

	Construction & Environmental Management Plan			Issue:	02
	Project:	Lydhurst Estate		Project No:	E1158
Prepared By:	M McGovern	Approved By:	J Beasley – Contracts Manager	Dated:	19/03/2026

CONSTRUCTION & ENVIRONMENTAL MANAGEMENT PLAN

LYDHURST ESTATE,
THE STREET,
WARNINGLID,
HAYWARDS HEATH
RH17 5SJ

Prepared By

Baxall Construction Ltd

Table of Contents

1.0 Introduction to the Construction and Environmental Management Plan

2.0 Project Brief

- 2.1 Description of the Project
- 2.2 Health and Safety Construction Team Management Responsibilities
- 2.3 Time Scale and Programme of Works

3.0 Project Resources Contact Details

- 3.1 Design Team Contact Details
- 3.2 Main Contractors Details
- 3.3 Statutory Authorities
- 3.4 Emergency Services Contact Details

4.0 Contractor Requirements

5.0 Selection and Assessments of Sub-Contractors

6.0 Notification to HSE

7.0 Information About the Premises/Area

- 7.1 History of Site Use
- 7.2 Surrounding Land Uses/Adjoining Sites and Premises
- 7.3 Existing Services
- 7.4 Existing Structures
- 7.5 Site Neighbourhood

8.0 Design Information

- 8.1 Drawings
- 8.2 Existing Health and Safety File
- 8.3 Hazards Identified by Designers
- 8.4 Principles of Construction
- 8.5 Overlap with Clients Undertakings
- 8.6 Surveys
- 8.7 Hazardous Materials

9.0 Management of the Construction Phase

- 9.1 Site Management
- 9.2 Arrangements for passing information to Contractors
- 9.3 Site meetings
- 9.4 Control and Monitoring of Contractors Method Statements and Risk Assessments
- 9.5 Site Rules
- 9.6 Permits to Work
- 9.7 Emergency Procedures
- 9.8 Welfare
- 9.9 Monitoring
- 9.10 Liaison

- 9.11 Security
- 9.12 Deliveries and Storage
- 9.13 Communication
- 9.14 Working Hours

10.0 Arrangements for Controlling Significant Site Risks

- 10.1 Work Beyond Site Boundary
- 10.2 Temporary Electrical Distribution/Management
- 10.3 Working at Heights
- 10.4 Electrical
- 10.5 Services
- 10.6 Personal Protective Equipment (PPE)
- 10.7 Plant and Work Equipment
- 10.8 Fire Prevention
- 10.9 Waste
- 10.10 Health and Environment
- 10.11 Manual Handling
- 10.12 Emergency Procedures
- 10.13 Site Access, Pedestrian and Vehicles

11.0 Training

- 11.1 Induction Training
- 11.2 Training Certificates
- 11.3 Tool Box Talks
- 11.4 Information and Signs

12.0 Health and Safety File

13.0 Considerate Constructors Scheme

1.0 Introduction to the Construction and Environmental Management Plan

The purpose of this document is to outline how we are going to carry out the works to Lydhurst Estate and to discharge the Pre-commencement Planning Condition 7 and 8 under Permission Reference Number DM/25/1446

Under the Construction (Design & Management Regulations) 2015 and Approved Code of Practice, the Principal Contractor is required to develop a "Construction Phase Health & Safety Plan" for the construction phase of the project. This plan which collates information from various sources into a single document, should not be read in isolation and reference should also be made to the "Pre-Tender Health and Safety Plan" provided by the appointed Planning Supervisor, appropriate Design and the Consulting Engineer's Health and Safety Risk Assessments etc. specific to the individual project.

The main document has been kept to a manageable size and reference needs to be made to Appendices for risk assessments, method statements and further project information.

It is the intention of (The Client) that the project be designed and constructed in such a way that the risks to Health and Safety of all persons engaged in its construction and maintenance are eliminated or reduced to a level which is acceptable under current Health and Safety legislation. All those involved in the construction phase have a statutory duty to comply with the Health and Safety Plan and to provide the Principal Contractor with any information which they have, which is needed to keep the Plan up to date. Anyone wishing to seek advice on compliance should contact the Principal Contractor.

2.0 Project Brief

2.1 Description of the Project

This is a replacement dwelling with associated landscaping.

Items of special consideration: (as per pre-commencement condition 8)

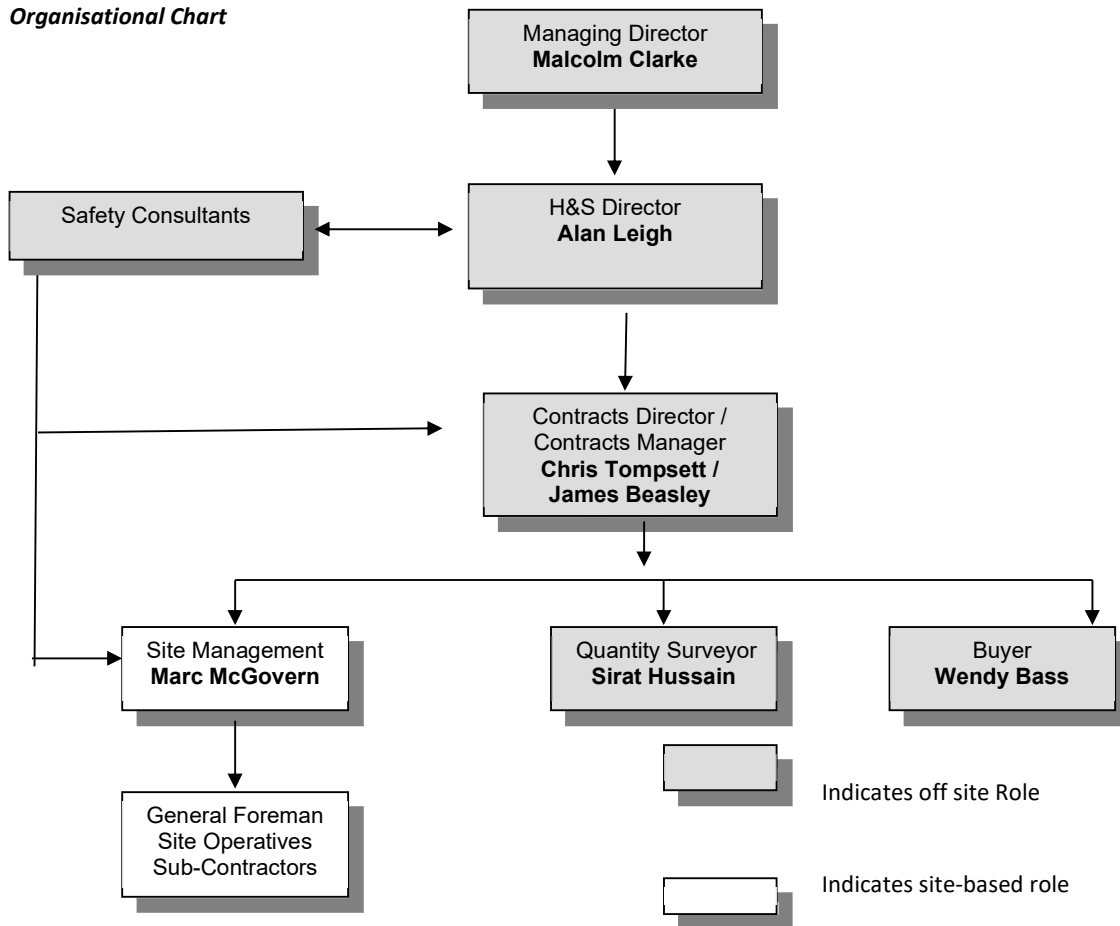
- (a) **Hours of Work.** Our site working hours are between 08:00 to 18:00 Monday to Friday. 08:00 to 13:00 Saturday, with no work on Sundays or bank holidays.
- (b) **Noise & Dust Mitigation Generally** All noise & vibration control and monitoring will be in accordance with BS 5228-1: 2009+A12014.
- Attended noise monitoring will be undertaken at the start of each new activity as identified in the Method Statement/Works Schedule in accordance with BS 5228-1 & 2
 - Monitoring locations will be chosen to accurately measure the worst affected locations on/off site in accordance with BS 5228-1 & -2
 - Noise and vibration monitoring will be used as a proactive tool to improve work processes, identify and address issues as they arise, investigate complaints and check compliance with any predicted noise levels, having regard to BS 5228-1/4
 - Dust will be monitored through regular visual observations and included in method statements (MS) for how to control it for all activities where there is a risk, though due to the design, none are anticipated at this time.
- (c) **Noise & Dust Mitigation Methods** A risk assessment (RA) will be carried out prior to any work commencing on site. Where applicable, it will identify tasks that are noisy, dusty and cause vibration and explore ways to mitigate any potential disruption, though we are not expecting anything significant.
- All of the works will be planned to be carried out during normal working hours, please see section 9.14.
- In line with the HSE Regulations on controlling construction dust, the London Good Practice Guide: Noise & Vibration Control for Demolition, we will where practicable, by design and mitigation on site, limit of dust by means of: -
- Limiting the amount of cuts by design / lay out.
 - Use block splitters.
 - Getting materials cut off site and delivered.
 - Limiting the amount of chasing required at the design stage.
 - Installing electrical transformers, removing the need for generators for all the site power requirements.
 - Locating noisy plant or equipment away from neighbouring properties.
 - Where possible, avoid using conventional impact hammers.
 - Visually inspect and record the dust levels on site. This will be carried out at key times where dust could be present and also randomly throughout the project.
 - There will be no fires on site.
 - We will dampen down haul roads and any stockpiles of earth.
 - The site and public highway will be swept regularly to stop any build-up of dust and dirt.
- (d) **Vibration.** We do not consider that any of the works will vibrate with any significance in or outside of the boundary.
- (e) **Site Waste Management Plan (SWMP).** A SWMP will be created for the project and will be monitored throughout.
- (f) **Storage and Stockpile.** We do not propose to stockpile soils on site for any length of time, other than to gather enough muckaway for full loads.

- (g) **Procedures Including Wheel Washing for Controlling Sediment Runoff.** The location of the wheel wash is located in the Site Logistics Plan and will be controlled by our site champion. We do not anticipate many vehicles entering the construction site as the loading and unloading area is on our clean haul road. Any wheels with debris on will be cleaned and then the wheel wash area will be swept clean by our Site Champion. If any debris from site is taken onto The Street, we will clean it as and when required.
- (h) **Complaints Procedure.** The project will be registered with Considerate Constructors, and we will have a comments, compliments and complaints register in the site office and will be updated as and when required. All complaints will be resolved swiftly and mitigations put in place to avoid situations in the future from occurring.

2.2 Health and Safety Construction Team Management Responsibilities

The organisation chart shows the lines of communication and management of the Health and Safety on site

Organisational Chart



Safety Consultants – Prime Safety Services Limited Ltd.

We employ Prime Safety Services Limited as our Health and Safety Consultants. They visit each of our sites and audit them in terms of Health and Safety performance. All reports are provided to the Managing Director, Contracts Director / Manager and Site Management Team for immediate action.

Managing Director – Malcolm Clarke

The Managing Director has overall responsibility for Health & Safety within the Company.

Health & Safety Director – Alan Leigh

The Health & Safety Director maintains policy in respect of Health & Safety and instigates training courses and monitors each particular contract to ensure Health & Safety Policies are maintained.

Contracts Director / Contracts Manager – Chris Tompsett / James Beasley

The Contracts Director / Contracts Manager is financially responsible for a number of contracts and must allow sufficient management resources to enable the projects under his control to be carried out safely. As well as the responsibilities detailed in the Construction Phase Plan, the Contracts Director / Manager ensures that the Subcontractors have made due allowance for Health & Safety within their tenders. He also ensures that the Subcontractors are issued with the correct information from the Construction Phase Plan and ensures the continual development of the plan.

Site Management Team – Marc McGovern

Responsible for all day-to-day Health & Safety matters as detailed in the Company Health & Safety Policy and in the Construction Phase Plan. The Site Management Team also assists in the developments of the Construction Phase Plan with the Contracts Director / Manager.

Design Manager – Natasha Pyemont

The Design Managers are responsible for ensuring that the design incorporates all Health & Safety issues from the Clients preconstruction Health & Safety Plan and information is available for inclusion within the Construction Phase Plan.

Quantity Surveyor – Sirat Hussain

As well as the responsibilities detailed in the Construction Phase Plan, the Quantity Surveyor ensures that the Contractors have made due allowance for Health & Safety within their tenders and assists in the continual development of the Health & Safety Plan.

The Buyer – Wendy Bass

The Buyer assists in the preparation of risk assessments and the Construction Phase Plan. They ensure that the Contractors are issued with the correct information from the Construction Phase Plan and ensures that all relevant information from material suppliers and subcontractors is passed to site.

2.3 Time Scale and Programme of Works

The project commencement date is estimated to be April 2026 and complete in January 2028.

3.0 Project Resources Contact Details

3.1 Design Team Contact Details

Client:	Grant & Delphine Horsfield		
Address:	Lydhurst Estate The Street Warninglid Haywards Heath RH17 5SJ	Tel:	TBA
		Fax:	
		Mobile:	
Contact:	Grant & Delphine Horsfield	E-mail:	TBA

Contract Administrator:	Cove Consulting Ltd		
Address:	Barts House Black Lion Street Brighton Sussex BN1 1JE	Tel:	07825 918 992
		Fax:	
		Mobile:	
Contact:	Sean Clemons	E-mail:	sean.clemons@coveconsulting.co.uk

Architect:	Meloy Architecture & Design Ltd		
Address:	Hill House Juggs Road Lewes East Sussex BN7 3PP	Tel:	01273 311 165
		Fax:	
		Mobile:	
Contact:	Charles Meloy	E-mail:	charles.m@meloy.co.uk

Structural Engineer:	QED Structures		
Address:	302 Davina House London EC1V 7ET	Tel:	0207 183 0770
		Fax:	
		Mobile:	
Contact:	Chloe Blagborough	E-mail:	chloeb@qedstructures.co.uk

3.2 Main Contractor Details

Main Contractor:	Baxall Construction Ltd			
Address:	Eastlands Estate Maidstone Road Paddock Wood Kent TN12 6BU	Tel:		01892 833344
		Fax:		
Title:	Contact:	Mobile:	Direct Dial No:	E-mail:
Contracts Director:	Chris Tompsett	07880 552 351	01892 833 344	ctompsett@baxallconstruction.co.uk
Contracts Manager:	James Beasley	07841 338 779	01892 833 344	jbeasley@baxallconstruction.co.uk
Quantity Surveyor:	Sirat Hussain	07593 555 364	01892 833 344	shussain@baxallconstruction.co.uk
Buyer:	Wendy Bass	07593 555 368	01892 833 344	wbass@baxallconstruction.co.uk
Site Manager and also Resident Liaison:	Marc McGovern	07851 247 558	01892 833 344	mmcgovern@baxallconstruction.co.uk
Team PA:	Charlotte Brawn		01892 833 344	cbrawn@baxallconstruction.co.uk
Please note, we have a Baxall team email address set up for this project, which will copy in all of the people named above. It is lydhurstestate@baxallconstruction.co.uk				

Site Details:	Baxall Construction		
Address:	Eastlands Estate Maidstone Road Paddock Wood	Tel:	01892 833 344
		Mobile:	07851 247 558
		E-mail:	lydhurstestate@baxallconstruction.co.uk
Site Manager:	Marc McGovern		

Safety Advisors:	Prime Safety		
Address:	Kingsley Place, 46 Mote Road, Maidstone, ME15 6ES	Tel:	01634 816 035
		Mobile:	
		E-mail:	info@primesafety.com
Contact:	Emma Stafford		

3.3 Statutory Authorities

Electricity:	UKPN		
Address:	82 River Road Barking	Tel:	0800 31 63 105
		Fax:	
Contact:		Mobile:	
Ref.:		E-mail:	

Gas:	Southern Gas Network		
Address:		Tel:	0800 912 1700
		Fax:	
Contact:		Mobile:	
Ref.:		E-mail:	

Water:	South East Water		
Address:		Tel:	<u>0333 000 0001</u>
		Fax:	
Contact:		Mobile:	
Ref.:		E-mail:	

Sewage:	Southern Water		
Address:		Tel:	<u>0330 303 0368</u>
		Fax:	
Contact:		Mobile:	
Ref.:		E-mail:	

3.3 Emergency Services Contact Details

Police:	Emergency Only		
Address:		Tel:	
		Fax:	
Contact:		Mobile:	
In an Emergency :	Dial 999	E-mail:	

Fire Brigade:	Emergency Only		
Address:		Tel:	
		Fax:	
Contact:		Mobile:	
In an Emergency:	Dial 999	E-mail:	

Hospital:	Emergency Only		
Address:		Tel:	
		Fax:	
Contact:		Mobile:	
In an Emergency:	Dial 999	E-mail:	

HSE:			
Address:	Osprey House Hedgerows Business Park Colchester Road Springfield Chelmsford Essex CM2 5PF	Tel:	0300 003 1747
		Fax:	
Contact:		Mobile:	
		E-mail:	

4.0 Contractor Requirements

There are no special requirements other than PPE and safety equipment as indicated in the risk assessments and approved method statements. Baxall Construction will provide welfare and first aid facilities.

Skips will be provided in the compound and removed from site by a reputable waste company with all required licenses and then taken to a reputable waste transfer station with all required permits. All waste will be monitored on the Site waste Management Plan

5.0 Selection and Assessments of Subcontractors

Details of all contractors and designers involved in the project are located in the Project Directory.

Completed questionnaires, assessment notes and minutes of any qualification meetings for contractors are held at Head Office: Baxall Construction Ltd, Maidstone Road, Eastlands Estate, Paddock Wood, Kent TN12 6BU

6.0 Notification to HSE

A copy of the F10 will be displayed on site in the main site office

7.0 Information about the Premises/Area

7.1 History of Site Use

The site had a dwelling in the same location, this is to replace that dwelling.

7.2 Surrounding Land Uses/Adjoining Sites and Premises

The site is situated within a rural area, with mixed farmland and some residential.

7.3 Existing Services.

There are some services for the previous house in the area, and that is all that has been found at this stage. CAT scans will be carried out by qualified personnel prior to any excavations commencing, as per our permit to dig procedure.

Any services that are not on the surveys will be recorded in the as built drawings.

7.4 Existing Structures

There are several farmhouses / structures within the grounds.

7.5 Site Neighbourhood

The site is situated within a rural area, with mixed farmland and some residential.

8.0 Design Information

8.1 Drawings

The drawings list is covered on pages 7 and 8 of the planning decision notice.

8.2 Existing Health and Safety Plan

There is a pre-tender health and safety file copy of which is located on site for record purposes

8.3 Hazards Identified By Designers

No residual risk identified

8.4 Principles of Construction

The superstructure will be steel frame with a timber external wall build up that has a mixture of stone, brick and timber cladding.

The internal walls are to be, generally, lightweight partitions. The swimming pool will be constructed of a concrete frame.

8.5 Over lapping with Client Undertakings

None

8.6 Surveys

Full surveys have been carried out and records made

8.7 Hazardous materials

None identified

9.0 Management of the Construction Phase

9.1 Site Management

A competent Health and Safety Supervisor (Site Manager) will be on site at all times while construction work is being carried out. Management organisation and responsibilities for Health and Safety are provided for in the attached appendices.

9.2 Arrangements for Passing Information to Contractors/Subcontractors

Contractors/Subcontractors are required to provide the Principal Contractor with specific written risk/work method statements. The method will have been discussed beforehand to ensure that both the Contractor and Subcontractor are agreed on the work method to be used throughout the operation and that each is fully aware of the dangers involved and the safe working practices which are to be followed.

During the construction period, information is passed to the Subcontractor and his operatives via induction briefings, tool box talks and contractor co-ordination meetings.

9.3 Site Meetings

Meetings will take place regularly and will be attended by the Principal Contractor and Designers. Minutes will be taken and distributed.

9.4 Control and Monitoring of Contractors/Subcontractors Method and Risk Assessments

Risk and Method Statements will be in place for all elements of the works and will be monitored as the works progress.

The Site Manager will keep all risk assessments and method statements in the office on site. The Site Manager will not allow any works to commence until all relevant information is in position. Contractors/Subcontractors are to be briefed before starting work on their method statements/risk assessments. Risk assessments and method statements are to be updated to incorporate changes of design and any relevant information identified by any party during the Construction Phase.

All Contractors/Subcontractors are required to work within the site rules and client requirements.

COSHH Data Sheets and COSHH Assessments are required for the use of all hazardous substances.

The Contractor/Subcontractor will assess all manual handling for risk of injury. Contractors/Subcontractors are to ensure that where there are significant risks of injury from manual handling, the assessment is in writing. (These should be attached to the Method Statement).

9.5 Site Rules

All operatives are to follow any site rules imposed by the Principle Contractor.

All operatives are to complete the attendance register on a daily basis.

All visitors are to sign in and announce their arrival in the site office whenever they attend site

9.6 Permits to Work

Permits to work will be used where identified in the site specific risk assessment/method statement. At this stage the following permits are expected on this site:

- Permit to Dig
- Hot work permits

Unless noted otherwise, the permit to work system will be operated and maintained by the Site Manager.

9.7 Emergency Procedures

General Evacuation Plans

The evacuation plan will be displayed on site

Emergency Services

The Site Manager will liaise with the emergency services and, if deemed necessary by the visiting Safety Consultant, will invite a fire services representative to visit the site to comment on the fire precautions in place if and when required.

Accidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require the reporting of specified accidents, ill health and dangerous occurrences to the enforcing authorities. The events all arise out of or in connection with work activities covered by the HSW Act. They include death, Major injury, more than three-day lost-time accidents. Schedules to the Regulations specify the details of cases of ill health and dangerous occurrences.

For most Employers reportable events will be quite rare and so there is little for them to do under these Regulations apart from keeping the guidance and forms available and being aware of the general requirements.

The Site Manager is responsible to ensure that all reportable incidents are correctly reported to the Authorities. See the Advice Centre section on RIDDOR for details of what has to be reported.

Incidents are to be reported directly to the RIDDOR Incident Centre as follows:

By Post:	Incident Contact Centre Caerphilly Business Park Caerphilly CF83 3GG
By Internet:	www.riddor.gov.uk
By Telephone:	0845 300 9923
By Fax:	0845 300 9924
By e-mail:	riddor@natbrit.com

First Aid

A list of trained first aiders will be displayed on the Site Office door. Subcontractors are to notify names of first aiders to the Site Manager. First Aid kits stocked according to site risks will be maintained at the Site Office.

9.8 Welfare

EXPECTED NUMBERS OF PEOPLE ON SITE

Peak 60

Minimum 2

All welfare facilities will be located within the site boundaries as shown in the Site Logistics Plan. These will be constructed during the first week of the contract when minor works only will be carried out. Electrical and water services will be taken from existing supplies.

All facilities will be provided for the use of all contractors and visitors.

Canteen facilities will cater for a maximum of 20 people at each sitting. During peak periods, meal times and rest periods will be roistered. The Site Manager will allocate times on a day to day basis depending upon the presence of contractors on site. A notice of timings will be displayed on the Canteen. The canteen will be adequately lit and have suitable heating and ventilation. Tools or materials will not be allowed into the canteen. The canteen will be cleaned at the end of each day. A bin will be provided for rubbish and food. Smoking will not be allowed and a 'No Smoking' sign will be displayed.

A drying room is provided for drying wet clothing (wet work) and is part of the canteen. Pegs for clothing will be provided. Heaters will be provided – there will be no naked flames.

A means of heating food and utensils for eating will be provided. An electric kettle/urn will be provided for making hot drinks.

3No water flushing toilets and 3No sinks will be provided. The sinks are to be large enough to enable decontamination of arms, hands and face. Waste from this facility will flow directly into the main drainage system for the development.

The welfare facilities will remain in place until project handover.

9.9 Monitoring

The Site Manager inspects the works on a daily basis and completes a daily diary that is kept in the site office. Inspection reports for scaffolding, including mobile towers, are completed before use, upon modification and at least every 7 days. The diary and inspection reports form the basis for tool box talks.

Formal inspections are carried out by our safety consultants EC Safety Solutions, on a regular basis. The report they leave is to be actioned immediately. The reports identify individual risks. The Site Manager notes the action he has taken against each risk on the report, and faxes the report to the Contracts Director / Manager on the same day. A copy is sent to the head office for the attention of the Managing Director. He records the report and uses the information for statistical purposes and forwards the reports to the Board of Directors.

The Contracts Director / Manager will ensure that the action taken by the Site Manager is in line with the EC Safety Solutions recommendations and discuss any long term or global implications with the Managing Director.

A Health and Safety Review will be carried out by the Contracts Director / Manager, Quantity Surveyor and Site Manager on a regular basis that includes a Health and Safety Checklist. This review is documented and copied to the Managing Director who will ensure that outstanding actions are carried out. Long term or company wide implications are discussed with the Managing Director.

In accordance with section 29/30 of - the Construction (Health Safety & Welfare) Regulations 1996. Reports will be retained on site.

9.10 Liaison

The Site Manager will carry out liaison with the following:

- Emergency Services (Including Fire Services Advisory Officer where necessary)
- Representatives of adjacent properties
- Construction workers, Consultants, Staff and Visitors

9.11 Security

The site will be secured at the perimeter by anti-climb perimeter fencing.

Entrance to the site will be controlled and all visitors will be directed to the Site Office where they must sign the visitor's book.

9.12 Deliveries and Storage

Construction materials and equipment will be delivered to the site using lorries and vans. Materials will be unloaded by mechanical means to the area of work, if possible, at all times, otherwise it will be manually handled and the appropriate risk and method statements will be undertaken. All materials will be stored on site and will be delivered on a 'just-in-time' basis.

9.13 Communication

The entire workforce will be encouraged to communicate daily to the Site Manager or the Company Safety advisor details of any hazard they have seen, or to make any suggestion that will make conditions safer. The Site Manager operates an 'Open Door' policy.

9.14 Working Hours

All works on site will be limited to 8-00 to 18-00 Monday to Friday, Saturday 8-00 to 13-00. There will be no noisy works on Sundays or Bank Holidays.

10.0 Arrangements for Controlling Significant site Risks

10.1 Work beyond Site Boundary

There are no works outside the property boundary.

10.2 Temporary Electrical Distribution/Management

All electrical equipment on Company sites or other workplaces will be supplied, installed, maintained or used in accordance with the approved standards.

The Contracts Director / Manager in conjunction with the Site Manager will plan the temporary electricity supply and distribution on site in accordance with the above standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the statutory regulations.

The Site Manager will ensure that the temporary electrical supply is installed and tested as planned - records will be kept on site.

The Site Supervisor will ensure that all power cables are installed clear of passageways and preferably above head height.

The Contracts Director / Manager and Site Manager will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used on site unless special arrangements are made and discussed with management. Lower voltage tools, lighting etc. may be required in damp, potentially flammable or confined situations. All Subcontractors will be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.

The Site Supervisor will ensure that all Subcontractors equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site.

Immediate action will be taken against any person or Subcontractor abusing or incorrectly using electrical equipment on site.

Festoon lighting equipment will be securely above head height. Where festoon lighting equipment is installed, it must not be of the screw-in-pin contact type. Only properly constructed sets with moulded-on fittings will be used.

The Site Supervisor will ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to the Supervisor so immediate steps can be taken to have defects remedied by site electrician or Hire Company.

All cable connections must be properly used. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting, all bulb sockets are live. Steps are therefore to be taken to protect open sockets when bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard it must be remembered that the protruding filament wires would still be live.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.

10.3 Working at Heights

All working platforms and loading areas will be fitted with double guardrails, guards and toe boards. This includes MEWP's and tower scaffolds.

Any operative using MEWP will be expected to provide proof of training/competence. MEWP's will be inspected prior to first use and at regular intervals thereafter.

Any operative erecting a tower scaffold must produce proof of competence to the Site Manager before work commences. The risk assessment/method statement is to reflect these arrangements.

Scaffolds will be inspected upon first use and every seven days thereafter. The inspection report is to be completed by the Site Manager.

10.4 Electrical Equipment/tools

No electrical tools, equipment or appliances will be used until proof of inspection during the first 3 months is obtained (visual or otherwise). This includes hired equipment and cabin appliances, etc. Documentation is to be provided to the Site Manager upon arrival on site.

No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used on site unless special arrangements are made and discussed with management. Lower voltage tools, lighting etc. may be required in damp, potentially flammable or confined situations. All sub-contractors will be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.

Access to areas where there are live installations will be strictly controlled. Access will be locked off and signs indicating the danger will be displayed.

Immediate action will be taken against any person or sub-contractor abusing or incorrectly using electrical equipment on site

10.5 Existing Services

This information must be forwarded from the Architect/Designer/Planning Supervisor to the Principal Contractor, who will then determine the accurate line and state of the services.

10.6 Personal Protective Equipment (PPE)

All operatives are to wear the following:

- Head Protection
- Safety Footwear
- Hi-Vis Clothing when working externally

Other PPE is to be worn as indicated in risk assessments and method statements. PPE should be suitable for the task. Respiratory protection must be capable of protecting the operative against the substance the operative is exposed to.

10.7 Plant and Work Equipment

All plant and work equipment must be assessed for risks before use. Information should be on site (noise levels, data sheets, electrical information, operator's handbooks etc.). All relevant risk assessments for the use of plant are to be submitted by the contractor wishing to use the equipment.

Test and thorough examination reports and operators' certification for all plant and equipment are to be produced for the Site Manager's inspection on arrival on site and kept on site. Weekly inspection reports are to be recorded before lifting commences thereafter every 7 days. These reports are to be made available for the Site Manager's inspection.

10.8 Fire Prevention

A thorough fire prevention plan will be created and included in our H&S suite of documents.

10.9 Waste

The Site Manager will control the removal of waste.

All waste will be removed in designated skips.

Contractors/Subcontractors are to inform the Site Manager of the nature of their waste. A registered waste carrier will remove waste. Waste transfer notes will be kept on site, and forwarded to Head Office: Baxall Construction Ltd, Maidstone Road, Eastlands Estate, Paddock Wood, Kent TN12 6BU on a weekly basis. Random checks on end use will be made by the Site Manager.

10.10 Health and Environment

Contractors/Subcontractors are to recover any spillages of hazardous substances in accordance with the COSHH Safety Data Sheets. If there is any risk of contaminants getting into the watercourse or drains, the Site Manager is to be informed immediately.

Care will be taken to minimise dust, noise and fumes that may affect the surrounding properties. Contractors/Subcontractors will be required to identify any dust hazards, which are created by the use of equipment and processes (e.g. chasing). Water fed equipment or dust extraction systems will be required under such circumstances. All such control measures must be identified in the risk assessment/method statement process.

10.11 Manual Handling

Movement of materials through the site should be addressed in the Risk Assessments.

The Site Manager will ensure that materials are handled as far as possible by machine. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

Specific arrangements will be required for:

- Kerbs, Bollards and drainage products
- Brickwork/Block work including lintels

10.12 Site Access, Pedestrian and Vehicles

Access to the site will be via Perth Road for vehicles and pedestrians, through segregated entrances.

10.13 Asbestos

The presence of Asbestos has not been identified:

11.0 Training

11.1 Induction Training

The Site Manager is responsible for inducting all personnel operating on the Baxall Construction site. Induction's must be recorded and kept in the Induction Training Register.

11.2 Training Certificates

Copies of training certificates etc. for all plant operators, abrasive wheel operators, scaffold erectors, etc. must be attached to risk assessments/method statements.

11.3 Tool Box Talks

Tool box talks will be held as determined by changing site conditions. Talks will be arranged by the Site Manager and details of attendance kept in the Tool Box Talk Register.

11.4 Information and Signs

Health and Safety Information is to be displayed on a notice board both in the canteen and site office. It contains information on the evacuation plan, site risks, details on first aid and resuscitation, the Health and Safety Law Poster etc.

All signs are to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. All signs relating to fire and means of escape will be illuminated with lighting that is on an emergency circuit.

12.0 Health and Safety File

All Contractors/Subcontractors are reminded of their statutory duty to contribute, where appropriate, to the Health and Safety File. Information for the file will be held on behalf of the Planning Supervisor at the Principal Contractor's site office for the duration of the Project. Information should be given to the Site Manager for inclusion into the file.

13.0 Considerate Constructors Scheme (CCS)

The project will be signed up to the CCS scheme and, under the current guidelines, there will be two visits carried out. The first is usually once the groundworks have started and the second is towards the end of the project.

They provide several posters that have the site managers contact details on them, which we will clearly display at various points at the site boundary.

They also have a 'compliments, comments and complaints' form which we will utilise to record potential communications with local stakeholders and take corrective action, if necessary.

These scheme encourages best practice and always looks for innovative ideas to improve the way we work, which is what we at Baxall always strive for and demonstrates by having an average score of 42/50, where the national average is only 32/50.