



QUALITY SAFETY HEALTH AND ENVIRONMENTAL MANAGEMENT PLAN

For

**Milton Mount Hall, Old Road East, Gravesend,
Kent, DA12 1NQ**

Rev.A – 19.2, 33.3 & 48.1.4 added. 10/07/23
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Approval and Distribution Record

Approval	Name	Signature	Date	Distribution
Managing Director	Andrew Wakeman	ADW	April 2023	Prime Folio
Site supervisor	Graham Wakeman	GDW	April 2023	Prime Folio
H&S Safety Advisor	Hawksafe Health, Safety & Environmental Limited	A.Haith S.Ripley	April 2023	Prime Folio
Approval (if required)				
Gravesham BOROUGH COUNCIL RGS/GPL021164	PLANING APPLICATION NUMBER 2021 1092	Client; Wakeman & Stearns Ltd Tudor House, Wrotham Road, Meopham.		

1. Introduction

- 1.1. This Construction Environmental Management Plan (hereafter referred to as the CEMP) sets out the way in which Wakes Contractors implement Quality Safety Health and Environmental Management within this contract, to ensure that the contractual requirements are fully met. The plan identifies the methods to be used to deliver the service, any unusual or special requirements and how to address them.
- 1.2. The objective of this plan is to demonstrate to the client that the contract will be understood and managed, from the initial brief to final handover. The purpose is to ensure that cost, time, Quality Safety Health and Environmental objectives are met and that the service will be delivered ensuring all relevant statutory requirements are complied with.
- 1.3. This plan provides signposting to documents within Wakes Integrated Management System (IMS) such as Procedures and Forms, copies of these documents are available, and can be supplied on request.
- 1.4. This plan does not contain any references or procedures that shall be taken to alter or reduce in any way the requirements of statutory legislation applying to Safety Health & Environmental matters or the requirements of ISO 9001 or ISO 14001. All work associated with this contract is to be carried out in a safe and efficient manner, in accordance with relevant UK Safety Health & Environmental Legislation and Statutory Instruments applicable to the work activity being undertaken. In addition to these mandatory obligations, contractors/direct labour are to comply with any supplementary rules, procedures and instructions issued by the Client that are applicable, either specifically, or to the area of works.
- 1.5. This plan will be subject to periodic review to ensure it remains relevant and up to date throughout out the duration of the contract period.

2. Glossary

- 2.1. Safe Systems of Work (SSoW) – this term is used throughout this plan and is deemed to refer to documents such as method statements, maintenance instructions, etc.

3. Membership of Trade Bodies

3.1. Wakes membership of trade bodies is summarised in the following table
– further details/evidence of membership are available on request:

- 3.1.1. Ark Insurance / Warranties
- 3.1.2. Gas Safe
- 3.1.3. CITB
- 3.1.4. CHAS
- 3.1.5. NPORS
- 3.1.6. BITA

4. Scope

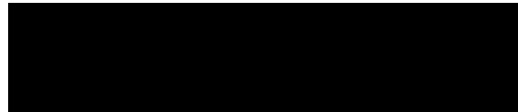
1. The Contract for which this plan is intended is the construction of 9 New Apartments. 4 New Build Terrace Houses. The Contract is planned to run for 18 months; to start on 15/05/23 and be completed by -16/11/24.

5. Client Details and Contacts

Client Address:
Tudor House,
Wrotham Road,
Meopham, DA130AQ

Name: Wakeman &
Stearns Ltd

Direct Numbers/E-Mail:



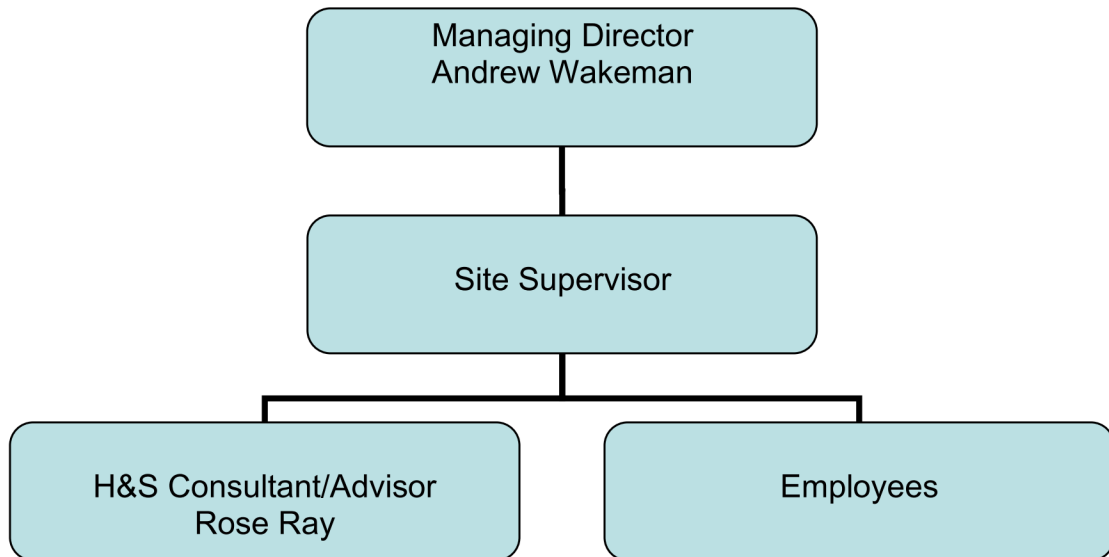
6. Wakes Contractors Senior management Details

Site Address:
Milton Mount
Old Road East
Gravesend
DA12 1NQ

Site supervisor:
Andrew Wakeman

Tel: A black rectangular box redacting the telephone number.

ORGANISATION CHART



7. Roles and Responsibilities

- 7.1. Job Descriptions have been developed for all employees on this contract, copies can be obtained via the HR Department.
- 7.2. All employees and subcontractors are required to comply with the following:
- 7.3. Wakes Policies, Procedures and the requirements of this plan.
- 7.4. Work in a safe and efficient manner, keeping their workplace clean and tidy at all times.
- 7.5. Report to the site supervisor immediately any suspected hazard or potential risk in their work area.
- 7.6. Shall not use faulty or defective equipment or plant and will report any such equipment immediately to senior management. All electrical equipment must have a record of testing (PAT) available. All other equipment must have the necessary records readily available (i.e. calibration). All equipment will be subject to verification by Wakes personnel.
- 7.7. Report all accidents or incidents / near misses, however minor, to senior management within 48 hrs.
- 7.8. Wear at all times the appropriate Personal Protective Equipment (PPE), necessary for the task or where advised through Risk Assessments.
- 7.9. Subcontractors are to make themselves aware of Wakes Safe System of Work and are expected to prepare Risk Assessments and Method Statements that are both suitable and sufficient for the work they are conducting and make these available to the Wakes site supervisor on request.

8. Supervision

- 8.1. The day to day running of the site will be the site supervisor's responsibility. Responsibilities include liaison with staff and subcontractors employed on the site. Subcontractors will represent their employees and supervise them in their works.
- 8.2. The Managing Director will monitor the site on a regular basis and write

reports for action to be taken by the site supervisor, to ensure a Safe System of Work.

9. Training and Development

- 9.1. All new starters or internal transferees shall receive Induction Training in accordance with our Investor in People Certification and Training & Development procedures. Site induction includes local emergency requirements.
- 9.2. Training needs are identified and acted upon to ensure a skilled and trained work force adequately experienced for the tasks. This includes health, safety, environment and skills training as identified as appropriate for the work being undertaken.
- 9.3. Toolbox training is utilised to maintain high levels of safety awareness and to advise employees of changing circumstances and work progress. Short talks are given by a competent person on relevant topics, in an environment that will ensure good audience reception and allow discussion.
- 9.4. An appraisal system is utilised to facilitate development of staff and provide an opportunity for performance feedback and review.
- 9.5. Records of individual qualifications and competencies are maintained by HR at Head Office. This documents certificated training, induction training, toolbox talks, and client training.

10. Communication – Senior Management Personnel

- 10.1. The site supervisor will make suitable arrangements to facilitate adequate consultation with employees and subcontractors, agency workers, self-employed, tenants and members of the public (as appropriate) (hereafter referred to as the Others) under his direction, such that they can obtain the views on and discuss Safety Health Environment & Quality issues that affect the workforce. Significant issues relating to these consultations shall be brought to the attention of the Client within the regular client / Wakes formal meetings.
- 10.2. Employees and Others, shall receive a formal briefing and information as deemed appropriate / relevant, which may include:
 - 10.2.1. Documented information from this plan
 - 10.2.2. Procedures, Forms, Work Instructions
 - 10.2.3. Risk Assessments, Method Statements/Safe systems of work.
 - 10.2.4. Purchase Requisitions

- 10.2.5. Drawings and Design Specifications / Survey Reports
- 10.2.6. Client Management System as directed by the site supervisor.

10.3. Information will also be disseminated via toolbox talks and briefings.

11. Communication with the Client and Client's Representative

11.1. The site supervisor is responsible for the co-ordination of meetings. Meeting intervals shall be commensurate with the complexity of the works to ensure that all parties involved are content with the following items:

Scope of Work	Programme & Resources	Welfare
Safe Systems of Work	Security	CDM Requirements (if appropriate)

11.2. Minutes of these meetings shall be recorded and retained.

12. Contract Review

12.1. Production of this plan is evidence of a formal Contract Review having been conducted. The contract will be reviewed within the scope of the formal meetings held with the client on an ongoing basis throughout the term of the contract.

13. Benchmarking Performance Standards

13.1. Key performance indicators have been identified and these are reviewed at regular intervals.

14. Selection and Management of Subcontractors

14.1. All suppliers and subcontractors used by Wakes are subject to evaluation in accordance with the following procedures:

14.2. Supplier Approval / Purchasing

14.3. Subcontractor Approval. The purpose of this system is to establish a register of approved subcontractors.

14.4. Where subcontractors fail to meet the required performance standards during their activities on site, immediate steps will be taken to ensure the sub-contractors improve their performance standards.

If improvements are not adhered to, their contract may be terminated and the subcontractor in question may be removed from Wakes approved list.

14.5. Subcontractors are required to be trained in accordance with CITB schemes etc. Evidence of their competence must be made available to

the Wakes site supervisor on request to be held along with any Service Level Agreements relating to competency.

15. Management and Work Control

15.1. Documented procedures define how Wakes assess the quality, performance and progress of works orders:

15.1.1. Document / Data Control

15.1.2. Inspection & Testing

15.2. Any additional client requirements will be identified and recorded.

15.3. Incoming goods are checked on receipt in accordance with current procedures. Safe secure storage is provided on site premises to ensure goods are kept free from damage and deterioration.

16. Confidentiality Agreement

16.1. Any operatives who have access to information of a sensitive and confidential nature, if required, by the client can complete a "Confidentiality Agreement".

17. Handover Procedure

17.1. Handovers will be carried out in accordance with client requirements. It will be designed to ensure that the Client receives all necessary documentation to fully discharge their legal and other obligations.

18. IT Security and Back UP

18.1. Control of access to IT services and data is password controlled. Software licenses are maintained and only licensed software is permitted to be used on Wakes owned hardware.

Wakes subscribes to an antivirus service, which is used across the entire network.

18.2. Strict protocols are in place for back-up of data held on the servers. Where data is held locally site personnel are responsible for the back-up of any data and the frequency is dependent on the nature of data held.

19. Sustainable Development

19.1. Wakes is committed to operating and growing its business according to the principles of sustainable development, which is "development that meets the needs of present generations without compromising the ability of future generations to meet their own needs". We welcome the

opportunity to work with and support clients in adopting the principles of sustainable development.

- 19.2. Areas of the site not required for construction or access will be fenced off to protect any existing flora or fauna. The landscaping of the site will encourage future biodiversity.

20. Environmental Aspects

20.1. A method has been established to identify environmental aspects and develop controls and action plans to minimise significant aspects across Wakes and initiate continual improvement. This evaluation and health and safety risk assessments include the identification of possible effects on our neighbours and the community. Environmental evaluation and performance improvement is managed and reviewed as necessary.

20.2. We have two categories of environmental incident, the definitions for which are stated on the Environmental Incident Report Form. These categories are:

20.3. **Significant Environmental Incident**, the definition of which is:

- Any release to land, water or air resulting in a breach of an environmental regulation
- A spill of a hazardous material that cannot be controlled or has entered, or could enter, a drain or watercourse
- Damage to protected flora, fauna or protected habitats and conservation areas
- Receipt of any enforcement action from a regulatory body.

20.4. **Minor Environmental Incident**, the definition of which is:

- Any emission of dust, odour, noise, vibration and / or light to the external environment such that it results in a complaint from project and / or non-project personnel (*i.e., all environmentally related complaints should be recorded on the Environmental Incident Report Form*)
- A spill of a hazardous material that can be controlled or has not entered, and cannot enter, a drain or watercourse
- Any action that has the potential to cause a negative visual impact e.g., mud on the public highway; poor soil management that could result in poor agricultural or amenity reinstatement standards.

Following an environmental incident, site management should stop, when it is safe to do so, the activity causing the environmental incident. Thereafter, all appropriate actions to mitigate the immediate environmental impact(s) of the incident should be implemented. After the

incident has been stabilised, site management should consult with the H&S Advisor regarding the details of the incident, which should be followed by completion of an Environmental Incident Report Form.

Prompt reporting of all environmental incidents by site management allows the HS&E Advisor to support site teams in providing a proportionate, timely and effective response so as to reduce any liability risk (i.e., through prosecutions; clean-up costs; and reputational costs).

21. Air Quality and Dust Control Measures

- 21.1 Staff will be trained in the control of dust and will ensure the site is monitored for levels of surface dust. Should dust build up this will be damped down with hosepipes.
- 21.2 All dust and air quality complaints will be recorded, identifying cause(s), and appropriate measures taken to reduce emissions in a timely manner, and the measures taken recorded.
- 21.3 Any exceptional incidents that cause dust and/or air emissions, either on- or offsite, and the action taken to resolve the situation will be recorded in the log book. The access road into and out of the site will be monitored for excessive dust build up.
- 21.4 The name and contact details of person(s) accountable for air quality and dust issues will be displayed on the site boundary. This may be the environmental manager/engineer or the site supervisor.
- 21.5 Bonfires and burning of waste materials on site is strictly prohibited.
- 21.6 All project vehicles, including off-road vehicles, will hold current MOT certificates, where applicable and where required due to the age of the vehicle and that they will comply with exhaust emission regulations for their class.
- 21.7 Ultra low sulphur fuels in plant and vehicles will be used where possible. Plant will be well maintained, with routine servicing of plant and vehicles to be completed in accordance with the manufacturer's recommendations and records maintained for the work undertaken.
- 21.8 Low emission vehicles and plant fitted with catalysts, diesel particulate filters or similar devices will be used.

22. Waste Management

- 22.1. All waste is segregated and waste streams are identified. All waste will be disposed of using licensed carriers. Records of waste and movements are held by contract management to demonstrate compliance with applicable legislation.

23. Inspection of the Worksite

- 23.1. Senior management inspection and monitoring is undertaken at regular intervals by senior management in line with legislative and statutory requirements. A report will be issued where unsatisfactory findings are discovered or improvements are required. Reports from these inspections forwarded to Wakes Managing Director.

24. Working Hours, Deliveries and Site Traffic

- 24.1. The working hours of the site: Plant and machinery used for demolition and/or construction shall only be operated within the application site between 0800 hours and 1700 hours on Mondays to Fridays between 0800 hours and 1300 hours on Saturdays and at no time on Sunday and Public Holidays.
- 24.2. Deliveries will be arranged between **9.30am and 4pm** through the site supervisor who will ensure that safe access and egress of construction traffic is maintained due to the tight access and close proximity of neighbouring properties. Access throughout the site will be maintained to allow the right of way to adjacent occupants. A set of 5.0 meter wide gates will be installed to suit the existing road layout to make sure deliveries and site traffic do not obstruct St Marys Road.
- 24.3 For environmental and road safety all materials containers leaving site will be appropriately covered to avoid soiling of the roads and highway. Engines of all vehicles, mobile and fixed plant on site will not be left running unnecessarily.
- 24.4 To avoid construction traffic congestion and nuisance to the surrounding area all suppliers and contractors will be made aware of traffic routes. The site entrance will be maintained and kept clean and clear.
- 24.5 Due to the limitations provided by the size of the construction site there will be minimum space for lorries to unload materials. Therefore some materials will be transported from the entrance onto the site via a forklift or other means of conveyance.
- 24.6 It was hoped to include a wheel wash facility to reduce the amount of mud etc accumulating on the access/egress road, however due to the

site limitations and to maintain a clear access/egress to site a pressure washer will now be in use by a worker to ensure complete decontamination of all vehicles exiting the site. The site will have enabling stone / aggregate to prevent excessive debris or mud transferring onto Old Road East.

- 24.7 It is proposed to use a road sweeper attachment connected to a JCB telescopic handler/forklift truck to ensure the access road remains debris free at all times and to ensure no mud is left on the live highway as a direct result of the works.

25. Welfare Arrangements

Welfare facilities for Wakes employees and their sub-contractors on site shall be included within base facilities including toilets, washrooms and canteen etc.; in accordance with Schedule 2 of the Construction (Design and Management) (CDM) Regulations, unless other site specific arrangements are in place.

If mobile welfare facilities are required to be nearer to a particular task to reduce traveling time, the siting of such services will be agreed in advance with the Client's Representative.

26. Accident Reporting

All accidents will be reported in line with RIDDOR Regulations. An accident book and notification report pad are to be held by the site supervisor. All accidents are reported and logged onto the accident database within 48 hours.

The Managing Director will investigate each one accordingly and advise as necessary.

The following are reported to HSE on HSE Form F2508

- Fatalities
- Major Injuries
- Injury from violent acts
- Over 7 day disablement
- Serious accidents with broken bones

Any safety related incidents or near misses would also be reported to the Managing Director. These will be followed up during site visits and will be actioned accordingly. They must also be notified to the Client prior to or at meetings if requested

27. Provision of First Aid

- 27.1 Adequate arrangements are made by Wakes for the provision of first aid cover whilst operating, in accordance with the relevant statutory duties. The level of trained First Aiders on Wakes Managed Contracts is commensurate with the First Aid Regulations and level of risk imposed. Training records are maintained.

28. Personal Protective Equipment (PPE)

- 28.1 PPE is required to protect individuals against risks encountered on site and will be identified from Risk Assessments and Method Statements specific to the work. Staff are provided with and are to wear the appropriate PPE at all times whilst on site.

29. Emergency Procedures

- 29.1 Wakes will liaise with the appropriate Emergency Services and draw up Emergency Procedures for potential accidents, fire, spills or other dangerous incidents. These will include identification of possible effects on the environment, neighbours and the community, and reporting arrangements.
- 29.2 Emergency Procedures will be communicated to all Wakes Staff and subcontractors as part of their senior management induction. Where practicable emergency procedures will be subject to periodic test.

30. Fire Precautions

- 30.1 The site supervisor shall ensure that staff and others under Wakes direction are aware of:
- 30.1.1 Relevant emergency exits or escape routes
 - 30.1.2 Means of raising the fire alarm
 - 30.1.3 Location of fire fighting or other emergency equipment applicable to the area of work.
- 30.2 Additionally the site supervisor will ensure that an adequate number of staff have as a minimum, received training in the use of portable fire fighting equipment likely to be used. The site supervisor will ensure that any such equipment provided is suitably located, maintained in good condition and is adequate in type and number.
- 30.3 Training will be recorded.

31. Construction (Design & Management) Regulations

31.1 Where the scope of the works falls within the definition of these regulations, and

Prior to any work commencing under CDM, the site supervisor shall assist the client in ensuring:

- 31.1.1 The client has appointed a competent Principal Designer.
- 31.1.2 The HSE has been Notified of the Project (F10) where required.
- 31.1.3 A Construction Phase Plan, complete with Risk Assessments, COSHH Assessments Method Statements, etc. has been prepared, approved and issued as appropriate and available on site.
- 31.1.4 Employees are briefed and sign the statement of understanding for risk assessments etc. relating to the works that is to be undertaken. The aim being to ensure that all objectives and responsibilities have been clearly identified and that all necessary documentation as required to ensure a Safe System of Work are present, valid and accurately represents the work sequences that will be undertaken.
- 31.1.5 Subcontractors are given a site induction and will provide to and brief its employees on risk assessments etc. relating to the work that is to be undertaken.
The aim being to ensure that all objectives and responsibilities have been clearly identified and that all necessary documentation as required to ensure a Safe System of Work are present, valid and accurately represents the work sequences that will be undertaken.

31.2 The site supervisor will also ensure:

- 31.2.1 That the Construction Phase Plan is kept up to date as work proceeds.
- 31.2.2 All relevant Project information is compiled and collated and easily available to enable the development of the Health and Safety File.

32. Noise at Work

32.1. The Company is committed to reducing noise to its lowest reasonably practicable level, giving full consideration to the impact of noise on local communities. A suitable and sufficient Risk Assessment is to be carried out if the noise exposure exceeds the lower Action Value of 80dB(A).

32.2. When levels cannot be reduced below 80dB(A) the suitable hearing protection will be made available. Where noise levels exceed

85dB(A), the Upper Exposure Action Value, the wearing of suitable hearing protection is compulsory and will be enforced.

- 32.3. Where possible the use of electric plant and machinery such as cutting equipment and cement mixers will be used as a priority over combustion powered plant and equipment.
- 32.4. Vehicles and mechanical plant, where reasonably practicable, will be fitted with effective exhaust silencers and will be maintained in good working order and operated in a manner such that noise emissions are controlled and limited as far as reasonably practicable.
- 32.5. Fixed and semi-fixed ancillary plant such as generators, compressors and pumps liable to create noise and/or vibration whilst in operation will, as far as reasonably practicable, be located away from sensitive receptors.
- 32.6. The use of barriers to absorb and/or deflect noise away from noise sensitive areas will be employed where required and reasonably practicable.
- 32.7. All plant used on site, paying particular attention to the integrity of silencers and acoustic enclosures will be maintained in good and efficient working order and operated such that noise emissions are kept to a minimum as far as reasonably practicable.
- 32.8. Pneumatic percussive tools will be fitted with mufflers or silencers of the type recommended by the manufacturers.
- 32.9. Compressors will be fitted with properly lined and sealed acoustic covers, which should be kept, closed whenever in use.
- 32.10. With regards to the piling works, the Company will ensure where possible that noise and vibration effects during these works are kept to a minimum. The piling is CFA therefore noise / vibration is minimal.
- 32.11. Materials will be handled with care e.g. material such as scaffolding and steelwork will be placed rather than dropped. Drop heights of materials from lorries and other plant will be kept to a minimum.
- 32.12. As far as reasonably practicable, any plant, equipment or items fitted with noise control equipment found to be defective will not be operated until repaired.

- 32.13. 'Weekly averaging' may be used to ensure exposures are managed by rotating workers to limit the time they are exposed to noise. 'Quiet days' will be included when scheduling work.
- 32.14. As noise levels drop significantly with distance stationary noise sources will be positioned as far as possible from workers. Walkways will be located away from noisy tasks.
- 32.15. The use of radios on site is strictly prohibited
- 32.16. Machines in intermittent use will be shut down in the intervening periods between work or throttled down to a minimum.
- 32.17. Toolbox talks will form part of the induction process to ensure workers fully understand the contents of the CEMP prior to commencement on site.
- 32.18. The Company will instruct the site supervisor to liaise with the immediate local residents when prolonged works of noise exposure are planned to take place.

33. Hazardous Substances and Materials

- 33.1 All materials (whether permanent or temporary) being used, supplied or delivered to site shall be maintained in a safe working manner. Any hazard or risk identified with the materials shall be made known to Wakes site management, subcontractors, operatives and others connected with the works.
- 33.2 Prior to any work being undertaken in which hazardous substances are to be used a COSHH assessment must be undertaken in accordance with Company Procedures and using the Manufacturers Safety Data Sheet. Information will include any Health and Safety risks associated with the Transportation, Use and Storage of the substance and this will be communicated via training. Wherever possible, eliminate the use of a hazardous substance by substituting for another less hazardous substance or change the process.
- 33.3 Storage of liquid materials such as oil or hydraulic fluid drums should be in trays or behind bunds which can accommodate 150% of the fluid in the largest container after making allowance for the displacement of the containers

34. Asbestos

- 34.1 The client asbestos register must always be examined prior to any work being undertaken.
Should asbestos be found during the works, the work must stop and area made safe and report to the site supervisor and Client's Representative.

34.2 Under NO CIRCUMSTANCES will Wakes operatives be allowed to execute any work involving asbestos containing materials. A specialist licensed contractor must always be used to remove and dispose of asbestos.

34.3 Removal and disposal records must be kept to demonstrate compliance with the Asbestos at Work Regulations.

35. Safe Systems of Work

35.1 For activities with significant risks a Safe System of Work must be developed and documented as required by the Management of Health and Safety at Work Regulations. This shall include due consideration to the following safety specific assessments relative to the level of risk involved:

Risk Assessment(s)	Personal Protective Equipment Assessment(s)
Method Statement(s)	COSHH Assessment(s)
Manual Handling Assessment(s)	Permit(s)-to-Work

36. Site Rules

36.1 The site supervisor is responsible for ensuring compliance with any specific Client Safety Instructions and general and local rules as indicated by the Client's Representative; relevant to all work performed and all services rendered under their Terms and Conditions of Contract. The site supervisor is the first point of contact for any queries regarding the applicability of such rules.

37. Plant and Equipment

37.1 The majority of heavy duty plant and equipment used by Wakes is hired from specialist companies who are responsible for examining and testing the items, as required by the Provision and Use of Work Equipment Regulations (PUWER).

37.2 Should Wakes purchase any equipment which falls into the Provision and Use of Work Equipment Regulations (PUWER) then the company will take responsibility for examining and testing, as required by the regulations.

37.3 General controls for plant and equipment are documented where the following is undertaken:

37.3.1 Calibration & Inspection

37.3.2 Portable Appliance Testing

38. Portable Tools

- 38.1 Employees are required to inspect tools before use and to report any defects developed in use. Electricity PAT testing is regularly undertaken. Any hired tools are serviced and certificated by the hire company.

39. Working at Height

- 39.1 All work at height must be risk assessed in accordance with the working at height Regulations taking into account the hierarchy of controls:

- 39.1.1 **Avoid** the risk by not working at height.
- 39.1.2 **Prevent Falls** - where it is not reasonably practicable to avoid work at height, you should assess the risks and take measures to allow the work to be done whilst preventing, as far as it is reasonably practicable, people or objects falling.
- 39.1.3 **Mitigate** the consequences of a fall - where the risk of people or objects falling still remains you should take steps to minimise the distance and consequences of such falls.

Use of ladders is not always ideal and the equipment chosen will always be suitable and sufficient for the task being undertaken.

40. Ladders

- 40.1. All Ladders and Steps used on site must be Class 1 or EN131. They are only used for inspection purposes or short duration tasks. These are inspected before use and secured as appropriate.

- 40.2. Wakes will ensure that no steps, ladders or other plant are left accessible for unauthorised persons to enter location where work is being undertaken.

41. Cranes, Hoists and Mobile Elevated Work Platforms

- 41.1. All Cranes, Hoists and Mobile Elevated Work Platforms used by Wakes comply with the current Lifting Operations and Lifting Equipment Regulations (LOLER) including provisions laid down in the PUWER Regulations. All certification is kept on site in accordance within Plant, Inspection or Certificate Files.

41.2. This includes hired equipment, as it is a contractual requirement that a thorough examination report is available on site, in date and valid throughout the period of hire.

41.3. All operators of such equipment including banks men will have received the appropriate training, information and Instruction under CITB Schemes and the work undertaken risk assessed.

42. Scaffolding

42.1. All tube and fitting scaffolds used by Wakes are constructed by subcontractors with trained competent persons. Training will be recorded. Construction will include the correct installation of toe-boards and guardrails.

42.2. A scaffold is not used unless it has been inspected by a scaffold inspector and has a SCAFTAG prominently displayed at the point of access to the scaffold and the SCAFTAG insert has been signed and dated within the previous 7 days.

42.3. A scaffold register is maintained on site.

43. Aluminum Access Towers

43.1 All Aluminium Access Towers used on Wakes sites are constructed by trained and certificated competent persons. Training will be recorded.

44. Working Site

44.1 The Construction (Design and management) Regulations specify minimum requirements for all aspects of site safety including welfare facilities, and the Workplace Regulations specify office requirements.

45. Site Fencing/Barriers, security lighting and Storage of Materials

45.1 Wakes Construction sites are securely fenced off. (Using Heras Fencing, wooden boarding etc. or similar). Fencing carries the notice "No Unauthorised access".

45.2 Site boundaries are set up with the agreement of the Client's Representative with due consideration for access / egress points for staff, vehicles and emergency services.

45.3 Consideration is always given to storage of materials on site ensuring they do not obstruct the roadway, emergency routes and

that the area is maintained in a tidy condition to prevent pollution or adverse environmental impact.

- 45.4 storage of liquid materials such as the storage of oil or hydraulic fluid drums should be in trays or behind bunds which can accommodate 150% of the fluid in the largest container after making allowance for the displacement of the containers
- 45.5 external security lighting will be CCTV cameras with night vision, as this does not cause an issue to the neighbours. Flood lighting will be installed, operated by a switch located at the pedestrian entrance, for use by police or security teams when entering the site, This then illuminates the site only when required.

46.Excavations

- 46.1 All excavations are carried out in accordance with the Construction (Design and management) Regulations and fully maintained including:
 - 46.1.1 Suitable and sufficient shoring,
 - 46.1.2 Safe access and egress
 - 46.1.3 The site is securely fenced off and where necessary, have warning lights attached and guardrails fitted to prevent falls.
- 46.2 The site supervisor will inspect the shored excavation, tag it and give permission to enter the excavation to carry out the work and also perform the required inspections and file any necessary Inspection Reports.
- 46.3 Buried services will be identified on supplied drawings, however continuous CAT scanning for cables / services will also be carried out. Should any services be exposed, work will cease and the site supervisor immediately informed. Work must not commence until the Client's Representative and the site supervisor have given permission for the work to continue. PPE must be worn as indicated in the associated safe system of work.

47.Permit- to- Work (PTW)

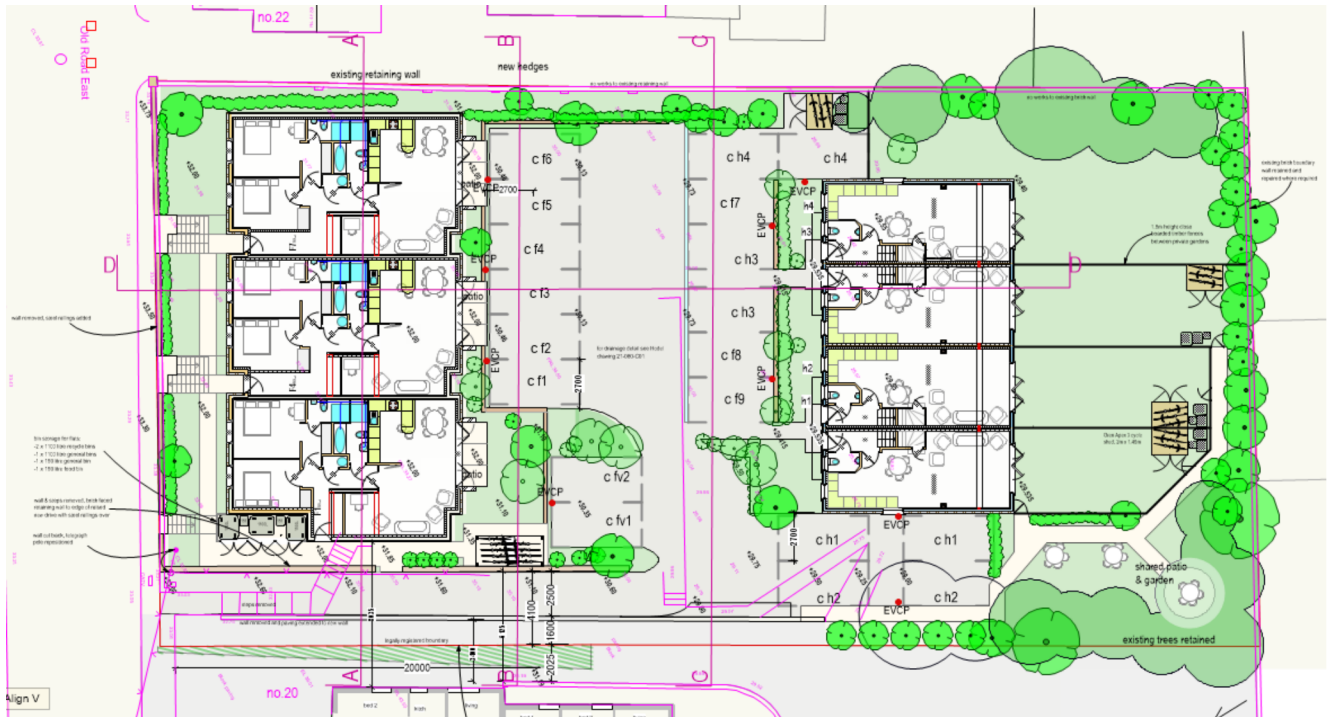
- 47.1 Permit-to-Work is used to manage and demonstrate continuous control of a work task that has high residual risk after non-PTW control measures have been applied. This applies to all relevant work activities (including work by subcontractors) under the control of Wakes where a Client PTW System is not available or mandatory. Permits to work are raised and managed.

48.Appendices

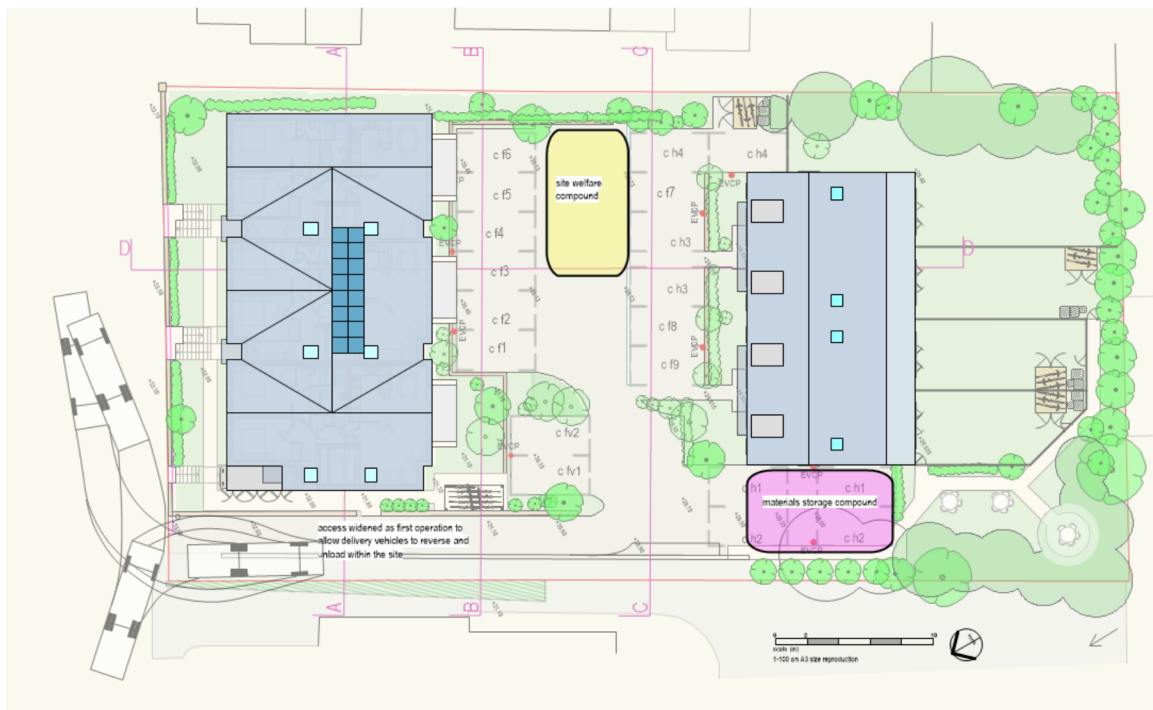
- 48.1.1 Site location Plan
- 48.1.2 Site Layout as Proposed
- 48.1.3 Site Access and storage Plan
- 48.1.4 Site Drainage Plan

Site Location, Milton Mount Hall, Old Road East, Gravesend, Kent. DA121NQ
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48.1.3 Site Access and storage Plan



48.1.4 Site Drainage Plan

