

Construction Practice Strategy Plan

Heritage House 79-80 High Street, Gravesend, Kent DA11 0BH



Project no. 1961

Dated: 17.04.2024

Prepared by:

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Introduction

The Construction Practice Strategy Plan has been prepared by Design and Plan Consultants Ltd on behalf of Mr Satnam Singh Dhaliwal. This Construction Practice Strategy Plan document support a planning application in term of ensure that the environmental & logistical construction impacts are minimised. It highlights key activity specific risks & details control measures.

Project:

The works is to change of use from existing use Class E to sui generis (HMO) use and office on the ground floor with alterations to the buildings.

Location:

Heritage House
79-80 High Street,
Gravesend,
Kent
DA11 0BH

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Site Management Contact (Client):

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This document, together with all other relevant information will be held by the client and project management team. This plan will be maintained and updated as required and will be in accordance with implementation of the contract, local authority approvals or after any changes to regulations and/or statutory procedures.

This Construction Practice Strategy Plan provides a framework to manage the environmental and logistical issue associated with the project, to ensure compliance with relevant client Environmental Policy Statements, and contractual and legal obligations. It is a bespoke plan designed to minimise impact and ensure the best service through construction.

Local Authority Planning:

The Local Authority of Gravesham Borough Council has granted for the scope of works under planning application reference number 20230567.

Condition 6 of the above planning application requested that a Construction Practice Strategy Plan to be submitted to the Local Planning Authority for consideration and outlines key areas that this plan should cover.

This Construction Practice Strategy Plan addresses this condition as part of its scope & covers the specifics of the items highlighted by the Local Authority as well as all other aspects deemed appropriate for the site.

Responsibilities:

The project management team is responsible for maintaining this document and ensuring it is implemented. The project management team is responsible for ensuring it complies with legal and contractual amendments and ensures that all the project personnel are aware of the contents of this Construction Practice Strategy Plan and understand their role in fulfilling

the project's obligations. They are responsible for ensuring that the client is informed of any amendments.

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

The Sub-contractor (SC) on the basis of this document will be required to prepare their own detailed method statement and programme and adhere to all the policies and procedures defined in this document.

The sub-contractor is responsible for all aspects of his works 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 sub-contractor shall co-operate with main contractors and rectify immediately any health and safety matter brought to the sub-contractor attention. The Pre-Construction Health and Safety Plan will be available for review.

General Matters

Works are scheduled to commence on site during summer 2024 (subject to the discharge of pre-commencement planning conditions) with an estimated completion date toward the end of year 2024 (approx. 25 weeks).

Site Working Hours:

Works are permitted between the hours of 8:00 and 18:00 from Monday to Friday and 8:00 to 13:00 on Saturdays. There will be no working on Sunday or bank holidays.

Scope of Construction Works:

A summary of the extents of construction works on site is as follows:

- Site Clearance and demolition of the internal as necessary
- Construction of first, second and loft floor. No heavy work during the construction, most of the demolition of the existing site will be done by manual labours.
- External works to include soft landscape and cycle storage.
- The site itself is securely constrained. The site will be located within the existing flat of the property and the designate delivery drop off point and wheel-washing facility are all located within and near the site boundary.

Site Management framework

Welfare and First Aid

Main contractor must provide welfare facilities to all operative whilst on site. The site manager must arrange for the delivery of this facility and it must include: the 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 site manger needs to order the delivery of these cabins as soon as the contractor has been won. The facility need to be positioned to cause the least amount of the disruption to the construction works. Careful consideration needs to be given on the amount of the space available, deliveries, plant movement, storage, access & egress and security when deciding on the position to place this facility. It must be necessary to allocate part of this facility off-site if the size and site it not sufficient.

The team site manager will be responsible for keeping these facilities clean and tidy. Anybody caught misusing the welfare facilities will be disciplined and the sub-contractor of that operative charges if necessary.

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

Each SB should have a 1st Aider present within his work force and the nearest A&E centre location will be shown on the site notice board.

Traffic Management:

All the deliveries shall be schedules, and a time booked and allocated by the site agent. Deliveries entering the site will be seen on and off the site by a bankman, making sure timely and efficient offloading of delivers. The site personnel shall be encourages sharing rides and using public transport. The designated cycle area shall also be established early within the build programme for personnel wishing to cycle to work.

Loading/ unloading:

All loading and unloading will take place to the rear and front of the site in the designated area for deliveries. There is sufficient room to park delivery vehicles off road for means of unloading which will have little to no impact on public roads.

Storage of Materials:

All materials for use during construction will be stored within the property (within an area to the rear of the property). Due to the small nature of the development, materials will be ordered in bulk and called off delivery to site on a 'just in time' bases ensuring that delivery vehicles required are small and the area required for storage is not too large.

Site Housekeeping:

Project manager will ensure that a good housekeeping policy is always applied on site. This shall include, but necessarily be limited to, the following requirements:

- All working areas to be kept in a clean and tidy condition
- Open fires shall be prohibited
- All necessary measures shall be taken to minimise the risk of fire
- Waste is to be stored in designate and enclosed containers and removed at frequent intervals
- Toilet facilities will be provided for all staff
- Wheels of all vehicles leaving site will be cleaned so that mud is not spread onto surrounding roads/ areas

Environmental Impact

Throughout the contract, project manager as far as possible/ practicable mitigated the impact site operations caused to the occupants and buildings of the adjacent properties and also to the general public using local roadways and footpaths. This will be achieved by the following mitigation measures:

- Keeping the roads clear at all times by planning/ controlling on site materials/ plant delivery schedules and ensuring that no material are stored outside the site boundary
- Planning site operations to minimise control noise and dust that may impact neighbouring occupant and buildings
- Providing/ maintaining temporary pedestrian footpaths using secure Heras fencing to all site boundary
- Establishing an area for vehicles wheels washing and in addition to damped down site areas prior to sweeping to reduce airborne dust
- During the demolition period, suitable measures will be taken to prevent the deposition of mud and dirt onto public roads and the prevent the propagation of dust from the sire.

Dust Mitigation and Management:

The greatest potential for dust emission is works of demolition. However, the demolition proposed by the development is very limited in scope. It related to change of use from existing use Class E to sui generis (HMO) use and office on the ground floor with alterations to the buildings.

Dust from the construction will be minimise by keeping the cutting/ grinding of materials on site to a minimum. Where cutting or grinding is unavoidable, equipment and techniques to minimise dust will be used.

All land clearing activities will be damped down using water suppression. Where appropriated drilling and excavation surface will be wetted and during dry conditions, debris piles will be kept watered as necessary so that no dust nuisance may be cause.

The following mitigation measures will be adopted, where practicable, to reduce and manage dust and other emission from the site activities and minimise disruption or nuisance to neighbouring occupiers:

Site preparation and construction:

- Keeping fencing, barriers, scaffolding and screening clean
- Construction areas to be kept clean and regularly swept to prevent the building-up dust

Haulage routes, vehicles and plant:

- Unnecessary vehicle movements and manoeuvring will be avoided
- Location of plant and vehicles will be kept away from the site boundaries where practical to prevent dust issues with the public or the local residents
- Use of particle control measures on all machinery which can generate dust

Materials handling, storage, stockpiles, spillage and disposal:

- Use of handling methods to minimise dust generation
- Keeping handling areas clean and free of dust
- Damping down with water when loading materials onto vehicles and into skips
- Storage of fine dry materials in enclosures or given adequate protection from wind, by sheeting
- Ensure the skips area securely covered
- Ensure methods and equipment's are in place for immediate clean-up of accidental spillages of dusty or potentially dusty materials

Now works will start on site unless the methods statement has addresses the issue of dust and included acceptable control measures. The site management will inspect the site daily to check the control measures for dust and if these are not working then these will be reviewed and revised accordingly.

Construction Noise:

The following mitigation measures will be implemented by all contactors, at all times to minimise noise generated from site activities and disruption to neighbours:

- Controlled lorry movement
- Use of modern plants with inherent noise suppression
- Use of screens around static plant, and other temporary acoustic barriers where appropriate
- Switching off plants which is not in use
- Appropriated handling of storage materials
- Consideration of working hours, particular for noisy activities
- Regular maintenance of plan in accordance with manufacturer's instructions

Continual monitoring for dust and noise emission will be undertaken throughout the project works and these will be taken in the form of visual assessment. Construction sites can cause significant level of noise, much of which is unavoidable; however, it is the intention of site manager to cause minimum disruption to residents.

Drawing and Specification

The control of all drawing and associated information should be carried out by design coordinator and the direction of the site manager.

The sub-contractor should identify to site manager prior to start on site dated they expect to receive drawings date, approvals and instructions in order to achieve the timely execution of their works. The schedule should be a realistic co-ordinated time table that does not call for information unnecessarily early.

The architect is responsible for administering all the drawings and other associated documents. If the site manager 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. The site manager should than issue the information or drawings under an instruction to the relevant sub-contractor.

The sub-contractor is required to submit short term programmes on request of the site manager. They will also be required to submit recovery programmes should their work fall

or deemed to have fallen behind completion programme. Should the sub-contractor 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 re-covered lost programme time. Should programme not be caught up not within the state timescale than a Contra Charge (form 2.5) is to be issue by the site manager. The associated costs of the original notice of works will be deducted from the sub-contractor 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 site manager prior to operation, in writing, any known identified hazards. Risk assessment and method statements and continue to do so throughout their scope of works. The Pre-Construction Health and Safety Plan must be referred to and considered along with this plan.

Main contractor will issue a blank copy of our method statement forms to the sub-contractor. The sub-contractor will fill in each section of this method statement. The method statements should detail specifically how they will control safety issue, during the construction of their works. It should include risk assessment, COSHH assessment, noise assessments, sequence of work and inspection. When reviewing a sub-contractor method statement, the site manager should only allow works to progress once he/she fully satisfied that all safety concerns have need addresses sufficiently.

The sub-contractor is to ensure that all the dangerous opening are illuminated, with clear signage displayed and protected sufficiently with rigid barriers in place if required.

Documents:

Below are the SB 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)
- Detail method statements and risk assessments
- Resource schedule
- Anticipated cash flow
- Information required schedule

Initial Pre-order/ Pre-start Meeting:

Each sub-contractor will be required to attend an initial pre-contractor 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 arrangement etc. and to discuss any issue with the Project Team. It requires the attendance of the Quantity Surveyor and Site Manager. Minutes will be taken during the meeting and issued to relevant parties.

Condition Survey:

A conditional survey needs to be carried out by the Site Manager 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 may defects/ damages were not caused by the team during the construction of our contract works.

Notice Boards:

Two notice boards should be placed within the site boundary, one at the entrance on the site and once in the welfare area. The notice boards should display the following information:

- Fire Emergency Procedure
- F10
- Emergency Contact List
- Insurance policy
- Traffic Management Plan
- Site Rules

Personal Protective Equipment:

Project Team and sub-contractor shall ensure that all of their employees are issued with and wear appropriate protective clothing at all times. Both Project Team and Sub contractor shall take appropriate protective clothing. All the protective clothing and equipment issued by the sub-contractor to their operatives.

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 required a risk assessment

Safety Footwear:

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

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

Hoarding and Fencing:

The site manager is to make sure the entire site boundary will be protected with a 2.4m high ply board (or Heras fencing). The client 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. Site manager should hold a key and 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 striped red and white should also be installed in the road adjacent to the hoarding and lights installed on them.

Signage:

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

- No entrance beyond this point

- Safety helmets, boots and hi-vis must be worn on this site
- All visitors must report to the 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
- Warming
- Welfare
- Directional

Temporary Water:

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

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

The sub-contractor is responsible for the transfer of water form designated locations to the work face and they will responsible for any damage caused by water which they use.

Temporary Electrics / Portable Electrical Equipment:

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

Site Manager is to fill out an application form to the relevant power supplier; this may take up to 2 weeks to process. The power supply will than 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 Quantity Surveyor 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 board forward is under the control of client. The Site Manager is to chase this process until its completion and record all dates of visit and works from the power supplier.

As a general rule client will only allow 110V electrical supply on their projects. This will be supplied via an 110v.

All the portable tools used on the project will be tested for electrical integrity and tagged. Evidence of tests must be submitted to Site Manager 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:

A client will provide temporary access lighting during the construction of the project. All other lighting requirements including task lighting is to be supplied by the sub-contractor.

The sub-contractors 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 are the duty of the site manager 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 limited parking on site. The sub-contractor should not allow operative to park cars in loading bay, and to keep disruption to the local resident to an absolute minimum.

Should cleaning not be up to the required standards of the site manager, 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 encourage to travel by sustainable modes and car share.

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

Project Manager is responsible for overall control of the project. These including design, contract management and site execution. The project manager is directly 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 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 site manager is directly 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 aster site file.

System / Procedures/ Plans

Emergency Procedures/ Fire Precautions:

The site manager 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.

Site manager is to brief operatives on the actions to take in the event of an emergency during site inductions. All sub-contractors 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 site manager 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 the site.

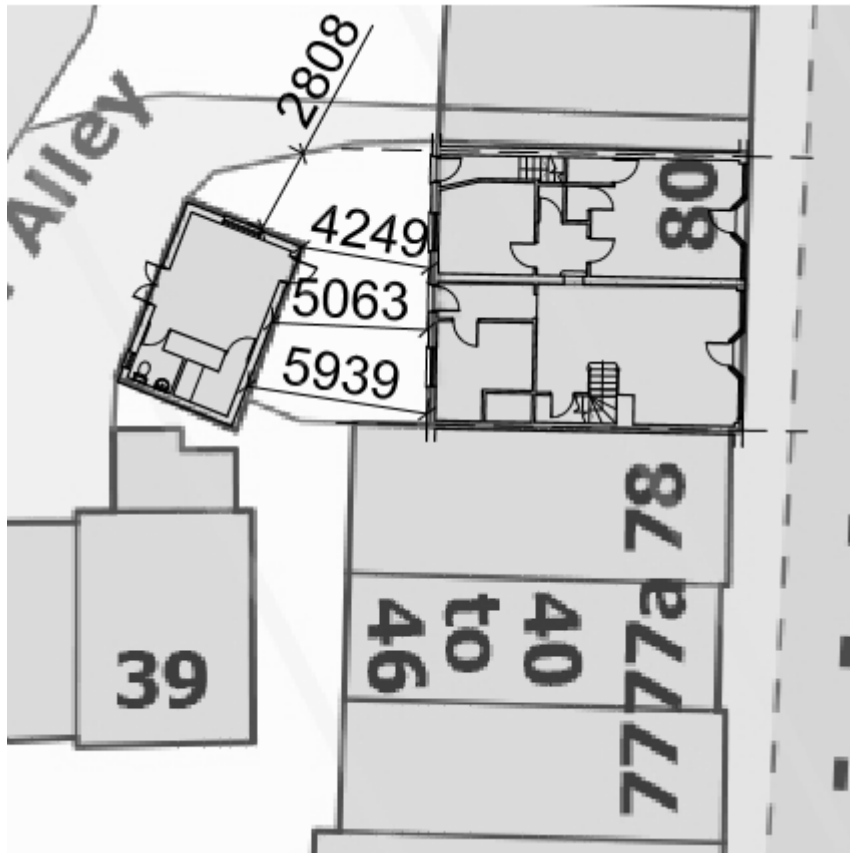
The sub-contractor is responsible for taking all reasonable precautions to avoid the outbreak of fire. This will include lockable cages for gas bottles. This information will also be conveyed to all operatives during toolbox talks. Where works require the use of naked flames a hot work permit (form number 10.9.1) is required to be filled out and sign off by the site manager and sub-contractor supervisor. A portable fire extinguisher supplied by the sub-contractor must be made available.

Traffic Management:

The site manager is to develop a Traffic management plan. It will take in to account site entrance, vehicles access, pedestrian access, deliveries of materials, storage, unloading, local road constraints. It should ensure all vehicles and pedestrians movements are coordinated with each other. The plan should be agreed with the local authorities if applicable.

Site manager will 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 site manager to sub-contractor during induction. It may be necessary for the site manager to adapt and change this plan as the construction of the works progresses. Should site works force the public in to the road Heras fencing, traffic cones, or barriers as necessary should be installed to safe guard the public from vehicles movement and gain approval from local authorities if required.



Proposed Block Plan

Access and Egress:

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

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

Overtime/ out of hours working will not be allowed unless agrees prior with the site manager:

The Noise at Work Regulations (2006) must be adhered to and assessments produced where necessary. A notice 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 supervisor to operatives.

Following task/ areas require a noise assessment:

- 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 80 db and mandatory at 85db. Operatives should be given a toolbox talk on noise control and the wearing of ear protection, before noisy works commence.

Maintenance of road, drains and sewers:

The site manager 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 client will ensure sub-contractor is responsible for maintaining and cleaning all public and private roads, footpaths and kerbs during their own works. Any damages to road caused by the sub-contractor are to be photographed by the site manager and a Notice of Work is issued. The sub-contractor 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:

Sub-contractor works which may be on, near or around existing services should ask the site manager for all information relevant to existing service. Express permission must be

obtained by sub- contractor who requires working 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 site manager.

The site manager 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 client will employ measure to reduce the impact to adjacent building to the minimum. The sub-contractors are expected to take all precautions to protect the occupiers of adjacent land and buildings from any discomfort, disturbance, trespass or nuisance whatever arising from their work.

Accident/ Dangerous Occurrence Reporting:

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

All accidents that result in injury must be reported to the site manager 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 statement must be taken and recorded on.

Smoking, alcohol and illicit substance:

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

Security:

The main constructor 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 requested security; this will be supplied as requested and charged to the client.

Throughout the project a 24h 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 site manager, in which case he will have to arrange all necessary visit, manage the works and check for compliance. The works may be in the sub-contractor order, the site manager in this situation is required to monitor the works and obtain any required certification of completion from the sub-contractor.

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 risk associated are reduced as far as practicable.

The site manager should insist on a permit to work system being operated when its requirement is identified in the risk assessment. This 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:

- Site manager
- The operative and/or the sub-contractor supervisor who is carry out the work

As- built drawings and record:

The sub-contractor 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 site manager. 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 site manager. 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 minutes 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 client expects the sub-contractor to have acquainted himself with all the requirements of Health and Safety at Work Act and all relevant legislation, as well as the main contractor PCHSP.

The client expects the following training must has been proved 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 operatives 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 site manager. Those attending the induction must first fill in the pass application form (form number 13.3). At his 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 situation, 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 site manager 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 site manager.

Visitors who are not induction must be escorted at all times whilst on site. This will be with either the site manager or the sub contractor supervisor.

Daily Diary:

The daily diary is to be filled in at the end of each day by the site manager. The site manager is to fill 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 staff and sub-contractor. It must detail of works completed that day, any materials ordered and plant hires and/or off hired. Most importantly it must detail delays caused by the client and/or our sub-contractor. In order for the client not to be liable for any delays charges and financial penalties we may have accurate records for what, when and how delays were 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 client and this form of record keeping must be kept up to date. It will not become apparent how important records keeping are until it's too late.

According to pre-commencement condition 6 (n), the site manager will make sure during the construction works a suitable handstand will be provided with wash-down facilities for cleaning the wheels of vehicles and any accidental accumulation of mud on the highway caused by such vehicles will be removed without delay and circumstance be left behind at the end of the working day.

Additional Works / Variation Orders:

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

An additional work item is any work that client have 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 out contract work.

Health and Safety:

The PCHSP should be read and understood by the site manager. Any actions which involve the monitoring/ auditing health and safety must be addressed. It is deemed the responsibility of the sub-contractor to ensure the control the health and safety of their works and operatives during the installation of their works.

The site manager 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 issue. (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 PCHS should be read and understood by the site manager. Any actions which involve the monitoring/ auditing the environment must be addressed.

It is deemed the responsibility if the sub-contractor 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 site manager within one week of the work starting on site. This must be carried out monthly and distributed to the relevant sub-contractor if it requires their remedial action. This form must be kept on file by the site manager.

Quality:

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

It is deemed the responsibility of the sub-contractors 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 sub-contractor documents and be in accordance with building practice. They should also be in line with current British Standards and Standard Codes of Practice.

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

The site manager 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 sub-contractor. The completion of the quality plan, once the sub-contractor offers up for completion, will form part of their application for payment.

The site manager 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 sub-contractor works the site manager is to inspect the works offered for completion and record any defects on the inspection register (Form number 13.5). The sub-contractor then has a period of time to complete all defects before inspection with the client.

An inspector will then take place between the site manager 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 sub-contractor 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 site manager on arrival. 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 sub-contractor 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 8:00 or 18:00 unless approval from the site manager. The site manager is to keep records of all delivery tickets in the master site file.

Journeys to the site are to be carefully planned and schedules. Vehicles anticipate to be regularly used in the construction are to be:

- 7.7 Tonne dropside flatbed truck- attending intermittently as necessary
- L2 wheelbase ford transit (or other similar size vehicles) – attending daily
- Skip lorries – as required

The indicative construction programme, along with indicative construction vehicle movement is shows below in table:

Phase	Indicative Duration	Type Vehicle	Indicative Vehicles Numbers
Site Setup	2 weeks	L2 Wheelbase Ford Transit	2 times visit per week
Clearance	4 weeks	L2 Wheelbase Ford Transit	2 times visit per week
		7.5 Tonne Flatbed truck ad skip lorries	2-3 per week 1-2 per week
Reconfiguration	6 months	L2 Wheelbase Ford Transit	2 times visit per week
		7.5 Tonne Flatbed truck ad skip lorries	2-3 per week 1 per week
Fit out and finishes	5 months	L2 Wheelbase Ford Transit	2 times visit per week
		7.5 Tonne Flatbed truck ad skip lorries	1.2 per week 1 per fortnight
Final site clearance	1 month	L2 Wheelbase Ford Transit	2 times visit per week
		7.5 Tonne Flatbed truck ad skip lorries	1-2 per fortnight Final clear at the end of month

Should any significant deviation from the indicative schedule of vehicle types/ number set out in the above table a required, this will be updated and agreed with the Local Authority in advance.

As the works are for fit out and internal configuration, is not anticipate that any larger delivery vehicles will be required. All proposed vehicles can offload within the cartilage of the sites in designate zones avoiding any need to disrupt the traffic flow along High Street/ West Street. Within the site vicinity; vehicle loading and offloading zones are to be clearly delineated and will utilise existing hard standing and vehicle circulation area off Church Street/ West Street within the car parking areas and yard zones.

All deliveries will then be met by the banksman who will assist vehicles entering, exiting and manoeuvring into and out of the loading area. The developer will adopt a procedure to maintain the cleanliness of the carriageway. At the initial stages of the project when vehicles are entering site and are unlikely to be running on hard surfaces, wheel washing procedures will be implemented along with regular road cleaning as is appropriate.

To warn oncoming motorists and pedestrians of the building site, signage will be put up as needed. Wherever possible, deliveries will be managed to prevent simultaneous arrivals and traffic jams on the nearby roads. From the designated pedestrian entry, dedicated pedestrian pathways will be offered, providing safe, direct access to the site office. The route will be suitably signposted.

Rationalise travel and traffic routes to and from the site as well as within the site. Entering the site marked in blue and leaving the site mark in red.

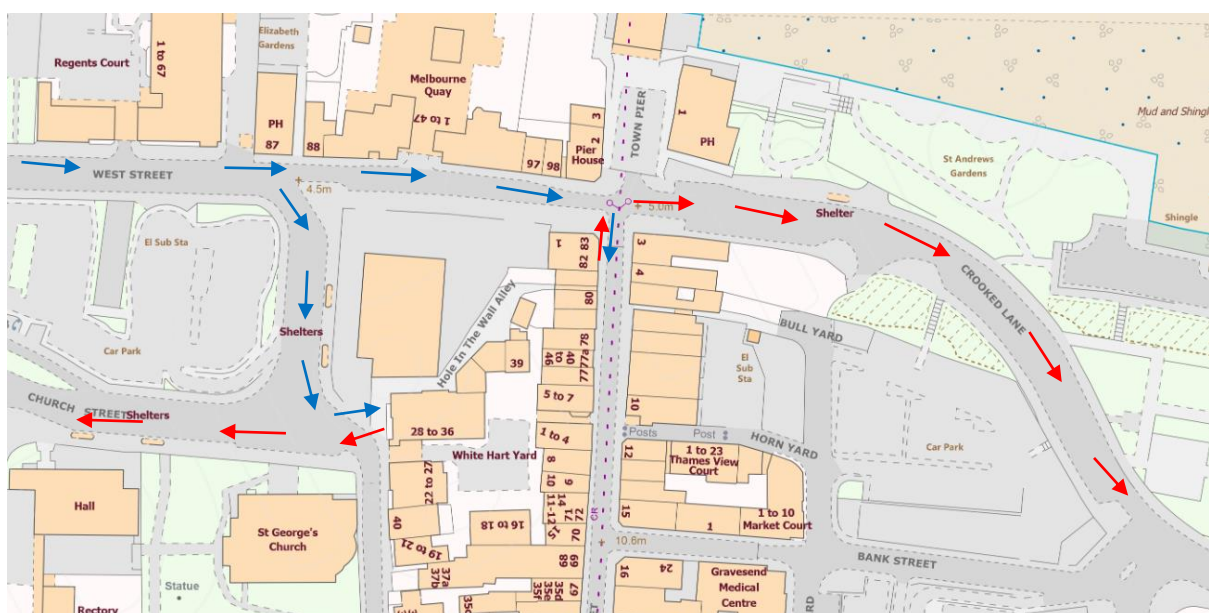


Figure above shows rationalize travel and traffic routes to and from the site as well as within the site.

Regarding traffic routed to and from the site, all vehicles will enter the site area off West Street, into Church Street and High Street and these area loading or offloading zones. Loading and offloading zone for delivery vehicles will access either from the front and rear of the site. First option is delivery vehicle will access from Church Street to loading and offloading and use Hole In The Wall Alley to access at the rear/ side of the site. Second option is to access from West Street into High Street which allow to access front and side of the site.

Once all the delivery process is done, the vehicles required to leave via West Street and turn right onto the Crooked Lane and into The Terrace, if delivery access from High Street. However, if the delivery vehicle required to leaving via Church Street and turn left into Taxi Lane. This will limit the impact of any works traffic on the immediate surrounding area, avoid disrupting traffic flow on the West Street and follow the road way system along West Street.

All the contractor vehicles will park their cars on the near the site in car park at Church Street. In terms of wider journeys, construction traffic will be encouraged to use major roads, avoiding the high street and keeping away from more minor residential areas.

Pedestrian Access into site:

Pedestrians approach the premises from both the High Street and West Street or from the car parking area at adjacent house. It is anticipate that the majority of individuals will arrive to the site by vehicle and park up before entering the specific works area. Should individuals arrive on foot, the existing pavement routes will be available and on site additional access routes will be designated.

The site is fully enclosed by the existing external walls and for areas in 79-80 High Street itself where there is no vehicles access. Dedicated pedestrian access within the site perimeter already existing with main access into the existing stare core and new dedicated pedestrian routes are to be maintained. Construction Management Plan to ensure pedestrians remain fully separate from the work traffic zones wherever possible. Works along any routes are to have a designated alternate safe access during periods when they are inaccessible for safety reason.

An on-site rote within the service rear yard at High Street will provide pedestrian access to both the rear of the ground floor space and to the electricity substation located to the front of the yard. Pedestrian routes are to be arranged and adjusted as the works progress to ensure that this access is maintained at all times.

The principal contractor should plan to minimize the effect of construction works on the general public and neighbours etc. and should therefore ensure that appropriate safeguards are in place. A pedestrian plan detailing control measures and safeguards is required to be in place prior to the execution of the works.

When façade works are not taking place at the site, the scaffold design and security measures over are to allow pedestrians to safely pass along the pavement below the works areas along Pleasance Road.

At the end of the works any amendments to boundaries or routes are to be reinstating to allow the site to resume normal functional access.

Worker travel plan commitment:

The site has good level of parking and cartilage therefore works plant & delivery vehicles will be accepted directly onto site.

Any parking off site on nearby road will be fully discouraged, and clearly defined arrangements for both workers and visitors are to be determined from the outset to ensure that vehicles and personnel are kept away from the works. The principal contractor is to show clear arrangements in the construction phase planning to minimize the impact on the local roads/ public parking area.

All visitors and site personnel's private vehicles will be parked on site. Visitors/ site workers will be directed to park in the designate areas allocate as outline in construction management plan.

Vehicles site deliveries/ loading offloading traffic management:

Scheduling of all deliveries and collections are to be fully programmed and manage. A 'just in time' delivery system is to be adopted with all standard deliveries needing to be booked in at least one week prior to the week of the delivery. This will ensure that there will be minimal materials storage on site and delivery times will not clash with one another.

Delivery driver of vehicles delivering to site will be given a site manager number to call in advance of deliveries to advice of specific arrival times. This will allow the roller shutter to the site area to be opened in a timely way by site management in readiness to limit any disruption from maneuvering of West Street and Church Street onto site. The driver will be instructed to proceed to the designated point for loading or off-loading.

It is anticipated that vehicles attending site may need to maneuver with assistance from the site management to enter or leave the designate loading/ off-loading area. Site management will have appropriately trained Banksman available for all such manoeuvres.

It is anticipated that vehicle deliveries and collections will take place within the designated areas away from Pleasance Road.

A lifting plan will be completed for all lifting operations involved. Lifting equipment will be of sufficient capacity, have current test and exam certificates and be prohibited and access to the area within the vicinity of the off load spaces will be carefully controlled during any lifting operations. Communication between any hi-ab operative and banksman hang signal, ensuring there is a good line of vision. All heavy loads are to be lifted by mechanical aids to limit manual handing.

High Street serves a commercial and residential area with typically no on-road parking, however signage may need to be erected to discourage parking of vehicles by others in the immediate vicinity of the site area should this become a problem.

Deliveries onto site will be controlled and scheduled outside time of peak traffic wherever possible to minimize queuing and only take place between permitted working hours for audible activities.

Environmental Management

The project shall ensure that policies and their requirements are made known to all relevant personnel. This will be undertaken through a number of methods including site inductions, method statement and risk assessment briefings and toolbox talks.

Environmental risk assessment:

An environmental risk assessment identifying significant aspect and impacts identified for the construction phase will be produced and will form part of the project risk register which will be reviewed and revised as required. Any new environmental aspects and their impacts will be updated accordingly.

The register considers the various likely environmental impacts from activities being carried out on the project through both normal construction activities and emergency incidents or accidents.

The project will comply with all relevant legislation, regulations, and client standards and additionally, obtain and comply with all necessary consents to ensure legal construction works.

The project management team is responsible for ensuring that the project complies with all applicable environmental legislation, regulations and other requirements. The project

specific procedures will also provide guidance to activity specific legislation and other requirements and regulations from Local Authorities. Highways Agencies or other Statutory Bodies will be reviewed by the project management team and applied where applicable. All works carried out on the project will be conducted with due diligence to client standard, obligations and best practice.

Environmental Objectives and Targets:

Project specific objectives and targets are to be formulated. These reflect the issues and requirements of the project, together with the client and other relevant targets. Objectives and targets are to be communicated through a variety of media on a regular basis, this includes though is not limited to, project review meetings and regular reporting and discussion.

All personnel, whose work may cause a significant impact on the environment, will receive relevant environmental training. The project management team will document the training provided and will maintain records of the quantity and type of training received so that progress against training targets can be measured.

Communication of environmental issue within the project will be maintained through combined project review meetings it is recognized that benefits can be gained from close co-operation with the project management team, and other contractors in achieving best practice. Access shall be given to the client representatives for carrying out audits and/or site inspections to monitor compliance with this construction and environmental management plan. The project management team will ensure that meetings and discussion are carried out in a spirit of openness and co-operation to determine lessons learnt from any incident and, wherever practicable, to take action to mitigate similar risks.

The project management team will agree with the client a process for external communication. The agreed process will be document either in a community liaison procedure or this construction and environmental management plan. The project consultation and liaison arrangements will be maintained throughout the contract period and will include but not be limited to:

- Consolation with the relevant statutory bodies (e.g. Local Authority, Environment Agency, Natural England) in conjunction with the client.
- Presentations to adjacent occupier's representatives and any other interested parties regarding the future programme of works, (if this become required)

The project management team will, in partnership with the client, consult with third parties where it is considered the works will cause any impact or where access or storage may be

required. In addition, third parties may be contacted in order to gain permission to carry out certain protected species surveys that may be required. These are likely to be immediate neighbours to the worksites.

Records and management review:

This document is the principal operating document for environmental management of the project. The construction and environmental management plan defines policies and arrangements for the main environmental issues. The other documents: environmental code schedule, work package plans and records will all be developed from the construction and environmental management plan.

The project management team will undertake a review of the project and include the following for input into management reviews:

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

Conclusion

This Construction and Environmental Management Plan has been prepared and related to the proposed to change the use from existing use Class E to sui generis (HMO) use and office on the ground floor with alteration to the buildings at the 79-80 High Street, Gravesend, Kent DA11 0BH. This document provides information to ensure that the development works are organized and delivered in a manner that mitigates and safeguards the highway impact, highway safety and amenity of the area surrounding the development site. The construction period is anticipated to last for approximately 8 months, beginning in summer 2024. It should however be notes that the construction programme and corresponding construction traffic strategy may be subject to change prior to work commencing on site. Any change in the build program will be communicated to Local Authority (Gravesham Council). Access to the site will be taken from High Street and West Street. This area will remain presentable and tidy at all times. The entire site will be hoarded throughout the

development process. The hoarding will be erected prior to any materials, equipment or machinery being brought onto the site and prior to the demolition of the existing site. All materials associated with the development process will be stored within the footprint of the site. Skips and other plant will be also stored within the cartilage of the site. A loading and unloading area for plants and materials is provided.

All deliveries to the site will have to book in advance with the bankman who will keep a record of the schedule and all deliveries. All deliveries will then be met by the bankman who will assist vehicles entering, existing and manoeuvring around the site as well as low loader deliveries.

The construction process will be managed by the appointed site manager employed by the developer. The site manager's responsibilities will include acting as a point of contact for the local authority, stakeholders and members of the public. Further to this, the site manager will also be responsible for delivery scheduling, construction route compliance and managing other contractors employed on-site.

To further control the environmental impact strategy in relation to transport are established with this document it should be noted that the construction programme and corresponding construction traffic strategy may be subject to change prior to work commencing on site. Any subsequent changes to the construction and environmental management plan that may occur would need to be agreed with officers at Gravesham Council.

Overall it is considered that the measures and control processes outlined in this construction and environmental management plan are appropriate to overcome the identified constraints associated with the site.



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