

AC Jackson Limited

CONSTRUCTION MANAGEMENT PLAN

CONSTRUCTION OF A NEW MIXED USE AGRICULTURAL LIVESTOCK BUILDING & LANDSCAPING

Hill and Coles Farm
London Road
Flamstead
AL3 8HA

Issue Date	Status	Created By
30 January 2024	Construction Phase Plan	PSC

Prepared in accordance with the
Construction (Design and Management) Regulations 2015

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Construction Phase Plan

1 Description of project

1.1 Project description and programme details including any key dates;

1.1.1 Project Title	Construction of a new mixed use agricultural livestock and storage building, associated hardstanding and landscaping
1.1.2 Project Address	Hill and Coles Farm, London Road, Flamstead, AL3 8AH
1.1.3 Description & Scope of Works	Site preparation and re-location of materials to form a bund around the proposed new mixed use agricultural livestock and storage building. Site preparation and re-location of materials to form an attenuation pond to meet the drainage strategy. Construction of steel portal frame, external cladding and drainage. Construction of external hard standing around the new building.
1.1.4 Start Date	TBC
1.1.5 Completion Date	TBC
1.1.6 Programme Duration (Weeks)	12 Weeks
1.1.7 Existing Environment (Description of Property)	The site currently comprises an agricultural storage building with associated open-air straw storage to the north.
1.1.8 Ground Investigation	The Client has confirmed the ground is suitable and sufficient
1.1.8 Asbestos Survey	There are no existing buildings on the site that would require the procurement of an asbestos survey to HSG 264
1.1.9 Existing Services	Live services overhead/ underground
1.1.10 Ground Conditions	The ground conditions have been assessed by the Client as being suitable
1.1.11 Surrounding Area	The site is located adjacent to and west of the M1 motorway north of the village of Flamstead, Hertfordshire. The site is bound by agricultural land to the north, south and west. Local businesses including a transportation haulage company, plant hire, plastering academy and cabinet maker
1.1.12 Existing Traffic System (Access)	Access to the site is provided by two points of access. The primary agricultural access to Hill and Coles Farm is from the A5183 via a farm track, of which, the Client is in ownership or has the required rights of access (between the farm gate and highway). The main access is split to provide two parallel tracks leading to the site, so that commercial and agricultural vehicle movements are kept separate. Additional access is available from Chad Lane via a private track, also owned by the Client.
1.1.13 F10 (Notifiable)	Yes
1.1.14 Working Hours (Local Restrictions)	0800 and 1800 on Weekdays and 0800 and 1300 on Saturdays. No works shall be undertaken on Sundays or National Holidays. The Principal Contractors vehicle movements shall not take place along the Vehicle Access Route identified in Appendix A between the following hours to avoid school pick up/drop off times at Flamstead Village School. 08.15 – 0915 Hrs 1130 – 1230 Hrs 1500 – 1600 Hrs

	<p>The school starts at 08.45 and finishes at 15.15 with nursery times between 08.50 and 12.00. Monday to Friday (excluding school holidays – Summer Half Term – Monday 15 April to Friday 24 May 2024. Inset day on Tuesday 7 May 2024. Half Term Break – Monday 27 May to Friday 31 May 2024. Summer Half Term – Monday 3 June to Tuesday 23 July 2024. Summer Break – Wednesday 24 July – Monday 2 September 2024)</p>
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1.2 Details of client, principal designer, designers, principal contractor and other consultants;

Client

Pearse & Sons
Hill and Coles Farm
Flamstead
Hertfordshire
AL3 8AH

Contact: Ian Pearse
Tel:
Fax:
Mobile: 01803 812229

Designer

AC Jackson Ltd
Buffer Depot
Rode Street
Tarpurley
CW6 0EF

Contact: Hannah Minshall
Tel: 01829 423 123
Mobile:

Principal Contractor

AC Jackson Ltd
Buffer Depot
Rode Street
Tarpurley
CW6 0EF

Contact: Hannah Minshall
Tel:
Mobile: 01829 423 123

Principal Designer

AC Jackson Ltd
Buffer Depot
Rode Street
Tarpurley
CW6 0EF

Contact: Hannah Minshall
Tel:
Mobile: 01829 423 123

HSE Office

Health & Safety Executive
Woodlands
Manton Lane
Manton Lane Industrial Estate
Bedford
MK41 7LW

Contact:
Tel: 0300 003 1747
Fax:

1.3 Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

Document	Prepared By	Issue Date	Title
Pre-Construction Information (PCI)	TBC		
Statutory Service Drawings	TBC		

Drawings

Created By	Drawing No.	Revision	Drawing Title
Bidwells	DR-A-1100	P04	Proposed Site Plan
Bidwells	DR-A-2000	P02	Sections
Bidwells	DR-A-1010	P02	Proposed Location Plan
AC Jackson Ltd	ACJ9107	00	Planning (Plans and Elevations)

Subcontractors & Material Suppliers

Trade	Name & Address	Tel/Fax/Contact	Type
		Contact: Tel: Fax:	
		Contact: Tel: Fax:	
		Contact: Tel: Fax:	

2 Management of the work

2.1 Management structure and responsibilities

Company organisation with respect to health and safety

- I. Managing Director for Principal Contractor – Andrew Jackson
- II. Project Manager for Principal Contractor – Hannah Minshall
- III. Site Managers – (appointed depending on contract size, complexity, value and location)
- IV. General employees – (appointed depending on contract size, complexity, value and location)

Project Team

Project Manager	Hannah Minshall	Principal Contractor
Site Manager	TBC	Principal Contractor
Assistant Site Manager	TBC	Principal Contractor

The Project Manager will ensure that all works are carried out to best practice standards, company procedures and all relevant legislative requirements.

The Project Manager for the project will ensure that the Site Manager and Assistant Site Manager has adequate resources at their disposal. The Management Team will monitor the progress of the works and provide leadership and guidance to the Site Manager, providing advice and support on health, safety, environmental and quality issues.

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

The principles adopted by AC Jackson Ltd are in accordance with the Health & Safety at Work Act 1974 and all other current health & safety legislation. There will be site management during construction hours and any issues arising can be reported through direct access as well as telephone and email contact details which will be provided.

It is the policy and commitment of AC Jackson Ltd that the Health and Safety of all persons engaged in construction activities, their employees, visitors and customers will not be compromised. Consequently, it is the intention that all construction related work commissioned by AC Jackson Ltd will have as its highest priority the consideration of the Health and Safety and welfare of all those who will carry out, use and maintain the works or who will be affected by them in any way both during construction and in normal operation.

AC Jackson Ltd requires all employees to cooperate with the company in their aim to promote a positive and proactive attitude to the health, safety and welfare of everyone whilst at work. We operate a 'no blame' culture and strongly encourage everybody to speak up on health and safety, no matter who is involved or what the situation is.

In order to successfully achieve these aims, the project specific goals are as follows:

- To promote, instil and develop a safety culture where unsafe behaviour, acts and conditions are challenged and not tolerated.
- To report and promptly address all unsafe behaviours, acts and conditions.
- To safeguard each other, those who work alongside and members of the public.
- To know that everything is done to minimise risks associated with activities to both colleagues and the general public and not expose anyone to unacceptable risks.
- To take responsibility for health and safety and that of others who may be affected by the things we do, or fail to do.

- To ensure that the Managers take responsibility of the health and safety of their personnel.
- To learn lessons quickly, find effective solutions and communicate clearly to all who may need to know.
- To stop work and ask if it is thought that health and safety may be at risk.
- To encourage, coach and educate people involved with the project.
- To build on the commitment of all parties and to strive for continuous improvement.
- To prevent harm to the environment through spillages, leaks and gaseous emissions.
- To minimise the amount of waste produced.
- To sensibly monitor all site activities.

Monitoring & Reviewing

The Site Manager will ensure that no one will commence or continue to work on the site if he is not satisfied with their compliance to the health and safety requirements. The Site Manager will undertake daily safety inspections of the site and work activities.

Furthermore, the site will be independently audited during the course of the works by an external safety advisor to supplement the Site Managers activities; this will offer a different viewpoint to the health and safety aspects of the works and ensure that appropriate systems are in place and maintained on site.

2.3 Arrangements for:

2.3.1 Regular liaison between parties on site

Any site liaison will be consistent with normal line management and contractual procedures. All parties will be advised of management structure and contact telephone numbers etc. Any queries relating to programme constraints, design problems will be communicated through the Client/Project team.

Co-ordination of contractors will be achieved through the normal line management process for controlling the contract.

Coordination meetings are to be arranged and attended where necessary to address site matters. A written record is to be completed where necessary to communicate any actions or advice given. Good communication is to be kept at all times during the works between all parties. The efficient and effective flow of information is vital to a safe, cost effective project.

2.3.2 Consultation with the workforce

All operatives must be made fully aware of the Health and Safety implications of their works and the works of others before commencing on site this will be disseminated during the site induction and reinforced with toolbox talks, safety talks, safety information displayed on notice boards and meetings.

The Site Manager will ensure that all operatives on site co-operate with the Construction Phase Plan, all health and safety requirements, each other and the directions given to them by the CDM parties.

Co-ordination of the works will remain the responsibility of the Project Manager and the Site Manager.

All operatives will be encouraged to approach the Site Manager if concerned about Health & Safety matters, in line with the 'no blame' policy AC Jackson Ltd promote. Informal health and safety conversations are to be encouraged between all on site where they see a practice they feel is not safe and comment should be encouraged where good practices are observed. All persons on site are responsible for their own safety and the safety of those around them.

The reporting of near misses to AC Jackson Ltd Safety Advisor will be encouraged across the site. By reducing the number of near misses we will reduce the number of accidents and make our workplace safer for everybody.

2.3.3 Exchange of design information between the client, designers, principal designer and contractors on site

The Organisation will co-operate fully with the Client, Designers, Principal Designer and Contractors via the normal line management and contractual procedures to ensure all relevant design information is communicated through to the relevant parties in a fast and efficient manner.

Design information will be communicated from the Designers to the Principal Contractor (AC Jackson Ltd) and will be in the form of Drawings, Written instructions or Verbal Instructions; the Principal Contractor will in turn issue information to Site Managers, Site Operatives and Sub-contractors as necessary.

The Principal Designer must be informed of and involved in all proposed design work and design changes during the project.

2.3.4 Handling Design Changes during the project

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The Organisation will co-operate fully with the Client to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Client for approval as necessary.

All proposed design changes must be communicated to the Principal Designer for comment prior to implementation. They must be considered for their effect on the overall project design and maintenance strategies.

The guidance document provided by the Principal Designer – ‘Design process for health and safety in construction’ – is to be referenced for guidance on design matters.

2.3.5 Selection and control of contractors

To ensure that only competent Contractors are employed to work with AC Jackson Ltd, new contractors will be pre-qualified by means of a questionnaire to assess their status and relevant experience. We will also ensure that Contractors have adequate resources to complete the tasks that they are allotted.

All contractors complete a questionnaire that is used in the selection of contractors. This information is linked to other known data such as past performance, management structure, quality plan / performance, resource and procedures for dealing with health and safety management.

Subcontractors must produce all relevant Health & Safety documentation prior to the commencement of their works on site. Contractors will not be allowed to carry out their works if this is not adhered to. Additionally, all contractor employees are required to attend a site induction before commencement of work when the detailed site rules will be communicated in writing and any significant risk issue will be addressed.

2.3.6 Exchange of health and safety information between contractors

The exchange of health and safety information between contractors will take place during pre-start meetings and throughout the duration of the project using on-site meetings, letters and electronic means.

On entering the site all persons are to be directed to their relevant working area by the Site Manager. They will initially be issued with a site safety induction briefing and informed that their vehicles must be parked in the designated areas only; any alternate arrangements must be discussed and agreed with the Site Manager.

A detailed plan of the project will be available in the Site Office, along with a programme of work activities. The Site Manager will use this as an aid during specific tool box talks and inductions.

Health and safety matters will be communicated by the following methods:

- Site specific safety inductions
- Daily safety discussions as needed
- Site meetings and minutes, as required
- Health and safety posters and alerts
- Direct verbal instructions
- Action following highlighted items on safety inspections and audits
- Client circulated information
- CITB Site Operating Procedures, Risk Assessment, Tool box Talk and Weekly Checklist

2.3.7 Site security

Suitable and sufficient measures will be taken to exclude unauthorised visitors from the site and to regulate and control all site visitors. Heras fencing will be provided around the perimeter of the site.

ONLY AUTHORISED PERSONS WILL BE ALLOWED INTO THE WORKING AREA.

There will be a signing in and out procedure to record the attendance of personnel and visitors on site. The signing in/attendance book will be positioned in a prominent position (generally in the Site Cabin) and all those entering the site are required to sign in immediately upon arrival and sign out when leaving site. The attendance book will be used as a roll call to account for all personnel on site in the event of an emergency evacuation.

Security arrangements will be monitored throughout the duration of works to ensure that the works do not expose such persons to an elevated level of risk.

Access for **ALL** site traffic and contractor's vehicles is via the site entrance identified in **Appendix A**; adequate signage will be displayed and maintained at all times.

2.3.8 Site induction

All persons attending the site must report to the AC Jackson Ltd Site Manager and receive a full site safety induction briefing. They will be given information and training with regard to relevant Health & Safety issues. Operatives will be informed of the risks and hazards involved with the project and will be notified of site rules, regulations and procedures in case of fire or emergency.

Each site employee will be inducted by use of the "Induction Checklist" which will be signed by both the Inductee and Inductor prior to them starting work on site.

2.3.9 On site training

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file in the AC Jackson Ltd office. A similar standard is required for all subcontractor plant operators.

Generally, all Company operatives will have received health and safety training commensurate with their site roles and responsibilities. A Skills Matrix detailing all training issued to AC Jackson Ltd operations is held in the AC Jackson Ltd Office and available upon request.

On site training will be issued in the form of talks and safety meetings as and when deemed necessary. Toolbox talks on health and safety will be given where it is felt appropriate, typically every 6 weeks, and if necessary daily updates to person(s) on site will be issued.

Where there is a need identified for training or for training to be refreshed, or where persons are not part of a recognised competency scheme, we will arrange where possible for training on site to be conducted.

2.3.10 Welfare Facilities and First Aid

Suitable and sufficient welfare facilities will be provided to reflect the requirements of Schedule 2 of the CDM Regulations 2015. These will include sanitary conveniences, washing facilities, including hot and cold water, drying area, rest room, drinking water and arrangement for the preparation and eating of meals.

All site accommodation will be within the site compound.

First Aid

On-site first aid arrangements will be commensurate with the operations being carried out.

A First Aid Box will be kept in a prominent position in the Site Welfare facility and all personnel will be made aware of its location. The first aid box will be regularly checked and restocked in the event of its contents being used.

AC JACKSON LIMITED- FIRST AIDERS

All members of AC Jackson Ltd have been trained as emergency first aiders.

Site Manager	TBC		

If a member of staff sustains an injury they could be treated at Luton and Dunstable Hospital, Lewsey Road, Luton, Bedfordshire, LU4 0DZ (Telephone 01582 491 166), they should be taken directly to Accident and Emergency at a hospital at all times.

2.3.11 Reporting and investigation of accidents and incidents including near misses

All accidents, injuries and dangerous occurrences no matter how minor shall be reported to the Site Manager who will record them in the Site Diary. An Accident form will be filled out and logged in Accident Book. Completed Accident forms to be submitted immediately to the AC Jackson Ltd Health & Safety Advisor for processing. Once the Accident Book is full it must be kept for three years after the date of the last entry.

All incidents will be thoroughly investigated by the Site Manager in the first instance. If required a full report will be prepared by the AC Jackson Ltd Health & Safety Advisor which will be sent to the AC Jackson Ltd Manager and Managing Director who will take the appropriate action to prevent a re-occurrence.

By law, if you are an employer, self-employed or a manager in any type of business it is your responsibility to report all serious accidents at work under RIDDOR, dangerous occurrences also must be reported under these regulations.

Accidents and incidents within the scope of RIDDOR 2013 will be immediately reported to the enforcing authority by the quickest available means. Reporting of accidents/incidents fall under three categories:

1. Major Injury

Major injury includes such as:-

- Death,
- fracture of any bone (except a finger, thumb or toe),
- an amputation,
- the dislocation of a shoulder, hip, knee or spine,
- temporary or permanent loss of site,
- chemical or hot metal burn to the eye or any penetrating injury to the eye,
- Any other injury requiring admittance to hospital for more than 24 hours.

Major injuries should be reported immediately (e.g. by phone 0845 300 9923) with a report submitted within 10 days of the incident occurring.

2. Reportable Injuries

These include any injury at work that causes the injured person to be unable to continue his or her duties for a period of seven days or more. The seven-day absence does not include the day of injury, but does include weekends and bank holidays. **Seven-day injuries should be reported on-line within 15 days of the incident.**

3. Reportable Dangerous Occurrences

Failures of the following types of equipment which could lead to death or serious injury.

- Lifting machinery,
- pressure systems,
- scaffolding,
- electric short circuits or overloads causing fire or explosion which could have caused death or which causes a stoppage of the plant for more than 24 hours,
- accidental release of flammable and dangerous substances,
- Collapse of buildings being altered, constructed or re-constructed or demolished.

All dangerous occurrences should be reported in the same manner as major injury.

The above lists are not exhaustive and are intended as examples for guidance. Comprehensive lists and information on reporting timescales are available from the Health & Safety Executive.

Useful Contact Numbers

RIDDOR 0845 300 9923
HSE Infoline 08701 545 500
HSE Website www.hse.gov.uk

2.3.12 Production and approval of risk assessments and written systems of work

Subcontractor risk assessments and written systems of work will be produced and approved well in advance of the operation being carried out. Copies of all subcontractors' method statements and risk assessments will be kept on file and available on site for checking by the Site Manager.

All RAMS will be briefed to the working party and all will sign to agree they accept and understand them.

A **permit to work system** will be employed on site to control high risk works. The following permits will be considered for use:

- Potentially confined spaces
- Electrical systems (both HV and LV) – including 132Kv overhead pylon
- Working at height
- Hot works
- Lifting Operations for Steelwork

The use of permits for other activities will be considered as the works progress. The Site Manager will assess the changing site and apply permit control where needed to ensure the health and safety of personnel.

2.4 Site rules (including drug and alcohol policy)

All CDM specific rules and procedures will be adhered to at all times, briefed at induction and displayed on the site notice board.

2.4.1 PPE

Protective clothing and equipment shall be worn as dictated by the operation at hand and by the Site Manager who is responsible for the upkeep of Health and Safety on site. Suitable and sufficient PPE will be made available on site for site personnel.

As a minimum, safety footwear must be worn on all work sites at all times. Additionally, hi-viz must be worn in areas where there is vehicle movement on site (i.e. where mobile plant or machinery is being operated), on traffic routes, where this is specified as a requirement in risk assessments for the work activity being undertaken or where instructed by the Site Manager, Assistant Site Manger or a AC Jackson Ltd Project Manager.

Safety Helmets must be worn when working on, below or in close proximity to scaffolding, where there is overhead works of any kind, where persons are working above using Mechanical Elevated Working Platforms (MEWPS) such as scissor lifts, booms or cherry pickers, if signage is in place stating that hard hats must be worn or you are entering a designated hard hat area and again where specified in risk assessments or as directed by a Site Manager, Assistant Site Manger or a AC Jackson Ltd Project Manager.

Full length work trouser and long sleeved shirts should be worn in preference to shorts and short sleeved worktops or vests as these provide a level of protection against cuts and abrasions and also burns from sparks during cutting, grinding and hot works, preventing minor injuries from becoming more serious and developing infections such as tetanus. Any type of leisurewear shorts such as football shorts or Bermudas are totally unsuitable and must not be worn on work sites.

Where necessary, site visitors will be supplied with hi-visibility and hard hats.

2.5 Fire and Emergency Procedures.

Site personnel and visitors will be made aware of the emergency procedures for this site at the site induction. All escape routes including temporary routes will remain unobstructed throughout the duration of the project, to allow free movement in these areas.

A Fire Risk Assessment will be completed and a fire plan put in place for the construction work site. The plan will be checked weekly and will be updated through information provided when necessary.

The Fire Plan takes into account:

- fire stations (containing fire extinguishers and a manual fire alarm) positioned on site. The manual fire alarms should be used to raise the alarm, if a fire breaks out.
- training and instruction of all staff and operatives
- induction of visitors
- location of assembly point(s)
- instruction on what to do in the event of a fire
- identification of fire fighting equipment and escape routes
- special arrangements for evacuation from high risk areas
- fire fighting training for those carrying out high risk works
- A system of communication between all parties on site in the event of an emergency will be agreed to the satisfaction of all and re-addressed weekly.
- Contractors will be made aware of the location of the Assembly Point during the site induction.

The plan takes into account the Health and Safety Executives (HSE) publication Fire Safety in Construction Work - HSG168, and the implications of the Joint Code of Practice - Fire Prevention on Construction Sites 2012, published by the Building Employers Confederation and the Loss Prevention Council.

3 Arrangements for controlling significant site risks

3.1 Safety risks, including:

3.1.1 Delivery and removal of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from the site,

DUE TO THE NARROW ENTRANCE/EXIT ROUTE TO THE SITE UNDER THE CLIENTS CONTROL ALL DELIVERY VEHICLES WILL BE REQUIRED TO APPROACH THE SITE ENTRANCE ROUTE FROM THE NORTH AND EXIT THE SITE TO THE SOUTH TO AVOID CONSTRUCTION VEHICLES CROSSING OVER THE A5183.

Care must be given to safely secure the construction site boundary to stop unauthorised access.

No vehicles will be allowed to reverse off the site. A vehicle turning area has been designated as indicated in **Appendix A** (Site/Traffic Management Plan) so that ALL vehicles enter and leave the site in a forward direction. All the bulk excavation work will be undertaken within the confines of the site(s). No earthwork materials will be moved off the site(s). No earthwork materials associated with the construction of the bund around the new mixed use agricultural livestock and storage building will be removed from the site. No earthwork materials associated with the construction of the attenuation pond will be removed from the site. No vehicles other than a tractor and trailer, a 10m rigid truck or a 16.5m articulated lorry/low loader will be used to transport plant or construction materials onto the site. The anticipated movement of vehicles is proposed as follows:

Week 1

One ten foot site cabin will be delivered on one 10 m rigid truck for site office and welfare accommodation.
Two transit vans for between 3-5 site operatives throughout the project (daily)
Four 16.5 m articulated lorries will deliver the heras fencing/bases/clips to surround the site(s)
Two JCB 245XR excavators to the site of the proposed mixed use agricultural livestock building on two 16.5 m articulated low loaders. These will complete the earth work in approximately 2 weeks.
Weekly visit from Toilet Cleaning company in a 3.5T transit high cage tipper throughout the project.

Week 2

One of the excavators will be re-located to dig out the attention pond and the other will be used to distribute and level hardcore on the site of the mixed use agricultural livestock building.
Hardcore will be delivered to the proposed site of the mixed use agricultural livestock building to prepare the ground for hard standing and construction. It is anticipated that this material will be delivered using 29 tonne 16.5 m articulated lorries with approximately 40 No deliveries during the course of the week.
1 No roller, 2 No 245 Cherry Pickers and 1 No telehandler will be delivered to the site on a 16.5 m articulated low loader over two deliveries during the week.

Week 3

Excavation around the attenuation pond is expected to take one week after which the excavators will be removed from the site on a 16.5 m articulated low loader over two separate visits.
1 No roller will be removed from the site using a 16.5 m articulate low loader during one delivery over the week.
Steelwork, scaffold and cladding will be delivered during the week using a 16.5 m articulated low loader. It is anticipated that there will be up to two deliveries each day.

Week 4 -11

Minimal deliveries to site other than daily operatives, site visitors, skip delivery/removal and weekly toilet cleaning.

Week 12

2 No 245 Cherry Pickers and 1 No telehandler will be removed from the site on a 16.5 m articulated low loader over two deliveries during the week.

Approximately 35 No concrete deliveries using 8.7 m long (6 m³) trucks for hard standing areas,

The ten foot site cabin will be removed from the site on one 10 m rigid truck

Four 16.5 m articulated lorries will remove the heras fencing surrounding the site(s)

The Principal Contractors vehicle movements shall not take place along the Site Traffic Management Plan identified in Appendix A between the following hours to avoid school pick up/drop off times at Flamstead Village School. The school starts at 08.45 and finishes at 15.15 with nursery times between 08.50 and 12.00:

0815 – 0915 Hrs

1130 – 1230 Hrs

1500 – 1600 Hrs

The school starts at 08.45 and finishes at 15.15 with nursery times between 08.50 and 12.00. Monday to Friday (excluding school holidays – Summer Half Term – Monday 15 April to Friday 24 May 2024. Inset day on Tuesday 7 May 2024. Half Term Break – Monday 27 May to Friday 31 May 2024. Summer Half Term – Monday 3 June to Tuesday 23 July 2024. Summer Break – Wednesday 24 July – Monday 2 September 2024).

All building materials and or waste to be kept in either a:-

- Site container
- Building work area
- Most importantly all waste within skips or waste bins

A 10 mph speed limit will be set on the proposed site access road.

A photographic schedule of condition will be undertaken on the proposed site access road prior to the commencement of any works. Any damage identified to the site access road between the start and completion of the project will be made good by the Principal Contractor.

Housekeeping & Site Waste Management

All Contractors will ensure that the site is kept tidy. If skips are to be used then positioning of such will be discussed with the Site Manager before being brought onto the site.

The Site Manager will inspect arrangements for the segregation, storage and removal of waste on site and check the existing procedures regularly.

Waste food will be disposed of in secure containers to minimise vermin infestation.

All waste removal contractors must provide evidence of their current Registration Certificate before any contract is entered into. All wagons must carry a copy of the Waste Transfer Note for the material being removed. The site registration number, waste code and standard industrial code must be entered on the consignment note. All hazardous waste shall be treated as prescribed in the hazardous waste regulations.

3.1.2 Dealing with services - water, electricity and gas, including overhead power lines and temporary electrical installations,

Work on existing live services and the installation of new services will be in accordance with The Electricity at Work Regulations 1989 and The Gas Safety (Installation and Use) Regulations 1994.

Service records will be provided by the client before works commences

All cables will be considered as live unless proven otherwise. HSG47 will be followed at all times.

Before work commences on existing live services, the locations will be determined by means of electronic testing devices and the positions clearly marked. Where possible the services will be terminated at source. Only registered and (competent persons will be employed i.e. Gas-Safe, NIC-EIC Registered.

WHEREVER POSSIBLE 110V POWER TOOLS WILL BE UTILISED. WHERE THE USE OF 240V EQUIPMENT NECESSARY, ALL CABLES TO ARMoured OR HAVE RCD PROTECTION FITTED.

The below will be adhered to during the life of the works:

HSG47 'Avoiding Danger from Underground Services'
GS6 'Avoidance of Overhead Electric Power Lines'
Local network service provider's advice

3.1.3 Accommodating adjacent land use

The site is bound by agricultural land to the north, south and west. Local businesses including a transportation haulage company, plant hire, plastering academy and cabinet maker.

The Principal Contractors vehicle movements shall not take place along the Vehicle Access Route identified in Appendix A between specified hours to avoid school pick up/drop off times at Flamstead Village School.

3.1.4 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures

All practicable steps will be taken to ensure that any new structure shall not become unstable due to the carrying out of the work. All temporary supports and structures shall be designed and installed so that they can withstand foreseeable loads.

Contractors should be aware of the possibility that structures may not be robust, and that damage to, or failure of, key structural elements may lead to progressive catastrophic collapse. Contractors must continuously re-assess the structure as elements are exposed, added or removed, and take immediate action to ensure the health and safety of persons employed on or affected by the works should the assessment give cause for concern.

3.1.5 Preventing falls

All Work at Height will be carried out in accordance with the 'Work at Height Regulations 2005' and HSG 33.

Work at height includes; the means of access and egress, working platforms, ladders and step ladders, fall arrest equipment (such as netting) and fall restraint equipment.

The use of step ladders and ladders as a working platform must only be used for short duration work and in compliance with the Work at Height Regulations 2005. We will ensure that all works at height are planned and coordinated to reduce the risk of operatives falling from height and the risk of materials being dropped from height.

3.1.6 Work with or near fragile materials

Any fragile materials will be identified as the project is in progress, but may include such items as roof tile coverings and asbestos sheeting.

3.1.7 Control of lifting operations

Arrangements will be implemented for the use, maintenance and storage of suitable and sufficient work equipment as required by the Provision and Use of Work Equipment Regulation 1998 (PUWER) and Safe Use of work Equipment:

ACoP and Guidance L22, the requirements laid down in the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and Safe Use of Lifting Equipment: ACoP

Lifting operations will only be carried out by trained and competent companies and individuals, copies of competency certificates are to be kept by the employing company for inspection.

3.1.8 The maintenance of plant and equipment

The use of plant and equipment for the works will comply with the Provision and Use of Work Equipment Regulations (PUWER) and operators of the plant and equipment will be suitably trained to use the specific equipment.

All work equipment will be properly maintained, serviced, regularly inspected with documentary evidence held in the AC Jackson Ltd office for inspection at any time.

All portable electrical equipment brought onto site must display an in date PAT Test sticker undertaken within the last 6 months.

Operatives are required to check equipment and power cables for defects prior to use.

3.1.9 Work on excavations and work where there are poor ground conditions

Before excavation takes place, the specific locations of underground services will be identified. This will be done by means of a local search for manholes, valve covers, patching of road surface etc., examination of location plans and use of CAT scanners on site. The positions of underground services will be clearly marked prior to any excavations taking place.

Where excavators are used in the vicinity of overhead cables, a route to the working area will be planned to reduce the risk of contact. Where this is not possible the erection of goalposts will be erected on site to minimise the height of excavators under overhead cables.

Excavations will be planned prior to commencing digging. The Collapse of the sides of the excavation and thus the retaining techniques employed will be based on the specific site conditions i.e. ground conditions, ground water, adjacent structures, depth of excavation, surrounding environment etc.

Deep excavations of 1.2m or more in depth will only be carried out by competent and suitably trained personnel under a Permit to Dig. Physical barriers shall be utilised to provide edge protection to open excavations.

3.1.10 Traffic routes and segregation of vehicles and pedestrians

The site Traffic Management Plan (**Appendix A**) must be understood by all attendees on site and kept updated as the works progress; the Site Manager is responsible for the evolution of this live document, and must specify the traffic routes as the project progresses and enforce safe working practices. Points for consideration are:

- Timing of deliveries to avoid school drop off/pick up times
- Site access and egress
- No reversing procedures to permitted on or off the site
- Turning procedures
- Parking
- Conflict with pedestrians at the site entrance/exit
- Conflict with other vehicles including other users on the shared access route, service and emergency vehicles and other contractors working on the site.
- Loading and unloading of plant and materials

No vehicles are to block the access road or cause an obstruction to site traffic routes. Banks men are to marshal all vehicles in and out of their loading / tipping areas and reversing manoeuvres where there is a personnel collision hazard.

Segregated pedestrian access to the work areas from the welfare compound will be erected whenever practicable.

Drivers of all vehicles will be suitably trained and must be informed about site transport rules. A copy of every employees training qualifications are kept at the AC Jackson Ltd office.

All Plant and Equipment will be maintained in accordance with the manufacturers' instructions. A specific plan has been prepared (Appendix A) and will be updated by the Site Manager as the project commences for all special plant that is attending so that the traffic plan can be continually monitored and assessed for safety.

3.1.11 Storage of materials (particularly hazardous materials) and work equipment

Materials will be stored on site within the secure store, a designated area within the site compound or wherever it is practical to do so without adversely affecting the works operation notwithstanding that the materials will be delivered to a suitable programme of frequency and quantity to avoid stockpiles wherever possible. No materials will be allowed to be stored on the site access road.

The storage of flammable materials will be in accordance with The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972.

- Storage of flammable materials i.e. paints, solvents etc. will be kept to a minimum and stored securely in a lockable fire cabinet or chest.
- Cylinders containing Flammable gases for heaters and blow lamps will be kept to a minimum and stored within a wire cage and situated in a suitable position on site, away from habitable areas, excavations etc.
- Empty cylinders will be removed from site.
- Fragile materials such as glass will be stored in a secure place and all works carried out in close proximity to fragile materials will be subject to specific Risk Assessments

Designated areas for storage of materials and equipment will be reviewed regularly and assessed for safety and security.

3.1.12 any other significant safety risks;

3.2 Health risks, including:

3.2.1 Removal of asbestos,

The risk of asbestos being present within the ground is considered to be very low.

If Asbestos is discovered on site during our works, operations within that area will stop immediately and the area will be cordoned off. At this point the Client and the Principal Designer along with a specialist Asbestos Consultant will be contacted. The Asbestos Consultant will be asked to attend site to carry out a report and any works that are required. Operations will not commence within that area until the Asbestos Consultant gives their approval.

3.2.2 Dealing with contaminated land

The Client has confirmed that there is no contamination on the site. All excavations will be undertaken by machinery and no materials will be taken off site so contaminated land is not considered to be an issue on the project.

3.2.3 Manual handling

Manual handling will only be undertaken when mechanical handling is not reasonably practicable. Where manual handling techniques are required an assessment will be required by the site operatives and the persons involved must have been trained in manual handling techniques.

3.2.4 Use of hazardous substances, particularly where there is a need for health monitoring

The use of materials which involve high risk to work people or the members of the public must be avoided where possible at all times.

Where hazardous substances cannot be eliminated from the work procedure, a COSHH assessment will be carried out to ensure that adequate precautions are planned to control the risk prior to commencement of work. Assessment and arrangements for suitable protection will be communicated to the personnel involved.

COSHH assessments will take account of prevailing site conditions and state how the control measures will be brought to the attention of all who may be affected. COSHH assessments will be kept in a COSHH file on site by the relevant persons.

All subcontractors are to provide COSHH assessments for hazardous substances they are to use on site.

Special attention will be made to any substance that is particularly hazardous and all site personnel will be made aware.

3.2.5 Reducing noise and vibration

NOISE

Noise and vibration will be reduced to the lowest practicable level. Where possible the lowest noise and vibration producing plant and equipment will be used. The noise and vibration levels of all equipment will be documented and used to establish optimum exposure levels for operatives.

A noise assessment should be made to determine the level of noise in work areas. Since the Noise at Work Regulations 2005, the action levels are as follows: first action level is 80dBA, when ear protection may be requested. The second action level is 85dBA, when ear protection is mandatory, and must be worn. Consideration of the local occupiers is a major factor in the planning of works and noisy operations will not take place before 08:00 or after 18:00 Monday to Friday and before 09:00 or after 13:00 on Saturdays. All operatives must be aware of any site restrictions.

Adjacent properties have been identified and where appropriate liaison will be made with the occupiers prior to potentially noisy operations. All technological advances will be used in order to minimise noise. Noisy operations will be subject to a Noise Assessment.

HAND ARM VIBRATION SYNDROME

Risk assessments will be carried out for all activities where there is exposure to Vibration and all such activities will be carried out in accordance with 'The Control of Vibration at Work Regulations 2005. Specific Vibration assessments will be carried out prior to the use of vibrating Hand Tools.

AC Jackson Ltd will comply with:

- L141 - Whole Body Vibration 'The Control of Vibration at Work Regulations 2005 - Guidance on Regulations'
- L140 - Hand Arm Vibration 'The Control of Vibration at Work Regulations 2005 - Guidance on Regulations'

To comply with the new legislation being introduced on Hand Arm Vibration Syndrome all hand held equipment covered under the regulations for example, drills, jig saws, angle grinders etc that we have now sourced, the HAV levels and safe use in each working day, will be tagged or labelled showing this information.

The labels/tags will have on:

- Tool identification number.

- Test date.
- Vibration level.
- Maximum use per day (hrs/mins).

Everyone should read these labels before using the equipment so they are aware of the usage time.

Monitoring of Hand Arm Vibration (HAV) shall be carried out in accordance with prescribed exposure limits for the type of hand tool operated during works on site with details recorded for each operatives to ensure that action levels are not exceeded. Periodic testing of vibrating tools using a calibrated testing device shall be undertaken.

3.2.6 Work with ionising radiation

Site operatives will not be exposed to ionising radiation under the scope of works.

3.2.7 Exposure to UV radiation (from the sun)

Recommended protective measures include:

- Always wear head protection out in the sun. If your hard hat is causing sweat and discomfort try using a cold damp rag underneath it. Head protection helps to prevent sunstroke.
- If you are working in the sun plan the work so that you can take regular breaks in the shade, especially during the hottest times (11-3). Cool down when resting, use a spray of cool water and loosen clothes.
- Full protective clothing is to be worn, make sure it is loose enough to stay as cool as possible.
- Use of sun block to protect areas that are exposed and run the risk of burning.
- Avoid tea and coffee and soft drinks containing caffeine. Caffeine is a diuretic and will increase the risk of dehydration. Water is best to hydrate the body.
- Drink regularly. Keep the body hydrated by regularly consuming water. Don't let yourself get to a state of thirst and dryness, this will weaken you and is dangerous.

If the temperature exceeds the met office level 3 (Heat-wave) the company will review the works taking place and take further actions to protect your health and welfare. All operatives will be encouraged to use total sun block protection cream or spray in such conditions.

3.2.8 Any other significant health risks

(a) Dust and Dirt

Damping down, dust extraction and regular cleaning will be used to reduce dust and dirt to a minimum and prevent it from interfering with activities or causing a hazard or a nuisance to workers, neighbours and visitors.

Operatives will be issued with minimum FFP3 rated dust masks for cutting, breaking out, soft strip and demolition operations.

A wheel wash will be site up on the site as identified in **Appendix A** (Site/Traffic Management Plan). Daily cleaning of the site access road with a road sweeper will be undertaken during weeks 1-3 and during week 12 (when the majority of vehicle movements are expected to take place) and weekly during weeks 4-11 to prevent any debris from being transferred to the public highway.

(b) Health and Biological Hazards

Contractors should be aware of the hazards when working in:-

- Foul sewers
- Near farm animals
- Pigeon droppings
- Extreme weather conditions
- Ultra Violet (the sun)

Any sharps and needles discovered on the site will be dealt with by a competent person in the appropriate manner.

(c) Scaffold Control

Scaffolds will be designed and erected by competent fully trained scaffolders in accordance with technical guidance document TG20:13 and SG4.

- Scaffold screening will be used over live escape routes.
- Edge protection shall be included down to the bottom of the scaffolding.
- Precautions will be made to prevent falls in the form of guardrails and toe boards.
- When requiring roof access, all works to be carried out in line with HSG 33.

Scaffolds will be checked before first use, after any alteration, the weekend, inclement weather and any event that may affect its integrity and at intervals not exceeding 7 days. It will be the responsibility of the AC Jackson Ltd Scaffolders to do the statutory inspections and recording of scaffolding works in the Site Scaffold Register.

Where contracts scaffolds are installed the scaffold contractor shall be responsible for undertaking statutory safety inspections. The assessment of scaffolds will be aided by the use of "Scaftags" which will be used on all scaffold erections.

Scaffolds will be erected and positioned bearing in mind prevention of possible access for intruders and will be made secure at the end of each shift. All work at height or places where a person or object can fall will be carried out in accordance with HSG 33 and the Work at Height Regulations 2005.

(d) Smoking

Smoking is to take place in designated areas only; these will be arranged on day 1 and will be communicated to all contractors through the site induction procedure. The smoke free regulations specify that it is illegal to smoke in an enclosed area. This means that the site office and welfare facilities must never be smoked in. The designated area may be covered but may not have more than half of its walls enclosed.

4 The Health and Safety File

4.1 layout and format

The Health and Safety file is to be presented to the Principal Designer in the format requested at the completion of the works. This must be agreed between the client and the Principal Designer at the start of the project and will include:

- A brief description of the work carried out
- Any residual hazards
- Key structural principles
- Hazardous materials used
- Information regarding removal and dismantling of installed plant or equipment
- Health and safety information about equipment provided for maintaining and cleaning the structure
- Nature, location etc of underground services/cables
- Information and as-built drawings

4.2 arrangements for the collection and gathering of information

All relevant documentation will be collated throughout and held by AC Jackson Ltd until handover to the Principal Designer at Practical Completion.

4.3 storage of information

The completed version of the Health & Safety File for the site will be compiled by the Principal Designer and issued to the Client. Ultimately the storage of information concerning the store will be the responsibility of the Client.

Appendix A

PRPOSED SITE SET UP & MANAGEMENT PLAN

Site/ Traffic Management Plan

