

THE MAIN CONTRACTORS CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

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(DATE 10/16/2025)

**Construction of 2 dwellings
with associated vehicular access.**

**Land adjacent Cherry Dene
Land adjacent Cherry Dene
Norwood Lane**

Meopham Kent DA13 0YE

Introduction

The Construction Management Plan is a document which establishes and defines the way in which the main contractors team will manage and control all aspects of the works during the construction of a project.

It should be read in conjunction with the Pre-Construction Health and Safety Plan (PCHSP), Quality Plan (QP), Risk Management plan (RMP) and all Company Policies.

The Sub-contractors (SC) based on this document will be required to prepare their own detailed method statements and programme and adhere to all the policies and procedures defined in this document

The SC is responsible for all aspects of his works with regards to design development, preparation of working drawings, co-ordination of details/ working drawings with other trades, staffing, inspections, testing of the works, safety and any other relevant matters.

The responsibility for health, safety and accident prevention in respect of the SC works rest with the SC. The main contractors Site Manager (SM) will be responsible for all the contractors staff and will monitor and assist the SC in this process and offer advice or assistance as required.

The SC shall co-operate with the main contractor immediately to rectify any health and safety matter brought to the SC attention.

The PCHSP will be available for review at the contractors office.

Prior to start on site

Internal review of project

An internal meeting with the contractor, Quantity Surveyor (QS) and Site Manager (SM) will take place prior to the contract start date in order to establish the full scope of works and their role within the project.

The QS will run through how the job has been priced, the measured quantities, the rates that have been used and material priced for. The QS will advise of any provisional sums and exclusions within the contract sum.

The PM will run through the project and who the main contractor will be using to carry out what elements of the works. Site manager's safety file will be given by the PM to the SM. Reporting procedures will be discussed and daily and weekly processes which need to be carried out.

Drawings and specification

The control of all drawings and associated information should be carried out by a design coordinator and the direction of the SM.

The SC should identify to the SM prior to start on site the dates they expect to receive drawings data, approvals and instructions in order to achieve the timely execution of their works. The schedule should be a realistic co-ordinated timetable that does not call for information unnecessarily early.

The architect or architectural technologist is responsible for administering all drawings and other associated documents. If the SM requires further information than is on the drawing or information is missing a Request for Information is to be issued to the architect/structural engineer/M&E engineer. These parties should respond to the RFI supplying the information/drawing under an instruction. The SM should then issue the information / drawing under an instruction to the relevant SC.

Programme

A programme will be submitted to each SC prior to works commencing. This needs to be reviewed by the SC and any issues within the programme raised with the team. Following this discussion, a completion programme for the entire project will be issued.

The main contractor will stress that the programme is indicative and the sequence,

timing or overlapping of activities may change due to on-site circumstances, SC should therefore allow for all necessary site visits.

The SC is required to submit short term programmes on request of the SM. They will also be required to submit recovery programmes should their work fall or deemed to have fallen behind completion programme.

Should the SC fall behind programme a Notice of Work number (form number 2.4) will be issued. This will detail the timescale and the area in which they have deemed to have fallen behind programme. It will also advise of the timescale in which they have to re-cover lost programme time. Should programme not be caught up not within the stated timescale then a Contra Charge (form number 2.5) is to be issued by the SM. The associated costs of the original notice of works will be deducted from the SC account. Both forms are to be retained in safety file on site.

Risk Assessments / Method Statements

Each trade contractor is required to submit to the SM prior to operations, in writing, any known identified hazards / risk assessments and method statements and continue to do so throughout their scope of works. The PCHSP must be referred to and considered along with this plan.

The contractor will issue a blank copy of our method statement form to the SC. The SC will fill in each section of this method statement. The method statements should detail specifically how they will control safety issues, during the construction of their works. It should include risk assessments, COSHH assessments, noise assessments, sequence of work and inspection.

When reviewing a SC method statement, the SM should only allow works to progress once he is fully satisfied that all safety concerns have been addressed sufficiently.

The SC is to ensure that all dangerous openings are illuminated, with clear signage displayed and protected sufficiently with rigid barriers in place if required.

Documents

The SC contractor is required to submit the following documents prior to start on site:

Employers liability Insurance

Public Liability Insurance

Professional Indemnities (If applicable)

Product Indemnities (If applicable)

Collateral Warranty (If applicable)

All risk insurance (If applicable)

Detailed Method Statements and Risk Assessments

Resource schedule

Anticipated cash flow

Information Required Schedule

Initial Pre-order / Pre-start Meeting

Each SC will be required to attend an initial pre-contract assessment meeting (Form

number 4.1). This meeting is to discuss any site-specific arrangements contained within the traffic management plan, emergency plan, site set-up arrangements etc and to discuss any issues with the Project Team. It requires the attendance of the QS and SM. Minutes will be taken during the meeting and issued to relevant parties.

Condition Survey

A condition survey needs to be carried out by the SM prior to any works on site being carried out. The survey should record with photographic evidence the current conditions of all elements of works in which the team are working. Photographs may be required at the end of the project to disprove any claims by the clients or other that any defects / damages were not caused by the team during the construction of our contract works.

Care is needed in assessing the adjacent footpath and acquiring the correct licence to complete the works. Safety of the Public is paramount when demolishing and re-erecting walls on the edge of the footpath. Perhaps footpath closure should be considered.

The SM is to introduce himself to the neighbours providing contact numbers should matters of concern arise.

Site Set Up

Welfare and First Aid

The main contractor must provide welfare facilities to all operatives whilst on site. The SM must arrange for the delivery of this facility and it must include use of Canteen / Drying Room / Toilet Facilities and Office. The size of these facilities will be determined by the labour histogram and erected to suit the most amount of people deemed to be on site.

The SM needs to order the delivery of these cabins as soon as the contract has been won. The facility needs to be positioned to cause the least amount of disruption to the construction works. Careful consideration needs to be given on the amount of space available, deliveries, plant movements, storage, access & egress and security when deciding on the position to place this facility. It may be necessary to allocate part of this facility off-site if the size on site is not sufficient.

The team's SM will be responsible for monitoring the welfare facilities; this includes a full inspection at suitable intervals ensuring that they are clean and tidy. A welfare checklist (form number 10.8.5) will be used by the SM weekly and records retained in the site safety file

All SC are responsible for keeping these facilities clean and tidy. Anybody caught misusing the welfare facilities will be disciplined and the SC of that operative charged if necessary.

The main contractor will always have one 1st Aider present on site. The SM is to order a 1st Aid kit and it is to be kept in the site office. Should numbers on site exceed 60, two 1st Aiders will be required.

Each SC should have a 1st Aider present within their work force.

The nearest A & E centre location will be shown on the site notice board.

Notice Boards

Two notice boards should be in place within the site boundary. One at the entrance on to site, and one in the welfare area. The notice board should display the following

information:

Fire Emergency Procedure

F10

Emergency Contact List

Insurance policy

Traffic Management Plan

Site Rules

Personal Protective Equipment

The main contractors Project Team and the SC shall ensure that all of their employees are issued with and wear appropriate protective clothing at all times.

Both the main contractors Project Team and the SC shall take appropriate and immediate action if an employee does not use appropriate protective clothing.

All protective clothing and equipment issued by the SC to their operatives. The minimum PPE requirements are as follows:

Hard Hats:

- Must comply with EN397 standard.

Hi Visibility Vests / Jacket:

- Must comply with EN471 standard.
- Must not be cut down & kept clean.

Safety Eyewear (if required):

- Must comply with EN166 standard.
- Be optical clarity 1.
- Glasses must be Impact Strength F.
- Goggles must be Impact Strength B.

Gloves (if required):

- EN standard must reflect the type of hazard i.e. Mechanical or Chemical.
- Protection rating must be dependant of hazards.
- Fingerless gloves require a risk assessment.

Safety Footwear:

- Must comply with EN345 standard.
- Must have protective toecaps.
- Must have protective midsoles.
- Are not to have the toecap exposed.

Additional PPE to be worn as specified in the safe system of work, this is to be managed by the SC site supervisor.

Hoarding and Fencing

The SM is to make sure the entire site boundary will be protected with a 2.4m high ply hoarding (or Heras fencing). This should have a top and tail fitted and painted Black. The main contractors Logo (or principal contractor's logo) should be positioned in a prominent place and client logo should/ may need to be erected if requested

All access/egress routes into the site will be inward opening and secured with a padlock. The SM should hold a key. If hoarding panels are removed to carry out works suitable protection is required to be installed.

Lighting is to be installed on hoarding, if is erected on the edge of the footpath. Timber bollards stripped red and white should also be installed in the road adjacent to the hoarding and lights installed on them.

Signage

SM should ensure the following signage is displayed at the front entrance to site:

No Entrance beyond this point

Safety helmets, boots and hi-vis must be worn on this site

All visitors must report to site office

Sorry for any inconvenience caused during the construction of these works

Eye, ear, hand and respiratory equipment must be used when appropriate

Signage to be displayed on site:

Fire Exit

No Smoking

Warning

Welfare

Directional

Temporary Water

On arrival to site the SM is to inform the relevant water supplier that the main contractor will be using / taking over the water supply. If no water source is available, the SM is to arrange to connect to an existing water supply. This is to be done as soon as the contract has been awarded.

The SM is to fill out an application form to the relevant water authority, this may take 3 weeks to process, and a quote will then be issued. The SM will need to arrange to supply pipe. A service inspection by the water authority will be made. It will then be handed over to their connections department who will connect to the supply pipe and install a meter and stop valve. From the stop valve point forward is under the control of the SM is to chase this process until its completion and record all dates of visit and works from the water authority.

The SC is responsible for the transfer of water from designated locations to the work face. They will be responsible for any damage caused by water which they use.

Temporary Electrics/Portable Electrical Equipment

On arrival to site the SM is to inform the relevant power supplier that will the main contractor be using / taking over the power supply. If no power source is available, the SM is to arrange to connect to an existing power supply. This is to be done as soon as the contract has been awarded.

The SM is to fill out an application form to the relevant power supplier; this may take 2 weeks to process. The power supply will then visit site to access the works required to provide power to site. A quote will then be issued instantly unless there is major work to be done. The QS will then need to payment to the power supplier. From here the power

supplier will hand the enquiry to the connections department. The connections department will then provide a power supply from the mains to a distribution box. This process may take up to 20 weeks from the initial application. From the distribution board forward is under the control of the main contractor. The SM is to chase this process until its completion and record all dates of visit and works from the power supplier.

As a rule the main contractor will only allow 110V electrical supply on their projects. This will be supplied via an 110V.

All portable tools used on the project will be tested for electrical integrity and tagged. Evidence of tests must be submitted to SM recorded on the Tools register (form number 13.8)

Electrical leads and spider boxes must be inspected weekly as a minimum. All portable tools should be visually inspected prior to use.

No unauthorised repairs will be permitted.

Any defective equipment noticed will be withdrawn from service immediately.

Temporary Lighting

The main contractor will provide temporary access lighting during the construction of the project. All other lighting requirements including task lighting is to be supplied by the SC.

SC is to provide all extension leads and ensure that they do not become a trip hazard or effect the construction of any works. They will also be responsible for maintaining, adapting, clearing away and making good on completion.

Statutory Notifications and Applicable Legislation

All relevant notifications to the H.S.E. Local Authorities, Police, and Fire Services is the duty of the SM and evidence of copies retained in the master site file.

Notification of construction needs to be given to the HSE by the CDM manager or SM. This should be if the construction project last longer than 30 days or involve more than 500 person days of construction work.

Parking

There will be 2no parking bays on site from the new vehicular access point.

Should cleaning not be up to the required standards of the SM, and then a notice of works will be issued and possible contractor charge.

Operatives unable to park on site should use on street parking spaces responsibly to avoid conflict with residents. Operatives should be encouraged to travel by sustainable modes and car share.

Office Set Up

The office set up should consist of a project manager, site manager, quantity surveyor (visiting or permanent) administrator, and a design co-ordinator.

Project Manager

Quantity Surveyor Site Manager

Project Manager: Is responsible for overall control of the project. Including design, contract management and site execution. The PM is solely responsible for managing the QS and SM to fulfil their duties and obligations.

Quantity Surveyor: Is responsible for managing cost, contractor obligations and keeping financial control of the project.

Site Team Sub-contractors

Site Manager: Is responsible for managing the construction process with regards to health, safety, environment and quality. He needs to deliver the project on time and within budget. The SM is solely responsible for managing the administrator and design co-ordinator to fulfil their duties and obligations.

Office: Is responsible for keeping up to date records and documentation filled correctly in the master site file. Keeping track of all site correspondence including telephone calls, email, letters, memos and faxes

Office: Keeping up to date records of all drawings. Receiving drawings and other documentation which are issued to the contractor from the architect and then issue drawings and other documentation under a SI to SC.

Systems / Procedures / Plans

Emergency Procedures/Fire Precautions

The SM needs to develop an Emergency Plan. This will explain what to do in the event of an emergency and what access routes to take to leave site.

SM is to brief operatives on the actions to take in the event of an emergency during site inductions. All SC are to fully acquaint themselves with the site emergency procedures and are to ensure their personnel comply with them in the event of an emergency. It may be necessary for the SM to adapt and change this plan as the construction of the works progresses.

A plan of site's fire escape routes, fire points and details of the local hospital will be displayed along with any statutory notices at suitable places around site.

The subcontractor is responsible for taking all reasonable precautions to avoid the outbreak of fire. This will include lockable cages for gas bottles. This information will also be conveyed to all operatives during toolbox talks.

Where works require the use of naked flames a hot work permit (form number 10.9.1) is required to be filled out and signed by the SM and SC supervisor. A portable fire extinguisher supplied by the SC must be made available.

Traffic Management

The SM is to develop a Traffic Management Plan. It will take into account the site entrance, vehicular access, pedestrian access, deliveries of materials, storage, unloading in the off street delivery bay so as not to cause disruption, local road constraints, parking. It should ensure all vehicles and pedestrians movements are co-ordinated with each other. The plan should be agreed with the local authorities if applicable.

SM Site Traffic Management Plan

There is only restricted opportunity to store material on site. All material are designated to be off loaded, off street in the designated delivery bay as shown in Appendix 1 utilising the existing vehicular access to the site. It is intended to deliver materials to site in small loads as there is little scope for material storage on site. Delivery vehicles will reverse into site and off loading take place from the rear via crane off load, site fork lift (initially only) or by hand. Two banksmen will be used to ensure safe passage of pedestrians and vehicles when deliveries off loading is taking place. Pedestrian will be held by the banksmen until it is safe to proceed or guided to the opposite footway.

Site operatives and visitors will be encouraged to vehicle share or use public transport if possible. On street parking to be kept to a minimum and not cause detriment to residents in the locality.

Rubbish removal will be via skips located on site. Care will be taken to load the skip as quietly as possible.

All necessary licences and permissions will be gained.

Contact will be made with local parking wardens so that if any inadvertent problems arise, they will have a point of contact for speedy resolution with site.

This list not exhaustive but illustrates that the main contractor will closely control all traffic movements to ensure that a safe working environment is achieved, and disruption kept to a minimum.

The traffic management plan will be explained by the SM to SC during inductions. It may be necessary for the SM to adapted and change this plan as the construction of the works progresses.

Should site works force the public into the road Heras fencing, traffic cones, or barriers as necessary should be installed to safeguard the public from vehicles movement and gain approval from local authorities if required.

There is no adjacent footway for Public use

Delivery times - deliveries including HGV movements are to be scheduled to avoid peak traffic times AM and PM between 08:30 and 09:15 am and 15:15 and 16:00 pm. Deliveries will only be allowed between 09:30 and 14:30 in addition the contractor will prevent any deliveries associated with the development at the site to be laid up/waiting in Fairview Road during the aforesaid restricted times. the contractor recognise the importance of avoiding peak times for deliveries (other than concrete during pour) and will commit to turn away any deliveries that turn up in restricted times contrary to their instructions. The contractor accept full commitment to the restricted times stated in this CLP.

The main contractor considers that 'holding areas' would not be required for waiting deliveries. Deliveries will only occur in small loads less than 7.5 tonnes, which can be unloaded quickly in the designated area off road area as shown on the plan in Appendix 2. It would therefore be unlikely that stacking up would occur outside the site. Rouge deliveries will not be accepted.

Materials will be ordered for delivery in such away from one supplier to prevent multiple deliveries. However, local traffic congestion could have the effect of bunching up deliveries, if more than one daily delivery has been scheduled. In the event of larger vehicles being necessary for instance, scaffolding , concrete pour and delivery of blocks and bricks then other daily deliveries will not occur. The banksmen will be on hand ensure that Kendall Ave will not be obstructed and pedestrians can pass safely.

FORS - Vehicles delivering to site weighing 7.5 tonnes and over must have FORS silver accreditation.

Utility supplies - any possible disruption to Kendall Avenue due to the utility Companies that maybe requiring alterations involving excavation in Highway will be kept to a minimum as the works will be coordinated between the Companies. They will be expected to apply for a collaborative permit should it be necessary. It is not expected that the utility Companies will need road excavation in this case as the site already benefits for electricity, water and telecommunications services just needing internal alteration, no gas required.

A full photographic condition survey of the Highway will take place prior to commencement. Should a subsequent post condition survey reveal any damage caused by the works at the site, the extent of the damage can be assessed. The contractor commits to fund any reasonable repairs caused to the Highway as result of their works. Photographs and the CLP to be retained for inspection.

Banksman will be responsible for all aspects of road safety and condition. As mentioned previously signage will be used to maintain traffic flow should the road be temporarily restricted to one lane. The banksman will be responsible to make sure that if any overspill of material or mud is deposited on the highway it will be cleaned up immediately. A nearby water tap and hose will be available for wash down if required.

The site has one existing crossover access points off Nelson Road. The site/access will have 2000mm high ply timber framed hoarding with locking gates. Appendix 1 is a proposed logistics site plan 0221.WD.32 which shows the extent of the hoarding proposed, the existing boundary treatments and the positions of the existing buildings to be demolished. Where the buildings are demolished and after construction on the same boundaries a 2000mm high ply timber framed will be erected where the site also edges a Public Right of Way.

Hours of construction to be, Mondays to Fridays 08.00 to 18.00, Saturday 08.00 to 13.00 with Sundays and bank holidays having no noisy activities on site at any time.

Access and Egress

Access and egress pedestrian routes will be detailed on the site fire and emergency plan which is to be displayed on the site notice board and strategically throughout the site.

Access and egress routes must be maintained and kept clear at all times. Otherwise, a notice of work will be issued and possible contra charge.

Dust Suppression

Air borne construction dust in this case would only occur from dried out excavation spoil being agitated by traffic movements or wind in dry conditions. All excavation spoil will be cleared up to avoid the potential for dust producing spoil. In the event of dust entering the air a spray hose would be on stand by to bring down dust to the ground in the air and wet areas prior to cleaning. Should extreme conditions apply further dust control cannons will be employed (hired in) to deal matters.

Noise Control

The contractor is to keep noise down to the minimum consistent with efficient working at all times. Local authority approval of working times will need to be in place prior to works starting. Noise suppressant aids must be used on all plant and tools.

The following restrictions on noise are to be strictly adhered to:

Generators are not to be used on site as there is sufficient 110 volt supply

All plant used on site is to be noise suppressed

Radios used on site are to be kept at a reasonable volume so as not to cause nuisance.

The SM is to give written notice to all local residents of contact details should they wish to inform site that they are causing avoidable nuisance particularly in respect of noise.

Ensure that all equipment when not in use is either throttled back or turned off.

Unavoidable noisy operations are to be kept to minimum and for the shortest time possible.

Temporary noise defender acoustic barriers to ISO9001 standards are to be used for unavoidable noisy operations.

Overtime/ Out of hours working will not be allowed unless agreed prior with the SM.

The Noise at Work Regulations (2006) must be adhered to and assessments produced where necessary. A noise monitor should be placed near the works so accurate readings of noise level can be taken. The following action should be taken at these noise levels:
Lower Action Value -Lep,d of 80db (a):

-Risk Assessment -Plan of Action/Controls and implement -Hearing Protection Available
-Information/Training

Upper Action Value -Lep,d of 85db (a):

-Risk Assessment -Plan of Action/Controls and implement -Information/Training -Reduce Noise Level by Technical Methods -Limit the number of people exposed to the noise source -Erect signage -Mandatory hearing protection -Health Surveillance

At any level the sub-contractors supervisor must give Information, Training, Instruction, and Supervision to operatives.

The following task/areas require a noise assessment:

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- • *Breaking Out*
- • *Power floating*
- • *All plant*
- • *Work close to boundaries*

*Third party considerations to be considered, including 3rd party operatives, neighbours, public etc

Ear plugs will be available from a dispenser located in the site office. Hearing protection is available at 80db and mandatory at 85db.

Operatives should be given a toolbox talk on noise control and the wearing of ear protection, before noisy works commence.

C.O.S.H.H

In line with the contractors COSHH Policy Statement the contractor will safeguard the health of employees, and of those who may be exposed to substances hazardous to their health during our operations, as far as is reasonably practicable. The SC will also be required to work in line with this procedure.

All substances hazardous to health, used by a SC must be assessed prior to use and findings communicated to operatives involved prior to use.

SC must submit a C.O.S.H.H. assessment with their initial method statement. This contains information on the storage, use and emergency procedures, first aid, spillage and disposal of the product.

A list of materials and their accompanying assessments for use must be copied to site management and 'COSHH Register' (form number 13.10) kept up to date. Task specific Method Statements should be included.

Maintenance of Roads, Drains and Sewers

The SM should undertake a survey involving taking photographs of local roads, footpaths, kerbs and a record keep in the master site file. This may need to be used to dispute any claims on completion of the project.

The contractor will ensure

SC are responsible for maintaining and

cleaning all public and private roads, footpaths and kerbs during their own works. Any damages to roads caused by the SC are to be photographed by the SM and a Notice of Works issued.

The SC shall ensure that any effluent arising from the works shall not be harmful or cause obstruction or deposit in drains or sewers.

Confirmation of protection put in place may need to be approved by the local authorities.

Existing Services

SC works which may be on, near or around existing services should ask the SM for all information relevant to existing service. Express permission must be obtained by SC who requires to work in that area. If the work involves excavation, an excavation permit (form number 10.9.3) must be issued, checked and signed off by the SM.

The SM is to ensure that all site personnel are aware that ALL POWER IS TO BE TREATED AS 'LIVE'.

Toolbox Talks to be given and documented evidence to be retained in the Safety File on site.

Adjacent Building Occupiers

The contractor will employ measures to reduce the impact to adjacent buildings to the minimum. The SC's are expected to take all precautions to protect the occupiers of adjacent land and buildings from any discomfort, disturbance, trespass or nuisance whatsoever arising from their works.

Accident / Dangerous Occurrence Reporting

All trade contractors must comply fully with the main contractors reporting procedures in the PCHSP and all current legislation.

All accidents that result in injury must be reported to the SM and recorded in the Accident Book.

An investigation is to be carried out on site in the event of an accident, dangerous occurrence or near miss, using 'Accident, Incident and Near Miss Report Form' (form number 10.6). Any witness statements must be taken and recorded on.

Warning Card System

A warning card system will be implemented by the SM on the main contractors project. Action will be taken irrespective of the immediate effect on the SC progress (except safety) and the following is given as a guide:

Breach that may not be obvious by common sense or training – Educational talk
Breach that should be obvious to reasonable person – Strongly worded talk in private
Blatant disregard to self – Verbal Warning by employer, copied to Fry Maintenance Limited

Blatant disregard to others – Written Warning by employer, copied to Fry Maintenance Limited

Repeats or endangering or injuring others – removal Fry Maintenance Limited sites / dismissal

Depending on the circumstances, the "discipline" may be varied to suit the perceived severity of the "breach".

Smoking, alcohol and illicit substances

Smoking will not be permitted on site. Smoking is restricted to a designated area. If the SM finds anyone urinating, spitting and/or smoking on site they should be removed permanently from site. Also, if the SM finds or suspects any person to be under the influence of alcohol or drugs, they also should be removed permanently from site.

Security

The main contractor will assess the risk and phase of the construction works to determine whether security is required both during the day and night on a particular project. Should the Client request security, this will be supplied as requested and charged to the client.

Throughout the project a 24hr emergency telephone list is to be displayed on the site hoarding and held at the site office.

Statutory Works, Notices and Fees

Statutory works on each project will be dealt with specific to the requirements of that project. The works may be managed by the SM, in which case he will have to arrange all necessary visits, manage the works and check for compliance.

The works may be in the SC order, the SM in this situation is required to monitor the works and obtain any required certification of completion from the SC.

Permit to Work

The purpose of a permit to work system is to ensure that hazardous elements of an operation have been considered and relevant actions taken to ensure that the hazards and risks associated are reduced as far as practicable.

The SM should insist on a permit to work system being operated when its requirement is identified in the risk assessment. These will include:

- • Hot Works (10.9.1)
- • Demolition (10.9.2)
- • Excavation (10.9.3)
- • Lifting Permit (10.9.4)

The permit will be valid only on the date of issue and will not be valid unless checked and signed by:

- a) The main contractor's Site Manager
- b) The operative and/or the SC supervisor who is to carry out the works.

As-built drawings and records

The SC on completion of their works is to issue manuals of operating and servicing instruction as well as copies of any 'as-built' drawings to the SM. This will form part of their final payment.

Communication Plan / Liaison

Talks and letter drops to the local community will be arranged when required during the

construction of the works by the SM. Toolbox talks will be conducted on site as necessary to gain feedback from the site labour force on their views of safety on site and possible improvements which could be made. These are to be minuted a record retained in the site safety file. There will also be an anonymous site suggestion box installed so operatives can give feedback on safety issues and/or any near misses they have witnessed.

Training

The main contractor expects the SC to have acquainted himself with all the requirements of Health and Safety at Work Act and all relevant legislation, as well as the the main contractors PCHSP.

The main contractor expects the following training must has been provided to operatives where necessary:

- Induction – All operatives
- CSCS Card – All operatives (Unless test is booked)
- CPCS Card – All operatives involved with lifting
- CISRS – For Scaffolder supervisors
- General Operative Safety Awareness – As required
- Fire Awareness – As required
- Mobile Tower – Operatives erecting towers

NB. This is not a definitive list. Documented evidence to be retained on site, on the pass application form.

Daily Processes / Actions

Induction Training

Prior to any person commencing work they must attend a site induction arranged by the SM. Those attending the induction must first fill in the pass application form (form number 13.3). At this point it is necessary to ensure they have the relevant qualification for the task they intend to carry out whilst on site. Certificates or construction cards are photocopied and attached to the pass application. Any other qualifications are to be recorded on this form.

This form is to be kept in a secure filing cabinet and details only be used in the event of an emergency, where a next of kin needs contacting. Once the induction has taken place the operatives are required to sign the induction register (form number 10.4). The SM is to ensure all operatives are listed on induction register. Once completed the induction the operatives should have a signed off sticker attached to their helmet by the SM.

Visitors who are not inducted must always be escorted whilst on site. This will be with either the site manager or the SC supervisor.

Daily Diary

The daily diary is to be filled in at the end each day by the SM. The SM is to fill in each section and ensure a copy is retained in the site safety file.

The daily diary is to include times entering and leaving site of all the main contractors staff and SC. It must detail of works completed that day, any materials ordered, and plant hired and/or off hired. Most importantly it must detail delays caused by the client and/or our SC. For the main contractor not to be liable for any delays charges and financial penalties we may have accurate records for what, when and how delays where caused and by whom. So we can offset any delays in our programme to the

relevant company or people responsible for the delay being caused.

Site photographs should be taken weekly to monitor progress, and when any notable work commences or is completed.

Record keeping is paramount to the success of the main contractor and this form of record keeping must be kept up to date. It will not become apparent how important record keeping is until it's too late.

Additional Works / Variation Orders

An additional work form (8.5) will be required to be filled out by the SM each time this type of works is carried out.

An additional work item is any work that the main contractor has been instructed / told to carry out which is outside our scope of work. The additional work items need to be cross referenced against the contract breakdown to ensure it is not something included and therefore not an additional cost or excluded and therefore recorded on the form.

The additional work form will need to be filled out to record the description of the works being carried out, the reason why we having to carry out the works. It is to include the trade carrying out the works and how long it takes that trade to complete the item. (Note: Time taken is to include the setting up of any access tower and clearing away debris once item is completed). The form also needs to record any plant / materials used whilst carry out the works. Photographic evidence needs to be taken and the date recorded. All this information on the additional work form will be used by the surveyor to cost a variation order against our contract works.

Health and Safety

The PCHSP should be read and understood by the SM. Any actions which involve the monitoring/auditing health and safety must be addressed.

It is deemed the responsibility of the SC to ensure the control the health and safety of their works and operatives during the installation of their works.

The SM should undertake a weekly health and safety checklist. This will involve a walk of all areas of site, to check its compliance with health and safety issues. (Form number 10.8.2) A health and safety meeting will also take place; it will require the attendance of all supervisors on site and any actions to improve safety must be noted and carried out by the relevant party. The minutes of the meeting should be distributed to all parties promptly. Records of the minutes should be kept on file.

Environment

The PCHSP should be read and understood by the SM. Any actions which involve the monitoring/auditing the Environment must be addressed.

It is deemed the responsibility of the SC to ensure that the environmental impact of their installation is reduced to absolute minimum.

An environmental checklist (form number 10.8.3). Must be completed by the SM within one week of work starting on site. This must be carried out monthly and distributed to the relevant SC if it requires their remedial action. This form must be kept on file by the SM.

Quality

The Quality Plan should be read and understood by the SM. Any actions which involve the monitoring/auditing quality must be addressed.

It is deemed the responsibility of the SC to ensure the quality of their installation is to the desired standard and to meet the expectation of the client. The works should conform to the SC documents and be in accordance with building practice. They should also be in line with current British Standards and British Standard Codes of Practice.

Tolerances shown on the contract drawings must be adhered to by the SC with regard to maximum deviations in size, position and components assembly, jointing and fixing.

The SM will monitor and check the quality of the works as much as is deemed appropriate under the risk management plan. A quality checklist has been prepared for each trade (DOMS) and should be completed during the early stages of construction and when offered for completion by the SC. The completion of the quality plan, once the SC offers up for completion, will form part of their application for payment.

The SM is then required to get all relevant parties to sign acceptance of the building on the 'sign off sheet' (form number 10.11.7)

On completion of the SC works the SM is to inspect the works offered for completion and record any defects on the inspection register (form number 13.5). The SC then has a period of time to complete all defects before inspection with the client.

An inspection will then take place between the SM and Client, all client defects will be recorded on the client inspection register (form number 10.11.5). This list of defects will be issued to the SC and they will be given a period of time to complete all defects. The works will then be offered for final inspection and sign off from the client.

Deliveries

All delivery vehicles must report to the SM on arrival and park responsibly on street as indicated.

Delivery vehicles must obey the site signage including the speed limit. They must also make themselves familiar with the site traffic management plan located on the site notice board.

The SC will be responsible for the delivery, off-loading, transportation and distribution of their materials to the required location on site.

There will be no deliveries allowed on to site before 08:00 or after 18:00 unless approval from the SM. The SM is to keep records of all delivery tickets in the master site file.

Materials

The QS will complete a materials schedule prior to construction, detailing the materials required during the entire construction of the project. The materials schedule of each SC is to be fully understood by the SM. The SM will then call off materials as and when required and fill in the delivery order tracker (form number 7.3) This should keep a running total of materials ordered and will highlight when more materials are required to be ordered than was originally stated in the materials schedule by the QS.

If a SC requires materials to be delivered to site which are not in the materials schedule, then the SC is required to submit a Delivery Order (form number 7.2) and state which materials and the date on which the material is required.

If the SM manager has any discrepancies with materials being requested by the SC, the SM should consult the QS.

Materials should be stored in designated storage areas only, which have been agreed prior with the SM.

Control of Waste

Each SC is responsible for clearing their own waste AT THE END OF EACH SHIFT.

Regular inspections and audits will be carried out to ensure that all storage areas; compounds and welfare accommodation and offices are to be kept clean and tidy and do not present either a fire risk or a hazard to health. Working areas and all emergency and access routes will be kept clear at all times. A notice of works will be issued to SC should any of their materials be in these routes.

Should a SC not be clearing up their own rubbish, then the SM is to take a picture and issue a Notice of Works, detailing the timescale in which they have to clear their rubbish. Should the clearance not take place within the stated timescale then a Contra Charge is to be issued by the SM. The associated costs of the original notice of works will be deducted from the SC account. Both forms are to be retained in the safety file on site.

Dust levels needs to be kept to a minimum so dust suppression must be undertaken by each sub-contractor as and when required, this should be done in the form of damp suppression.

All skips removed from site will be in accordance with the site environmental plan and by a licensed waste carrier-evidence of the carrier's certificates and copies of the tip licences is to be retained on site. Copies of the waste transfer notes also need to be kept in the master site file.

An environmental waste tracker (form number 10.11.4) will be filled out by the SM as each waste container is removed from site. A photo record should be taken also as each waste container leaves site.

Recycling

In line with the main contractors Environmental Policy Statement wherever possible waste materials should be segregated and sent to recycling units.

Recycling will initially be done at site level if the space on sites is sufficient, and it is deemed appropriate. The SM can arrange to have waste container for the following type of waste:

Timber

Metal

Plastics

Plasterboard

General

COSHH

In the environmental waste tracker form percentage recycled of each specific waste group will be recorded by the SM and a record retained in the site safety file.

Setting Out

The main contractor will provide on each floor level a gridline, triangulation

points and a datum @ 10.00m above FFL. All SC shall set out from this point, and any errors in the setting out from this point shall be entirely at the SC own cost.

Weekly Processes / Actions

Staff time sheets

All the main contractors staff are required to fill out a staff time sheet (form number TBA) at the end of each week. They are required to fill out days, hours worked and worked carried out and present this to the site manager to authorise with a signature at the bottom of the sheet. All parts of this sheet are required to be filled out and signed off for payment to be paid to the respective member of staff. These sheets must be given to the project manager at the end of each week for the financial payment to be made.

Labour allocation sheets

Labour allocation sheets must be filled out by the SM at the end of each week, the days and hours worked in the staff time sheet must correspond to the days and hours filled out in the labour allocation sheet.

Weekly Progress meeting

An internal progress meeting will be held once a week in the project office. This meeting will be chaired by the PM, and will review:

The minutes will be distributed by the PM to all relevant parties. The internal meeting minutes are a snapshot of all issues with progress on site that week and therefore need to be as detailed as possible.

Site Progress report

A progress report (form number 10.10.1) will be held weekly on site. The SM is to use this form to outline the direction of the meeting. The SM is to hold the meeting along with all the SC supervisors and agreed to weekly goals for each sub-contractor. These goals are then to be reviewed against the main site programme to see how this relates to the amount of work which is required to be carried out. Meeting minutes will be taken and distributed to the relevant people and any actions noted and actioned promptly.

Phasing & Sequence of works

The main contractors SM is responsible for the phasing and sequencing of the work and should produce short term programmes or recovery programmes if requested by the client. The SM should hold weekly site meetings to plan up and coming works of each SC and resolve any disputes. This is the forum for the SC to discuss any on site problems. The SC may be required to have work activities on several fronts simultaneously and near or in the same area as other contractors.

Toolbox Talks

Toolbox Talks are to be given regularly, at one every two weeks. These are to be done to reinforce the message of a current health and safety concern on site. Names and signatures are to be recorded by the SC supervisor and submitted to SM who will keep them on file.

Control of Scaffolding

Mobile towers must only be erected and used by competent trained personnel. All mobile towers must be inspected prior to use and a Scaff tag applied. Any further inspection must be recorded on the Scaff tag.

Tube and fitting scaffold to be erected by trained and certified scaffolders only. Completion / handover sheets must be obtained from contractor. Scaffolds must be inspected as follows:

- • Prior to first time of use,
- • At intervals not exceeding 7 day,
- • After any alteration/damage,
- • Extreme weather conditions. The SM inspections scaffold inspection (form number 10.8.6) Are to be kept in the master.

Plant Operation

All plant brought on to site is to be inspected prior to use. Evidence of last test and all statutory test certification must be submitted by the Trade Contractor before commencement.

All plant will be recorded on 'Plant Register' (form number 13.9) and will need to be regularly reviewed and updated. Mechanical plant or equipment must be inspected in accordance with

Mechanical Plant operation is to be only by a nominated competent person - (C.I.T.B. or similar recognised approved body).

POWER regulations and inspections recorded on

All inspections will be carried out by the SC supervisor and records given to the SM for filing in the master site file.

Monthly Processes / Actions

Monthly Report

A monthly report (form number 10.10.3) will be issued to the client. This will be held by the Project Manager and this form will be used to outline the direction of the meeting. Refreshments are to be provided. The presents of the Client, Design Team, Structural Engineer, M&E Engineer and Architect is requested along with the main contractor

Meeting minutes will be taken and distributed to the relevant people and any actions noted and actioned promptly.

H & S Meetings

A Monthly Safety Meeting (form number 10.10.2) will be held on site using this form to outline the direction of the meeting. The SM will hold the meeting and all SC supervisors should be present.

The meeting minutes will be distributed to the relevant people and any actions noted and actioned promptly.

Scaffolding

The main contractor will provide scaffolding as required in pedestrian access areas only The SC is to submit to the main contractor their scaffold requirements for the project during the tendering stage.

Should further scaffold be required the SC will be required to fill out a scaffold request form and submit this to the SM. The form will need to be submitted 48 hours before the scaffold is required.

If required processes / actions

Temporary heating and dehumidification

The SC shall dry out as necessary to facilitate progress and programme requirements and satisfactory completion of the sub-contract works.

The SC will submit proposals for the control of humidity which the SM is to review.

Temporary Protection

The SC is responsible for protecting safeguarding their works up to practical completion. They are responsible for the safe custody and storage of all their materials and equipment.

The contractor will be responsible for making good any damages caused to their works or any other works by their operatives.

Hoist and Cranes

Should hoisting or craneage be required, to meet the needs of the SC, it will be their responsibly.

Specific method statements for the works will need to be submitted by the SC and signed by the SM prior to the lift taking place. A lifting permit (form number 10.9.4) will need to be filled out and signed off by the SM.

Should more than one SC be required to use the same hoist or crane, times will be allocated by the SM.

Tree and Shrub Protection

The SM must ensure trees and shrubs are protected as deemed appropriate. This may mean that small trees and shrubs have to be removed from the ground and replanted if they are in the access routes of plant or scaffold will have to be erected over them. Alternatively, they may require barriers erected around them to protect ears from damage.

Vibration

Any process or item of plant that has been identified as a potential vibration hazard will be assessed and exposure limits determined. The SC supervisor is to assess the risk and implement job rotation when deemed necessary. This will be done by assessing the type of equipment, level of vibration and exposure time. Manufacturer's instruction should be followed in any uncertainty.

Manual Handling

Where the risk of manual handling has been highlighted, a full manual handling assessment is to be completed.

This must be briefed to those involved in the task as part of their method statement briefing.

USE MECHANICAL MEANS WHERE POSSIBLE.

Commissioning/H&S File Information

At completion, a record set of plans, calculations and associated documents for the contract works only, (O&M Manuals) will be provided to be included in the Health & Safety File. This document is to be prepared by the SM

At practical completion, the following information relating to the contract works only, will be made available for introduction into the Client's Health and Safety File. This includes all SC with design elements of producing drawings to

Cleaning and maintenance programme for all interior and exterior finishes including manufacturer's literature as specified. Schedule of all electrical components/light fittings used together with lamping index including manufacturer's brochure. As built build ers work plans. Finishes schedule

Communication of Design Information

The main contractorteam and SC supervisors will be required attend any design meetings relevant to the works. Minutes should be taken for any such minutes and a record kept in the site safety file.

The SM will inform the client of any design issues that become apparent whilst the works are in progress on site. This will either be verbal or written.

The SM will issue any amendments to the H&S Plan and all safety reports to the client.

Documents manufacturing

It is the designs co-ordinators responsibility to administer all documents and specifications in line with the requirements of the SC in order to meet the desired programme. Any changes to site design should be issued under instruction and as a new revision to the main contractor. The Design co-ordinator should then issue this new revision under instruction to the relevant SC. The SM should oversee this process.

Final Clean

The SC should allow for final cleaning of all their works. This is to be done immediately prior to practical completion, when instructed by the SM.