

DEMOLITION AND CONSTRUCTION MANAGEMENT AND LOGISTICS PLAN

SHAWLINE BUILDING, NORTHFLEET

Rev A - August 2022

Gravesham Borough Council

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Gravesham Borough Council

CONSTRUCTION MANAGEMENT PLAN

PROJECT INFORMATION

PROJECT NAME:

Shawline Building

PROJECT NUMBER:

2155

ADDRESS:

Shawline Building, Northfleet

CLIENT:

Mr Rapinder Cheema

PROJECT DIRECTORY

CLIENT REPRESENTATIVE:

Not appointed at time of writing

PROJECT MANAGER

Not appointed at time of writing

PRINCIPAL CONTRACTOR:

Not appointed at time of writing

ARCHITECT:

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STRUCTURAL ENGINEER:

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APPROVED INSPECTOR:

Not appointed at time of writing

INTRODUCTION:

This Demolition & Construction Management and Logistics Plan has been prepared with the purpose of discharging Condition 3 of the Planning Permission Ref. No: 20170688.

This document has been produced to set out the proposed operation and control of site activities with a view to minimizing the detrimental effects of the work on the neighbouring properties and to ensure that the work is carried out in a safe and sensible manner.

At the time of writing no main contractor has been appointed to carry out the work. This document will be issued as part of the tender and construction package and will form part of the contract set.

When appointed the main contractor will be given the opportunity to review the site set up and program of works and will be allowed to make sensible and beneficial amendments by agreement with the employer and contract administrator.

The requirements of Condition 3 are as follows:

No development approved by this permission shall be commenced until a comprehensive Code of Construction Practice covering all environmental impacts of this development is provided by the applicant and submitted for approval to the Local Planning Authority. The approved scheme shall include details of hours of work during the construction period, delivery times for materials, parking of vehicles of site personnel and visitors, loading and unloading of plant and materials, storage of materials and wheel washing proposals; the development hereby permitted shall be carried out in accordance with the approved Code of

Construction Practice. Description of the Works

The work is described in the planning approval as follows:

demolition of existing building and erection of a four-storey building with a basement to provide 6no. 1 bedroom self-contained flats and 1no. 2 bedroom self-contained flats.

The work proposed does not deviate from this description.

SITE / EXISTING BUILDINGS

THE EXISTING BUILDING

The site occupies a prominent position on the northwest corner of Lansdowne Square. A single storey rendered building fills the site with a curved façade on the eastern elevation. The existing building is what remains of the former Rosherville hotel which covered the western side of the square.

The site slopes from the square and around to the Shore by 2m. To the east of the site there are existing Victorian villas which sit on a raised promenade with rendered balustrade. Directly to the west are overgrown walled off areas and beyond this there is the Art Deco Henley office building. To the south are light industrial buildings with a goods yard.

The approved scheme will demolish the existing building in its entirety and a replacement residential building will be constructed.

ACCESS TO THE SITE

The site is accessed directly from the south. There is no rear access. The location of the proposed work is entirely within the curtilage of the existing site.

SITE SET-UP

SITE SET-UP PLAN

Please refer to drawing number 2155-PA-SI-10 for the proposed site set-up.

HOARDING AND SITE SECURITY

A 2.4m high hoarding will be erected along the entire boundary of the site prior to commencement of the work. The hoarding will be painted and will have a section for contractor and consultant signboards. All required 'Health and Safety' signage will be fixed in clearly visible locations. The hoarding will have gated entrances in the location of the existing front gates. The gates will have a numeric security locks.

A security flood light with a motion sensor will be erected behind the hoarding directing towards the front of the building. This will prevent it from being triggered unnecessarily by passers-by.

The main contractor will adequately safeguard the site, the works, products, materials, plant, and any existing buildings affected by the Works from damage and theft. All reasonable precautions will be taken to prevent unauthorized access to the site, the works and adjoining property. The hoarding will be in place at all times except for deliveries and works that it would compromise.

The hoarding will be taken down only when the work to the building is complete and when it is necessary to allow completion of the work to the front boundary.

The principal contractor will propose and agree the line and nature of the site hoarding.

CONTRACTOR'S SIGNBOARD

A contractor's signboard will be clearly displayed on the hoarding including contact details for the main contractor's site agent. All required health and safety notices will also be displayed and will be maintained throughout the duration of the work.

ACCESS CONTROL

All site personnel and visitors will be required to sign in and sign out. The hoarding will be regularly inspected to ensure that it remains secure. All access will remain closed when the site is not operational. The access doors to the site will be fitted with combination security locks to only allow access for authorized personnel.

Open gates will be manned to prevent unauthorized access.

SITE OFFICE

The site office will be set up in a 'portacabin' on the site following demolition of the existing building and prior to commencement of the construction work. The cabin will be removed from site and the site office will be relocated to a room within the new building in the latter stages of the project. A complete set of contract documents and drawings, a site visit book, first aid, small tools and a site phone will be kept in the site office for the duration of the work.

SITE OPERATING HOURS

Working hours will be restricted to the following: Weekdays: 8am – 6pm

Saturdays: 8am -1pm (no noisy working)

Sundays and Public holidays: No work of any kind

PARKING

The main contractor will apply for parking permits as necessary. At times it may be necessary for the main contractor to use more than one bay. The main contractor will determine when and how many parking permits are required and will apply accordingly.

LOCAL AUTHORITY INVOLVEMENT

All required permissions must be sought from KCC Highways.

These include but are not limited to the following:

- Parking Permits
- Suspension of Parking Bays – for skips and materials set down
- Site Hoarding
- Scaffolding
- Contractor Vehicle Routes
- Service Connections
- Temporary Road Closures

It is the responsibility of the main contractor to make timely approaches to KCC Highways to obtain all necessary approvals.

MATERIALS, DELIVERIES AND STORAGE

Materials will only be stored on site as and when they are required and if it is not practical to store them remotely from the site. Bulky materials will be set down behind the hoarding adjacent to the site office. Smaller materials, components and equipment will be stored securely either within the site office or within a suitable space within the site. A temporary drop-down area may be required occasionally, for this a parking bay may need to be occupied for a short period of time.

Deliveries to the Site are to be planned to take account of the following:

- Site located in a residential area. Peak vehicle traffic times.
- Storage ability on site.
- Manual / mechanical handling distances. Other deliveries.
- Third parties

SPOIL, WASTE AND SKIPS

Small site waste will be bagged up at intervals during the day in heavy duty builder's sacks to be taken away every evening. The bags will be double taped and checked for tears before lifting to prevent unnecessary spillage.

A temporary spoil heap of earth resulting from the excavation of the basement will be located within the site. This spoil heap will be continuously decanted into heavy duty builder's sacks during the course of the day and moved by wheelbarrow or conveyor to the front of the building from where it will be collected for disposal.

Larger debris and waste will be placed in a secure skip located in a parking bay directly in front of the building. The skip will be regularly taken away and replaced and the use of 'greedy boards' will be prohibited.

SITE VEHICLES AND PLANT

An excavation conveyor may be used to bring the earth to the front of the site.

A temporary builder's generator will be located within the site at a point where any noise that it makes will cause least nuisance. The generator will only be operational during normal working hours.

HOURS OF DELIVERIES:

- 08:00 to 18:00 Monday to Friday
- 08:00 to 13:00 Saturdays

Sundays and Public holidays: No work of any kind

HOURS OF LOADING AND UNLOADING OF PLANT AND MATERIALS:

- 08:00 to 18:00 Monday to Friday
- 08:00 to 13:00 Saturdays

Sundays and Public holidays: No work of any kind

TRAFFIC MANAGEMENT

The site team will manage and direct all construction vehicle site access and egress movements at all the times.

NEIGHBOUR CONSULTATION

Neighbour consultation will be via the site Project Manager. Name and contact details will be provided on the site notice board along with all Site Health & Safety notices.

LETTER DROP

A neighbourhood 'letter drop' will take place prior to the carrying out of any disruptive work.

A template letter is included in the appendices to this document.

PPE

The site team will wear appropriate high-vis clothing and PPE and will use appropriate signage to forewarn public of construction vehicle movements.

anyone be permitted to work if there is evidence of loose asbestos material or where asbestos containing materials are to be disturbed without pre-planned precautions being established.

COMPLAINTS

A logbook will be provided on site for recording any complaints.

NEIGHBOURING PROPERTIES

Residents around the site will be contacted to inform them of the construction works proposed and progress thereof and all necessary protection to residential gardens will be provided.

HEALTH AND SAFETY

A Construction Phase Health and Safety Plan will be prepared for the works in accordance with the CDM Regulations and F10 will be submitted to HSE.

Risk Assessments and Method statements will be produced, and safe methods of work established for each element of the works and updated as appropriate.

Site inductions will be held for all new site personnel to establish the site rules and to enforce safety procedures. All site personnel will be required to read the emergency procedures when signing in for the first time, and sign to the effect that they have read the procedures.

ASBESTOS SURVEY

An asbestos survey will be carried out prior to the commencement of any work including stripping out. If the presence of asbestos is established, the findings of the survey report will be read to determine whether it is safe to work in the area. Any questions regarding the safety of the area will be addressed and, if necessary, a specialist asbestos removal contractor will be brought in. Under no circumstances will

AVOIDANCE OF NUISANCE

NOISY OPERATIONS

The main contractor will comply with the recommendations of BS 5228: Part 1, clause 9.3 for minimizing noise levels during the execution of the works.

Noise levels from the works will be kept to the minimum.

All compressors, percussion tools and vehicles will be fitted with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

Operatives will not be allowed to use radios or other audio equipment in ways or at times which may cause nuisance.

A mini excavator will be used for the excavation of the main area of the basement extension.

An excavation conveyor may be used to bring the earth to the front of the site.

A temporary builder's generator will be located within the site at a point where any noise that it makes will cause least nuisance. The generator will only be operational during normal working hours.

MOBILE CRUSHERS AND SCREENING PLANT

It is not known at this time whether or not mobile crushers will be used during the works. If the main contractor elects to use a mobile crusher, copies of the permits and indented dates of operation will be submitted well in advance if its use.

The 'National Federation of Demolition Contractors', 'Safe Use of Mobile Crushers & Screening Plant - Guidance Notes' will be followed.

SMOKE, DUST, RUBBISH AND VERMIN

All necessary precautions will be taken to prevent nuisance from smoke, dust, rubbish, vermin and other causes.

Burning on site of materials arising from the work will not be permitted.

Smoking will not be permitted.

During operations that are particularly prone to the creation of dust such as the demolition phase water misting to the perimeter of the site will be utilized to minimize nuisance to neighbouring properties.

Rubbish, debris, surplus material and spoil will be regularly removed from site. The site will be kept clean and tidy, and any accumulation of rubbish avoided.

Non-hazardous material will be disposed of at a tip approved by a Waste Regulation Authority.

Hazardous materials and their containers will be regularly disposed of off-site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.

Vermin traps will be placed around the site and regularly checked during the works.

SITE DIRT

The main contractor will adequately maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Any damage to roads and footpaths caused by site traffic or otherwise as a consequence of the works will be made good.

All vehicles leaving the site will have their wheels washed on departure.

PROGRAM OF WORKS

PLEASE NOTE: The outline program illustrated below will be superseded by the Main Contractor's program prior to commencement of the work.

MOBILIZATION

The main contractor will be given a four-week mobilization period to prepare the site. The site hoarding will be erected during this period and the site secured, but no other site operations will take place.

DEMOLITION

All temporary support required by the Structural Engineer will be installed prior to demolition works. A 'soft strip' of loose items, small debris etc. will be carried out before larger items such as the existing kitchen units and sanitary fittings are stripped out. Finally, the demolition works will commence. This phase should last no more than six weeks.

GROUND WORKS

The excavation of the basement will commence once the demolition work is complete and will take around twelve weeks. The deep excavations will be carried out in small sections and shored up incrementally to ensure that no excavation is left unsupported at any time.

CONCRETE POURS

An over site concrete will be poured on to the well compacted earth prior to the pouring of the main slab. Basement all will be cast in sections ensuring that no earth is left un-retained at any point. The casting of the basement slab and wall will take twenty weeks.

CONSTRUCTION OF BUILDING ENVELOPE

The construction of the envelope of the building including the external walls, floors, roof, windows and external doors will be carried out over a period of twenty-four to thirty weeks.

INTERNAL PARTITIONS

The studwork forming new internal partitions will be erected in six weeks.

FIRST FIX ELECTRICAL AND PLUMBING

Once the studwork for the internal partitions is in place the first fix electrical and plumbing can be installed over a period of six weeks.

PLASTERBOARD TO PARTITIONS, CEILINGS AND LININGS

Plasterboard to the partitions, ceilings and linings will go up over a six-week period.

DOOR AND JOINERY ITEMS

Doors, architraves, skirtings, trims etc. will be installed over an eight-week period.

FINAL FIX ELECTRICAL AND PLUMBING

Final fix electrical and plumbing items will be installed over four weeks.

FLOOR FINISHES

Floor finishes will be laid over a six-week period.

DECORATING

Painting and decorating will be done over six weeks.

EXTERNAL WORKS

External works will be done over an eight-week period.

CLEANING, TESTING AND COMMISSIONING

Cleaning, testing, and commissioning will take four weeks.

HANDOVER

A 'Rectification Period' of 12 months will commence at handover.

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CONSIDERATE CONSTRUCTORS SCHEME

The chosen main contractor will register the site with the 'Considerate Constructors Scheme'.

CDM REGULATIONS

The Client will be made aware of their duties under the CDM Regulations.

The main contractor will take on the role of 'Principal Contractor' for CDM purposes and will provide a 'Construction Phase Plan', 'Risk Assessments' and 'Method Statements' as required.

LIST OF APPENDICES

Appendix 1 – Preliminary Program of Work

Appendix 2 - Air Quality Risk Assessment

Appendix 3 - Risk Register

[illegible]

APPENDIX 2 - AIR QUALITY RISK ASSESSMENT

SCALE OF PROPOSAL

ACTIVITY	CRITERIA	SCALE
Demolition	<20,000m ³ total volume of structure working at <10m above ground.	Small
	20,000m ³ -50,000m ³ total volume of structure working at 10m-20m above ground.	Medium
	>50,000m ³ total volume of structure working >20m above ground.	Large
Earthworks	<2,500m ² total site area using <5 heavy moving vehicles.	Small
	2,500m ² -10,000m ² total site area, 5-10 heavy moving vehicles.	Medium
	>10,000m ² total site area >10 heavy moving vehicles.	Large
Construction	<25,000m ³ construction material. <10 dwellings.	Small
	25,000m ³ -100,000m ³ construction material. 10-50 dwellings.	Medium
	>100,000m ³ construction material. >50 dwellings.	Large
Trackout	<10 HDV (>3.5t) outward movements off-site in any one day.	Small
	10-50 HDV (>3.5t) outward movements in any one day.	Medium
	>50 HDV (>3.5t) outward movements in any one day.	Large

IMPACT ASSESSMENT

SENSITIVITY

High Sensitivity	Medium Sensitivity	Low Sensitivity
Hospitals and clinics	Schools	Farms
Hi-Tech industries	Residential Areas	Light & Heavy Industry
Painting & furnishing	Food Retailers	Outdoor Storage
Food Processing	Green Buildings & Nurseries	
	Horticultural Land	
	Offices	

RECEPTORS

Sensitive Receptors	Number of Total Receptors	Distance from Source (m)		
		<20	<50	<100
High	>50	Large	Large	Medium
	10-50	Large	Medium	Small
	1-10	Medium	Small	Small
Medium	>1	Medium	Small	Small
Low	>1	Small	Small	Small

MITIGATION MEASURES

MITIGATION MEASURES: GENERAL	Small	Medium	Large
Develop and implement a stakeholder communications plan that includes community engagement before work commences on-site.			✓
Display the name and contact details of person(s) accountable for air quality and dust issues on the site boundary. This may be the environment manager/engineer or the site manager.	✓	✓	✓
Display the head or regional office contact information		✓	✓
Record all dust and air quality complaints, identify cause(s), take appropriate measures to reduce emissions in a timely manner, and record the measures taken. Make the log available to LPA if required.		✓	✓
Record any exceptional incidents that cause dust and/or air emissions, either on- or offsite, and the action taken to resolve the situation in the log book.			✓
Hold regular liaison meetings with other high risk construction sites within 500m of the site boundary, to ensure plans are co-ordinated and dust and particulate matter emissions are minimised. It is important to understand the interactions of the off-site transport/deliveries which might be using the same strategic road network routes.			✓
Undertake daily on-site and off-site inspection, where receptors (including roads) are nearby, to monitor dust, record inspection results, and make the log available to the local authority when asked. This should include regular dust soiling checks of surfaces such as street furniture, cars and window sills within 100m of site boundary, with cleaning to be provided if necessary.	☐	✓	✓
Increase the frequency of site inspections by the person accountable for air quality and dust issues on site when activities with a high potential to produce dust are being carried out and during prolonged dry or windy conditions.	☐	✓	✓
Agree dust deposition, dust flux, or real-time PM10 continuous monitoring locations with the Local Authority. Where possible commence baseline monitoring at least three months before work commences on site or, if it a large site, before work on a phase commences. Further guidance is provided by IAQM on monitoring during demolition, earthworks and construction.	☐		✓
Plan site layout so that machinery and dust causing activities are located away from receptors, as far as is possible.	✓	✓	✓
Erect solid screens or barriers around dusty activities or the site boundary that are at least as high as any stockpiles on site.		✓	✓
Fully enclose site or specific operations where there is a high potential for dust production and the site is active for an extensive period	☐	✓	✓
Avoid site runoff of water or mud.	✓	✓	✓
Keep site fencing, barriers and scaffolding clean using wet methods.	✓	✓	✓

Remove materials that have a potential to produce dust from site as soon as possible, unless being re-used on site. If they are being re-used on-site cover as described below.	✓	✓	✓
Cover, seed or fence stockpiles to prevent wind whipping.	☐	✓	✓
Ensure all NRMM meet the highest emission standards, where applicable.	☐	✓	✓
Ensure all vehicles switch off engines when stationary - no idling vehicles.	✓	✓	✓
Avoid the use of diesel or petrol powered generators and use mains electricity or battery powered equipment where practicable.	✓	✓	✓
Impose and signpost a maximum-speed-limit of 15 mph on surfaced and 10 mph on unsurfaced haul roads and work areas (if long haul routes are required these speeds may be increased with suitable routes are required these speeds may be increased with suitable additional control measures provided, subject to the approval of the nominated undertaker and with the agreement of the local authority, where appropriate).	☐		✓
Implement a Travel Plan that supports and encourages sustainable travel (public transport, cycling, walking, and car-sharing).	☐	✓	✓
Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems.	✓	✓	✓
Ensure an adequate water supply on the site for effective dust/particulate matter suppression/mitigation, using non-potable water where possible and appropriate.	✓	✓	✓
Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.	✓	✓	✓
Ensure equipment is readily available on site to clean any dry spillages, and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods.	✓	✓	✓
Avoid bonfires and burning of waste materials.	✓	✓	✓

MITIGATION MEASURES: DEMOLITION SPECIFIC			
Soft strip inside buildings before demolition (retaining walls and windows in the rest of the building where possible, to provide a screen against dust).	✓	✓	✓
Ensure effective water suppression is used during demolition operations. Hand held sprays are more effective than hoses attached to equipment as the water can be directed to where it is needed. In addition high volume water suppression systems, manually controlled, can produce fine water droplets that effectively bring the dust particles to the ground.	✓	✓	✓
Avoid explosive blasting, using appropriate manual or mechanical alternatives.	✓	✓	✓
Bag and remove any biological debris or damp down such material before demolition.	☐	✓	✓
MITIGATION MEASURES: EARTHWORKS SPECIFIC			
Re-vegetate earthworks and exposed areas/soil stockpiles to stabilise surfaces as soon as practicable.			✓
Only remove the cover in small areas during work and not all at once			✓
MITIGATION MEASURES: CONSTRUCTION SPECIFIC			
All contractors and sub-contractors to be made aware of and sign-up to the dust management scheme.	✓	✓	✓
Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out, unless this is required for a particular process, in which case ensure that appropriate additional control measures are in place.		✓	✓
Ensure bulk cement and other fine powder materials are delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of material and overfilling during delivery.		✓	✓
For smaller supplies of fine power materials ensure bags are sealed after use and stored appropriately to prevent dust.		✓	✓

MITIGATION MEASURES: TRACKOUT SPECIFIC			
Use water-assisted dust sweeper(s) on the access and local roads, to remove, as necessary, any material tracked out of the site. This may require the sweeper being continuously in use.		✓	✓
Ensure vehicles entering and leaving sites are covered to prevent escape of materials during transport.	✓	✓	✓
Inspect on-site haul routes for integrity and instigate necessary repairs to the surface as soon as reasonably practicable.		✓	✓
Record all inspections of haul routes and any subsequent action in a site log book.		✓	✓
Install hard surfaced haul routes, which are regularly damped down with fixed or mobile sprinkler systems, or mobile water bowzers and regularly cleaned.		✓	✓
Implement a wheel washing system (with rumble grids to dislodge accumulated dust and mud prior to leaving the site where reasonably practicable).		✓	✓
Ensure there is an adequate area of hard surfaced road between the wheel wash facility and the site exit, wherever site size and layout permits.			✓

APPENDIX 3 – RISK REGISTERS

	Work Phase / Risk	Persons at risk	Actions carried out to mitigate or eliminate risk of hazard	Risk management strategy
1	THROUGHOUT THE WORKS			
1.1	Unauthorized/accidental access to works	Contractors, Site Visitors and Passers-by	Keep the site secure to prevent unauthorized access; net scaffolds, use rubbish chutes.	Main contractor to ensure that a secure site hoarding is erected. Site foreman to undertake regular daily checks to ensure that the site hoarding remains secure, intact and that access gates remain locked at all times.
1.2	Exposure to COVID 19	Contractors, Site Visitors and Passers-by	Follow the current government guidance on avoiding the spread of COVID 19.	Main contractor to ensure that government guidance is followed by all operatives and visitors to the site.
2	DEMOLITION AND STRIPPING OUT			
2.1	Falls from height	Contractors and Site Visitors	Scaffolding and safe working platforms with barriers to the entire perimeter of the work area will be erected by the main contractor; Holes temporary holes in floors will be clearly marked and cordoned off; All barriers to have midrails and toeboards to prevent tools and debris from being accidentally kicked off.	Main contractor to ensure that all areas of potential risk are adequately safeguarded. Site foreman to undertake regular daily checks to ensure barriers and cordons are maintained throughout the duration that they are required.

2.2	Collapse of structures	Contractors and Site Visitors	Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person	Main contractor to ensure that all areas of potential risk are adequately safeguarded. Site foreman to undertake regular daily checks to ensure that support structures are maintained throughout the duration that they are required.
2.3	Exposure to building dusts	Contractors, Site Visitors and Passers-by	Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask	Main contractor to ensure that all dust mitigation measures are adhered to. Site foreman to undertake regular daily checks to ensure that dust mitigation measures are being employed by operatives.
2.4	Exposure to corrosive materials and chemicals	Contractors, Site Visitors and Passers-by	If corrosive materials are present or are to be used as part of the work then all those engaged on site is to be made aware of there presence and nature.During the works the main contractor will report immediately to the CA any suspected corrosive materials discovered during demolition/refurbishment work.Avoid disturbing such materials. Agree with the CA methods for safe removal.	Main contractor to ensure that all suspected corrosive materials are reported and that mitigation measures are adhered to.Site foreman to undertake regular daily checks to ensure that operatives are reporting any suspected corrosive materials and that those being used as part of the works are used safely.

2.5	Exposure to asbestos	Contractors, Site Visitors and Passers-by	If the presence of asbestos based materials is suspected work will not start until a demolition/refurbishment survey has been carried out. All those engaged on site is to be made aware of the results of the survey. During the works the main contractor will report immediately to the CA any suspected asbestos based materials discovered during demolition/refurbishment work. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.	Main contractor to ensure that all suspected asbestos based materials are reported and that mitigation measures are adhered to. Site foreman to undertake regular daily checks to ensure that operatives are reporting any suspected asbestos based materials.
2.6	Electricity / Electrocution	Contractors, Site Visitors	Electricity supply and other services to be turned off before drilling into walls. Excavators or power tools will not be used near suspected buried services.	Main contractor to ensure that all operatives are aware of procedure. Site foreman to undertake regular daily checks to ensure that operatives are adhering to procedure. Buried service locations to be marked with spray paint or another appropriate permanent mark for the duration of the work.

2.7	Flamable/Explosive Materials	Contractors, Site Visitors, and Passers-by	Flamable and explosive materials to be stored off site in a safe location where possible. When stored on site, flammable and explosive materials to be stored in a secure and safe location. Existing gas services to be located and clearly marked.	Main contractor to ensure that all operatives are aware of procedures for handling flammable and explosive materials. Site foreman to undertake regular daily checks to ensure that operatives are adhering to procedure. Buried service locations to be marked with spray paint or another appropriate permanent mark for the duration of the work.
3	EXCAVATIONS			
3.1	Collapse of excavations	Contractors and Site Visitors	Shore excavations; either cover or barrier excavations to stop people and plant falling in.	Main contractor to ensure that all areas of potential risk are adequately safeguarded. Site foreman to undertake regular daily checks to ensure barriers, cordons and covers are maintained throughout the duration that they are required.
4	BUILDING OPERATIONS			
4.1	Falls from height	Contractors and Site Visitors	Scaffolding and safe working platforms with barriers to the entire perimeter of the work area will be erected by the main contractor; Holes temporary holes in floors will be clearly marked and cordoned off; All barriers to have midrails and toeboards to prevent tools and debris from being accidentally kicked off.	Main contractor to ensure that all areas of potential risk are adequately safeguarded. Site foreman to undertake regular daily checks to ensure barriers and cordons are maintained throughout the duration that they are required.

4.2	Collapse of structures	Contractors and Site Visitors	Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person	Main contractor to ensure that all areas of potential risk are adequately safeguarded. Site foreman to undertake regular daily checks to ensure that support structures are maintained throughout the duration that they are required.
4.3	Exposure to building dusts	Contractors, Site Visitors and Passers-by	Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask	Main contractor to ensure that all dust mitigation measures are adhered to. Site foreman to undertake regular daily checks to ensure that dust mitigation measures are being employed by operatives.
4.4	Exposure to corrosive materials and chemicals	Contractors, Site Visitors and Passers-by	If corrosive materials are present or are to be used as part of the work then all those engaged on site is to be made aware of there presence and nature.During the works the main contractor will report immediately to the CA any suspected corrosive materials discovered during demolition/refurbishment work.Avoid disturbing such materials. Agree with the CA methods for safe removal.	Main contractor to ensure that all suspected corrosive materials are reported and that mitigation measures are adhered to.Site foreman to undertake regular daily checks to ensure that operatives are reporting any suspected corrosive materials and that those being used as part of the works are used safely.

4.5	Exposure to asbestos	Contractors, Site Visitors and Passers-by	If the presence of asbestos based materials is suspected work will not start until a demolition/refurbishment survey has been carried out. All those engaged on site is to be made aware of the results of the survey. During the works the main contractor will report immediately to the CA any suspected asbestos based materials discovered during demolition/refurbishment work. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.	Main contractor to ensure that all suspected asbestos based materials are reported and that mitigation measures are adhered to. Site foreman to undertake regular daily checks to ensure that operatives are reporting any suspected asbestos based materials.
4.6	Electricity / Electrocution	Contractors, Site Visitors	Electricity supply and other services to be turned off before drilling into walls. Excavators or power tools will not be used near suspected buried services.	Main contractor to ensure that all operatives are aware of procedure. Site foreman to undertake regular daily checks to ensure that operatives are adhering to procedure. Buried service locations to be marked with spray paint or another appropriate permanent mark for the duration of the work.

4.7	Flamable/Explosive Materials	Contractors, Site Visitors, and Passers-by	Flamable and explosive materials to be stored off site in a safe location where possible. When stored on site, flamable and explosive materials to be stored in a secure and safe location. Existing gas services to be located and clearly marked.	Main contractor to ensure that all operatives are aware of procedures for handling flamable and explosive materials. Site foreman to undertake regular daily checks to ensure that operatives are adhering to procedure. Buried service locations to be marked with spray paint or another appropriate permanent mark for the duration of the work.
5	BUILDING IN-USE			
5.1	Cleaning and maintenance of internal and external glazed elements	Building occupants, Visitors, Maintenance/ replacement contractors.	All elements have been specified to minimize risk including use of toughened and/or laminated glass as appropriate depending on location.	Scaffolding and safe working platforms with barriers to the entire perimeter of the work area will be erected as and when future maintenance work is required. If and when glass breakages occur in the future the glass will be replaced with glass to the same or if need be a better specification. If and when glass breakages occur in the future the glass will be replaced with glass to the same or if need be a better specification.

5.2	Cleaning and maintenance of external façade materials	Building occupants, Visitors, Maintenance/ replacement contractors.	Low maintenance materials have been used. A zone of hard standing exists to support future maintenance activities.	Scaffolding and safe working platforms with barriers to the entire perimeter of the work area will be erected as and when future maintenance work is required.
5.2	Cleaning and maintenance of roof materials	Building occupants, Visitors, Maintenance/ replacement contractors.	A low maintenance roofing material with a long lifespan has been specified	Scaffolding and safe working platforms with barriers to the entire perimeter of the work area will be erected as and when future maintenance work is required

APPENDIX 4 – LETTER DROP TEMPLATE

CHANDAN & BANI PROPERTIES LIMITED

5-7, Station Road,

Longfield,

Kent,

England,

DA3 7QD

[DATE]

Dear Resident/Business Owner

ADVANCE INFORMATION: Demolition and Construction Work at Shawline House, Burch Road, Northfleet, Gravesend, Kent, DA11 9NG.

This letter is to advise you in advance of demolition and construction work in at Shawline House, Burch Road, Northfleet, Gravesend, Kent, DA11 9NG within approved planning permission application 20170688.

The works involve the demolition of an existing building and erection of a four-storey building with a basement to provide 6no. 1-bedroom self-contained flats and 1 no. 2-bedroom self-contained flats.

The work is expected to start [START DATE] and is anticipated to last for [DURATION]

A Construction Management Plan is in place and will be followed by the main contractor at to ensure the safety of local residents and the minimum amount of disruption and nuisance to the surrounding area. An electronic copy of this can be made available on request.

Email: cbpropertiesltd@hotmail.com

The existing pedestrian adjacent to the site will be maintained at all times.

We thank you in advance for your patience and cooperation during these works. If you have any questions or comments about the scheme, please feel free to contact us.

Yours faithfully,

Rapinder Cheema,

Chandan & Bani Properties Limited