

Construction Management Plan

Mansion Gardens



STATEMENT OF INTENT

This plan sets out how health and safety matters are to be controlled on this site. It outlines the project to be undertaken. This plan must be used in conjunction with Bellway Homes Health and Safety Policy and Procedures Manual, and the Contractor's Safe Systems of Work.

This file has been created to offer guidance and specific instruction to those using it. For further clarification of requirements, when viewing this online, click on the 'speech bubble' button where provided. All grey cells are to be completed prior to issue.

In line with the pre-commencement requirement (Condition 18) outlined by Mid Sussex District Council - No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the approved Plan shall be implemented and adhered to throughout the entire construction period. The Plan shall provide details as appropriate but not necessarily be restricted to the following matters, o the anticipated number, frequency and types of vehicles used during construction, on the method of access and routing of vehicles during construction, on the parking of vehicles by site operatives and visitors, o the loading and unloading of plant, materials and waste, o the storage of plant and materials used in construction of the development, on the erection and maintenance of security hoarding, o the provision of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders), o details of public engagement both prior to and during construction works.

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[illegible]

SECTION ONE – ABOUT THE SITE AND ITS LOCATION

NAME / LOCATION OF PROJECT: Phase 2, Former Woodfield House, Isaacs Lane, RH15 8RA	
DESCRIPTION OF PROJECT: - The site is a phase of the wider Homes England development Northern Arc, located to the North of Burgess Hill, Mid-Sussex. The site is divided into four parcels: P1.6/P1.5a/P1.5b and P1.3 This phase will see the construction of 30 new dwellings, 9 of which will be in partnership with Clarion Housing, to provide social housing.	
DESCRIPTION OF REMEDIATION REQUIRED: - The contamination risk to the development are considered low. The investigation encountered low levels of contamination, however, there are four areas of Japanese Knotweed which will be handled to licensed professionals (Ebsford) prior to works on site.	
DESCRIPTION OF ROADS AND SEWERS TO BE INSTALLED: This scheme will be a continuation of the previous phases, and so benefits from the connection to existing utilities, including drainage and existing substations.	
DESCRIPTION OF DRAINAGE: The site will connect into existing infrastructure in the previous phase, allowing the scheme to be designed as a gravity fed system. The surface water will be discharged through several SUDs features across the site, before entering the existing pond and eventually into the existing drainage ditches beyond the site boundary. The ditches have been remediated and enhanced to allow the development of the previous phase.	
DESCRIPTION OF GROUNDWORKS: - There is a mixture of foundations that have been designed for this site, due to former and existing trees, as well as the soil type being high ratio of clay.	
START DATE OF PROJECT: April 2026	
DURATION OF PROJECT (WEEKS): 50 weeks	
KEY DATES IN THE DEVELOPMENT:	n/a
• Notification to HSE (F10) Design Stage Dated:	01/05/2026
• Notification to HSE (F10) Construction Stage Anticipated Date:	July 2027
• Anticipated Completion Date of Site:	n/a in house
• Appointment Letter for Principal Designer Dated:	
CLIENT'S NAME AND CONTACT DETAILS:	
Bellway Homes (South London), 1 st floor, Regent House. 1-3 Queens way, Redhill, Surrey. RH1 1QT	
PRINCIPAL DESIGNER'S NAME AND CONTACT DETAILS:	
Bellway Homes (South London), 1 st floor, Regent House. 1-3 Queens way, Redhill, Surrey. RH1 1QT	
PRINCIPAL CONTRACTOR'S NAME AND CONTACT DETAILS:	
ASBESTOS REMOVAL:	Westley Squibb (MIDE) Head of Operations / Director

	Enabling / Demolition / Construction Tel: 01268 956032 Mob: 07770238317 Email: westley@dsp-group.co.uk For and behalf of DSP Group Ltd
REMEDIATION OF LAND:	NA
ROADS AND SEWERS:	TBC
MAIN PROJECT WORKS:	Bellway Homes (South London), 1 st floor, Regent House. 1-3 Queens way, Redhill, Surrey. RH1 1QT

DESIGNER'S NAMES AND CONTACT DETAILS:	
ARCHITECT/S:	WADP Ltd, 62 Well Lane, Horsell, Woking, Surrey, GU21 4PS
ENGINEER/S:	Civil: GTA Consult Engineer Maple House, 192-198 London Road, Burgess Hill, RH15 9RD Structural: Sycamore House, Woodside Road, , , Amersham, , , Bucks, , , HP6 6AA
TEMPORARY WORKS:	CIVIL/STRUCTURAL: Sycamore House, Woodside Road, , , Amersham, , , Bucks, , , HP6 6AA
HOUSE TYPE DESIGNERS:	Bellway Homes (South London), 1 st floor, Regent House. 1-3 Queens way, Redhill, Surrey. RH1 1QT
OTHER DESIGNERS (LIST AS REQUIRED:	MEP/HADLEY CONSULTING ENGINEER LTD Highstone House/165, High Street Barnet/Hertfordshire EN5 5SU 02083442325

EXISTING SERVICES ON SITE:	
GAS:	Existing residential connection
ELECTRIC UNDERGROUND:	HV main crosses the site as part of the Homes England diversion works. Electrics feeding the cottage needs disconnection
ELECTRIC OVERHEAD:	N/a
WATER:	Existing residential water supply
BT:	Existing residential Openreach cable identified
FIBRE OPTIC:	As above
MANHOLES/SEWERS:	n/a

PREVIOUS LAND USES:
- Residential house and grounds composing a walled garden and guest cottages
SURROUNDING LAND USES:
• P1.6/P1.5a/P1.5b are located to the east of the wider development, to west of the River Adur and is occupied in a new development by Bellway Homes
ACCESS TO SITE:
• P1.3 is to be served via single point of access that will link to the internal network of the freaks farm development • P1.5 is a residential development parcel lying in a north-east to south-west direction between the Northern Arc Avenue to the west and the River Adur Corridor to the east. In line with the access point of the parcel has already been established and is planned to be delivered by Homes England subcontractors • P1.6 A Bellmouth to be created from Issac's Lane
PUBLIC RIGHTS WAY:
• N/A
SITE CONTAMINATION:
- low risk of contamination
GROUND CONDITIONS:
1. Weald clay - Clay - Silt - sand
ENVIRONMENTAL ISSUES:
• P1.3/P1.5/P1.6 - Shallow foundations should be considered except where structural loads or trees require foundations to be deepend then piles should be considered - Suspended floor slabs will be required due to the presence of the Weald clay

SECTION TWO - HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS AND SITE RULES

The majority of this section requires your input, and where a grey box exists, you must complete it or mark it as N/A (not applicable). Occasionally brief statements will be made to introduce a topic, but for direction, click on the speech bubble icon where viewing the document online.

Management on Site

Construction Director: Leon Taylor: 0717887921
Contracts Manager: Construction Manager - Farhan Mohamed 07483624127
Site Manager:

- Paul Minican - 07974493657 Other Site Managers and assistant site managers: - George Museu – 07448069197 - Hunlign Bekele - 07920405465
Other Site Supervision: See contact list in next page
NOTE: all subcontractors are required to provide adequate supervision for their works

Health and Safety Goals for the Project

It is the aim of Bellway Homes (and subsidiaries such as Ashberry Homes) to construct this site in such a way as to alleviate any risks as far as practicable to all. This includes operatives, Bellway employees, visitors, and members of the public including children.

Arrangements for Monitoring and Review

Bellway's third party advisors will undertake a scored inspection on site every: Month
The third party advisor for this site is: SSUK
The Bellway Homes Regional Health and Safety Manager for this site is: Melody Water 07866057339
The sub-contractor's contact with the Principal Designer Team is through the site manager, who is: Paul Minican

Consultation with the workforce

We have a duty to consult with people on site. All site managers must instruct all operatives on site to contact them regarding any concerns about health and safety. All persons working on / visiting the site will be given a site-specific safety induction prior to entering the construction zone. Further relevant information will be passed on through Toolbox Talks and/or displayed on the site notice board.

Pre-start meetings will be held with subcontractors and weekly site meetings will also be used as a forum to discuss Health and Safety issues relating to site.

Design Considerations: ✓ Working at height ✓ Working around or above live services ✓ Deep excavation ✓ Swelling & Shrinkage ✓ Foundation ✓ Piling ✓ Roads ✓ Excavation ✓ Filling

- ✓ Floor slab
- ✓ Settlement
- ✓ Retaining walls
- ✓ Traffic management
- ✓ Manual handling
- ✓ Dust & vapours
- ✓ Deep sewers
- ✓ Venting of existing sewers
- ✓ Tree protection
- ✓ Protection of the public

Register of Sub-Contractors on Site: Demolition contractor – DSP

Rest TBC

Trade	Company	Contact
Bricklayers		
Ceramic Tilers		
Cleaners		
Crash Deck Installers		
Customer Care		
Drylining / Plastering		
Electricians		
Fencer		
Glazier		
Groundworkers		
Joiners / Carpenters		
Kitchen Fitters		
Landscapers		
Leadworks		
Mastic Sealants		
Painters and Decorators		
Plumbers		
RC Frame Contractors		
Renderers		
Roofers		
Scaffolders		
Wardrobe Fitters		
Vinyl & Carpet Fitters		

Site Security

Arrangement	Tick if used
Permanent 1.8m fencing will be installed	✓
Combination of Wood hoarding and heras panels to the site perimeter and/or site compounds will be fitted by a qualified contractor to their designed which will be fit for purpose.	✓
Heras fencing will be erected to the build and material storage areas observing the minimum rules	✓
Tree preservation areas will be heras fenced to the size of the canopy of the tree, thereby not permitting storage beneath them.	✓
Suitable signage will be provided to warn unauthorised visitors of the risks. These should be posted every 100m as a minimum	✓
Security Patrols will be present on site out of hours	n/a
There is a requirement for a gate person to manage the access to site	✓
CCTV will be present on site	✓
Dummy CCTV cameras have been deemed acceptable on this site	n/a

Consortium Sites

Where we are constructing sites with other developers, a consortium agreement should be put in place and those working on the sites should undertake monthly consortium meetings which are minute'd for the purposes of demonstrating cooperation and communication. We recommend the HBF Consortium Agreement is used, and this is put in place prior to commencing on site. It is the responsibility of the CDM Management Team to ensure this is undertaken. It is important to establish who will be "Lead Developer" at an early stage to prevent confusion and lack of cooperation between the parties.

This is a consortium site	Yes
Where "Yes": this site is shared with:	Vistry/Home England
The Lead Developer is:	Home England
Frequency of Consortium Meetings:	Monthly

Meeting minutes should be filed in a separate file.

Site Rules

Out of Hours

- Ladders will be removed and secured, or their use restricted with ladder boards.
- Plots under construction are to be made lockfast where possible.
- Excavations must be fenced off.
- All plant, equipment, and tools will be secured and immobilised.
- Materials will be checked for safe stacking – stacks should not exceed 2 pallets in height without risk assessment.
- All edge protection on working platforms will be checked for compliance.
- The gates to compounds and other fenced areas will be closed and locked.
- Flammable materials, such as LPG and HFL, will be stored away from site offices and buildings under construction and be kept under lock and key.

General Rules (Included in the Generic Induction for Bellway Homes)

- All persons are to report to the Site Manager on arrival and sign into site. Where required, they must be given a site-specific induction.
- Head protection must be worn at all times outside on site. You are not required to wear hard hats inside plots or in the welfare facilities.
- All personnel working on or having access to the site must wear appropriate safety footwear.
- You must wear a high visibility vest/jacket at all times on site. This cannot be cut down, and visibility strips must not be removed. It must be yellow or orange in colour.
- Your safe system of work will tell you what other PPE you must wear to do your job.
- Defecating or urinating in plots or anywhere on site that is not the toilets is strictly prohibited.
- Damaging or misusing any plant or equipment will not be tolerated.
- The site speed limit is 10mph – there are no exceptions to this.
- Work areas are to be kept clean and tidy, with debris placed in the skips provided.
- All ladders must be secured when in use.
- No person may alter scaffolding unless competent and authorised by the Site Manager to do so.
- All persons on site have a duty to report any accidents or near misses to the site manager.
- Only 110V electrically powered tools are to be used on site. RCD's will also be used where appropriate.
- Parking of vehicles is only allowed in the areas specified.
- The canteen and toilets must be kept clean at all times. Report any misuse to the site manager.
- Smoking and vaping is only allowed in the designated areas (not in plots or site cabins).
- All persons on site are required to cooperate with site management on all matters concerning health and safety.
- No person will be allowed to work alone on site.
- Operators of plant and equipment must provide evidence of training and competence in the safe use of such plant and equipment and be authorised by site management.
- No persons under the age of 18 will be authorised to work on site without prior agreement and risk assessments undertaken by the employer.
- Bellway undertake drug and alcohol testing, both randomly and with cause. You are required to participate if requested to do so.
- Visitors that have not received an induction will be escorted whilst on site by competent site staff.

Welfare Facilities

Arrangements	Tick to Confirm
Locking canteen facilities with chairs that have back rests	✓
Locking drying room with door closer on access door	✓
Movement sensors on lighting to reduce energy usage	✓
Hot / warm running water with supply of soap and towels	✓
Portable toilets the conform with Instruction Number 4 Provision of Satellite Welfare rev A.pdf	n/a
Cooking facilities and drinking water facilities in canteens	✓
Boot cleaning facilities	✓
Battery charging facilities (in lockable cabinets or in a cabin away from HFL/HFG)	✓
Toilets sufficient for the number of operatives on site and a separate female toilet	✓

On Site Training and Induction

Toolbox Talks

It will be necessary to hold talks where site inspections or general experience on site show that defects in health and safety performance is due to a lack of knowledge or understanding on the part of the site operatives. These talks may be given by the Site Manager or other appropriate employee. Where possible, they will be added to a QR so operatives may download the talk directly to their mobile device. Directly employed operatives/staff will complete the register and the Site Manager is to send it to the Construction Secretary for inclusion on the personnel records.

First Aid

Trained First Aider on Site Is:	Hunlign Bekele/ Gheorge Museu
Location of Defibrillator Is:	Site office

Operative's Training

All operatives must have induction to site including the generic and site-specific induction, and induction into their safe system of work (provided by their employer/supervisor). These should be recorded on 4.1b, 4.1c and 4.13.

Operatives carrying out specialist duties as follows require relevant training:

- Scaffolding, including the erection of tower scaffolds as required.
- Operating plant or equipment as required.
- Face fit testing for dust masks (required for operatives in contact with timber or silica dusts).
- Lifting operations, slinging as required.
- Banks person as required.
- Excavations as required.
- Entry into confined spaces as required.

Copy certificates of training must be obtained and held with their induction forms on the Induction App.

Site Manager's Training

Site Manager's Name:	Paul Minican
CSCS card	Number: Expiry:
CDM Regulations	Expiry:
Bellway H&S Generic Induction	Date of Induction:
SMSTS	Expiry:
Scaffold Appreciation	Hunlign Bekele
Temporary Works	Hunlign Bekele Expiry: October/2030
NVQ Level:	Confirm qualification: yes/Level 7
First Aid at Work	NA – Site Manager mentioned in previous page
LOLER Appointed Person (where required)	Expiry: Down to individual trades
Excavation Safety (where required)	Expiry: Down to individual trades

Reporting of Accidents, Near Misses and Dangerous Occurrences

All contractors working on this site have a duty to report all accidents to the HSE that result in an absence of work that is greater than 7 days in total. A copy of this report must be forwarded to claire.birkhead@bellway.co.uk

Site Managers will ensure all accidents are recorded in the accident book and take appropriate action. The Site Manager will ensure first aid equipment is on site and the defibrillator is in good working condition by undertaking monthly inspections.

The Site Manager will follow the accident flowchart for reporting accidents and dangerous occurrences. Near misses are to be reported on the QR code.

Acceptance of Sub-Contractor's Safe System of Work

Bellway will undertake the following process when in receipt of a contractor's safe system of work:

- The Commercial Department will send, with the order, a letter to the contractor requiring page references to be made to specific key points related to their occupation.
- Upon receipt of the hardcopy and electronic copy, the Commercial Department will load the electronic copy onto COINS, and hand the hardcopy and the letter with page references to the Construction Secretary.

- The Construction Secretary will complete the RAMS spreadsheet for the relevant site and, providing there are no “red” cells, forward the hardcopy of the safe system of work to site. The RAMS spreadsheet will be loaded onto the shared One-Drive.
- The Site Manager will read through the safe system of work to establish it has covered the anticipated scope of works and potential risks associated with the site and the operations being undertaken.
- If any anticipated risks have not been sufficiently resolved the Site Manager will email the subcontractor and agree a time frame in which to correct the paperwork. No works are to be undertaken on site by the subcontractor until the revised system is received and accepted.
- The Site Manager will file the hardcopy of the system in the associated trade file, in line with the Bellway Health and Safety Filing System.
- The Site Manager will refer to the safe system of work during the Pre-Start Meeting, site-specific inductions and any disciplinary actions.
- The safe system of work is to be reviewed at least annually, but more frequently where the speed of build creates new risks such as occupations.

Control of Specific Risks

Risk	Arrangement
Type of scaffolding used on this site:	Independent tube and fit
Fall prevention method on site will be:	Crash deck
Temporary handrail in stairwell:	Ockwell
Lifting operation undertaken:	Contract lifts
Control of stairwell openings:	Sacrificial joists

Requirement	Tick to Confirm
Freestanding walls to be fitted with stays / bracing to prevent movement?	✓
All floor joists on metal hangers will be propped beneath to prevent collapse?	✓
Scaffolding will be erected to the most current standards?	✓
Permit to work on scaffolds issued when adapted for render?	✓
Work on or near water has been risk assessed for this site?	✓
Cranes / Piling Rigs positioning outriggers on unmade ground will have a CBR test undertaken first?	✓
Haki stairs will be fitted for scaffolds over 4 lifts or where scaffolds creating scaffolds greater than 25m in travel distance? Additional access will be provided.	✓
Ladders will be provided for access to scaffolds less than 4 lifts or less than 25m in travel distance?	✓

Material Delivery and Storage

Requirement	Delete as applicable
There will be a delivery waiting area	Yes
A banks person will be used to reverse vehicles into / out of the loading area	Yes
A one-way system will be in operation in the compound area	Yes
Groundworks contractors are responsible for banking their own deliveries	Yes
Loads above 1.2m that require access for slinging etc. must have fall protection	Yes

Road Cleaning

Requirement	Arrangements
A wheel wash is required and will be provided	Yes (At Isaacs Lane during demolition and at Holmbush Avenue during construction)
Road sweeping is required and will be provided	yes

Vehicle Movement Restrictions

Requirement	Tick if applicable
Deliveries are restricted – deliveries are accepted between ___8.30am___ and 4.00pm_____ (suppliers advised)	✓
There are no restrictions on vehicle times other than normal site working hours	✓

Construction Phase – Vehicle Movements

The development comprises 30 traditional-build dwellings (trench fill foundations, masonry superstructure with timber roofs and tiled coverings) and will be delivered over an approximate **18-month programme**.

During the main construction phase, **all construction traffic will access the site via Holmbush Avenue**, utilising a **temporary haul road**. This approach has been selected specifically to avoid the use of Isaacs Lane due to existing visibility constraints.

Vehicle types and typical deliveries will include:

- Ready-mix concrete wagons (foundations and slabs)
- Brick and block deliveries (HIAB vehicles)
- Timber frame/roof trusses (articulated deliveries)

- Roofing materials (tiles, battens, insulation)
- General building materials (plasterboard, joinery, etc.)
- M&E deliveries
- Skip exchanges and waste collection vehicles
- Small plant and contractor vans

Typical daily movements (average):

- 10–20 vehicle movements per day (i.e. 5–10 deliveries in / out)

Peak periods (groundworks / superstructure / roofing):

- Up to 30–40 movements per day (15–20 deliveries in / out)

Typical vehicle types and approximate frequencies:

- Concrete wagons: 2–6 per day during foundation/slab pours (short duration peaks)
- Brick/block deliveries (HIAB): 2–3 per week
- Timber frame / roof trusses: 1–2 per plot (phased deliveries)
- Roofing materials: 2–3 deliveries per plot (phased)
- General materials (plasterboard, joinery, M&E): 3–5 per week
- Skips / waste removal: 2–4 exchanges per week
- Site operatives / vans: 10–15 vans per day

All deliveries will be managed and booked to avoid clustering and minimise disruption. As previously noted, **all construction traffic will route via Holmbush Avenue and the temporary haul road**, avoiding Isaacs Lane.

Demolition Phase – Vehicle Movements

The following movements and additional measures which will be taken during the works on the Woodfield House.

- Maximum amount of vehicle movements per day would top 8 to 10
- The above includes Site Vehicle, Operative Transport
- Only general waste, wood, and asbestos to be removed (2 loads per day)
- All recycled aggregate to be crushed and retained on site so no vehicle movements
- Plant deliveries should be no more than 3 moves on and 3 moves off (2 x excavators & 1 x crusher) which is via authorised low loader planned delivery

Additional Measures adopted

- Full time trained banksman to coordinate all moves
- Warning signs set within the roadside at 100m and 50m from site entry point
- New site entry signage at the gated entry point
- Site gates to be set back within the site by 20m so as vehicles can pull in off the road so as not to impede main highway

Parking

The proposed parking area (32 spaces) is **solely for the use of the Woodfield House development** and will not be shared with other sites.

Wheel Washing

- During the demolition phase, wheel washing facilities will be installed at the **site access onto Isaacs Lane**.
- During the main construction phase, the wheel wash will be **relocated to the entrance of the haul road from Holmbush Avenue**.

This will ensure all vehicles leave the site in a clean condition and prevent debris on the public highway.

Demolition Methodology

Detailed demolition measures will be set out within the **Contractor's RAMS**, which will be prepared and implemented by DSP (appointed demolition contractor). These can be provided upon request.

This RAMs and other trade specific RAMs will be included in the Construction Phase Health and Safety plan which will be updated throughout the course of the project.

Terrain

Requirement	Tick if applicable
The terrain of this site will present no abnormal risks of vehicles overturning.	✓
There is a risk of vehicles overturning. All plant must be fitted with roll protection.	n/a
Regardless of the terrain it is the policy of Bellway Homes that all plant operators wear lap belts at all times when operating plant.	

Health Risks

Requirement	Tick if applicable
Heavy materials are to be lifted mechanically and reduced in size where possible such as art stone, paving slabs, and kerb stones.	✓
COSHH assessments will be requested for all substances hazardous to health.	✓
Noise and dust will be reduced where possible and practicable, or PPE worn.	✓
Dust will be controlled with mechanical extraction, water, and PPE.	✓
UV Exposure will be minimised by supplying high factor sun block in the welfare.	✓
Additional Information (List as necessary)	

SECTION 3 – FIRE ARRANGEMENTS

REVISION LOG FOR SECTIONS 3

Date	Description of Update	Updated By
	Fire Marshall - Hunlign Bekele	Farhan Mohamed

HOURS OF WORK	
Monday – Thursday	08:00 to 18:00
Friday	08:00 to 18:00
Weekends - Saturday Sundays and Bank/Public Holidays No work permitted Reason: To protect the amenity of local residents and to accord with Policy DP26 of the District Plan	09:00 to 13:00
Weekend supervision is limited to Site Managers and Assistant Managers who have First Aid and SMSTS qualifications. Labourers / forklift drivers / agency workers / other contractor's supervisors are not to perform this role.	
EMERGENCY PROCEDURES	
Full Site Address	Mansion Gardens (Former Woodfield House) Issac's Lane/BURGESS Hill RH15 8RA
Site Telephone Number	Farhan Mohamed - 07483624127
Fire Brigade	999/112
Police	999/112
Ambulance	999/112
HSE	03332025070
Health and Safety Advisor Name and Number	Stephen McGrane: 07970534032
Regional Health and Safety Manager	Melody Waters - 07866057339
Contracts/Construction Manager	Paul Minican - 07974493657

1.2 Types of Emergency

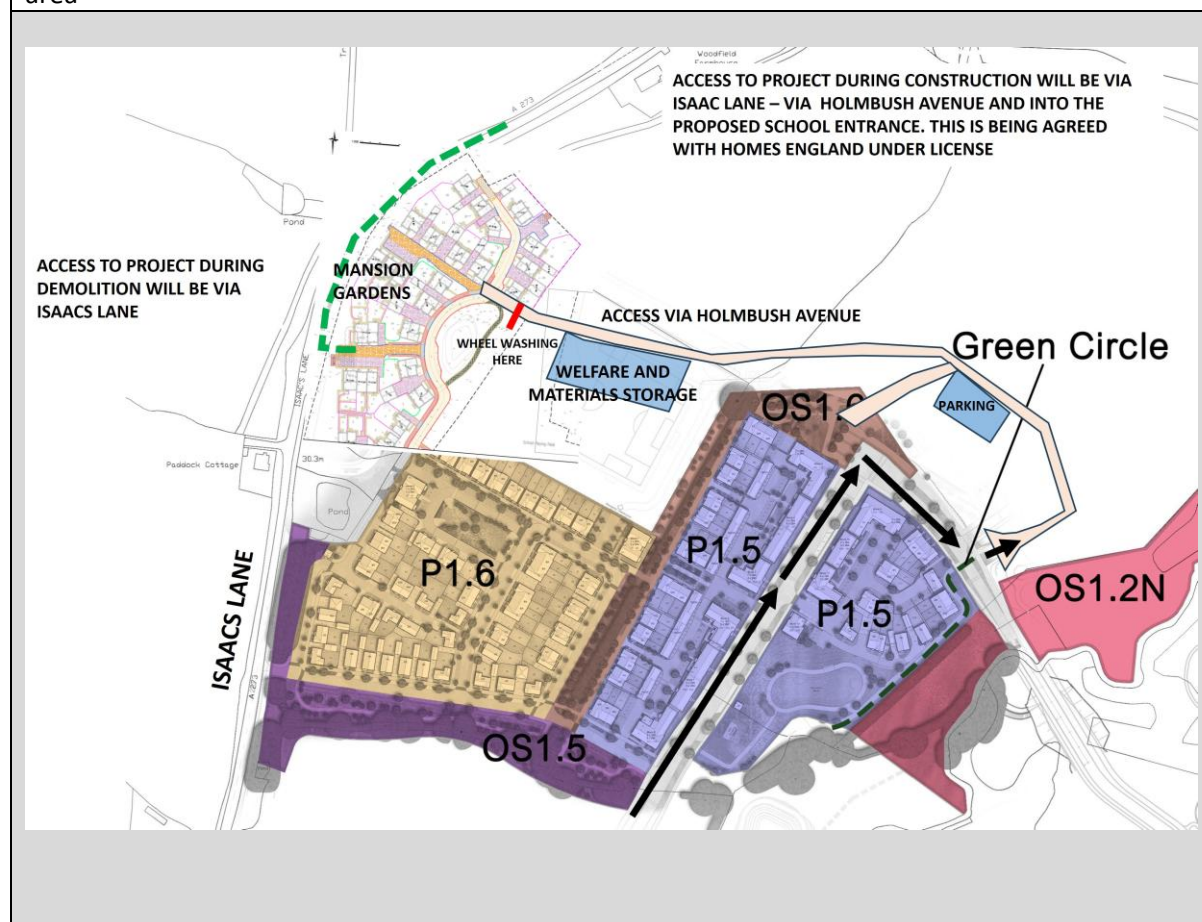
An “emergency” constitutes a gas leak, explosion, flooding, fire, serious accident (medical), release of asbestos fibres, electrical incident, spillage etc.

An emergency may also occur at the properties adjacent to the site and the emergency may impact on the work activities and therefore as a result there may be a need for the site to be evacuated.

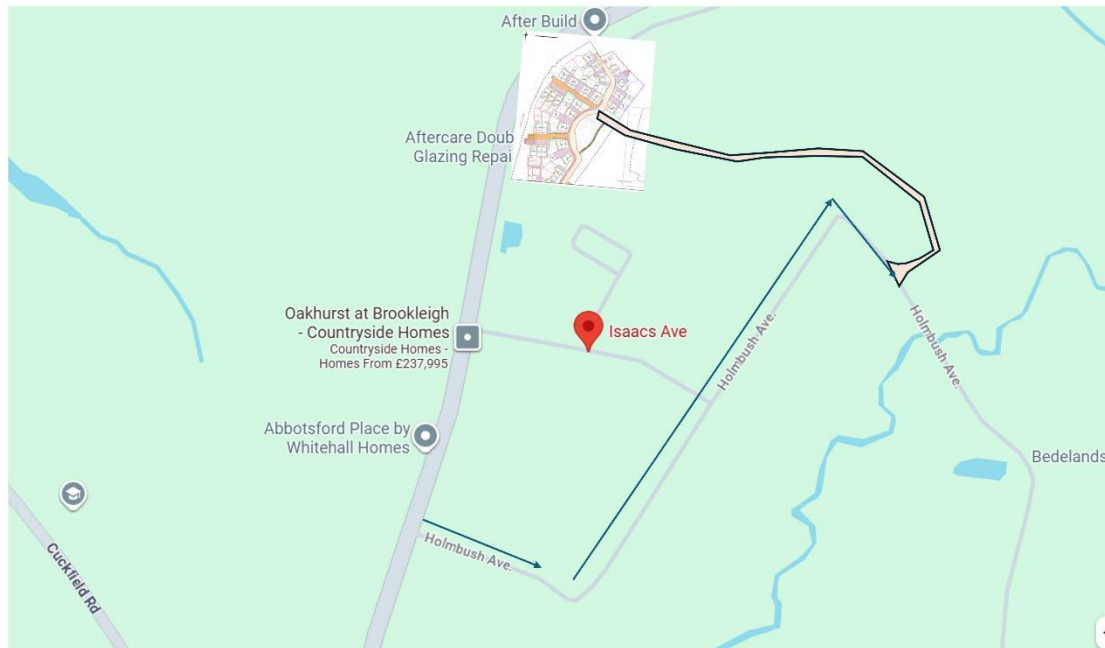
The characteristics and size of the construction site and the number of places of work on that site.

Number of personnel (approx.) at its peak:	40
Nearest school, hospital or vulnerable residential area is located:	N/a
The Site Manager will liaise with neighbours in the event of an emergency	Yes
In the absence of the site manager, responsibilities are nominated to:	Hunlign Bekele, George Museu

Sketch below the basic Welfare and Office location, with muster point located near the Welfare area



ACCESS TO PROJECT DURING CONSTRUCTION WILL BE VIA ISAAC LANE – VIA HOLMBUSH AVENUE AND INTO THE PROPOSED SCHOOL ENTRANCE. THIS IS BEING AGREED WITH HOMES ENGLAND UNDER LICENSE



ACCESS TO PROJECT DURING CONSTRUCTION WILL BE VIA HOLMBUSH AVENUE AND INTO THE PROPOSED SCHOOL ENTRANCE. THIS IS BEING AGREED WITH HOMES ENGLAND UNDER LICENSE

Parking

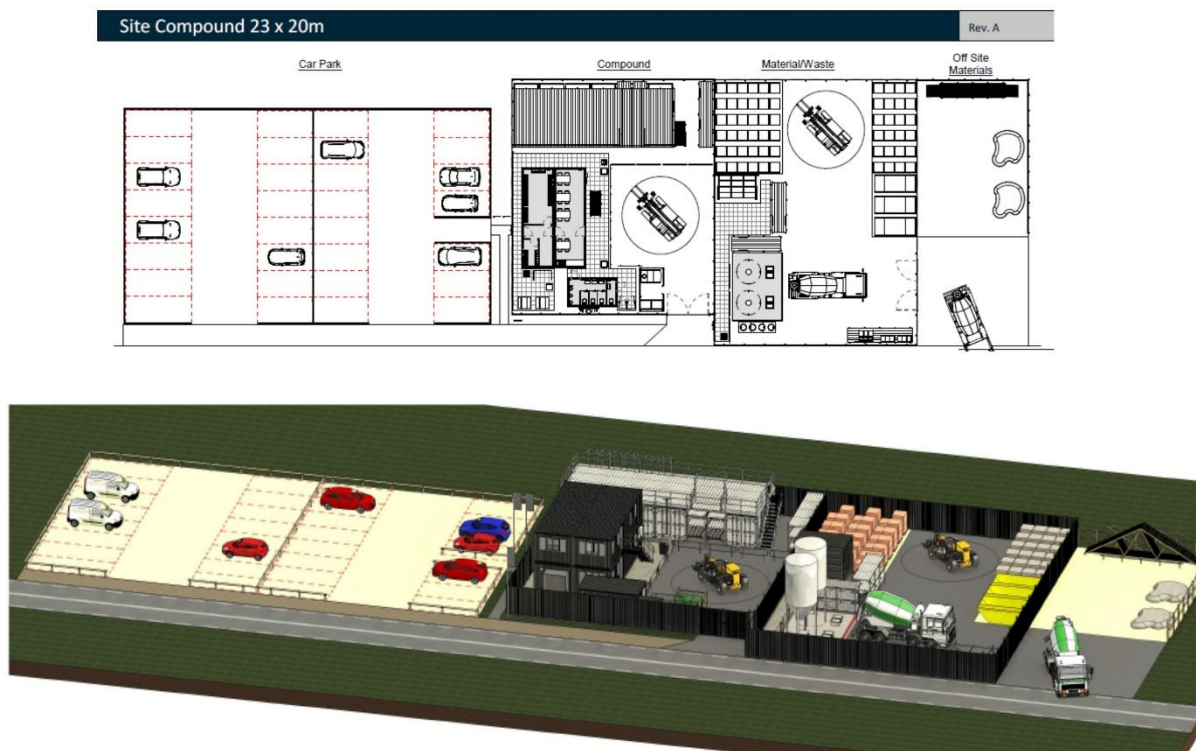
The proposed parking area (32 spaces) is solely for the use of the Woodfield House development and will not be shared with other sites. There is a further parking/Storage area further down the haul road near Holmbush Avenue which will also be for completion of previous phase of construction and additional parking for Woodfield house to ensure minimum disruption to residents in Burgess Hill.

Wheel Washing

- During the demolition phase, wheel washing facilities will be installed at the site access onto Isaacs Lane.
- During the main construction phase, the wheel wash will be relocated to the entrance of the haul road from Holmbush Avenue.

This will ensure all vehicles leave the site in a clean condition and prevent debris on the public highway.

STANDARD BELLWAY WELFARE AND PARKING



2.0 INDUCTION REQUIREMENTS

2.1 Instruction and Training

All persons at work and visitors to site shall receive instructions regarding precautions and the action to be taken in the event of emergency; this will be carried out at induction by the site manager and at regular intervals throughout the build.

2.2 Fire Drill

At least once in **every 6 months period**, a practice drill shall be carried out. The site manager shall be responsible for organising the fire drill and recording details of the drill. A fire log will be maintained to record the weekly inspections, tests and drills carried out (see Appendix 2). In addition, site management shall be instructed and trained in their responsibilities.

2.3 Accounting for Persons Following an Incident

The Fire Marshal (Site Manager) or the appointed Deputy Fire Marshals are to take a rollcall of all operatives and visitor on site at the fire assembly points and assist where possible to direct the fire brigade to the fire or plot from a safe location whilst directing operatives to muster points.

2.4 Fire routes/Mean of Escape

Emergency escape/fire routes through site must be maintained free of any materials that could hinder and prevent any person from leaving the area.

2.5 Internally (Multiple Occupancy)

Where possible clearly mark routes using the “green running man” signage directing the correct and shortest way to the nearest route to clean safe air directing operatives from the fire.

These routes must be provided with suitable lighting or emergency lighting if required to aid access/egress. This would vary between houses and multiple floored plots for stairwells or areas dimly lit.

2.6 Highly Flammable Liquids (HFL) and LPG Storage

- HFL's (e.g., petrol, paints, thinners etc.) must be kept in secured “**flammables**” containers stored in well ventilated areas, with their contents identified and with appropriate extinguishers accessible close by.
- Bulk storage must be stored as agreed with the Site Manager and logged within the site COSHH register appropriately (Appendix 3), and away from other incompatible, combustible materials.
- All LPG cylinders must be stored in a suitable locked cage in the open air, within a dedicated storage area.
- Oxygen and acetylene bottles must be stored separately. **The site team must be alerted of these on site at all times.**
- Cylinders will be placed in groups, both full and empty should be identified as such and secured.
- Appropriate warning signage should be on the container or cage i.e., Highly Flammable Liquids. No smoking etc.
- **NO FLAMMABLES ARE TO BE LOCATED IN OR NEAR TIMBER FRAMED PLOTS**
- **NO UNCONTROLLED FIRES ARE PERMITTED ON SITE**

2.7 Appointment of the Site Fire Safety Co-Ordinator

Site Manager:	Paul Minican
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The Site Fire Safety Co-Ordinator duties include: -

- Ensure the emergency plan and fire risk assessment remains valid and the control measures implemented.
- Ensure that emergency procedures, precautionary measures and safety standards as laid down in the emergency plan are clearly understood and communicated to relevant parties (site personnel, visitors etc.).
- Seek advice from the responsible person where necessary.
- Nominate a person to take control in their absence.
- Ensure fire drills are carried out every 6 months or were deemed necessary and details recorded.
- Contact the emergency services or utilities (gas, water, electric etc.) in the event of emergency.
- Liaise with local occupants of adjacent properties / buildings in the event of emergency.
- Liaise with the fire brigade, ambulance service and utilities upon arrival and organise for someone to meet and give direction to the emergency services upon arrival.
- Liaise with members of the public where required.
- Ensure daily and weekly inspections of the workplace are carried out. Weekly inspections to be recorded (see Appendix 2).
- Ensure appropriate and sufficient firefighting equipment is provided and maintained.
- Ensure hot work permits are issued and appropriately completed.
- Ensure a daily head count is available (signing in / out is undertaken).
- Ensure site inductions are carried out.
- Ensure the site is evacuated in the event of emergency.
- Hazardous substances are appropriately stored and used, and the inventory of substances is kept up to date.
- Ensure signage i.e., escape routes, emergency assembly point, first aid, hospital routes etc. are appropriately maintained and displayed.
- Ensure inspections are carried out on work equipment on a weekly basis and statutory examinations carried out and relevant certificates are available. Details of inspections to be recorded in the relevant PUWER and LOLER registers.
- Ensure an appropriate number of first aiders are available and the first aid box is appropriately maintained.
- Ensure health record sheet is completed for employees, sub-contractors suffering with ill health.
- Ensure a procedure is in place for retrieving casualties.
- Fight fire if it is safe to do so i.e., small enough to extinguish or is blocking the means of escape; and
- Ensure the site is left in a safe and secure condition at the end of the working day including removal of combustible materials in plots (timber framed) and accumulations that could be used to start a fire.

The above duties have been explained to me and I understand them and accept the responsibility.

Signed:	
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2.8 Smoking

This site has a “No Smoking Policy” in any plots or buildings under construction other than permitted in a designated smoking/vaping areas.

These areas are to be provided with a suitable extinguishing media or to contain discarded cigarettes or unexpected fires in this area e.g., a bucket with sand. This includes vaping and all forms of tobacco smoking.

2.9 Smoke Alarms

Smoke alarms will be fitted in canteens, offices, and drying rooms. They are to be tested weekly to ensure the battery remains operational. A radio linked alarm where possible will be mounted on each level of all apartment blocks. Battery powered push button alarms will be positioned strategically around housing sites to raise the alarm. These will be tested weekly to ensure they remain operational. Where the site is very large and the alarm cannot be heard across the build area, these alarms are to be linked.

2.10 Welfare

Convactor heaters or fans will be used for the heating of welfare facilities. Open gas heaters are prohibited in these facilities. Warning signs should be installed reminding operatives to not put clothing etc. near the heaters or on them. Defects should be reported to the Site Manager immediately. **Microwaves are to be used for the heating of food only.**

2.11 Gas Fired Space Heaters

No open flame heating is to be used in timber constructed plots.

Where gas heaters are used for drying out purposes, they must be operated under a Hot Works Permit. All equipment is subject to a visual inspection once a week and recorded in the PUWER register. All gas bottles are to be removed from the plot at the end of the working day and put in a secured gas cage. In apartments where this is not practical, the gas bottle is to be moved to the balcony and the doors locked (not on the ground floor – these should be returned to the compound gas cage).

2.12 Plant and Equipment

It is required that all forklifts on site have suitable, regularly maintained, portable fire extinguishers in an accessible location in the cab.

All electrical systems within the office, welfare and canteen including battery charging stations will be regularly checked and electrical equipment Portable Appliance Tested (PAT). A record of these tests and inspections should be recorded.

2.13 Sales

No smoking is permitted in the sales area. Visitors are to be advised accordingly. Electric convactor heaters are to be provided to temporary sales units. Suitable appropriate class fire extinguishers are to be provided to all sales areas and regularly inspected. The results of these inspections will be entered in the fire logbook (see Appendix 2).

2.14 Emergency Situations and Precautions

Potential emergency situations may include the following:

- Fire or explosion resulting in major injuries, death or damage to property and plant.
- Death or injury of any person.
- Release of gases/chemicals or other substances that could render premises unsuitable or affect adjacent land/property and occupants.
- Discharge of contaminants to drains/water courses.
- Terrorist activity.

3.0 Emergency Precautions

Fire: Pages 8, 9, and 10

Terrorist Activity: See Page 11

Environmental Emergencies: See the Site Environmental Management Plan

Damage to Adjacent Properties / Danger to the Public: Daily inspection of the site perimeter as per the Temporary Works Procedure.

3.1 First Aid

The site team will allocate current first aiders. Notices are to be displayed around the site to notify the workforce of their identity; these will be included in the site-specific induction.

First aiders will hold appropriate qualifications. The defibrillator can be used by anyone in an emergency: follow the instructions on the machine.

3.2 Communication of the Plan

This plan must be read and understood by all persons named as having responsibilities on the site. These procedures are to be included in all operatives' site-specific induction.

A current copy of this plan is to be kept in an accessible fire box at the entrance to site for Fire Brigade to use in an emergency. This will include the location of highly flammable material storage and hazardous materials on site with a laminated site plan and an out-of-hours contact detail and emergency contact.

3.3 Emergency Procedures

Procedures at the scene of the emergency will be dependent upon the situation.

- The Fire Marshal or appointed Deputy should take control. The **priority** is to protect site personnel.
- Where a full evacuation of site is required, the alarm will be required to be sounded.
- If necessary, the emergency services must be summoned.
- If unexploded ordinance is discovered: fence the area immediately leaving all plant isolated, implement no smoking, and restrict use of mobiles in the area.

NB: No communication will take place with the news media until public relations advice has been sought and received from Bellway Head Office. No videos are to be posted to social media.

3.4 Reporting Procedures

In the event of an emergency occurring the following must be adopted:

Fire:

- The Fire Marshal must be informed, even if it was extinguished immediately.
- The operative who discovers the fire is to raise the alarm to evacuate the area. This can be done by shouting and alerting others in the immediate area until a call point is activated.
- Call the emergency services using 999 and give detail of location and emergency (multiple calls received are acceptable).
- The scene of the incident must not be disturbed until the arrival or agreement of the Regional Health and Safety Manager. The Site Manager must take photographs and a video of the area.
- All uninjured witnesses to the incident must remain on site until statements have been taken and permission to leave is given by the Health and Safety Department.
- Sites should then comply with the procedure for Accident Reporting.

3.5 Post Incident Action Plan

To ensure the safety of people, including visitors in any emergency:

- Evacuate the site in a controlled manner without hindering the emergency services who are attending.
- Advise the person in charge of the emergency services of any persons not accounted for.
- Discuss with the Health and Safety Department to decide actions that need to be taken. This may include safe methods of entry, and temporary propping works, etc.
- This action plan should then be communicated to the management team.

The arrangements must also be agreed with the Statutory Authorities, Loss Adjusters, and Property Owners if any plots are joining occupied or there has been fire spread, as appropriate.

4.0 FIRE PLAN

FIRE RISK ASSESSMENT TO BE COMPLETED (LOCATED AT THE BACK OF SECTION 3 OF THIS PLAN)

4.1 Stage 1 - Identification of Fire Hazards

Combustibles

You must first consider what can catch fire (your combustibles).

Then consider where the spark of flame will come from: hot works; sparks from grinding or cutting activities; use of oxy-acetylene or propane equipment; smoking; faulty compressor; faulty electrical tools; faulty electrical system; unattended use of space heaters when drying out the building; and arson. This should include potentially unsafe acts such as smoking on site or in offices; hot works without a permit; cutting or grinding over or near flammable materials; leaving heaters or electrical equipment on overnight; storage of diesel, petrol, oxygen, acetylene & LPG inside or within 10m of buildings; and accumulation of rubbish and old clothes in drying rooms.

4.2 Stage 2 – Identification of locations of persons who are at significant risk:

- Site workers
- Members of the public who can pass within 20m of the site.
- Any lone worker
- Neighbouring properties, particularly those that may have explosive materials in their property such as petrol stations or care homes/hospitals.

4.3 Stage 3 – Means of Reducing the Risks to Life and Property Foundations and Groundworks

During the construction of foundations and groundworks there are few sources of combustibles. There will be some diesel, some formwork, and possibly plastic pipes, but these will be of limited extent. Sources of ignition include smoking or a faulty compressor, however any fire is likely to be limited in extent, with good means of escape for site personnel.

Superstructure

During the construction of the superstructure (masonry), there is little risk of ignition. Scaffolding the perimeter increases the risks as timber scaffold boards can burn. Any hoarding or debris netting used should be fire retardant.

Cladding / External Scaffolding

The building will be clad from an external scaffold. The external envelope comprises brickwork, block work and insulation. Timber scaffold boards can burn, but there are few sources of ignition on the scaffold except smoking, which is prohibited. Any sheeting must be fire retardant.

Procedures for All Sites, Regardless of Risk Rating

- Smoking / vaping ban in all areas other than designated Smoking areas
- Regular inspections of the workplace, ensuring there are no signs of smoking.
- Hot works / naked flames must be undertaken under a Hot Works Permit.
- Six monthly emergency evacuation drill to be carried out and documented in Appendix 2. Apartment sites will additionally have a drill at the commencement of fit out of each block.
- Gas bottles are to be removed daily and returned to cages. Above ground apartments are to have gas bottles moved to the balcony each day and the plot secured.

4.4 Low Risk Sites Such As Traditional Housing Sites

Low risk sites / work

- Use of push button alarms.
- Vertical escape routes required for all constructed floors, preferably by constructed staircases.
- Fire points should be located approximately every 50m on the pedestrian route on traditional housebuilding sites.

4.5 Medium Risk Sites Such As Timber Frame and Multiple Occupancy Sites

- Use of manual bells or push button call points, radio linked where possible.
- Escape routes required for all constructed floors, preferably via the constructed staircases. Scaffold ladders may be used if there are less than 3 people working in the area so demand is limited. Where more operatives are anticipated, stairs must be made available.
- Fire point by each staircase, on each floor on apartment sites. On timber frame housing, fire points should be located at least every 15m on the pedestrian route.
- Fire retardant Monarflex required, if used
- Insulation must be fire retardant.

4.6 High Risk

a. Handover

As handover often involves a rush of activity, ensure all fire precautions remain in place and that escape routes remain clear and logical. Fire wardens are to patrol daily.

b. Escape Routes

- At all times escape routes will be kept clean and clear of obstructions.
- Vertical escape routes are required for all constructed floors, preferably the constructed staircases. Scaffold ladders can be used to aid escape. At least one escape must be a permanent or temporary staircase.
- Escape routes will be indicated by drawings posted on each floor.
- Escape routes will be clearly signed with luminous signage within each floor.
- Escape routes will be well always lit.
- Escape routes will be kept under review especially when compartmentalisation takes place during fit out.
- Fire points will be positioned by each staircase and on each floor on apartment sites.

c. Compartmentation

Fire compartments will be constructed as early as possible between buildings, ensuring a ready means of escape down permanent staircases before closing off.

d. Access for Emergency Vehicles

The access route will be maintained to ensure emergency vehicles can always access site unobstructed.

e. Fire Drill / Muster Point

- Appoint one fire warden for each building and carry out full duties regularly.
- Personnel will assemble at the muster point. They must not leave the muster point until they have been checked as present and told that they can leave.

f. Other items

- An effective security system will be put into place including the signing in and out of all persons to prevent unauthorised access.
- The location of fire hydrants will be clearly signed.
- A specific plan for the partial occupancy of each apartment block under construction will be written prior to first occupation.

SITE SPECIFIC FIRE RISK ASSESSMENT

Site Address	Mansion Gardens, Former Woodfield House, Isaacs Lane, RH15 8RA				
Principal Designer	Bellway Homes (South London), 1 st floor, Regent House. 1-3 Queens way, Redhill, Surrey. RH1 1QT				
Site Fire Safety Co-Ordinator	Farhan Mohamed				
Appointed Fire Marshals	Jared Dixon/ Hunlign Bekele				
Date of Risk Assessment		To be Reviewed		F10 Date	TBC
Actions to be Undertaken					
Management Arrangements					
Has the Site Fire Safety Co-Ordinator been formally appointed? (Ref page x of this document)					X
Are measures in place to ensure fire safety checks take place in accordance with this document? E.g., site checks, this fire plan included on induction?					X
Are all site workers upon site-specific induction, informed of their responsibilities in relation to fire and emergencies?					X
Are induction records in place and up to date?					X
Has the site carried out a fire drill within the last 6 months?					X
Is written evident of fire drills / incidents held on file?					
Is the site a consortium / shared site?					No
If Yes to above, is there a coordinated approach to fire with the other company?					
Early Warning and Fire Fighting					
Are measures in place to raise an alarm by use of a rotary gong / push button alarm / air horn in the event of a fire?					X
Can these be heard over background noise and with the introduction of structures that could create sound barriers?					X
Have weekly inspections been carried out and documented in the Fire Logbook (Appendix 2) as the procedure requires?					X

Are they appropriately spaced? (15m apart on timber frame housing sites, every 50m on traditional housing sites, or on every floor of a multiple occupancy dwelling?)	X
Does the site have sufficient firefighting stations?	X
Are extinguishers available sufficient for the potential type of fire (e.g., water for paper fires)? (All serviced W/C 10/12/25)	X
Do all travel distances (two directions) have distances no greater than 35m including window escape where scaffolding is provided?	X
Is there evidence of fire exits being inspected to ensure egress is maintained at all times?	X
Early Inbuilt Protection	
Are measures in place to provide at the soonest opportunity horizontal and vertical separation 30/60 minutes fire resistance?	X
Will all lower levels of the construction be the first to be sealed with windows and doors to deny access by an arsonist?	X
Has full consideration been given to the type of fencing provided to this development to deter the arsonist? (Security needs improving with new gates and CCTV)	-
Have cavity barriers been installed in accordance with this document?	X
Sources of Ignition	
Have measures been put in place to eliminate (when possible) the use of acetylene and maintain only the minimum quantity of cylinders when necessary?	X
Are there suitable storage facilities for gas cylinders, for return on completion of works and / or removed from site after use?	X
Are all hot works kept to a minimum and subject to a Hot Works Permit?	X
Following hot works, is there a procedure in place for inspecting the site on completion of the works?	X
Is there a system in place to minimise the use of petrol/diesel-powered plant within a timber framed building?	X
Are flammable liquids and LPG stored separately?	X
Are storage areas located as far from the construction area as possible?	X
Is appropriately worded signage (Highly Flammable / No Smoking / No Naked Flames etc.) prominently sited at entrances to stores?	X
Are these signs bi-lingual where the workforce do not speak English as their first language?	X

Are flammable stores paved and / or compacted?	X
Are the flammable stores free of weeds and debris?	X
Have suitable hard standing areas been created for the delivery and dispatch of cylinders?	X
Do stores have suitable intrinsically safe lighting provided where required?	X
Is there a no smoking policy in force?	X
Are temporary buildings free from naked flame heaters and cooking facilities?	X
Is the temporary accommodation constructed from materials, which will not significantly contribute to fire growth?	X
Are there strict controls on ensuring combustible materials are removed from the plots overnight?	X
Housekeeping	
Are open topped skips no closer than 10m from the plots in build?	-
Is site waste managed to keep it to a minimum? (Needs improvement)	
Are separate metal bins provided for hazardous waste and oily rags etc.? (Currently no - Needs improvement)	
Is dry vegetation regularly cleared?	x
Are there strict controls to ensure no waste burning takes place on site?	
External Spread of Fire	
Has consideration been given to each elevation of the site with respect to radiant heat on existing premises?	x
Have remedial measures been put in place to minimise potential radiant heat damage and fire spread?	x
Do neighbouring properties hold a significant risk to radiant heat such as petrol stations or hospitals? *If "yes" contact your Regional Health and Safety Manager for specific guidance.	No
Has consideration been given to early firefighting intervention?	X

Are there known firefighting water provision issues?	No
Is there sufficient access for fire service vehicles?	X
Has a fire box been placed at the entrance of site with the fire plan in for emergency services to access when required?	
Quality of Workmanship / Structural Integrity	
Are provisions in place for an independent specialist to comment on the structure and report any shortcomings?	X
Are there provisions in place to rectify where necessary any defective workmanship in the fire compartmentation?	X
Are cavity barriers installed correctly and signed off by a competent person?	X

Additional Information, Comments, and Actions to be Undertaken:

Site security needs to be improved with CCTV (planned for 18/12/25) and gates (currently heras fenced off at 1.5A but this needs gates). Gates planned this week.

Name of Assessor: Farhan Mohamed	Signed: <i>Farhan Mohamed</i>	Date: 2/02/26
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5.0 PLAN B

Terrorist Activity

Terrorist activities must be considered as a threat at any time and the actions in case a bomb alert is given are to be described below.

a. If a call is received from the police:

Gain information regarding:

1. The need to evacuate, remain in the building or keep parts of the building/ site vacated.
2. The suspected location of the bomb
3. If the normal muster point is safe if not what alternative
4. Safe route to the muster point

b. If the call is received from a terrorist:

1. React in a calm, sensible manner.
2. Treat caller with respect.
3. Gain as much information as possible, i.e.
 - a. What is the threat and location?
 - b. Time of explosion
 - c. Name of terrorist group
 - d. Why are they targeting this project?
4. Brief the Site Fire Safety Co-Ordinator on every detail of call – see notes at the end of this section.
5. The Site Fire Safety Co-Ordinator to determine whether to evacuate immediately or first to contact the police to:
 - a. Advise what has happened.
 - b. Advise where the site is.
 - c. Advise location of device (if known).
 - d. Advise on current occupancy level on site / evacuation procedures implemented and gain advice on actions to take.

Follow advice given by Police regarding need to evacuate, evacuation route and muster point. Then contact Head Office for further advice. Do not take videos, do not post anything on social media, do not speak to any media organisation.

Evacuation

Evacuation procedures will be the responsibility of the Fire Marshal and Deputy Fire Marshal.

a. Evacuation Procedure

Evacuation will be by the same routes used for fire, word of mouth to warn of the nature of the threat. **DO NOT USE RADIOS OR MOBILES in a bomb threat.** Obtain police advice when requesting assistance as to the suitability of the normal evacuation routes and muster points.

REMEMBER THE NORMAL MUSTER POINT AND EVACUATION ROUTES MAY NOT BE SAFE. IT MAY THEREFORE BE NECESSARY TO EVACUATE BY WORD OF MOUTH OR SOME OTHER SYSTEM THAN THE NORMAL FIRE ALARM. YOU MAY NEED TO MUSTER AT A DIFFERENT LOCATION IF IT IS BELIEVED THE MUSTER POINT HAS BEEN COMPROMISED.

b. Security

All visitors must report and sign in prior to entering the site.

Site gates and access to the works are to be maintained and closed where possible to prevent unauthorised persons entering. Sites should have robust security measures in place for out of hours.

c. Suspicious Package and Objects

In the event of finding a suspicious package or object the following procedures must be followed:

- Report to Senior Management - do not speak to any other persons about the situation.
- Adopt the emergency evacuation plan.
- Contact the police.
- Place staff in strategic positions until police take over the situation.

Deliveries to the site or offices could be a potential area for a terrorist attack, the following procedures should be adopted:

- Deliveries should not be accepted unless they are clearly marked with sender's address.
- Suspicious packages must be treated as a threat.
- If in doubt, DO NOT accept it, then inform Senior Management.

d. Vehicles

Terrorists occasionally use vehicles for their bombing campaigns and these can range from a bicycle to a heavy goods lorry. Special vigilance must be paid to unattended vehicles that may be left adjacent to the site.

The following procedures should be adopted for suspicious vehicles: -

- Prior to vehicles entering the site, the driver must submit a delivery ticket and this should clearly identify the name of the contractor who has ordered the materials and only at this stage can the vehicle be allowed to enter the unloading zone.
- No private or company cars are allowed to park on site without prior approval.

All emergency procedures will be reviewed periodically considering a terrorist threat. Security and manning will also be reviewed.

BOMB THREAT QUESTIONNAIRE

Name of Person Receiving Call	
Date	
Time	

CALLER'S IDENTITY (TICK WHICH APPLIES)	ORIGIN OF CALL
MALE	LOCAL
FEMALE	LONG DISTANCE
ADULT	PUBLIC PHONE
YOUTH	INTERNAL CALL

EXACT WORDS USED

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
LOUD	FAST	EXCELLENT
HIGH PITCH	SLOW	GOOD
RASPY	DISTINCT	FAIR
INTOXICATED	DISTORTED	POOR
SOFT	STUTTER	FOUL
DEEP	NASAL	
PLEASANT	SLURRED	
	LISP	
OTHER...		
ACCENT	MANNER	BACKGROUND NOISES
LONDON	CALM	FACTORY
FOREIGN	ANGRY	BEDLAM
NOT LOCAL	RATIONAL	QUIET
REGION	IRRATIONAL	VOICES
IRISH	COHERENT	MUSIC
SCOTTISH	DELIBERATE	OFFICE MACHINES
WELSH	RIGHTEOUS	ANIMAL
NORTHERN	EMOTIONAL	STREET TRAFFIC
BIRMINGHAM	LAUGHING	TRAINS
GEORDIE		MIXED
OTHER ...		

SECTION 4 – TRAFFIC MANAGEMENT

REVISION LOG FOR SECTIONS 4

Date	Description of Update	Updated By
2.02.26	In line with Logistics plans attached. All operations will be limited to within the site and to the material storage area within the Welfare compound.	FM
17.04.26	Additional information provided in Section 1 with clarification requested by Planning. This now includes measures during demolition and during construction.	FM

(ADD ADDITIONAL PAGES AS REQUIRED)

TRAFFIC MANAGEMENT RISK ASSESSMENT

SITE: Mansion Gardens	DATE: 2.02.26	REVISION NO: 1
ACTIVITY: Site transport / Traffic Management		
HAZARDS: Injury to persons on site, overturning of vehicles		
PEOPLE EXPOSED: Site operatives, public, visitors, unauthorised visitors		
ACTIONS / CONTROLS TO REDUCE RISKS ON SITE (tick those that apply)		
Traffic management plan documented and displayed on site?		X
Pedestrian routes to be provided to protect pedestrians from plant / equipment?		X
Compound set up to keep vehicles and pedestrians separated?		X
One-way system established?		
Two-way system established?		X
Vehicle turning areas provided and kept clear / monitored? (2 traffic marshalls in place)		X
Speed humps to be provided?		
Plant warning signs displayed including Thumbs Up?		
Speed limit restricted to 10mph and signs erected?		
Reversing delivery vehicles to be guided by a banksman?		
No parking in the build area?		X
Gate person required? (2 traffic marshalls in place)		X
MOBILE PLANT / VEHICLES		
Plant operator's competency assessed prior to using vehicles on site?		X
Forklifts and mobile plant to be fitted with reversing warning systems?		X
All plant including forklifts to be fitted with rear view mirrors to aid in reversing manoeuvres. These are to be clean and in good repair.		X
Forklifts and other large plant are to be fitted with reversing cameras in addition		X
Plant is to be effectively immobilised at the end of the shift, machines are to be locked where possible, and keys removed when left unattended		X
Windscreens, side screens and rear screens are to be regularly cleaned.		X
OFFICE/TRAINING		
Traffic management plan to be displayed in the office		X

All operatives / visitors to be inducted on traffic management controls on site	X
PERSONAL PROTECTIVE EQUIPMENT High visibility coats / vests are to be worn at all times on sites. Visibility strips must not be removed, clothing must not be cut down.	
TRAINING All operatives on site are to be inducted into these controls. Visitors who are not inducted are to be escorted at all times by a competent person	
REVIEW This risk assessment is to be reviewed every 3 months as a minimum, or more frequently where traffic routes or pedestrian routes change. Changes are to be logged on the previous page.	

TRAFFIC ROUTES AND SEGREGATION OF PEDESTRIANS FROM VEHICLES / PLANT

Where the site is shared with other developers the plan will be agreed with them and the arrangements will form part of the regular consortium meetings.

Site Parking

Parking is restricted to the site car park only during the construction phase. When the car park is removed due to build out, the traffic management risk assessment is to be reviewed and safe parking is to be agreed in the vicinity. This parking must not compromise pedestrian safety such as preventing pedestrians from using footpaths or creating blind spots.

Construction operatives are not permitted to park on the Sales car park.

Parking

The proposed parking area (32 spaces) is **solely for the use of the Woodfield House development** and will not be shared with other sites.

Wheel Washing

- During the demolition phase, wheel washing facilities will be installed at the **site access onto Isaacs Lane**.
- During the main construction phase, the wheel wash will be **relocated to the entrance of the haul road from Holmbush Avenue**.

This will ensure all vehicles leave the site in a clean condition and prevent debris on the public highway.

Construction Vehicle / Plant Movements

All plant is to be inspected, tested and serviced as required by legislation and the manufacturer's instructions. Plant can only be operated by competent and authorised personnel. When not in use, the plant must be immobilised with the keys removed.

Inspections and test certificates must be made available to the Site Manager and appointed Safety Advisor / Regional Health and Safety Manager upon request. Where construction vehicles are operating on public roads, the roof beacons / headlights will be used.

Pedestrians wanting to cross in the vicinity of plant must first get "Thumbs Up" from the driver. Plant should give way to pedestrians. Footpaths must not be blocked with materials at any time.

Construction Phase – Vehicle Movements

The development comprises 30 traditional-build dwellings (trench fill foundations, masonry superstructure with timber roofs and tiled coverings) and will be delivered over an approximate **18-month programme**.

During the main construction phase, **all construction traffic will access the site via Holmbush Avenue**, utilising a **temporary haul road**. This approach has been selected specifically to avoid the use of Isaacs Lane due to existing visibility constraints.

Vehicle types and typical deliveries will include:

- Ready-mix concrete wagons (foundations and slabs)
- Brick and block deliveries (HIAB vehicles)
- Timber frame/roof trusses (articulated deliveries)
- Roofing materials (tiles, battens, insulation)
- General building materials (plasterboard, joinery, etc.)
- M&E deliveries
- Skip exchanges and waste collection vehicles
- Small plant and contractor vans

Typical daily movements (average):

- 10–20 vehicle movements per day (i.e. 5–10 deliveries in / out)

Peak periods (groundworks / superstructure / roofing):

- Up to 30–40 movements per day (15–20 deliveries in / out)

Typical vehicle types and approximate frequencies:

- Concrete wagons: 2–6 per day during foundation/slab pours (short duration peaks)
- Brick/block deliveries (HIAB): 2–3 per week
- Timber frame / roof trusses: 1–2 per plot (phased deliveries)
- Roofing materials: 2–3 deliveries per plot (phased)
- General materials (plasterboard, joinery, M&E): 3–5 per week
- Skips / waste removal: 2–4 exchanges per week
- Site operatives / vans: 10–15 vans per day

All deliveries will be managed and booked to avoid clustering and minimise disruption. As previously noted, **all construction traffic will route via Holmbush Avenue and the temporary haul road**, avoiding Isaacs Lane.

Demolition Phase – Vehicle Movements

we can confirm the following movements and additional measures which will be taken during the works on the Woodfield House Mansion Project.

- Maximum amount of vehicle movements per day would top 8 to 10
- The above includes Site Vehicle, Operative Transport

- Only general waste, wood, and asbestos to be removed (2 loads per day)
- All recycled aggregate to be crushed and retained on site so no vehicle movements
- Plant deliveries should be no more than 3 moves on and 3 moves off (2 x excavators & 1 x crusher) which is via authorised low loader planned delivery

Additional Measures adopted

- Full time trained banksman to coordinate all moves
- Warning signs set within the roadside at 100m and 50m from site entry point
- New site entry signage at the gated entry point
- Site gates to be set back within the site by 20m so as vehicles can pull in off the road so as not to impede main highway

Mobile Plant and Equipment

All mobile plant on site must have audible reversing warning system fitted. All plant must have sufficient mirrors to ensure all round vision can be achieved. Reversing cameras are required on all forklifts, large excavators, and split chassis dumpers.

Fencing

Where specific hazards exist, additional fencing may be required to ensure safe system could be maintained. Hazards would include excavations and scaffolds.

Pedestrian routes must be marked on the traffic management plan and displayed on site. Crossing points across roads should be identified with crossing hoops and should avoid blind spots. Pedestrian routes should be marked with fencing in the vicinity of plant movements, and bunting in areas where no plant is required to travel (such as to the rear of plots).

Spoil Heaps

Spoil heaps should be identified on the traffic management plan, and consideration should be given to plant movement in the vicinity and potential movement of the heap (e.g. creeping towards footpaths). Spoil heaps should be inspected by the groundworkers as part of their temporary works inspections.

Compound Areas

This will have a separate vehicle entrance. Pedestrians are not permitted to use this entrance. Welfare cabins are to be fenced off to prevent pedestrians gaining access to vehicle only areas.

REVISION LOG FOR SECTIONS 5

(ADD ADDITIONAL PAGES AS REQUIRED)

INTRODUCTION

The purpose of this plan is to identify the environmental implications of the development, determine the methods of control, and where possible, minimise any detrimental impacts.

This plan must be read in conjunction with the company Environmental Policy and the Bellway's Good Practice Guide to Environmental Management.

SECTION 1

NAME / LOCATION OF PROJECT: Mansion Gardens, Phase 2, Former Woodfield House, Isaacs Lane, RH15 8RA	
DESCRIPTION OF PROJECT: - The site is a phase of the wider Homes England development Northern Arc, located to the North of Burgess Hill, Mid-Sussex. The site is divided into four parcels: P1.6/P1.5a/P1.5b and P1.3	
SIZE OF THE DEVELOPMENT: This phase will see the construction of 30 new dwellings, 9 of which will be in partnership with Clarion Housing, to provide social housing.	
NAME OF SITE MANAGER RESPONSIBLE FOR ENVIRONMENTAL COMPLIANCE: Paul Minican	
EXISTING ENVIRONMENTAL IMPLICATIONS OF DEVELOPMENT:	
Other controls required through planning consent?	Yes
Groundwater source protection zones?	Yes
Ecology protection required?	Yes
Land contamination?	Yes
Watercourses and silt management?	Yes
Existing services?	Yes
Asbestos?	No
Protected boundaries / hedgerows / trees?	Yes
Sensitive neighbours?	Yes
Overland / service water flows?	Yes
Existing foul drainage?	No
Re-engineering of the ground?	No
Invasive weeds?	No
Other controls required through planning consent?	Yes
WHERE YOU HAVE MARKED 'YES', ENSURE YOU HAVE COMPLETED THE RELEVANT DETAILS ON THE PAGE INDICATED IN THIS PLAN.	

WATER

Foul Drainage:

Is the foul drainage near a protected groundwater source?	No
---	----

Is there a requirement to double-line the foul system?	NA
Has this been marked on the site drawings?	NA
Has the groundworker included these arrangements within their safe systems of work?	NA

Surface Water:

Is surface water attenuation storage required on site:	Yes
Has the location and depth been determined and designed? Provide details where applicable:	Yes
Has a bunded area been constructed for plant storage and refuelling?	Yes
Is there a requirement for monitoring surface water or silt on site?	Yes
Have details of any attenuation tanks been included in the homeowner packs?	NA
What procedures will be used for de-watering? E.g., a de-watering bag where natural filtration cannot cope with silt? Provide details below where applicable:	NA

Water General:

Does any construction actions relate to water require specific Environment Agency authorisation? If 'yes' please give details of authorisation obtained:	NA
Do the arisings from excavation for drainage suggest contamination? Please give details:	NA

LAND CONTAMINATION & CONTAMINANTS

Some ground conditions can give rise to environmental pollutants once disturbed, which can impact on the ecology, water run-off and health of the workforce and the public.

Detail any contaminations, quantity, location, extraction method etc:

n/a

Monitoring and Borehole Decommissioning

Is there a need to use boreholes to determine levels of contamination or to fully understand the ground conditions on site?	NA
---	----

Occasionally the Environment Agency and local water company insist upon boreholes to determine contamination levels. In such a circumstance, the following procedures should be implemented:

- Excavation of a borehole is to be undertaken under a Permit to Dig, is a two-man operation, and atmospheric testing is to be undertaken before any operatives enter the confined space.
- The structure is then to be retained using a concrete manhole ring to prevent movement.
- Confined Spaces Procedures and a separate risk assessment are then to be imposed. Chalk can cause loss of consciousness quickly, and therefore the Emergency Rescue Procedures must be in place and strictly adhered to.

- d. The bore hole must be covered with a steel cover, locked with a padlock, and the well cap must be of EnviroCap standard or equivalent. It must be inspected on a weekly basis to determine the stability of the borehole and have a 3m high fence with yellow "Caution: Deep Excavation" signs.

Where any decommissioned site investigation monitoring well lies within the base of an excavation for any new sewer, the trench is to be lined with a geosynthetic clay liner (GCL) for a minimum of 3m beyond the borehole and lapped at least 300mm up the site wall. The GCL is to be overlain with a minimum of 300mm thickness of clay to provide protection from the stone bedding.

Plant and Equipment Maintenance

Bellway will comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), and in doing so will:

- Require the thorough inspection certificates for all plant on site.
- Will ensure all plant is visually inspected upon receipt and on a weekly basis.
- Will ensure the statutory weekly inspections are recorded in an appropriate register, which will be retained for the duration of the works and archived for 3 years thereafter.
- Will store all plant, equipment, and fuel in bunded areas when not in use.
- Will ensure the plant is serviced and maintained as determined by the competent operator, and this maintenance is recorded.
- Will quarantine any plant deemed to be unfit for use in an area which is bunded and made up of hardstanding materials. Any quarantined plant or equipment must be removed from site within 5 working days.

Does the site have a high risk associated with surface water run-off e.g., areas of ecological control or with watercourses in the immediate vicinity: If 'yes' please see below the additional controls required:	NA

- All plant is to be steam-cleaned off-site prior to being brought to site.
- All bunds will have sufficient capacity to store 110% of the fuel / oil it stores.
- A spill kit will be in the forklift, and a second next to the fuel storage.

Oils, Fuels and Chemicals

Will you be storing oils, fuels, or chemicals on site? If 'yes' please see below the control measures required:	Yes
--	-----

Bellway's standard compound requires hardstanding for plant and material storage, a double-bunded fuel store, which is also located on hardstanding, and an emergency spill kit (see Procedure xx). Arrangements identified herein for the protection of the environment will also be identified in the traffic management plan in Section 4 of this CPHSEP. This information will be included on the site specific induction.

The compound also includes storage in the form of lockable containers which are fire and vandal-proof. The site will be fully enclosed in double-clipped heras fencing, braced in line with Bellway's Temporary Works Procedures, and visually inspected daily.

Any static oil storage containers will:

- a. Comply with EA documents: PPG2 – Above Ground Oil Storage Tanks, and PPG7 – Safe Operation of Refuelling Facilities.
- b. Be no more than 2 years old at the time of installation.
- c. Be double skinned with integral bunding and be of sufficient strength and integrity as to ensure that they are unlikely to burst or leak.
- d. Be located on bunded, impervious hardstanding with a capacity of not less than 110% of the largest tank, or largest combined volume of connected tanks located within the area of bunded, impervious hardstanding. All rainwater accumulating in the bund must be removed. This waste will be treated as hazardous if contaminated with oil. Bellway use sand to soak up oil/fuel and provide hazardous waste containers in the compound for such substances to be removed.
- e. Be positioned so that they are not vulnerable to impact from vehicles.
- f. Not be positioned within 10 metres of any watercourse.
- g. Have valves and other ancillary equipment that can be locked and kept within the bund when not in use.
- h. Have hoses and fittings (for filling vehicles etc.) that have a valve or tap which closes automatically when not in use. This cannot be fixed in the open position.

Plant refuelling and fuel deliveries must:

- a. Only be carried out by authorised and trained operatives.
- b. Only be carried out within the designated compound, with a base surface in impermeable materials.
- c. Comply with guidance provided in Section 7.3 of the EA document PPG7 – The Safe Operation of Refuelling Facilities.
- d. Bellway will not store more than 10 litres of oil or fuel in portable containers. The use of Mobile Fuel Bowsers is not permitted on sites at risk of surface water contamination.

All other chemicals, substances and hazardous materials will be documented within this CPHSEP, their data sheets and COSHH assessments available, and locked in an appropriate container to prevent unauthorised discharge or use.

LPG & Flammable Liquids

Bellway use and store LPG and flammable liquids on site. Confirm the following is applicable:

The storage areas for LPG and flammable liquids are appropriately signed:	Yes
Containers of flammable liquids and LPG cylinders are in suitable cages in open compounds which are securely fenced and shaded from the sun.	Yes
Flammable liquids and LPG are not stored together.	Yes
Full and empty LPG bottles are stored separately.	Yes
The amount for LPG and flammable liquids on site is appropriate for their use and storage facilities available. Excessive quantities will not be stored on site.	Yes
They are at least 10 metres away from any structure or temporary building unless it has 30 minutes fire resistance.	Yes

Wheel-Wash Area (Also See Traffic Management Section 4)

Is there a requirement for Bellway to provide a wheel-washing area on site?	No
If no, is there a need for a wheel-washing area on site, despite not being a requirement?	No
If 'yes' to either question above, please determine how this will be done: ✓ Due to site layout/from logistic point of view a wheel-washing can't be installed	NA
a. Operative/s with a high-pressure hose	Yes
b. Automated wheel-wash	NA
c. Other (please specify)	NA

Silt Management Plan

Is silt likely to become a problem on your site?	Yes
Which is the method of control chosen (tick those applicable). Click on the link for more information and their uses. a. Pipe Reactors b. Water Lynx Blocks c. Silt net d. Treated Geo-Jute e. Silt mat f. Rock check g. Silt Wattle h. Silt fence i. Other (specify): extra road sweeping and increase maintenance on road gullies (clean them, changing bags, etc...)	

Silt Management Procedure

Bellway site management will undertake regular toolbox talks on silt management for all staff, particularly groundworkers. The induction will include the necessary information and the site-specific measures being used to protect the environment from silt.

Where silt is excessive outside the winter months, a qualified Environmental Consultant should be employed to provide advice.

Bellway's traffic management plan and route of build will consider the silt management methods employed on site will be designed to reduce the movement of plant and prevent tracking mud into clean areas, onto roads, and onto highways, wherever possible.

Road scraping and cleaning will be undertaken on site with the use of existing site plant. Highways will be cleaned with a hosepipe between road sweeps where it does not adequately manage the mud on the roads. Gullies in newly constructed roads that are in the work area will have silt control measures employed within them, they will be regularly inspected and cleaned as required.

Alternatively, or in addition: a road sweep will be employed regularly to maintain the cleanliness of the roads. Road sweepers may fill their water containers on site; however, they must not discharge used water. This is contaminated waste and therefore should be removed either by the road sweep under their own licence and taken to their own depot for disposal into their foul drainage or discharged into a bunded spoil heap, to be later removed once it is dried out.

Hardstanding will be created in front of plots at an early stage to create 'clean' material storage. This will also improve the street-scene and reduce the risks of slips, trips, and falls.

Inspections of gullies, silt bunds or other control measures and manholes should be undertaken on a weekly basis. If installing sandbags into drains, these are to be replaced every six months, and the date of installation should be recorded in the site manager's diary, with a six monthly prompt to replace.

NUISANCES

Dust

Tick from the list below the measures you will be taking on site to minimise the risks associated with airborne dust:

Construction of haul roads from crushed hardcore material and formed at an early stage	yes
Roads to be constructed, with gullies, at an early stage	Yes
Speed to be restricted to 10mph maximum	Yes
Gullies to be inspected and cleaned at least weekly	yes
Damping down with hosepipes during hot weather	yes
Damping down with water bowsers on forklifts in hot weather	yes
Dust suppression to be used when cutting materials such as bricks, blocks, roof tiles, concrete etc. (also refer to H&S Policy).	yes
Exhaust pipes of machinery are to be directed away from the ground	yes
Spoil heaps are to be battered back and bunded.	yes

Noise and Vibration

Tick from the list below the measures you will be taking on site to minimise the risks associated with noise and vibration:

All plant have appropriate silencers or mufflers where possible,	yes
All plant, silencers and mufflers are regularly serviced and maintained,	yes
Site is to only operate during sociable hours and those within planning consent,	yes
During piling operations, monitoring of noise and vibration may be required,	yes

Deliveries will be restricted to those of the planning consent,	yes
The site will be surrounded by fencing or hoarding to the required height and density appropriate to the noise sensitivity of the location,	yes
Construction plant will be electrically powered rather than diesel or petrol driven where possible and practical.	yes
Acoustic enclosures will be utilised around noisy plant where possible and practical,	yes
Machines in intermittent use will be shut down when not in use or throttled down to a minimum.	yes

Fires

Has a fire risk assessment been undertaken for the site?	Yes
Will a designated smoking area be provided, equipped with disposal for cigarette butts and fire extinguishers?	Yes
Will hot works permits be in use on site for where naked flames are used?	Yes
Will the groundworkers when resurfacing works require a fire to keep rakes hot?	No
If yes to the question above, will the groundworkers be using a hot works permit system?	NA

Impact on Wildlife and Ecology

Are there any species of wildlife identified as being at risk on site? If 'yes' please give details of the ecology report and controls in place:	No
Are there any time critical operations to be undertaken such as a risk of nesting birds in tress or hedgerows to be removed? If 'yes' please give details of countermeasures employed:	No
Where there is a risk of wildlife being discovered once on site, has a toolbox talk been given to groundworkers regarding what to look for and how to report it?	NA

SECTION 5.2

SITE MATERIALS AND IMPACTS

FOUNDATIONS / EXCAVATIONS

Here list your foundation type, location (either plot numbers or geographical location) and environmental impact of this method of construction e.g., piling would have noise and vibration impacts, or strip trench excavations would have arisings that may be contaminated, would require removal, and require bunded stockpiling.

Foundation Type	Location	Impacts	Volumes (where applicable)
		-	

Use this space to give additional information if required:

VOLUMES OF MATERIALS TO BE USED, BI-PRODUCTS AND STORAGE

Below is a list of materials predominantly used in everything Bellway build. Please tick each item in turn when you have determined the volumes you can adequately store or use at any one time. Consider the potential deterioration of the items if stored poorly, and the quantities for bulk orders. Ensure storage (including brick and block) are marked on your site plan.

Material	Quantity Possible Within Storage Arrangements
Brick	80 pallets
Block	80 pallets
Insulation	n/a
Mortar (Ready Mix / Silo)	2 x Silo's ready mix
Timber Frame	n/a
Timber (1 st & 2 nd Fix)	6 storage containers
Aggregates	
Plasterboard	10 pallets...managed by BAC drywall
Roof Tiles	20 pallets
Pallets	50 empty pallets
Skips (Size and Segregation)	12 yard skip x 4no
Tipping Skips	25no
Paints and Adhesives	
Doors and Window Formers	100
Electrician's & Plumbers Materials	Own storage
Kitchens	Delivered into the plots as per call off
Gas Bottles (Empty and Full)	10

If the delivery quantity is greater than you can store without causing deterioration, speak to your buyer about reducing the size of the deliveries.

Details of the Waste Carrier on Site	KSD – Plot 4, The Old Timber Yard/north Quay Road/Newhaven-BN9 0AB The Robert Gibbs (Contracting) Co Ltd – Bridge Works/Norman Way/Hoddesdon/Herts/EN11 0EW Hoare Construction Group Ltd – Unit H9-H10/Rudford Industrial Estate/Arundel/BN18 0BD -
Waste Carrier:	KSD environmental Service Ltd – timber/Light compactable The Robert Gibbs – metal Hoare Construction Group Ltd – construction waste/hardcore
Licence Number:	KSD – CBDU139423 Robert Gibbs – CBDU95264

	Hoare Construction Group Ltd – CBDU231153
Expiry of Licence:	-KSD – -The Robert Gibbs – - Hoare Construction Group Ltd -
Contact Details:	-KSD – -The Robert Gibbs – - Hoare Construction Group Ltd -

Environmental Emergency Plan

DISPLAY THIS NOTICE IN THE WELFARE FACILITIES AND NEAR FUEL STORAGE AREAS

Procedures in the Event of an Environmental Emergency

In the event of a spill of a substance on site you must:

1. Isolate the incident – use a spill kit to contain and absorb the spill.
2. Dispose of the waste materials into the hazardous waste bin.
3. Contact the site manager

Site Manager: Paul Minican

Telephone Number: 07974493657

4. The site manager is then to contact the following:

- | | |
|-------------------------------------|---------------------------------|
| a. Bellway's Environmental Officer: | Claire Birkhead on 07980 739245 |
| b. EA – Tel: | 0800 80 70 60 (24-hour number) |

SEPA – Tel: -KSD – 11/11/2025

-The Robert Gibbs – 01/04/2025

- Hoare Construction Group Ltd -21/03/2027 0800 80 70 60 (24-hour number)

- | | |
|---------------------------------------|--------------------------------|
| a. NRW – Tel: | 0300 065 3000 (24-hour number) |
| b. The local water authority – Tel: | 03303030277 |
| c. Bellway's Divisional Office – Tel: | 01737785500 |

5. Re-order the spill kits and any lost materials due to the spill.
6. Document the incident on an Incident Form (4.6)