

CONSTRUCTION METHOD STATEMENT

Jubilee Park, Rogerstone Welfare Park
Newport
NP10 9NH

Prepared for:
Project Ref

Rogerstone Council
17957



DOCUMENT CONTROL

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Construction Method Statement Jubilee Park Rogerstone Newport

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PLAN DEVELOPMENT

This document must be read in conjunction with site specific documentation and the principal contractors company procedures including, but not limited to, the health and safety policy, construction phase plan (where applicable), risk assessments, method statements and permits to work.

The purpose of this plan is to detail specific arrangements and responsibilities in place relating to construction and site traffic management, and to managing the risks associated with vehicular and pedestrian traffic on site.

This document will be clearly displayed and made available to all persons working on / visiting sites under the control of the principal contractor.



1 INTRODUCTION

The site is located on land between the Jubilee Park housing estate and the River Ebbw (NGR: ST 29396 88172).

The work scope covered in this method statement is for the installation and reinstatement of a new 25 metre section of the collapsed riverbank and footpath, immediately downstream of Rogerstone Welfare Ground located on the west bank of the River Ebbw footpath

The purpose of this construction method statement is to propose how construction traffic including site personnel movements will be safely controlled by the developer and its contractors.

The main focus of the Construction Method Statement is to detail specific arrangements and responsibilities in place relating to the phasing and logistics of the construction process, including setting out how construction traffic and site personnel movements will be safely controlled by the developer and its contractors throughout the construction phase of the development and ensure that adequate on-site provision is made for the safe circulation, manoeuvring, loading, unloading and parking of construction vehicles, as well as reducing impact on residential amenity and the general amenity of surrounding occupiers.

The level of detail required in a Construction Method Statement depends on the type and scale of the development. This is a self-contained site, and the development is not a major undertaking that would have any impacts outside of the immediate vicinity. There are no other developments taking place in the area that would require consideration of any cumulative impacts.

The term vehicles include cars, vans, lorries, delivery vehicles, low-loaders and mobile plant such as excavators, lift trucks and site dumpers etc.

The term pedestrians include operatives, workers, management, consultants, visitors and any other person accessing the site on foot.

This construction method statement outlines the management of the movements of vehicles and pedestrians on site and interaction with adjacent land use. It does not cover the present permanent traffic situation and conditions surrounding the site.

The traffic management plan and method statement has been prepared to discharge planning condition 04 which reads as follows:

04 No works shall take place on the site at all until a method statement comprehensively detailing the phasing and logistics of demolition/construction has been submitted to and approved in writing by the Council as Local Planning Authority.

The method statement shall include, but not be limited to:

- *Construction traffic routes, including*
- *Parking for contractors, site operatives and visitors*
- *Identification of working space and extent of areas to be temporarily enclosed and secured during each phase of demolition/construction*
- *Temporary roads/areas of hard standing*
- *Schedule for large vehicles delivering/exporting materials to and from site and details of manoeuvring arrangements*
- *Storage of materials and large/heavy vehicles/machinery on site*
- *Measures to control noise and dust*
- *Details of street sweeping/street cleansing/wheel wash facilities*
- *Details for the recycling/disposing of waste resulting from demolition and construction works*
- *Hours of working*



- *Phasing of works including start/finish dates*

For the avoidance of doubt all construction vehicles shall load/unload within the confines of the site and not on the highway. The development shall be carried out in accordance with the approved plan, unless otherwise agreed in writing with the Council as Local Planning Authority.

Reason: To ensure that adequate on-site provision is made for construction traffic, including allowance for the safe circulation, manoeuvring, loading and unloading of vehicles, as well as parking, and to reduce impact on residential amenity and the general amenity of surrounding occupiers

Key issues including dealing with traffic management on and off site that will be addressed within this construction method statement are:

- Construction traffic routes
- Provision for access
- Pedestrian and vehicle separation
- Protection of the public
- Minimising vehicle movements
- People on site
- Loading offloading, working and storage areas (including siting of containers)
- Turning vehicles
- Visibility/ Adequate vision and lines of sight
- Dust and noise control including street cleaning and wheel wash facilities
- Planning and managing both vehicles and pedestrian routes
- The elimination of reversing where possible
- Safe driving and working practices
- The provision of signs, barriers and instruction
- Adequate parking / storage areas

The principal contractor will undertake a pre-start record of site conditions on the adjoining public highway with a commitment to repair any damage caused.

This document will be clearly displayed and made available to all persons working on / visiting the site under the control of the principal contractor.

1.1 Traffic Management Strategy

This is a self-contained site, and the development is not a major undertaking that would have any impacts outside of the immediate vicinity. There are no other developments taking place in the area that would require consideration of any cumulative impacts.

The development is intended to be carried out in a single phase that is anticipated to take place over a 4-month period subject to contractual agreements and ecology restrictions

The Traffic Management Strategy for the project is one of minimising the interface between Public and Site traffic, and reducing the number of deliveries where practicable, including the staging of deliveries such that the volume of traffic is kept as even as possible avoiding peaks, and controlling vehicular movements on the project.

This document provides practical guidance on the planning of these issues, the control measures that will be implemented and highlights the points for consideration and necessary actions.



If you require further information on these topics, please contact the Health and Safety Manager. You can obtain a free leaflet from the H.S.E website on www.hse.gov.uk/pubns/indg199.pdf

Route maps (Appendix 2) show the proposed routes that all site deliveries will be directed along to gain access to the site. They also highlight the routes to be taken when leaving the site to avoid site vehicles trafficking through adjacent residential areas.

Immediately upon commencement, all deliveries, operatives and visitors to the Project will report to the security gate. This will be communicated to all early works contractors at the Pre-start meeting.

They will be inducted by Company staff, and be informed of Emergency procedures, assembly points, first Aid, site rules, location of welfare facilities, etc. at this time. They will be instructed to sign in and out at the security gate each day, until such time as the full access control system is in operation. PPE appropriate to the tasks being undertaken will be checked upon signing in.

Contractors, visitors and staff will use existing pedestrian pathways until such time as the sites are enclosed as access control is operational.

The attached logistics plan (Appendix 4) highlights the access point for the project, pedestrian / vehicular segregation, welfare, storage, security & material handling that will be enforced following the Full Site establishment.

An integral part to the progress meetings held with all trade contractors is the delivery schedule pro-forma. All contractors are required to give details of proposed timing of material deliveries to the site. At this stage they will be given a specific area for delivery.

The Traffic Management Plan and the control measures therein are included within all trade contractor tender enquiries to ensure early understanding and acceptance / compliance with the rules that will be enforced on this project.

Under no circumstances will lorries be allowed to lay-by in surrounding roads.

1.2 Aims and Objectives

The purpose and aims of this plan are:

- To identify the traffic related hazards and risks present on site.
- To effectively manage the risk from construction site traffic through implementing control measures.
- To communicate the construction site traffic management procedures to all site operatives, visitors and other interested parties.
- To raise awareness of the risks identified and controls in place.
- To eliminate traffic related accidents on site.

This document aims to provide a suitable site-specific plan for managing the risks of construction site traffic. The contractor has duty to ensure the safe management of pedestrian and vehicle movements on site.

1.3 Site Specifics

Routes to and from the Construction Site

The site is located at Land Adjacent to 7 Ebbw Close, Rogerstone, Newport.NP10 9NH.NGR: ST 29396 88172 (Appendix 1). Construction traffic will utilise the local highway network with the access for this site being via a single main access point off Park Way and Jubilee Park Walk.



No traffic diversion measures are required.

Park Way and Jubilee Park Walk are adopted public highways, whereas the areas within the construction site providing access, parking and circulation remain private. Park Way and Jubilee Park Walk will remain clear of parked construction vehicles and no additional parking restrictions are required during the construction period.

The construction site will be fenced and gated during construction and the site will be accessed via a Site Security Checkpoint located at the entrance to the construction site.

Unrestricted access is not allowed without undertaking a Site-Specific Induction, Assessment and Approval. In the absence of this training and approval, visitors will always be escorted by a site member in possession of this training and authorisation.

Traffic coming to the site can typically be busy and congested. Therefore, there will be a provision of trained, qualified banksmen for guiding vehicles; there will be proper routing of construction traffic and delivery vehicles, which will be planned in advance.

Working hours are:

Monday to Friday	07:30 – 17:30.
Saturday	07:00 – 13:00 (where required).
Sundays	No Working
Bank Holidays	No Working

Deliveries will be in front of the site hoarding surrounding the site. Deliveries including the transport of materials, plant, and equipment to the development site shall only take place during the site opening hours as set out above, but shall avoid the following hours to avoid peak/school run hours:

- no deliveries between 08:00 to 09:30 on Monday to Friday
- no deliveries between 14:00 to 16:00 on Monday to Friday
- No deliveries on Sundays or Public Holidays

Delivery vehicles shall not be permitted to wait, queue, or circulate on the public highway when the development site is not open for deliveries.

The site management team will ensure that the details of a booking system is in place to avoid vehicles waiting on the public highway.

All work on site shall be carried out in accordance with the approved details to ensure highway safety is maintained



There is no plan for any road closures, however the principal contractor will notify the council accordingly if that may be necessary.

Details of traffic management required during construction, will be reviewed throughout the project, the footway management will be managed during construction; 7-day inspections will be carried out for the site hoarding, and the pavement will be managed during construction and there will be a daily Inspection and maintenance of signage and barriers.

No construction vehicles or construction workers vehicles will be parked outside of the construction site.

The times for construction traffic and delivery vehicles will be monitored so that the deliveries can be managed, which must be outside peak network and school hours; and the principal contractor will ensure there are measures are in place for the mitigation of noise, vibration, dust and dirt in accordance with section 1.12 below.

1.4 Site Administration

Responsibility for Construction Traffic movement is that of the Site Manager who together with the security team will:

- Ensure that subcontractors and suppliers adhere to procedures set out in the Pre-site conditions by booking in deliveries giving the required notices.
- Prevent unauthorised contractors parking and congestion of traffic. All personnel in the team will be in contact with each other and site management who in turn will have mobile and telephone contact with the subcontractors.



- Provide security at the access gates and the loading bay.
- Maintain roads in a clean and safe condition.

The Site Manager will manage any delivery that arrives outside the designated times with the priority to get the vehicle off the shared road system and within the site. The security team will send deliveries away (in case of persistent offenders to return within the designated times). Wagons will not be allowed to lay-up along or adjacent to public roads within the Jubilee Estate.

Muck away lorries and concrete delivery wagons will not be booked in but these generally occur early in the Project when other deliveries are less numerous. However, they will be included in a large vehicle delivering or exporting schedule that will be maintained by the principal contractor.

1.5 Delivery Vehicles / Laying up

Prevention Steps

- Delivery hours will be limited to working hours. This condition forms part of the subcontract documentation, and subcontractors are reminded of this at pre-start meetings.
- Deliveries are booked in and logged on the central register. This will include a schedule for large vehicles delivering or exporting materials to and from the site.
- Security / gatemen will be in position half an hour before start of work and before the earliest delivery time.
- Persistent offenders will be reported to the Project Manager, who will action with the directors of the offending company.

1.6 Responsibilities

The general duties of the principal contractor in respect of traffic and construction management include:

- Ensuring adequate planning of the work including traffic management arrangements on site
- Setting out the working space and extent of areas to be temporarily enclosed and secured during construction (to be within the laydown area shown on plan HPS001)
- Defining the areas to be used for the storage of materials and large/heavy vehicles/machinery on site (to be within the laydown area shown on plan HPS001)
- Ensuring subcontractors make adequate provision for the selection and supervision of drivers and for vehicle safety
- Setting standards for driver competence, vehicle safety and maintenance, and ensuring control of authorised drivers
- Ensuring co-ordination and co-operation between different subcontractors
- Co-ordinating the views of workforce representatives
- Ensuring all workers receive information, instruction and training in traffic management arrangements and site rules
- Monitoring the implementation of traffic management arrangements on site
- Reviewing the implementation of traffic management arrangements on site

1.7 The Site Manager

The site manager shall:

- Ensure measures such as the use of pedestrian barriers, stop blocks, one-way systems where possible, segregation of routes, signage, etc are implemented as required within the construction site in accordance with this document.



- Ensure a suitable briefing on traffic management requirements is included in the site induction for new starters and communicated in the form of a toolbox talk to existing workers in accordance with the arrangements in this document.
- Ensure suitable steps are taken to co-ordinate traffic movements in the construction area by involving subcontractor supervisors in regular reviews of planned work activities, including deliveries, on a weekly basis in accordance with the arrangements in this document.
- Ensure suitable steps are taken to co-ordinate traffic movements of adjacent sites, client occupied areas or other access requirements, in regular reviews of planned activities, in accordance with the arrangements in this document.
- Investigate, take appropriate action and respond to reports from workers on deficiencies and faults in the implementation of the traffic management arrangements in accordance with this document.
- The Site Manager may delegate particular elements of the requirements of the traffic management plan to other competent members of the site management team as required to ensure the requirements are met in an effective and efficient manner.

1.8 Banksmen

All on-site construction vehicles will enter and exit the site in forward gear. An appropriately trained, qualified and certified banksmen will be employed by the appointed contractor to assist in the guidance of heavy and large construction vehicles and supervise unloading. Banksmen will not direct general traffic but will indicate to heavy and large construction vehicles when it is appropriate for them to enter and leave the site. Given the small scale of the site, at this stage it is anticipated that banksmen will form members of the contractors' construction staff and will also have other duties. Deliveries by large or heavy vehicles will be advised to ring ahead when entering Rogerstone, at which point the banksmen will await the vehicle at the site access to assist the vehicle into the site. The banksmen will also assist with vehicles exiting the site by indicating to the driver of the large or heavy vehicle when it is appropriate for them to enter and leave the site.

1.9 Staff and Subcontractors

Subcontractors using construction vehicles shall ensure that the work involving the use of construction vehicles is planned and detailed in method statements and risk assessments taking account of the requirements of this document.

Workers in the construction area shall adhere to the site rules and the instruction provided through the site induction and/or toolbox talk for traffic management arrangements.

Workers shall report any deficiencies or faults in the arrangements for traffic management to the Site Manager using the site near miss reporting system

1:10 Site Plan layout: Ref: Appendix 4

1:11 Site Access Routing.

The designated route for all HGVs associated with the construction of the development will be via the A467 to the north and south of the application site and the slip road to the B4591 roundabout at Jubilee Way and along Jubilee Way turning right into Park Way and Jubilee Park Walk to the site entrance. **Ref: Appendix 2**

There are no weight restrictions on the routes designated for use by associated HGVs. Site Access Routing. The proposed route for HGVs accessing the site associated with the construction of the development will vary before reaching Jubilee Way depending on the origin of the delivery.

Construction vehicles accessing the site will turn right into the site or will turn in a suitable location and stop on carriageway outside the development.



HGV Waiting Areas HGV drivers will be required to call ahead to the site manager 15 minutes before arrival, to ensure two drivers don't arrive at the same time. If an HGV is still loading / unloading when another is due to arrive, the incoming driver will be required to wait at a safe and suitable location and wait for the site manager to allow them to enter. It is considered that drivers will have to make a judgement call whilst driving as to where is best to safely pull over and wait, however, there are numerous car parking areas in the vicinity of the site that could temporarily accommodate delivery vehicles in this scenario

1.12 Site / Highway Management Road Closures

It is not foreseen that any road closures will be required during the construction of the development. Although ultimately the decision on the need to close a road will fall to the principal contractors, it is recommended they do not do this due to the busy nature of the adjacent carriageway.

Traffic Management, as with road closures, the need for traffic management will fall to the principal contractors. Due to the size of the development, it is unlikely that traffic management measures will need to be put into place for any significant length of time.

Footway Management as some deliveries will need to be made on the highway, there is the potential for disruption to the footway.

As all deliveries will take place outside of network and school peak hours, the impact of deliveries on the adjacent footway will be minimised.

Maintaining Signage and barriers associated with the site will be the responsibility of the principal contractor, as the application site is relatively small, it is not anticipated that the regime of signage and barrier inspection and maintenance will have a severe impact on the highway.

There will be construction workers arriving at the application site first thing in the morning and departing in the evening, although the numbers involved are forecast to be relatively low on a day-to-day basis and will typically comprise private cars and light vans.

Construction workers associated with the development will be required to park on -site. Based on the provision of car parking in the vicinity of the site, it is not considered that employee traffic will disrupt the operation of the adjacent highway network.

1.13 Hours of Working

Construction Hours: Construction activities will be permitted between the hours of 07:30 and 18:00 on Monday to Friday and between 08:00 and 13:00 on Saturdays (where required). No working shall take place on Sundays or Public Holidays.

As previously stated, be no deliveries 8-9.30am and 2-4pm. A delivery schedule will be provided in the form of 'slots' that deliveries can take place within. This will serve the purpose of avoiding multiple HGVs arriving at the same time for deliveries, in turn causing disruption on the adjacent highway. As a guideline, time slots of 20 minutes will be provided for deliveries, with no two drivers being given consecutive slots, in case one is early or late. As previously stated, drivers will be required to call ahead 15 minutes before arrival to ensure two vehicles will not arrive at the site at the same time. If they are unable to enter the site at the arrival time, they will be required to wait until the delivery location is vacated. The information set out in this section is to be considered a recommendation, the exact operation of the schedule, and the responsibility of time slot provision, will fall to the appointed contractor. Communication with Residents and local business will be notified in advance of any expected particularly busy delivery periods and intense periods of construction activity, including construction traffic. To aide communication with residents and local businesses, the site manager's mobile phone number will be available on notices outside the site. This will ensure the site manager is aware of any residents' concerns and can deal with them efficiently if required. Residents and local businesses will also be able to obtain information about site works that they may require direct from the site manager.



1.14 Mitigation Measures for Noise, Vibration, Dust and Dirt

Wheel-washing facilities will be provided on-site at the access point, therefore construction vehicles exiting the site will not take mud or debris onto the local highway network.

Given the temporary, short-term nature of the construction phase, wheel-washing facilities will be provided in the form of a portable automated high-pressure wheel washer with motion sensors to conserve water.

All vehicles leaving site will be inspected prior to passing through the security barrier to ensure that they are deemed suitable to access the public highway.

- All vehicles, plant and machinery used during the development will be fitted with proper and effective silencers (where available) and shall be maintained in good and efficient working order.
- No stereos or similar amplified devices shall be audible at the site boundary.
- Requirement for all engines to be switched off when not in use.
- Spraying of areas with water as and when conditions dictate.
- A road sweeper will be made available whenever operations dictate. The road sweeper will be used outside of the peak network and school hours
- the site roads will be regularly cleaned.
- Vehicles carrying waste material off-site will be sheeted
- Areas where there is regular vehicular movement should have a consolidated surface which shall be kept in good repair.

The following mitigation measures will also be adopted to minimise noise, vibration and dust pollution as follows:

2.0 Traffic Management Risk Register

Hazard	Risk	Control Measures
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Vehicles reversing and/or manoeuvring	Collision with pedestrians / structures	All reversing and/or turning vehicles (delivery vehicles and construction plant) to be accompanied by banksman.
Poor maintenance of vehicles	Failure of built-in controls	All plant to be maintained and examined in accordance with manufacturer's instructions. Where plant is obtained on hire obtain copies of certificates from the hire company. All construction vehicles to be provided with suitable audible and visual indications of movement. Controls, lights and warning systems to be checked before first use each shift.
Lack of competence	Human error due to lack of awareness	Confirm the competence of drivers for the particular vehicles to be used. Instruction given through inductions, on site safety briefings, signage and regular tool box talks. A banksman will be used if the driver's vision is restricted or when operating in a congested area. The carrying of passengers is prohibited.
Congestion	Collision of vehicles / excessive manoeuvring	Schedule of planned deliveries to be maintained and deliveries planned in advance to avoid conflict with other site operations or adjacent land uses.
Unauthorised use	Misuse of plant	The ignition key will be removed whenever machine is left unattended and if left on site overnight all plant will be immobilised.
Noise	Hearing damage	Figures for noise levels will be obtained from the hire company and where these are above 80dB(A) ear protectors will be worn.
Vibration	Whole-body vibration syndrome	Plant should be fitted with 'suspension' seats to reduce effects of whole body vibration. Drivers do not drive plant for prolonged periods to minimise risk of whole body vibration.

3.0 Procedures

3.1 Deliveries

Deliveries will be timed to avoid the busiest rush hour periods and a booking in system will be used whenever practicable, and the requirements and planned deliveries communicated and coordinated with any persons directly affected. The principal contractor will ensure that communication is maintained throughout the project for deliveries. **The principal contractor chosen will also be registered with the Considerate constructor's scheme for this project.**

Mitigation measures will be taken to ensure that any impacts from deliveries are minimised. Materials will be delivered to suit the works being carried out and will be stored within the site compound, as the project progresses the materials will be going straight inside the new revetment works build. Which may not require any delivery vehicles to go on site.



3.2 Waste

This site has a waste /spoil removal element, however a scheme for recycling/disposing of waste resulting from the construction will be in place via the Skip company being used. The delivery notes will be maintained to support this. If there is any additional materials this will be moved to another project to avoid waste.

On Site / Off Site Interface

Wheel wash facilities will be provided when necessary to minimise the spread of material from the site and the risk of road contamination.

In addition, the site roads will be regularly cleaned.

These steps will ensure that material will not be transferred to the public highway. Dust suppression measures will be implemented in site to minimise the risk of dust spread.

3.3 Pedestrians

Traffic routes will be established to minimise the interface between vehicles and pedestrians.

The site entrance will be separate for vehicles and pedestrians where possible, or where this is not possible and pedestrian and vehicle access cannot be adequately segregates, priority will be given to pedestrians, and a banksman will coordinate all vehicle entry and egress from site. Pedestrian barriers will be erected at the site access to control the interface between members of the public and site traffic.

A crossing point for pedestrians over the site access will be established and clearly demarcated and signed. The site manager will ensure that the pedestrian and vehicle interface is safely controlled.

3.4 Control of Construction Vehicles

Vehicular access routes will be established on site, and as far as reasonably practicable these will be away from pedestrian routes, uneven ground, excavations and structures. Vehicles will enter and leave the site in forward gear; a turning area will be formed within the construction site if needed, otherwise a one-way system will be instituted. Apart from the initial crane delivery no vehicle will exceed 8 tonnes. No HGV is anticipated. All turning or reversing will be accompanied by a competent banksman.

Records shall be kept on site for all construction vehicles accessing the site, and shall include the following:

- Make, model and serial number
- Records of inspection of work equipment including a written weekly check of the operation of the equipment confirming adequacy of safety devices such as emergency stops, audible and visual alarms, controls, guards etc.
- Records of thorough examination of lifting equipment including dates of last and next examination.
- Plant operator's certification and training records.
- A register of authorised users of each designated piece of construction plant.

Subcontractors shall also make the above information available on site and will be stored at the site office.

Unused construction plants are stored away from work areas and designated traffic routes in agreement with the site manager and construction plants will be promptly removed from site on completion of use.

All requirements for additional plants will be discussed with the site manager in advance, prior to delivery to site.

3.5 Communication of Information

The site will be hoarded with a minimum 2m hoarding and maybe decorated if applicable, to be aesthetically pleasing to the area, the planned works will be approximately 4 months and during this time there will be communication with the residents.

The traffic management will form part of the site induction, and a toolbox talk will be delivered within the early stages of the project as a further reminder of the hazard of construction site traffic and the site-specific controls in place to reduce the risks on site.



Traffic management arrangements will be discussed during daily briefings to include planned deliveries and any restrictions or changes due to developing site conditions or short-term activities.

Consultation and an open-door policy will be implemented on site to gain worker involvement and understanding in traffic management arrangements.

3.6 Reporting

Everyone on site has a duty to contribute to site safety and will be requested to report any near misses or dangerous situations, including that involving traffic management on site. The near miss reporting system will be used to assess any deficiencies in the traffic management arrangements, and remedial action will be taken as necessary.

3.7 Subcontractors

All subcontractors will be inducted and provided with information on the traffic management procedures in place.

All subcontractors will be required to submit details of planned deliveries and to comply with the contents of this traffic management plan. Sub-contractor deliveries must be arranged via the Site Manager and coordinated with other planned deliveries.

3.8 Monitoring

Traffic management will be assessed and monitored ongoing throughout the project with any changes made to the plan as necessary to ensure safe access, egress and movement around the site.

A record of all deliveries will be held at the site office. Delivery notes for all deliveries will be held on site (these will include the points of origin of the material).

The above information will be used to produce a monthly report this will identify any improvements required to the plan in addition to any deviations from that proposed.

4.0 Schedule of Planned Deliveries

This will be updated as needed by Principal Contractor

Type	Materials Description	Use	Frequency
<i>TBC</i>	<i>TBC</i>	<i>TBC</i>	<i>TBC</i>



PEDESTRIAN ROUTE CHECKLIST

- Q1 Are pedestrian routes clearly separated from vehicle routes by fencing and/or a kerb, or other suitable means.
If 'no' see action 1
- Q2 Are pedestrian routes wide enough to safely accommodate the number of people likely to use them at peak times.
If 'no' see note 2
- Q3 Do pedestrian routes allow easy access to work areas.
If 'no' see note 3
- Q4 Pedestrian routes are kept free of obstructions
If 'no' see note 4
- Q5 Pedestrian routes are clearly and suitably signed
If 'no' see note 5
- Q6 Can pedestrians safely cross the main vehicle routes.
If 'no' see note 6
- Q7 Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes.
If 'no' see note 7
- Q8 Do pedestrians have clearly marked, separate access for use at loading bays and site gates.
If 'no' see note 8
- Q9 Do pedestrian routes provide safe access to welfare facilities.
If 'no' see note 9

YES	NO	N/A
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓		
✓		



- Actions to be taken**
- 1** Ensure routes are clearly designated and protected
 - 2** Base plan on peak numbers
 - 3** Plan routes to allow safe access
 - 4** Ensure plan includes need to keep access routes clear
 - 5** Ensure sufficient signage
 - 6** Ensure sufficient crossing points are planned for
 - 7** Ensure that blind spots are eradicated during the planning process
 - 8** Consider separate access to loading bays and gates
 - 9** Provide safe routes at parking areas. Plan site set up to avoid need for pedestrians to cross routes

Action taken
Pedestrian routes are shown on site drawing displayed in induction room. This is reviewed daily in accordance with risk assessments and updated if required. Pedestrian routes are explained during induction.
✓
✓
Routes reviewed daily
Routes to be checked daily via supervisors' inspections
Part of inspection
✓
✓
✓
✓
Welfare areas are kept separate from vehicle routes.



VEHICLES ROUTES

	YES	NO	N/A
Q1 Are pedestrian routes clearly separated from vehicle routes by fencing and/or a kerb, or other suitable means. If 'no' see action 1	✓		
Q2 Are routes wide enough to safely accommodate the number of vehicles likely to use them at peak times. If 'no' see action 2	✓		
Q3 Do routes allow easy access to delivery areas. If 'no' see action 3	✓		
Q4 Are routes kept free of obstructions If 'no' see action 4	✓		
Q5 Are routes clearly and suitably signed If 'no' see action 5	✓		
Q6 Can pedestrians safely cross the main vehicle routes. If 'no' see action 6	✓		
Q7 Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes. If 'no' see action 7	✓		
Q8 Do routes eliminate or reduce the need for reversing. If 'no' see action 8		✓	
Q9 At the final point of exit can the driver see pedestrians on the pavement. If 'no' see action 9	✓		
Q10 Are temporary structures protected from vehicle impact. In 'no' see action 10	✓		
Q11 Will parking areas be required. If 'yes' see action 11		✓	



Actions to be taken

- 1** Ensure routes are clearly designated and pedestrians protected
- 2** Ensure the plan assumes peak number. Consider one way system.
- 3** Plan routes to allow safe access
- 4** Ensure plan includes need to keep access routes clear
- 5** Ensure sufficient signage
- 6** Ensure sufficient crossing points are planned for. Ensure drivers are told of crossing points.
- 7** Ensure that blind spots are eradicated during the planning process
- 8** Plan routes to reduce or eliminate reversing
- 9** Ensure adequate sight lines or mirrors to assist driver. Angle hoarding line to assist vision
- 10** Ensure scaffolds, falsework or other structures (LPG stores) are protected from impact.
- 11** Ensure sufficient parking area exist. If necessary provide banksman to ensure vehicles are parked safely. Ensure adequate lighting exists.

Action taken
Routes clearly signed and separated
✓
✓
To be checked via supervisors' inspections
✓
✓
✓
✓
✓
✓
No vehicle access to site.



VEHICLE MOVEMENTS

	YES	NO	N/A
Q1 Are routes planned to reduce the need for excessive vehicle movement If 'no' see action 1	✓		
Q2 Are vehicles fitted with reversing aids If 'no' see action 2 and Section 5	✓		
Q3 Will vehicles reverse without reversing aids. If 'yes' see action 3 and Section 5		✓	
Q4 Will vehicles reverse to excavations. If 'yes' see action 4 and Section 5		✓	
Q5 Are routes kept free of obstructions. If 'no' see action 5	✓		
Q6 Are routes clearly and suitably signed If 'no' see action 6	✓		
Q7 Can pedestrians safely cross the main vehicle routes. If 'no' see action 7	✓		
Q8 Do pedestrians have a clear view of traffic movement at crossings and at gates which lead onto traffic routes. If 'no' see action 8	✓		
Q9 Do drivers have a clear view. If 'no' see action 9	✓		
Q10 Will vehicles run a risk of depositing mud on the road. In 'yes' see action 10		✓	
Q11 Will vehicles need sheeting up If 'yes' see action 11	✓		



Actions to be taken

- 1** Ensure routes provide sufficient space to turn.
Keep routes to a minimum
- 2** Request they are fitted.
- 3** Vehicles not fitted with reversing aids must be banked when reversing.
- 4** Ensure banksman present or adequate stop block
- 5** Ensure plan includes need to keep access routes clear. Include in induction
- 6** Ensure sufficient signage.
- 7** Ensure sufficient crossing points are planned for. Ensure drivers are told of crossing points.
- 8** Ensure that blind spots are eradicated during the planning process.
- 9** Plan routes to reduce or eliminate reversing and blind spots
- 10** Consider wheel wash facilities or another suitable alternative
- 11** Ensure provision of sheeting gantry if required

Action taken
Review daily
✓
All reversing vehicles to be banked.
✓
✓
✓
✓
✓
✓
Vehicles to be sheeted.

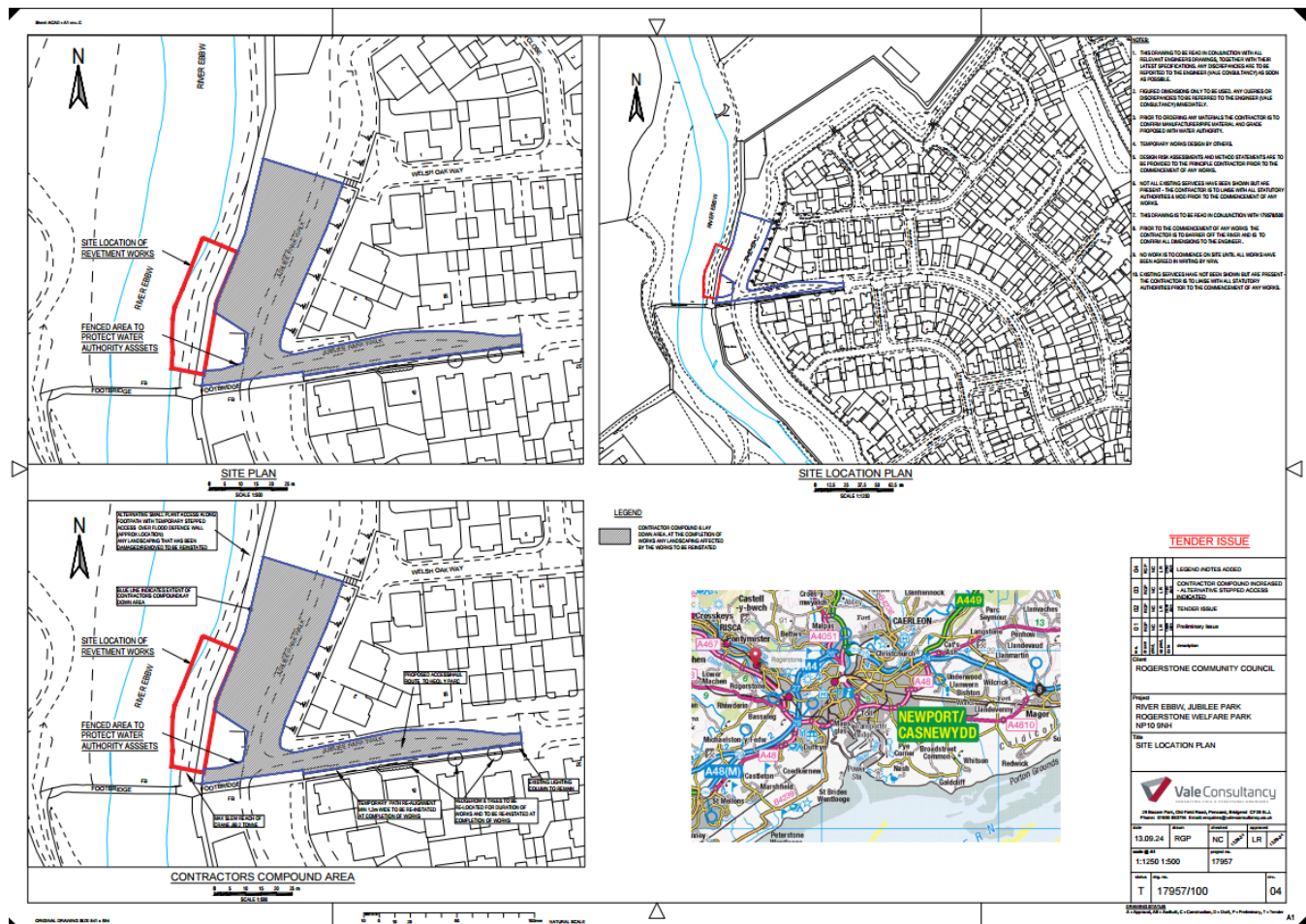


HIERARCHY OF CONTROL MEASURES FOR REVERSING OPERATIONS

1	Eliminate need to reverse	Implement one-way systems around the site and in loading and unloading areas. Provide designated turning areas.
2	Reduce reversing operations	Reduce the number of vehicle movements as far as possible, Instruct drivers not to reverse, unless necessary.
3	Ensure adequate visibility for drivers	Fit cctv, convex mirrors, Fresnel lens, etc. to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicles.
4	Ensure safe systems of work are followed	Design vehicle reversing areas which, • Allow adequate space for vehicles to manoeuvre safely • Exclude pedestrians; and • Are clearly signed and have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area. Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle. Ensure everyone on site understands site rules on vehicle safety. Drivers and signallers need to be in constant communication during reversing operations. Signallers should not be put at risk from vehicle movement, e.g. by standing directly behind reversing vehicles. Ensure all vehicles on site are fitted with appropriate warning device.
5	Provide warnings when vehicle s	Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles.



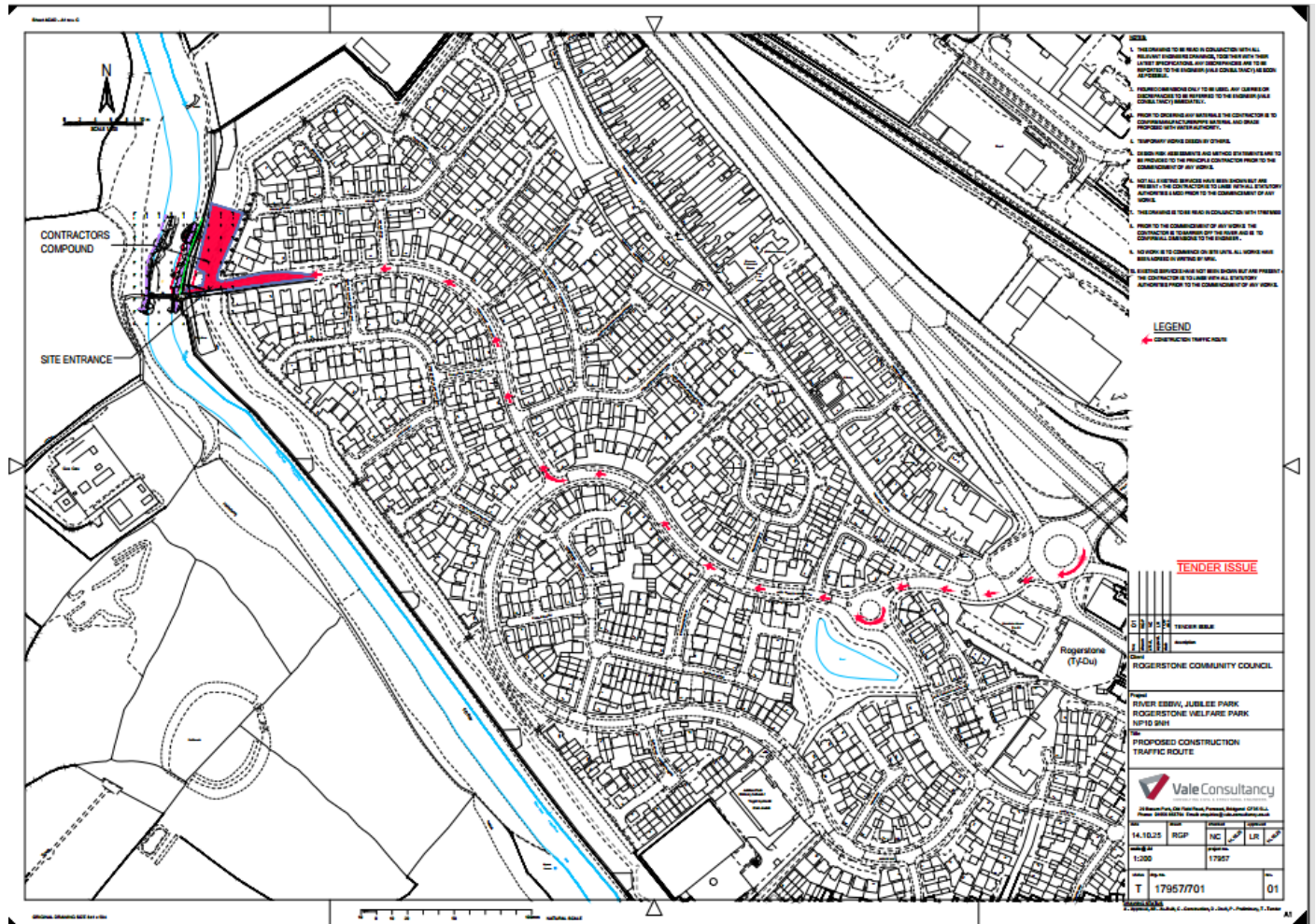
APPENDIX 1: Location Map





APPENDIX 2:

Construction Traffic Site Access Route Plan (Ref Section 1:11)



APPENDIX 3:

Offsite Temporary Directional Signage to the Site

TBC by PRINCIPAL CONTRACTOR



APPENDIX 4

Risk Assessment of the Contractors Compound incl Layout and Site Parking

RISK ASSESSMENT

CONSTRUCTION OF SITE COMPOUND

Hard Hat (EN397)	Hi-Vis Vest	Safety Boots (BS EN 345 -1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352 -1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✗	✗	✓	✗

GENERIC CONTROL MEASURES	
Applicable to all the hazards below	- Operatives to be competent, having both practical & theoretical training. - Daily plant/equipment inspections to be carried out and serious defects reported immediately. - Plant and equipment to be used and maintained in accordance with manufacturer's instructions. - A site speed limit must be in place and enforced by management. - Drug and alcohol testing to be carried out periodically at random and with cause on Principal contractors' operatives. - Any defective or damaged plant/equipment must be taken out of operation until it has been repaired by a competent person. - A second person must not be carried in machinery unless an additional seat is fitted. - Safe use and maintenance of mirrors and reversing cameras. - Toolbox Talks and adequate information to be provided by management. - Utilise task lighting when applicable. - Segregation of plant/operations and ground personnel. - Provide and maintain suitable haulage routes. - Adequate signs to be in place. - Safe working load (SWL) must be complied with. - All site plant must have a fitted working amber beacon when operating on site. Any other vehicles are to have their hazards flashing when driving around site. - Where fitted seatbelts are to be always worn. - Failure in the employees' duties will result in disciplinary action. - Appropriate PPE to be always worn.

STEP1 Identify the Likelihood rating of the risk materialising, using the table below:

STEP 2 Identify the Consequence rating if the risk should materialise, using the table below:



Numerical Rating	Probability	Description
0	Impossible	i.e. cannot happen
1	Almost impossible	i.e. possible on rare occasions
2	Highly Unlikely	i.e. possible on very rare occasions
3	Unlikely	i.e. possible on occasional occasions
4	Possible	i.e. possible on frequent occasions
5	Even Chance	i.e. possible on many occasions

Numerical Rating
0
1
2
3
4
5

Consequence
No Injury
Minor First Aid Injury
Break Bone or Minor Illness (Temporary)
Break Bone or Minor Illness (Permanent)
Loss of a limb, eye, serious illness
Fatality

STEP 3 the Likelihood x Consequence will give the risk rating. Using the risk rating and the action table detailed below, determine what further action needs to be taken to reduce the risk to an acceptable level.

Risk Rating	Action to be Taken
16-25	Stop work until control measures reduce the risk rating to an acceptable level
6-15	Introduce control measures to reduce risk as low as reasonably practicable
0-5	No action required risk broadly acceptable

HAZARDS	PERSONS AFFECTED & LIKELY HARM	RISK			ADDITIONAL CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
Overturning of machine	Operator, other workers, subcontractors, visitors, general public - minor scrapes to serious breaks, head injuries, crushing injuries possibly leading to death.	4	5	20 HIGH	- Maintain the routes to minimise potholes, ruts, debris and other obstructions. - Avoid slopes, including slopes across the direction of travel. IF slopes cannot be avoided, check with the vehicle supplier that the dumper can negotiate the slopes safely. - The slope should be reduced where rough ground must be negotiated. Speed should be kept to a minimum on rough ground. - Only a trained operator will control the Hiab arm; this lift will only be conducted on flat ground away from any underground services. - The safe working load (SWL) will not be exceeded. - The stability of high lift skip dumpers is greatly reduced when the skip is in the elevated position. At locations where such dumpers need to have their skips raised e.g. to tip into a waste container, ensure that the ground is substantially flat, level and free from debris. - Keep pedestrians and site vehicles apart. Wherever possible, pedestrian only routes will be supplied. If it is necessary for traffic and pedestrians to share the same route, segregated walkways alongside the vehicle route will be supplied.	1	5	5 LOW



Collision with other plant, vehicles, persons on foot or fixed structures	Operator, other workers, subcontractors, visitors, general Public - minor injuries, scrapes, breaks possibly leading to death. Environmental impact	4	4	16 HIGH	- Where traffic routes pass close to the edge of an excavation, embankment or other drop, make sure that the edge of the roadway is supported where necessary and provide a suitable barrier to prevent vehicles running off the roadway. Position stop blocks a safe distance away from the edges of excavations, pits, spoil heaps etc., to prevent dumpers falling during tipping. - Daily briefings will be carried out to all staff on site regarding the work activity and daily hazards.	1	5	5 LOW
Falling objects	Operator, other workers, sub-contractors, visitors, general public - minor injuries scrapes, knocks, broken bones, cuts possibly leading to death	4	4	16 HIGH	- The Safe Working Load (SWL) of the chains will not be exceeded. - Slings/chains must have a 6 monthly thorough examination. - No persons will be in proximity (2m) of site welfare when it is being lifted. - The lift is to be suspended in adverse weather, high winds etc.	1	4	4 LOW
Unauthorised access to the site	Principal contractors' operatives, subcontractors, visitors, general public - minor injuries, knocks bangs, scrapes possibly leading to death	3	5	15 MED	- Fencing is already erected around the site. - Fencing checks will be carried out on a weekly basis. - Warning signs are displayed at key points around the site. - CCTV is in operation; this is monitored 24 hours a day, 7 days a week. - Main gates are to be kept closed when not in use.	1	5	5 LOW
Noise Emission	Principal contractors' operatives, sub-contractors Operator, visitors, public - minor to serious injuries, tinnitus, loss of hearing which could be temporary/permanent	2	3	6 MED	- Noise monitoring is to be carried out as and when required. - The main generator is to be kept as far away from the main accommodation Bunka bins as is practicable. - There are no areas classed as mandatory hear protection (85dba) however ear protection is available if required. - Working hours may be restricted and have noise constraints; refer to your site-specific induction.	1	3	3 LOW
Spill of hazardous substances	Principal contractors' operatives, sub-contractors, other workers, environment impact - minor burns, sickness, inhalation leading to respiratory problems and/or possible death.	4	2	8 MED	- Earthworks will supply and maintain safe access and egress to site and around site. - Adequate walkways will be supplied and maintained. - Operatives are responsible for maintaining their foot wear in good condition and notifying their supervisor when new is required. - The generator area is to be kept segregated from the main compound with any cables covered/highlighted where appropriate. - Adequate steps will be supplied for and maintained for the welfare units. - All shear edges are to have bunding and or fencing around them to prevent plant and machinery from toppling in. - Adequate lighting will be supplied in key areas of the site. Good standard of housekeeping is to be maintained on site. Any issues must be reported to the Principal Contractor. Individuals are responsible for maintaining their Personal Protection Equipment (PPE) If they require new PPE, they must inform the supervisor/site manager for replacements.	2	2	4 LOW



Dust / Fumes	Operator, other workers, subcontractors – respiratory members of the public Illness / occupational disease possibly leading to death	4	2	8 MED	- Water suppression used when required in the form of a tractor and bowser, spreading water over the area. - In dry periods operatives are encouraged to keep all windows closed when operating plant. - No chemicals are to be used in a confined space; most operations are carried out in a well-ventilated area. Any operatives with concerns can report these to their supervisor/manager.	2	2	4 LOW
Excess water	Operator, other workers, subcontractors, visitors, general Public - could lead to spread of viruses/disease, drowning leading to death	4	5	20 HIGH	- Waterproof coats, leggings and wellingtons are to be made available to Principal contractors' operatives as required to prevent the pollution of water courses and groundwater. - In cases of extreme weather conditions there are several actions that can be taken: - Drainage trenches to transport water - Creating sediment basins or fences - Provision of spillways/lined containers - Compaction of surfaces	1	5	5 LOW
Winter weather	Operator, other workers, subcontractors, visitors, general Public – symptoms of cold/flu, hypothermia, breaks	3	5	15 MED	- Winter Personal Protective Equipment supplied (thermal hat liners, coats, gloves) as required for Principal contractors' operatives. - The Principal Contractor is responsible for suitable adequate welfare for operatives, this includes toilets, washing facilities (including, clean hot and cold, or warm, running water); soap or other suitable means of cleaning; towels or other suitable means of drying; and showers where the nature of work is particularly dirty or there is a need to decontaminate, dry room, running water, rest areas. These will also be maintained and monitored by the Principal Contractor. - If gritting is required, the site management team will arrange for this to be supplied and managed. Waterproof coats, leggings and wellingtons are to be made available to operatives	1	5	5 LOW

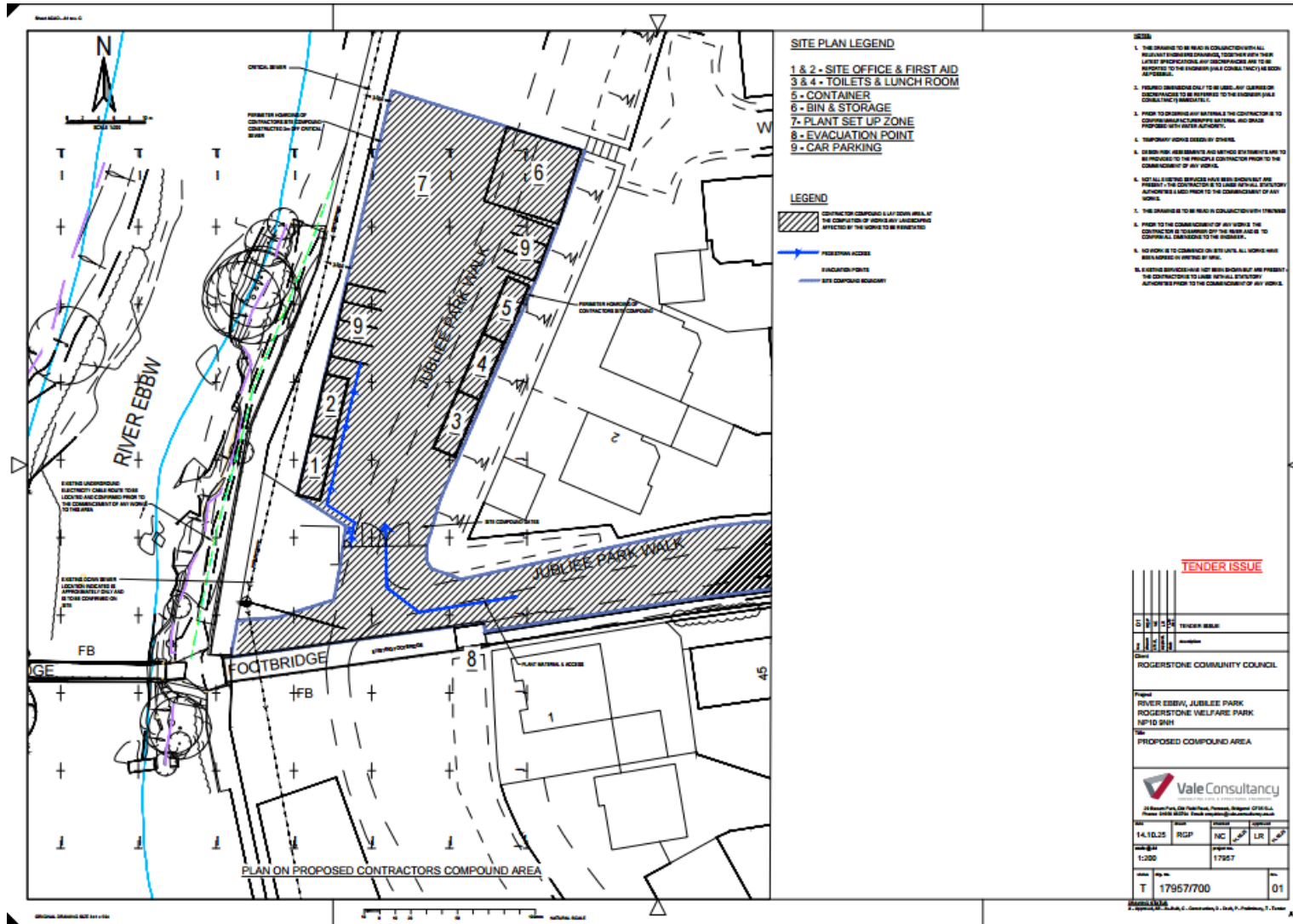
Working in the sun	Management, supervisors, operatives - Exposure to Ultra Violet (UVA & UVB) Rays from the Sun Photoaging (Dermatophilosis - Premature ageing of the skin due to continuous and long-term exposure), heat stroke, sunburn	4	5	20 HIGH	- Operatives to wear clothing which covers all areas of the body made from close-woven fabric, such as a long-sleeved work shirt and jeans. - Protect the back of your neck. - Sunscreen to be provided to operatives. - Drink plenty of liquids and take regular breaks during high temperatures. - Clean drinking water to be provided at separate points around site. - Educate workers about recognising the early symptoms of heat stress. - Majority of machines have air conditioning in the cab. - Stay in the shade whenever possible, during your breaks and especially at lunch time. - Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.	4	3	12 MED
Fouling of the road surfaces	Operator, other workers, subcontractors, visitors, general public – slipping, skidding of vehicles leading to serious injury	3	4	12 MED	- This will be monitored daily, taking into consideration the amount of traffic on and off site for the day. If required a road sweeper will be contracted to manage this. - Supervisors/managers should arrange for wheel/track cleaning facilities where necessary. Any concerns or issues will be highlighted to the Principal Contractor.	1	4	4 LOW



Falling from height	Principal contractors' operatives, sub-contractors, trespassers, visitors - serious injuries, breaks, fractures, head injuries possibly leading to death	4	4	16 MED	- Any works carried out on top of the cabins must be carried out by suitably trained operatives in working at height and harness trained. - Working at height must be avoided where possible for example extendable poles used to unhook the lifting chains. - Ladders are only to be used for light work of short duration. - Ladders must be secured at the top and bottom. - No working at height in adverse weather conditions, this is to be monitored throughout, and the operations stopped. - All excavations are to have safe access and egress to them with a graded ramp in and out. - All sheer edges are to have bunding and or fencing around them to prevent plant and machinery from toppling in. - Any drop off point of excavations must have a bunding or stop blocks in place to prevent plant and machinery from reversing fully into the excavation - Adequate lighting is to be supplied in key areas of the site.	1	4	4 LOW
Hazardous substances	Operator, other workers, subcontractors - long term disease, Mesothelioma, lung cancer leading to possible death	4	5	20 HIGH	- Site surveys and soil sampling will be carried out before the site works starts; any action points will be addressed at this time. - Operatives are trained on UKATA asbestos awareness. - If unknown substances are found during an excavation all work will stop. Works will commence once the integrity of the substance has been identified and the appropriate action taken. - All chemicals used are to have a COSHH assessment carried out and accompanied by a material safety data sheet (MSDS). Operatives will be made aware of these documents and control measures as well as where to find them if required.	1	5	5 LOW
Heavy/ awkward items	Principal contractors' operatives, sub-contractors - pulls, strains, torn ligaments break injuries to upper and lower back, slipped disc and hernias	4	3	12 MED	- Manual handling operations are to be avoided so far as is reasonably practicable, this can be done by using lifting aids. - All operatives are to assess the load before moving it - TILE (Task, Individual, Load, Environment). - No operative is to lift above their individual capability. - Where lifting aids cannot be used and it is possible to break the load down, this is to be done. - Where a load cannot be split down, operatives are to conduct a team lift with another individual, when a lift is not in their individual capability. - Manual lifting of large items where so far as is reasonably practicable in adverse weather conditions.	1	3	3 LOW
Fire / explosion	Principal contractors' operatives, other workers, sub-contractors, visitors, general public - serious impact injuries, burns possibly leading to death. Environmental damage	4	4	16 HIGH	- No smoking in any equipment or vehicles. - Site security, with a minimum of secure fencing to be in place. - Waste is to be kept in separate locked receptacles away from the site boundary. - Good level of housekeeping in and around site, all COSHH waste is to be disposed of correctly. - Flammable liquids are kept locked in a COSHH cube on site. - Ensure that fire extinguishers provided are close to hand at the works area. - Combustible materials kept away from the refuelling station. - Equipment to be shut down / isolated prior to starting refuelling operation. - Alert the site manager immediately in the event of a large spillage. - Operation of mobile phones is not allowed when refuelling. - Smoking only in designated areas of the site.	1	4	4 LOW



Slips trips and falls	Operator, other workers, subcontractors, visitors, general Public - minor injuries, scrapes, knocks, broken bones and cuts	4	4	16 HIGH	• Prevent spillages and contamination from getting onto the floor such as oils, water and other substances. • If a spill does occur, control the contamination as soon as it happens. • Adequate lighting will be provided in properly lit areas so that any obstructions can be easily seen. • Appropriate footwear is to be always worn. • A good standard of housekeeping is to be kept both in the site office and the site. • A close examination of your work activities; contamination comes in a few forms including sawdust, food, cardboard or fluids. • Any leaking equipment is to be isolated and maintained. Any spills will be cleaned up with the appropriate warning signs displayed. • All walkways are to be kept level as is so far reasonably practicable. Any change in levels is to be graded or stepped to a suitable specification. • Trailing cables are to be avoided where possible. If this cannot be avoided, then coverings and signage are to be used.	1	1	4 LOW
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Proposed Site Compound Layout