

Construction Health, Safety & Environment Management Plan



Land At Triggs Farm,
Cranbrook Road,
Goudhurst,
Cranbrook,
Kent, TN17 1DP

Revisions

Revision No.	Date	Prepared by	Comments
1	25/10/2023	Kay Martin H&S Consultancy	

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INTRODUCTION

This Construction Health, Safety & Environment Management Plan has been prepared by Kay Martin Health & Safety Consultancy to comply with the requirements of the Construction (Design and Management) Regulations 2015 and sets out the arrangements and requirements for the Project to ensure, so far as is reasonably practicable, the health and safety of all persons at work and those who may be affected by the work.

Approval of the document by the Local Authority and Principal Designer will be required before works start on site.

Details supplied in the Pre-construction information Pack have been assessed and control measures to deal with site specific construction issues and implementation of statutory regulations have been considered. This document will evolve as Contractors are appointed to the project and as more information becomes available during the build. Changes to site conditions, health and safety arrangements, organisation and design should be reflected in the documentation.

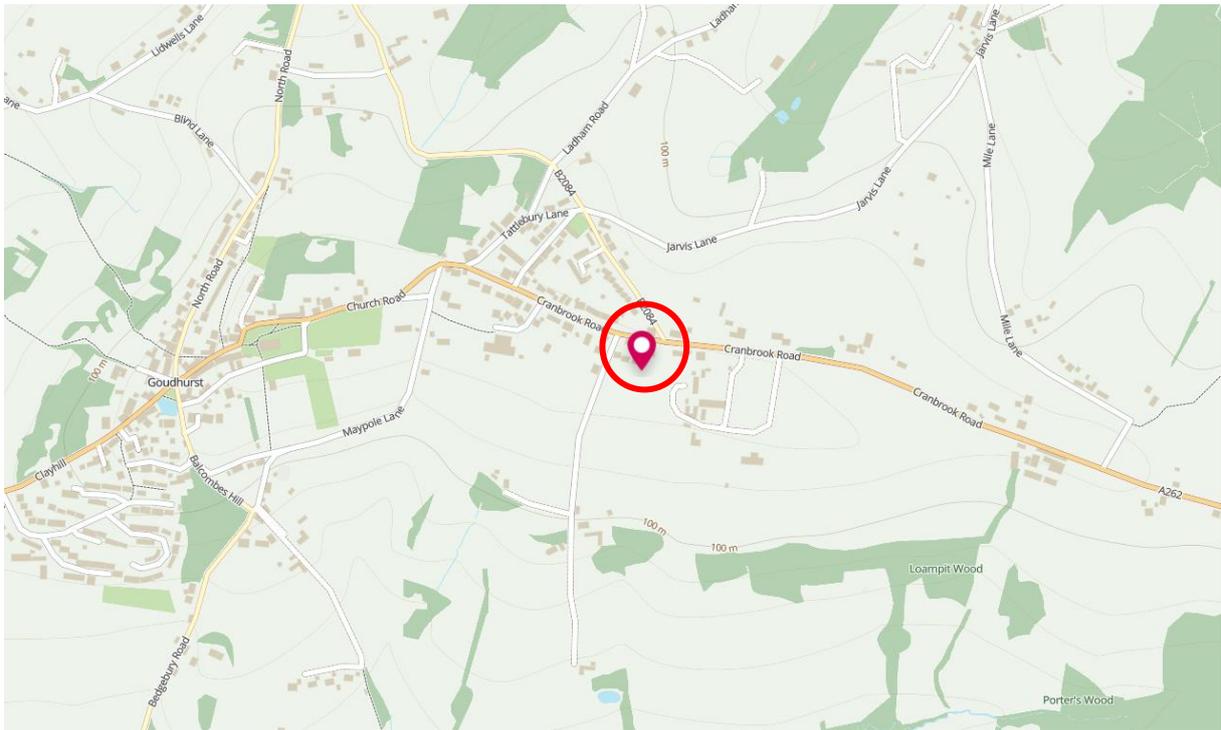
This Construction Management Plan relates only to this Project and is not to be construed as relating to any other project in any way. All Contractors employed on this Project are reminded that this document is not definitive and is a 'live' document. As such it should be treated as a tool for use in the development of procedures required by Law, including but not limited to The Health and Safety at Work Act 1974, The Construction (Design & Management) Regulations 2015 and the Management of Health and Safety at Work Regulations 1999 and such other specialised health and safety regulations that may apply to the type of work to be undertaken.

Consideration has been given to the following topics: -

- Environmental setting and sensitivity
- Construction Management Structure, roles, and responsibilities
- Key construction activities with greatest potential to cause groundwater pollution, and potential noise, dust, and vibration impacts.
- General arrangements for coordinating, planning, implementation, and management and monitoring of the works
- Emergency Response/Preparedness Plan
- Outline measures to prevent/reduce the risk of groundwater pollution
- Protection of live assets associated with utility supply and third-party assets
- Decommissioning of redundant assets and monitoring boreholes/infrastructure
- Foundation and groundworks
- Temporary drainage and run-off control
- Storage and use of fuels, oils chemicals and waste
- Groundwater and water quality Monitoring
- Post Construction Aftercare - Owner Occupier Obligations.

A copy of the Construction Health, Safety & Environment Management Plan should be kept in the Site Office and made available for viewing by the Site Management Team, relevant Contractors, and Enforcing Authorities.

- **Site location plan**



- **Satellite image of site**



Project description and programme details

Planning Reference No. 22/00159/REM

The project involves demolition of the property known as Kestrel, Cranbrook Road, Goudhurst, and erection of a new access road and twelve detached with associated services including pedestrian and vehicular circulation, car parking, hard and soft landscaping, together with all associated infrastructure, access, utilities, and drainage works.

The Programme of Works will be agreed as part of the tender packages with sub-contractors.

Key dates

These dates may be subject to change due to unforeseen factors or delays

	Planned Start Date	Anticipated Completion Date
Demolition Start	January 2024	
Enabling Works	February 2024	
Infrastructure (Roads / Drainage)	February 2024	
Mains Services	TBC	
Piling, Foundations & Sub-Structure	March 2024	
Superstructure	April 2024	
Project target Completion		TBC

Appointment of Principal Contractor has yet to be confirmed. The Client will ensure that work does not commence on site until all known health & safety issues have been addressed.

Details of Client, Designers, Principal Designer, Principal Contractor, Contracts Manager, Site Manager, and other consultants – (Management structure)

See Project Directory Annex 1.

Notification of the Project (F10)

The Principal Designer, on behalf of the Client will issue an F10 Notification of the Project to the HSE (see Annex 2)

	Date Submitted	F10 Start Date	F10 Weeks Total	F10 Weeks Construction	No on Site	F10 Expiry
Initial Notification						
Revision 1						
Revision 2						

The Principal Contractor will ensure that a copy of the Notification of the Project (F10) and any future notifications are prominently displayed in the Site Office on the Health and Safety Information Board for all persons visiting or employed on the site to read.

Extent and location of existing records and plans

Details	Prepared by	Ref No.	Date
Site Location Plan			
Site Layout Plan	Clague Architects		
Planning Consent	Tunbridge Wells Borough Council	22/00159/REM	
Existing & Proposed Service Drawings			
Ecological Assessment Report	Bakerwell	KETN17 511	January 2022
Archaeology Report			
Topography Report			
Geotechnical Site Investigation			
Site Investigation (Phase 2)			
Remediation Strategy			
Ground radar Survey			
Arboricultural Impact Assessment	Lloyd Bore	5987-LLB-MS-AB	14/01/2022
Engineering Appraisal			
UXO Report			
Asbestos Survey / Report			
Design & Access Statement			
Flood Survey			
Architects Working Drawings			
Structural Engineers Working Drawings			
Landscaping Drawings			

SECTION 2 – COMMUNICATION & MANAGEMENT OF THE WORK

Management structure and responsibilities

This project is notifiable under the Construction (Design & Management) Regulations 2015. The Principal Designer and Principal Contractor for the construction phase of the project have not yet been appointed. The Client has appointed architects, engineers, and other consultants as designers. (See Project Directory – Appendix A). The following list details the responsibilities of these duty holders for this project: -

Clients –

Organisations or individuals for whom a construction project is carried out must make suitable arrangements for managing a project. This includes making sure that

- Other duty holders are appointed
- Sufficient time and resources are allocated.
- Relevant information is prepared and provided to other duty holders
- The principal designer and principal contractor carry out their duties
- Welfare facilities are provided.

Principal designers**

Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience, and ability to carry out the role. They must plan, manage, monitor and co-ordinate health and safety in the preconstruction phase of a project. This includes:

- Identifying, eliminating, or controlling foreseeable risks
- Ensuring designers carry out their duties.
- Prepare and provide relevant information to other duty holders.
- Liaise with the principal contractor to help in the planning, management, monitoring, and co-ordination of the construction phase.

Designers

Those who, as part of a business, prepare or modify designs for a building, product or prepare or modify designs to system relating to construction work.

- When preparing or modifying designs, eliminate, reduce, or control foreseeable risks that may arise during:
- Construction or the maintenance and use of a building once it is built.
- Provide information to other members of the project team to help them fulfil their duties.

Principal contractors

Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor. Plan, manage, monitor and co-ordinate the construction phase of a project. This includes:

- Liaising with the client and principal designer
- Preparing the construction phase plan
- Organising co-operation between contractors and co-ordinating their work.
- Ensure that suitable site inductions are provided
- Reasonable steps are taken to prevent unauthorised access
- Workers are consulted and engaged in securing their health and safety
- Welfare facilities are provided.

Contractors

Those who do the actual construction work. They can be either an individual or a company. Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.

For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.

For single-contractor projects, prepare a construction phase plan.

Workers

The people who work for or under the control of contractors on a construction site

They must:

- Be consulted about matters which affect their health, safety, and welfare
- Take care of their own health and safety and that of others who may be affected by their actions
- Report anything, they see which is likely to endanger either their own or others' health and safety
- Co-operate with their employer, fellow workers, contractors, and other duty holders.

* Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

Health and safety goals for the project and arrangements for monitoring and review of health and safety performance

Principal Contractor will be responsible for the health and safety of any persons who may be affected by their activities and will expect all contractors to share this perspective. It should be the aim of the Principal Contractor to achieve a working environment, which is so far as reasonably practicable, free of work-related accidents, dangerous occurrences, and ill health and to this end pursue continuing improvements from year to year.

The health and safety goals for this project are:

- Compliance with the Health and Safety at Work Act 1974, Construction (Design & Management) Regulations 2015, the Management of Health and Safety at Work Regulations 1999 and all other relevant Health, Safety & Environmental Legislation.
- Compliance with appointed Principal Contractors Health and Safety Policy and Procedures.
- To achieve zero lost time due to unsafe and inefficient working practices.
- Achieve cooperation of all parties on site by encouraging and promoting positive attitudes towards health and safety.
- Approval and confidence of enforcing authorities.

In order to achieve these health and safety goals the following arrangements for monitoring and review of health and safety will be made:

- Identifying hazards on construction sites, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities, and competence commensurate with their role and level of responsibility.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and good practice through the effective communication of relevant information.
- Furnishing the resources needed to meet these objectives.

All employees, designers and contractors are encouraged to give their fullest co-operation and to contribute actively towards achieving a work environment, which is free from accidents, dangerous occurrences, and ill health.

The Health and Safety Policy will be reviewed at suitable intervals to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

Site Management

All construction activities will be undertaken under the supervision of a competent, experienced, and environmentally aware site management team. The site management team will be supported by a team of in house and external health and safety professionals, technical managers, consultants, and other professionals, to ensure safe and successful delivery of the project.

The Principal Contractor will be required to provide the daily management arrangements for site control, coordination of all trades and works and site monitoring. Sub-contractors must plan, supervise, and control their trades, identify a competent supervisor who is to inspect trade work areas, account for, brief and control operatives under sub-contractor employment. They must ensure that all their tradespersons are competent for the works they carry out and works are fully resourced for a safe system of work.

Principal Contractor will nominate a person to act as the point of contact and liaison representative to monitor third party Contractors and communicate any issues. The nominated Principal Contractor will be expected to plan, organise, control, and monitor their works in accordance with best practice. The requirements listed within this Construction Management Plan should be followed and the Client will monitor these arrangements.

Consultation with the Workforce

The Principal Contractor will ensure that all persons working on this project are aware of what is required, and needed with regard to their assistance and feedback on Health, Safety & Welfare issues, particularly identification of possible hazards

Opportunities should be available at all times for contractors, operatives, and employees to bring up matters regarding health and safety with the Principal Contractors site management team and regular meetings held with contractors where non-urgent matters can be discussed and HS&E matters arising from such meetings will, where appropriate, be discussed at progress meetings with the Client and Principal Designers.

The Principal Contractor should appoint an employee to act as safety representative for other employees and workers on site. The appointed person will be available for employees or any person on site to discuss any concerns, ideas and suggestions that may improve health, safety, welfare, and environmental issues on site. An open-door policy is promoted and encouraged. Notices giving the name and contact details for the current representative will be posted on site.

Communication and Cooperation

The means of communicating and passing information relating to Health & Safety on this project are as follows:

- Operatives should in the first instance report any concerns to the Site Manager of their Supervisor
- If the Site Manager or Supervisor are unable to resolve the issue, they will refer the matter to the Contracts Manager or Health and Safety Manager
- Should further clarification or measures be required the matter will be referred to the appropriate Director

Co-operation between contractors for Health & Safety purposes will be ensured by: -

- providing written information of H&S matters
- programming / co-ordinating the work of sub-contractors to ensure that any one contractor does not create an undue risk for another
- having strict arrangements for the use of shared plant and equipment
- reporting relative matters arising to the project progress meetings with the Client and Principal Designers.

The Principal Contractor will organise health & safety meetings as required, to which Contractors, and individuals working on site, will be invited. The purpose of these meetings will be to discuss issues arising from the day-to-day activities on site, together with possible initiatives for improving health and safety performance. Internal project meetings will be held on a monthly basis and weekly Trade meetings organised by Site Management.

The exchange of design information between the client, designers, Principal Designer and Contractors on site

Any design works for the Project will be undertaken by competent appointed Designers. Contractors, nominated suppliers, specifier and other who may have a design input into the elements or components of the works must comply with the duties imposed on Designers under CDM 2015. All Designers must ensure that the design includes adequate information about aspects of the design, or the materials specified which may affect the health and safety of those working on the Project.

Principal Contractor must ensure that a system of drawing revisions is maintained and current and are responsible for liaison with the Designers on behalf of the Client and for passing information including risk assessments onto the Principal Designer.

Handling design changes during the project

Design changes throughout the life of the project will be handled in a similar manner to original designs. Any design work required by contractors on site should be coordinated by site management who should pass any relevant information to the Principal Designer for inclusion in the Health and Safety File.

Selection Procedures

The competence of contractors employed to work on this development will be decided by managerial discretion. Contractors are required to complete a Health, Safety & Environment Questionnaire to assess competence

The Principal Contractor must ensure that all contractors employed on this project are competent to carry out their specific works and must not employ any contractor to carry out works that are subject to the Gas Safety (Installation and Use) Regulations 1998 unless they can produce a current Gas Safety Registration Scheme Certificate and evidence of training.

Contractors will not be permitted to carry out electrical works unless they can produce evidence that they are qualified to the 18th edition of the IET Regs. 110V transformers or RCD's will be used in connection with the existing 240V electrical supplies.

Suppliers of materials for this project will be required to provide adequate H&S information (safety data sheets etc) in relation to the products that they supply.

All machinery and plant provided by Principal Contractor for common use by different contractors will be properly selected, used, and maintained. The Site Manager will be responsible for ensuring that plant or equipment used is suitable for the purpose intended and that any necessary test certificates are in place

Contractor Health, Safety & Environment Standards

Contractors must commit to only using competent operatives to carry out any activities they are contracted to undertake. As such each Contractor should not sub-let activities under any circumstances unless under authorised prior agreement with Principal Contractor.

The provision of suitable and adequate resources to ensure the effective management and control of health and safety standards on site will carry a cost element and Principal Contractor must plan for the provision of satisfactory health and safety resources for this project.

Site and Contracts Managers are responsible for the day-to-day monitoring of contractor performance and are required to inform Principal Contractor should a contractor fail to meet required standards.

Poor compliance with these standards may result in the contractor being removed from the project. The Client expects the full cooperation and commitment from all Contractors in fulfilling their legal duties under health, safety, and environmental legislation.

Insurance requirements

Principal Contractor will be required to maintain a minimum Public Liability cover of £5m. All other companies engaged to work on this project must provide proof of Employers Liability and have a minimum Public Liability insurance cover of at least £5 million, or another amount specified in their contract. Any contractor carrying out work on the public highway will require cover of at least £10 million.

The production and approval of risk assessments and method statements

All appointed contractors will be expected to provide site specific method statements, risk assessments etc. for the project and will not be permitted to start work until these have been assessed by Principal Contractor's Health, Safety & Environment Manager or Site Manager and it is agreed that the documentation meets the required standard.

These will be kept on site and will complement the arrangements laid out in this Construction Phase Health, Safety and Environment Plan. Further method statements may be required throughout the life of the project for unforeseen work, and these must be submitted for vetting before work is undertaken.

The Site Manager (or other competent person) will make regular inspections when works are in progress to ensure that operatives are carrying out the work activities in accordance with the agreed Risk Assessment and Safety Method Statement

Sub-contract supervisors must satisfy themselves that all tasks for each day have been risk assessed and a safe system implemented. If there are any areas for concern these should be discussed with site management and the necessary remedial action taken.

The exchange of health and safety information between contractors

The Site Manager is responsible for passing on information to other contractors on site and this will be achieved by daily briefings, toolbox talks, verbal instruction, and use of a signing in system with daily hazard notification or at contractor meetings.

Completion of Statutory Registers

Site Manager will be responsible for ensuring statutory registers e.g., scaffolding inspection, excavation inspection and plant registers are completed as required but ultimate responsibility will be designated to the contractor breaking ground or supplying plant to carry out and record the inspections. Principal Contractor's Site Manager will carry out scaffold inspections in accordance with current guidance or may delegate this role to the appointed scaffold contractor.

Protection of the Public and Site Security

The general public has a right of access along public footpaths and highways adjacent to the site.

The protection of the public is an essential element of the work activities, and the main consideration is the prevention, so far as is reasonably practicable, of unauthorised access to the construction site and the work areas, particularly by children.

The site will be made as secure as possible, by erecting perimeter hoarding or Heras type fencing, which meets the standards specified in HSG151 and in accordance with specification in local councils Code of practice for construction sites.

The site will be secured to prevent unauthorised access to the construction area to prevent criminal damage, theft and access to scaffolds, the higher levels of structures, exposed edges, areas subject to falling debris, excavations, confined spaces, and rubble/spoil heaps etc. CCTV may be installed so that the site can be monitored out of hours. Plant and equipment must be kept in secure compound area when not in use and immobilized to avoid criminal damage misuse or theft.

Lockable access gates to site are to be permanently closed to prevent unauthorized access and will be set back by 5.5 metres from the edge of the carriageway and will open away from the highway to allow vehicles to pull safely off the highway.

Should public footpaths or roads need to be reduced in width or closed for safety reasons barriers and signage in accordance with current guidance (Chapter 8 of Roads and Streetworks Act) will be installed.

Suitable visible warning signs on approach to and site entrance plus any necessary lighting will be erected and maintained during the construction phase.

Fencing will be progressively re-located in line with construction in order to ensure safety and segregation between site and public is maintained at all times. All fencing will be checked on a daily basis to ensure that it is intact and safe, and all operatives will be informed that during the working day they have a collective responsibility to ensure that any security measures provided to prevent unauthorised access to the site and work areas are in place and effective.

Site induction and training requirements

All visitors, employees, contractors, and operatives are required to report to the site office on arrival to sign in and will be required to undergo site specific induction training before starting work on their first day on site or visiting the construction area. This will inform them of the arrangements for health, safety, and welfare on site and to ensure that they are aware and understand the requirements or the risk assessment and method statement relevant to their work.

Inductions will include details of arrangements for health, safety and welfare on site, organisational arrangements, details of main hazards, emergency procedures, traffic management, site rules etc. Everyone will be informed of their legal obligation to comply with health and safety and to be pro-active and report any situation or condition they consider to be unsafe or potentially unsafe and to suggest ways of improving health and safety issues on site.

Individuals will be required to sign a form to confirm they have been inducted and to sign a copy of any relevant RAMS for the work they will be carrying out on site. They will also be asked to provide emergency contact information, details of any relevant medical condition.

Contractors must ensure that all personnel sent to site are competent and have undertaken appropriate training in respect of the work that they will be carrying out and that they have been made aware of the content of the contractor's own method statement, risk and COSHH assessments in addition to the requirements of the Principal Contractor.

On Site Training

The Principal Contractor expects all persons working on the site to attend Health and Safety Toolbox Talks relevant to their specific work activities and / or general site health and safety issues. The subject matter of the Toolbox Talks will depend upon relevant topics such as manual handling, working at height, PPE etc.

Contractors are required to provide Toolbox Talks for their operatives and these should be delivered monthly as a minimum for any trades deemed low risk and weekly for those deemed high risk. Records of attendance and subject of Toolbox Talks are to be provided to Site Management.

Trade Competence Cards (CSCS etc.)

The Principal Contractor can decide whether it will be mandatory for operatives whose work can be considered 'non-safety critical' to produce a CSCS card to work on site. If a worker holds a card this should be produced during induction training and a copy kept with induction form.

Safety critical trades include Scaffolders, Plant Operators (including MEWPs), Electricians and anyone working with Gas. Relevant certification is required for anyone erecting mobile towers (PASMA).

Non-English-Speaking Operatives

Contractors employing workers, who have little or no understating of spoken or written English language, must ensure that at least one member of the work team is proficient enough to translate and ensure that they understand the health and safety arrangements, site rules and emergency procedures for the project.

Visitors

The Principal Contractor and Site Manager should liaise with Principal Contractor sales staff and appointed contractors for this project to ensure that any visitors are controlled and protected. Access to site is at the discretion of the site manager who is authorized to refuse entry if he considers the visit to be too hazardous.

All visitors to the site are required to report to the site or sales offices on arrival at the development. Notices to this effect will be posted at all site entrances stating that no unauthorized persons are permitted in the construction area. Visitor's attention will be brought to the notices regarding site rules and emergency procedures, and they will be issued with appropriate personal protective equipment where necessary.

All visitors including non-site based Principal Contractor employees who enter a construction site must sign in and out so that they can be accounted for in the event of an emergency.

Sales and Marketing

Public access to the Sales and Marketing area will be segregated from construction activities and traffic.

Arrangements for access onto site are to be confirmed with Principal Contractor.

An appointment must be made with sales office and visitors accompanied by a member of Principal Contractor's sales staff. Access must be arranged in advance with Site Manager, who is authorised to refuse permission if they consider the area unsafe. PPE will be issued, and visitors advised to wear suitable footwear. Children are discouraged from visiting site and every effort will be made to arrange safe access to the site for persons with restricted mobility.

Young People

Any person under the age of eighteen who may be employed to work on this project or undertake work experience must not start work until an individual risk assessment has been completed.

Contractors wishing to employ any person under the age of 18 on this development must contact the Principal Contractor to obtain permission.

Site Offices / Storage Areas

All temporary site accommodation (site office, store, toilet block and canteen) will be located on site, as detailed on the Site Layout / Traffic Management Plan. Care will be taken to ensure that other adjoining premises are not affected by noise or other nuisances.

Storage areas will be sited to minimize excessive manual or double handling, to limit possibility of damage to adjacent properties and to ensure the security of plant, equipment, and materials. These details will be included in traffic management plan.

Safe and efficient materials storage depends on good co-operation and co-ordination between everyone involved including, client, contractors, suppliers, and the construction trades. Principal Contractor must ensure that all items delivered to site are stored safely & securely in designated storage areas.

All stored oils, chemicals etc. stored or used during construction process to be protected from accidental leakage by using double skinned tanks & bunds. Spill kits will be available on site.

Personal Protective Equipment (PPE)

Site Manager must ensure that suitable PPE is worn by all site personnel either working on or visiting the site. Minimum requirements are:

- Safety helmet (EN397)
- Safety footwear (EN 20345:2011)
- High visibility vest (EN471:2003)
- Gloves (EN 420)

Other task specific PPE must be used as specified by risk assessment to take account of exposure to any contaminated materials, noise, dusts, fumes, and vibration. All operatives required to use RPE will be required to show proof of Face Fit Testing.

Long trousers and sleeved tops must be worn (no shorts, bare chests, or vests). Should operatives choose to disregard advice to wear long trousers they may complete a disclaimer form.

Welfare facilities

Principal Contractor will supply welfare facilities in accordance with Schedule 2 or the CDM Regulations 2015 and these will be in place before work commences and maintained throughout the construction project.

The facilities will be sufficient for the expected numbers to be employed on site at any one time and will be kept clean, warm, properly ventilated, and secure when not in use. An outline plan of facilities layout, including office and meeting rooms will be displayed.

Welfare facilities to be provided on the project will include, where applicable

- Basic facilities provided during enabling works
- Adequate number of toilets, urinals and sinks with hand washing facilities (hot and cold or warm running water, soap, and hand drying)
- Separate Women's facilities with sanitary services
- Drinking water
- Canteen / rest rooms with adequate seating with backs
- Means of preparing and heating meals and preparing hot drinks
- Drying Room with heaters and benches for changing and storing clothing
- Designated smoking and vaping areas
- Waste food storage and removal arrangements

Facilities will be maintained by Principal Contractor on a regular basis, but contractors will be expected to ensure that toilets and canteen are kept reasonably clean and tidy. Any problems with cleanliness of facilities should be reported to site management.

Details of any catering contractor, who must be registered with local authority, and copies of the caterer's food handling certificates will be displayed within the canteen facility. Site canteen checklist should be completed.

Requirements for any specified meal / break periods will be notified to contractors and details displayed on site.

First Aid

First Aid supplies and Accident Book will be available in the Site Office and Principal Contractor will ensure that adequate numbers of trained first aiders are available on site at all times. Statutory notices will be displayed showing the location of first aid equipment and details of qualified first aiders, along with details of nearest Accident and Emergency and Minor Injuries units.

Emergency Response Plan

A site-specific Emergency Response Plan will be required to outline the general procedures to be followed for all emergency situations and incidents that could occur as a result of project construction or operations, by natural causes, equipment failure or by human error. Site Manager or other designated person should be appointed to act as the Emergency Response Coordinator for the project.

Safe and efficient access for the emergency services will be maintained at all times. Escape routes on site must be in a safe condition free from debris and obstructions at all times.

Procedures to be adopted in case of any emergency will be to raise the alarm, evacuate to designated assembly point, call required emergency service and deal with any casualties. Notices, detailing the procedures, are displayed in the Site Office and Mess Hut and these are also covered in the induction training.

Details of nearest hospitals and accident and emergency departments, along with contact information for emergency services and utilities will be posted on notice boards in offices and canteen.

In the unlikely event of any ordnance or suspected ordnance being discovered the area should be evacuated immediately, following the above emergency procedures and the emergency services contacted who will arrange for army bomb disposal experts to be alerted.

Fire

A site-specific Fire Risk Assessment and Fire Plan detailing control measures intended to reduce the risk of fire and procedures to be followed in case of fire will be required for the project. These must be regularly reviewed throughout the development as the construction progresses and emergency procedures amended to suit.

The Principal Contractor must ensure that adequate procedures are in place to avoid and to cope safely with a fire hazard

- Portable trolley stations with multi-purpose fire extinguishers and alarm will be provided for general use on site at signed locations and these will be pointed out during induction training. Location of this equipment will be assessed continually throughout the project and trolleys placed where it is considered there is a fire hazard that needs to be controlled or to allow escape in case of fire.
- Adequate signage and emergency lighting identifying exit routes will be installed, where appropriate
- Principal Contractor will be responsible for the inspection and maintenance of firefighting equipment, fire escape routes, signage, fire alarm systems, assembly points. Inspections will be carried out monthly and recorded and records kept in the Site Office along with records of fire drills. Contractors or operatives discovering a defect or loss should notify the site management immediately.
- A copy of the Site Fire Plan drawing will be displayed prominently in the site office and Emergency Evacuation Procedures displayed at Fire Points, in offices and welfare facilities
- Contractors undertaking hot work or any other activity that involves the risk of fire must obtain a permit to work from the Site Manager before starting work and must comply with the regulations stated within the permit.
- Principal Contractor will operate a No Smoking / No Vaping policy on site within all offices, welfare facilities, storage containers and Homes under construction. Designated smoking area and separate vaping area will be provided on site.
- No burning of rubbish or debris material is permitted on site.
- In the event of a fire the Site Manager, or another designated person, will act as a Fire Warden. They will activate the Emergency Response Plan and co-ordinate evacuation and calling of emergency services.

The reporting and investigation of accidents and incidents including near misses

All injury accidents occurring as a result of the Projects work activities or conditions must be reported to the Site Management and recorded in the site Accident Book.

First Aid will be provided and where necessary arrangements will be made to get the injured person to hospital.

Site Management will be responsible for reporting all injury accidents, near misses and dangerous occurrences to Principal Contractor and the following procedure should be followed

1. Whenever possible get the person who had the accident to complete an accident record. If not, this should be completed by the site manager.
2. The report must be numbered consecutively on both the report and the counterfoil.
3. The report must be removed from the book.
4. A photocopy should be given to the person involved.
5. The original must be sent to Head Office for filing.
6. Once the last report has been completed the cover is to be sent to Head Office. It must not be thrown away.

Any significant incident, accident, or damage where injury does not occur should also be notified to Head Office on a so that an investigation can be carried out to determine the cause and necessary action to be taken to prevent reoccurrence.

Notifiable accidents or dangerous occurrences must be reported to the Principal Contractor so that correct procedures can be followed in respect of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The Principal Contractor will carry out investigations, consulting with external health and safety consultants if required. Those persons involved will be asked to provide information in the form of witness statements on the incident for the purposes of the investigation.

The Principal Contractor is required to notify The Client, of any notifiable incidents and should provide a regular report detailing accident and incident rates.

Occupational Health

Health Assessments to determine screening and surveillance requirements must be carried out by Principal Contractor (or Sub-contractors) relating to work being carried out on this project and arrangements to deal with significant risk included in risk assessments.

No alcohol is permitted to be brought onto or consumed on site and operatives must be given information regarding drugs & medication during induction training. Training should also include guidance on sun protection and any other trade specific health risks.

Considerate Constructors Scheme

This site is not registered with the Considerate Constructors Scheme, but all contractors are required to adhere to the code of practice with site rules drawn up to incorporate the items within this code.

Appropriate measures will be implemented on site to minimise the risk of complaints regarding conduct of builders including provision of on-site car parking, litter sweeping of site perimeter, designated smoking/vaping areas, tackling bad language and unnecessary shouting, enforcing dress code, and discouraging visiting local facilities in dirty clothes.

Community Liaison / Public Complaints

Liaison with the general public is considered high priority and local residents and businesses will be given letters with contact details along with information regarding the timing and extent of the works.

This will be followed up with interim letters/emails advising of any specific activity or changes due to unforeseen circumstances that may affect neighbours. If possible occasional meetings or drop-in sessions for local community may be arranged.

Site Managers contact details will be displayed at the site entrance and any complaints received on site relating to issues such as conduct of builders, emission of dust, vibration, fumes, and noise should be directed to Principal Contractors Head Office and notified to The Client.

Neighbouring Sites

We are not aware of any other existing or anticipated construction sites in the local area. However, if this situation changes, we will review and implement any measures required to mitigate the cumulative impacts of this.

Hours of Work

- **Working hours restrictions**
 - 8:00am - 6:00 pm Monday to Friday
 - 8:00am - 1:00pm Saturdays
 - No working on Sundays or Bank Holidays

Site will be open Monday to Friday from 7.30am but no noisy activity will be permitted to take place until 8.00am. Site will normally close at 5.00pm but work can continue, in exceptional circumstances, until 6.00pm with prior consent of site manager. No work can take place on Sunday or Bank Holidays and only on Saturday with permission during the hours of 8.00am to 1.00pm. During Winter months external works will cease at dusk.

Permits and authorization requirements

Permits to locate / dig are to be issued by Site Manager for any excavations or breaking of ground and hot work permits for all cutting & welding operations or any other operation requiring the application of heat.

Permits must also be obtained for any work in confined spaces and plant may need to be subject to a permit system for access into specified areas. Principal Contractor is responsible for ensuring that restrictions contained within these permits are observed. Unauthorised persons must not be permitted to enter the construction area.

Site rules

It is the duty of all personnel undertaking work or visiting the site to understand and comply with site rules. Failure to do so may lead to exclusion of individuals or organizations. These requirements must be followed in conjunction with other procedures; instructions and guidance issued to employees and contractor personnel to ensure that activities on site are undertaken to the highest possible health and safety standards.

Site rules should be developed considering the following information

- The Clients requirements and restrictions
- Principal Contractors Health and Safety Policy and Procedures
- Current Health, Safety & Environmental Legislation
- Local Authority planning restrictions

It will be the responsibility of contractors to ensure that they and their workers are conversant with the site rules and comply with them. Obscene literature and offensive language and behaviour must not be accepted and disturbance to neighbours from excessive noise will not be tolerated.

Monitoring and Inspection

Day to day health and safety responsibilities will be duty of the Site Management with the assistance of contractors appointed supervisors. Principal Contractor should make arrangements for regular visits to site to monitor compliance with health and safety systems and legislation.

Any issues must be immediately discussed with the site manager and a written report made and forwarded to site to action with a copy sent to senior managers and / or Directors. Remedial actions are to be communicated with relevant personnel, completed within set timescales, and recorded.

Active Monitoring

- inspections of the work in progress by Site Manager, or other competent persons
- meetings with contractors to discuss specific issues
- project meetings with the Client, Principal Designers, and others
- unannounced site safety inspections by external H&S Consultants, or other competent persons
- any site inspection by the HSE to be recorded in the site diary and a written report subsequently presented at the project site meeting

These measures will be used to identify any circumstances liable to lead to an accident, or ill health, and to measure the success of achieving the desired standards set out in the Plan. Where remedial action is taken it will be recorded and monitored.

Reactive Monitoring

In the event of an accident, severe ill health, dangerous occurrence or death, an investigation will be carried out by competent persons to a level appropriate to the severity. If necessary, specialist external advice will be sought and obtained. This is an addition to any statutory HSE investigation

Project Review

The Projects standard of health and safety will be discussed at project meetings other senior management meetings, including Board meetings and the information gained from active and reactive monitoring used to adopt preventative or remedial measures to improve future Health & Safety Performance

SECTION 3 – ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

As the project develops it will be necessary for the Principal Contractor to identify any additional Safety Risks other than those noted below. Tendering contractors are asked to consider all health and safety risk issues associated with significant hazards and their work activities.

SAFETY RISKS

Safety risks:

The following risks have been identified as requiring specific arrangements in the form of method statements and procedures which must be in place either before work starts on site or before a particular work package starts.

Adjacent land uses & Potential Receptors likely to be affected by activities on site

Potential receptors likely to be affected by activities on site:

- Residential properties Meredene, Daintree, Scotney & Cliefden
- Other residential properties on A262 Cranbook Road
- School Playing Field
- Goudhurst Inn
- Paynetts Farm Business Centre

Sewer connection works and any work on highways outside of the site boundaries, such as S278 road improvements, footpath excavation etc., will be scheduled to take place at times to minimise disruption, if the programme of works allows.

Principal Contractor is required to erect Heras fencing or other suitable barriers to prevent damage to any fences, gates, walls, trees, hedges, planted areas, roads, paved areas, and other site features, which are to remain in position during execution of the works. Consideration will be given to use of solid panelled fencing around site instead of wire matrix fences as this can help to reduce noise from site and can also reduce wind-blown litter. Other measures to mitigate effects from dust / emissions are detailed elsewhere in this document.

Demolition of Existing buildings

The property known as Kestrel is to be demolished prior to starting construction of the new houses on the development and a survey will be required to confirm that there are no Asbestos Containing Materials in the building.

A competent Demolition Contractor will be appointed to carry out the works and they will be required to provide a detailed Demolition Management Plan.

This will include, where appropriate, details of the building height, structural system, details of any damage to the building, existing structures and facilities in the vicinity, layout plan, proposed method of demolition, proposed shoring and precautionary measures for adjacent buildings, safety measures to be taken, proposed sequence of demolition steps, details of equipment to be used, a plan for handling and disposal of debris, details for limitation of noise, dust and vibration and, proposed arrangements for site supervision during the works.

The Contractor will submit a section 80 Demolition Notice to The Local Authority and work will not commence until a response has been received.

Ground conditions and contamination

Site investigation report concluded that there are no ground contaminants that are likely to impact on health of site workers and no specific measures need to be adopted. However, construction workers will be advised to adopt appropriate personal hygiene precautions, particularly hand washing, wearing of gloves, avoidance of hand to mouth contact and use of designated 'clean' and 'dirty' areas.

Handing of soil should be minimized and dust suppression measures implemented, particularly during excavation of made ground. Soils should be dampened during excavation to limit dust and lorries suitably sheeted. Refer to HSG66 'Protection of workers and the general public during development of contaminated land' for further information.

If during construction work any persons working on site have concerns regarding potentially hazardous materials or contaminants that may be encountered, that were not expected or previously identified, they must report this to the Site Manager, who will stop works and temporarily isolate the work area. Concerns will be referred to the Client and Principal Designer and instructions obtained on the relevant course of action to be taken, which may require analysis to identify the type and extent of the contamination. Any contamination must be notified in writing to Local Planning authority and appropriate investigation and risk assessment carried out.

During construction work exposed soils are to be protected from any accidental leakage or spillages from stored oils or chemicals used in the construction process.

Excavated soils, where possible, will be re-used on site to minimize arisings and used for screening bunds, raised landscape forms, or raising site levels beneath capping, builds and roads. Soils that are to be removed from the site to landfill will require testing and classification. The different strata excavated should be segregated and analysed separately prior to of site disposal.

Temporary Works

Reference should be made to Principal Contractor's procedures for Temporary Works. Summary of measures to be implemented below:

- TWC (and Deputy TWC) to be appointed for the project
- Project appointments to be recorded (and keep updated)
- Temporary Works Register to be developed with project specific requirements
- Temporary Works Supervisor(s) to be appointed
- Designer(s) to be nominated and design brief issued for each item of temporary works in the Register
- Verify that the temporary works designs accord with site requirements
- Design checks must be undertaken at appropriate category
- Final design, RAMS & inspection checklists must be distributed to site and understood by all
- Materials should be inspected on delivery
- Any changes and/or deviations are to be notified to the TWD and TWDC for approval
- Any changes and/or deviations must be approved, communicated, logged; and ensure that current drawings are used
- Inspections must be carried out by TWS(s) competent in the construction, use, maintenance and dismantling of the individual item of temporary works
- Hold Points permits-to-work should be issued e.g., to load, put into use or dismantle as appropriate
- Records must be kept and maintained

Excavations

All excavations to be carried out on this development are subject to method statements and risk assessments provided by the appointed groundworks contractor. Contractors are responsible for ensuring that procedures are put in place so that all works, are preceded by a survey to identify position and extent of existing services before commencing work and a Permit to Locate / Dig must be obtained from Site Manager before breaking ground.

Excavation stability and means of support must be established based on existing ground conditions, weather, and ongoing works. Method statement must contain details of equipment to be used for trench support and this should be entered into the site Temporary Works Register.

No person is permitted to enter an excavation unless shoring is in place and a suitable means of access is provided. All materials and plant must be kept away from excavations and safety barriers erected. It is imperative that no excavations are left unfenced at the end of working day and Site Manager should check as part of end of day inspection. Statutory inspections of excavations are the responsibility of the groundwork contractor.

Existing Services (*Refer to Section – Buried and Overhead Services for further information*)

Enquiries to establish positions of existing buried and overhead electric, gas, water, foul sewer, surface water and drainage locations have been made and drawings will be made available to contractors undertaking excavation work and copies kept in Site Office.

Where necessary main service providers will be notified that works are to be undertaken in proximity to their installations and will liaise with them to avoid any disruption of existing services. We will ascertain, as far as practicable, the position of ducts, service pipes, cables etc before commencing the relevant works and, where applicable, define underground routes by markers and signs.

Dealing with buried / overhead services including temporary electrical installations

The accuracy or completeness of information supplied is not guaranteed and contractors are therefore advised that they must carry out their own survey to ascertain position and extent of existing services before commencing work.

The Principal Contractor will develop appropriate safe working procedures for working with or close to live services, incorporating safety permit to work procedures as necessary, covering but not limited to the following:

- a) Refer to existing service drawings/ground penetrating radar surveys (where appropriate)
- b) Trace and mark the existing services
- c) Hand excavation adjacent to services
- d) Low/high voltage systems
- e) Lighting and power distribution
- f) Gas
- g) Water
- h) Communication systems
- i) Foul/surface water sewers

Contractors carrying out any digging operation on site must provide a risk assessment specific to the work being carried out in accordance with HSE publication HS(G)47 'Avoiding danger from underground services' and must ensure that a 'Permit to Dig' is obtained from the Site Manager before commencing any digging activity. They must ensure compliance with the permit and no digging is permitted without a thorough scan of the area prior to breaking the surface.

Temporary Service Installations

Temporary site services will be available for site compound, office, and welfare facilities.

Connections to live services (electricity / sewerage). Electrical connections into remote fuse and distribution boards.

Specific method statements and risk assessments must be received from contractors before any work is carried out to a live connection.

Confined spaces in deep manholes, service ducts, basements

Any identified confined space working on this development, which cannot be avoided, must be preceded by provision of a specific method statement by the contractor and approved by Principal Contractor before work commences.

This may include contractors working in open topped chambers, sewers or drains or others working in unventilated or poorly ventilated rooms. Deep bore soakaway chambers are considered confined spaces due to risk of liberation of gases from underlying soil strata. Plant exhaust gases and other toxic fumes must be kept away from excavations.

All work in confined spaces will be subject to a permit to work issued by Site Manager. All persons involved in confined space working must be fully trained, gas monitoring equipment must be used and rescue equipment and a means of raising the alarm must be available at all times.

Working at height

Due to the nature of the works to be carried out on this development there will be a considerable amount of work that will need to be carried out at height which cannot be avoided. Including bricklaying, carpentry, and roofing during construction of the superstructures and internal works from a variety of trades.

All working at height is subject to the Working at Height Regulations 2005 and specific control measures required must be included in risk assessments and method statements provided by contractors specific to their work activity.

All work activities undertaken at height must be properly planned and organised and the most suitable and safe methods implemented, to comply with The Work at Height Regulations 2005, and taking all relevant factors into account: -

- The height, duration, type of work and materials
- Existing safe places of work, other structures, and base conditions
- The immediate environment and, where applicable, weather conditions
- Training and competence of those working at height
- Provision of fall protection and fall arrest along with individual PPE, where required
- Provision of work at height equipment, ensuring this is the most suitable and that it is regularly inspected
- Prevention of unauthorised use
- Risks involved where fragile surfaces may be present
- Measures to protect the public and control the risk of falling objects

The Principal Contractor will be responsible for monitoring persons working at height to ensure that the agreed system of working is actually complied with. If site monitoring highlights any shortcomings the method of working will be revised to include improvements deemed necessary by the Site Manager or other competent person.

Scaffolding

A pre-start meeting should be held with appointed scaffold contractor to agree scaffolding brief and they will be required to provide compliance sheets and/or designs for working platforms, loading bays and other fall prevention methods such as birdcages with their method statement and risk assessment. All scaffolding must be compliant with NASC (National Access and Scaffolding Confederation) TG20:21 "Guide to good practice for scaffolding with tube and fittings"

All scaffolding must be erected, adapted, or dismantled by CISRS accredited scaffolders and all scaffolding on this project will be subject to a formal handover procedure. A written handover certificate must be issued to the Site manager on the day that each section of scaffold is completed and ready for use. The Principal Contractor will not accept that scaffolding is available for use without the required handover certificate.

Statutory inspections of the completed scaffolds (e.g., every 7 days / after adaptations / after inclement weather) will be carried out and recorded by a competent person – with the records kept on site – as required by The Work at Height Regulations 2005.

Scaffolders must wear a safety harness correctly, at all times, whilst at work on the project and carry out their work in accordance with NASC (National Access and Scaffolding Confederation) SG4:15 "Preventing falls in scaffolding and falsework". Scaffold contractor must provide a rescue plan if an operative should become suspended by a harness following a fall, which should be devised in consultation with site management

Ladders or other access equipment

The use of step ladders and ladders will not be permitted for use as working platforms unless the contractors risk assessment justifies their use in preference to safe systems of work at height equipment such as tower scaffolds, podiums, and mobile elevated work platforms. All work at height equipment must be of an approved industrial standard. Domestic standard equipment will not be permitted on this project.

Industrial standard proprietary 'hop-ups' may be used on the project, but milk crates and other improvised 'hop-ups' will not be permitted. Contractors will be responsible for maintaining their access / egress and work areas to ensure they are clear of waste materials and other obstructions in order to prevent, slips, trips, and falls.

Contractors must not remove any fall protection or covers without authorisation from Principal Contractor.

Any tower scaffolds or MEWPS provided for use on site must only be used by certified persons and a job specific risk assessment must be completed every time they are utilized.

Falling items

Suitable protection measures such as toeboards, brickguards and debris netting must be provided to prevent items falling from height and to stop materials and/or plant falling into excavations. Operatives should tether tools where there is a risk of these being dropped when working at height.

Wearing of hard hats on site is compulsory at all times.

Erection and dismantling of scaffolding and scaffolding work in vicinity of public accesses.

Refer to scaffold brief and contractors' method statement.

Stability of partially complete structures

The stability of structures is not considered to be a high risk, subject to work being carried out in the correct sequence and in accordance with accepted working practices. Should the need arise due to adverse weather conditions structures must be stabilized to prevent possibility of injury due to falling materials and especially before leaving the site unattended.

Control of lifting operations

All lifting operations / mechanical handling of materials on this project must be properly planned and supervised by a competent person and carried out in a safe manner. The level of planning required will vary considerably depending on the complexity of the lifting operation and the type of equipment to be used. The location, environment, load to be lifted and the specific operations to be carried out are amongst the matters to be considered.

Lifting requirements may include operations such as lifting and handling of large components into place such as roof trusses and timber joists, beam and block floor elements, precast manhole elements, placement of flooring, steel frames etc.

All crane lifting operations to be carried out on this project are to be planned and supervised by either the 'employing organisation' (Principal Contractor or Sub-Contractor) or by 'contracted lift' where the crane hire company will carry out the planning and supervision of the lifting operation.

In all cases the lifting operation will be planned by a competent trained Appointed Person, who will be responsible for ensuring the lifting operation is carried out in accordance with the lift plan and method statement. Trained, appointed and sufficient numbers of banksmen, slingers and signallers will be employed to ensure the lift operation is carried out safely.

The Appointed Person and Lift Supervisor must confirm ground conditions are appropriate for the crane mat and siting of the intended crane and load for the lifting activity.

Principal Contractor Site Manager will be responsible for ensuring that a Lifting Plan is in place before he allows the crane to set up on site.

Use of Telehandlers

A risk assessment for generic lifting operations carried out by telehandlers on site including details of standard materials etc. to be transported should be made available to all operators and updated as required by Site Manager.

The Principal Contractor will arrange hire of appropriately assessed and sized telehandlers for use on site and telehandler operators are normally supplied as agency labour. Site Manager must ensure that operators have current and appropriate CPC certification for the type of machine provided along with a current driving licence if the operator will be required to drive on public roads, including occupied areas of the site.

Machines must be inspected daily, with a weekly checklist completed by driver, and maintained and serviced in accordance with manufacturers and hire company's guidance.

Electrical portable tools and equipment

Only 110v or battery powered portable tools are permitted to be used on site and must be PAT tested in accordance with current guidance. 110v power should be provided by a suitable transformer connected to the mains supply by a short 240v (1m) lead or by an approved portable generator (which must be placed on a drip tray).

Contractors must provide their own employees with the appropriate PPE and training with regard to the hazards and safe use associated with such portable tools and equipment.

Principal Contractor will ensure frequent (3 monthly) tests and inspections are carried out for portable electric power tools and site equipment (including electrical systems) provided by them for use on site. Likewise, Contractors must ensure that all portable electric power tools and equipment brought by them onto site for their use have been tested and inspected in the previous three months and proved evidence of this requirement to the site management.

Where a compound set up is in place for a period of time and where electrical services are controlled, all offices and welfare can remain subject to a 12 monthly PAT testing regime. This includes office and welfare equipment, but this is to be controlled at all times by site staff.

The use of uncontrolled systems such as TV or radio equipment is not permitted.

The use and maintenance of plant and equipment

All plant and equipment used on site hired, owned, or brought to site by contractors must be in good condition and procedures for inspection, servicing and maintenance must be followed in accordance with manufacturers guidance and the Provision and use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

All plant, machinery and equipment must only be used in the manner for which they were designed.

Records of Thorough Examination, certificates, tests, inspection, servicing, and operators training certificates will be held in the site office or in the Contractors own documentation. Contractors must allow site manager access to their plant maintenance records as required.

Traffic management and segregation of vehicles and pedestrians on site

(Refer to Site Layout / Traffic Management Plans)

It is understood that the CDM Regulations 2015 require each construction site to be organised in such a way that pedestrians and vehicles can move around safely, and a Traffic Management Plan will be devised before work commences and implemented by the Site Manager. Access for emergency services will be kept clear at all times. All deliveries/collections will be supervised by a competent bankman. The nominated access route to the site will be for site vehicles, emergency services and deliveries only.

As soon as possible into the construction phase of the project a dedicated site entrance and exit along with haul road will be established for contractor vehicles and deliveries to the site. This access road will be in use until the permanent site roads have been constructed to base-course. A series of additional temporary haul roads will be provided to link the access routes as required. Site traffic will be diverted onto the permanent roads after base course has been completed. Refer to traffic management plan for further details.

Speed limits will be imposed on all traffic routes within the site boundary to a maximum speed limit of 10mph.

Any vehicles entering the construction site must do so in forward gear and will be turned on site in a designated turning area or one way system, depending on the stage of project, so that they can leave the site in the same manner (see traffic management/site set up plan). If this is not possible a fully trained and competent Traffic Marshall, suitably attired in high visibility clothing will be utilized for any reversing manoeuvre, especially back out on to the public highway. Fencing must not impinge upon vision splays from vehicle accesses.

Traffic Marshalls will also be responsible for the safe passage of pedestrians, cyclists, and other traffic when vehicles are entering or leaving the site.

Vulnerable footway users, including wheelchair users, the elderly, those with walking difficulties, young children, those with prams, the blind and partially sighted will need to be taken into consideration by installing appropriate ramping is installed over cables, hoses etc. run across the footway.

Traffic routes on site are subject to constant change and reference must be made to the site layout / traffic management plan displayed in the site manager's office which will be updated on a regular basis as required.

A sign schedule and plan will be created, and all appropriate signage and barriers will be erected. It is essential that access to adjacent premises, land and bus stops are not blocked or impeded.

Pedestrian routes on site will be separate from routes used by traffic i.e., delivery lorries and plant movement. Wherever possible this will consist of a robust physical barrier. Signs etc. will be used to direct persons to these routes. All these precautions will be regularly inspected and maintained.

The site Traffic Plan will be updated as the Project progresses and will be prominently displayed on site. The plan will include (where applicable) the following information

- Outlined site layout showing the site perimeter, compound, stores areas and proposed structures
- Entrances / exits to the site and any vehicle and pedestrian control arrangements
- Public vehicle roads and pedestrian routes to the site
- On site vehicle and pedestrian routes and crossing points
- One way / two-way vehicle routes
- Haul roads
- Vehicle turning areas
- Offloading / loading areas
- Storage areas
- Vehicle parking areas
- Site vehicle refuelling points
- Vehicle wash down points
- Vehicle speed limit on site

Parking / Public Transport

There will be a facility for parking of contractor's vehicles on the site to avoid on road parking. Car parking spaces will be limited and those attending site will be encouraged to car share or use public transport whenever possible.

Contractors are only permitted to park in designated parking area and vehicles will only be allowed on site to drop off and collect tools. No parking in areas under construction will be permitted.

Public Transport

Nu Venture operates a number 23 service from Maidstone to Goudhurst with the closest stop being War Memorial in Goudhurst and Hams Travel operates a number 297 service between Tunbridge Wells and Tenterden with the nearest stop being The Goudhurst Inn.

Offsite Utility and Highway works

Connections to public utilities and statutory undertaker's plant will be programmed and coordinated by appointed multi utility company in consultation with Principal Contractor. Utility companies will share same excavations and traffic management proposals, where practicable.

Section 278 works to install a new bell mouth access to the site are required and this may necessitate a lane closure on Cranbrook Road. Appropriate Licences will be requested from Kent County Council Highways department and details of any required traffic management and signage submitted for approval.

Mud on road

Wheel wash area will be installed at site exit (inside gates) to minimize deposit of mud onto public highways and condition of road will be monitored with any mud or debris trafficked onto the public highway removed using shovels and brooms. In addition, the site and surrounding roads will be monitored and swept with a mechanical sweeper, when necessary, or when directed by the Highway Authority to ensure they are kept clean and free from mud and other debris at all times.

Adequate drainage facilities will be installed for the wheel wash to avoid run-off entering the public highway.

Deliveries and Storage of materials

The Principal Contractor will make suitable provision for the safe delivery, loading and unloading of materials and equipment and this shall not unreasonably affect movement of traffic and pedestrians within the vicinity of the site.

Details of the risk assessed vehicle route for supplier deliveries and contractor vehicles to the site are included in Appendix 4. The route has been formulated considering local concerns regarding suitability of local roads for larger delivery vehicles and where possible vehicles will be required to travel on the strategic road network for as much of their journey as possible, avoiding roads unsuitable for larger vehicles which may get stuck or where damage may be caused to buildings or street furniture. 'Trip generators' such as schools in the local area will also be taken into consideration.

Note the route to the site from the direction of Tonbridge via A21 and A262 unavoidably includes passing through Goudhurst village and the very tight bend around the Church. Suppliers are to be advised that articulated vehicles should avoid this route or alternative transport, such as rigid lorries should be considered.

A map showing site location and specified route will be communicated to all contractors and suppliers by Principal Contractor on placement of orders. These routes must be used at all times unless unavoidable diversions occur.

The Principal Contractor will review the traffic levels on the route, during peak times, and if necessary, coordinate deliveries accordingly. Deliveries will be restricted to between hours of 08:00 to 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays. No deliveries are permitted on Sundays or Bank Holidays. Where possible deliveries will be scheduled to arrive between 09:30 to 14:30 to try and avoid peak traffic periods and associated congestion impacts including school runs.

To ensure that deliveries arrive at the correct part of the site at the correct time instructions will be sent to suppliers and contractors advising that they must contact the site at least 24 hours in advance to book a delivery slot. In addition, driver must park up at a suitable location and call site manager or other designated person to check that site is able to accept the delivery.

Vehicles must not wait or circulate on the public highway. Whilst deliveries are given set times to arrive, dwell and depart, no undue time pressures will be placed upon the driver at any time. On arrival at site delivery drivers must report to site personnel (gate person) for unloading instructions.

Suppliers are to ensure arrangements for the safe loading and unloading of their materials from their vehicles has been considered to prevent falls from height. If they practically cannot prevent falls, they must mitigate the risk by principles of prevention of the hierarchy of work at height controls. For example, fall protection followed by fall arrest at the lower end of the order.

Contractors providing their own materials must liaise with the site management regarding delivery and storage of their materials. All contractors will be responsible for ensuring that their materials are stored neatly and stable to prevent collapse and protected to avoid damage. Materials must not encroach onto access/egress areas.

Reference should be made to the site layout plan which shows the proposed loading/unloading and storage areas for the site. Large materials will be ordered as close as possible to installation.

HFL's & LPG

Contractors are requested to inform the Principal Contractor if they have a requirement to store HFL's or LPG on site and reference will be made to specific risk assessment in respect of use and storage of Highly Flammable Liquids and Liquefied Petroleum Gases should the need arise. A locked storage area will be available in the compound for LPG.

Hot Work / Use of naked flames as part of work process

Control measures to be adopted on site in respect of fire risks are contained in a separate fire plan. As detailed previously firefighting equipment will be provided and a permit to work system will be enforced for any application of heat.

Weather

Site Manager can decide on a daily basis if all work or specific tasks cannot be carried out safely due to adverse weather conditions. Site Managers are instructed to ensure safe access to workplaces during icy conditions and exposure to harmful radiation from the sun is highlighted in induction training.

No lifting operations or working at height will be permitted in excessively windy conditions.

Control and Disposal of Waste / Housekeeping

The Principal Contractor must ensure that good housekeeping standards are achieved on site and the surrounding areas to help prevent injuries, damage, and fire hazards. Each operative and each contractor is responsible for ensuring that their work areas are kept as clean and clear as possible in relation to the type of work being carried out.

Appropriate skips / containers must be provided with relevant labelling /signage for the storage of all waste materials. All rubbish / debris is to be removed from work areas on a regular basis. Skips or bins for materials that may be hazardous or contain materials that could be caught by the wind, or materials which may encourage pest or vermin infestations are to be covered and emptied regularly.

Regular collection of all waste products arising from the works will be undertaken by a registered carrier and all transfer documentation retained in accordance with statutory requirements. All waste lorries will be sheeted prior to leaving site.

A site waste management plan will be prepared, if applicable (Refer to Section 4 Environmental Considerations for more details).

The Site manager will undertake daily inspections of the site and surrounding areas and arrange for the picking of any litter or mud/ debris accumulations.

Temporary electrical supplies / lighting

Contractors are required to supply their own task lighting and generators if electrical supplies for 110v tools cannot be provided safely. Generators must be placed on drip trays outside of plots and must be maintained and in good order. If electrical cables are used contractors will be required to ensure they are not damaged and do not create a tripping hazard. All lighting and electrical equipment must be tested in accordance with PAT regulations.

Battery powered tools are to be used wherever possible. Contractors are not permitted to charge any equipment on site that has not been PAT tested within the last three months.

In winter no work is permitted externally after dusk. The Principal Contractor will supply temporary lighting for communal areas and will ensure that any artificial lighting of the site and its perimeter is sufficient to ensure the safety of pedestrians. Lighting will be located and orientated so that it does not cause intrusion to adjacent properties, distract passing motorists, or affect wildlife.

Other significant safety risks

Contractors must notify The Principal Contractor of any particular safety measures that are required if their work will affect other contractors working in the vicinity. This includes noise above first action level, creation of dust that requires RPE or use of hazardous substances where task specific PPE must be worn.

All significant safety risks must be covered by contractors in method statements and risk assessments provided. Should other significant hazards be identified contractors are required to submit details of how they intend to deal with this during the course of their work on site.

HEALTH RISKS

Asbestos

Until a formal inspection has been undertaken it is assumed that no asbestos containing materials are present in the building to be demolished or on the site. Demolition or construction works must not commence until this has been confirmed.

The procedures detailed below should be followed regarding handling and disposal of asbestos products, should they be discovered in accordance with current control of asbestos regulations. Removal of asbestos waste materials to be carried out by competent contractors.

All persons involved in groundworks / digging activities must be aware of the health hazards associated with exposure to Asbestos and be informed of what to do if asbestos or suspected asbestos is discovered.

- Stop work immediately if asbestos or suspected asbestos is found
- Prevent access to the area and do not remove or touch the suspected asbestos
- Minimise the spread
- Appoint a specialist to carry out a survey
- Keep exposure as low as possible
- Ensure disposal routes
- Clear up after contamination

Contamination

Site investigation concluded that there are no ground contaminants that are likely to impact on health of site workers and no specific measures need to be adopted. However, the full risk to human health is unknown and should therefore be assumed to be low to moderate.

If any suspicious materials are encountered that were not expected or previously identified, Site Manager must be notified, and work must cease in that area until an analysis has been carried out.

During induction training all operatives are to be advised of any contaminants present, where they occur on site and, if appropriate, given a card advising precautions to be taken. Risks posed to workers due to contaminated ground are not considered to be significant providing standard health and hygiene practices are adopted.

Site welfare will include adequate washing facilities & accommodation for non-work clothing. Operatives will be instructed to wear overalls, boots, impervious gloves, dust masks & goggles and on hot dry days damping down must take place.

All stored oils, chemicals etc. stored or used during construction process to be protected from accidental leakage by using double skinned tanks & bunds. Spill kits are available on site.

Unexploded ordnance

There is no reason to suspect that unexploded ordnance is present on this site, however this issue will be covered in induction training. Operatives will be advised to remain vigilant and to notify either the site office or head office of Principal Contractor immediately if a suspect object is discovered.

Emergency response procedure will be implemented and the area around the object evacuated to a distance of at least 100metres and an emergency call put through to the Police.

Manual handling

Mechanized lifting / transportation of materials will be carried out on site wherever possible using telehandler and by delivering as close as possible to work area. However, where handling of heavy or awkward materials, plant or equipment cannot be avoided a manual handling risk assessment will need to be carried out or refer to site specific assessments provided by contractors.

Contractors are responsible for planning their own tasks to reduce manual handling as much as possible by arranging for other mechanical means such as mobile cranes, wheelbarrows, sack trolleys etc. specific to their work. Training must be given to all operatives (by respective contractors) required to carry out manual handling tasks.

Use of hazardous substances

Where possible use of hazardous substances should be avoided but where there is no alternative control measure and safe systems of work must be implemented as detailed in COSHH Assessments. Adequate and suitable storage arrangements will be provided along with required PPE and provision for managing spills and correct disposal.

COSHH assessments relating to standard hazardous materials that are used or produced during normal construction operations are held on site and these should be brought to the attention of workers who may use or produce a particular hazardous substance during the course of their work. Contractors' method statements and risk assessments must include COSHH assessments for hazardous substances specific to their undertaking.

The importance of personal cleanliness is emphasized during induction training and appropriate gloves, barrier creams and skin conditioning creams should be used if specified by a COSHH assessment.

Dust / Emissions

Where possible, site cutting of materials will be eliminated to reduce production of dusts and inhalation of fumes which cause cancers, asthma, bronchitis, fibrosis, burns and poisoning and can lead to nuisance levels of dust at adjacent residential properties.

The Principal Contractor may install suitable dust monitoring equipment, on site boundaries, to ensure that maximum permissible limits of nuisance dust are not affecting receptors adjacent to the site. Should any complaints be received regarding dust or emissions, the activity will be suspended until a review has been carried out and more effective, reasonable, and less impactful techniques or working practices can be introduced.

If dust hazards cannot be eliminated Sub-contractors must provide risk assessments, specific to their work activity, with control measures to reduce exposure to the lowest levels possible, which may include 'Local Ventilation Systems' (Vacuum). Assessments must also include details of PPE required and operatives required to use RPE will be required to show proof of Face Fit Testing.

Hazards from silica dust exposure resulting from kerb and slab cutting by Groundworkers, tile cutting at the ridge and verge by Roofers will require water suppression systems and workers will be expected to wear a suitable Face Fit Tested (FFP3) mask.

Full details of control measures to be implemented to deal with dust on site or which may affect adjacent properties are contained in Section 4 – Environmental Considerations.

Noise

There are no abnormal construction methods to be used on this development so nuisance levels of noise, which may affect adjacent properties, will be monitored, and controlled as detailed below. Compliance with local authority Environmental Health Policy for noise is mandatory.

Before work commences on site the Principal Contractor will provide local residents with contact details and information on the project. Contact information will also be displayed in prominent location on the site. This will provide an opportunity for local residents to address any concerns. Any complaints or concerns will be referred to Principal Contractor's Head Office for response and should also be notified to Principal Contractor.

Full details of control measures to be implemented to deal with nuisance noise which may affect adjacent properties are contained in Section 4 – Environmental Considerations.

Control measures to limit noise during construction operations which can lead to deafness, tinnitus etc. will be implemented in consultation with sub-contractors. Refer to method statements, risk assessments and control measures received from contractors involved. Noise assessments to be carried out by contractors and hearing protection issued in accordance with The Control of Noise at Work Regulations 2005. Principal Contractor will monitor noise levels and if basic assessment shows cause for concern, further investigations will be carried out.

Vibration

Nuisance, HAV & Whole Body

The control measures detailed above for noise also apply to plant and machinery in respect of nuisance vibration that may affect neighbouring properties.

Contractors will be required to provide information on their arrangements for complying with The Control of Vibration at Work Regulations 2005 and must ensure that plant and equipment, used on site, is chosen to reduce exposure to whole body and hand arm vibration which can lead to vibration white finger, low back pain etc. and contractors risk assessments must contain control measures to limit exposure and arrangements for health assessment and surveillance of their workers.

Bacterial hazards

Vermin – if vermin are found on site appropriate action should be taken to eliminate the threat. Workers to be informed of precautions regarding Weil's disease or other biological hazards that may be present such as bird or bat droppings.

Exposure to extreme weather (UV radiation etc.)

The Principal Contractor must ensure that all workers have been issued with appropriate clothing for cold or wet weather by their employer and the site will operate a no bare chests policy during summer months. Operatives must sign a disclaimer if they wish to wear shorts on site. Sun protection information is included in Induction Training. Principal Contractor may provide sunscreen and bottled water during prolonged periods of hot weather.

Site Manager is authorised to suspend certain works or close the site if conditions are too hot, wet, cold, icy, or windy for them to be carried out safely.

Drug & Alcohol Policy

No alcohol is permitted to be brought onto or consumed on site and operatives will be given information regarding use of drugs & medication during induction training.

The Principal Contractor will operate a strict policy where if any person is suspected of being under the influence of drugs, alcohol or affected by prescription medication, they will be asked to leave site.

SECTION 4 – ENVIRONMENTAL CONSIDERATIONS

All persons involved in this project are committed to the protection of the environment and support the implementation of measures for dealing with ecological issues, prevention of pollution, protection of water courses, along with a waste management and recycling programme. These measures will meet or exceed all legislative and regulatory requirements placed upon the project.

All Directors, Managers, Employees, Contractors, and Site Operatives have a personal responsibility for the way their conduct impacts on environmental issues and should ensure they act in accordance with the measures set out below and that all guidelines are strictly adhered to.

Archaeology & Heritage

Principal Contractor will make provision for appointed Archaeologists to carry out watching brief so that excavations are observed, and items of interest and finds can be recorded. Details of methodology along with method statement etc. and areas to be examined are to be provided by Archaeologists.

Construction Materials

We will ensure that as far as reasonably practicable sustainable and/or renewable products are sourced for this project and where sub-contractors are contracted to the project on a supply and fit basis, they will be required to provide materials to the same standards.

The sources and composition of any materials brought to site for use as backfill for excavated ground or drainage systems will be checked to ensure that contaminated materials are not used. Inspection, sampling, and testing will be completed.

Pollution

All reasonable precautions will be taken to prevent pollution of the site, the works and general environment including streams and waterways in accordance with relevant legislation and best practice guidelines. Method Statements and Risk Assessments for all construction activities, including those provided by sub-contractors, must consider the potential risk of pollution, and must contain suitable and sufficient control measures for pollution prevention and control, where applicable.

All persons working on site will be given environmental awareness training on induction and information on emergency procedures in case of accidental spillage or leaks.

The Emergency Response Plan should be referred to when dealing with any accidental spills or other pollution. This document contains details of the location of suitable spill kits to deal with oil and/or chemical leaks, responsibilities of site personnel, and arrangements for disposal of contaminated materials. The appropriate authorities and the client will be informed of any incidents, without delay, and all relevant information provided.

Surface Water Management / Groundwater Protection

The following measures will be implemented on this development to prevent accidental pollution to surface and groundwater: -

- Any existing site drainage will be identified and marked on a plan, distinguishing between surface and foul water systems.
- Permits to work will be required for works that may affect vulnerable and sensitive assets
- During site set up a dedicated haul route, compound and parking area will be established and constructed from clean compacted recycled aggregates and surfaced with tarmac hardstanding.
- Permanent drainage systems will be installed as early as possible to avoid temporary discharges to surface water.
- All drains will be covered / protected to prevent accidental ingress from mud and silt and regularly cleaned.
- All stockpiled materials will be stored away from drainage systems and watercourses and protected using geotextile silt fencing or cut-off ditches where appropriate.

- Before any discharges are made to surface water systems wastewater generated from site activities will be collected in settlement tanks and screened. Any remaining sludge will be disposed of in accordance with current environmental regulations.
- Concrete and cement washout will not be allowed to enter the surface water system and cleaning will be carried out in designated areas with collection facilities to retain the dirty water for disposal off site.
- Water from vehicle and boot washing facilities will be removed to foul water drainage system.
- Site and public roads will be regularly swept to reduce the amount of silt and mud entering surface water drainage system.
- Groundworks, including foundation excavation and concreting will be carefully planned and sequenced to avoid foundations being open longer than necessary to reduce erosion and potential aquifer pollution.
- Building materials like cement, sand and other powders will be covered and regularly inspected for spillages. They will also be located where they will not be washed into waterways or drainage areas.
- Welfare facilities will be connected to foul sewer system with consent of maintaining authority.

Fuel & Hazardous Substances

All storage areas for fuel and hazardous chemicals will be adequately bunded to prevent pollution in the event of leak or spillage. Hazardous substances (fuels and chemicals) will be stored securely in accordance with COSHH assessments and will be located on impervious material away from drains and watercourses.

The Site Manager will carry out daily checks of storage areas and will ensure that spill kits remain adequately resources and readily accessible. Drainage and bunding will be checked to ensure it is in good condition and performing adequately.

All vehicles entering the site should be checked to ensure they are free from any water, oil or fuel leaks with drip trays placed under stationery plant to collect any leaks. Designated plant refuelling and servicing areas with bunded locked twin wall fuel bowsers will be set up away from drains and watercourses and checks made that these are being used in accordance with agreed protocols. Fuel deliveries should be supervised to ensure no leaks occur from the delivery hose and vehicle.

Environmentally friendly products including non-toxic paints, solvents and other hazardous materials should be used wherever possible and COSHH assessments made available for all hazardous substances used or produced. The Principal Contractor must segregate, tightly cover, and monitor toxic substances to prevent spills and possible site contamination and ensure that emergency control measures in case of accidental spillage or release are available in the form of spill kits. Procedures are to be communicated to operatives on induction.

Water use

Abstraction of water from piped mains, using a standpipe, will be consented from the relevant local water company. Water use will be recorded for comparison with targets and industry standards. Principal Contractor will ensure that as little water as possible is wasted by following the water hierarchy and by providing instruction and training to all workers on site.

Emissions to air - Dust / Emissions

The Principal Contractor will implement measures to control dust and emissions during construction in accordance with guidance issued by IAQM 'Guidance on the assessment of dust from demolition and construction' and the Control of dust from construction sites (BRE DTi Feb 2003).

Where possible, site cutting of materials will be eliminated to reduce production of dusts and fumes which can lead to nuisance levels of dust at adjacent residential properties. Sub-contractors are required to provide assessments, specific to their work activity, with control measures which should include any relevant measures detailed below.

The following control measures are to be implemented to deal with dust on site or which may affect adjacent properties: -

- Principal Contractor will contact local residents early in the life of the project to give them the opportunity to raise any issues prior to work commencing and contact details will be prominently displayed on site for local residents to report any concerns.
- The Principal Contractor will actively monitor the site to ensure the control of dust and emissions and extra monitoring will take place in dry & windy conditions which increase the likelihood of dust and emissions being produced and dispersed.
- Storage of materials including sand and cement and dust generating activities, such as cutting and grinding, will be located away from site boundaries, whenever possible.
- Solid plywood hoarding or mesh panel fencing fitted with debris netting will be erected to around dust generating activities. These will be at least as high as any stockpiles on site. A physical distance and/or barrier will be created between dust / emission generating activities and receptors.
- Earthworks and exposed areas should be re-vegetated as soon as possible.
- Stockpiles will be shaped / profiled so they are not steep sided, periodically damped down and may be covered or seeded to prevent wind whipping
- Loose materials will be removed as soon as possible.
- Consideration will be given to installation of green walls, screens, and other vegetation to minimise the impact of dust and pollution.
- Measures to keep the site in good order will be implemented, such as bunding construction area to prevent run-off.
- Any hoardings, fencing, barriers, and scaffolding will be regularly cleaned, using wet methods (recycled or non-potable water) where possible to prevent re-suspension of particulate matter.
- Boot cleaners will be provided, and operatives and visitors encouraged to change shoes and clothing before going off site to reduce the transport of dust.
- An adequate water supply will be available on site for effective dust mitigation (using recycled water where possible)
- Cutting, grinding, and sawing should be conducted off-site whenever possible, but if it must take place on site then a water efficient spray pump should be used to reduce amount of dust generated.
- Scabbling should be avoided if at all possible but if cannot be eliminated work areas should be screened off and work surfaces pre-washed.
- Chutes and skips should be covered or enclosed to ensure that dust does not escape.
- Cement, sand, fine aggregates, and other fine powders should be sealed after use and stored in enclosed containers or silo. Some materials should be kept damp to reduce risk of drying out.
- Wherever possible haul routes should have a hard surface or paving, which must be inspected regularly and repaired as required. Speed limit of 10mph to be imposed.
- Haul routes and local roads will be kept free from dust, as far as possible, and swept regularly. Where possible this will be water assisted, but care will be taken not to contaminate sewers or local watercourses. Dry sweeping of large areas should be avoided.
- Vehicle wheels will be washed or cleaned before leaving the site using a pressure washer located close to site exit gate, ensuring adequate area of hard surfaced road between wheel wash facility and site exit.
- All vehicles carrying dusty materials must be securely covered/sheeted before leaving the site.

Vehicle / Plant emissions can significantly add to levels of air pollution so best practice will be employed to reduce these by: -

- Ensuring site vehicles only use low sulphur fuel and are maintained to ensure emissions are minimised.
- Positioning stationary construction plant such as cranes and generators as far as practicable away from site boundaries
- Reducing vehicle idling – if a vehicle is stationary for more than a minute then engine should be turned off.
- Deliveries will be managed at times to cut congestion on local roads and to reduce impact on other local road users. Deliveries are restricted to between hours of 9.30am to 2.30pm and after 3.30pm as far as possible to avoid school drop off and collection times.
- Contractors are encouraged to share vehicles to travel to site and use of sustainable transport modes will be promoted, by providing cycle storage and details of bus routes.
- Wherever possible renewable, mains or battery powered generators or other plant should be used.

Should any complaints be received regarding dust or emissions, the activity will be suspended until a review has been carried out and more effective, reasonable, and less impactful techniques or working practices can be introduced.

Noise & Vibration

Nuisance levels of noise which may affect adjacent properties will be controlled in accordance with Approved Code of Construction Practice and BS5228 Noise Vibration and Control on Construction and Open Sites as detailed below and compliance with local authority Environmental Health Policy is mandatory including restriction working hours and delivery times.

Before work commences on site Principal Contractor will provide local residents with contact details and information on the project. Contact information will also be displayed in prominent location on the site. This will provide an opportunity for local residents to address any concerns. Should any complaints be received regarding noise or vibration the activity will be suspended until a review has been carried out and if possible, more effective, reasonable, and less impactful techniques or working practices introduced.

Contractors are required to supply equipment which has been designed to reduce noise levels as far as reasonably practicable and may be asked to provide noise assessments for such equipment. Noise-reducing devices, such as silencers and baffles, must be fitted to all machinery.

All vehicles and machinery must be serviced regularly as well-maintained equipment will make less noise and is also less likely to break down. Exhaust systems must be replaced as soon as they become noisy.

Noisy plant will be sited as far away as practicable from sensitive receptors and buildings with barriers such as hoarding and site accommodation utilised, where practicable to deflect noise away. Care will be taking during loading and unloading of materials and dismantling of scaffolding to minimise noise levels.

All plant operators will be instructed to minimize the use of vehicle reversing alarms. As soon as practicable and where possible, a one-way driving system will be implemented on site.

Plant & Vehicle Drivers will also be reminded during induction training to reduce the noise from their vehicles by:

- turning off engines when they are not in use
- checking the brakes are properly adjusted and don't squeal
- not revving the engine unnecessarily
- only using the horn in emergencies

Pneumatic breakers, drilling, piling and any other work that creates high levels of noise will be scheduled to give residents some breaks and working hour will be limited. Residents will be notified about any particularly noisy work

Wherever possible, mains generated electricity will be provided for contractors to reduce the use of diesel generators. Permanently running generators on sites that are close to local housing can cause a nuisance to residents. If generators have to be used, then they must be serviced as detailed above and if practicable located in a three-sided enclosure to act as a baffle.

Waste Management

The Waste Management Policy is based on the principals of the waste hierarchy:

- Through procurement procedures careful assessment of the amounts and specification of materials required will **eliminate** and **reduce** the amount of waste created for disposal.
- Before discarding any item, it will be assessed to establish if it can be **reused**.
- Wherever possible waste will be **recycled**; either on site or by being sent to a suitable facility for this purpose. To further support this activity, where practical, products made from or including recycled material will be purchased.
- As a last resort waste will be **disposed** of in a responsible way to minimise the risks of future pollution or harm to human health.

- **Procedures**

The Site Waste Management Plan for this construction site will include details on who is responsible for waste management, the types of waste that will be generated, how the waste will be managed and measured, and which contractors will be used to ensure waste is correctly recycled or disposed of responsibly and legally.

The production of waste at this site will be reduced wherever possible through the education and instruction to employees, contractors, and suppliers and by the control available to the company management over all work activities. Good housekeeping standards must be maintained, ensuring that waste and rubbish are controlled to sustain a safe and tidy site.

- **Segregation and storage of waste**

A system of segregation and storage of the differing categories of waste will be set up on site and strict controls on the management and use of skips for waste materials will be enforced at site level by site management staff.

A designated area and hard standing will be designated for the provision of skips for removal off site by the Waste Management Contractor. The area has been levelled and stoned and is detailed on the site Traffic Management Plan. All skips are clearly signed, and tipping skips have been coloured to ensure cross-contamination is discouraged.

Materials will be separated on site into the following categories:

- **Spoil / Hardcore**

In respect of uncontaminated hardcore this must be managed and set aside on site to be crushed and /or reused as clean fill material for example under hardstanding and slabs. Removal to a tip must be a last resort and all inert materials should be used on site for making up levels and backfilling if necessary. If material cannot be used it should be removed from site at the cheapest rate and not deposited in skips which attract a higher charge.

- **Plasterboard**

Plaster goods should be segregated and stored in segregated skips to enable the material to be collected and recycled.

- **Contaminated and Hazardous Waste**

Any hazardous waste must be disposed of in accordance with current legislation. Items classed as hazardous, include cleaning agents, paints, and thinners etc.

The groundwork contractor will be responsible for ensuring that excess volumes of soil required to be disposed of off-site are sent to an 'inert' landfill site in accordance with Waste Acceptance Criteria testing.

- **Metal Waste**

Should be segregated on site before being transported to metal recycling facilities by waste management company.

- **Electrical goods / furniture**

Electrical equipment must be disposed of in accordance with WEEE regulations. Items must only be disposed of when they no longer work or when someone else cannot make use of it.

- **Waste Management Contractor**

The appointed Waste Management Contractor for the development must have proven track record in management of such facilities and access to licensed facilities for disposal and recycling. The Contractor must conform to the company's designated criteria and will be required to report back to the business on a monthly basis

They will also provide to the business upon demand a schedule of the quantities of material that have been recycled, and for use material have been put to, for each of the categories noted above. If all has gone to landfill, then it must be stated as so.

ECOLOGY

The Ecological Assessment of the site prepared by Bakerwell (Ref KETN17 511, dated January 2022) sets out mitigation measures to be implemented for Bats, Great Crested Newts, and nesting birds during construction and the full report should be referred to for more detailed information.

- **Bats**

A detailed mitigation strategy will be provided, prior to commencement of development works, including demolition of Kestrel, and a Natural England EPSML will need to be obtained for the roost in this building. The mitigation in regard to bats will be subject to NE approval during the licence application process.

- **Great Crested Newts**

It is considered possible that GCN may be found on the site and mitigation will therefore need to be carried out. Any clearance of suitable habitat (hedge) will be carried out during the active season for GCN, April-October, under ecological supervision.

- **Reptiles**

Two juvenile slow worms and one adult slow worm were found on site during the presence/absence surveys. Due to the low population recorded, a proportional precautionary methodology will be adopted which will include a displacement to a receptor area in an area of retained open space.

- **Dormice**

No evidence of dormice or their nests were identified in the desk study or historic surveys. However, due to limited suitability a precautionary search will be completed in the sections of hedge to be removed and habitat up to 100m either side immediately prior to habitat removal by a suitably licensed ecologist. Should dormice or evidence of dormice be recorded works will be cease until further advice and/or a Natural England Licence has been obtained

- **Badgers**

Due to the possibility of badgers commuting and foraging through site, precautionary measures are required during construction to avoid trapping badgers in trenches or holes. These will comprise covering any steep sided holes or trenches or leaving a sturdy ramp or plank within to provide an escape route. Any fencing will leave a gap of 20cm at the base to ensure that permeability of the site remains in place (If this is not considered viable- due to the possibility for owners' pets to escape, badger gates will be installed. Providing these measures are followed the development will be compliant with all known legislation and planning policy pertaining to badgers.

- **Nesting Birds**

The removal of any trees, hedgerows or scrub will avoid the bird nesting season (March to August inclusive). If this is not possible removal will occur under the supervision of a suitably qualified ecologist who will check for any active nests. If found to be present, a buffer zone, where no development activities will occur, will be cordoned off by the supervising ecologist until the young have fledged.

- **Hedgehogs**

Vegetation clearance must be undertaken in a careful manner with due caution being exercised in case of presence of hedgehogs. Clearance of boundary vegetation under 30cm in height must be carried out by hand or following a check by a suitably qualified ecologist.

HABITAT, TREES, SHRUBS & HEDGEROWS AND TREE PRESERVATION ORDERS

Tree protection measures should be installed prior to any works beginning on site and prior to the delivery of plant or materials to the site. The default specification should be in accordance with 6.2.2.2 of BS 5837

Refer to Lloyd Bore Arboricultural Report Ref 5987-LLB-MS-AB-0001 dated 14th January 2022 and Tree Protection Plan for full details

- Tree, shrubs and hedgerows are to be retained, wherever possible, to protect nesting birds and to encourage continued use of the site by bats.
- Any removal of woody vegetation will be undertaken outside of the breeding season and must be preceded by an inspection by ornithologist.
- Vegetation clearance must be undertaken in a careful manner with due caution being exercised in case of presence of hedgehogs.
- Storage areas for equipment, materials and excavated soils will be located in the less vegetated parts of the site and not permitted in areas of retained vegetation, especially along the site boundaries.
- No access will to be permitted inside the tree protection fencing.
- No materials, equipment or debris will be stored within the tree protective fencing.
- Notice boards, telephone cables or other services must not be attached to any parts of retained trees.
- Materials which may contaminate the soil (e.g., concrete mixings, diesel oil and vehicle washings) must not be permitted to migrate into the RPA's of retained trees.

SECTION 5 – METHOD STATEMENTS / BUILD SEQUENCE

This document details arrangements that should be included in site specific method statements produced by Principal Contractor and their appointed contractors and should be continually updated when additional information is received.

The proposed methods of working, sequence of operations, control of different trades / contractors, in particular activities that have to be carried out in close proximity to others will be the responsibility of the Site Manager who will ensure that all work is carried out in a safe manor in accordance with method statements received from contractors.

Typical sequence of build for project / plot

DEMOLITION
SITE CLEARANCE & ENABLING WORKS
S278 offsite & S38 onsite ROADWORKS
Excavation, mains drainage
Sub-Structure, Mains Drainage
Oversite
Brickwork inc.1st Floor slab
Brickwork inc. 2nd Floor slab
Brickwork to plate
Pitch roof
Roof tile & Screed floors
Erect stud walls
First fix (Carpentry, Electrical & Plumbing)
Plasterboard, Tape and Joint
Second Fixing (Carpentry, Electrical & Plumbing)
Kitchen
Decoration
Externals Works
Finals
Build Complete

SECTION 6 – THE HEALTH & SAFETY FILE

Information regarding hazards which may cause a risk to the health and safety of persons who carry out or are affected by maintenance and cleaning work on the structures in the future must be provided by Designers and others during the construction phase for incorporation into the Health and Safety File. This information should be passed to the Principal Designer.

Principal Contractor will provide a Homeowner File for individual property purchasers, a maintenance file for Management Company for structure and communal areas and an infrastructure file for the Local Authority with regards to S38 & S278 works carried on roads.

Where properties are handed over to a householder, a Homeowner Manual will be provided which contains suitable information for the householder.

In other situations, the following will be considered where they may be relevant to health and safety of any future construction works, including cleaning, maintenance, alterations, refurbishment, and demolition. The level of information should allow the likely risks to be identified and addressed by those carrying out the work

- Brief description of work carried out
- Any residual hazards which remain and how they have been dealt with (e.g., surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services etc.)
- Key structural principles (e.g., bracing, sources of substantial stored energy – including pre or post tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery
- Hazardous materials used (e.g., lead paint, pesticides, special coatings which should not be burnt off etc.)
- Information regarding the removal or dismantling of installed plant and equipment (e.g., any special arrangements for lifting, order of or other special instructions for dismantling)
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location, and markings of significant services, including underground cables, gas supply equipment, firefighting services etc.
- Operation and maintenance manuals
- Test and commissioning certificates
- Product guarantees, warranties, and test certificates
- Information and as-built drawings of the structure, its plant and equipment (e.g., the means of safe access to and from the service voids, fire doors and compartmentalisation etc.)

The Health and Safety File must be stored and retained by the Client or Homeowner

APPENDIX 1 – PROJECT DIRECTORY

Project Management Structure

Appointment	Name	Contact Number
SITE MANAGEMENT		
Head of Construction		
HS&E Consultant		
Contracts Manager		
Senior Site Manager		
Site Manager		
Assistant Site Manager		
Finishing Manager		
OTHER APPOINTMENTS		
First Aiders		
Emergency Response Coordinator		
Fire Marshalls		
Temporary Works		
Designated Individual		
Temporary Works Coordinator		
Temporary Works Supervisor		

Details of CDM Appointments and other consultants

CLIENT		
	Contact	
	Telephone	
	Email	
PRINCIPAL DESIGNER		
	Contact	
	Telephone	
	Email	
PRINCIPAL CONTRACTOR		
	Contact	
	Telephone	
	Email	

TOPOGRAPHICAL SURVEY		
	Contact	
	Telephone	
	Email	
SITE INVESTIGATION		
	Contact	
	Telephone	
	Email	
ARCHITECTS (PLANNING)		
	Contact	
	Telephone	
	Email	
ARCHITECTS (WORKING DRAWINGS)		
	Contact	
	Telephone	
	Email	
CIVIL ENGINEERS		
	Contact	
	Telephone	
	Email	
STRUCTURAL ENGINEERS		
	Contact	
	Telephone	
	Email	
LANDSCAPE DESIGNERS		
	Contact	
	Telephone	
	Email	
UTILITIES CONSULTANT		
	Contact	
	Telephone	
	Email	
SAP ASSESSOR		
	Contact	
	Telephone	
	Email	
ECOLOGY		
	Contact	
	Telephone	
	Email	
ARBOROCULTURIST		
	Contact	
	Telephone	
	Email	
BUILDING CONTROL		
	Contact	
	Telephone	
	Email	
HSE		
	Contact	
	Telephone	
	Email	

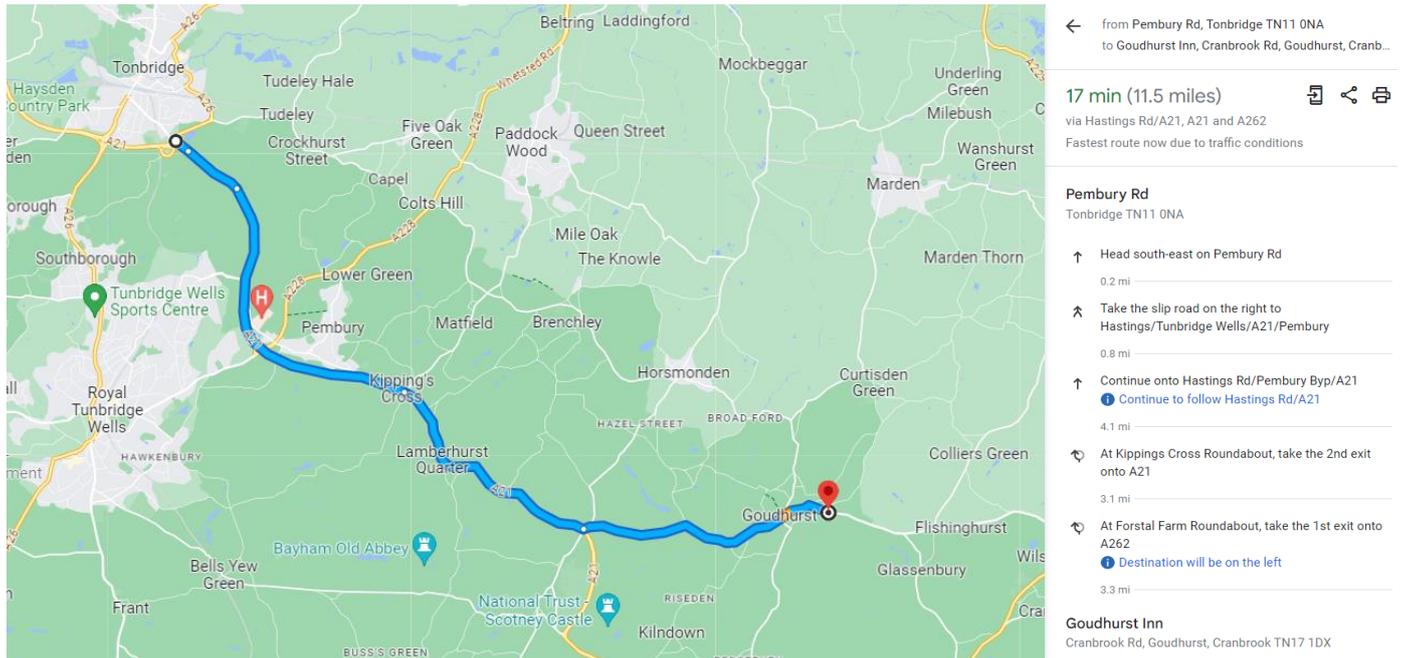
APPENDIX 2 – NOTIFICATION OF PROJECT (F10)

To be submitted

APPENDIX 4 - TRAFFIC ROUTING TO SITE

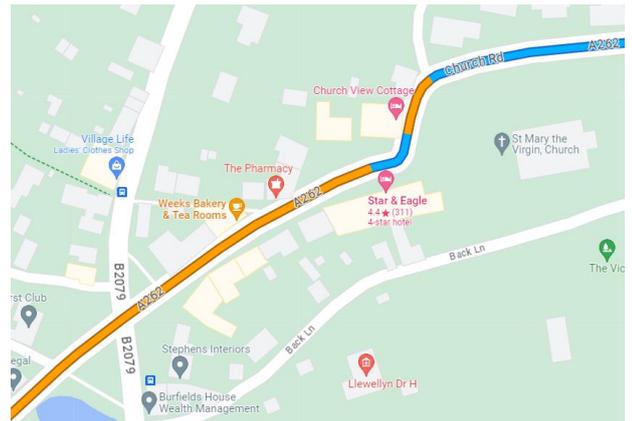
Map showing vehicle route to the site for supplier deliveries and contractor vehicles

From Direction of Tonbridge via A21 & A262



Note this route unavoidably includes passing through Goudhurst village and a very tight bend around the Church. Suppliers are to be advised that articulated vehicles should avoid this route or alternative transport, such as rigid lorries should be considered.

Where possible vehicles should travel on the strategic road network for as much of their journey as possible, avoiding roads unsuitable for larger vehicles which may get stuck or where damage may be caused to buildings or street furniture



From Direction of Ashford via A28 & A262

