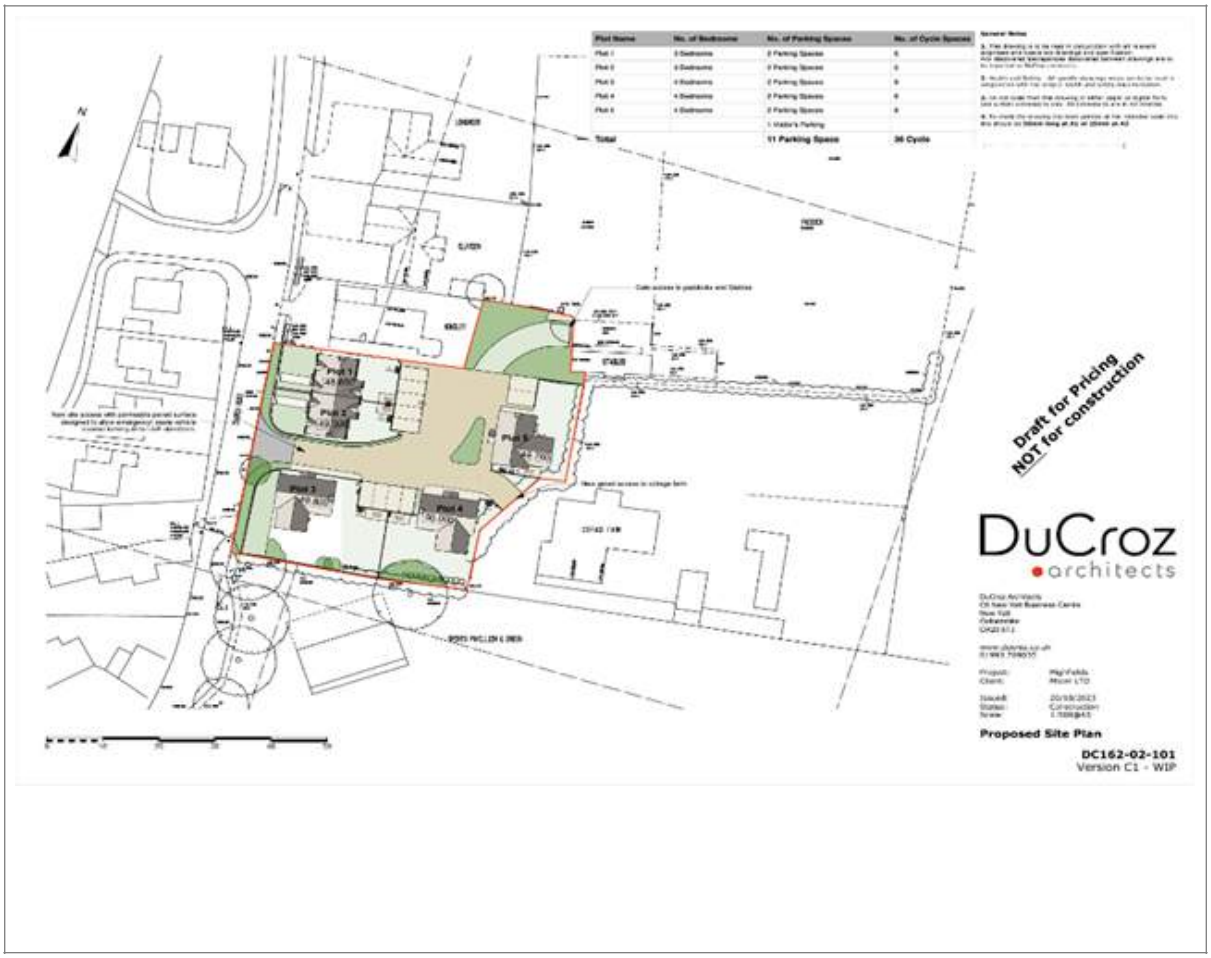
Lee Ryan Construction Ltd.
High Fields, Church Road, Milton-under-Wychwood, Chipping Norton, Oxfordshire OX7 6LF



CONSTRUCTION
MANAGEMENT PLAN

Project: High Fields,

Church Road, Milton-under-Wychwood,

Chipping Norton,

Oxfordshire OX7 6LF

Ref. No.

23/20/2023

Project Name:	High Fields, Church Road, Milton-under-Wychwood.	**Application Ref. No.:**	XXXXXXXXX
Project Address:	High Fields, Church Road, Milton-under-Wychwood, Chipping Norton, Oxfordshire OX7 6LF	**ISSUED DATE:**	23rd October 2023
Client Name:	MiCiM Ltd	**REVISION NO.:**	1
Prepared By:	DO Safety First Ltd		

Location/Type of Project:	Residential
Start Date:	23/10/2023
Duration:	85 Weeks

Revision No.	Prepared By	Checked By	Date	Signed
1st Issue (0)	D. Osborne		23/10/2023	
2nd Issue (1)	D. Osborne		05/11/2023	

Rev. 1	Revision carried out following D. Bonta review.

Note:
This Construction Management Plan (CMP) has been prepared by Lee Ryan Construction Ltd with assistance from DO Safety First Ltd in relation to the proposed residential development at Highfields, Church Rd, Oxford, OX7 6LF .
Through this report we aim to identify and outline a set of processes and procedures that minimises construction impacts of the development during the various construction phases and address the way in which any impacts associated with the proposed works, and any cumulative impacts of other nearby construction sites, will be mitigated and managed.
The approved contents of this document must be complied with unless otherwise agreed with Oxfordshire City Council in writing. Appointed Principal Contractor will work with the Oxfordshire City Council to review this document should problems arise during the construction of the development. A revised CMP will also be issued to Principal Designer for approval and complied with thereafter.
Oxfordshire City Council has provided advice and information Local Development Framework . This has been adopted for the delivery activity at the site.
Reviews will be conducted by the site manager on a regular basis to ensure the plan is followed correctly.
The site manager is responsible for the communication of this plan once adopted by the programme, to all staff impacted, in accordance with the relevant "Document Control" procedure.
The project manager/site manager will be responsible for ongoing liaison with the local residents association.
Aims:
The overall objective of this report is to ensure that robust management policies and procedures are implemented throughout the construction phase at the proposed development site with the aim of:

- *Reducing the impact of the construction activities of the proposed development in the immediate vicinity of the developed site and on the local residents and highway network,*
- *Delivering a resource efficient construction process, achieving both waste reduction and improved business efficiency and cost savings;*
- *Developing good neighbour relationships and heightened employee morale.*

The project manager/site manager will be responsible for ongoing liaison with the local residents association.
Objectives:
This report will be outlining the construction methodology, programme, logistics and control and mitigation measures of pollution during the construction stages at the proposed development site.

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Highfields, Church Rd, Oxfordshire.

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1.0 Description of Project

1.1 Introduction

The purpose of the Construction Management Plan is to outline our approach to managing and minimise construction impacts, and relates to both on site activity and the transport arrangements for vehicles servicing the site at Highfields, Church Rd, OX7 6LF.

This document includes a specific comment on site establishment, logistics and the process of managing the overall environment surrounding of Highfields.

It sets out the policies and environmental controls required to ensure that the environmental impacts are minimised and highlights the key activity - specific hazard, detail control measures, and makes reference to all associated forms and registers where required in accordance with Construction Good Practice Guide and Control of Dust and Emissions During Construction and Demolition.

These proposals are to enable third parties to understand the nature of the works and the various construction activities associated with the development and subject to third party approvals and therefore amendments are likely. Formal approvals and activity methodology approaches will be addressed in detailed submissions to the Architect and the Client. Liaison with the neighbours and interested parties will continue throughout the project, as information is updated and as the project develops.

Particular attention will be paid to ensure that the neighbours are kept informed of progress and future works on the project.

1.2 Scope of Works

The project comprises the development of 5 properties within an existing boundary, the development replaces a single dwelling, the previous dwelling is to be demolished, in accordance with planning permission with associated external works, landscaping, drainage and services.

Including :

- Excavation within the existing boundary
- Excavation to facilitate concrete foundation (refer to SE docs)
- Excavations to facilitate new below ground drainage
- Brickwork and associated activities to enable new build properties.
- Installation of roofing products including truss and finishing details.
- New soft and hard landscaping to enable safe access and aesthetics for the surrounding area and local residents.
- Construction of new partitions to create the new proposed layout
- Replacement of existing sash windows to first and second floors
- Provide a watertight envelope (facades, roofs, party wall details)
- New bespoke staircase between basement, ground, first and second floor levels
- Mechanical installation to include ventilation, heating, and air-conditioning
- Electrical installation to include small power, lighting, security and fire detection
- Rainwater drainage
- New residential kitchen installation and associated plumbing.
- New bathrooms installation and associated plumbing
- General joinery and specialist joinery including doors, frames, skirting etc.
- Internal finishes throughout
- Commissioning and handover

Drawings
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1.3 General Issues

These may be divided into Pre-Construction and construction issues.
We have included in the following section the checklist which details the issues which will need to be considered prior to commence works on site. This CMP will be maintained and updated regularly by Lee Ryan Construction Ltd in accordance with the implementation of the contract, or after any changes to regulations and procedures.
This CMP provides a framework to manage the environmental issues associated with the project, to ensure compliance with relevant Construction Good Practice Guide and contractual and legal obligations.

Pre- Construction Checklist

ITEM	REASON
Shared access	LRC Ltd will take all reasonable steps to ensure that the general public are not able to access the site. LRC Ltd will take all reasonable steps to ensure that the general public are not able to access the site. They must also ensure that the security arrangement is sufficient to protect the client and their visitors, including the others goods from any construction activities, including deliveries and collections.
Hoarding and Scaffold	Hoarding of 2.4m height will be required during the construction phase. The Site Manager will ensure that the site hoarding is in good condition and fully secured to help prevent unauthorised access to the site. Hoardings must be built to a temporary works design considering imposed
Locate services	LRC Ltd shall submit method statements and risk assessments for the construction works. Method statements and risk assessments must be submitted for each activity including mechanical and electrical works. Any alterations to the scheme must be submitted 2 week prior to the actual construction activity.
Welfare	Statutory requirement to provide adequate welfare facilities by LRC Ltd. Site Manager to ensure that a high standard of welfare facilities are provided for employees throughout the contract. Refer to Site information board and Induction procedures.
Site offices	Contractual requirement to provide suitable site offices for site staff and visiting team members. LRC Ltd Site Manager to have temporary offices constructed in designated area (Refer to Site Logistic Management Plan).
HSE Notification	Statutory requirement. The project has been notified to the Health and Safety Executive. Site Manager to display completed F10 Certificate.
Manual handling	All manual handling must be kept to a minimum and mechanical devices shall be used where practical. If this is not possible, a full and concise risk assessment shall be undertaken by LRC Ltd to demonstrate the reduction of this risk/ hazard.
Site Restrictions & Access	LRC Ltd will liaise with the local residents and businesses prior to any works being undertaken to make them aware of works taking place and address any concerns by these affected parties. A secure gate will prevent entry of unauthorised persons.

Environmental hazards: Dust	LRC Ltd will ensure that the adjacent facilities outside of the working area are not exposed to dust generated by the proposed works and must place suitable and sufficient measures in place to control the generation of dust within his demise.
Environmental hazards: Noise	LRC Ltd shall ensure that loud or intrusive noise is reduced and controlled. A full and concise risk assessment must be undertaken to demonstrate the reduction of this risk/hazard. All noisy or intrusive works may have to be undertaken outside of occupation times and controlled via a Permit to
Working at heights	A full and concise risk assessment must be undertaken to demonstrate the reduction of this risk/hazard.
Licenses	Hoarding licence to be applied for in due course.
COVID 19	COVID -19 social distancing measures are still required upon commencement of the works. The Principal Contractor must plan site access to ensure social distancing can be maintained and that that the latest CLC Site Operating Procedures at the time is complied with. Further information: https://
Pre-Construction Health & Safety Information.	Statutory requirement. LRC Ltd to enclose the pre-construction health & safety Information within the construction phase health & safety plan kept
Working on existing electrical and life safety	LRC Ltd shall ensure that only competent and qualified persons shall work on any electrical system. No live working is permitted. All isolations will be locked off with only one person having the ability to reinstate the supply.
Asbestos	The Asbestos Survey Report shows that there are no Asbestos containing materials located in the property. During construction, site operatives should remain vigilant for the presence of potential ACMs and should suspect materials be encountered they should be referred to a competent asbestos surveyor for appraisal.

1.3.1 Construction Issues

Site set up – vehicle access and egress,

The site is located in an existing residential area with one access to deliver and construction car park spaces . It is not considered that the proposed construction work will create any additional risks to the safety and welfare of the general public's use of Church Rd.
Hoarding will protect the public from access to the site. LRC Ltd shall endeavor to minimise all foreseeable risks when operating in the vicinity of the adjacent public highways, through careful control of site traffic, site deliveries, and physical segregation through the use of signage and road traffic barriers as necessary.

Careful planning, implementation, monitoring, and co-operation will minimise the anticipated risks to the public and particularly children to an acceptable level. LRC Ltd will ensure that provisions are in place to protect children and the general public at large from hazards evolving from the construction operations. Careful consideration will be given regarding deliveries and waste collection. Vehicles will not be too large for the local road network.
Deliveries and collection will be scheduled to avoid peak travel times.

All delivery vehicles will enter the site directly from Church Rd and park in designated (loading/unloading). All vehicles attending site will be required to be booked in at least 48 hrs. in advance. Drivers must call site to inform the LRC Ltd Site Manager of their arrival time at least one hour beforehand and then again ten minutes before arrival. Drivers must receive the clear information from LRC Ltd Site Manager before making their way to designated area. Vehicles will be met on the road (in designated area) outside the site by Site Manager who will examine the paperwork. The Traffic Marshall will then supervise the maneuvering of the vehicle into the unloading area. Materials to be unloaded to designated area on site. The arrival and departure of vehicles will be carefully managed by a Traffic Marshall who will ensure that pedestrian and local residents at Church Rd have a clear and safe right of way when required. For a large majority of the time all delivery vehicles will be parked within the designated area in order to maintain a clear use route for residents.

Barriers will be in place to protect pedestrians and street users and signage will be utilised to direct users. Site operatives will be organised to ensure the health and safety of pedestrians. The Traffic Marshall will ensure that they are clearly visible to road users travelling on Church Rd throughout any delivery or removal of materials. (Refer to Site Logistic)

The LRC Ltd Site Manager will oversee all unloading procedures and step in should he feel the operatives or sub-

contractors are not working in a safe manner. Once the vehicle has been unloaded, the banksman will supervise the movement of the delivery vehicle out of the unloading area, again managed by the Site Manager. At all times when the traffic management proposals are in place, the area will be supervised by experienced Banksman who will supervise the safety of other vehicular traffic, cyclists and pedestrians in the vicinity.

Areas for loading and unloading of materials,

Materials will be off-loaded in designated areas located into site hoarding and transporting to the designated area in the building. Materials will not be left , even temporarily in unprotected areas outside the designated boundaries where they may be a risk to the general public. All deliveries and waste removals are to be scheduled to minimise any disturbance to neighbouring properties. Skips to be located on site in designated area and collected by licensed waste removal company. Materials will be off-loaded using vehicle mounted hydraulic lifting and transferred to designated area located on site yard for onward distribution by hand.

Smoking restrictions,

Smoking will be strictly prohibited on site and LRC Ltd must identify a discrete area where operatives can smoke, ensuring that any resulting debris is cleared away.

Perimeter hoarding,

A 2.4m high painted timber hoarding will be erected to the perimeter of the site with top and bottom painted timber trim. Appropriate lighting and health and safety signage will also be installed. The hoarding will be located on all accessible boundaries to the site. An Information board will be securely fixed to the entrance points with safety notices and contact details clearly displayed. The primary purpose of the hoarding will be to minimise all risk associated with the works to neighbours/passersby/visitors and operatives, by containing the site works and any associated noise and dust.

The hoarding will be painted in a colour to minimise the impact to local residents and have a lockable gate for deliveries and a door for site access). Site Safety Information boards will be securely fixed to the entrance points with safety notices, contractor details and safety lights.

Site offices and welfare facilities,

The site office and welfare facilities will be provided by LRC Ltd and will initially be located within the designated area Refer to Site Logistic Plan.

The site setup will consist of an office furniture, a site canteen and drying facilities. Toilets will also be provided LRC Ltd next to the site office / welfare. The site office and welfare/toilets etc. will be kept clean and tidy at all times.

Scaffolding,

General access will be provided by tube and fitting scaffolding, which will be erected and inspected by competent, fully trained staff and operatives in accordance with the scaffold designs and current legislation. Scaffolds to the external rear elevations will be sheeted and appropriate guardrails positioned. Additional Inspections to be carried out and records to be kept in the Contractor Health and Safety Folder on Site office.

Lifting Operation and Equipment,

When discussing the method statements and risk assessments with those who are undertaking manual handling operations, LRC Ltd will ensure that operatives are adequately trained in the correct lifting techniques to be used. Where possible, lifting equipment will be provided in order to simplify or reduce the amount of manual handling operations that are required. Correct manual lifting techniques required the use of legs, not the back. If it is too have for one person, use two, do not struggle on your own. The Site Manager will carry out manual handling communication to the operatives carrying out the work. Work involving risk should wherever possible be carried out by mechanical means or avoided.

Parking,

On-site parking for staff and operatives will be unavailable on this project. Those visiting and working on site will also be encouraged to use public transport to travel to site.

Waste management and site cleanliness,

All waste shall be disposed of using licensed waste carriers only. Waste Register to be provided and record to be kept on site. Site bins will be clearly labelled so that the recyclable materials can be segregated on site. Further recycling and

segregation will be carried out at the waste transfer station. All subcontractors will be contracted to maintain tidy work areas and clear all waste materials to the bins provided.

1.3.2 Sequence

Enabling Works,

Works on site will commence with the investigation of the existing ground services and the disconnection of areas to enable the progression of the site set up. Once Site set up works are underway we will carry out the preparation and arrangement of the site and logistic. Site office will be located on site in designated area. All staff and visitors must report it to site office and sign in.

Prior to commencement of operations LRC Ltd will drop a letter into neighbouring properties and those in the immediate vicinity, confirming our start date and advising on contact numbers in the event of a problem or query. All complaints will be handled by the LRC Project Manager / Site Manager responsible for the project. In addition, contact details will be provided on the hoarding.

Suppliers are to be made aware of access limitations for large loads. The site roads and deliveries are to be based on a strict just-in-time process (i.e. by timely telephone communication). No vehicles are to be left unattended.

All operations will be subject to the relevant Health & Safety legislation and guidelines.

LRC Ltd will liaise with the other local developers to coordinate operations to minimise local access issues and impact on the road. No responsibility can be taken for non-agreement, adherence or implementation of actions required by neighbouring contractors and their suppliers.

Demolition/Construction Phase,

The soft strip will be the first operation and the heavy breaking up surface and excavation will follow.

Much of the demolition material, timber framing members would be removed. Sundry rubbish would be removed by skip during allowable hours for segregation into recyclable waste off site.

The ground bearing construction and care will be required to limit the vibration and the potential effect of vibration on the party wall. Noise and dust and potential disruption to residents is also an important consideration.

Specialist techniques would be preferable in all aspects of the project. Fine water spraying will be used to suppress dust and acoustic screens erected locally when required.

All waste materials will be loaded out in designated areas for further distribution by hand and collected by “SKIP“ lorry. The construction works process will be subject to a rigorous regime of quality control including pre-defined hold point inspections for key stages of the works by appointed structural engineer. All operations will be carried out by using hand tools and small/large machines.

These works will be carried out in controlled zones and manner at all the time. All waste will be segregated wherever possible and will be collected by skip lorries.

Equipment to be used and relevant operator training:

Plant:
Only properly qualified competent operatives are to carry out work. CSCS - CPCS – CCDO – CMPE

Competency: Third Party Safety:

All operatives and visitors must be aware of any risks their work can impose on others in the vicinity. Work will only commence on site once any necessary controls or protection measures are in place. The supervisor will liaise with all other relevant parties. Identify any other people who will be affected by the work.

All operatives must wear and use safety equipment as required by the site rules. Additional PPE and protective clothing must be worn as required to suit the risks which evolve as work progresses.

PPE Requirements:
Safety Helmets, Safety Foot-ware, High Visibility Bibs/Jackets, Goggles/safety glasses, Ear Defenders, Rigger Gloves, Impervious Gloves, Respirators FFP2/3.

Sequences of Work and Control:
Housekeeping will be implemented regularly to ensure that safe routes of access and egress are maintained and fire prevention.

Watering of the works,

At all times where applicable there will be a waters applied. This will be in constant use during demolition and clearance works, to minimise dust nuisance to operatives and any adjoining members of the public. Due to the sensitive location of the dusty works all water suppression will be kept light and localised to the task so that maximum control is maintained, and ponding is avoided. In the event that the floor level water run, starts to occur a bund will be implemented to contain it within the site and protect water courses and then pumped to safety.

Environmental Controls:

Every effort will be made to keep noise, dust and waste levels to a minimum and ensure that no hazard or nuisance is created for others. Working areas will be tidied up regularly and any loose waste material will be placed in skips or bins.

End of day demolition procedures:

All tools and equipment will be cleared up and returned to the stores or compound.
All towers will be left safe and access blocked off or dismantled.
Any guardrail or barriers removed for access will be replaced and securely fixed.
All warning signs will be checked for position and visibility.
All plant will be refuelled left in a safe position and doors locked.

Structure:

This is to be built in accordance with the structural engineers and general design drawings.

All materials and construction works are to comply with current Code of Practice, Building Regulations, the Planning Acts and Specifications. All materials and proprietary goods shall be stored, mixed and fixed in accordance with their suppliers/ manufacturer's instructions or specifications.

Envelope:

Roofing will progress in parallel to the internal walls.

Materials for roofing and glazing are likely to be delivered and offloaded by Hiab and placed using a small scale lifting equipment. Traditional scaffolds will be erected for access and edge protection.

Internal works:

Internal works will commence once a weather tight environment has been achieved within the building. Wall and ceiling finishes will be completed ready for final fixtures and fittings before floor finishes are laid.

Mechanical / Electrical Services:

Any high level conduits and pipework above ceiling level will be installed using safe access equipment. Installation of light fittings, smoke detectors and fire alarm systems will be co-ordinated with the ceiling works.

Where necessary some areas will be omitted at this stage to permit access for testing and commissioning purposes. Testing

and commissioning of specialist systems will be carried out by the specialist system supplier/installer and all test certificates will be issued.

Fitting-Out and Handover:

Temporary protection to floor and wall finishes will be removed once the installation of all fixtures and fittings has been completed.

Snagging, cleaning and inspection will be undertaken room by room and once completed each room will be secured in advance of the final handover.

Temporary site services will be isolated, equipment cleared, offices and plant removed prior to handover.

Protection of Completed Works:

The contractors will adequately protect all materials, equipment and finishes. To prevent damage arising from weather conditions, construction activities, or any other cause whatsoever during the progress of works and until the completion of the Project.

1.3.3 Noise, Vibration & Dust:

The biggest environmental impact arising from the project will be noise, vibration and dust transfer into the surrounding atmosphere. In order to prevent such problems developing we will ensure the following precautions are taken:

All machines and lifting equipment will be designed to the latest specification where possible and conform to the latest emissions regulations, generators will be housed within enclosures to reduce noise levels

Within reason the timings of the breaking out works will be sequenced around the users of the adjacent properties, this will require further development and review against the programme

In order to keep the environmental impact to a minimum; a combination of mechanical excavator with breaker attachments and hand held medium duty breakers will be used for concrete removal

Site working hours will be from: 8am until 6pm Monday to Friday Saturday – 8am until 1pm.
The site will be closed on Sundays and on Bank Holidays.

All skips and muck away wagons leaving site will be fully sheeted to prevent any dust arising

1.3.4 PPE

The minimum PPE requirement for all work will be Safety Footwear (boots or shoes), High visibility vest or jacket with additional PPE comprising of Gloves to EN388 Abrasion, Blade Cut, Tear and Puncture Safety goggles or glasses to BS EN 166 1B349 CE2 (particulate) Anti splash safety goggles to CE EN166-1B349 CE0196. Dust inhalation protective masks to EN149 , Ear defenders Safety head protection and safety aural mask.

1.3.5 Staff & Training

All tasks will be carried out by LRC Ltd operatives, all staff must be qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any sub-contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

1.3.6 Small Tools & Electrical Equipment:

Tools will be standard hand tools - 110V Grinder with disc cutting blades, 110v mag drill, 110v reciprocating saw, 110v impact wrenches, 110v corded power drills, battery powered cordless tools. 110V transformer, leads, etc. All electrical equipment to be PAT tested with certification kept in the files.

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible.

Any portable electrical equipment taken on to site will be PAT tested every 3 months when used. A risk assessment will determine if inspection periods need to be varied.

1.3.7 Access and Procedures

All site personnel and visitors to the site shall be required to report to the Site Manager on arrival on site and on departure from the site.

The LRC Ltd Site Manager shall keep a written record of all people on site. This record shall be taken to the assembly point in case of emergency or fire.

Our main site visitors entrance will be securely guarded at all times and locked when not in use.

The site entrance must be locked using a chain and padlock as a minimum. Ladders will be removed/made unusable, materials locked away, plant secured, openings/excavations covered and/or protected with barriers. The perimeter check will be made twice per working shift, once at the beginning of the shift and once at the end of the shift.

Priority will be given to maintaining continuous safe access with particular attention to the following;

- Preventing the general public, schoolchildren and visitors from wandering into designated construction work areas;
- Keeping all areas outside of the work area free from deposits of mud and site debris by regular sweeping as necessary;
- Avoiding pollution of the atmosphere

1.3.8 Neighbours

We recognise the importance of building and maintaining relationships with all people and organisations affected by the construction of this project. We have an open door policy with regard to interaction with neighbouring premises.

Prior to our commencement on site we will visit the surrounding properties immediately affected by the works to understand individuals' concerns and to establish points of contact and methods of liaison.

We will issue to properties in the vicinity of the works a contact sheet, and then at regular intervals throughout the project, a newsletter detailing the nature of the works being carried out and future major work operations.

Contact names and numbers for the site will also be posted on the hoarding in line with the requirements of the Considerate Constructors Scheme.

LRC Ltd will undertake to operate the project in accordance with the Considerate Constructors' code of practice and not only maintain a clean, tidy and safe site but also ensure that the requirements regarding the environment, site welfare facilities, the workforce and the general public are met.

1.3.9 Protection of Surfaces

It is not anticipated that our activities will adversely affect the public highway; this will continue to be monitored and reviewed as necessary.

1.3.10 Health and Safety Goals and Operations

External H&S Inspections,
LRC Ltd fully embraces the role of Principal Contractor for the proposed construction works at Highfields, Church Rd and will appoint the Health and Safety Consultant for this project. The Health and Safety Consultant will be responsible for monitoring health and safety performance and also for making arrangements for remedial action on health and safety should it be necessary.

The Site Manager's duties are described in more detail later but they will include the preparation of a site fire safety plan and site logistics drawings prior to commencement and updating them as the works progress.

Hard hats, hi-visibility vests and foot protection shall be worn as a minimum requirement for the duration of the works. LRC Ltd health and safety goal will be to undertake the works with due regard for the health and safety of all parties involved with zero accidents and completed on programme and to budget.

1.4 Location of the works

High Fields, Church Road, Milton-under-Wychwood, Chipping Norton, Oxfordshire OX7 6LF

2.0 MANAGEMENT FRAMEWORK

Role:	Client	Address:	55A St Marys Butts, Reading, Berks, RG1 2LG
Company:	MiCiM Ltd	EMAIL:	Daniel.potter@micim.co.uk
Contact:	Daniel Potter	Telephone:	01189500440

Role:	Architect	Address:	Unit 6, New Yatt Business Centre, New Yatt, Witney, OX29 6TJ
Company:	DuCroz Architects	EMAIL:	david@ducroz.co.uk
Contact:	David Bonta	Telephone:	01993709035

Role:	Structural Engineer	Address:	
Company:		EMAIL:	
Contact:		Telephone:	

Role:	Principal Designer	Address:	Unit 6, New Yatt Business Centre, New Yatt, Witney, OX29 6TJ
Company:	DuCroz Architects	EMAIL:	david@ducroz.co.uk
Contact:	David Bonta	Telephone:	01993709035

Role:	Principal Contractor	Address:	21-23 Croydon Road, Caterham, Surrey, England, CR3 6PA
Company:	Lee Ryan Construction Ltd	EMAIL:	leeryanconstruction@gmail.com
Contact:	James Lee	Telephone:	07741209562

Role:	Health & Safety Consultant	Address:	19 Harrow Way, Andover, SP10 3RQ
Company:	DO Safety First Ltd	EMAIL:	darren@dosafetyfirst.com
Contact:	Darren Osborne	Telephone:	07827318417

Role:		Address:	
Company:		EMAIL:	
Contact:		Telephone:	

Role:		Address:	
Company:		EMAIL:	

Contact:		Telephone:	

Management Review:

Lee Ryan Construction Ltd Project Manager will undertake a review of the project and include the following for input into the annual management review:

- Results of internal audits and evaluations of compliance with legal and other requirements
- Communication(s) from external interested parties, including complaints
- The extent to which objectives and targets have been met
- KPI data
- Status of corrective actions
- Follow-up actions from previous management reviews
- Changing circumstances, including developments in legal and other requirements related to the environmental aspects
- Recommendations for improvement

2.2 Employer's Environmental Policy

The Project Team will comply with LRC Ltd Environment Policy. LRC Ltd shall ensure that the policies and their requirements are made known to all relevant personnel. This will be undertaken through a number of methods including site inductions, method statements and risk assessment briefings and toolbox talks.
All subcontractors will be provided with a copy of the Environment Policy and HS&E Terms & Conditions for Sub Contractors that set out the minimum environmental requirements.

2.3 Environmental Risk Assessment

An Environmental Risk Assessment identifying significant aspects and impacts identified for the construction phase will be produced and will form part of the project risk register. The register shall be reviewed and revised on a monthly basis as or as required e.g. due to changes in the scope of work. Any new environmental aspects and their impacts will be updated accordingly. The risk scoring system allows the impacts to be prioritised and the most significant identified.

3.0 COMMUNICATIONS & RESPONSIBILITY

Implementation;

The successful implementation of this CMP depends upon there being adequate coordination, communication and liaison between the various parties.

Accordingly the following formal arrangements have been made:-

1. Weekly meetings initially will be held between Principal Contractor the Design Consultants, the Client and the Client's Agent.
2. Design Team meetings will be held as required with the design team and contractors as appropriate.
3. Fortnightly meetings will be held on site between the Project Manager and subcontractors employed on the project.
4. Site Manager will hold 'Tool Box Talks' with all site-workers; there will be records kept on site of these toolbox talks.
5. Instructions relating to Health and Safety will be issued at the daily meeting between our Site Manager and the subcontractors' , as well as the regular minuted meetings held at least fortnightly with the subcontractors.

3.1 Responsibility and Company Management of Health and Safety

Managing Director / Director Responsible for H&S

Safety Responsibilities:

Overall responsibility for the health, safety and welfare of all staff, contractors and others that may be affected by the projects activities and:

• Advising senior management on the requirements of health and safety legislation
• Providing and co-ordinating the documentation, training, and facilities to undertake company responsibilities for health, safety and welfare.

• Monitor and amend, when required the Company Health and Safety Policy.
• Instigate regular safety committee meetings and ensure items discussed and agreed are actioned.

Contracts Manager/ Project Manager

Role: General Management of the Project

Safety Responsibilities :
The Contracts Manager/Project Manager shall be responsible to the Managing Director/Director Responsible for Health and Safety, for:

• Ensuring compliance with all statutory requirements
• Implementing the requirements of the Company Health and Safety Policy. The development, approval and implementation of the Health & Safety Plan. Informing H&S Officer.
• Monitoring and acting upon H&S Officers reports.
• The Preparation and Distribution of Risk Assessments/Method Statements. Ensuring adequate safety systems are developed put in place and followed. Regular Reviews of Health and Safety on the project.
• Direct selection / briefing of sub-contract key trades & direct sub-contractors.
• Overall health and safety responsibility for project.
• When appropriate, seeking advice from external sources such as the HSE Providing interface with the Client and sub-con tractors at Project level. Identifying areas where external specialists are required

Site Manager / Site Foreman

Role: The day-to-day management of the project work site.

Safety Responsibilities :
Implementing the requirements of the Company Health and Safety Policy.

• Ensuring compliance with all statutory requirements

• Implementing the requirements of the Company Health and Safety Policy. The development, approval and implementation of the Health & Safety Plan. Informing H&S Officer.
• Monitoring and acting upon H&S Officers reports.
• The Preparation and Distribution of Risk Assessments/Method Statements. Ensuring adequate safety systems are developed put in place and followed. Regular Reviews of Health and Safety on the project.
• Direct selection / briefing of sub-contract key trades & direct sub-contractors. Overall health and safety responsibility for project.
• When appropriate, seeking advice from external sources such as the HSE Providing interface with the Client and sub-contractors at Project level. Identifying areas where external specialists are required

Site Supervisor / Site Foreman

Role: The provision of competent Health and Safety advice to management and staff at all levels.

Safety Responsibilities :
The Project Health and Safety Adviser shall be responsible to the Project Manager for:

• Assisting with the development of the project safety plan and other safe systems of work.
• The provision of health and safety advice to management and staff at all levels on safety aspects of the project work.
• Carrying out assessments, inspections and spot checks under the direction of the project management team.
• Carrying out safety related training under the direction of the project management team.
• Drawing the attention of the project management team to any safety non- compliance's, shortcomings or other safety related deficiencies of which he becomes aware and assisting in action/strategies to correct them .

Employees and Contractors

Role: To carry out the work in a safe and efficient manner.

Safety Responsibilities :
• Work in a safe manner that does not create risks to themselves and anyone else.
• Use the correct tools and equipment for the job
• Work in accordance with company procedures
• Use correctly any safety equipment supplied
• Cease work when a hazardous situation is created and to report all hazards to the Site Foreman.

Interfaces

The main project team will liaise with others as follows:

Subject	Contractor	With Whom
Approval of H&S plan/s and method statements	LRC H&S Manager	Project Manager/ Principal Designer
Liaise with necessary bodies regarding permissions	LRC Ltd	Local Authority Architect, Statutory bodies
Approval of contractors method statements	LRC Ltd Project Manager / Site Manager	Sub - Contractors
Emergency procedures	LRC Ltd Project Manager / Site Manager	Emergency services
Site safety supervision	LRC Ltd H&S Manager	Staff and contractors
Technical specification	LRC Ltd	All relevant parties
Accident reporting	LRC Ltd Company Director / Project Manager	HSE
H&S Legislation	LRC Ltd Project Manager / Site Manager	Local HSE Office Environmental Agency
Contractor approval process	LRC Ltd Project Manager / Site Manager	Contract Manager / Contract Administrator
Day to Day project management	LRC Ltd Project Manager / Site Manager	Contract Manager

3.2 Principal Contractor Internal Management Team

LRC LTD management team will review Health, Safety & Environmental issues as part of their regular planning meetings to discuss compliance and to coordinate future activities. Managers attending these meetings will ensure that their subordinates are aware of the matters relating to Health, Safety and the Environment that are discussed to ensure that adequate coordination takes place.

3.3 Between the Principal Contractor and the Client

The Client (or his representative) shall be invited to review the implementation of the Health, Safety & Environmental parts of the Plan as an agenda item at their progress meeting, which will be held weekly initially.

3.4 Between Principal Contractor, Designers and the CDM Principal Designer

The CDM Principal Designer shall be invited to agree a programme of formal meetings to review on-going and/or outstanding design matters as they relate to Health, Safety and the Environment as well as the provision of information relevant to the Health, Safety & Environmental Files.

3.5 Between Principal Contractor and Contractors

Day to day coordination and communication will be carried out by the relevant Project Managers / Engineers, Agents, Foremen etc. Coordination and liaison of day-to-day health, safety and environmental matters shall be carried out between each contractor's nominated manager or supervisor and managers from Principal Contractor's team. Each member of the Principal Contractor team shall be responsible for ensuring that appropriate records of such coordination and liaison are kept.

LRC Ltd shall hold fortnightly planning/progress meetings with each contractor where health, safety and the environment will be the first items on the agenda. At these meetings matters related to the assessment of risk or proposed methods of work will be reviewed, as will the interface with other contractors' activities.

All current method statements and risk statements will be reviewed and all future imminent risk assessments and method statements will be submitted and agreed by LRC Ltd , in addition all contractors' weekly safety inspection reports will be reviewed.

A safety coordination meeting to discuss health, safety and environmental matters will be held with all contractors together at least once a month. These meetings will be recorded and the minutes distributed to all contractors. Each contractor will be required to bring to the meeting any appointed or volunteer workforce representatives. The purpose of this meeting will be to provide an open forum for LRC Ltd, contractors and the self-employed to discuss such general points as:

1. New contractors' introduction
2. Site rules
3. Access arrangements
4. Welfare standards
5. Storage arrangements
6. Accidents/trends
7. Findings of monitoring arrangements (inspections and audits etc)
8. Any views, advice or opinions on H&S raised from the workforce
9. Changes in hazard/risk or new plant
10. HSE Alerts, Briefings & Circulars ('ABC' system)
11. HSE Initiatives or campaigns
12. New Legislation or Codes of Practice
13. Good Industry Practice

A contractor employing self-employed employees or other subcontractors (i.e. sub-subbing it), has a duty to ensure that relevant parts of the Construction Phase Health, Safety & Environmental Plan are communicated (contractors must always obtain agreement from LRC Ltd prior to sub-letting works).

3.6 Between Contractors and Employees

Each contractor must ensure that their employees receive adequate and suitable information contained in their risk assessments and method statements by a detailed and specific briefing which must be recorded and include who gave and attended the briefing; LRC Ltd will periodically audit these arrangements.

In addition, each Sub - contractor must establish a regime of Tool Box Talks such that every employee receives a health, safety and environmental briefing at least once a week. Contractors' supervisors are responsible for conducting these briefings and their implementation shall be monitored by LRC Ltd . Records must be kept of Tool Box Talks carried out and who attended them.

Sub -contractors must ensure that Site Safety Rules and necessary procedures issued by LRC Ltd are communicated to and understood by their employees.

3.7 Between Principal Contractor, Contractors' employees and the self-employed

LRC Ltd shall ensure that Self Employed persons receive the relevant information contained within this document via the site inductions. LRC Ltd Project Manager reserves the right to communicate directly with any person employed on site with regard to health, safety and environmental matters.

3.8 Safety Committees (Employee Consultation)

Where the total workforce at any one time exceeds 25 on site, a Safety Committee shall be established. It will be representative of the workforce, be as informal as possible, and records maintained. The meetings will be held at least monthly.

3.9 Liaison with the local community

1. Suggestion box on Main hoarding [with a you said we did board]
2. Notice board on main hoarding showing weekly updates and upcoming works [with highlights on works likely to cause disturbance]
3. Weekly invite to immediate neighbours to attend meetings to discuss issues and short term work activities.
4. Monthly Newsletter circulated to all neighbouring properties

3.10 Visits by enforcing authorities

All visits to the project's undertakings by inspectors from the Health and Safety Executive, Environment Agency, Environmental Health or other stakeholders with enforcement interests shall be promptly notified to the Principal Contractor Safety Director as detailed in LRC Ltd Health & Safety Policy (Arrangements).

3.11 Correspondence

All correspondence with project team will be via post, email or telephone.
All drawings will be published using email.

All members of the client, design, LRC Ltd and subcontract teams will be given access to email at the appropriate time.

Contact details for LRC Ltd will be displayed on the site hoarding for those wishing to communicate with head office rather than the site team.

4.0 SITE SPECIFIC CONTROLS

4.1 Emissions, Monitoring and Measurement

The project recognises that a distinction needs to be made between the different types of monitoring. For the purposes of this Project, a clear distinction has been made between active and reactive monitoring as follows:

Active	Reactive
Site Management	Incident Reporting
Boundary and Watercourse Inspections	Complaint Recording and Investigation
H&S Inspections	Dust
Environment Duty Holders Site Inspection	Noise and Vibration Monitoring
Senior Managers Tours	Water Sampling (where necessary)
Internal Audits	TBC

Emissions

The emissions that the project produces will form a significant proportion of the potential for environmental impact during the works. The following table describes the type and level of these emissions from the site. Monitoring regimes and control measures are also detailed.

Emissions	Potential Receptor	Monitoring and control measures	Level of emissions
Oil / fuel	Oil / fuel	Monitor the amount coming onto site to ensure it is kept to a minimum. Materials to be stored in line with the oil storage regulations. See details below.	Low
Paints	Paints	Water based and oil paints to be used and when not in use stored in a locked container.	Low
Other chemicals	Other chemicals	Control of Substances Hazardous to Health (COSHH) assessment to be undertaken for all chemicals and control measures applied. Specific monitoring regimes to be implemented as required	Low

Dust	Land,	Damping down to take place as appropriate. Stream to be protected against silting. Dust to be monitored as required.	Low
Wheel born mud and soils	Roads	Road condition to be monitored on ongoing basis by site management. Tarmac / concrete haul roads to be put in place early. Wheel wash to be used during earthworks. Road brush to be used as required.	Low
Concrete wash water	Land	Designated area to be established for the washing out of concrete	Low
Plant & vehicles	Air	Maintenance regime in place and monitored for all plant and vehicles. All to be turned off when not in use	Low

4.2 Vermin and Pest Control

Welfare facilities (canteens, drying rooms, locker rooms, toilets etc) will be provided by LRC Ltd. These will be cleaned daily and maintained in good condition. It is expected that the users behave properly towards the facilities provided. Anyone found to be abusing welfare facilities will be dismissed from the site.

Toilets will be located on site. Anyone found urinating or defecating elsewhere will be dismissed from the site immediately. All food and drink is to be consumed within the mess rooms / canteens or else off the construction site. Consumption of food outside of welfare facilities encourages the spread of vermin causing further potential occupational health risks, e.g. leptospirosis (Weil's disease). All food and drink will be disposed of in a lidded container and emptied on a weekly basis.

As the site is in a built up residential area it is not expected that there will be a rodent problem. However, this will be monitored as the works progress. If required, rodent control measures will be put in place.

4.3 Prevention , Containment and Cleaning Spillages

Liquid Storage;

All oils and fuels will be stored in compliance with the Control of Pollution (Oil Storage) Regulations 2001.

- Fuel shall be stored in dedicated bunded, impervious storage areas, away from drains and watercourses.
- Drums over 200 litres shall be stored on drip trays capable of holding 25% of the drum's maximum capacity.
- Fuel tanks shall be stored within a bund capable of holding 19% of their capacity. All pipes and gauges shall be within the wall of the bund.
- Bowsers shall be double skinned and shall be stored in a bund capable of holding 19% of the volume of the bowser.
- Small mobile plant shall be placed on drip trays.
- Spill kits will be available at various points around the site and located next to bowsers and drums.

Consideration will be given to any required surface coatings which contain bitumen or related materials as being delivered in a hot and ready to lay format. This will avoid the bitumous materials being heated on site.

Solids;

Spillages of dry and dusty materials will be avoided by good housekeeping methods including storing under cover and on hard standing. Skips will be covered where there is a risk of material becoming airborne.

Wheels of site vehicles will be cleaned before they leave site. This will be supplemented by a road brush to clean roads as required; this will prevent tracking of mud and debris onto surrounding routes.

Dealing with spills;

Spill kits will be available at various points around the site and located next to bowsers and drums. Should a spill occur the

following will be implemented:

- Work will be stopped immediately
- All possible ignitions will be extinguished if the spilt material is flammable
- The spill will be contained using spill kits on land and booms on the stream
- The source will be identified and sealed as practical
- Granules / pads to will be used to mop up as much spill as possible
- The project lead will be informed of the spill
- If the spill enters the stream the environment & sustainability manager must be contacted immediately who will contact the Environment Agency and British Waterways.
- Braemar Howell Spill Contractors will be contacted if the need arises or the spill breaches a watercourse
- The granular material and pads and any containment items will be treated as hazardous waste and disposed of accordingly

An incident report form will be produced and sent to the HS&E department within 24 hours of the incident occurring. If the incident is significant a full investigation will be carried out by the HS&E Advisor and the Regional Environmental Advisor.

4.4 Fire Control

The project will ensure that operations are carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 "Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation".

A full fire management has been produced in conjunction with the nominated Responsible Person and relevant parties as appropriate. It is based on the requirements set out in the "Code of Practice on Fire Prevention on Construction Sites". This document will identify duty holders, defines responsibilities and establishes procedures on fire prevention. There are basic rules that apply to all of our construction sites which aid in the prevention and control of fires
A Site Fire Safety Consultant will be appointed to ensure adherence to the Site Fire Safety Plan. In addition, they will coordinate the issues below:

- General Housekeeping
- Fire extinguishers fire detection and alarms
- Hot Work Permit regime
- Fire escapes and communications (evacuation plans and procedures for calling the fire brigade)
- Fire brigade access, facilities and coordination
- Fire drills and training
- Effective security measures to minimise the risk of arson
- Materials storage and waste control regime

An initial fire risk assessment of each area will be undertaken and updated as the risks change. In addition, weekly inspections of all areas will be carried out and the findings recorded on a weekly inspection report.

All areas will be kept clean and tidy and stored materials will be properly coordinated and controlled.

Waste Management and Storage of Materials;

During construction works the building will be kept free from the build-up of combustible materials. All fire escape routes through the building will be kept clear of stored materials. Offending contractors will be issued with clean up and obstruction notices.

Storage of Materials;

We will operate a 'just in time' delivery system with all deliveries needing to be booked in one week prior to the week of the delivery. These will insure that that there will be minimal storage within the building.

Fire Points;

Fire Points will be located throughout the site and during superstructure phase in the building at key strategic positions for example Stairwells, main corridors and open / communal areas.
Each Fire Station will consist of:

- Water extinguisher
- Co2 or Powder extinguisher
- You Are Here plan
- Alarm sounder / Rotary bell

The Fire Station Points will be checked daily by appointed persons and weekly by the site fire safety coordinator. Evacuation signage is installed and maintained by the Fire Wardens as the build process progresses

Fire Drills & Training;

The evacuation sounders will be tested once a week. Periodic tool box talks will be issued to contractor's managers in order that their personnel are aware of the evacuation procedure. Signed acceptances of these briefings will be returned to the project.

Risk of fire water run off;

In the case of a fire being attended by the Fire Service, significant volumes of water, foam and burnt matter may be washed onto the ground. There is a risk that this may run off into drainage and the watercourse.

In this case, the site management will monitor fire water runoff and ensure that contaminants are prevented from entering water systems by use of booms, bunds and sluice gate.

4.5 Treatment of Effluents

Any connections or discharges to drains and/or controlled waters will not be undertaken without approval and, where required, the necessary consent being issued.

In order to protect drainage systems, they will be drawn up on the Site Plan showing the nature and course of the drainage on site. Surface water drainage will be marked BLUE and foul water drainage will be marked RED.

Measures will also be taken to prevent silting of such waters and pollution spill kits made available on site in case of emergency or accidental spillage. Discharges will only be made to drains and sewers with appropriate consents providers and regulators.

4.6 Nuisance to Neighbours and Pollution to the Local Environment.

The site will be managed in accordance Considerate Constructor Scheme guidelines.

The Environmental Risk Assessment will highlight the potential environment impacts will be and how they will be effectively mitigated.

All complaints will be forwarded to the community liaison officer to address. Once these have been dealt will they will be recorded and the details passed onto LRC Ltd team for record.

4.7 Traffic and Transportation

Traffic both on and off site will be managed in order to minimise the impact to site operations and the local community. Full Traffic Management Plans will be developed if necessary.

On site, the following would be implemented:

- Switching off vehicle engines when not required
- Parking provided on site
- Use of a form of wheel washing processes as appropriate
- Preparation of access routes
- Preparation of hard-standing
- Scheduling of deliveries
- Site speed limits on access roads
- Removing mud from public roads carried on by construction vehicles; by use of road sweeper
-

Works should avoid tracking / spillage of mud; soil etc by construction vehicles onto public roads. Where this does occur, measures are to be taken to clear up excessive spillage/tracking. The Site Logistic Plan will form part of the CMP.

4.8 Dust, Noise and Odours

There is the potential for fugitive dust emissions to arise during the construction phase of the High Fields, Church Road, Milton-under-Wychwood, Chipping Norton, Oxfordshire OX7 6LF project. The Principal Contractor will ensure that construction dust does not pose a nuisance threat to nearby businesses and residential properties. This Construction Management Plan will be agreed with LRC Ltd before the commencement of construction.

Construction dust may be generated as a consequence of construction works for the proposed development, and if the weather is dry during the construction period, then dust may be generated by the re-mediation works, site clearance, cut and fill operations and concrete works.

To prevent unacceptable impact from dust re-suspended by construction vehicles, mitigation measures could be employed if necessary (on the road network, for example). These would be selected with regard to best practice guidance[2], and may include as appropriate: damping down dusty surfaces; controlling the speed of demolition works; covering HGVs carrying dusty materials. The residual impact at the nearest residential properties is expected to be negligible.

Should any activity associated with the construction phase of the project cause or appear likely to cause visible dust to be carried towards any sensitive boundary, particularly at nearby residential properties, the activity giving rise to the emissions will be modified or suspended until the conditions giving rise to the emissions have been resolved. Similar procedures already apply to windblown litter that may arise on site. These practices are already undertaken at the site and there have been no dust complaints from existing operations.

The following specific mitigation measures may be appropriate for the control of fugitive dust emissions during the construction of the development:

- In order to prevent dust nuisance to adjoining premises during dry weather, there should be adequate screening and damping down during all restoration works, clearance works and other site preparations;
- Haulage routes to and from the development site should be watered as necessary to minimise dust nuisance, and should be stabilised/compacted to reduce off-site transfer of waste and other materials;
- Paved roads near to exits should be kept clean and vehicles transporting dusty materials onto and off site should be covered;
- All vehicles leaving the site should be inspected and cleaned as necessary.
- Storage locations for potentially dusty materials must be located at rear of the yard away from the site boundary;
- Adequate ventilation provided
- Local Ventilation Systems (vacuum) systems used

Where the above hierarchy cannot be implemented, those exposed to the dust must wear Respiratory Protection Equipment (RPE) – to grade APF 40 (full face respirator with filter to pp3 standard).

Accordingly, fugitive dust emissions during the construction phase of the new build are expected to be minimal.
Where works are likely to cause noise and vibration nuisance, the site will consult with the local authority and where submit a Section 61 application to the Client under the Control of Pollution Act 1974, however given the location of the site this is deemed to be unlikely to be needed.

4.9 Air Pollution

Air pollution, arising from odour, fumes and smoke, may arise from the following activities:

- Use of heavy plant and machinery
- Road vehicles, particularly HGVs

Pollution to air will be managed in order to reduce impacts to a minimum, and to eliminate where practicable.
Management will be achieved through:

- No fires or smoking is permitted on site
- All fuels, oils and other Volatile Organic Compounds (VOC's) will be stored in secure, sealed, labelled containers
- Consideration will be made to using prefabricated materials where possible so that localised air pollution is minimised
- Vehicles and plant will be switched off when not in use
- Ensure vehicles and plant are not over loaded to prevent labouring
- Modern, well-maintained plant and equipment is used
- Mains electricity supply will be used in preference to generators where practicable

All work will be carried out in accordance with relevant Legislation and statutorily issued guidance.

Reference document:– Best Practice Guidance, The Control of Dust and Emissions from Construction and Demolition and Code of Construction Practice.

4.10 Wheel Washing and Road Sweeping

LRC Ltd will be responsible for ensuring that any skip lorries and traffic leaving the site does not take mud/debris out onto the roads surrounding the site.

All waste aggregates, water and sludge type materials resulting from the necessary 'cleaning' process will be removed from site by a licensed waste carrier and taken to a licensed waste disposal facility as detailed earlier.

5.0 NOISE AND VIBRATION

5.1 Noise control & mitigation

Despite the employment of best practical means to minimise the effects of noise and vibration, due to the proximity of the noisy construction activities to the neighbouring properties, it is unavoidable that some construction works will produce noise levels in excess of 60 dB(A) external and 35 dB(A) internal. Hearing protection zones are to be set up on site when noise is estimated to be up to and over 60 dB (A).

Limits on noisy works, even relaxed, will potentially restrict the time over which they can occur, and it is important to be aware that this may have an impact on the construction programme. This impact can be minimised by employing control and management measures to ensure that noise and vibration at the nearest noise sensitive properties is reduced as much as practicable.

5.2 Time limited activities

Construction activities have been identified which produce noise levels in excess of 60 dB(A) external and 35 dB(A) internal. By limiting the time over which these activities are carried out it is possible to reduce their effect on the daily average noise level.

5.3 Trial noise tests

The time limit to be applied to a construction activity will relate to the noise level and will need to be estimated based on the required construction schedule per day and the likely 'on time' from activity noise.

5.4 Construction monitoring

Due to the proximity of neighbouring properties, and the likelihood of some structural borne noise transmission which cannot be fully quantified at this time, it is advisable that careful monitoring is undertaken of each construction activity as it is introduced to the site. This could potentially include a schedule of trial noise and vibration tests as part of a continuous monitoring programme.

It is recommended that the monitoring will record absolute noise levels. No: 'construction works is permitted on Saturdays after 1pm and Sunday'.

5.5 Screening & enclosures

Where there is the opportunity to install them, acoustic barriers to noise will reduce the noise incident on the facade neighbouring properties. These can comprise purpose built screens or enclosures, and are most effective when situated close to the source (i.e. the drilling rig) or receiver (i.e. a neighbouring façade). Noise levels from all sites should aim to be within a daily limit of 60 dB (LAeq, 9hr) for airborne noise, measured at the nearest occupied premises/site boundary.

5.6 Screens

Screens which block the view of the source can achieve a reduction of noise in the region of approximately 9 dB, and should have a mass of at least 7 kg/m2 with all joints well sealed.

Screens would be appropriate around the active areas of the site. Some noise will pass around the ends of short straight screens, so these should be complete. Ideally the minimum height of the barrier will be such that no part of the noise source will be visible from the receiver. Obviously, these size guidelines will need to be adapted to practicalities of site conditions

5.7 Enclosures

Enclosures or 'acoustic sheds' can offer a reduction of noise in the region of 20 dB, and are typically built of materials with a surface mass of 9 kg/m2 and lined with absorbent material. The effectiveness of the enclosure depends on the extent to which the noise source can be enclosed without the operation of the equipment being adversely affected or the operator being exposed to additional occupational health and safety hazards.

6.0 AIR QUALITY

LRC Ltd must, as far as reasonably practical, seek to control and limit emissions to the atmosphere in terms of gaseous and particulate pollutants from vehicles and plant used on site and dust from construction activities.

Throughout the demolition and construction programme all works will take place behind a solid hoarding. This, together with the nature of the existing construction, results in a low risk of emissions to the air; the project will be a site with a low risk of Emissions (Tier 1).

Throughout the project LRC Ltd will ensure the following:

- Where potential dust producing activities are taking place use physical screening to contain it. This will include the demolition, piling and structural works.
- All loaded skips and lorries leaving the site to be covered.
- The generation of dust whilst loading or unloading materials must be controlled; for example with the use of bagging, sheeting and damping down.
- No burning of waste materials takes place on site.
- There is an adequate water supply on the site.
- Disposal of run-off water from dust suppression activities is in accordance with the appropriate legal requirements.
- All dust control equipment is maintained in good condition and record maintenance activities.
- Site hoarding, barriers and scaffolding are kept clean.
- The provision of clean hard standings for vehicles. Regular cleaning of hard standings using wet sweeping methods, no dry sweeping of large areas
- Loading of material into lorries within designated bays/areas.
- If necessary, clean public roads and access routes using wet sweeping methods.
- Vehicles working on site have exhausts positioned such that the risk of re-suspension of ground dust is minimised (exhausts should preferably point upwards), where reasonably practicable.
- All vehicles carrying loose or potentially dusty material to or from the site are fully sheeted.
- Materials with the potential to produce dust are stored away from site boundaries where reasonably practicable. Minimise the amount of excavated material held on site.
- Sheet, seal or damp down unavoidable stockpiles of excavated material held on site, where required. Avoid double handling of material wherever reasonably practicable.
- Ensure water suppression is used during demolition operations.
- Sheet or otherwise enclose loaded bins and skips.
- Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction.
- The engines of all vehicles and plant on site are not left running unnecessarily to prevent exhaust.
- Use low emission vehicles and plant fitted with catalysts, diesel particulate filters or similar devices.
- Use ultra-low sulphur fuels in plant and vehicles.
- That plant will be well maintained, with routine servicing of plant and vehicles. On site servicing and maintenance to be carried out where possible.

- That all project vehicles, including off-road vehicles, hold current MOT certificates where required.
- Carry out site inspections regularly to monitor compliance with dust control procedures set out above and record the results of the inspections, including nil returns, in the log book detailed.
- Increase the frequency of site inspections when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions.
- Record any exceptional incidents causing dust episodes on or off the site and the action taken to resolve the situation in the log book detailed in above.

LRC Ltd will ensure that dust monitoring will be carried out during potential dust producing activities. The assessment will look at the dust raising potential of construction activities proximity to potential receptors and the duration of activities at each location. The findings should be presented to the Client's representatives in the monthly report.

7.0 HAZARD

7.1 Existing services

Existing services will be identified and isolated where possible. The design will be checked in case of any clashes with existing services and discussions will be held with the client to agree on solutions if such clashes are identified. All site operatives will be made aware of the existing services and any works around existing services will be carried out by experienced operatives using suitable equipment.

Method statements and risk assessments must take into account the existing services and works will only take place under a permit system (e.g. Hot Works Permit, Permit to Work).

7.2 Working at heights

Working at heights is only to be carried out from suitable mobile platforms/ scaffold in accordance with all H&S guidelines, Code of Construction Practice, Approved Codes of Practice and the Working at height regulations.

LRC Ltd Site Supervisor shall ensure that all works carried out at the height of 2m or above is carried out from appropriate scaffold or access equipment that complies with all relevant legislation. He shall also ensure that the following rules for the use of scaffolding are enforced;

7.2.1 Access to Scaffold:

No scaffold shall be accessible from ground level out of working hours. Stop unauthorised access onto the scaffold to be protected by removing all ladders at ground floor level out of working hours, whenever left unattended.

7.2.2 Scaffold register:

The Site Supervisor shall maintain the scaffold register.

7.2.3 Temporary support structures:

No such structures shall be erected other than by a suitably trained personnel.

7.3 Lifting equipment and techniques

All lifting equipment brought onto a site such as cranes or hoists will have the relevant certification and care must be taken to ensure that they are used within their limits and that the drivers are qualified operators.

Method statements and risk assessments will be prepared for all manual-handling operations.

When discussing the method statements and risk assessments with those who are undertaking manual handling operations, managers will ensure that operatives are adequately trained in the correct lifting techniques to be used.

Where possible, lifting equipment will be provided in order to simplify or reduce the amount of manual handling operations that are required.

Correct manual lifting techniques required the use of legs, not the back. If it is too have for one person, use two, do not struggle on your own.

7.4 Fire

Particular attention is to be paid with regard to fire prevention during the works. Hot work operations are only to be carried out under cover of hot works permits by suitably trained operatives.

A fire plan for the site will be developed and will be monitored as construction works progress. The fire marshal in this case is LRC Ltd Site Manager who has been trained in the role.

The fire marshal will be responsible for ensuring designated fire routes are kept clear of any materials or build-up of rubbish and that hot works are carried out in accordance with permits to work.

A fire risk assessment will be undertaken by the site manager in accordance with the recommendations within HSG168 (Fire Safety in Construction)

7.4.1 Fire escape routes:

Do not obstruct t any time fire escapes routes including those passing through the site.

Panic action facilities be maintained on all fire exit doors.

No fire exit door shall be fastened shut in any circumstances whatsoever and direct and unobstructed paths shall be maintained through site areas along existing fire escape routes.

7.4.2 Working in roof spaces:

Work in roof spaces or similar fire risk areas necessitating use of naked flames shall only be performed with adequate fire extinguishers available and ready to hand at the place of work.

7.4.3 Petrol powered equipment:-

Petrol powered equipment such as air compressors, hoists, pumps, mixers shall be so located that their exhausts are well away from combustible material.

Engines shall be shut off during refuelling operations. Electrically driven or air operated equipment shall be used for underground operations or beneath buildings in preference to combustion engine driven equipment.

7.5 Electricity

A suitable 110v site installation will be established for the duration of the works, main supply cables will be armoured cables which will be managed on site wherever possible and labelled with red stickers to say ‘live cable’.

The installation will be regularly inspected and any damaged plant or equipment will be repaired or replaced immediately. Inspection testing by the temporary electricians will be recorded and copies of the reports will be kept in the site office by the LRC Ltd Site Manager.

7.6 Flammable or Combustible Materials

The Site Supervisor is to carry out manual handling communicated to the operative carrying out the work. Work involving risk should wherever possible be carried out by mechanical means or avoided.

7.7 Noise

All operatives within the vicinity of noisy operations should wear relevant safety equipment. Noise assessments will be carried out and operations will be planned and executed to avoid noise in excess of 60 d(B)A wherever possible.

Noise monitoring will be carried out beyond the site boundary to ensure that the noises emitted by the works are below trigger levels set down in the construction management plan.

7.8 Maintenance of plant and equipment

All plant on site must be in a good condition, well maintained and operated only by those holding the relevant current certification. Method statements, risk assessments and a site specific lifting plan will be in place before the use of lifting equipment.

When not in use plant will be kept in a secure area where it cannot be interfered with.

7.9 Falling material/ equipment

Where there is the likelihood of injury from falling materials, danger areas will be cordoned off with adequate signage displayed to alert personnel of the dangers. The site will require the wearing of hard hats.

7.9 Dust

Provision for damping down will be required as appropriate. Areas where works generate dust are to be sealed off as far as practicable, and dust extractors used on equipment where possible.

Appropriate breathing masks will be worn by operatives working in dusty areas according to risk assessments.
Dust monitoring will be carried out beyond the site boundary to ensure that the levels of dust emitted by the works are below the levels set down in the construction management plan.

7.11 Adjacent property

LRC Ltd to ensure that buildings and structures adjacent to the site are protected throughout the works, and that the works do not have any adverse effects.

By careful planning and communication, a safe environment will be maintained for the occupants and visitors to the adjoining properties.

To minimise the risk of injury LRC Ltd will provide a traffic marshal during working hours to oversee all site deliveries and ensure that a safe environment is maintained.

8.0 EMERGENCY PROCEDURES

8.1 Fire Safety Plan;

In case of emergency, sound the alarm and notify the nominated LRC Ltd Fire Marshal.

Fire Escape and Communications; will be advised to all site operatives and visitors during the site induction.

Fire Brigade Access;

In the case of an emergency LRC Ltd Site Supervisor will instruct any vehicle located in the main site area to vacate in order to make the space available to the emergency services.

Drills and Training;

The site induction will include what to do in case of emergency.

Signs and Notices;

Signs and notices will be maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of fire extinguishers.

Hot Work Permits;

Hot Work Permits must be obtained prior to carrying out any operation with a risk of causing combustion.

Confined Spaces;

A work permit is to be obtained before carrying out any operation within a confined space. Only suitably trained operatives with appropriate equipment are to be allowed to work in confined spaces.

Risk assessments must be site specific and should adequately address the hazard of suffocation and the control measures to be in place.

8.2 First Aid

First aid facilities will be available on site. Initially the designated first aider will be:- James Lee (07741209562)

Sub - Contractor are to provide their own first aid cover unless otherwise agreed with Principal Contractor Site Manager.

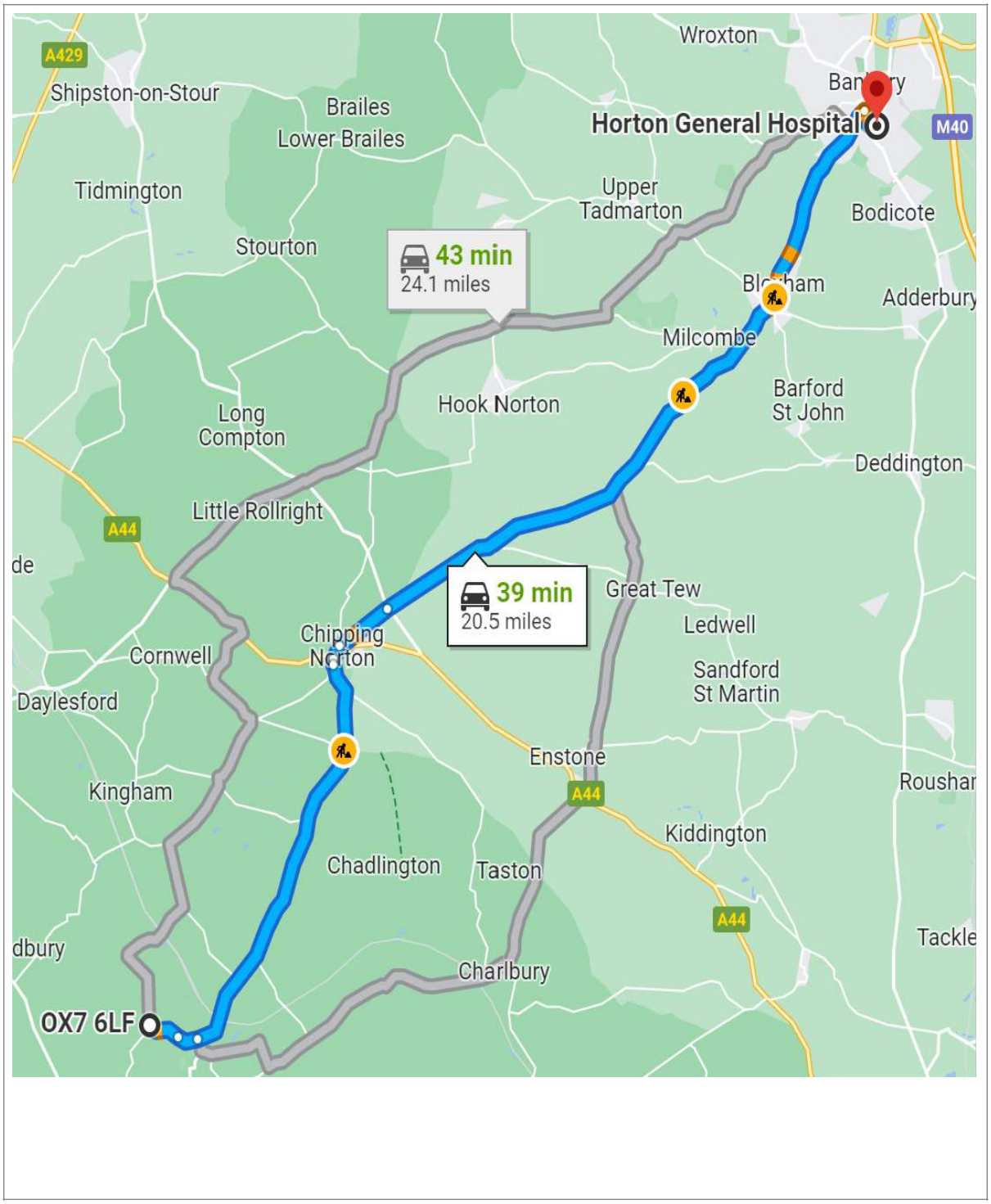
An investigation will be carried out if an incident occurs in order to ascertain the cause and to ensure that the likelihood of it reoccurring is minimised.

8.3 Local Hospital

Local Hospital	Horton General Hospital
Address	Oxford Road, Banbury, Oxfordshire, OX16 9AL
Contact	0300 3047777 **(999)**

(please see map/location information on Site Safety Board)

Highfields, Church Rd, Oxfordshire.



8.4 National health alerts

In regard to current COVID 19 pandemic alert we have organised our business and site operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Please refer to our COVID 19 Site Safety Procedures and Risk Assessment.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure. Every person will need to sign off COVID 19 induction

and health declaration.

8.5 Emergency evacuation and fire precautions

All operatives will familiarise themselves with the instructions about what to do in the event of fire at our premises which are displayed on notice boards and are available from the Principal Health and Safety Company Director.

You should also know where the fire extinguishers are; ensure that you are aware of your nearest fire exit and alternative ways of leaving our premises in an emergency.

Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm you must follow their instructions.

Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

You should notify the Principal Health and Safety Company Director as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire.

A personal evacuation plan will be drawn up and brought to the attention of the fire warden responsible for overseeing your evacuation and colleagues working in your vicinity.

If you discover a fire you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception or the Principal Health and Safety Company Director and report the location of the fire.

On hearing the fire alarm you should remain calm and walking quickly, not running, evacuate the building immediately following the instructions of the fire wardens.

Do not stop to collect personal possessions, do not use the lifts, and do not re-enter the building until you are told that it is safe to do so.

When staff are working on customer sites (whether domestic or commercial) all staff should familiarise themselves with local emergency and evacuation procedures for commercial clients and ascertain points of exit from any domestic sites.

9.0 ACCIDENT REPORTING/ MAINTENANCE OF REGISTERS

9.1 Accident Reporting and Investigation

All accidents and dangerous occurrences must be fully investigated and the findings entered in the accident book immediately following the incident.

All reportable accidents must be notified to the Contract Administrator and Managing Director or Site Manager by telephone in addition to the statutory duty to inform the relevant office of the Health and Safety Executive.

Each contractor is responsible for ensuring that accidents and incidents are reported via Form F2508 to the Health and Safety Executive or appropriate enforcing authority in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13).

All accidents that result in personnel time loss or damage to plant or properties (of any nature) will be investigated by the employer or responsible person with full participation and cooperation of any contractors involved.

A full report must be compiled with any witness statements and photographs to assist in the final conclusions and recommendations.

9.2 External Safety Inspections

Following notification to of a live project, the Health and Safety Consultants will visit site every fortnight and will be informed of current and planned operations. The Site Manager will escort the Consultant around the project.

Following this, the Health and Safety Consultants will leave on site a hand written/printed copy of his/her findings; this will be signed by the Site Manager as an acceptance of the report. The Site Manager will complete the 'Close-Out' Section of the report and email it to our head office within 24 hours.

Any hazards that are identified by Health and Safety Consultants are dealt with immediately and any recommendations they make are implemented as soon as practical – this will be in the form of a direct meeting with the relevant subcontractor or copying the recommendations directly to them.

The inspection form incorporates a scoring and sign off procedure, which is monitored by the senior management of LRC Ltd Company.

10.0 SITE RULES

1. All personnel must complete a site induction before commencing work.
2. All personnel must wear the following mandatory PPE, safety helmet, safety boots and high visibility vest, except within the site offices. Sleeved shirts and long trousers are required.
3. Additional Protective Personal Equipment (PPE) (e.g. goggles, gloves etc) must be worn where required.
4. Be familiar with the safety hazards of your job. One third of all accidents involve manual handling.

5. Look after your own safety and that of others around you.
6. All ladders must be tied.
7. Only certificated scaffolders are permitted to erect, alter or adapt tube and fitting scaffolds.
8. Do not use incomplete scaffolds
9. No crane lifting is to take place without the direction of an appointed, competent slinger/signaller.
10. All personnel operating machinery must be trained and carry valid certification.
11. Lorries are not permitted to reverse without the attendance of a banksman.
12. Drivers must ensure their load is secure before leaving site.
13. Surrounding roads must be kept clear of mud and debris from the site.
14. Machine operators must not use mobile phones during operation.
15. Holes in floors must never be left unprotected.
16. Be familiar with your means of escape should an emergency occur.
17. Know your fire drill. Fire prevention measures are in place on site and all operatives must make themselves aware of locations of equipment and fire procedures.
18. Do not tamper with firefighting equipment.
19. No burning rubbish/materials on site.
20. Follow all safety signs and instructions.
21. Do not cross barriers or go into restricted areas when you are unaware of the risks or dangers.
22. Horseplay and shouting is not permitted on site.
23. Noise is to be kept to a minimum.
24. Radios are not permitted on site.
25. No personnel considered being under the influence of alcohol or drugs will be allowed on site.
26. Permits to Work must be obtained for the following operations;

- All digging operations
- Entering confined spaces
- Hot works
- Live Electrical Work

27. All personnel must keep the work place clean and free from debris.
28. Any person fouling the site will be dismissed.
29. Materials are to be stored safely and where applicable to the suppliers recommendations.
30. COSHH assessments will be prepared by the Principal Contractor for all substances hazardous to health on site, whether in use or not.
31. All personal using substances to read COSHH assessments.
32. All access & egress routes will be maintained free from obstruction. Keep trailing cables tidy and to the side of walkways.
33. All accidents must be recorded in the site accident register.
34. Report any dangerous occurrences or potential hazards (including near misses) to the Site Manager.
35. Do not enter into disputes with members of the public be polite and refer them to the Site Managers office.
36. Regular site safety inspections will take place but you are asked to advise the Project Manager immediately if you are concerned about any aspects of site safety.
37. A first aider will be resident on site at all times and you are asked to make yourself aware of the designated person. This information will be displayed in the site office and canteen.

11.0 SELECTION OF CONTRACTORS

Subcontractors are to be appraised during the tender/negotiation process to establish their competence. Measures may include the completion of LRC Ltd H&S questionnaire, interview, references, review of documentation prepared by the subcon- tractor and consultation with colleagues.

When assessing the competence of potential contractors, the types of factors that will be taken into consideration are:

- The technical complexity of the works
- The previous work of a similar nature
- The health and safety management system used by the contractor
- The technical or administrative back up available
- The contractor's previous health and safety history (accidents; prosecutions; prohibitions, etc)
- The measures taken as a result of matters detailed in item e) to prevent a re-occurrence
- References obtained from others about work carried out by the contractor

At the earliest opportunity LRC Ltd Project Manager must ensure that the subcontractor has been made aware of any site-specific circumstances, which may affect their ability to carry out their works in an expedient and safe manner.

As well as the Construction Phase Health, Safety & Environmental Plan a detailed scope of works document and programme will be prepared for discussion at these early meetings and critical points will be agreed at the outset.

12.0 CONTROL OF SUB-CONTRACTORS

No subcontractor shall sub-let any part of his or her awarded package without express permission from LRC Ltd Project Manager. Should permission be granted, LRC Ltd Project Manager must ensure that the subcontractor's selection process is at least equal to that of LRC Ltd.

The requirements of the Construction Phase Health, Safety and Environmental Plan will be discussed before appointment.

A pre-commencement meeting will be held with each subcontractor on site to ensure safety documentation is in place and site inductions are carried out, an inspection of the works areas available will also be carried out.

On a daily basis the project team member with responsibility for the subcontractor will discuss the day's work, review the contractor's labour resource, work plan, materials, housekeeping, future works and information needs.

Any significant health and safety issues will be dealt with immediately by that team member and reported back to the Project Manager.

On a minimum fortnightly basis the Project Manager will hold a meeting with each subcontractor to discuss health and safety matters, notes taken during this meeting will be recorded in order to review the subcontractor's health and safety performance at the end of the project.

13.0 SITE LOGISTIC AND TRAFFIC MANAGEMENT

13.1 Introduction

A key strategy of logistics for a construction project is to ensure that the products and materials arrive on site at the time and in the quantities that are required.

LRC Ltd will ensure that the necessary pre-planning is undertaken and that the quality of the communication between those planning the project and those supplying the products and materials is maintained throughout the duration of the project.

LRC Ltd will also make themselves aware of LTN, ULEZ, LEZ and Weight Restrictions and any construction projects near the site, and ensure the logistics are planned taking these into account.

The enclosed drawings illustrate the proposed overall logistics plan for the site.

Throughout the project access to the site will be directly from Church Rd

Concrete will be pumped from designated area (located on site) using a static pump and fixed discharge line.

Concrete mix lorry will be parked in designated area on the site.

Objectives;

The purpose of this section is to detail the Highfields, Church Rd, Chipping Norton construction logistics arrangements, to minimise the impacts associated with the transportation of materials and equipment on the communities and the environment during the construction works.

The measures for the safe delivery or collection to and from site include:

- Reducing road vehicle trips, especially in peak periods, leading to less congestion.
- Suppliers will be preferred according to their safety status.
- Maintaining traffic flows at all times.
- Maintaining pedestrian movements at all times.
- LRC Ltd will work within the relevant Code of Construction Practice.
- Continued liaison with residents throughout life of development.
- LRC Ltd will take in to account the Low Traffic Neighbourhood (LTN) Scheme.

LRC Ltd project manager who is responsible for its day to day implementation. The Project Manager will also be responsible for overseeing the whole development and Low Traffic Neighbourhood (LTN) Scheme.

Reviews will be conducted by the Project Manager and Design team on a regular basis to ensure the plan is followed correctly.

LRC Ltd site manager is responsible for the communication of this plan once adopted by the programme, to all staff impacted, in accordance with the relevant Document Control procedure.

The site manager will be responsible for ongoing liaison with the local residents association.

13.2 Neighbour Consultation

Copies of the Site Logistic Plan and letter will be sent to resident and businesses at Church Rd. These properties are considered to be the most potentially affected by the proposed development in relation to construction traffic and the location of the proposed temporary parking suspension outside the application site.

LRC Ltd will use industry standards of good practice in consideration of the neighbourhood and locality, e.g. (Considerate Contractors Scheme where applicable).

Before commencement and before works which could cause disturbance, the liaison personnel will be required to inform the directly neighbouring properties. The informative should include what the proposed start date is, the nature of the works and the proposed duration. Local residents will be give information letter where they will find all information regarding to upcoming site activities and direct contact details of the main contractor's senior project management.

All issues raised by residents will be recorded and responded to in writing clarifying and issues and listing actions taken to mitigate further disruptions where possible. Residents of Church Rd will be aware of any concrete pumping, delivery or waste removal in advance so as to minimise potential conflicts between site traffic operations and maintaining access. Appointed person responsible for day to day implementation of this Construction Logistic Plan:

Name: Principal Contractor – Lee Ryan Construction
Position: - Director
Name:- James Lee
Mobile :- 07741209562
Email:- leeryanconstruction@gmail.com

LRC Ltd Site Manager will arrange a regular meeting schedule and will have the responsibility to consider any matter that is brought to their attention as a complaint or otherwise. If a resolution or procedural improvement is possible it will be the duty of the Site Manager to initiate that.

All complaints will be logged by the liaison personnel who will present this to the Client and will track this to the close out of the item. The intention is to close out to the satisfactory agreement of all parties via the Client.

Other points that are to be encouraged over and above the Considerate Contractors Scheme code of practice;

- Ensure that site operatives maintain a respectable standard of dress related to their trade activity.
- Ensure that site operatives make use of the allocated welfare spaces and do not congregate unduly in any place that may cause disturbance to the locality.

LRC Ltd will be appointed to undertake the works, whose responsibilities will included the following:

- To appoint the person responsible for day to day implementation of Site Logistic Management Plan:
- To maintain the Site Logistic Management Plan, to revise and update it as necessary in accordance with the best practice in construction management approaches and to make use of industry standards in mitigation ,
- To enact the requirements of the Site Logistic Management Plan at all levels.
- To employ a defined site management team and to task personnel to manage the Site Logistic Management Plan.
- To ensure that all site personnel are inducted on the requirements of / comply with the Site Logistic Management Plan

It is the aim of the Site Logistic Management Plan that LRC Ltd will take steps to be proactive and engage with the local community.

The aim will be to understand how to best mitigate the impact of these proposed works within the locality.

Prior to the works, a photograph survey of all highways, paving and car park street within 30m of the site shall be carried out.

13.3 Routing of Construction Vehicles

A copy of the agreed route to and from site along with all restrictions will be sent to all delivery and collection companies when orders are placed.

All delivery traffic attending the site must submit Requirement and Method Statements (RAMS) in relation to their site attendances. These will be validated against the intent of the Site Logistic Management Plan.

An acceptable Requirement and Method Statement for site attendance with a vehicle will include the following;

- A clear statement of the acceptable approach route(s) that avoid residential side streets.
- Confirmation that a copy of the agreed route has been circulated to all vehicle drivers attending the site. Contact information for the driver(s).
- Consideration of any major trip generators (e.g. schools, offices, public events, traffic restrictions, etc) on the route and consideration given to avoidance.
- Determination of the adequacy of the route using mapping (and if required the production of swept vehicle path diagrams).

- A clear restatement of departure, expected arrival and standing times.
- A clear restatement of the requirement to pre-contact and the time scales.
- Unloading requirements.

13.4 Low Traffic Neighbourhood

Oxfordshire City Council and LRC are committed to creating people-friendly streets and neighbourhoods that actively encourage walking, cycling and using public transport.

With public transport limited due to the rural location, journeys will need to be made using own transport, LRC will endeavour to limit this by asking contractors to car share where possible, and will engage with local contractors where the potential is effective.

13.5 Traffic Management

This section highlights the measures by which LRC Ltd can avoid disturbance to the public that may arise from increases in traffic flows and temporary rearrangements of the parking associated with the construction works.

LRC Ltd must maintain, as far as reasonably practicable, existing public access routes and rights-of-way during construction.

The intention will be to service construction by loading and unloading vehicles inside the site boundary utilising the established delivery times: - 9:00am to 4.00pm (Monday to Friday)

The LRC Ltd will ensure that all subcontractors and suppliers delivery vehicles comply with the scheme and any non-complying vehicles are turned away from site.

13.6 Access Routes

LRC Ltd will use designated construction traffic routes for deliveries to the site and removal of waste etc. in accordance with the logistics drawing.

Access routes to and from the site to be used by heavy goods vehicles (HGVs) will be agreed with all parties of the project prior to initiation of the substructure works and construction programme, to minimise disruption to the road and pedestrian network.

It is anticipated that the strategic road network will be used as far as possible for this purpose, with the majority of construction traffic assumed to be approaching the site.

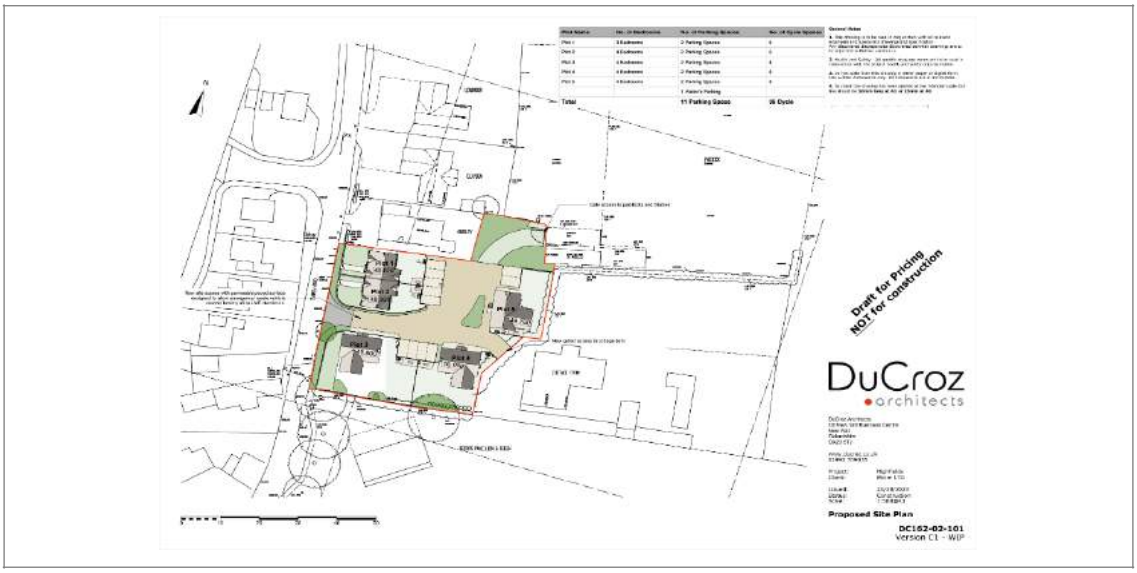
Given the existing traffic systems and traffic volumes within this area of the project, the main routes for construction traffic on the strategic road network are as follows:

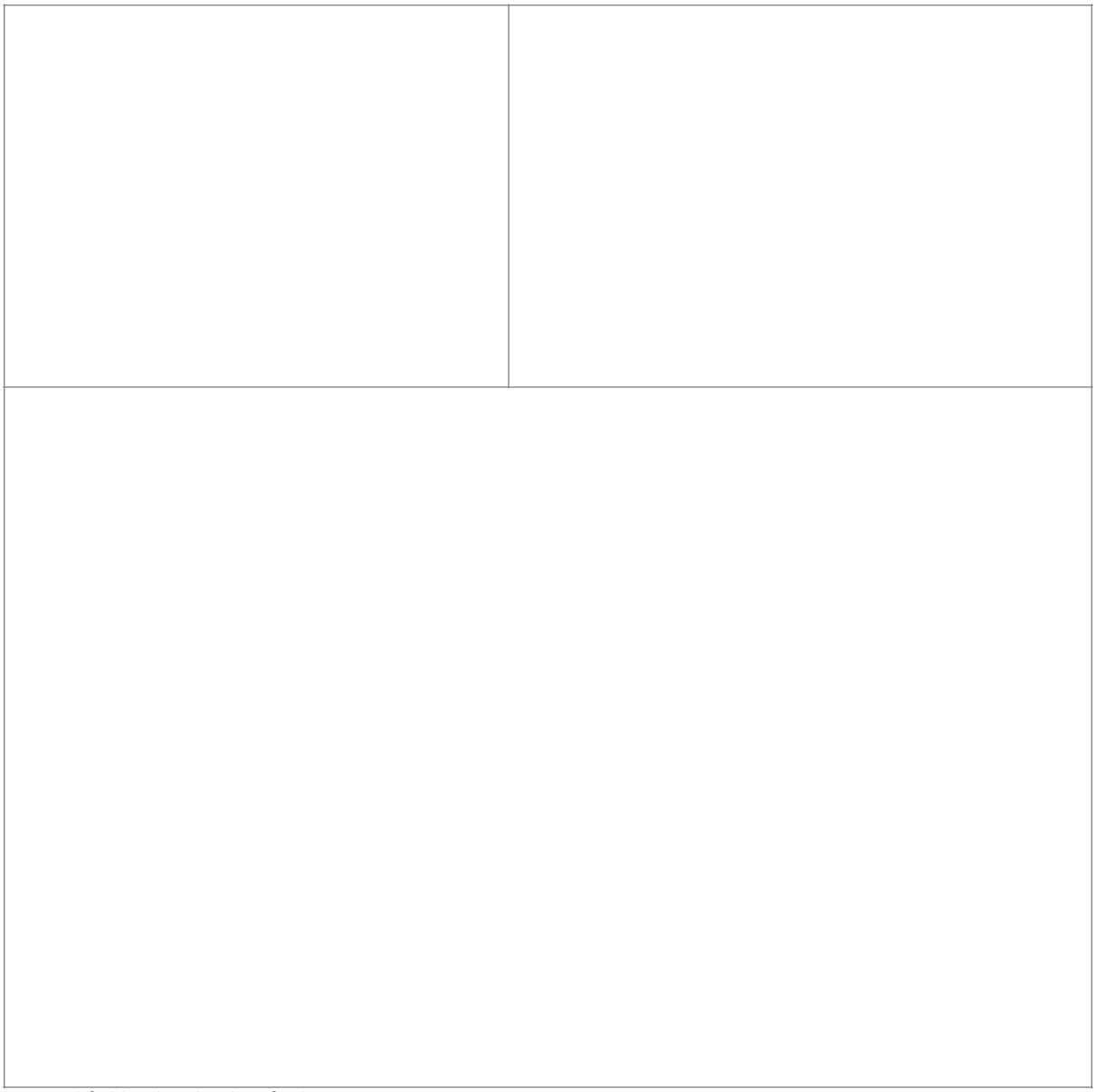
Deliveries to the site will be directed form Church Rd into designated area and will be managed for their suitability and offloading arrangements.

Small vehicles will be used wherever possible and Hiab offloading employed for speed of turnaround and practicality.

Vehicles will be required to adhere to a strict delivery schedule where by single vehicles will be called forward to deliver at any one time.

Highfields, Church Rd, Oxfordshire.





Site: Highfields, Church Rd, Oxford OX6 7LF

13.7 Construction Vehicle Routing

LRC Ltd will ensure that all sub-contractors and suppliers that are part of our supply chain who must make deliveries to site will be aware about the height and size

LRC Ltd will ensure vehicles, machinery and equipment are of a size (height, width, length) which is appropriate to travel safely along designated roads and can pass safely below exclusion zones.

Access to the site:
Vehicles would arrive from Bayswater Rd and take left into Lancaster Gate and then would take left and drive ahead before turning right Leinster Terrace and then right into opening in the existing 4-storey building to Church Rd and travel towards to designated site area at number 9 Church Rd.

LRC Ltd will ensure that all sub-contractors and suppliers that are part of our supply chain who must make deliveries to site will be aware about high and size restriction.

LRC Ltd will ensure vehicles, machinery and equipment are of a size (height, width, length) which is appropriate to travel safely along designated roads and can pass safely below exclusion zones.

Egress from the site:

Vehicles leaving the site at High Fields, Church Road, Milton-under-Wychwood, Chipping Norton, Oxfordshire OX7 6LF would join traffic on the Church Rd and take left into Shipton Rd and drive ahead out of the village.

Routeing information will be supplied to all contractors/ suppliers at the site. Records of correspondence with suppliers relating to the agreed access routes will be maintained, so that in the event of non-compliance in this matter, suppliers can be held account- able. As part of our plans to mitigate the impact of the project and its deliveries on the road network we will in the first instance look to our supply chain to store materials off site and only deliver the materials as and when they are needed.

13.8 Deliveries, Site Visits and Frequency

The estimated number of vehicles per day is 7 -8. This number will reduce once substructure phase of works is completed. There will be only one delivery/collection vehicle on site at any one time. All deliveries will be co-ordinated between the site foreman, contracts manager and suppliers.

All deliveries will be given time-slots. The smallest vehicles will be requested for all suppliers. No large number of vehicles will be expected at any one time.

All suppliers will call the site foreman prior to arrival to give notice of arrival. If it is not suitable the supplier will be told not to come to site at that time. If it is a suitable time banksman will be sent out of the site to control the vehicles. Banksman will be controlling this procedure and the passing traffic. Suppliers will be requested to call at least twenty minutes prior to arriving on site.

Who	Purpose	Frequency	Duration (mins.)	Vehicle Type
Main Contractor	General delivery / collection	Daily	9 – 20	2
Main Contractor	Project management	Daily	20 – 30	
	PT Sub - Contractor	Removal of waste	Weekly x 2	
	30 – 40	3		
Sub - Contractor	Materials Delivery	On appointment	30 – 40	3
Approved Inspector	Review of works	As required	30 – 60	
	PT Design Team	Review of works	Weekly	
	30 – 60	PT		

Vehicle Types: 1: Car/small van, 2: Large Panel Van or equivalent, 3: 8 Wait and Load /Large Panel Van PT: Public Transport

In addition to the above, there may be instances when members of the Design Team would be required to attend site either to assist in the project development or to deal with any Party Wall matters, these will be dealt with as and when they arise however given the location wherever practical all site visitors shall use public transport or use available pay parking in the vicinity.

Vehicle engines are to be switched off during attendance at site. No double parking will be allowed.

Timing
Contractor shall ensure that all deliveries and collections to and from the site are carried out between the hours of 9:00am and 4pm to avoid disruption.

13.9 The type and method of deliveries.

The type and method of deliveries will be undertaken by the following:

Demolition waste removal lorries:

Spoil will be removed by regular 2 axle Skip vehicles. The vehicles have a length and width of approximately 6.5m x 2.5m and during this period we would anticipate an average of 1 individual vehicle movements per day. Due to the size of the vehicles the vehicles can only be accommodated in designated area within the site, this is to minimise disruption.

During the construction period:

Waste will be collected on site in rubble bags and will be collected by Transit or flat-bed trucks where possible in recognition of the disturbance to both residential amenity and when a wait and load vehicle is needed, which we wish to avoid wherever possible. Vehicle engines will be turned off during dwell/discharge time to help with reduction of noise

disturbance.

Flat Bed Truck - Steelwork and other construction materials

This will be a vehicle with a length up to 7.0m in length with a width of 2.5m. Maximum weight 7.5 Tonnes.

Cement Lorry- Delivery of concrete:

Concrete delivery lorries, for example 3 axle mixer lorries with a length and width of approximately 8.4m x 2.4m, also have to be accepted at the front of the building. Concrete will be pumped direct to the required areas. During this period we would anticipate an average of 2 individual vehicle movements per day.

This is a relatively low number of movements per day. The vehicles have an off-loading time of 30 minutes. Vehicle engines will be turned off during dwell/discharge time to help with reduction of noise disturbance.

Transit Van - Delivery of small equipment/materials:

This will be a vehicle with a length up to 4.8m in length with a width of 2.0m. Maximum weight 3.5 Tonnes. On average there will be 3-4 deliveries per week throughout the project with a dwell time of 30 minutes per vehicle.

EIGHT-WHEELER TIPPER TRUCK
Typical length 6.82m (26ft) Typical width 3m (9.85ft) Typical height at rest 2.9m (9.5ft) Typical height at full tip 3.4m (23ft) Maximum vehicle weight 7.5 tonnes 2 wheeler trucks

CONCRETE LORRY
Length = 8.7m. Height = 3.75m. Width = 2.55m. Chute
= 2.75m. A fully loaded 6m3 truck will weigh approxi- mately 26 tonnes, depending on the type of concrete

DELIVERY LORRY (7.5 Tonne)
Length: 6m
Width: 2.2 – 2.4m Height: 2.20m
Max Payload: 2800kg – 3250kg Max Capacity: 30cbm

SIX-WHEELER DELIVERY TRUCK
Typical length 7.9m (26ft) Typical width 3m (9.85ft) Typical height at rest 2.9m (9.5ft) Typical height at full tip 7m (23ft) Maximum vehicle weight 26 tonnes Six wheeler tipper trucks incur a surcharge.

Vehicle Access Egress the Site:

Careful planning and phasing of the work will be developed to provide good access for the plant and vehicles necessary to undertake the civil engineering and demolition works during the first phase of the project.

Highway safety will be pro-actively managed and will include measures such as restricting deliveries where possible to avoid busy local times and ensuring that 2 Traffic Marshals are in place to allow the safe reversing of vehicles.

Signage will be posted around the site boundary providing clear warnings of the construction activity and vehicular movements. Qualified banksman will be in attendance at all times to ensure all movements are undertaken safely. One banksman will be in position on the footway during vehicle movements to ensure that safe pedestrian passage in maintained.

Entering to Designated Delivery Area:

Qualified banksman will be provided at all times when vehicles are manoeuvring to designated area. Banksman will ensure the safe passage of site staff in the street when vehicles are being loaded or unloaded on site.

Vehicle Access Egress the Site

Egress The Designated Delivery Area:

The vehicles will also be guided by banksman/traffic marshals when egress from the site.

Two qualified banksman will be provided at all times when vehicles is departure from the designated area. Banksman will ensure the safe passage of site staff in the street when vehicles are being loaded or unloaded on site.

13.10 Impact on and Protection of Pedestrians and Other Road Users

No plant or materials will be housed outside neighbouring properties or public road.

The Site will be enclosed with a secure painted plywood hoarding to provide security to the site and protection of the public from the works. This will be well lit at all times and safety signage will be displayed.

Banksman will be in attendance when waste is removed or goods deliveries are taking place. A banksman will be present for all deliveries to ensure pedestrians are not unnecessarily inconvenienced, any cabling or pipework will be ramped so as to avoid tripping.

The pedestrian footpath will also be kept clear and unaffected

13.11 Waste and Traffic Management

We estimate approx. 4 Lorries a week over the substructure construction phase. We will liaise and ensure that deliveries and waste removal will not happen on the collection times/dates and those local businesses are not affected by the on-going construction works.

As part of our contractor awareness LRC Ltd will submit condensed traffic plan/leaflet to nominated suppliers to ensure that our Construction Logistic Plan is closely followed by nominated suppliers. On the removal of concrete and any removal of materials that will cause localised dust it is proposed that the spoil and debris will be watered down to ensure that the dust is control and does not become airborne, the skip and conveyor belt will be covered with a tarpaulin to ensure any dust created is controlled.

Each site visit is accompanied by an inspection by the Site Manager and Banksman to ensure that the site and vehicles remain clear and clean. High-pressure pavement/ road sweeping is completed within five minutes of any delivery or waste removal.

No vehicles will be crossing the pedestrian footway and curb-side cleanliness will ensure visibility on road. There will be no heavy machinery utilised across highway or pavement without steel protection to the surface where any risk of damage may occur.

To deliver goods vehicles will park on site in designated area and then unload. Please note that the street light post/trees will be protected and will remain completely undisturbed throughout the project.

Heavy construction traffic to this site will be limited to the hours between 9.00am – 4.00pm to avoid peak traffic hours; to avoid stacking up a minimum 15- minute call up system will be in operation.

Before leaving site the lorry will be cleaned (if necessary) and then within 5 minutes of the lorry leaving the road and footpath will be swept and cleaned.

- Verbal and written briefings are provided to all suppliers, contractors and visitors, noting restrictions or terms that are applicable to them.
- In addition, where possible, we request vehicles delivering materials to also take waste materials away on the return trip, thus reducing the number of visits required and reducing environmental impact.
- Workmen will be encouraged to travel to the site with public transport, as parking will be limited.

13.12 Site Management

LRC Ltd will use working methods that minimise waste. Opportunities for re-using or recycling construction waste should be explored and implemented.

LRC Ltd will carry out the works in such a way that as far as is reasonably practicable the amount of waste (including production water and run-off) to be disposed of is minimised, and that any waste arising from the site is properly categorised and dealt with in accordance with the appropriate legislation and guidance.

This approach complies with the waste hierarchy whereby the intention is first to minimise, then to treat at source or compact and, finally, to dispose of off-site as necessary. All relevant LRC Ltd will be required to investigate opportunities to minimise and reduce waste generation, such as:

- Agreements with material suppliers to reduce the amount of packaging or to participate in a packaging take-back scheme.
- Implementation of a ‘just-in-time’ material delivery system to avoid materials being stockpiled, which increases the risk of their damage and disposal as waste.
- Attention to material quantity requirements to avoid over-ordering and generation of waste materials.
- The Government has set broad targets of the use of reclaimed aggregate, and in keeping with best practice LRC Ltd will be required to maximise the proportion of materials recycled.
- Segregation of waste at source where practical.
- Re-use and recycling of materials off-site where re-use on-site is not practical (e.g. through use of an off-site waste segregation facility and re-sale for direct reuse or re-processing).

13.13 Impact on Other Highway Users

Special provision will be made for vulnerable users using the footways and carriageways near or adjacent to our project, we will ensure that wheel chair users, the elderly, people with walking difficulties, young children, people with prams, blind

and partially sighted people can make their way past our site without any obstructions, plant or construction vehicles causing them difficulties or distress, this will be controlled by a full time Traffic Marshal.

The arrival and departure of vehicles will be carefully managed by a fully trained Traffic Marshals who will ensure that pedestrian and local residents have a clear and safe right of way when required.

For a large majority of the time vehicles are to be parked within the designated area on the road. Barriers will be in place to protect pedestrians and street users and signage will be utilised to direct users. The Banksman will ensure that they are clearly visible to delivery vehicles traveling on Church Rd.

- The site will be accessed by site workers and visitors only via controlled gates installed on the site hoarding to the front of the property.
- All materials and plant will be stored in designated area on the site.
- All vehicles would pull up immediately in delivery designated area of the site as shown on the drawings.
- With the passage, it is intended to direct pedestrians to the safe footpath with installation of the appropriate signage for this. At all times when the traffic management proposals are in place, the area will be supervised by experienced two Banksman.

14.0 PROPOSED PROGRAMME OF WORKS

Proposed duration of the works :

Paste brief programme here:

Logistics Plan

Fire Exit

Signing in point

Site Office

Welfare Facilities

Spill kit

First Aid Point

Assembly point

COSHH Storage

Emergency Services Access Route

Emergency Evacuation Route

Leaving Vehicles

Project name:
High Fields, Church Road, Milton-under-Wychwood, Chipping Norton, Oxfordshire OX7 6LF