEVER unprotected.
Toe boards must be in place.
Harnesses etc. to be considered.
Brick guards to be in place for Brick and blockwork.
Debris netting or sheeting to be used.
Scaffold fans or net systems for falling objects.
Traffic Management
The site speed limit is always to be observed (Max. 5mph)
Materials will be offloaded at the designated area, and only moved by a competent plant operator.
People are to be provided with a signed, maintained safe route of access, this must be segregated from site traffic and other work activities.
Incident Reporting
All incidents are to be reported immediately.
All incidents to be investigated for lessons learned and prevent recurrences.
Spill Kits to be used for fuel spillage SCN (Stop, Contain & Notify).
Personal Protective Equipment (PPE)
Mandatory PPE – Hard Hat, light eye protection, gloves, hi visibility clothing and safety footwear must always be worn.

Please check your risk assessment with management to ensure appropriate PPE is being worn / provided for the task. Additional PPE may be required for the use of any hand tools, plant and equipment or chemical hazards.
The use hearing protection must be adhered to when in a protected zone.
Communication
Site Safety Information Board to be updated as and when is necessary.
Toolbox talks will be held regularly.
Appropriate levels of safety signage to be in place.
The communication of fire escapes and assembly points to of high levels.
Participation
All operatives will be encouraged to be active and engaging in implementing task and actions.
Project HSE meetings on site, involving the workforce chaired by the Project Manager.
Behaviour & Attitude
No alcohol to be consumed on site, people must be fit to work.
No Mobile phones to be used whilst operating plant or working at height, this includes whilst on a scaffold
No use of Hands-free devices unless in the welfare area.
Radios are at the discretion of the Site Management.
Everyone to be polite and courteous always with no whistling or offense language to the public.
Work and behave in a safe competent and cooperative manner.
Do not access site unless fit to do so
Report any unsafe behaviour.
Stop any unsafe acts or situations.

2.12 Emergency Procedures

Packs held on site will provide specific project management plans, method statements and safety information containing relevant guidance and information to control any unforeseen emergencies.

This table provides the minimum guidance that will be followed in case of the following incidents:

Fire	
• Stop work immediately and isolate all equipment. • Evacuate to a safe distance (company vehicles should be kept at a reasonable distance from work area to prevent endangerment of fire). • Contact the fire service. • Contact the Site Management. • Keep at safe distance until the emergency services arrive. • No firefighting beyond incipient fires should be attempted. •	

Injury or Illness
Minor injuries: • If minor contact the Appointed Person. • Provide first-aid. Serious injuries: • Stop work immediately and isolate all equipment. • Call emergency medical services immediately. • Do not move if broken bones are suspected unless life is endangered. • If person is safe to move (minor cuts, burns etc.), transport to nearest A&E hospital. • Contact the Site Management. • Do not touch the scene of the accident until authorised to do so.
Service Damage
If a gas leak is suspected: • Stop work immediately. • Remove everyone from the immediate area of the gas escape. Remember that if a service connection to a building has been damaged it may cause a leak in the building. Warn the occupants of the building, and of the adjoining buildings to leave. • Telephone National Grid immediately on 0800 111 999. • Ban any naked flames within 10m of the leak. • Assist the National Grid, Police or Fire Services as requested. If damage to electrical equipment: • Stop work immediately. • Report the incident to the service provider. • Isolate all plant and equipment until the service provider makes the area safe.
Environmental
In the event of an Environmental Incident call the EA or SEPA Incident Hotline on 0800 80 70 60. Any contamination issue shall be reported immediately, and an Environmental Observation Card completed, and an investigation undertaken. Emergency response shall follow Stop – Contain – Notify actions.
Weather
In the event of inclement or dangerous weather conditions, the Site Management will inform the Client and a decision taken on whether to continue or suspend works.

Hospital:

Neath/Port Talbot Hospital
Baglan Way
Neath/Port Talbot
SA12 7BX

Fire Service

Cimla Rd
Cimla
Neath
SA11 3UG

Police:

Gnoll Park Rd
Neath
SA11 3BW

All emergency preparedness documentation will be prominently displayed on site and should be kept up to date in line with the progress of the works.

Usually taken during the site induction, all persons entering the site will be provided with information relating to the emergency procedures that are in place.

Regular drills and testing of the emergency arrangements must be carried out by the Site Management to ensure that the arrangements remain effective and recorded.

2-13 Project Specific Health and Safety

IDENTIFIED H&S RISK	SUGGESTED CONTROL MEASURE
Hours of Working	<u>Normal construction site hours:</u> 8.00 am to 4.30 pm – Monday to Friday 8.00 am to 1.00 pm – Saturday if agreed upon No working on Sundays and Public Holidays
Noise and Vibration	Hales will carry out noise monitoring using a handheld monitor up to foundation (DPC) level daily and log the recordings as we do not envisage a large amount of noise If during the main build of construction there is a high volume of noise and Hale Construction receive complaints from the Local Authority/local residents/ next to the proposed build they will cease work immediately and will in turn employ an accredited Acoustic Engineer (ANC) to carry out a more thorough and continuous regime of monitoring to be agreed with by the Local Authority to implement noise attenuation/control measures to ensure site is compliant

Contract	Severnside Railway depot	Wk ending 14/9/18	Sheet No.	8/1			
On this site the locations and times of plant or machinery listed below require no protection. Where noise levels exceed the lower or upper action level control measures should include reducing the exposure by means of alternative processes, equipment and/or working methods. At the lower action level (80dB(A), PPE to be provided. At the upper action level, 85 dB (A), make sure PPE provided is used correctly. Where the upper action level is reached an action plan is required identifying what measures have, or need to be taken. Such an action plan will include the establishment of hearing protection zones.							
Noise Level At Source/Location (dB)	Noise Level at upper limit/Value (LA, 95, (Db)	Noise Level at average 90	Time and duration of monitoring	Person Carrying Out Assessment	Date of Assessment	Action Plan (Where Exposure At Or Above Second Action Level 85 Db (A)	Personnel Affected
58.8	116.8	83.0	6 hrs-30 mins	MP Whelan	3/8/15	N/A	Operatives
60.5	123.8	79.0	6 hrs-50 mins	MP Whelan	14/10/15	N/A	Operatives
60.5	104.9	82.0	7hrs-40mins	MP Whelan	26/11/15	N/A	Operatives
54.2	100.1	81.4	8hrs-54mins	MP Whelan	17/12/15	N/A	Operatives
48.1	96.3	78.6	7hrs-30 mins	MP Whelan	20/1/16	N/A	Operatives
46.0	92.1	76.7	7hrs-20mins	MP Whelan	8/3/16	N/A	Operatives
43.5	93.7	73.4	8hrs-47mins	MP Whelan	5/5/16	N/A	Operatives



There will be no use of compressed air powered drills on site,
 -Engine will be switched off during loading/unloading and vehicles waiting deliveries.
 -Noise Reduction of Stationary Plant and Tools Possible noise reduction measures for compressors or generators are as follows:
 -Use of electric powered compressors as opposed to diesel or petrol.
 -Sound reduced compressor or generator can be used to supply several pieces of plant.
 -Use of centralized generator system.
 -Efficient sound reduction equipment should be fitted to engines.
 -Metal casings should be acoustically dampened.
 -Manufacturers' enclosure panels should be kept closed.
 -Erection of an acoustic screen between the compressor or generator and noise, sensitive locations.
 -Enclosure of compressor or generator in a ventilated acoustic enclosure

COVID-19

Please refer to Hales contingency plan and Risk Assessment procedures regarding COVID-19 all contractors will have appropriate inductions and team briefings

These are exceptional circumstances, and the industry must always comply with the latest Government advice on Coronavirus.

The health and safety requirements of any construction activity must also not be compromised at this time.

If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be able to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families, and the UK population

Site set up and Hoarding and Welfare Facilities



Hale Construction Ltd will provide suitable mess and drying facilities for the site operative within the welfare set up. Consisting of tables and chairs, washing facilities from hot/cold running water and hand soap and cream, Toilets and Washing facilities must include Sufficient number of separate facilities for both male and female.

Supply of toilet paper and toilet consumables and, for female employee, a means of hygienically disposing of sanitary dressings. Basins, with plugs, each with its own hot/warm and cold running water supply and large enough to wash hands and forearms with sufficient soap, barrier creams, moisturisers, and drying materials

Facilities for pregnant women and nursing mothers to rest should be conveniently situated in relation to toilets and, where necessary, include the facility to lie down. Separate guidance is available on working safely with ionising radiation for expectant or breastfeeding mothers.
People with disabilities

Regardless of their disability, people should be able to gain access to buildings and use the facilities. This could mean that an employer may need to make some changes to a building or premises to take account of the disabled person's needs.

toilets should be connected to a suitable drainage system and have an effective means for flushing with water. Toilet paper should be provided in a holder or dispenser. A coat hook should also be provided. In toilets used by women, suitable means for the disposal of sanitary dressings should also be provided.



The erection and maintenance of Security hoardings shall comply with the CDM Regs 18, MHSWR 1999

Deliveries/ Storage/ Removal of Materials	A security fence will be erected around the site compound. This will comprise of close boarded fencing with galvanised access and personnel gates and Heras Panels Designed wind loads and erection (as above) will be carried out The perimeter of the site will be enclosed with fast-fence type hoarding panels with access gates to the front of the site. The visitor's car park will be enclosed with Heras fencing with galvanised gates to the car park entrance. Display boards showing architect impressions will be erected near the site Considerate Constructor notices will be displayed with contact details of the site management team attached. Information regarding Hales contact numbers for emergency will be erected on the hoarding and an information board also, various warning signs depicting hazards and directional signage Please refer to the Construction Traffic Management Plan
Tree Protection Orders (TPO)	Arboriculture constraints within the surveyed site relates primarily to the preservation of trees recommended for retention. Identified trees must be protected during the construction phase through the employment of a combination of tree protection methods as illustrated in Appendix 4 Tree Protection Plan and detailed within the Section 6 - Arboriculture Method Statement. The tree's root system and the associated soil structure is often overlooked during the construction process and can be damaged or altered by compaction causing major damage to the health of the tree. Generally, the entire root system of the tree is within the top 600mm of soil where it can be easily damaged. A calculated area of ground around the tree should be protected for the duration of the onsite construction phase. In this report it is referred to as the Root Protection Area (RPA). A number of trees are identified to be removed to facilitate the construction of the proposed development design (40 individual trees, 2 tree groups, part of 1 tree group and part of 1 hedgerow). Many of these trees are low or poor quality that should not present a constraint on developing the site. The removal of the 10 moderate quality trees and the small area of woodland can be readily mitigated for through suitable compensatory tree planting to ensure there is no adverse impact onto the tree amenity of the surrounding area. 
Dust	All dust levels are to be kept to a minimum and where possible controlled at source using dust suppression systems. Site operatives are to wear suitable

Protected Species
e.g. Bats, Badgers



PPE/RPE where the levels of dust cannot be controlled ensuring exposure is well within legal limits

As part of the environmental Risk Assessment the requirement for wetting down road surfaces and water suppression during construction activities such as the use of disk cutters and soil storage, vehicles leaving site will be covered and soil will be wetted down during high wind weather, Daily inspections will be undertaken by the site manager who will ensure such requirements are identified and that the appropriate actions are taken.

The mitigation strategy that would be adopted and the measures incorporated into the scheme include the following key features: -

- Retention and protection of existing boundary woodland located on the south eastern and north eastern boundaries of site.

- Retention of north western acid grassland field.

- Use of buffer strips to protect retained habitats (woodland, hedgerows, and treeline) from development as far as practicable.

- Infill planting of defunct hedgerows using native species known to be present locally such as Hazel, Hawthorn, Blackthorn, Dogwood, Honeysuckle, etc.

- Any woodland planting to use native species such as Hazel, Ash, Holly, Field Maple, Oak, Cherry and Willow.

- Public open spaces to including wildflower grassland, herbaceous, tree and shrub species selected to be beneficial to biodiversity.

- Management of retained hedgerows and treelines as appropriate through trimming, hedge laying, coppicing and supplementary planting to improve structural integrity and species diversity. This management would be delivered by an appropriate landscape contractor.

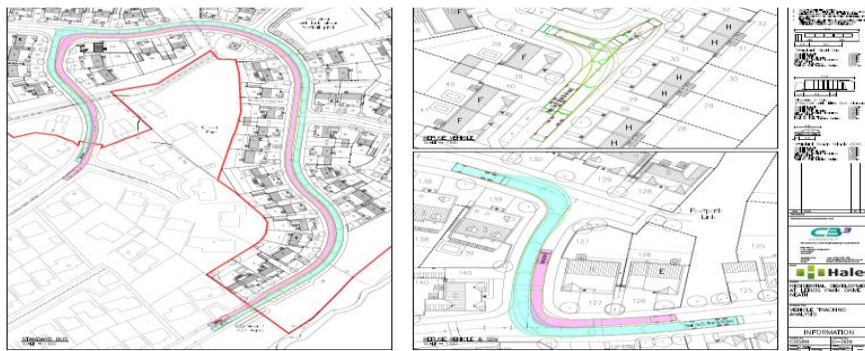
- Management of retained acid grassland through seasonal cutting to increase botanical diversity.

- Access to the retained boundary woodland & grassland habitats to be limited through the provision of dedicated pathways, signage etc.

- Clearance of vegetation within the application boundary (trees, hedgerows, scrub, and grassland) to be undertaken outside the bird breeding season (i.e. clearance possible between September and February inclusive). Prior to earthworks or topsoil stripping vegetation on site will be cut short immediately before and throughout the breeding bird season to deter scrub nesting species. If any vegetation is to be cleared in the breeding bird season a prior visual check by an experienced ecologist is required to identify any nesting sites. The identification of any active nest sites would require the location to be left undisturbed with an appropriate buffer zone demarcated (specified by

	the ecologist) until any chicks have fledged from the nest before the vegetation clearance can continue. Adoption of an appropriate site clearance methodology (involving sequential strimming of grassland/ scrub) within areas of habitat suitable to support common reptiles. Works undertaken during active window (between April and September). Any vegetation clearance conducted outside the reptile activity period, within suitable reptile habitat, will need to be conducted using hand tools (trimmer's etc.), without reducing the vegetation height to ground level thus protecting any hibernating reptiles. No large machinery can be tracked across suitable reptile habitat outside the reptile activity period. Provision of bird boxes along woodland edge and retained treelines and hedgerow habitat to provide replacement for loss of nesting resource on site. Provision of Barn Owl boxes in suitable woodland edge tree offsite if landownership allows arranged. Provision of bat boxes within proposed residential properties and along woodland edge and retained treelines and hedgerow habitat. Treatment/ eradication of invasive species (Japanese Knotweed & Himalayan Balsam). Design of site lighting to limit light spill onto retained treelines, hedgerow, and woodland habitats. To ensure the delivery of appropriate mitigation measures during the construction phase it is proposed that a Construction Environmental Management Plan (CEMP) be prepared by the appointed contractor. The CEMP would be agreed with the Local Planning Authority prior to the commencement of construction works on the site.
Scaffolding and Working at Height	The construction of scaffolding will follow the Work at Height Regulations 2005. And will conform to a generally recognised standard configuration of tube and fitting scaffolds (e.g. NASC Technical Guidance TG20). But, in some cases, the scaffold may need designing to a bespoke calculation. Only a competent person should undertake the bespoke option. All scaffolding designs will have stability, adequate strength, and rigidity, we do not foresee a designed Permits will be in place for all stepladders and temporary towers if needed, and 7-day checks to be carried out by a competent person
UV protection	UV protection from the sun is provided indirectly by the site rules requiring safety helmets and appropriate clothing with no shorts or bare tops. If necessary additional guidance will be provided in accordance with the HSE approved guidance.
Control of lifting operations	Our lifting operations procedures are contained within our HS1-02_ H&S Policy_ Responsibilities and Arrangements_ Nov_2010 item 2.22 document. Specific lifting operations will be controlled through risk assessments and method statements and run in line with the LOLER 1998 Regulations
Fire Risk Assessment both on and off site,	To provide an assessment of the potential of the risk of fire spread outside the site boundary to neighbouring properties that could be possible during the construction process of the new build timber frame house. The output of a fire report is not to stop a fire occurring, but to consider the effect of a fire, within the timber frame, on the properties outside the site boundary in the rare occurrence of a fire, regardless of its cause. A fire may

	occur and cause damage to plastics and glass, but it is the fire spread that has been assessed so not to provide danger to persons outside the site boundary. The principal contractor in the construction phase planning is to consider the on-site risk assessment which is thereto reducing the possibility of a fire. RRFSO 2005, HSG168 Refers
Residential approach roads to the Site	The law says you must conduct your business without putting members of the public at risk. This includes the public and other workers who may be affected by your work. We at Hales will investigate the boundaries and access and measures to exclude unauthorized access, There will be no Parking on approach roads to the site, on-site Parking only. All loading/unloading will be carried out on site by compound area, Speed restriction on site traffic coming through Daphne Rd and leaving Leiros Parc Drive to relay all information to all sub-contractors and delivery vehicles Minimise Speed limit thus preventing dust and noise, Keeping the road clean and well maintained and free from debris by use of a wheel-wash bay area and a bund thus to contain solids, with effluent directed to the foul sewer (subject to discharge consent). Erect signs along Daphne Rd and Leiros Parc Drive depicting speed limit and site access and egress, Designate times of deliveries as not to congest roads with site traffic • The parking of site vehicles will be in a prepared car park with access to the main entrance and egress as site layout • These vehicles will use the car park with consideration to residents. • The car park/site will be locked outside of working hours. • The car park will be regularly maintained to ensure it is kept clean and tidy and that no mud or rubbish carries onto the local highway. • An approved Road Sweeper will be used if the roads.



3.0 Site Waste Management:

The approach to the treatment of waste is to employ a specialist waste management contractor as a trade package. This contractor is responsible for

Ensuring the site is kept clean and safe.

The collection of waste from a central point.

Segregation of waste on site.

The waste management contractor will ensure that the above are carried out, but the responsibility is not just theirs. It is the responsibility of all people involved in the development to be involved and conscious of the Waste Management strategy. Throughout all trade package discussions, it forms a

high level of conversation to firstly re-enforce what the strategy is and secondly to gain valuable knowledge from the supply chain to possibly learn techniques to reduce waste.

The Pre-Construction Information Package provided a Site Waste Management Content requirement based on the Regulations 2008, which is noted as being removed in 2013 but has been highlighted as a requirement by the Client.

The Site Waste Management Plan must identify the following:

The Client.

The Principal Contractor; and

The Person who drafted it.

It must describe the construction work proposed, including:

The location of the site; and

The estimated cost of the project

It must record any decision taken before the Site Waste Management Plan was drafted on nature of the project, its design, construction method or materials employed in order to minimise the quantity of waste produced on site it must:

Describe each waste type expected to be produced in the course of the project.

Estimate the quantity of each different waste type expected to be produced; and

Identify the waste management action proposal for each different waste type, including reusing, recycling, recovery, and disposal.

It must contain a declaration that the Client and the Principal Contractor will take all reasonable steps to ensure that.

All waste from the site is dealt with in accordance with the waste duty of care in Section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991; and Materials will be handled efficiently, and waste managed appropriately.

Updating the Site Waste Management Plan for a project of £500,000.00 or less

If the project has an estimated cost of £500,000.00 or less, whenever waste is removed from the site the Principal Contractor must record on the Site Waste Management Plan:

The identity of the person removing the waste.

The types of waste removed; and

The site that the waste is being taken to.

Within three months of the work being completed the Principal Contractor must add to the plan:

Confirmation that the plan has been monitored on a regular basis to ensure that work is progressing according to the plan and that the plan was updated in accordance with this regulation; and

An explanation of any deviation from the plan.

If the project has an estimated cost greater than £500,000.00, the Principal Contractor must update the Site Waste Management Plan in accordance with this regulation.

When any waste is removed, the Principal Contractor must record on the plan:

When any waste is removed, the Principal Contractor must record on the plan:

The identity of the person removing the waste.

The waste carrier registration number of the carrier.

A copy of, or reference to, the written description of the waste required by Section 34 of the Environmental Protection Act 1990.

The site that the waste is being taken to and whether the operator of that site holds a permit under the Environmental Permitting (England and Wales) Regulations 2007 or is registered under those Regulations as a waste operation exempt from the need for such a permit.

As often as necessary to ensure that the plan, accurately reflects the progress of the project, and in any event not less than every six months, The Principal Contractor must:

- Review the plan.
- Record the types and quantities of waste produced.
- Record the types and quantities of waste that have been:
 - Re-used (and whether this was on or off site).
 - Recycled (and whether this was on or off site).
 - Sent for another form of recovery (and whether this was on or off site).
 - Sent to landfill; or
 - Otherwise disposed of; and
- Update the plan to reflect the progress of the project.

Within three months of the work being completed the Principal Contractor must add to the plan: Confirmation that the plan has been monitored on a regular basis to ensure that work is progressing according to the plan and that the plan was updated in accordance with this regulation.

A comparison of the estimated quantities of each waste type against the actual quantities of each waste type.

An explanation of any deviation from the plan; and

An estimate of cost savings that have been achieved by completing and implementing the plan.

4. Health & Safety File

4.1 Purpose

The health and safety file shall contain the information needed to alert those carrying out future construction work (including cleaning, maintenance, alterations, refurbishment, and demolition). The information provided to The Client must be enough to allow any for any work to be carried out in the future to be undertaken safely.

4.2 Content as provided by the Client:

The Health & Safety File shall be provided in accordance with Regulation 12 of the Construction Design and Management) Regulations 2015 (refer to HSE Guidance 'Managing Health & Safety in Construction' (HSE Publication ref: L153

The Principal Contractor is responsible for providing all requested information for the Health & Safety File to the Principal Designer immediately after design or construction work is completed.

The Principal Contractor should note that the Designers must confirm the sufficiency and completeness of the technical content of the Health and Safety File

Description of the File format and conditions relating to its content

All relevant information arising out of the works shall be provided to the Client via the Principal Designer as described above and in accordance with the tender documents.

The Principal Contractor shall ensure that appropriate instruction is provided for the relevant Client's staff and users as necessary in respect of all new systems installed.

Details of all technical support and emergency cover to be provided to the Client end users shall be identified in the plan.

The format of the Health & Safety File will be as outlined in below.

Throughout the execution of the Works the Contractor and Design team must make certain that adequate, accurate records are being kept ensuring the ultimate completeness and accuracy of the record documents. The documents are to be progressively compiled as the work proceeds.

Information requested by the Principal Designer shall be provided promptly by the Principal Contractor.

The Principal Contractor shall prepare and maintain a programme for the collection of information for the Health and Safety File/Operation and Maintenance Manual. The Principal Contractor shall report on the progress on the assembly of the Health & Safety File in the progress meetings.

This report will detail the information required, what has been requested, received and outstanding. At least 2 WEEK(S) before completion of the works the Principal Contractor will provide the final package of information in the appropriate format necessary for the Principal Designer to fulfil his statutory obligations.

All information should be supplied directly to the Principal designer in the following formats:

- Written Documents · Microsoft Word (doc Format)
- Scanned (PDF Format)
- Drawings · CAD (DWF Format)
- Scanned (PDF Format) only A3 size
- Certificates/Approvals, etc. · Scanned (PDF Format)

This information may be supplied on Compact Disk or via e-mail to the Principal Designer.

The number of hard copies required: x1

The number of electronic copies required: x1

