

Construction Phase Plan (CPP)
01/05/2026
Berewood Southern Access
Infrastructure Works
for
Grainger Plc

0 Document Management

0.1 Document History

Revision Number	Brief description of Revision	Author	Reviewer	Date
00	Initial creation	JE		01/05/2026
01	Various additions made following feedback	LP	JE	26/05/2026

0.2 Approval (If Required)

Name	
Signature	
Date	Click or tap to enter a date.

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1 Introduction

This Construction Phase Plan has been produced to comply with the Construction Design and Management (CDM) Regulations 2015, Reg 12 and is set out as described in appendix 3 in the HSE Guidance, Managing Health and Safety in Construction. (HSG L153).

As the Principal Contractor Mildren Construction Limited will:

- Address the health and safety issues likely to be involved in the management of the construction phase.
- Plan, manage and monitor the construction phase providing adequate resources and competent site management that is appropriate to the risks envisaged during the project.
- Provide contractors with the necessary information about the project that they need in order for them to carry out their work safely and without risk to health.
- Facilitate the co-ordination, co-operation and communication between contractors on the site.
- Adequately secure the site to exclude unauthorised visitors.
- Provide inductions to all visitors and contractors attending the site.
- Liaise with the Principal Designer on design and its implications for the plan and provide information on any temporary works.

2 Project Details

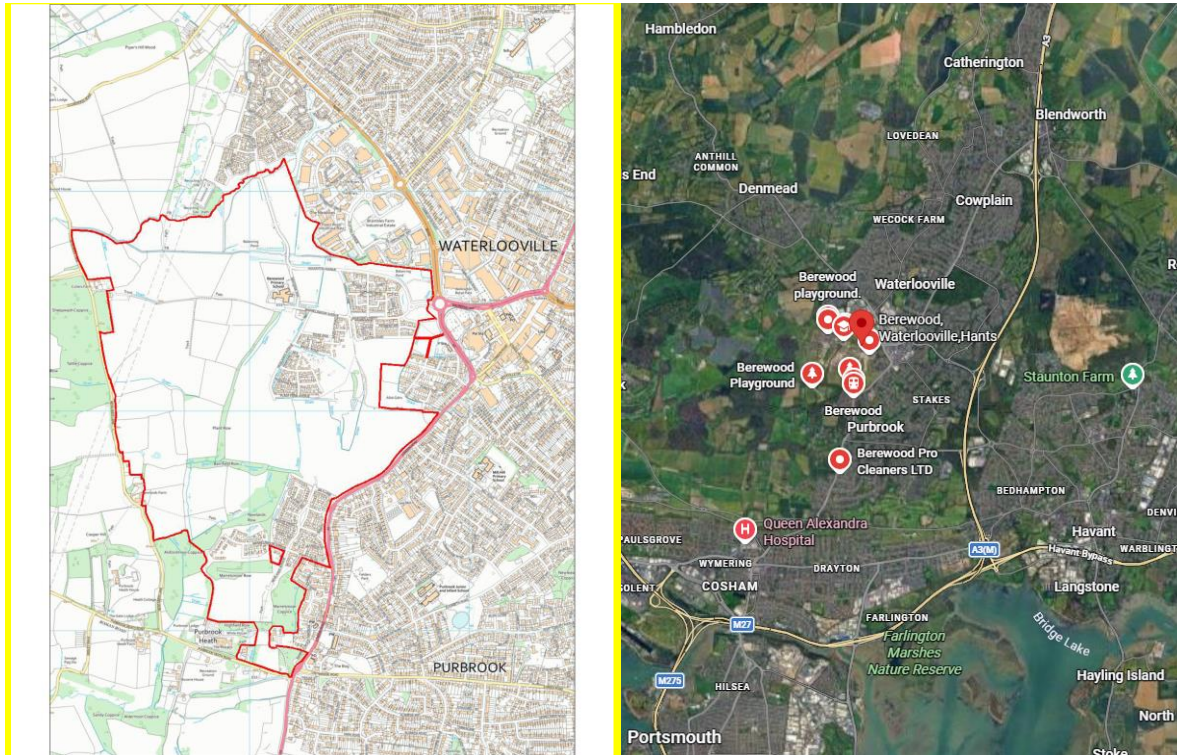
2.1 Description of the Project

The project involves works including road construction, highways drainage, traffic islands, alterations to existing highway infrastructure, new street lighting, road markings, traffic signs, and headwalls and ditching.

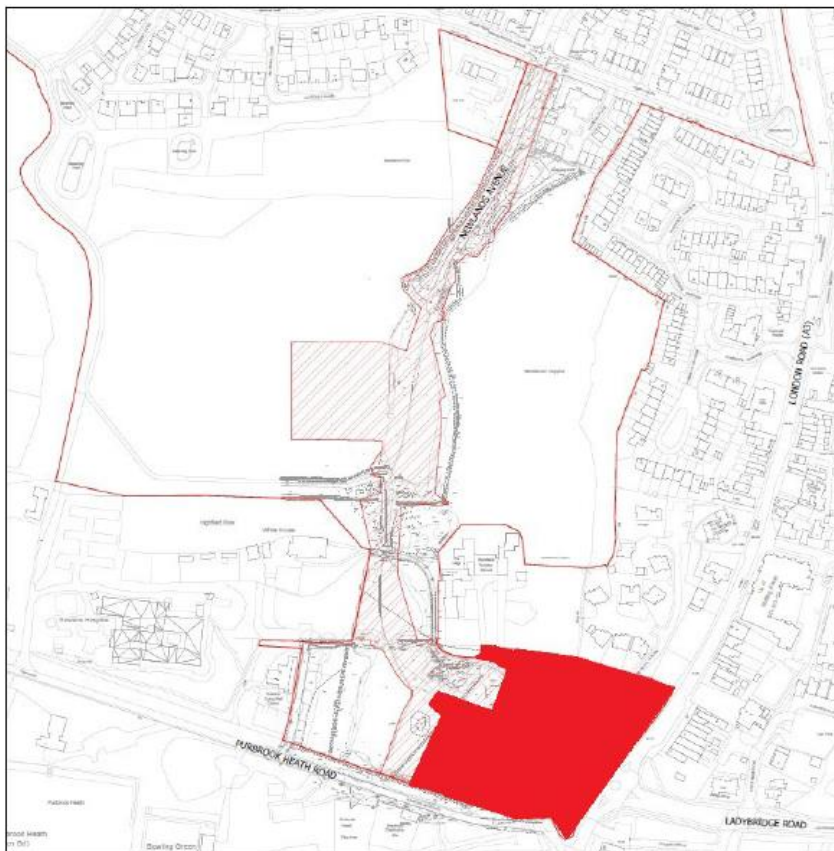
2.2 Location and Description of the Site

Berewood is located to the west of the town of Waterlooville in Hampshire. The site itself is approximately 200 hectares in size and is bounded to the east by the A3, London Road, and arable fields to the west. Proxima Park forms the northern element of the development beyond the River Wallington, whilst the south is bounded by Purbrook Health Road and its associated properties.

The overall Berewood masterplan development is located –



The area of the new Southern Access is –



The areas of the Southern Access works are depicted in red above and adjoin the Phase 4 works.

2.3 Adjacent Uses, Surrounding Buildings

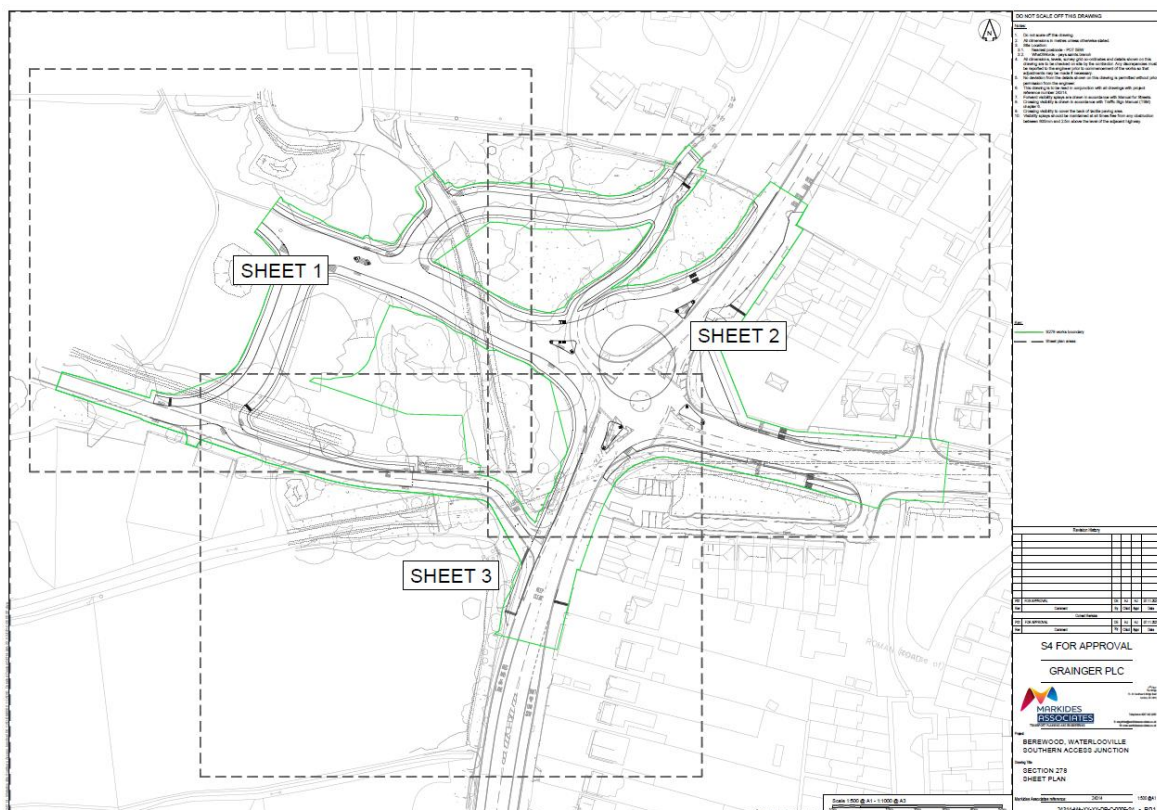
The area is predominantly residential, existing highways and open green space.

None of the proposed work should affect any other neighbouring properties bordering the site, however care will need to be taking during works close to the boundaries.

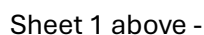
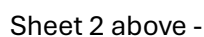
Road and the access & egress to all neighbouring properties must be maintained, un-obstructed at all times.

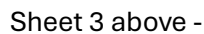
2.4 Scope of the Works

The project involves works including road construction, highways drainage, traffic islands, alterations to existing highway infrastructure, new street lighting, road markings, traffic signs, and headwalls and ditching.



Overall scheme above -





The following provides a segmental break down of the work, not necessarily the order the work will be undertaken:

- Stoning up of welfare areas, materials storage and parking area.
- Erection of security fencing and gates at site entrance.
- Installation of welfare cabins, generator and storage containers.

- Excavation down to formation
- Placement of sub-base
- Kerb and drainage Installation
- Manhole installation
- alterations of existing kerbs, drainage, traffic islands and signage.
- Tarmac
- Coloured surfacing
- White lining
- Sign erection
- Street Lighting

- Landscaping including ditches and attenuation ponds

Any works to the live carriageway will be undertaken under traffic management including lane closures, speed restrictions and temporary traffic lights.

2.5 Programme Details

Construction Start Date	TBC
Construction Programme	TBC
Planned Completion Date	TBC

2.6 Site Working Hours

The normal site working hours will be between the following times:

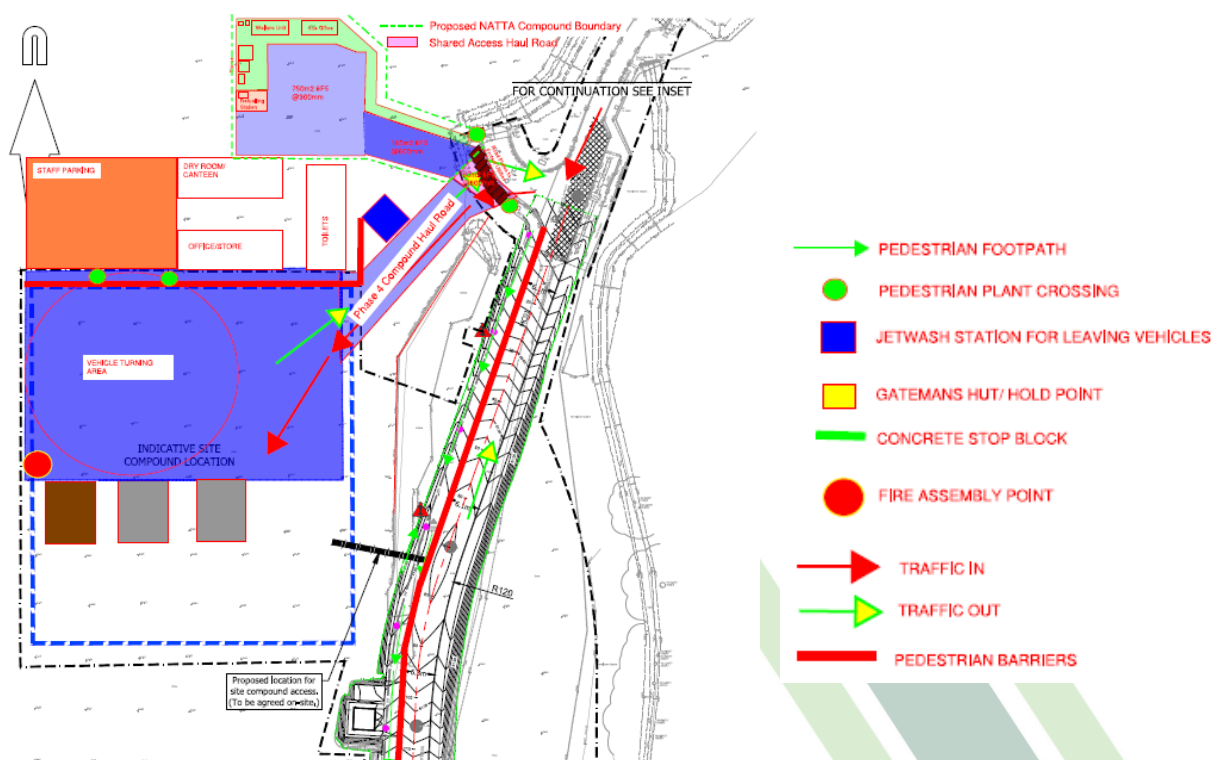
Monday to Friday	08:00-18:00
Saturday	08:00-13:00
Sundays and Bank Holidays	Subject to Agreement with Client

Working outside of these hours is not anticipated, but if specifically required, must be requested and agreed to by the Client before commencing. This will only be for a specific procedure or due to a safety, or similar, requirement.

During the works waste removal and material delivery will be time to avoid peak traffic whenever possible. All site vehicles will exit the site by the dedicated works access points dictated on the Traffic Management Plan (TMP).

2.7 Site Layout (welfare facilities, entrances, storage areas etc.)

The site offices and compound are to be located



This compound area will contain the following:

- Site Office / Canteen / Drying Room facility
- Toilets
- Facilities to wash
- Storage container

Pedestrian and vehicle access routes, materials storage, turning areas and parking are detailed on the Traffic Management Plan in Appendix G.

Additional temporary toilet facilities will be provided in the works areas as required by the distance from the welfare facilities.

2.8 Existing Records & Plans

A Pavement Investigation will be undertaken and is available to the Mildren Construction Site Manager.

The following services are known to exist on site:

- Gas
- HV & LV Electric – Overhead / Underground
- Telecoms
- Surface water drainage
- Foul drainage
- Water
- Fibre Optic

The following document is a GPR survey of the works area –



OneDrive_1_26-02-2025.zip

The Site Manager will make themselves aware of the layout of the site and locate any services prior to the commencement of works following possession of site. This is to be done by hand dug trial holes making use of insulated tools. A Permit to Dig will be operated on this site.

The following surveys are available to view within the filing system

- Ground investigation
- Environmental management plan
- Assessment of ecological Issues

2.9 Details of the Project Team

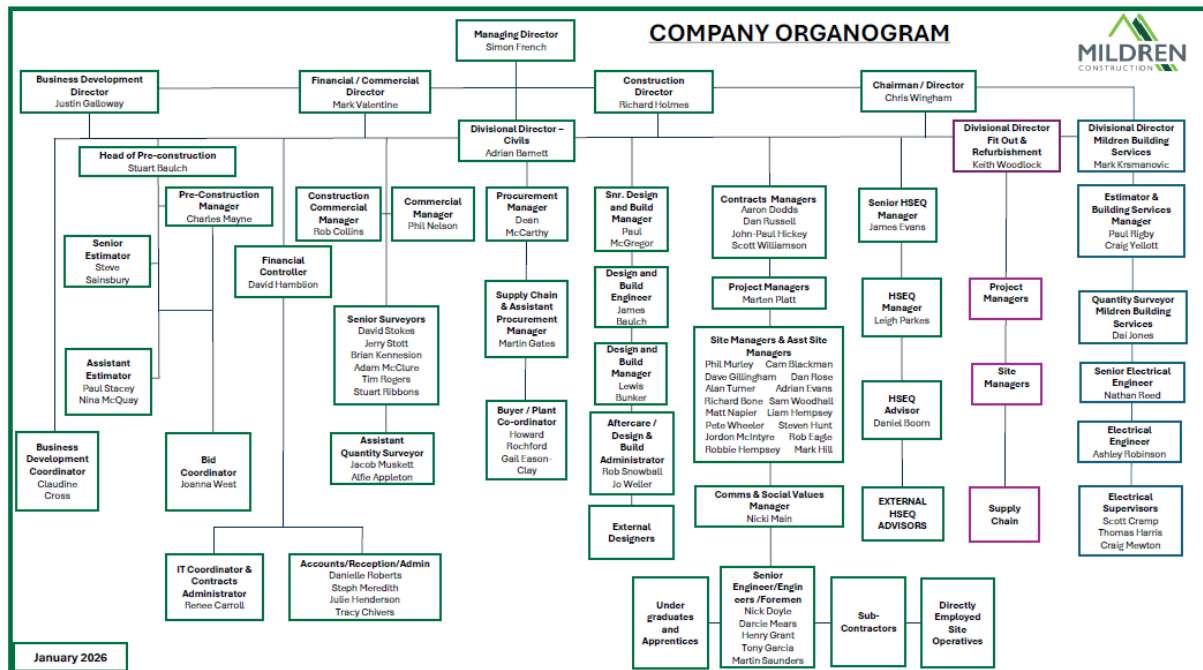
Company Name	Address	Tel No	Email	Contact Name(s)
Client				
Grainger Plc		07990379610	CWilliams@grainagerplc.co.uk	Chris Williams
Clients Construction Project Manager				

LFP		07904793379	James.rood@LFPLtd.com	James Rood
Principal Contractor				
Mildren Construction Limited	120 Matchams Lane Hurn, Christchurch Dorset BH23 6AN	01202 487480	Main@mildrenconstruction.co.uk Adrian.barnett@mildrenconstruction.co.uk	Adrian Barnett
Designer – Discipline				
Mildren Construction Limited	120 Matchams Lane Hurn, Christchurch Dorset BH23 6AN	01202 487480	Office @Mildrenconstruction.co.uk	
Designer – Transport Planning & Engineering				
Markides Associates	2 nd Floor, The Birdge 73-81 Southwark Bridge Road, London, SE1 0NQ	0207 4422225	enquiries@markidesassociates.co.uk	
Environmental Consultants				
Holbury Consultancy Services	8 Tollgate Estate, Stanbridge Earls, Romsey, SO51 0HE	07788638938	Jeff.picksley@holburycs.co.uk	Jeff Picksley
Third Parties				
HSE		0300 003 1647	Lines are open Monday to Friday from 8.30am to 5pm (on Wednesdays from 10am to 5pm).	

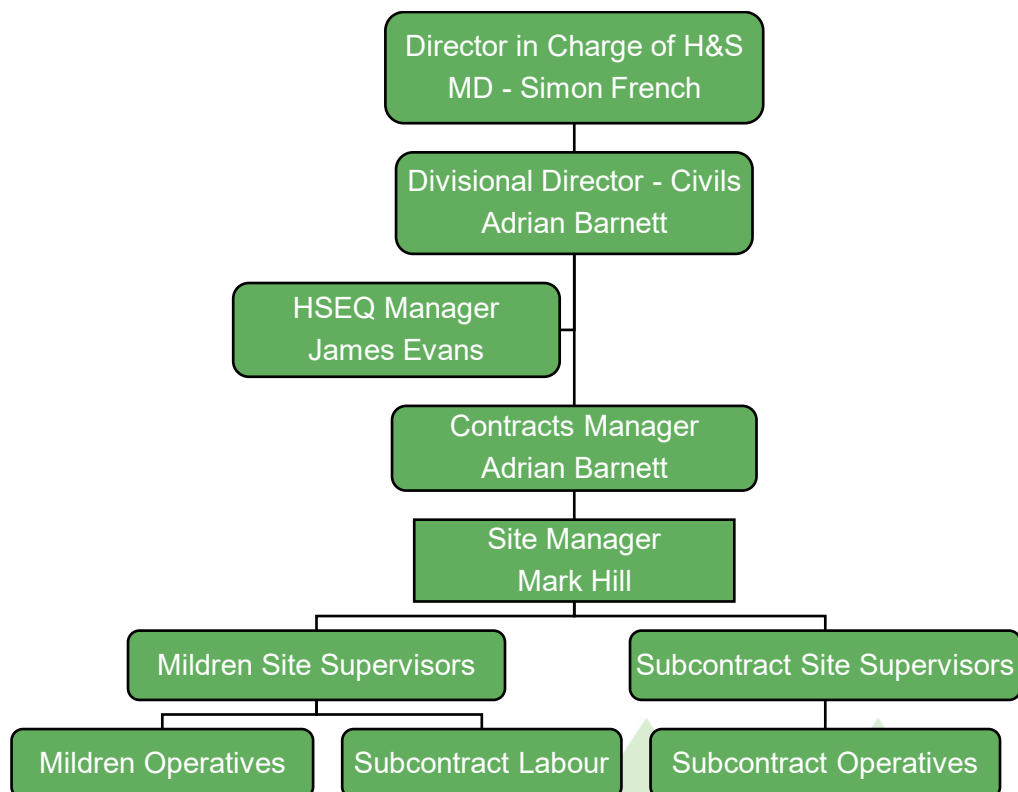
This project is notifiable under Regulation 6 of The Construction (Design and Management) Regulations 2015 has been arranged by the Client.

3 Management Arrangements

3.1 Management Structure



Mildren Construction Limited - General Company Structure



Project Management Structure

3.2 Management Responsibilities

The Managing Director is in charge of health and safety at Mildren Construction Limited and they and other directors will visit the site during the works. The management structure at Mildren Construction Limited is shown above in section 3.1.

The office-based management team will provide information and co-ordinate the planning of health and safety prior to commencement of works on site at which point that responsibility will transfer to the Site Manager with the support of the office-based management team as required.

Overall control of the site safety will remain the responsibility of the Site Manager.

Description	Person(s) Responsible
Contracts Manager	Adrian Barnett
Site Manager	Mark Hill
Civils Director	Adrian Barnett
Collate Health and Safety File information	Contracts Manager
Carry Out & Record Site Inductions	Site Manager
Review Contractors Risk Assessments / Method Statements, Write Mildren RAMS.	Site Manager / HSEQ Advisor
Authorised to Issue Permits to Work	Site Manager
Provide first aid and maintain provisions	Site Manager
Carry out & record plant inspections	Site Manager
Carry out workplace weekly inspections	Site Manager
Deliver toolbox talks	Site Manager / Contracts Manager / / HSEQ Advisor
Carry out & record lifting equipment inspections	Site Manager
Record accident / incident details	Site Manager
Carry out and record excavation inspections	Site Manager
Carry out and record scaffold inspections	Site Manager
Carry out incident investigations	Site Manager / HSEQ Advisor
Report RIDDOR incidents to the HSE	HSEQ Manager
Fire Warden	Site Manager
Banksman Duties	TBA
Site Waste Champion	Site Manager
Site Environmental Management	Site Manager

3.3 Occupational health and safety (OH&S) Responsibilities

Occupational health and safety responsibilities for each of the individuals stated above are detailed in the organisation section of the company's Occupational Health and Safety Policy, which is available on request.

3.4 Client Requirements

All health and safety monitoring and inspections will be made available to the Client on request. Health and Safety will be included as a specific item on the agenda at Progress, Traffic Management and Commissioning Meetings. Welfare and office facilities will be provided for us by the Client within the Mildren construction compound.

The Contract Manager, and when required the Site Manager, will liaise on a formal basis with the Client at regular intervals in order to communicate information regarding the proposed works and the health and safety arrangements to be put in place. The Site Manager will be available at all reasonable times to discuss matters of health and safety with the Client's Representative.

Monthly reports are to be produced for the monthly progress meetings. No additional requirements have been stipulated by the client.

3.5 Health and Safety Goals for the Project

To complete the works within the contract time scale to the design and specification set out in the contract documents, with due regard to the safety, health and welfare of staff and others, including the public, who may be affected by the project.

These objectives, and those listed below, shall be achieved by the strict adherence to all statutory, client and company requirements in respect of health and safety together with a commitment to manage these obligations professionally and enthusiastically.

- To have no accidents on site or adjacent to the site.
- To have no occupational ill health arising from the project.
- To ensure that no environmental damage occurs.
- To ensure the minimum disruption to the local community.
- To exclude unauthorised persons, especially children from the construction site.
- To provide safe access to, and egress from, workplaces.
- To provide workplaces that are free from risks to the health and safety of persons at work, or affected by the work, so far as is reasonably practicable.
- To provide operating conditions so that the lowest reasonably practicable levels of noise and dust are generated by construction activities.

3.6 Arrangements for Monitoring and Review of Health & Safety Performance

Monitoring will be carried out daily by our Site Manager, who will maintain a constant presence on site. The Site Manager will carry out their own internal site checks on a daily and weekly basis. These will be further checked by our internal HSEQ Manager on a fortnightly basis.

Subcontractors are expected to carry out their own individual monitoring of site works in addition to this and their ability to do so is checked prior to awarding construction with them.

Copies of safety inspections will be kept within the company's electronic filing system, Deltek.

3.7 Standards

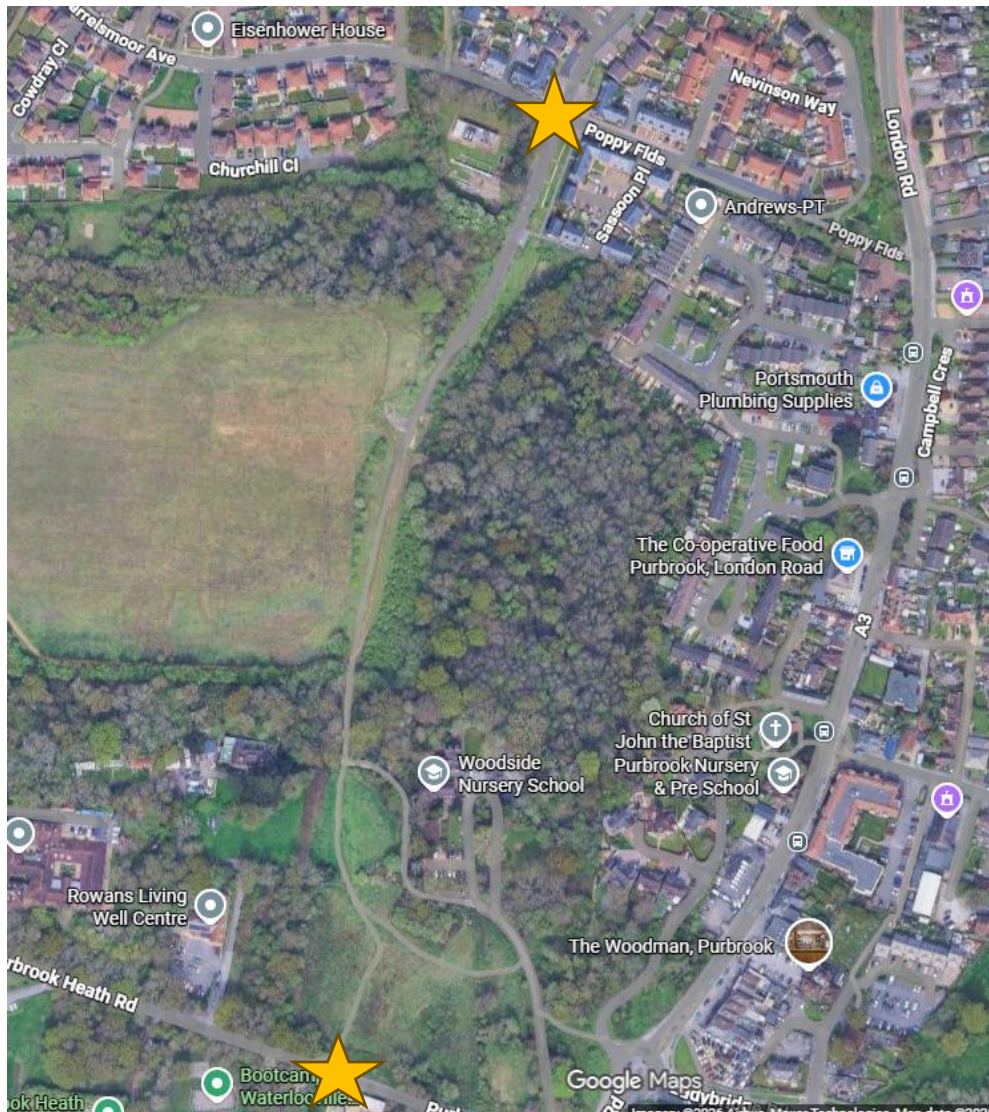
All statutory standards and requirements for health and safety shall form a part of the standards required by this health and safety plan. In addition, the works shall be undertaken in accordance with

- The Company Policy for Health and Safety.
- All additional site-specific client requirements.
- HSE Approved codes of practice and guidance.
- BS EN ISO 45001.

4 Management of The Work

4.1 Access & Egress

The main access route on and off site will be via Purbrook Heath Road or Newlands Avenue, dependant on the stage of the works.



Additional signage will be placed along the road in the vicinity of the compound entrance to advise other traffic of the movement of construction vehicles and to direct construction vehicles efficiently to the site / compound entrance.

Pedestrian access to the work areas will be segregated from the main vehicular access to the site.

Efforts will be made prior to vehicles leaving the site to ensure vehicles will not deposit debris on the highway. Appropriate wheel washing facilities will be provided as required. A road sweeper will also be employed as required to assist in maintaining the condition of the highway.

Access through the works is to be maintained at all times for emergency vehicles.

Traffic Management Plans for each phase of the works will be included in Appendix G.

4.2 Material Deliveries, Storage and Waste Disposal

The access points to the highway are not to be obstructed.

All materials storage will be within the development area and managed by the Mildren Construction Limited Site Manager on a daily basis. Some storage will be in secure, lockable containers, and some materials will be stored within a fenced compound. See the Site Layout Plan included in Appendix H for indicative storage proposals.

Access on and off site will be controlled and programmed to minimise queuing of vehicles causing potential obstruction hazards in the vicinity of the site. As required, a traffic control banksman will be nominated to safely direct vehicles to and from the site work and delivery areas. Clear access will be maintained around the site at all times, ensuring clear access for emergency vehicles at all times. The Traffic Management Plan for the site will ensure that pedestrian routes are segregated with provision of crossing points as required.

The loading and unloading of vehicles will be carried out within the site boundary, under the control of the trade supervisors and our own designated site personnel.

Specific laydown areas will be made available for all materials. This will be managed by the Mildren Construction Limited Site Manager on a daily basis.

Parking and material deliveries will be co-ordinated so that clear access and emergency escape routes are maintained at all times.

Contractors will be made aware of their responsibilities with regards storage of hazardous materials to ensure they are suitably stored in areas where they will not affect others or the environment. The arrangements for storage of such items will be detailed in the risk assessments / method statements provided by subcontractors.

Diesel storage for the refuelling of plant will be in bunded tanks and spill kits made available on site.

A Site Waste Management Plan will be put in place for the project. All waste is dealt with in accordance with the Mildren procedures which form part of the ISO14001 management system.

4.3 Traffic/Pedestrian Management

Traffic and pedestrian management within the site compound will be put in place as soon as the site is set up.

Traffic and pedestrian management will be put in place as required to maintain safe access.

Pedestrian routes on site will be clearly defined and routes segregated from site traffic wherever possible. Crossing points are to be clearly identified on site.

The Traffic Management Plans included in Appendix G show the control of vehicle and pedestrian movements on site.

Pedestrian routes in the vicinity of and passing through the site shall be maintained at all times during the period of the works.

Preferred lane width is 3.25m, the minimum 3.0m lane widths will be maintained at all times.

All traffic management proposals will be submitted for approval in good time to the project manager and local authorities.

4.4 Security & Signage

Unauthorised persons to be excluded from areas of works.

Suitable boundary fencing and signage will be installed as soon as possible following site possession. Boundaries and signage will be checked regularly as part of the Site Manager's daily checks. Should it become apparent that any breaches of security have occurred, the above provisions will be reviewed.

The site compound will be secured with pedestrian and vehicular gates within Heras fencing.

Unauthorised persons to be excluded from areas of works.

Work areas in the highway and footway will be protected with barriers and cones to prevent unauthorised entry by third parties.

Appropriate warning signage will be displayed at all access points to the site and work areas.

Mildren Construction will confine its operations to within the existing highway boundaries and site compound limits shown on the Site Layout Plan included in Appendix H.

Appropriate warning signage will be displayed at all access points to the site and work areas.

The site security measures for this project are as follows:

Boundary Fencing / Hoarding	Heras fencing will be used to form a new perimeter around site compound and the plant and material storage areas. Work areas within the highway and footway are to be protected by chapter 8 compliant barriers and cones.
Site Gates	Access gates will be fitted within the perimeter fencing. A pedestrian access will lead directly to the site office and welfare areas.
Signing-In Procedures	Every individual will attend the site office and sign in and out at the end of each shift.
Alarm System(s)	A remotely monitored alarm and CCTV system will be fitted. This will be reviewed throughout the project.
Provision of Gateman	A banksman will be nominated to ensure all deliveries are banked in safely.

Lockable Cabins	Lockable cabins and containers will be located within the site.
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4.5 Fire & Emergency Procedures

In the event of a serious accident or incident the Site Manager shall refer directly to the Emergency Procedures Plan included in Appendix A. The Plan is to be displayed on the site notice boards and will be briefed to the operatives during induction.

Access for emergency vehicles	Individual works areas and access to compound.
Emergency assembly point	Main compound car park.
Names of Fire Warden	Site Manager
Types of extinguishers	Water, Powder and CO2.
Location of extinguishers	See Fire Plan in Appendix E.
Means of raising the alarm	Linked wireless alarm in compound. Verbal alarm / air horn in works areas dependant on size.
Flammable material storage areas	Areas will be established in the compound separate to other storage areas as required.

The fire and emergency procedures shall be reviewed at regular intervals during the project or following any accident or incident. Regular workplace fire inspections will be carried out by the Site Manager.

Emergency routes will need to be maintained through the works.

The emergency contact details for this project will be displayed on the site notice board. Details shall be communicated to all personnel during their site induction.

The Site Manager will liaise with the emergency services on arrival.

Mildren Construction Limited shall ensure that The Regulatory Reform (Fire Safety) Order 2005 and Regulation 32 of the CDM Regulations 2015: 'Fire Detection & Fighting' is complied with and provide additional fire-fighting equipment as required.

Mildren Construction Limited will ensure that adequate provision will be in place to prevent fires, these will include:

- Appointed Fire Marshall / Safety Co-ordinator (Site Manager)
- Fire breaks as necessary
- Adequate fire points
- Hot works permit system
- Daily monitoring and checks
- Good housekeeping practices

All contractors undertaking hot works will receive a permit to work issued by the Site Manager / Fire Safety Coordinator which will be signed off on completion of works.

- All Hot Works to finish at least 1 hour before end of working day.
- All flammable materials including paints and solvents will be stored in a lockable metal container.
- Debris arising from the works and all combustible materials shall be regularly removed from site and not placed adjacent / near to ignition sources.
- Fire drills will be practiced on regular basis or where deemed necessary.
- In the event of fire, the Fire Marshall / Safety Co-ordinator will raise the alarm with the occupants of the neighbouring properties.

The Fire Risk Assessment for the project will be developed as work proceeds, as necessary.

A fire plan will be prepared with fire extinguishers and assembly point identified (See Appendix E). The fire plan for the project will be subject to continual review for suitability as the project progresses in liaison with the building representative; any elements of the plan found not to be sufficient will be amended accordingly.

Fire plan will form part of site induction briefing:

- Name of the Fire Marshall/Safety Co-ordinator.
- Evacuation procedure.
- Location of assembly point.
- Location of fire points.

4.6 Reporting of Accidents - RIDDOR

The main legislation relating to the reporting of accidents is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These regulations will be adhered to in all cases that warrant notification of the Health and Safety Executive. All accidents no matter how small should be reported to the site manager. The requirement to report all incidents, the method of recording and the location of the accident book will be communicated to persons working on the project during the site induction.

In the event of an accident or incident on site, the priority will be to make the area safe and to ensure that any injuries are dealt with swiftly. Procedures outlined below that may follow such an incident are designed to enable Mildren Construction Limited to determine the causes of the incident in order to be able to prevent a recurrence.

If the accident is of a serious nature or in the event of a 'dangerous occurrence', it must be reported to the Site Manager as soon as possible.

The Site Manager will then be responsible for informing the company health and safety department of the incident, and for ensuring that the accident book is fully completed where applicable. Following any accident/incident or near miss, the Site Manager will complete an incident report form. The purpose of this is to gather information as early as possible in order for the appropriate procedures to follow. Such procedures may include taking witness statements and photographs.

The health and safety department will arrange for the necessary notices to be sent to the Health and Safety Executive as required. Accidents may be investigated at the discretion of the health

and safety department. Reports relating to the accident will be made available to all parties concerned and will be kept for reference for a period of 3 years. Records will be held securely & confidentially for data protection purposes.

All “near misses” must be reported to the Site Manager who will then be responsible for recording the incident on a report form and forwarding the details to the Mildren Construction Limited health and safety department.

Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information to other trades on site and other Mildren Construction Limited sites.

Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.

4.7 Welfare and First Aid

All welfare facilities located on the worksite will be supplied by Mildren Construction Limited. Due consideration will be given to the number of staff using the facilities and the nature of work being undertaken.

All facilities will be supplied to provide adequate services as described in the Construction (Design Management) Regulations 2015 Schedule 2. Adequate provisions for the cleaning and maintenance of the facilities will also be provided.

Welfare facilities will include:

- Sanitary facilities
- Washing facilities
- Hot and cold running water
- Drinking water
- Drinking vessels
- Facility for boiling water
- Soap and paper towels
- Drying room facilities
- Means of warming food
- Storing and changing facilities
- Rest / dining facilities

An area will be designated within the site for welfare facilities and site accommodation. See the Site Layout Plan included in Appendix H.

An adequate first aid kit will be provided. This will be made readily available at a location known to all staff by the posting of suitable signs and notices. The Site Manager and the named first aiders will be responsible for checking that the first aid equipment is in good condition and fully stocked.

Named First Aider:	Site Manager
No of first aid boxes & size:	1 x 50 person

Location of first aid box:	Site Office and Welfare Area.
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Any occurrence warranting the use of first aid must be recorded in the site accident book and the Health and Safety Department notified.

4.8 Site Inductions & On-Site Training

Project specific site inductions and toolbox talks shall be carried out for all persons required to work on site. A site-specific induction will be produced as a presentation to operatives and will be delivered by the Site Manager prior to the individual being allowed to start work on site.

Visitors to site will receive a shorter induction if they are to be accompanied, otherwise the full site induction will be presented.

Operatives will be provided with on-site training for specific activities as required. Health and safety aspects of all operations will be delivered via toolbox talks by trade supervisors. Face to face communication of safe working methods is considered to be a far more effective method of communication than the provision of documents. Evidence of the communication will be required from the trade supervisor.

4.9 Parking

All visitors, personnel employed on the construction of the project, and all delivery vehicles to the project, will be provided with adequate parking facilities within the compound area as identified on the Site Layout Plan included in Appendix H.

4.10 Ground Conditions / Contamination

No ground conditions or contamination have been identified with the potential to cause hazard during the proposed works.

Close observation during the excavations will be required to identify any potential hazards. If suspect materials are identified works will stop, samples will be taken before works recommence.

4.11 Nuisance Noise, Vibration and Dust

On this particular site, with the construction systems to be used, plant to be utilised, operations to be undertaken and the proposed hours of work, noise is not anticipated to be an issue for the neighbouring properties.

The production of nuisance dust during the construction phase will be monitored and suitable suppression methods planned for known dusty activities.

Vibration is not expected to cause issue on this project.

4.12 Information and Liaison

During the sub-contractor selection process Mildren Construction Limited will pass on site specific information relevant to the management of risks to health and safety. Subcontractors shall demonstrate that they have allocated adequate resources and made proper provision for health and safety.

The works shall be supervised by a qualified non-productive Site Manager on a full-time basis. The Site Manager will liaise on a formal basis with the Mildren Construction Limited Contract Manager, Client's representatives and subcontractor representatives at regular intervals in order to communicate information regarding the proposed works and the risks to health and safety.

arising from the environment in which the project is to be carried out and from the construction work itself.

Mildren Construction Limited will liaise with the Principal Designer regarding design carried out before and during the construction phase, including design by specialist contractors.

Any changes to the initial design or additional design works which may include temporary works will be reviewed with respect to health and safety and how they impact on the project and the Principal Designer made aware.

Subcontractors will be provided with this information where it affects their operations and will be required to prepare their method statements and risk assessments accordingly.

4.13 Subcontractor Selection Procedures

The following procedures for selection of subcontractors / suppliers shall apply:

- Subcontractors are selected from the Mildren Construction Limited approved contractor list. This list is monitored and only contractors with good past performances and known ability to perform to the contract requirements, specification, and health and safety co-operation remain on the approved list.
- Where Mildren Construction Limited has no previous knowledge of a subcontractor the company are asked to complete a prequalification questionnaire and provide three technical/safety references and one financial reference so that checks can be made as to the company's ability to perform.
- Suppliers of goods and services will need to satisfy Mildren Construction Limited on their ability to meet quality of product, delivery, dependability in the correct sequence and cost.
- Preference will be given to the placing of orders to suppliers who are operating quality systems themselves, when all other matters are equal.
- Wherever possible products bearing the B.S.I kite mark or British Board of Agreement Certificates will be purchased. Where the product has not been certified, Mildren Construction Limited will ensure the product conforms to the specification, by inspections and/or testing before use. Records will be kept of delivery and of product conformity.
- In selecting work equipment, Mildren Construction Limited staff and subcontractors will assess the suitability of the equipment to perform the required tasks in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998 and the Lifting Operations Lifting Equipment Regulations (LOLER) 1998.
- Plant hire companies must demonstrate compliance with PUWER 1998 and LOLER 1998 and certify that the equipment has been properly maintained and inspected.

4.14 Communications and Co-operation

All parties are required to communicate, co-operate and co-ordinate with one another as necessary in order to achieve the company objectives whilst minimising risks to health and safety.

All members of Mildren Construction Limited staff will adequately and accurately provide information to the Site Manager on any matters relating to the health and safety of the worksite.

All subcontractors / suppliers carrying out hazardous operations or supplying hazardous materials will notify Mildren Construction Limited in good time of the nature of the hazard, the implications for others and proposals for the necessary control measures to manage the risk. These operations and control measures will be co-ordinated to ensure safety of others on site or off site.

Pre-commencement meetings will be held with the main subcontractors. Task specific hazards and subsequent control measures will be discussed to determine site co-ordination arrangements.

The Site Manager will provide induction training (as described below), toolbox talks and instructions as necessary to co-ordinate contractors. They will be available at all reasonable times to discuss matters of health and safety with the Client, their representatives, contractors and subcontractors. Feedback from the workforce and subcontractors will be welcomed and where this has the potential to improve health and safety measures on site these will be acted upon.

The Site Manager shall ensure that subcontractor employees are fully briefed by their employees on risks and hazards associated with the tasks they are carrying out and that they fully understand the method statement provided for those tasks.

Information from subcontractors and suppliers applicable to the production of the health and safety file will be accumulated as the project progresses.

Co-operation between contractors will be obtained through providing appropriate information at tender stage and through regular meetings as required on site.

When progress meetings are held health and safety will be discussed. Additionally, there will be periodic reviews by the Mildren Construction Limited health and safety department.

For the duration of the contract Mildren Construction Limited will hold 'Hazcon' look ahead meetings, discussing the safety and environmental implications of upcoming work and site events. A list of significant project hazards including both existing and those introduced will be identified and the control measures identified. As appropriate, subcontractors will be invited to attend these meetings so that their risks and hazards can be considered in the overall plan.

Any design work undertaken during the construction phase shall be submitted to the Principal Designer and will include designer risk assessments and details of residual risks as appropriate.

Any proposed changes to the specification / drawings will be discussed at the project progress meetings and must be agreed with the clients and the Principal Designer prior to implementation. In reviewing proposed changes due consideration must be given to any effect on health and safety and whether the existing agreed working methods need to be adapted to suit. After agreement revised drawings / specifications will be issued to the contractor who will implement any necessary changes to working methods, including passing information to relevant operatives. At this point the Construction Phase Plan will be updated as required.

(The review period for any design change will be up to a maximum of 14 days; though the period will be discussed and agreed by all parties as to ensure that the construction program is unaffected).

4.15 Consultation with People on Site

The Site Manager will generally be the focus for consultation and co-ordination of the views of operatives and trade supervisors people on site on a day-to-day basis. Site meetings with subcontractors and toolbox talks provide a more structured opportunity for consultation.

4.16 Information and Training

All staff employed by Mildren Construction Limited have received adequate training and instruction for the tasks they undertake. Further information such as certificates and training dates can be made available upon request.

All site operatives will receive an induction briefing prior to the commencement of the work. This involves the identification of site-specific hazards and the associated control measures required.

As a guide the site induction will also include the following topics:

- Site management team details.
- Consultation regarding safety matters / training records.
- The site First Aider(s) / Fire Marshall.
- First aid facilities / nearest A&E.
- Accident procedure and reporting.
- Location of welfare facilities / contractors parking.
- Emergency procedures on site.
- Fire precautions / smoking rules.
- PPE requirements.
- Housekeeping / storage of materials / waste management.
- Site rules / disciplinary action.
- Daily activities / hazards / basic site awareness.

All operatives and non-escorted visitors are to be inducted, and they must hold relevant CSCS (and CPCs as required) or equivalent cards. Additionally, toolbox talks are undertaken on a regular basis to reinforce the requirements of the Company's Health and Safety Policy.

Adequate site supervision will be provided at all times. The Site Manager will display all statutory notices in a location accessible to all staff.

Site specific posters of a health, safety and environmental nature will be displayed on site in communal areas, such as site offices, canteen and welfare facilities and where relevant in site work areas.

4.17 Excavations and Poor Ground Conditions

All excavations will be undertaken within a permit to work system. A cable avoidance tool will be used by a competent person as part of the permit to work system. Work will be undertaken in accordance with HSG 47 "Avoiding Danger from Underground Services".

Where a competent person deems it necessary to batter or shore an excavation a record will be kept of regular inspections in accordance with Regulation 22 of the Construction (Design and Management) Regulations 2015.

Inspections will be carried out:

- At the start of the shift in which the work is to be carried out.

- After any event likely to have affected the strength or stability of the excavation.
- After any unintentionally collapse.

All trenches will be adequately protected by physical barriers. No person shall enter the excavation without suitable arrangements for safe and access and egress to the trench. This will be discussed as part of the risk assessment briefing.

4.18 Temporary Works

Any temporary works or structures, installed to facilitate the construction works, will be sufficiently designed and inspected by suitably qualified persons. A Temporary Works Register will be maintained of all temporary works, and this will be complied and managed by an appointed Temporary Works Coordinator.

4.19 Site Rules

The following site rules are also appended and will be displayed on the site notice board and brought to the attention of all persons visiting or working on the site as appropriate at induction.

- All visitors and operatives must report to the Site Manager and receive induction briefing prior to commencing work.
- All works to be carried out in strict accordance with the Company Health and Safety Policy and with the contract specific method statements and risk assessments which must be communicated to those involved prior to them commencing an operation on site.
- Smoking is prohibited in all working areas, both internal and external. Smoking will only be allowed in the designated smoking area(s).
- The highway is not to be obstructed except within any traffic management system in place.
- Unauthorised persons, especially children to be excluded from the work area.
- Lorries are to reverse only under the supervision of a banks man.
- Maintain workplaces in a clean and safe condition. Materials and equipment to be secured in a safe and tidy manner at the end of each shift.
- A professional standard of dress and general behaviour will be maintained at all times with no shorts to be worn.
- Suitable PPE will be issued and will be worn by all involved in the Construction Works - in particular high visibility clothing to BS EN ISO 20471:2013 and footwear will be worn at all times. Head protection will be worn at all times. Ear defenders, eye protection and other PPE will be worn where identified as necessary by risk assessment or where directed.
- Attending the site whilst under the influence of alcohol, drugs or inhaling solvents is not permitted.
- Take all reasonable precautions to prevent nuisance due to noise, dust, smoke, rubbish, vermin. No fires.
- Mobile phones are not permitted to be used in work areas other than for emergencies.
- Radios and audio equipment are not permitted.
- Mechanical plant and work equipment may be used only by those who have been certified as competent in its use. All safety devices must be visually checked before use and a record made of the overall condition at least weekly into register.
- Plant must be operated only within the manufacturer's limits in particular the safe working gradient, safe working load and any other major constraints must be understood before using an item of plant.

- Before getting off mobile plant, take it out of gear, apply the brakes and remove the keys. Note - All plant must be secured and immobilised and parked on level ground where practicable. Where provided seat belts must be worn. When loading, dumper drivers must leave their vehicles and wait in a place of safety.
- Do not engage in horseplay and do not put yourself or others in danger.
- No working on live drains without suitable PPE and training on associated health issues.

4.20 Safe Excavation Rules

- The Mildren Construction Limited 'Breaking Ground / Trial Hole / Pre-Excavation Checklist' must be filled out prior to commencing.
- The Mildren Construction Permit to Dig system is to be followed for all excavation.
- Excavations must not commence until services have been identified on plans, surveyed by cable location tool (CAT), marked on the ground and located by hand dug trial holes.
- Mains services are to be identified and safeguarded from the outset.
- Do not use mechanical means or power tools to excavate within 500mm of the marked position of a service. Hand dig and alternate methods of excavation such as the use of suction excavators to be utilised.
- Do not use handheld power tools directly above the cable except to remove hard surfacing once the depth of cables has been established by trial excavation as being at least 300mm below the underside of the hard surfacing.
- Use only hand tools with insulated shafts when digging. Do not dig trial holes vertically above the position of a cable. Dig alongside.
- Do not enter into any excavation unless a risk assessment of its stability has first been made by the Site Manager or other delegated competent person and suitable protection against collapse has been installed where necessary and you are told it is safe to enter. Do not enter an excavation without first having been briefed by the Site Manager on the precautions required.
- Do not leave an open excavation unguarded.
- Ensure that there is a safe means of access and exit – usually a ladder of suitable length and firmly secured.

4.21 Monitoring and Review

All work undertaken by Mildren Construction Limited is subject to both pro-active and reactive monitoring. This will include planned and unplanned safety inspections by the company health and safety department.

The site management team will undertake formal weekly inspections, recording observations and action taken. Internal safety inspections by the HSEQ Manager/advisors will be undertaken on a monthly basis and as necessary. Copies will be provided to the Client as required.

Any injury, loss or near miss will be reported and investigated where considered necessary. Details of any of the above will be made available in the event of any reasonable enquiry.

Company procedures and processes will be regularly monitored and reviewed to ensure their continued effectiveness. Any such changes will be recorded and made available to all staff within the organisation.

Where such a review requires this document to be modified this will be done and the revised document re-issued to all relevant parties.

Subcontractors are expected to carry out their own individual monitoring of site works in addition to this and their ability to do so is checked prior to appointment.

4.22 Control of Noise

Mildren Construction Limited will ensure that work activities on site are carried out in compliance with The Control of Noise Regulations 2005.

All operations and tasks will be assessed for the possible generation of noise. Where it is reasonably practicable noise sources will be eliminated or reduced to the lowest levels by best practice.

Noise levels on site will be monitored and corrective action taken to reduce noise levels to below the first action level of 80dB. Where this is not possible hearing protection will be made available. Where levels exceed the second action level of 85dB hearing protection will be mandatory and where beneficial in specific work areas, protection zones will be created, and warning signs erected. This information will be communicated to the workforce as required and suitable hearing protection **MUST** be worn in these areas.

To minimise the disruption to the public Mildren Construction Limited will manage the production of noise by utilising for example the following measures:

- Monitor noise levels.
- Fit mufflers to plant where possible.
- Hire less noisy plant and machinery.
- Screen off areas if necessary, with sound deadening material.

4.23 Control of Vibration

All operations and tasks will be assessed for the possibility of vibration. This will consider airborne, structural, ground-borne vibration and the risk of injury to personnel from using plant, equipment and tools. Vibration levels will be obtained from hirers and manufacturers and vibration assessments conducted.

Wherever possible vibration will be reduced to the lowest level by the selection of plant and working methodology to minimise vibration.

Personnel operating vibrating equipment will be subjected to a preventive program to control the risk of injury where there is regular prolonged use of tools likely to exceed the first action level of 100 points. This will include elimination, substitution, training and information, vibration control, maintaining blood circulation. If operatives are subject to levels over 100 points, exposure records will be kept.

Mildren Construction Limited will ensure operatives do not exceed the maximum daily exposure limit of 400 points when using plant and machinery.

Records will be kept by individual employers of operatives' exposure to vibration. Mildren Construction Limited will expect subcontract employers to comply with their duties under the Control of Vibration Regulations 2005.

4.24 Control of Dust

Mildren Construction Limited will provide information to operatives of the health risks related to site and work produced dusts at induction and through toolbox talks.

Mildren Construction Limited will ensure appropriate control measures are in place to limit the risks to health from dust.

This will be done by:

- Provide personal respiratory protective equipment i.e., FFP3 face masks.
- Completion of fit testing for operatives using face masks.
- Provide dust proof goggles whenever there is a risk of dusts entering the eye.
- Hire plant and machinery with suitable suppression apparatus.
- Utilise water suppression techniques.
- Ensure adequate measures are in place to reduce the contamination of the environment around site.
- The reduction of dust to the lowest level practicable.
- Provide good ventilation.

4.25 Stability of Structures

It is not anticipated that there will be any issues regarding the stability of other structures during the project.

4.26 Controlling of Lifting Operations

Lifting plans will be produced by an Appointed Person with input from the Site Manager. The Mildren Construction Limited site manager will check all involved in the lift have signed up to the approved Lifting Plan before works commence.

Lifting operations that do not require a Lift Plan (such as standard lifts by forklift or excavator) will require a lifting checklist to be completed by the Site Manager.

Certificates of Thorough Examination for all lifting equipment and attachments will be checked by the Site Manager prior to use on site.

4.27 Working at Height/Preventing Falls on Site

All work at height will be undertaken in accordance with the Work at Height Regulations 2005.

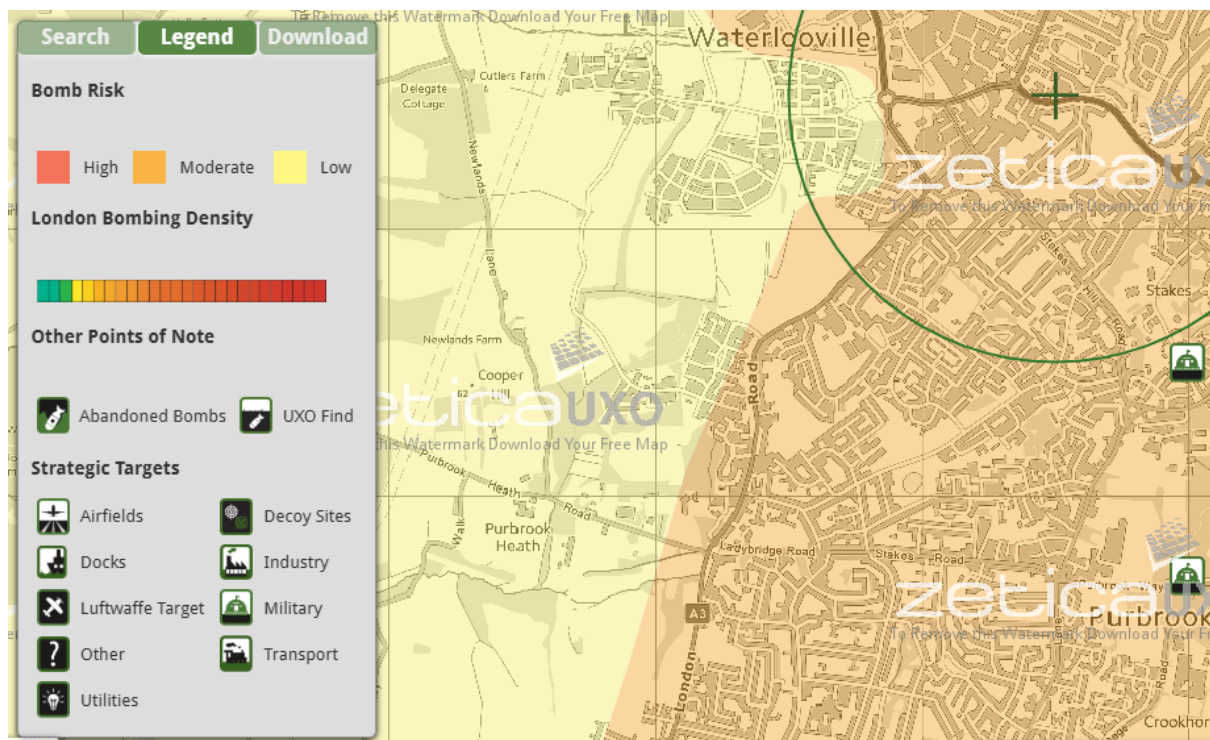
Mobile Elevated Work Platforms will only be operated by IPAF qualified individuals.

Stepladders may be used where no other means of access is practicable but will be used in compliance with the requirements of the Work at Height Regulations 2005 and the HSE Publication INDG 402: A Safe Use of Ladders and Stepladders – An Employers Guide.

Ladders for access into excavations will be secured to prevent slip. All excavations will be fitted and or protected with edge protection in the form of designed edge protection or barriers.

4.28 Proximity of Airports / Rail and other features / UXO

There are no works planned that could affect any of the above features and UXO risk is noted as low in the area of the works.



Above - Zetica UXO risk map

4.29 Overhead Services (information only)

Before any work commences, the local electricity company will be asked to measure the height of overhead lines and consulted on the options for shutting off the electricity, sheathing and the safe working distances. No work is to be carried out within 9 metres of overhead power lines on wood, concrete or steel poles, or within 15 metres of overhead power lines on steel towers until the electricity company has been contacted for advice.

Where overhead cables are to remain live, the precautions set out in HSE guidance GS6 will be applied, and the information provided by electricity company taken into account.

Where excavators and other extending plant are used in the vicinity of overhead cables, the minimum distance from the ground level barrier to the overhead lines will normally be 6 metres plus the maximum length of the jib or boom at any height.

Any areas where a passageway needs to be set up will be suitably defined and protected by adequate barriers and signs including cables crossing the public highway.

Where work will take place beneath overhead power lines, a risk assessment will be carried out and additional precautions will be taken where necessary, which may involve the fitting of jib and boom limiting devices or electrical proximity warning alarms.

All such work will be carried out under the direct supervision of a responsible person who is familiar with the hazards. An ongoing system of liaison will be established between the employer, employees, subcontractors and the electricity company so that all parties are clear as to the provisions made. Staff will receive information during site induction briefing regarding the dangers of overhead cables.

4.30 Maintenance of Plant and Equipment

All plant will be inspected regularly by the user. A weekly report sheet will be required from each contractor for the plant that they have on site. Certificates for plant on site will be presented to the Site Manager prior to the plants use.

Portable tools will be 110v or battery powered. Electrical handheld tools will undergo a Portable Appliance Test every 3 months.

4.31 Manual Handling

Manual handling will be reduced as far as is reasonably practicable by the use of mechanical means and then by the use of manual lifting aids. Subcontractors will be required to consider the risk of manual handling tasks through their risk assessments and method statements.

4.32 Asbestos

Asbestos is not likely to be encountered on this project. However, if during the works any suspect material is found during excavations, external specialists will be contacted to ascertain the nature of the material and how the removal is to be undertaken ensuring the asbestos is left undisturbed.

4.33 Personal Protection Equipment (PPE)

PPE will be issued and will be worn by all involved in the Construction Works – in particular high visibility clothing to BS EN ISO 20471:2013 and footwear will be worn at all times. Head protection will be worn whenever there is a risk of head injury at the discretion and direction of the Mildren Construction Site Manager.

Other PPE will be as per task specific risk assessments but may include (but not be limited to) gloves, goggles and/or hearing protection of suitable standard to control the hazard identified.

4.34 Method Statements, Risk Assessments and Safe Systems of Work

Risk Assessments and Method Statements (RAMS) will be prepared for all activities on site. Site operatives will be briefed on the relevant RAMS prior to commencing work, and all RAMS will be reviewed in advance of any works starting on site.

Mildren Construction Limited expect risk assessments from Subcontractors to follow the format advised in the HSE guidance: “5 Steps to Risk Assessment” and will check risk assessments follow this procedure before allowing a subcontractor to start work. A log of all contractor’s risk assessments and method statements will be held on site. This will be updated as contractors are appointed through the lifetime of the project. The project’s Site Manager will ensure that all risk assessments and method statements have been briefed to all relevant personnel and records of communication held on site.

Where contractors are used to undertake the works, the Site Manager will review the risk assessments and method statements (RAMS) and a RAMS review form completed. Where the work is identified as high risk, additional support may be provided by the health and safety department.

Contractors will not be allowed to work on this project until they have provided the RAMS relevant to their work and a positive review conducted by the Site Manager.

Where a permit is to be used, it will be issued by the site manager, the persons issuing and receiving the permit will sign it off and a copy of the permit will be held by both parties. When the work is complete the appointed person will check the work area before closing out the permit.

Permits for this project are:

- Hot works.
- Permit to dig.

Site specific method statements and site specific and generic risk assessments are attached where available at the commencement of work on site (these will be reviewed and further developed where necessary before the commencement of work activities by the Site Manager). Further method statements and risk assessments will be added as the project proceeds.

General Method Statement

A site-specific method statement will be prepared which sets out the overall sequence of operations and the general site arrangement proposed and supplemented by a detailed programme of works. This will be reviewed as the project develops and upon receipt of feedback from the Client / design team or in the event of any major alterations to the sequence or scope of the work becoming necessary.

Operation Specific Method Statements:

All construction activities undertaken on the site will be accompanied by adequate method statements and risk assessments and will be produced as deemed necessary by Mildren Construction Limited. Where specialist subcontractors are employed, their risk assessments and method statements will be their responsibility but will be under the overall co-ordination of Mildren Construction Limited as the Principal Contractor. When finalised they will be incorporated into the Construction Phase Health and Safety Plan.

COSHH:

All substances used on the site will be covered by sufficient COSHH assessments. Records of these assessments will be made readily available on site for the use of all operatives. Where method statements/risk assessments are available prior to the commencement of the works on site they are included in the Appendix J of this construction phase plan. Additional documents will be added as the project progresses.

5 Health & Safety File Contents

It is a requirement of the Construction (Design and Management) Regulations 2015 that any feature of the structure or its accompanying services which may involve significant risk to the health and safety of persons involved in its maintenance, alteration or demolition, must be communicated to the Principal Designer for inclusion in the Health and Safety File.

All information applicable to the production of the Health and Safety File will be accumulated during the course of the project and assembled in accordance with the project specification by Mildren Construction Limited.

Mildren Construction Limited will liaise with Principal Designer to ensure the requirements and layout of the of the health and safety file are met.

As a guide Mildren Construction Limited will provide details of:

- The work carried out.
- The parties involved.

- Residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc).
- Key structural principles (for example, bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc).
- Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc).
- Health and safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- Information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc).

6 Environmental Management Plan

6.1 Planning & Reports

There are specific environmental planning conditions and a Construction Environment Management Plan (CEMP) in place for the project and a Construction Traffic Management Plan in place for the project.

6.2 Management Commitment

Roles & Responsibilities

The Managing Director is the Director in charge of environmental management at Mildren Construction Limited and they, and other directors, will visit the site during the works. The management structure at Mildren Construction Limited is shown above in section 3.1.

The office-based management team will provide information and co-ordinate the planning of environmental management prior to commencement of works on site at which point that responsibility will transfer to the Site Manager with the support of the office-based management team as required.

Overall control of site environmental management will remain the responsibility of the Site Manager.

Client Requirements

The Client has no specific environmental goals for the project but what is in keeping with best industry practice and controls laid out in the CEMP.

Environmental Targets for the Project

- Zero harm to the environment.
- Zero spillages during the project.
- Raise environmental awareness.

- One toolbox talks every 2 months.

6.3 Site Environmental Risk Management

Significant Pathway Receptors

Significant pathway receptors will be identified at pre-construction stage and all hazards associated will be controlled. Mitigation control strategy will be set out in the Impacts & Aspects Register, see Appendix L. Should a new unidentified receptor be identified during the construction phase, the Impacts & Aspects Register will be reviewed and updated.

Impacts & Aspects Register

All environmental hazards will be identified and compiled on an Impact and Aspects Register.

The main mechanisms for identifying hazards are:

- Hazards and risks identified by the Client during the planning process.
- Preliminary environmental risk assessment conducted by Mildren. Construction during the design phase for the Contract.
- Existing historical reports.
- Formal hazard identification during pre-start construction activities.
- Through the outcomes of change management.
- Follow up to significant environmental incidents.

The Impacts and Aspects Register will be maintained for the duration of the project and updated as necessary.

The Impacts and Aspects Register will detail mitigation strategies for each hazard identified. This will be updated in response to changes to the plant, equipment, process, scope of work, procedures, incident, audits and/or any other changes associated with the identification of a new hazard due to a scoping change.

This ensures that systematic environmental risk evaluation is conducted, and risk owners are able to demonstrate that risks are reduced to as low as reasonably practicable.

Incident management

Mildren Construction Limited will document any near misses, incidents and accidents immediately upon knowledge of the situation. This reporting will occur on the HSEQ accident/incident notification procedures.

The Site Manager shall be responsible for reporting all environmental near misses, accidents and incidents to the Mildren HSEQ department. Communication with regulatory bodies must be via Mildren Construction Director approval.

Mildren Construction Limited will track corrective actions, report, document, investigate, communicate, correct and prevent future occurrences. All incident reporting will be in line with the company procedures as summarised in Appendix D.

Chemical & Hazardous Materials Register

Mildren Construction Limited will assess chemicals and materials based on the environmental risk associated with the substance, health and safety considerations and the ability of the substance to meet the requirements of the task.

A Chemical & Hazardous Materials Register will be kept of all materials or substances items subject to COSHH regulations.

All substances and materials subject to the COSHH regulations and recorded on the register will be accompanied by a relevant material safety data sheet and a COSHH assessment as part of the associated RAMS for the task being undertaken.

RAMS

Risk Assessments and Method statements shall incorporate consideration of environmental factors. All environmental hazards identified will be documented with associated mitigation controls. All RAMS will be kept on a register with review dates.

Pollution Prevention Guidelines (PPG 6 Construction & Demolition)

The Environment Agencies pollution prevention guidance (PPG6) can be used as guidance. In the absence of any planning conditions, the PPG will be used as best practice and should be followed when considering mitigation controls for hazards identified in the RAMS process.

6.4 Waste Management

All waste data and information will be compiled into the site waste management plan. This involves pre-construction estimation, collection and recording of actual waste data during construction. Waste streams will be identified specific to the site and recorded on the SWMP. Waste data will be displayed for site personnel and visitors, data will be updated periodically as required. This aspect will form part of the HSEQ monthly inspection.

SWMP will be used in post construction analysis, assimilated into companywide waste management system and assessed against targets.

6.5 Communication & Training

Meetings

HSEQ issues will be discussed at all meetings these include pre-start, monthly progress and weekly sub-contractor meetings. All actions raised will be documented on the action tracking register and subject to monthly audit by the HSEQ team and Senior Manager HSEQ Tour report.

Training

Any training needs will be identified through the Mildren Construction Limited Training Matrix located at Head Office. Any specific training requirements will be identified prior to construction works commencement.

Environmental Awareness

Mildren Construction Limited will actively promote best practice environmental management in the workplace through the use of newsletters, posters, campaigns, presentations and other communication initiatives.

Mildren Construction Ltd will conduct stand-alone toolbox talks, to provide an opportunity for discussion and/ or information sharing. Mildren personnel and subcontractors will be encouraged to provide feedback on environmental initiatives, toolbox talk's areas of interest or concern.

Mildren Construction Limited will develop and incorporate additional site-specific toolbox topics e.g., washout management as required.

Any awareness initiatives will be made available on notice boards or other relevant areas.

6.6 Monitoring

Site Inspections

Site inspections will be in accordance with the following table:

Inspection	Who	Distribution
Weekly site inspection	Site Manager	Contracts Manager
Fortnightly HSEQ inspection	HSEQ Department	Contracts Manager/ Site Manager/ Contracts Director / Operations Manager
Senior Managers periodic inspection	Senior Manager (Contracts Manager or Director)	HSEQ Department / Site Manager

Site inspections and audit results will be displayed in relevant areas as required and made available to the Client on request.

Environmental Performance Review

Performance will be assessed and reviewed in accordance with the monthly HSEQ KPI's, site inspections and targets.

Action Tracking

All actions arising from monitoring actions will be recorded on the reports, updated closed out by the Site Manager.

6.7 Document & Records Management

Environmental Records

Mildren Construction Limited will ensure that all records are stored in such a way that they are accessible and safeguarded against damage.

This will ensure that records are:

- Legible
- Identifiable
- Traceable to an activity
- Accessible when required
- Protected against loss or damage
- Retained for a specified time
- Disposed of appropriately.

APPENDICES

Appendix A	Emergency Procedures
Appendix B	Route to Hospital
Appendix C	Emergency Contact Numbers
Appendix D	Incident Reporting Procedures
Appendix E	Fire Plan
Appendix F	Fire Risk Assessment
Appendix G	Traffic Management Plan
Appendix H	Site Layout Plan
Appendix I	Site Rules
Appendix J	Method Statements
Appendix K	Environmental Roles and Responsibilities
Appendix L	Environmental Aspects Register

Appendix A – Emergency Procedures

EMERGENCY PROCEDURES PLAN

This emergency plan outlines procedures to be adopted in any of the following incidents:

- Fire
- Explosion or risk of explosion
- Fuel/oil/chemical spillage
- Serious accident or other incident with the potential to cause harm to persons or the environment.
- Circumstances which could endanger use of railway

All personnel have a responsibility to raise the alarm by immediately activating the alarm and/or air horn and additionally by shouting FIRE! FIRE! FIRE! Operatives must undertake NO ACTION that will endanger themselves or others.

In the event of any of the above incidents occurring the Site Manager / Supervisor (or if absent from site, a suitably nominated deputy) will take charge and will: -

1. Ensure that all staff are evacuated to the identified assembly point at a safe distance.

In the event of a Site Emergency all staff are to vacate the building by the nearest signed exit and proceed to the designated assembly point for a roll call and then await further instruction.

ASSEMBLY POINT: Main compound car park

2. Alert -

- Fire/ police/ ambulance – by dialling 999.
- Other contractors / occupants on site
- Mains service company where there is risk of injury or damage to or from mains services (see numbers below).
- The Project Manager or other person nominated by the Client.

3. Ensure that access routes for emergency vehicles are kept open, delegating site staff to act as guides.
4. If casualties are involved, they may be given first aid emergency treatment by suitably qualified persons if it is safe to do so. Staff are not to return to the site until instructed to do so by the Site Manager in consultation with the Emergency Services and Employer where applicable.
5. As soon as practicable, contact the Mildren Construction Limited Health and Safety Director and the HSEQ Manager on 01202 487480 who will instigate the accident reporting procedure and arrange an investigation if considered appropriate. Following any incident, the site should be left undisturbed, as far as possible, to allow the investigation to take place.

Appendix B – Route to Hospital

ROUTE TO HOSPITAL

The First Aider is the Site Manager. The first aid kit will be kept in the Site Office.

THE NEAREST HOSPITAL WITH 24 HOUR A&E IS:

Queen Alexandra Hospital

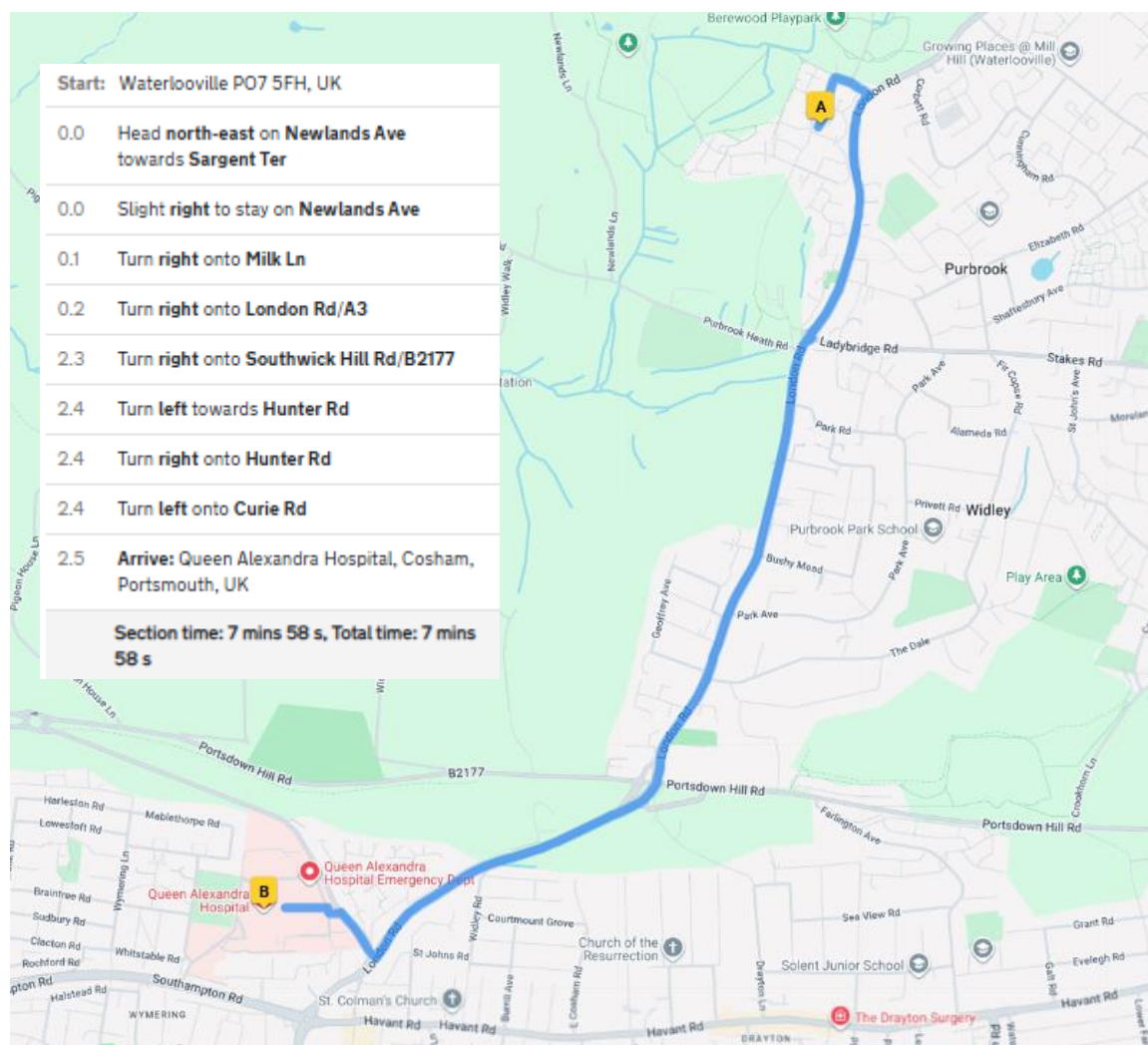
Southwick Hill Road,

Cosham,

PO6 3LY

Tel: 999 / 023 9228 6000

Distance: 2.5 miles



Appendix C – Emergency Contact Numbers

EMERGENCY CONTACT NUMBERS

During normal office hours the numbers for communication will be as follows: -

Mildren Construction Limited – Principal Contractor

Site Manager	Mark Hill – 07384 796044
Contracts Manager	Adrian Barnett – 07775 805784
Construction Director	Richard Holmes - 01202 487480
All Other Mildren Contacts	Mildren Construction Limited Offices (01202) 487480

For out of hours emergency cover the contact numbers will be as follows: -

FIRST LINE CALL:

Site Manager	Mark Hill – 07384 796044
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SECOND LINE CALL:

Contracts Manager	Adrian Barnett – 07775 805784
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If any alteration needs to be made to these arrangements formal notification will be provided to all interested parties in writing.

EMERGENCY NUMBERS IN THE EVENT OF DAMAGE /INJURY TO/FROM SERVICES

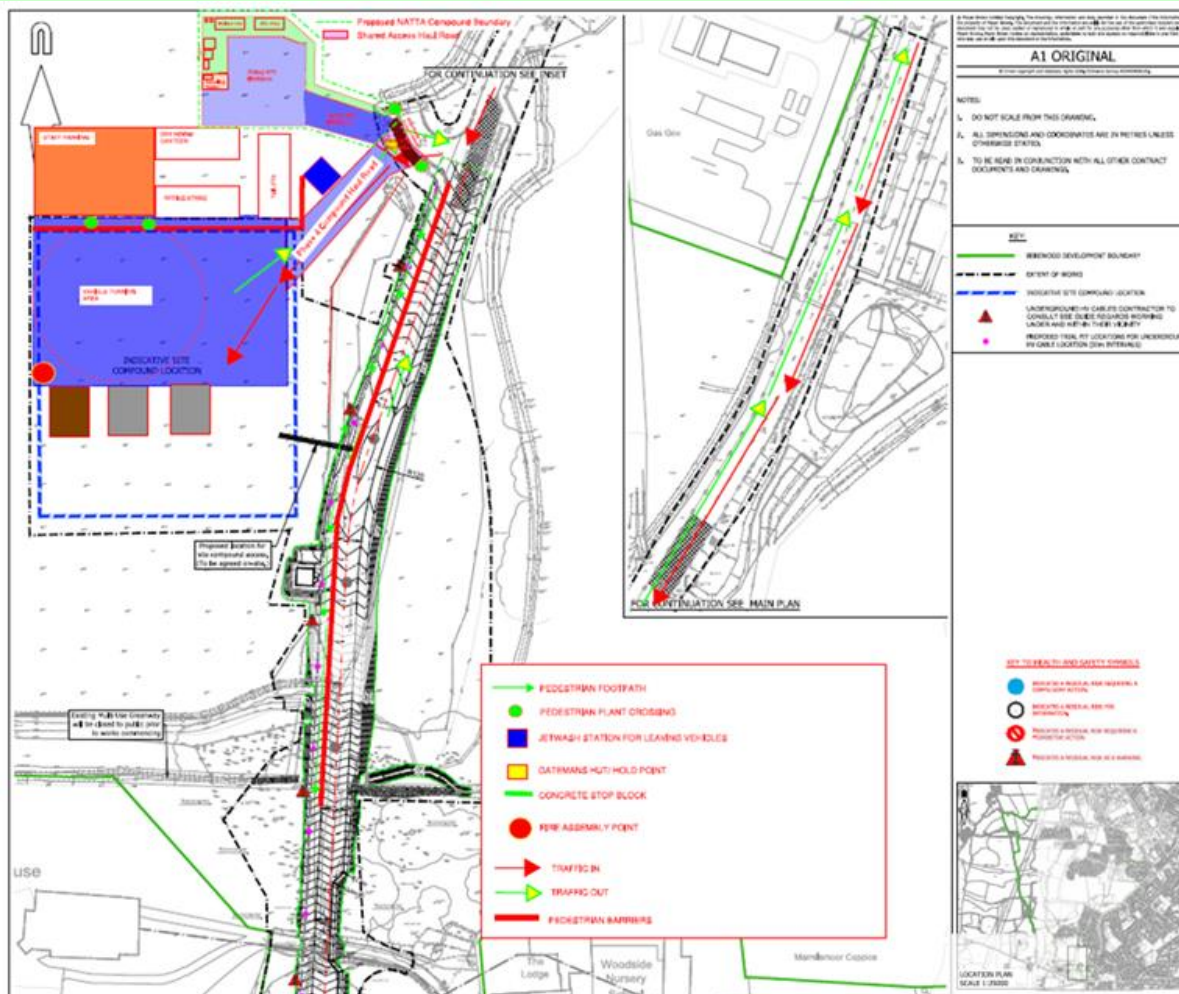
ELECTRICITY	SSE	08000 72 72 82
WATER	Portsmouth Water	02392 477 999
TELEPHONE	BT	0800 917 3993
ENVIRONMENT	Environmental Agency	0800 807 060
GAS	Southern Gas Networks	0800 111 999

Appendix D – Incident Reporting Procedures

REPORTING AN INCIDENT/ACCIDENT

FATALITY	<ul style="list-style-type: none"> -Report to Police (keep record) -who will notify HM Coroner. -Notify Health & Safety Director and/or HSEQ Manager. - (HSEQ Manager will report to HSE and confirm by e-mail.) -Notify employer if a subcontractor. -Notify Principal Contractor if not Mildren-Enter into accident book. Complete Incident Record.
MAJOR INJURY, SERIOUS CONDITION, DANGEROUS OCCURRENCE	<i>For definition see schedule contained in RIDDOR or refer to Mildren Construction Limited HSEQ Department</i>
	<ul style="list-style-type: none"> -Notify HSEQ Manager or if not available HSEQ Advisor. -HSEQ Manager will report to HSE and confirm by e-mail.) -Notify Construction Director. -Notify employer if a subcontractor -Notify Principal Contractor if not Mildren Construction Limited -Enter into accident book. Complete Incident Record.
OTHER REPORTABLE INJURIES – Over 7 days	<i>definition: -Any accident at work where because of an injury a person is incapacitated from work of their usual kind for 7 consecutive days – excluding day of injury, but including rest days, weekends etc.</i>
	<ul style="list-style-type: none"> -Notify HSEQ Manager or if not available HSEQ Advisor. (HSEQ Manager will report to HSE and confirm by e-mail.) -Notify Construction Director. -Notify employer if a subcontractor -Notify Principal Contractor if not Mildren -Enter into accident book. Complete Incident Record
MINOR ACCIDENTS	<ul style="list-style-type: none"> -Enter into accident book. Complete Incident Record -Email Incident Record to HSEQ Team.
NEAR MISSES	<ul style="list-style-type: none"> -Record on Near Miss Report Form -Email From to HSEQ Team.
ENVIRONMENTAL INCIDENT	<ul style="list-style-type: none"> -Notify HSEQ Manager or if not available HSEQ Advisor. -(HSEQ Manager will report to EA as appropriate and confirm by e-mail.) -Notify Construction Director. -Complete Incident Record.

FIRE PLAN



To be updated during the construction phase once final lay out is confirmed.

Appendix F – Fire Risk Assessment

FIRE RISK ASSESSMENT

Date of Assessment: 05/05/2026

Assessor: James Evans

PROJECT FIRE RISK ASSESSMENT

Persons at Risk	Operatives, visitors, tenants, security guards, public.
Individual at Specific Risk	Young or inexperienced workers, persons with mobility or sensory impairment, pregnant workers, elderly or infirm

ON SITE ACCOMMODATION FOR CONSTRUCTION OPERATIONS

HAZARD	CONTROL MEASURES	EVALUATION	FURTHER CONSIDERATION REQUIRED	PRIORITY FOR REVIEW
Smoking	<ul style="list-style-type: none"> No smoking within the site accommodation, to provide a designated smoking area off site. Signage / induction briefing accordingly. Smoking rules to be vigorously enforced by the appointed Fire Safety Co-ordinator/Marshall. Ash trays or similar to be provided. No soft finishes. Remove rubbish daily. Fire extinguishers to be readily to hand. 	<ul style="list-style-type: none"> Under smoke-free legislation, smoking is not permitted in enclosed areas. There is early detection during daytime as the site accommodation will be occupied. The site will not be occupied at night. Low risk of fire starting. 	No	Daily monitoring and checks by Fire Safety Co-ordinator/Marshall.
Electrical Fire <ul style="list-style-type: none"> Office appliances Mess room appliances Heaters 	<ul style="list-style-type: none"> All site accommodation appliances and equipment to be PAT tested prior to use (certification to be maintained on site). Inspect and maintain electrical appliances and equipment on initial installation and periodically. Temporary electric supply to accommodation to be installed by competent electrical contractor. 	<ul style="list-style-type: none"> Currently maintained in accordance with Electricity at Work Regulations and HSE Guidance. Low risk of fire starting. 	No	<ul style="list-style-type: none"> Daily monitoring and checks. Weekly inspection. Written records must be maintained.

HAZARD	CONTROL MEASURES	EVALUATION	FURTHER CONSIDERATION REQUIRED	PRIORITY FOR REVIEW
	<ul style="list-style-type: none"> Early detection during daytime as site accommodation is occupied. CO2 or powder extinguishers to be placed in site accommodation. 			
Other Fuels: <ul style="list-style-type: none"> Diesel Petrol 	<ul style="list-style-type: none"> Store diesel in external double bunded tanks with lockable entry flap. Petrol kept in appropriate container and stored in secure unit away from any potential sources of ignition. The minimum quantity kept on site. No smoking within vicinity of use or storage. During working hours whilst the site accommodation is occupied, electric heating will be utilised 	<ul style="list-style-type: none"> Diesel oil is less flammable than most fuels storage in steel double bunded tanks appears satisfactory therefore – low risk. Petrol kept in suitable container, when not in use stored in secure unit away from any sources of ignition, minimum amount kept on site – medium risk. 	No	Daily monitoring and checks by Fire Safety Co-ordinator/Marshall.
Arson	<ul style="list-style-type: none"> Secure site. Steel site accommodation. Practice good housekeeping - avoid build-up of rubbish and flammable materials. Remotely monitored CCTV and alarm system 	<ul style="list-style-type: none"> Low Risk when construction site occupied by construction workers. The site accommodation unoccupied at night. Low risk of fire starting. 	No	Daily monitoring and checks by Fire Safety Co-ordinator/Marshall.
Drying Room Heaters	<ul style="list-style-type: none"> Ensure heaters are not covered. Ensure safe distance is maintained from heater at all times. Site Manager to check before leaving site. 	<ul style="list-style-type: none"> Low Risk when construction site occupied by construction workers. 	If Gas heaters are used, then additional risk	Daily monitoring and checks by Fire Safety Co-ordinator/Marshall.

HAZARD	CONTROL MEASURES	EVALUATION	FURTHER CONSIDERATION REQUIRED	PRIORITY FOR REVIEW
		<ul style="list-style-type: none"> The site accommodation unoccupied at night. - 	assessment to be conducted.	

GROUNDWORKS AND OTHER ASSOCIATED EXTERNAL WORKS

HAZARD	CONTROL MEASURES	EVALUATION OF RISK	FURTHER CONSIDERATION REQUIRED	PRIORITY FOR REVIEW
Smoking	<ul style="list-style-type: none"> No smoking within confines of site to provide a designated smoking area off site. Smoking rules to be vigorously enforced by the Fire Safety Co-ordinator/Marshall. Signage / induction briefing accordingly. Ensure smoking materials are kept safely away in for example a locker room. 	<ul style="list-style-type: none"> Under smoke-free legislation, smoking is not permitted in enclosed areas. Low risk of fire starting. 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> Daily monitoring by Fire Safety Co-ordinator.
Plant and machinery	<ul style="list-style-type: none"> Plant and machinery to be maintained to prevent the risk of overheating. Refuelling of plant and machinery (especially with petrol) must take place in the open air or in well ventilated spaces away from sources of ignition or combustible materials. 	<ul style="list-style-type: none"> Low risk if control measures followed. 	<ul style="list-style-type: none"> Obtain test and inspection records from hire company. 	<ul style="list-style-type: none"> Daily monitoring. Weekly inspections. Written maintenance records must be maintained.
Underground services <ul style="list-style-type: none"> Gas supply Electric cable 	<ul style="list-style-type: none"> Operatives to be competent and trained in task. Pre-excavation checklist to be completed prior to commencing works – existing service plans to be obtained from 	<ul style="list-style-type: none"> Low risk if control measures followed. 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No

HAZARD	CONTROL MEASURES	EVALUATION OF RISK	FURTHER CONSIDERATION REQUIRED	PRIORITY FOR REVIEW
	<p>Client, area to be surveyed using cable locator, any services identified to be clearly marked, trial holes to be dug to identify location and depth. Works to be undertaken in accordance with company policy and HSE guidance – HSG 47.</p> <ul style="list-style-type: none"> Mechanical excavators will not be used within 0.5m of a buried underground service. 			
<p>Use / storage of fuels</p> <ul style="list-style-type: none"> Diesel Petrol 	<ul style="list-style-type: none"> Diesel stored in external double bunded tanks with lockable entry flaps. Petrol to be kept in an appropriate container and stored in secure unit/container, with warning signage on door. Only the minimum amount of petrol required to be used/stored on site. Spillages must be cleaned up and removed. Diesel stored in external double bunded tanks with lockable entry flap. Storage of fuels must be stored a suitably distance from new build. Plant and machinery to be maintained to prevent the risk of overheating. 	<ul style="list-style-type: none"> Low risk if adjacent control measures followed. 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No
Arson	<ul style="list-style-type: none"> Secure site. Steel site accommodation. Practice good housekeeping - avoid build up of rubbish and flammable materials. 	<ul style="list-style-type: none"> Low risk whilst site is occupied by construction workers during working day. Site is unoccupied at night and buildings are at risk - persons not at risk 	Review requirement for CCTV.	Weekly

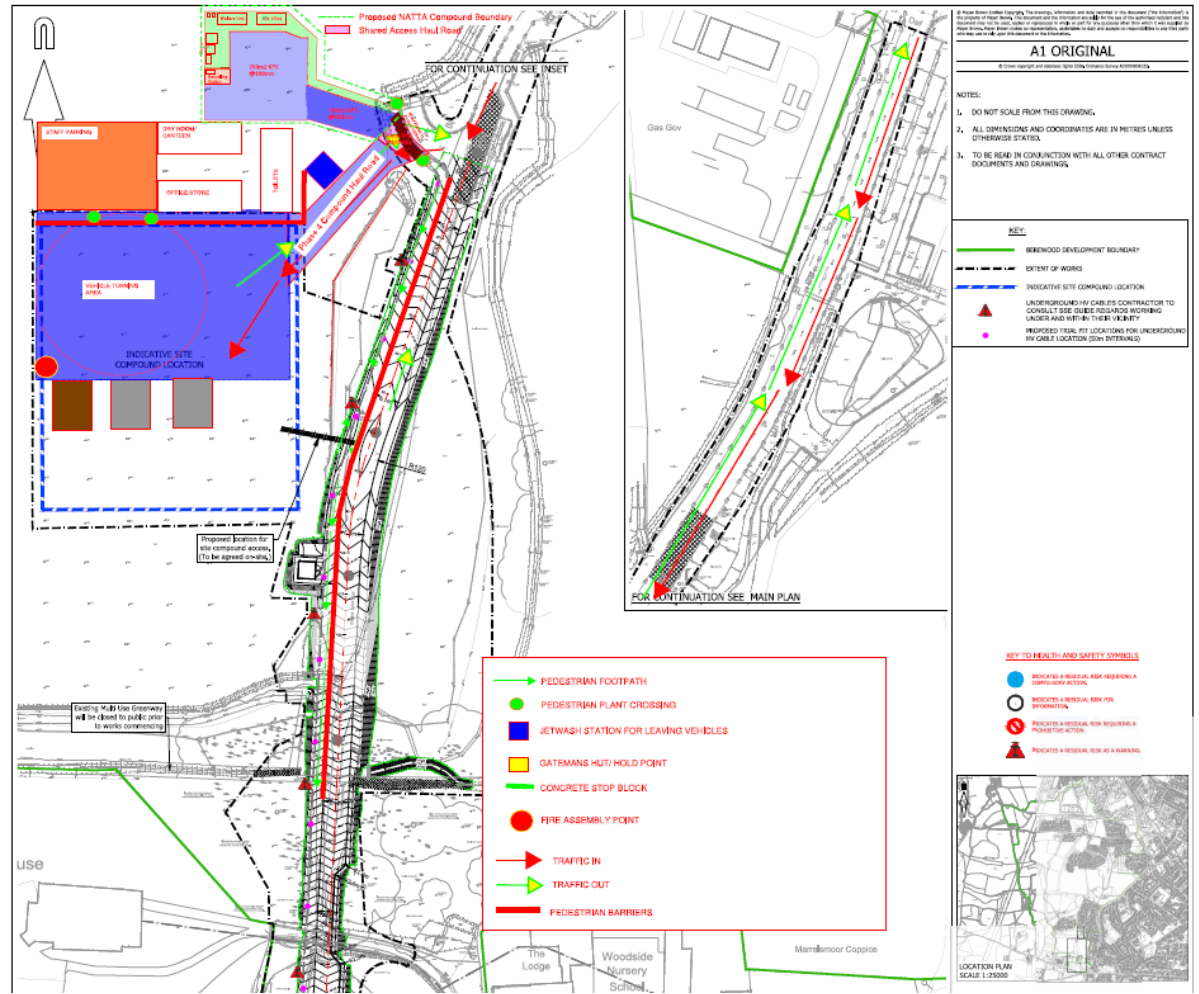
Appendix G – Traffic Management Plan

TRAFFIC MANAGEMENT PLAN

To be included in the CTMP

Appendix H – Site Layout Plan

SITE LAYOUT PLAN



Appendix I – Site Rules**SITE RULES**

- All visitors and operatives must report to the site supervisor and receive induction briefing prior to commencing work.
- All works to be carried out in strict accordance with the Company Health and Safety Policy and with the contract specific method statements and risk assessments which must be communicated to those involved prior to them commencing an operation on site.
- Smoking is prohibited in all working areas, both internal and external. Smoking will only be allowed in the designated smoking area(s).
- The highway is not to be obstructed except within any traffic management system in place.
- Unauthorised persons, especially children to be excluded from the work area.
- Lorries are to reverse only under the supervision of a banks man.
- Maintain workplaces in a clean and safe condition. Materials and equipment to be secured in a safe and tidy manner at the end of each shift.
- A professional standard of dress and general behaviour will be maintained at all times with no shorts to be worn.
- Suitable PPE will be issued and will be worn by all involved in the Construction Works - in particular high visibility clothing to BS EN ISO 20471:2013 and footwear will be worn at all times. Head protection will be worn at all times. Ear defenders, eye protection and other PPE will be worn where identified as necessary by risk assessment or where directed.
- Attending the site whilst under the influence of alcohol, drugs or inhaling solvents is not permitted.
- Take all reasonable precautions to prevent nuisance due to noise, dust, smoke, rubbish, vermin. No fires.
- Mobile phones are not permitted to be used in work areas other than for emergencies.
- Radios and audio equipment are not permitted.
- Mechanical plant and work equipment may be used only by those who have been certified as competent for its use. All safety devices must be visually checked before use and a record made of the overall condition at least weekly into register.
- Plant must be operated only within the manufacturer's limits in particular the safe working gradient, safe working load and any other major constraints must be understood before using an item of plant.
- Before getting off mobile plant, take it out of gear, apply the brakes and remove the keys. Note- All plant must be secured and immobilised and parked on level ground where practicable. Where provided seat belts must be worn. When loading, dumper drivers must leave their vehicles and wait in a place of safety.
- Do not engage in horseplay and do not put yourself or others in danger.
- No working on live drains without suitable PPE and training on associated health issues

SAFE EXCAVATION RULES

- Mildren Construction Limited 'Breaking Ground Permit' must be filled out prior to commencing.
- The Mildren Construction Permit to Dig system and permit is to be followed for all excavation.
- Excavations must not commence until services have been identified on plans, surveyed by cable location tool (CAT), marked on the ground and located by hand dug trial holes.
- Mains services are to be identified and safeguarded from the outset.
- Do not use mechanical means or power tools to excavate within 500mm of the marked position of a service. Hand dig and alternate methods of excavation such as the use of suction excavators to be utilised.
- Do not use handheld power tools directly above the cable except to remove hard surfacing once the depth of cables has been established by trial excavation as being at least 300mm below the underside of the hard surfacing.
- Use only hand tools with insulated shafts when digging. Do not dig trial holes vertically above the position of a cable. Dig alongside.
- Do not enter into any excavation unless a risk assessment of its stability has first been made by the Site Manager or other delegated competent person and suitable protection against collapse has been installed where necessary and you are told it is safe to enter. Do not enter an excavation without first having been briefed by the Site Manager on the precautions required.
- Do not leave an open excavation unguarded.
- Ensure that there is a safe means of access and exit – usually suitable length ladder.

METHOD STATEMENTS, RISK AND COSHH ASSESSMENTS

To follow



Appendix K – Environmental Responsibilities

ENVIRONMENTAL RESPONSIBILITIES

Role	Responsibilities
Construction Director	<ul style="list-style-type: none"> • The promotion of a Project culture where Environmental management has a status of equal importance to other business imperatives. • Provide leadership for all Environmental initiatives. • The appropriate engineering Environmental Basis of Design standards are developed and implemented. • Assume a leadership role in critical incident investigations and ensure the Clients representative and statutory organisations are fully briefed on the report and outcomes. • Ensure that any Procurement requirements comply with Statutory and UK Standards.
Contracts Manager	<ul style="list-style-type: none"> • Be familiar with the requirements of the Project EMP and ensure the implementation by all Employees, Contractors and Suppliers. • Ensure that all Project activities under their control are subject to risk assessments, by competent personnel, for each stage of the project development. • The appropriate engineering Environmental Basis of Design standards are developed and implemented. • Assume a leadership role in critical incident investigations and ensure the Clients representative and statutory organisations are fully briefed on the report and outcomes. • Ensure that any Procurement requirements comply with Statutory and UK Standards. • Participate when required in scheduled site Audits and inspections. • The promotion of a Project culture where Environmental management has a status of equal importance to other business imperatives. • Provide leadership for all Environmental initiatives.
Site Manager	<ul style="list-style-type: none"> • Enforcing the Company Environmental Policy. • Championing Environmental issues on site. • Ensuring that RAMS and appropriate types of hazard assessments are conducted for non-standard work. • Assuming a leadership role in critical incident investigations and ensure the clients representative and statutory organisations are fully briefed on the report and outcomes. • Providing direction in the event of significant Contractor non-compliance.

	<ul style="list-style-type: none"> • Being aware of Project legal and Contractual requirements, and for their compliance on the project.
Site Environmental Manager	<ul style="list-style-type: none"> • Monitor construction activities to ensure that identified and appropriate control measures are effective and in compliance with the Environmental Management Plan • Undertake and record weekly site inspections, initiate actions to correct issues identified. • Provide advice and assistance to site personnel on environmental matters. • Investigate and resolving complaints. • Undertake monitoring when required. • Ensure correct procedures are followed in the event of an environmental incident. • Implement and maintain environmental controls on site. • Report any activity that has resulted, or has the potential to result, in an environmental incident immediately to the HSEQ Manager or HSEQ Advisors.
Site Waste Champion	<ul style="list-style-type: none"> • Maintain and update the SWMP. • Ensure all waste storage containers are clearly labelled & wastes are segregated correctly. • Ensure best practice is followed on site. • Ensure the correct documentation is held for waste contractors & WTN are correctly completed. • Keep accurate records of types & quantities of waste leaving site. • Be a point of contact for queries, questions & problems. • Implement waste minimisation as an important part of company culture and co-ordinate reduction, reuse and recycling initiatives between sub-contractors. • Disseminate waste information for the site. • Motivate and encourage minimisation of all types of waste including efficient use of water & electricity.

Appendix L – Environmental Risk Register

ENVIRONMENTAL RISK REGISTER

Environmental Risk Register					
Site: Berewood SAJ					Contract Number: TBC
Site Description: Existing highways & green field site, adjacent residential properties.					
Land Status / Wildlife Designation: None					
Special Requirements: Planning conditions: See CEMP & DRAMP Activities to be Considered – No's: earthworks, alterations to existing highway, surfacing, signing, kerbing and drainage. ASPECTS AND IMPACTS BELOW TO BE REVIEWED AND REMOVED AS APPLICABLE. SITE SPECIFIC GUIDANCE AND DOCUMENTS TO BE REVIEWED AND ADDED AS REQUIRED					
(Office use)	Activity to be Considered	Medium Affected	Generic Control Procedure Under Normal Circumstances	Generic Control Procedure Under Abnormal/Emergency Circumstances	Site Specific Guidelines
1.	Use, storage and maintenance of vehicles	Air, Land, Water, Natural Resources & Nuisance	Refuelling or maintenance works must be carried out using spill prevention measures. When vehicle is not in use the engine must be turned off.	For spillages follow the spillage procedure and dispose of waste through the hazardous waste stream. If spillage is severe or fire breaks out contact the Fire Brigade and EA emergency hotline (Ref: PPG 18) : 0800 80 70 60	<i>Refer to point 3.</i>

2.	Use, storage and maintenance of plant and machinery	Air, Land, Water, Natural Resources & Nuisance	Refuelling or maintenance works must be carried out using spill prevention measures. When equipment is not in use the engine must be turned off. By employing best practicable means control noise, odour and dust emissions.	For spillages follow the spillage procedure and dispose of waste through the hazardous waste stream. If spillage is severe or fire breaks out contact the Fire Brigade and EA emergency hotline (Ref: PPG 18) : 0800 80 70 60	<ul style="list-style-type: none"> • <i>Plant which leaks any fuel, lubricant or hydraulic fluid not to be used.</i> • <i>Plant to be steam cleaned prior to delivery to the site.</i> • <i>Refuelling or servicing of plant to be carried out in designated locations away from any watercourses.</i> <p><i>Refer to point 3.</i></p>
3.	Use and storage of oil, fuel and chemicals	Land & Water	Ensure all fuels, oils and chemicals are labelled and stored in a bunded area (Ref: PPG 26).	Always store in a bunded area (Ref: PPG 26). For spillages follow the spillage procedure and dispose of waste through the hazardous waste stream. If spillage is severe or fire breaks out contact the Fire Brigade and EA emergency hotline (Ref: PPG 18): 0800 80 70 60	<ul style="list-style-type: none"> • <i>Do not refuel or store oil within 10m of watercourses or surface water drains.</i> • <i>Refuelling to be supervised and carried out by pumping through a trigger type delivery nozzle.</i> • <i>Return oil and fuels to storage areas after use.</i> • <i>Locate oil stores away from areas of high vehicular movement to prevent accidental damage.</i> • <i>Fuel and oil storage to be at least 10m way from watercourses, fully bunded to 110% of the volume stored and maintained in a secure and clean manner, delivery and vent to terminate within the bund.</i> • <i>Supervise all fuel deliveries.</i> • <i>Lock oil stores when not in use.</i> • <i>Use a drip tray under static plant and during refuelling from mobile plant.</i> • <i>Ensure bunds to tanks are free from cracks and leaks.</i> • <i>Regularly empty bunds and drip trays of rainwater, which should be treated as contaminated.</i> • <i>Keep all hoses and pipework within bunded area after use.</i> • <i>Keep spill kit near fuel and oil storage areas and refuelling areas.</i> • <i>An adequate supply of oil absorbent materials to be readily available on site at all times (e.g. in cab of plant).</i> • <i>A preference for bio-degradable hydraulic fluid.</i>

					<i>Report any irregularities or incidents to you Line Manager immediately.</i>
4.	The company produces and transports construction related wastes	Air, Land & Water	The company must keep its waste carriers licence up to date. Internal waste transfer notes must be completed and returned to head office.	If wastes escape during transportation ensure any potential contamination is contained (Ref: PPG 22). If escape of waste cannot be controlled or if a major spillage occurs inform the EA hotline: 0800 80 70 60	
5.	Excavation works	Land, Water, Wildlife & Nuisance	Always check site for any protected/endangered animals/species before excavating (Ref: PPG 5). Employ best practicable means to control contamination. (Ref: PPG 1 & PPG 6).	If further site contamination is revealed than was disclosed in the site investigation consult with the client and EA. If a major contamination incident occurs whilst excavation is in operation call the EA emergency hotline: 0800 80 70 60	<p><i>Working in previously developed land:</i></p> <ul style="list-style-type: none"> <i>Always wear the correct protective clothing.</i> <i>Wash your hands and all areas of exposed skin after working in made ground or brownfield land.</i> <i>Look out for changes to the types of material being worked in which may show up as:</i> <ul style="list-style-type: none"> <i>Differences in colour or texture.</i> <i>The presence of refuse (rubbish) or foreign objects.</i> <i>Differences in smell – common contaminants such as oils, landfill gases and degrading waste have distinctive odours.</i> <p><i>If you see changes like these – STOP WORK – make the area safe and notify your Line Manager immediately.</i></p> <ul style="list-style-type: none"> <i>Prevent the spread of contaminated dust – either cover the source or damp it down.</i> <p><i>Don't smoke or eat whilst working in made ground.</i></p>
6.	Site clearance	Land, Water, Wildlife & Nuisance	Always check site for any protected/endangered animals, flora and fauna before excavating.	n/a	<ul style="list-style-type: none"> <i>CEMP control measures to be adhered to.</i>

7.	Use of electrical appliances	Air & Natural Resources	<p>Turn all appliances off when not in use. Where possible use energy saving fittings.</p> <p>All waste electrical appliances to be disposed of in accordance with the Waste Electrical and Electronic Equipment Regulations (WEEE).</p>	n/a	
8.	Use of paper for printing/ photocopying	Natural Resources	Ensure all waste paper is disposed of via a separate waste paper stream (Recycled).	n/a	
9.	Water consumption for washing, mixing, refilling and cleaning	Land, Water & Natural Resources.	Ensure that anti-siphon valves are fitted to all outside taps (Ref: PPG 1). Control any surface water run-off (Ref: PPG 13) and plumb in runoffs from welfare facilities. Turn all taps off when not in use.	If contaminated water escapes and cannot be controlled call the EA hotline: 0800 80 70 60	<ul style="list-style-type: none"> • <i>Use only designated areas for washout i.e. form bunded area or similar to be used to prevent accidental contaminated water escapes.</i> • <i>Do not allow ready mix trucks to washout anywhere other than in areas designated for the purpose.</i> • <i>Where necessary protect nearby drains against washout water running into them.</i> • <i>NOTIFY your line manager IMMEDIATELY if you see any concrete spillages or concrete washout likely to cause pollution.</i> • <i>It is an offence to allow polluting matter as silt, cement, concrete, fuel, oils, cleaning chemicals and detergents to enter a watercourse or a drain.</i> • <i>Use only the designated wash down area on site.</i> • <i>Ensure the wash down slurry residue is contained and cannot enter drains or watercourses.</i> <p><i>Do not use any more water than is necessary – reduce waste.</i></p>

10.	Use of an intruder alarm	Noise & Nuisance.	Any intruder alarms must be checked to ensure they do not cause unnecessary disturbance.	n/a	
11.	Storage of materials	Air, Land, Water, Wildlife, Noise & Nuisance	Construction materials must be stored tidily to reduce nuisance to neighbours and in line with COSHH regulations.	In extreme weather conditions further measures may need to be taken to ensure materials do not escape and litter / contaminate compounds or surrounding areas.	<ul style="list-style-type: none"> • <i>Store bulk and bagged cement and concrete additives at least 10 metres away from watercourses, gullies and drains.</i> • <i>Undertake mixing/batching works well away from water courses and drains.</i>
12.	Use of artificial lighting.	Noise & Nuisance	Steps must be taken to reduce nuisance to the community (e.g.: ensuring lights are angled away from neighbouring properties as much as possible)	n/a	<ul style="list-style-type: none"> • <i>Lighting design to match the requirements in the CEMP to reduce disturbance to bats.</i>
13.	Smoke from plant and machinery	Air	Only plant and machinery that produce low emissions to be hired or used.	n/a	<ul style="list-style-type: none"> • <i>Smoke from plant (all plant exhausts) monitored daily while in operation. Action if breached to inform your Line Manager.</i> • <i>Only plant and machinery that produce low emissions to be hired or used.</i> • <i>Only plant and machinery that have been properly serviced / maintained to be hired or used.</i> • <i>Where ever possible fumes/smoke emissions will be reduced to the lowest level by the selection of plant, methodology and techniques involving less production.</i> • <i>Not to leave plant and machinery running unnecessarily.</i> • <i>If actions breached to inform your Line Manager.</i>

14.	Site generated noise and vibration.	Noise, Vibration & Nuisance (distraction of road users and disturbance to adjoining land owners and users)	Plant and machinery to be hired that produces low levels of noise and vibration. Erecting warning signage and screening. Moving noisy operations away from public areas where possible. Careful selection of equipment and plant that is less noisy. Maintaining work equipment and plant. Carrying out noisy operations away from site where possible e.g. cutting masonry. Assessments to be undertaken as necessary to determine environmental impact.	n/a	<ul style="list-style-type: none"> <i>Works will be undertaken in accordance with industry best practice and legislative requirements for the control of site generated noise and vibration.</i> <i>All operations and tasks will be assessed for the possibility of vibration and how this could effect the environment. This will consider airborne, structural, ground-borne vibration and the risk of nuisance to local community and potential damage nearby structures from using plant, equipment and tools.</i> <i>Where ever possible vibration will be reduced to the lowest level by the selection of plant, methodology and techniques involving less vibration. To hire low vibration producing plant and machinery that has been fitted with resilient mounts.</i> <i>To monitor noise levels.</i> <i>Fit mufflers to plant where possible.</i> <i>All generator covers and cowlings (acoustic hoods and doors) must be kept secured to prevent excess noise being generated.</i> <i>Hire less noisy plant and machinery which are well maintained.</i> <i>Construct noise booth/screens in areas others will be affected by substantial and /or prolonged noise exposure.</i> <i>Screen off areas if necessary with sound deadening material.</i> <i>Restrict noisy activities to certain times of the day.</i> <i>Plan deliveries. Arrange routes and times to minimise potential nuisance to the local community.</i> <i>Minimise drop heights into hoppers, lorry's and other plant.</i> <p><i>Not to leave plant running unnecessarily.</i></p>
15.	Dust release from earthworks and from cutting construction materials	Air, Noise & Nuisance (distraction of road users)	Any visible signs of dust deposition shall trigger action to dampen and take avoiding action.	n/a	<ul style="list-style-type: none"> <i>The monitoring of potential dust release from construction and earthwork operations will be regularly undertaken during moving earth or dry periods.</i> <i>Keep surfaces swept and damp with water at regular intervals.</i>

					<ul style="list-style-type: none"> Minimise drop heights into haulage vehicles. Ensure cutting and grinding operations are adequately shielded or wetted. Sheet lorry's carrying dry materials off site. Keep to site speed limits to minimise dust generation. Utilise wheel washing facilities as necessary. Store fine, dry materials by providing adequate protection from wind. Store bulk cement in secure unit or silo. Position silos and stockpiles away from pedestrianized / residential areas. Erect a physical barrier at the site boundary to prevent airborne dust spreading. Hire plant and machinery with suitable suppression apparatus. Wherever possible dust will be reduced to the lowest level by the selection of plant, methodology and techniques involving the production of less dust. If actions breached to inform your Line Manager.
16.	Transport of materials / travelling	Air, Nuisance, pressure on local transport network	Reduction of material transport through site recycling and reuse of materials. Materials delivered during off peak periods. Shared transport to reduce emissions.	n/a	<ul style="list-style-type: none"> TM layouts to be planned to minimise congestion during construction. Procuring materials from local businesses to reduce CO2 emissions. During wet conditions wheel wash system to be utilised to prevent contamination / debris on the highway. In the event of contamination / debris on highway to be cleared away promptly e.g. road sweep hired. <p>Staff transport to and from site to be shared. Materials, plant and equipment to be sourced locally.</p>
17.	Construction works being undertaken	Nuisance to community and business	Unightly works impact to be minimized by use of boundary fencing around areas of excavation and the site compound area as specified.	n/a	<p>On all Mildren Construction projects the management of waste is considered as follows:</p> <ul style="list-style-type: none"> Waste minimisation in relation to design as well as project nature, construction methods and materials. The types and quantities of waste there will be.

			Construction works to be undertaken in accordance with EA Pollution Prevention Guidance (PPG 6 – Working at construction and demolition sites).		<ul style="list-style-type: none"> <i>The waste management action proposed for each waste type – recycled, reused, recovery or landfill.</i> <i>All waste is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and regulation 12 of the Waste (England and Wales) Regulations – materials will be handled efficiently and waste managed appropriately.</i> <p>Storage of waste:</p> <ul style="list-style-type: none"> <i>Keep sites tidy and collect up any waste regularly.</i> <i>To use waste containers or skips which are suitable for the type of waste being stored?</i> <i>To use skips with lids or covered with sheets or nets to prevent dust and litter being blown out.</i> <i>Containers and skips are to be checked for corrosion or wear to minimize the risk of accidental spillages or leaks.</i> <p>Construction practices:</p> <ul style="list-style-type: none"> <i>Concrete shuttering to be designed to avoid escape of cementitious material, especially where it would contaminate water.</i> <i>Timber used for temporary works to be from a temperate sustainable resource.</i> <i>Timber preservative treatment to be carried out away from watercourses and in a manner to avoid any spillage or loss.</i> <p><i>Working areas shall be defined with demarcation fence to avoid damage to adjacent land and vegetation.</i></p>
18.	Surface water run off causing flooding adjacent land/polluting groundwater/watercourse.	Water, Land & Wildlife	Where necessary temporary settlement ponds or cut of drains will be installed to prevent surface water runoff from or pollutants that may be present entering groundwater/watercourse.	n/a	<p>Water Pollution – Silt:</p> <p><i>Do not store soil, stone, or similar materials within 10 metres of watercourses or drains.</i></p>

19.	Electrical & Mechanical works i.e. refurbishment works, removal of traffic light systems etc.	Land & Water	All waste electrical items e.g. switch's, sockets, fuses boxes, traffic light control systems etc. to be disposed of separately and not to be mixed with other waste materials in accordance with the Waste Electrical and Electronic Equipment Regulations (WEEE). To install energy efficient and saving devices	n/a	
20.	Site working hours	Disturbance to adjoining residential properties, landowners and users.	Restricting noisy operations away from public areas where possible. Careful selection of equipment and plant that is less noisy. Maintaining work equipment and plant. Carrying out noisy operations away from site boundary where possible e.g. cutting masonry. Assessments to be undertaken as necessary to determine environmental impact.	n/a	<i>It is a requirement of the project that all works are to be executed during normal working hours (0800–1800 weekdays and 0800–1300 Saturdays).</i>
37.	Surface water drainage works	Water, Land, Wildlife, Nuisance to community and business	In accordance with the National Planning Policy Framework and the Technical Guidance relating to the framework there is a requirement to submit a Flood Risk Assessment for any development where the application site extends to more than 1 hectare and where the site lies within the lowest zone of flooding (Flood zone 1).	n/a	Refer to the Flood Risk Assessment undertaken byduring for details of measures to be designed into project to ensure there is no increased risk of flooding as the result of the development.