



CONSTRUCTION & ENVIRONMENTAL PLAN.

Hills Homes Developments Ltd.

Site: Land at Regents Park, Calne.

Development of 17 mixed Units.

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1. INTRODUCTION

1.1 This Construction and Environment Management Plan (CEMP) has been drafted by Hills Homes Developments Ltd, to underpin the construction and environmental processes employed throughout the construction of the 17 Unit development scheme approved. REF No: - Application Reference Number: **20/07659/OUT**.

- 1.2 This document is designed to provide the Principal Contractor with the following information: Background information about the Site and scope of this CEMP, including the likely scope of works.
- Identify which likely operations to be undertaken as part of the Proposed Development will or may impact upon wildlife.
- The environmental protection measures to be implemented as part of the scheme including fencing, supervision, and pollution controls.
- Roles and responsibilities of the Principal Contractor to ensure effective implementation of this CEMP

Report Limitations

1.3 This is an ecological guidance report and as such no reliance should be given to comments relating to current assumed proposals relating to buildings, engineering, soils, or other unrelated matters, which may evolve through the construction design process.

Relevant Background Documents

1.4 As background information the following documentation was provided:

- Flood risk assessment and drainage strategy carried out by Robert Hitchins, dated August 2020.
- Transport statement carried out by PFA Consulting, dated August 2020.
- Ecology assessment survey carried out by Ecology Solutions, dated August 2020.
- Utilities statement carried out by Robert Hitchins, dated August 2020.
- Waste minimisation and Management plan carried out by Robert Hitchins, dated August 2020.
- Archaeological desk bases study by Richard Smalley at RPS Group, dated June 2020.
- Landscape strategy carried out by MPH dated August 2020.
- Report of community engagement by Pegasus group, dated July 2020.
- Planning statement (including affordable housing statement by Pegasus group dated July 2020.
- Tree survey report carried out by MPH, dated August 2020.

1.5 The author of this report is detailed below:

Scott Turner – Hills Homes Developments Ltd - Construction Manager.

The Site

1.6 The wider area (the “Site”) falls within the boundary of land within Regents Park, Calne.

1.7 The Site is approximately 0.5ha of land and the site itself comprise an area of semi-improved grassland field bounded by hedgerows along its southern and eastern boundaries.

1.8 Location of Site (Fig 1)



1.9 The planning application for the proposed development received approval in September 2022
Ref: **20/07659/OUT**.

1.10 The consent relates to the construction of 17 units consisting of 2,3 and 4 beds, 12 Open Market and 5 Affordable properties approved, together with associated supporting infrastructure and parking.

1.11 The planning consent includes a condition relating to the preparation of a construction environmental management plan (“CEMP”). The wording of the condition is detailed below:

“The development hereby permitted shall not commence until a Construction and Environmental Management Plan (CEMP) has been submitted to and approved in writing by the local planning authority. The CEMP shall include details of the following relevant measures:

- an introduction consisting of construction phase environmental management plan, definitions and abbreviations and project description and location.*
- a description of management responsibilities.*
- a description of the construction programme.*



- *site working hours and a named person for residents to contact.*
- *detailed site logistics arrangements.*
- *details regarding parking, deliveries, and storage.*
- *details regarding dust and noise mitigation; and*
- *communication procedures with the local planning authority and local community regarding key construction issues – newsletters, fliers etc.*

1.12 The CEMP which follows is therefore intended to address the requirements detailed above where these relate to “The Site”.

2. BIODIVERSITY SCOPE

2.1 This CEMP is for the construction phase of the Proposed Development only and sets out the intended methods of effectively managing potential environmental impacts arising from the construction of the approved scheme and its supporting infrastructure.

2.2 The mitigation measures detailed in this document have been informed by the ecological survey and geological assessments completed to date. Section 1.4

2.3 The responsibility for implementation of the CEMP lies with the appointed principal contractor and it shall be implemented and controlled by the site manager who shall work in conjunction with key personnel (Managing Director, appointed ecologist, contractors, suppliers, etc.) to ensure it is implemented.

2.4 In order to ensure that the plan remains relevant it will be the responsibility of the site manager to take ownership of the CEMP and ensure its relevance to activities being undertaken on the Site. This will require its revision in the event of any changes from the initial scope of the plan and updating as necessary. Any revisions or updates shall be subject to agreement in writing with the local planning authority (“LPA”).

2.5 The following document details ecological mitigation and management measures necessary to reduce the anticipated ecological impact of the proposed development. This document refers to both direct and indirect ecological impacts.

3. CORE PRINCIPLES

3.1 This CEMP identifies the project management structure roles and responsibilities with regard to managing and reporting on the environmental impact of the construction phase.

3.2 A series of ecological surveys were undertaken during the planning process which identified and assessed the aspects of construction that could have an environmental impact. All proposed mitigation measures described in the ecological surveys and supporting reports will be applied and are specifically described in the applicable sections of the CEMP.

3.3 The overall environmental objectives that will be applied to the project are:

- All practicable steps shall be taken to minimise the environmental effects of construction works.



- All activities shall be conducted in accordance with the CEMP, relevant legislation, codes of practices, guidelines, and any local environmental procedures.
- Environmental licenses, permits and consents and other statutory requirements are to be obtained prior to works commencing, and complied with.
- All staff (including sub-contractors) shall be aware of the environmental issues relevant to the Project through the provision of site-specific information on the environmental impacts of construction and the mitigation measures to be applied during inductions, briefings and toolbox talks and other relevant discussions.

4. SCOPE OF WORKS

4.1 The Proposed Development will be completed in a series of phases. The first stage of works comprises of the Groundworks phase, taking all roads and parking spaces to tarmac base course along with the plots construction taken to slab with the installation of a newly formed site access along with all associated infrastructure and temporary site welfare (whilst an area of material storage and parking will be available for construction operatives throughout the build duration, additional parking will be made available as the build progresses onto its final stages. Drawing ref?

Likely to be required during these phases include:

- Vegetation clearance.
- Installation (and subsequent removal post completion of construction fencing (e.g. Heras fencing / hoarding with signage).
- Ground and excavation work including topsoil stripping.
- Soil stock piling and storage.
- Importation of material and construction of new access road and parking areas.
- Demobilisation from the Site – removal of contractor's compound and equipment.

4.2 It is anticipated that an update of this document may be required as the scope of works relating to the site activities and requirements are confirmed.

Construction Programme

4.3 The proposed start date for this phase of work is September 2025 with completion in Summer 2027.

The programme will be phased as follows:

- Implementation of access.
- Main road and associated drainage infrastructure along with all services mains.
- Foundation works and builds sequence are as followed - Plots 1-3, 14-17, 12-9, 13, 4-8.
- **FIG 2**
- Phase 1 – 3 no units
- Phase 2 – 5 no units – (2x 3 bed HA & 3x 2 bed HA)
- Phase 3 – 2 no units
- Phase 4 – 4 unit
- Phase 5 – 3 no units with site decamp and completion of final parking area.

Further timings to be made available and conveyed to Parish Council adjacent properties and local school, as construction detail becomes available.

Equipment and Plant

4.4 Plant used for the scheme is likely to comprise conventional vegetation clearance, earthworks, and highways construction plant.

4.5 Wherever practicable the smallest machinery possible will be used.

5. BIODIVERSITY RESOURCE

Species

5.1 The Ecological Management and Enhancement Scheme identified a range of protected and nonprotected species in the areas surrounding “the site”, Species of interest identified as part of the assessment are outlined in **Table 1** and include:

Table 1

Common Name/Scientific Name	Legal Protection	Location
Breeding Birds (All species)	Individual nest sites protected from destruction including during construction.	All areas of vegetation within “the site”
Badger (<i>Meles meles</i>)	Protected from injury/disturbance Breeding and resting sites (badger setts) protected from disturbance or destruction	Forage across the wider Site areas. Likely to occasionally access “the site”
Bats (all species) <i>Chiroptera</i> sp	Individuals protected from disturbance / injury. Breeding and terrestrial habitats are also protected from disturbance, modification or destruction	Occasional Forage across the Site.
Common Amphibians Smooth newt <i>Lissotriton vulgaris</i> Common toad <i>Bufo bufo</i> Common frog <i>Rana temporaria</i>	Protected from sale	Forage potential, although transient no visible sign in water filled ditch, additionally no site standing water.
Hazel Dormouse No confirmed evidence of this species has been found on-site to date	Individuals protected from disturbance / injury. Breeding and terrestrial habitats are also protected from disturbance, modification or destruction	No evidence identified on-site, however, records known from local area and denser areas of woodland/scrub provide suitable habitat.

Reptiles	Individuals protected from deliberate harm/injury	Site is suitable for habitats include the hedgerow, and tussocky grasses, a small population of grass snake <i>Natrix Helvetica</i> have been identified on site.
Great Crested Newt <i>Triturus cristatus</i> No confirmed evidence of this species has been found on-site to date	Individuals protected from disturbance / injury. Breeding and terrestrial habitats are also protected from disturbance, modification, or destruction	No evidence identified on-site.
Other mammals (e.g. deer, rabbit, hedgehog)	Protected from deliberate harm/intent to cause unnecessary suffering. e.g. crushing, or asphyxiating animals in their burrows by heavy machinery during site clearance Hedgehogs may be found within denser areas of woodland/scrub vegetation throughout. Deer may pass through Area C on occasion.	Deer may pass through “the site” on occasion.

Habitats

5.2 The approved surveys identified a range of habitats on the Site. Habitats of interest identified as part of the assessment are described below:

- **Modified grassland.**

The majority of the Approved Development Site is comprised of modified grassland. It should be noted that the grass had been freshly cut just prior to the update survey conducted by ACD Environmental Ltd on 16th July 2024. Therefore, the uncut grassland to the north-west of the Approved Development Site, separated only by a footpath, was surveyed as a proxy assessment of the grassland within the Approved Development Site.

Species identified include red clover *Trifolium pratense*, cock's foot *Dactylis glomerata*, meadow barley *Hordeum secalinum*, creeping bent *Agrostis stolonifera*, false oat-grass *Arrhenatherum elatius*, Yorkshire fog *Holcus lanatus*, ragwort *Jacobaea vulgaris*, curly dock *Rumex crispus*, wild garlic *Allium ursinum*, buttercup *Ranunculus acris*, silverweed *Potentilla anserina*, cow parsley *Anthriscus sylvestris*, creeping thistle *Cirsium arvense*, white clover *Trifolium repens*, pineapple weed *Matricaria discoidea*, bitter dock *Rumex obtusifolius* and creeping Jenny *Lysimachia nummularia*.

- **Hedgerows**

There are a total of two hedgerows within the Approved Development Site.

Hedgerow one

Hedgerow one (H1) is situated along with north-eastern boundary of the Approved Development Site. Hedgerow H1 comprised blackthorn *Prunus spinosa*, field maple *Acer campestre*, hawthorn



Crataegus monogyna, and bramble *Rubus fruticosus*. Ground flora species included nettles *Urtica dioica*, ragwort *Jacobaea vulgaris*, bush vetch *Vicia sepium*, bird's foot trefoil *Lotus corniculatus*, sow thistle *Sonchus oleraceus*, lords and ladies *Arum maculatum*, St John's wort *Hypericum perforatum*, bindweed *Calystegia sepium*, betony *Stachys officinalis*, brooklime *Veronica beccabunga*, great willowherb *Epilobium hirsutum*, bitter dock *Rumex obtusifolius*, and common mugwort *Artemisia mugwort*.

There is also a ditch within hedgerow H1, which adjoins a pipe that flows along an offsite hedgerow towards the north-west and flows into the River Marden, a small tributary for the River Avon, which sits approximately 100m to the north-west of the Approved Development Site.

Hedgerow two

Hedgerow two (H2) is situated along the south-eastern boundary of the Approved Development Site. Comprising fewer species in comparison to hedgerow H1, hedgerow H2 included blackthorn, hawthorn, and bramble. The majority of the ground flora species recorded were also noted along hedgerow H1, including nettle, bitter dock, great willowherb, bush vetch, betony. Other ground flora species recorded amongst hedgerow H2 included honeysuckle *Lonicera periclymenum* common ivy *Hedera helix*, cleavers *Galium aparine*, and dog rose *Rosa canina*.

- **Scattered trees**

All trees within the Approved Development Site are situated within hedgerows H1 and H2. Tree species recorded include ash *Fraxinus excelsior*, white willow *Salix alba*, oak *Quercus robur*, field maple, and blackthorn.

- **Log pile**

Situated to the south of the site within the grassland area is a pile of logs, which is dominated by nettle, great willowherb, cleavers *Galium aparine* and common rush *Juncus effusus*.

Fauna

For ease of reference, descriptions of relevant fauna have been provided alphabetically, below.

- **Amphibians**

Great crested newt –

There are no ponds within the red line boundaries of the Approved Development Site. Two ponds have previously been recorded within 500m of the Approved Development Site. Pond one (P1) underwent aquatic sampling, however no great crested newts were identified. Pond P1 was recorded as being dry and was subsequently lost to an adjacent development. Pond two (P2) is a water attenuation feature situated approximately 23m north of the Approved Development Site. Pond P2 underwent eDNA which returned a negative result for great crested newt.

Since the Approved Development Site sits within an Amber Zone for great crested newts, the 2024 UK Habitat Classification survey assessed pond P2 using Habitat Suitability Index (HSI) methodology, which determined pond P2 to have 'excellent' suitability to support great crested newts. Although this 'excellent' suitability has been recorded, there are barriers to dispersion including the surrounding housing developments, a flowing river running to the north and a road to the east. The habitat surrounding pond P2 is high-quality terrestrial habitat and there are no ponds on the southern side of the application site so it is unlikely that potential great crested newts would travel through the site.

Although previous results have not identified any great crested newt within this feature, due regard must be given to the potential for great crested newts to be present within pond P2. Precautionary



works are to be implemented and if any great crested newts are found within the Approved Development Site works must stop with immediate effect and a licence must be sought.

Common toad –

It should be noted that the Updated Site Walkover conducted by ACD in July 2024 recorded a population of common toad *Bufo bufo* toadlets on site. It is expected that toads are using the attenuation pond to the north of the Approved Development Site and the ditch running through the northern-eastern site boundary of the Approved Development Site. Compensation for toads can be found in the LEMP.

Measures to protect amphibians during grassland removal are outlined.

Badger -

No evidence of badger *Meles meles* activity was observed within the Approved Development Site during surveys in 2014, 2015, 2016, 2018, and 2020. However, the Ecological Assessment (2020) states that an active badger sett was recorded approximately 360m to the east of the Approved Development Site.

The update walkover in 2024 observed evidence of badger activity, comprising well-worn mammal paths into hedgerows and snuffle marks.

No badger setts have been found within the Approved Development Site to date. However, it is considered possible that badgers could build setts amongst hedgerows, and the grassland and hedgerow habitats provide suitable foraging habitat for badgers. Therefore, due regard must be given to the potential for badgers to be present within the Approved Development Site given their known presence within the local area and use of the Approved Development Site for commuting and foraging.

Measures to protect badgers are outlined within.

Bats: commuting/foraging –

The Approved Development Site provides suitable commuting and foraging habitat for bats within the grassland habitat and along the two native hedgerows.

All previous ecological surveys undertaken within the Approved Development Site have identified a combined total of five species of bat using the Approved Development Site for commuting/foraging: common pipistrelle *Pipistrellus pipistrellus*, soprano pipistrelle *Pipistrellus pygmaeus*, serotine *Eptesicus serotinus*, lesser horseshoe *Rhinolophus hipposideros*, and barbastelle *Barbastella barbastellus*, as well as *Nyctalus* sp., *Myotis* sp., and *Long-eared* sp.

The Ecological Assessment (2020) reports that only occasional and individual registrations of barbastelle and lesser horseshoe bats were recorded within the Approved Development Site.

Therefore, it was considered that neither species were using the site for foraging due to their habitat preferences of woodland edges and rides, and fields associated with cattle grazing, respectively, and were using the site for occasional and infrequent commuting.

The hedgerows and trees within the Approved Development Site are to be retained, however indirect effects such as increased lighting have the potential to impact bats commuting within the Approved Development Site, particularly rarer bats, such as barbastelle.

Measures to protect commuting/foraging bats are outlined within.

Bats: roosting –

The data search returned no records of bats from within the Approved Development Site. The data search returned records of a pipistrelle bat roost 0.6km northwest, a brown long-eared roost 0.3km northwest and a soprano pipistrelle roost 1km southeast. Lesser horseshoe, brown long-eared,



serotine and natterer's bat *Myotis nattereri* were recorded in the wider area from the Approved Development Site. Although it should be noted that all above records were dated from 1995 – 2013. All trees within the Approved Development Site were considered to have negligible suitability for roosting bats, with the exception of the mature white willow tree located on the south-western site boundary which has low suitability for bats, however this tree will be retained within a dark corridor (refer to Lighting Scheme) and will be protected with protective fencing within a Biodiversity Protection Buffer Zone.

Birds –

The hedgerows within and surrounding the Approved Development Site provide suitable nesting habitat for birds. The grassland and hedgerows both provide suitable foraging opportunities for birds, including over-wintering fieldfare *Turdus pilaris*, which are categorised as a Red-listed species on the UK Red List for birds⁶ and Schedule 1 bird species under the Wildlife and Countryside Act 1981 (as amended).

The data search detailed in the Ecological Assessment (2020), returned no records of notable birds from within the site. Species noted within a 1km buffer zone included mediterranean gull *Larus melanocephalus*, house sparrow *Passer domesticus*, fieldfare *Turdus pilaris*, song thrush *Turdus philomelos*, kingfisher *Alcedo atthis*, starling *Sturnus vulgaris*, herring gull *Larus argentatus*, red kite *Milvus milvus*, and peregrine falcon *Falco peregrinus*.

Data records also confirmed nearby presence of barn owl *Tyto alba*. Although the Approved Development Site provides limited foraging opportunities for barn owl, a barn owl pellet was discovered within the Approved Development Site during the 2024 update survey, the pellet was located centrally to the site within the open grassland. This suggests that barn owl are using the grassland within the Approved Development Site as foraging habitat. Therefore, due consideration must be given to the potential for owls, including barn owl, to be present within the Approved Development Site given their known presence within the local area.

The updated site walkover conducted by ACD Ecology Ltd noted magpie *Pica pica*, crow *Corvus* and pigeon *Columba livia* on site, as well as buzzard *Buteo buteo* and common gull *Larus canus* flying overhead. The updated site walkover concluded that the site has suitable potential for nesting birds in the hedgerows and trees, although no nests were observed during the site visit.

Hazel dormouse –

The Ecological Assessment has not scoped in hazel dormouse, it is assumed that no records were returned from the data search. Due to the lack of connecting hedgerows within the site, hazel dormouse are not likely to be using the site and can be scoped out.

Invertebrates –

Some species of note included gatekeeper butterfly *Pyronia tithonus*, dark bush-cricket *Pholidoptera griseoaptera*, red soldier beetle *Rhagonycha fulva* and violet ground beetle *Carabus violaceus*. The site provides good habitat for invertebrates, particularly in the fallen white willow tree located to the south-east of the site, and within the log pile.

Reptiles –

The reptile surveys conducted by Ecology Solutions Ltd in July 2014 recorded a small population of grass snake *Natrix helvetica*. The updated reptile survey conducted by Ecology Solutions Ltd in 2018 again recorded a small population of grass snake present. Refer to the Ecological Assessment for further information on the survey results.



The Updated Site Walkover carried out in July 2024 concluded that the site continues to provide suitable habitat for reptiles, and it should be assumed that a grass snake population is still present on the site. The log pile on site provides excellent habitat for reptiles.

As previously suggested in the Ecological Assessment, it is suggested that a habitat manipulation exercise be undertaken, and further to this sensitive clearance should be conducted. This will allow not only any reptiles to move away from clearance and construction areas, but also any amphibians.

Other mammals –

Evidence of other mammals on site included multiple mole *Talpa europaea* hills. Rabbit *Oryctolagus cuniculus* droppings were also found on site. Other signs of mammals included well-worn mammal paths into the hedgerow and snuffle marks. The site would further provide good habitat for hedgehogs *Erinaceus europaeus* as there are some opportunities for nest-building, navigating and foraging within vegetation along the site boundaries.

Although mole, rabbit and hedgehog are not subject to legal protection in terms of their conservation status, they are subject to protection from cruelty under the Wild Mammals Protection Act and the Animal Welfare Act 2006 (hedgehog is also protected under this legislation). The works may therefore proceed with caution whereby care must be taken during clearance/groundworks to ensure any mole, rabbit or hedgehog that may be present are not harmed.

Measures to protect mole, rabbit and hedgehog during the construction phase are outlined within

6. BIODIVERSITY RISK ASSESSMENT – CONSTRUCTION PHASE

6.1 An evaluation of the Proposed Development phases versus the relevant ecological receptors identified in 5.1 and 5.2 above is presented below within **Table 2**.

Table 2

Ecological Receptor and Associated feature	Operation likely to cause conflict	Overall Risk <u>WITHOUT</u> mitigation
Breeding Birds (all species) Hedgerow /Scattered and dense scrub	Site mobilisation / large scale vegetation clearance / traffic movements / construction lighting / stock piling of material / pollution incidents / demobilisation.	Very High – Near Certain – if carried out during bird nesting period (March-August inclusive)
Badger Dense scrub/hedgerow/scrub vegetation	Site mobilisation/vegetation clearance/topsoil excavation/stock piling/site access/ground works including excavations/demobilisation.	Low/Moderate
Bats (all species) Roosting: Scattered peripheral trees/off-site buildings Foraging: All areas	Site mobilisation / large scale vegetation clearance / use of construction lighting / indirect disturbance from dust and noise.	Low/Moderate

Common Amphibians Smooth newt Ditches/ hedgerow/semi-improved grassland/dense scrub vegetation	Topsoil excavation/stock piling/chemical storage/surface run-off from construction areas/pollution incidents/demobilisation	Low
Common Toad A population of common toad <i>Bufo bufo</i> toadlets on site.	Topsoil excavation/stock piling/chemical storage/surface run-off from construction areas/pollution incidents/demobilisation	High- Near Certain – It is expected that toads are using the attenuation pond to the north of the Approved Development Site and the ditch running through the northern-eastern site boundary.
Hazel Dormouse (No Confirmed presence) Scrub grass and hedgerow	Vegetation clearance / ground works including excavations / stock piling.	Low (no confirmed presence to date)
Reptiles A small population of grass snake (<i>Natrix Helvetica</i>)	Vegetation clearance / Topsoil excavation/stock piling.	High- Near Certain – Sensitive clearance should be conducted Individuals protected from deliberate harm/injury
Great Crested Newt (No Confirmed presence) Ditches/ hedgerow/semi-improved grassland/dense scrub vegetation	topsoil excavation/stock piling/chemical storage/surface run-off from construction areas/pollution incidents/demobilisation	Low (no confirmed presence to date)
Other mammals (e.g. deer, rabbit, hedgehog)	Site mobilisation/vegetation clearance/topsoil excavation/	Low
hedgerow, grassland	stock piling/site access/ground works including excavations/ demobilisation	
Semi-improved grassland	Site mobilisation/vegetation clearance/topsoil excavation/ stock piling/site access/ground works including excavations/ demobilisation	Low
Hedgerow 1	Site mobilisation/vegetation clearance/topsoil excavation/ stock piling/site access/ground works including excavations/ demobilisation, installation of site access.	Moderate



Hedgerow 2/3	Site mobilisation/vegetation clearance/topsoil excavation/stock piling/site access/ground works including excavations/demobilisation	Low/Moderate
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6.2 Ecological mitigation measures designed to minimise these potential risks are set out in detail in **Section 8**.

7. RELEVANT ECOLOGICAL LEGISLATION

Legislation

7.1 A detailed breakdown of the relevant ecological legislation is presented for the purposes of the report in a summary is presented in **Table 3**.

7.2 This table contains a summary of key legislation relating to the protection of wildlife and habitats. Hills Homes Developments Ltd, designated Principal Contractors and sub-contractors are responsible for reviewing the full legislative documents from up-to-date original sources and should seek independent legal advice where appropriate.

Table 3

Species/Habitat	Relevant Legislation	Criteria	Penalty
Breeding birds	CRoW, WCA 1i	An offence to deliberately: - kill, injure, or take any wild bird. - take, damage or destroy the nest of any wild bird while that nest is in use or being built; or - take or destroy an egg of any wild bird Schedule 1 birds (such as barn owl) have extra legal protection. For these bird species it's also an offence to do the following, either intentionally or by not taking enough care: - disturb them while they're nesting, building a nest, in or near a nest that contains their young, disturb their dependent young.	- Unlimited fine - Up to 6 months prison sentence for each offence
Common amphibians	WCA 5 S9(5): Wildlife and Countryside Act (1981) (as amended); Protected animals (other than birds).	Prohibits sale, barter, exchange, transporting for sale and advertising to sell or to buy.	- Up to £5000 fine - Up to 6 months prison sentence
Great Crested Newt (no evidence on site)	WCA 5 S9(5), CRoW, NERC, CHSR	- Deliberately, intentionally, or recklessly damage or destroy a great crested newt resting place or breeding site - deliberately or recklessly disturb a great crested newt while it's in a structure or place of shelter or protection - block access to structures or places of shelter or protection - possess, sell, control or transport live or dead great crested newts, or parts of great crested newts	- Unlimited fine - Up to 6 months prison sentence
Reptiles	WCA 5 S9(5): Wildlife and Countryside Act (1981) (as amended); Protected animals (other than birds).	- Common lizard, slow-worm, grass snake and adder. - Only part of sub-section 9(1) and all sub-section 9(5) apply; An offence to deliberately: - Killing and/or injure - Trade (i.e. sale, barter, exchange, transporting for sale and advertising to sell or to buy).	- Up to £5000 fine - Up to 6 months prison sentence
Bats	WCA 5 S9(5), CRoW, NERC, CHSR	An offence to: - deliberately or intentionally capture, injure, or kill a bat. - deliberately, intentionally or recklessly disturb bats. - Intentionally or recklessly damage or destroy a bat roost (breeding site or resting place). - sale, barter, exchange, transporting for sale and advertising to sell or to buy.	- Unlimited fine - Up to 6 months prison sentence
Badgers	Protection of Badgers Act (1992) / Wild Mammals Act 1996	An offence to: - To interfere with a sett intentionally or recklessly. Sett interference includes disturbing badgers whilst they are occupying a set, as well as damaging or destroying a set or obstructing access to it. - To wilfully kill, injure, take, possess or cruelly ill-treat a badger, or to attempt to do so.	- Up to £5000 fine - Up to 6 months prison sentence - If a dog is involved in the crime, then the court can call for its removal or destruction.

Dormouse (no evidence on site)	Species and Habitats Regulations 2010, WCA	An offence to: - deliberately capture, injure or kill hazel dormice - damage or destroy a dormouse resting place or breeding site - deliberately or recklessly disturb a hazel dormouse while it's in a structure or place of shelter or protection - block access to structures or places of shelter or protection - possess, sell, control or transport live or dead hazel dormice, or parts of hazel dormice	- Up to £5000 fine - Up to 6 months prison sentence
Other mammals (e.g. hedgehog, rabbit)	Wild Mammals Act 1996	An offence for any person to mutilate, kick, beat, nail or otherwise impale, stab, burn, stone, crush, drown, drag or asphyxiate any wild mammal with intent to inflict unnecessary suffering	- Up to £5000 fine - Up to 6 months prison sentence

Consents and Licenses

7.3 Ecological consents which may be required to enable the construction works are given in Table 4 below:

Table 4

Legislation	Licence/Permission Requirement
Protection of Badgers Act 1996	Should a new badger sett be discovered during the project, and if impacts are unavoidable, a licence will be required from Natural England for works to continue.
Conservation and Species Habitat Regulations 2010: Bats	In the event any bats, or their roosts are encountered and would be lost, modified, or significantly disturbed as part of the works a Mitigation Licence from Natural England would need to be sought.
Conservation and Species Habitat Regulations 2010: Great crested newts	In the event any great crested newts, their breeding sites or their places of shelter are encountered and would be significantly disturbed, or their breeding sites / places of shelter would be lost or modified as part of the works, a Mitigation Licence from Natural England would need to be sought.
Conservation and Species Habitat Regulations 2010: Dormice	In the event any dormice or their nests are encountered, and works would involve significant disturbance or modification of their habitats, a Mitigation Licence from Natural England would need to be sought.

8. BIODIVERSITY PROTECTION MEASURES

Summary

8.1 The biodiversity risk assessment presented in Section 6 has identified a series of ecological receptors which could be adversely impacted as part of the construction works. The following section details a series of measures designed to minimise these ecological impacts.

8.2 Mitigation will be delivered through a series of different measures:

- Establishment and maintenance of protective fencing.
- Sensitive timings of works; (Work hours not to commence prior to 08:00 on any weekday, 08:30 on Saturdays if required, all works to cease 17:30 on any weekday, 13:00 on Saturdays)
- Application of pollution control measures.
- Regular ecological checks for protected and notable species.
- Monitoring of onsite activity/application of good construction practice; and
- Management of works within sensitive habitats (including control of construction lighting).



- If in the unlikely event of unusual construction activities such as abnormal loads etc. are required, the contractor will liaise with the Parish Council in advance.

Delivery

8.3 The mitigation works will be delivered by the Principal Contractor, who will be responsible to Hills Homes Developments Ltd

Timeframe

8.4 Ecological mitigation works will be phased, with the designated key mitigation (e.g. removal of vegetation, erection of protective fencing where applicable) carried out immediately ahead of each of new phase beginning and wherever practicable in line with the timings defined within this CEMP.

Biodiversity Protection Zones

8.5 If an area requiring a biodiversity protection zone is identified for the site, relating to areas of habitat of high ecological importance, i.e. encountering nesting birds, badger sett etc there will be a cessation of works until such time the relevant authority/governing body are informed, the location and extent of the biodiversity protection zones will be identified and then under guidance from a qualified competent consultant the subsequent protective measures implemented, physical barriers/exclusion barriers and warning signs etc.

8.6 A series of physical barriers will be utilised where appropriate as part of the Proposed Development.

8.7 These comprise two types:

- Construction Protection Fencing – Installed ahead of works commencing (Phase by Phase basis)
- Contractor Compound Fencing – Installed during site mobilisation

Construction Fencing

8.8 Fencing (HERAS fencing or similar) placed in suitable feet (e.g. high-density rubber) and secured to the ground using approved fixings in line with proprietary temporary works guidance will be installed around the boundary of the proposed works area (where practicable)

8.9 All breaches of construction fencing are to be recorded by the site management and relayed to the Construction Manager.

8.10 The fencing and its integrity is to be inspected regularly, with a written record kept by the Principal Contractor regarding overall condition, and any reinstatement/repair works required and undertaken.

8.11 The fencing is to be maintained for the full duration of each phase and only removed once all construction activities are complete, and demobilisation relating to that phase is completed.



Contractor Compound Fencing

8.12 Secured HERAS fence, or equivalent fencing will be erected around the boundary of the Contractors Compound as part of the site mobilisation works. The contractor's compound will be located within an appropriate area of made ground in the Southeast corner of "the site" the site office being clearly signposted, secure and visible. **Fig 2**

8.13 The principal purpose of this fencing will be to minimise potential health and safety risks associated with users of the Site and contractors. A secondary purpose will be reducing the direct impacts of the construction phase to the works footprint only, as well as additional security.

8.14 The fencing is to be maintained for the full duration of the works and only removed once construction activities are complete.

Timing of Sensitive Works

8.15 The anticipated ecological impacts vary subject to anticipated start dates, as well as differing construction activities.

8.16 As part of these works the following timing principles will apply:

8.17 Site Vegetation clearance - Works relating to the removal of larger areas of vegetation will be completed outside of the primary bird nesting period whenever possible (March to August inclusive). Where possible, pro-active reduction in vegetation density and height can be completed ahead of each phase outside of the bird nesting period (i.e. vegetation management Sept to Feb inclusive). Where vegetation works during the bird nesting period are required, a detailed programme of checks by a suitable qualified ecologist will be required to inform these activities.

8.18 Removal of stumps and root balls – Removal of root balls and stumps should be undertaken outside of the amphibian and dormouse hibernation periods where possible, i.e. undertaken between March-October inclusive avoiding any periods of continuous cold weather (three or more nights below 5 degrees).

8.19 Clearance for new access within Hedgerow 1 Western edge of site to be carried out prior to bird nesting season, where vegetation works during the bird nesting period are required, a programme of checks by a suitable qualified ecologist will be required to inform these activities.

8.20 General construction - Works requiring external lighting may only be completed between sunrise and sunset each day. Where used lights are to be directed into areas within the construction area. To minimise impacts of noise, deliveries are to take place between **09:00 – 16:30 on weekdays, and 09:00 – 12:30 Saturdays. Delivery Route Fig 3**

Appointed Ecologist (AE)

8.21 Ahead of works commencing a qualified ecological consultant "AE" is to be identified within the site located construction phase plan "CPP" and is to be appointed by the Client. The ecologist will when necessary be able to provide independent consistent advice relative to the Principal Contractor.



8.22 The AE will be responsible for ensuring that:

- Preparation of materials to support Site Induction materials,
- Pre-construction and construction phase checks for protected species
- Provision of an ecological watching brief during for example, vegetation clearance or habitat creation, habitat enhancement and habitat management work.
- Co-ordination of the implementation of European Protected Species (EPS) Mitigation and Badger Development Licences if necessary.
- Pollution monitoring and advising contractor and client on any necessary remedial / mitigation measures if problems occur.
- Point of contact to Principal Contractor if in the event any protected species are encountered.
- Liaison with relevant 3rd parties (e.g. Local Wildlife Trust, Wiltshire Council) if and as necessary.

8.23 Progress of the CEMP will also be monitored in co-operation with Wiltshire County Council and will include compliance checks by a competent person(s) during construction.

8.24 It is anticipated that the competent person, will either be the appointed AE or other suitably qualified ecologist. (SQE)

8.25 Activity during the construction phase will also be monitored by staff belonging to the Principal Contractor. The Principal Contractor to inform the Client and AE, if in the event any protected species are encountered as part of the work.

8.26 Non-conforming activities, would be recorded, communicated verbally to the relevant party on Site and written down. The supporting document would identify the nature of the problem, the proposed corrective action, action taken to prevent recurrence of the problem and verification that the agreed actions have been carried out.

8.27 Should the contractor be in breach of any of the specifications contained in the CEMP, the Client, in writing, shall instruct the contractor responsible for the incident of non-compliance regarding corrective and/or remedial action required, and specify a timeframe for implementation of these actions.

8.28 The contractor shall be responsible and shall bear the cost of any delays, corrective or remedial actions required because of non-compliance with the specifications and clauses of the CEMP.

8.29 Overall responsibility for delivery of the CEMP sits with the Principal Contractor.

Times when AE need to be present:

8.30 The biodiversity risk assessment has identified a series of risk zones associated with the development. For simplicity each of these risk zones, and the requirement for support by the AE (or relevant SQE) has been summarised in **Table 5**.

Table 5

Biodiversity Risk Zone	Role of AE (or SQE) – Construction Phase	Timing of AE (or SQE) involvement
Lower Importance	Pre-start check for protected species (nesting birds, reptiles). Advising on requirement for any habitat manipulation works (e.g. grass cutting) Toolbox Talk to Principal contractor prior to work commencing Compliance checks that no works taking place within Construction Exclusion Zone. Watching ecological brief	Meeting to discuss construction and tree protection before works due to commence, Check of installed fencing.
Moderate Importance	Evaluation of any vegetation which needs to be cut back/removed Ensure appropriate Construction and Tree Protection Fencing installed – to be completed in-conjunction with Principal contractor /Arboriculture Consultant Prestart check for protected species (nesting birds, reptiles, bats). Advising on requirement for any habitat manipulation works (e.g. vegetation reduction) Toolbox Talk to Principal Contractor prior to work commencing Compliance checks that no works taking place within CEZ. Watching ecological brief	Evaluation of vegetation removal –before works required and as detailed layouts come forward. Meeting to discuss construction and tree protection – before works due to commence Check of installed fencing c.1 week before works due to commence. Pre-start check for protected species within 48hours of works construction works Commencing. Direct supervision of any activities likely to give rise to significant effects on retained habitats (e.g. works within tree root protection areas) – likely to relate to initial large scale vegetation clearance and topsoil stripping, once these works are complete watching brief imposed. Monthly compliance checks for duration of construction period.

High Importance	Evaluation of any vegetation which needs to be cut back/removed to facilitate construction. Completion of any necessary further assessment to facilitate vegetation removal / demolition (e.g. nocturnal bat survey). Secure any necessary protected species licences. Ensure appropriate Construction and Tree Protection Fencing installed – to be completed in conjunction with Principal contractor / Approved Ecologist (AE) Pre-start check for protected species (nesting birds, reptiles, bats).	Evaluation of vegetation removal / demolition requirements – before works required and as detailed layouts come forward. Completion of any additional surveys for protected species to facilitate proposed works where required (e.g. bat emergence surveys) – timing dictated by seasonal survey constraints Pre-works check 48 hours before any areas of vegetation to be removed in advance of main site mobilisation (if considered likely to give rise to potential significant effect).
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	Advising on requirement for any habitat manipulation works (e.g. vegetation reduction) Toolbox Talk to principal contractor prior to work commencing Watching ecological brief	Precautionary searches for nesting birds and other protected species). Meeting to discuss construction and tree protection – before works due to commence Check that any habitat manipulation works are being implemented – c.1 week before works due to commence). Check of installed fencing c.1 week before works due to commence. Pre-start check for protected species 48 hours before construction commences Direct supervision of any works likely to give rise to significant effects on retained habitats (e.g. works within tree root protection areas) likely to relate to initial large scale vegetation clearance and topsoil stripping, once these works are complete watching brief imposed.
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Very High Importance	Evaluation of any vegetation which needs to be cut back/removed to facilitate construction. Completion of any necessary further assessment to facilitate vegetation removal / demolition (e.g. nocturnal bat survey). Secure any necessary protected species licences. Ensure appropriate Construction and Tree Protection Fencing installed – to be completed in conjunction with Principal contractor/Aboriginal Cultural Consultant. Pre-start check for protected species (nesting birds, reptiles, bats).	Evaluation of vegetation removal / demolition requirements before works required. Completion of any additional surveys for protected species to facilitate proposed works (e.g. bat emergence surveys) – timing dictated by seasonal survey constraints. Meeting to discuss construction and tree protection before works due to commence Pre-works check no more than 48 hours before any areas of vegetation to be removed in advance of main site mobilisation (if considered likely to give rise to potential significant effect). Precautionary searches for nesting birds and other protected species
	Advising on requirement for any habitat manipulation works (e.g. vegetation reduction) Toolbox Talk to Principal contractor prior to work commencing. Issuing Ecological Permits to Work.	(for example, dormice and amphibians). Check that any habitat manipulation works are being implemented – c.1 week before works due to commence). Check of installed fencing c.1 week before works due to commence.

9. ECOLOGICAL PERMIT TO WORK

9.1 Ecological permits may need to be used to ensure the co-ordination and control of all operations that could impact upon the ecology of areas defined as being of very high ecological value (please see Figure 1 above).

9.2 Table 6 summarises the use of these permits in terms of when they are issued and by whom.

9.3 A record of the Ecological Permits issued will be kept on file by both the principal contractor and AE and made available if necessary to the LPA upon request.

Table 6

Permit	Responsibility	When Issued
Ecological Permit to Work	Approved Ecologist	Prior to works commencing. Permit to work will only be issued once fencing, and pre-start checks have been completed
Rectification notice	Principal Contractor/ Approved Ecologist and/or Aboricultural Consultant/Client	Issued by the AE, or AC to the Principal Contractor for implementation of required actions

10. SPECIES – METHOD STATEMENTS

10.1 This section provides specific details relating to the CEMP e.g. method of vegetation clearance as well as timing constraints.

10.2 The Biodiversity Risk Plan (**Table 2**) identifies areas where construction activities are restricted and where protective measures will be installed or implemented to enable the impact of habitats and/or species on the Site to be minimised.

10.3 These plans may need to be revised on confirmation of the extent and nature of activities occurring within the Proposed Development footprint and as works progresses during each phase. The following sections provide specific requirements and constraints relating to the key ecological issues occurring within the site.

Nesting birds

10.4 All nesting and breeding birds are protected from disturbance, injury or killing while nesting.

10.5 Table 2 identifies the habitats that may be occupied by breeding birds and thus where disturbance will need to be minimised during the bird-nesting season (generally accepted to be March – August inclusive).

10.6 Where suitable nesting habitat is planned for removal as part of the Proposed Development; the timing of their removal can be very important to avoiding any impact.

10.7 Where possible, suitable habitat planned for removal as part of the Proposed Development should be removed during the autumn and winter period (Sept to February inclusive).

10.8 Where this is not possible, appropriate action must be taken in order to ensure relevant habitats remain unsuitable for nesting birds during the nesting season.



10.9 This could include trimming of any regenerating areas of woody vegetation prior to the nesting season.

10.10 If this is not feasible then the AE, or suitably qualified ecologist will need to check the habitats prior to removal.

10.11 If a nest is subsequently found then works in the immediate area (dependant on species and stage in breeding process) will be delayed until the birds have naturally left the nest and a programme of monitoring implemented until the young have fledged and abandoned the nest.

Bats

10.12 All bats and their roosts are protected from disturbance, injury or killing.

10.13 Table 2 identified the habitats that may be occupied by bats and thus where disturbance will need to be minimised, and where potential conflict with these species could occur.

10.14 In the unlikely event evidence of bat usage is found or suspected, then works will be suspended until further assessment and/or mitigation strategy is prepared as required. If a protected species mitigation licence is required, this will be agreed with Natural England before proceeding with the works.

10.15 Removal of trees with bat potential is to coincide with the active bat period (April to October inclusive) wherever possible, with suitable assessment always completed within this period.

10.16 Measures to minimise direct and indirect impacts upon foraging and potential roosting habitat around the boundaries of the proposed development areas will be implemented as per the approved Arboricultural Method Statement (AMS).

General Construction Practice

10.17 Construction practices should follow best practice in terms of dust and noise control (**see Section 11.5 below and Environmental aspects impact register**), as well as following industry guidelines for bats and lighting (BCT & ILP, 2018).

10.18 Night working is not to be carried out.

Reptiles

10.19 All common species of reptile are protected from deliberate injury or killing. Anecdotal records of grass snake *Natrix natrix subsp. helvetica* as well as a population of common toad *Bufo bufo* toadlets have been recorded in the area.

10.20 Table 2 lists the types of habitats where reptiles are mostly likely to be found; in summary these are namely potentially within the grassed area of the site.

10.21 The following mitigation measures are therefore to be applied:

- Areas of habitat identified by the AE as being suitable for reptiles within the proposed construction areas will be subject to habitat manipulation. This will principally consist of phased vegetation removal during the reptile active period (taking into account birds and bats) to reduce vegetation levels to that deemed unsuitable for reptiles, and at the same time avoid the requirement to adversely affect other important ecological. The aspiration of this habitat manipulation will be to create areas supporting vegetation approximately 50-100mm in height.
- Once vegetation manipulation is complete, managed areas are to be maintained at this level until works are due to commence.
- As detailed no more than 48 hours before construction works are due to start, a detailed hand search by the AE, or SQE will be completed of any potential refugia (tussocky grasses) within works areas. Any reptiles encountered as part of this search will be relocated to other suitable adjoining habitat with any confirmed or suitable refugia removed.
- A watching brief during the construction phase will also be maintained.

Amphibians

10.22 Common amphibians are not subject to any strict legal protection but could be present within proposed retained within and in the surrounding site boundary. There may also be no - low risk of great crested newts being present due to recent desk study in wider areas. Great crested newts are fully protected against killing, injury and disturbance, If found a licence is required for any works which may impact them. The following measures are therefore to be implemented to safeguard these species:

- Existing areas of pre-developed, disturbed ground are to be maintained to minimise the likelihood of amphibian choosing to seek refugia, or forage within these areas.
- The habitat mitigation measures detailed for reptiles will also benefit these species.
- A watching brief during the construction phase will also be maintained.

Badgers

10.23 Although no setts have been identified within the site, badgers are known to be active in the wider area.

10.24 The following precautionary mitigation measures are to be applied:

- Pre-works check for badger by the appointed AE/ SQE. Checks to include Proposed Development areas and access routes, as well as a 30m buffer around these features.
- All excavations are either to be covered each night, left with at least one gently sloping side ($\leq 30^\circ$) or a ramp provided to minimise the risk of badgers becoming trapped.
- Any trenches will be inspected each morning to ensure no animals have become trapped overnight.
- Food and litter should not be left within the working area overnight.

10.25 Should badgers be encountered during the works, or a new sett found, the Ecologist should be contacted for advice.



Dormouse

10.26 No confirmed evidence of dormouse has been identified on the Site to date. As a precaution, the following measures are to be applied:

- Wherever possible vegetation removal works are to be timed to coincide with periods when dormouse are least sensitive to disturbance (Apr to May / Sept to Oct).
- As part of the pre-works checks, signs or evidence of dormouse will be searched for.

Other Flora and fauna

10.27 The following general precautions will also be taken:

- Loss and degradation of vegetated areas will be minimised as far as practically possible.
- No impacts upon water vole are considered likely, however as this species is highly mobile a pre-works check for water vole will be made by the AE (and/or SQE).
- In the event any protected species (e.g. amphibians, badgers, bats, dormice, reptiles, or nesting birds) are encountered as part of the works, or concerns are raised in relation to the ecology on the Site then all works must stop, with advice sought immediately from H. Roberts **ACD Environmental** or SQE.

HABITATS – METHOD STATEMENTS

The Site

11.1 In addition to the physical barriers to be implemented, the following procedures are to be followed when working within the CEZ to minimise the impact of the development.

11.2 The following storage measures are to be implemented to minimise potential impacts of construction activities:

- Only designated areas are to be used for the handling or storage of construction materials.
- Delivery drivers are to be appropriately supervised by an individual familiar with all procedures and restrictions on site. This is of particular importance during off and on-loading of materials.
- All dust-generating materials transported to and from site are to be covered.
- Any stockpiles likely to give rise to dust are to be dampened to minimise the potential for dust generation.
- Stockpiles to be kept to the minimum practicable height (generally 2m) and use gentle slopes.
- Storage time of materials on the site is to be minimised; and
- Any soils to be removed are to be stored and handled as per best practice (BS 4428:1989) within the Proposed Development area. No stock piling within the CEZ is to be permitted. No significant volumes of topsoil are to be imported onto the Site. Topsoil gathered as part of the works is to be re-laid at the end of each phase either on to existing areas of pre-developed land or to from new areas of landscaping around the edges of newly developed area.
- No topsoil (except where contaminated) is to be removed from the Site

11.3 The following mitigation measures relating to machinery are to be applied:

- Vehicular movements are to be minimised, and focused on previously developed areas, or areas to be redeveloped. No uncontrolled access to adjoining areas is to be permitted.

- The smallest practicable machinery should be used to complete the works, so as to minimise risk of damage to surrounding soils and/or retained vegetation.
- Track mats are to be used where feasible for vehicle turning areas and areas of higher access.

11.4 Foundation specification:

- Best practice in dust control measures is to be applied when working within areas of CEZ:
- Dust emitting activities respond well to appropriate dust control measures and any adverse effects can be greatly reduced or eliminated.
- To achieve this, action will be taken to avoid the circumstance that leads to the generation of the dust nuisance. As appropriate, mitigation measures will include:
- Site roads and work areas would be swept and sprayed with water in prolonged spells of dry Weather
- Adherence to speed limits for all vehicles.
- Stabilisation of disturbed areas as soon as possible after disturbance
- Ensuring that surfaces are constructed to their final design requirement as quickly as practicable
- Wheel washing facilities will be provided and maintained in use at all times during the construction period.
- Materials (e.g. topsoil), which arise from the preparation of the Site, should be stockpiled and where possible used for the redevelopment process, thus reducing the number of off-site vehicles movements required to bring such material onto the Site
- Accumulation of dust on and off-site would be monitored regularly, if needed corrective actions would be undertaken
- All access roads should be inspected for accumulations of dust and mud; all such depositions would be removed as soon as possible after they have been identified
- Handling areas should be maintained in a clean condition

11.5 To minimise the risk of accidental damage of habitats due to fire, all construction areas located within the site are to be non-smoking and the following measures are to be implemented:

- Specific areas within the worksites will be designated as smoking areas and will be equipped with containers for smoking waste. These will not be located at the boundary of working areas adjacent to neighbouring land.
- Fire prevention facilities must be present and easily accessible at all storage facilities. Firefighting equipment is to be always present on site as per the Health and Safety regulations.

11.6 Best practice in terms of pollution control measures are to be applied:

- The Principal Contractor will make provisions, wherever practicable to ensure that all potential contaminants stored on the construction site are controlled in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 1999, PPGs, and are properly isolated and bunded and that no oil or other contaminants are allowed to reach watercourses or groundwater, including aquifers. To prevent any opportunity for run off, or soil contamination all polluting materials stored on site are to be located on a bunded, impermeable base.
- Storage locations for such materials would be positioned away from watercourses.
- The Principal Contractor must ensure continuous compliance with all the above conditions (in compliance with Environment Agency regulations).



- Where possible and practical all maintenance of vehicles and equipment will take place in the appointed constructor's compound.
- During servicing of vehicles or equipment, a suitable drip tray will be used to prevent spills onto the soil, especially where emergency repairs are affected outside the workshop area.
- Leaking equipment shall be repaired immediately or be removed from site to facilitate repair. Workshop areas will be monitored for oil and fuel spills and such spills shall be cleaned and remediated to the satisfaction of the Client.
- The Principal Contractor is to comply with approved guidance and procedures in the identification, handling, storage, recovery, and disposal of waste

11.7 Best practice in terms of noise are to be followed. This principally relates to the principal contractor adhering to the codes of practice for construction working and piling set out in BS5228 'Noise control on construction and open sites', in so far as it is reasonably practicable and applicable. Other mitigations to be applied include:

- Vehicles and mechanical plant to be used are to be fitted with appropriate silencers and would be maintained in efficient working order. All plant to comply with UK noise limited, and in line those published within BS 5228 / 1997.

11.8 Construction staff are to remain within the construction area, or designated rest areas.

Good Environmental Practice

11.9 A 'good housekeeping' policy is to be applied at all times. This will include the following measures:

- Rubbish will be removed at frequent intervals and the Site kept clean and tidy.
- Any waste susceptible to spreading by wind or liable to cause litter will be stored in enclosed containers.
- The contractor will regularly inspect all working areas to ensure compliance.
- A nominated representative of the Client may carry out inspections of the Site at any time without prior notice of time and place of the inspections.

12. ROLES AND RESPONSIBILITIES

12.1 The environmental roles and responsibilities of the construction team are described in the section below:

Principal Contractor – Construction Manager

Act as principle contact for matters relating to site issues (**Scott Turner 01793 714992**)

- To act as an example and champion all areas of environmental management.
- Ensure the effective implementation of the CEMP through the availability of appropriate resources and ensure all legal requirements are delivered.
- Ensure necessary training is given to personal to ensure necessary levels of environmental competence.



Principal Contractor - Site Manager

- To act as an example and champion all areas of environmental management.
- Ensure the effective implementation of the CEMP through the availability of appropriate resources and ensure all legal requirements are delivered.
- Regularly review the CEMP throughout construction to ensure it remains relevant to the project and is effective in identifying and managing environmental risks.
- If any amendments need to be made to the CEMP, they should agree these in writing with the LPA.
- Ensure that the Site is safe and that hazards are identified and secured.
- Ensure that all documentation referencing environmental procedures and policy are relevant and up-to date and included within the CEMP.
- Manage all necessary documentation to demonstrate compliance with appropriate legislation for the required period.
- Ensure correct procedures are followed in case of an environmental incident.
- Work closely with the AE /SQE to ensure that the approved licence is applied in full. In instances where timings will need to be altered these will need to be communicated as soon as possible to the AE/SQE to allow time for the necessary works to be completed.

Sub-contract - Construction Supervisors

- Ensure that the CEMP is implemented on Site on a day-to-day basis.
- Act on and investigate any environmental incidents and report findings to the Site manager.
- Conduct and document weekly environmental inspections.
- Ensure that "Toolbox Talks" are being delivered to the Site workforce.
- Implement and maintain environmental controls and standards on the Site.

Site Staff & Sub-Contractors

- Comply with environmental information given in the Site Induction.
- Site staff should ensure they are fully aware of the environmental procedures in place and if they have any questions, they should be directed towards the Site Manager.
- Ensure all construction activities are carried out in line with the procedures detailed in the CEMP.
- Report any environmental incident to the Site manager.
-

13. CONCLUSION

13.1 This CEMP will ensure that the best environmental practice is achieved through the development and that all sensitive ecological receptors are protected as far as possible.

13.2 The CEMP should be studied in-conjunction with the Ecological Mitigation and Enhancement Scheme (EMES)

13.3 The CEMP must be used as an on-site reference document during all phases of the development, and auditing must take place to determine compliance with the CEMP. Parties responsible for transgression of the CEMP are to be held responsible for any remedial works required.

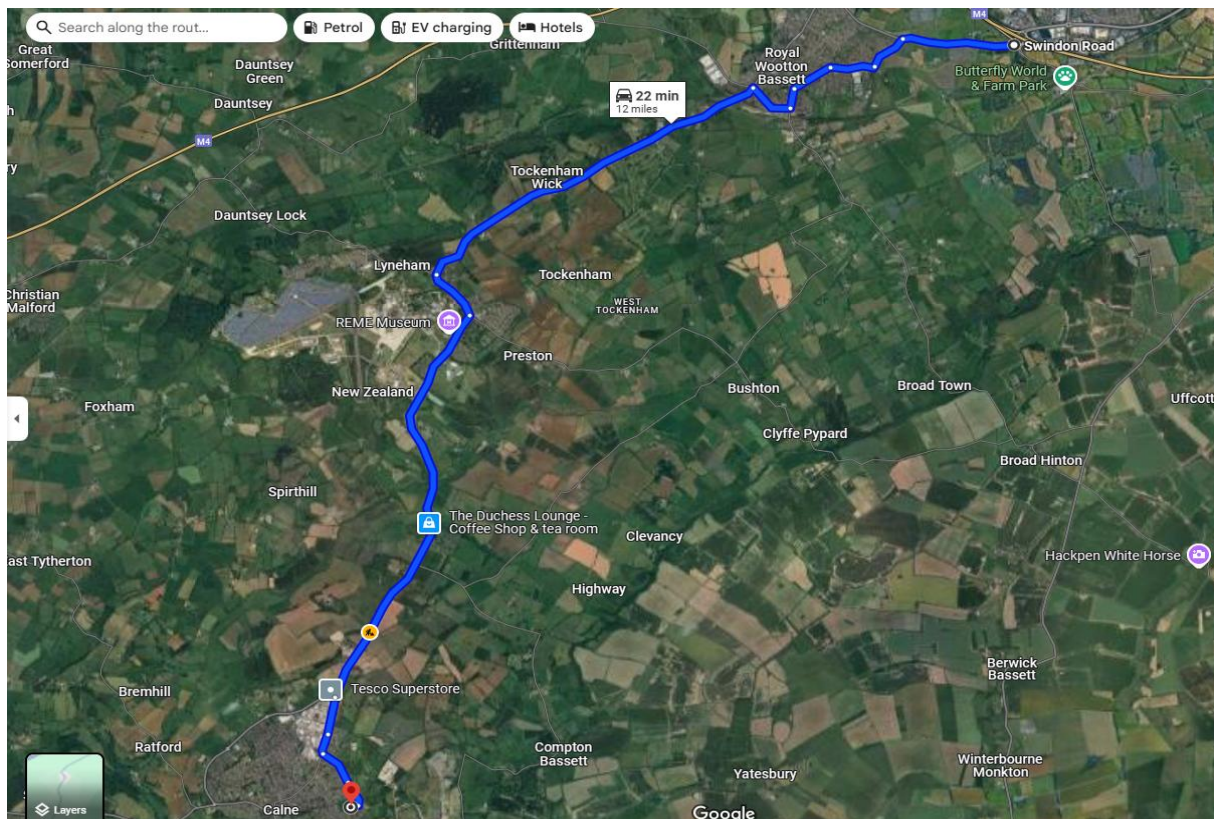
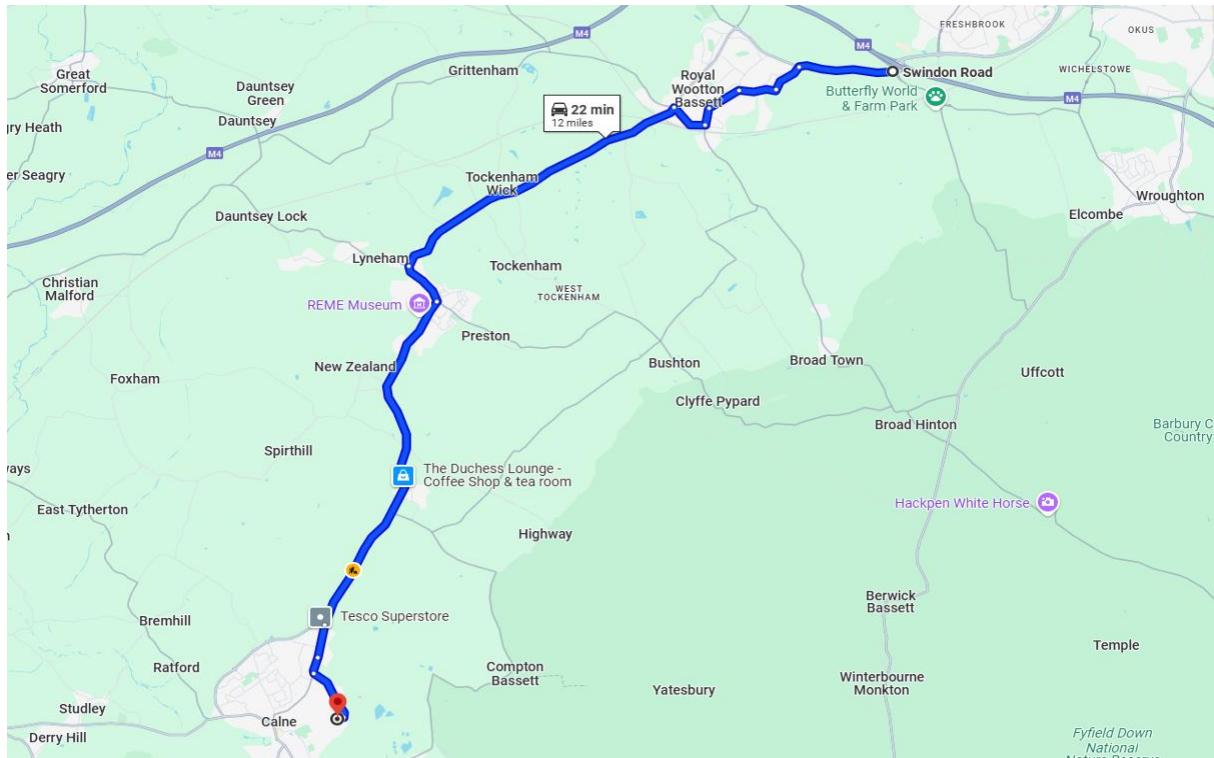
13.4 Provided the construction phase of the Proposed Development follows the detail set out within the CEMP, it is anticipated that most of the negative environmental impacts of construction can be mitigated for. The Principal Contractor's site manager and AE will need to monitor the Site throughout the construction phase to ensure that the required environmental controls are in place.

Fig 2



Site Key (Fig2)	
	Site Office & Canteen
	Welfare
	Materials Handling/Storage Area
	Silo
	Site Parking

Fig 3



- Blue line denotes preferred route of travel for deliveries from M4 Junction 16 to site.

14. Environmental Aspects & Impacts Register.

Organisation Name:	Hills Homes	Site:	Regents Park - Calne
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Plant / vehicles					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
1	CO ₂ , Sox, Nox and particulates released to atmosphere.	Air pollution, local community, public health.	☒ Vehicles to have stop/start technology ☒ where possible to minimise emissions when in traffic queues. Vehicles switched off when not in use.	Normal	LOW
2	Use of fossil fuels.	Resource depletion.	☐ Selection of fuel-efficient models of vehicles with stop/start technology. ☐ Vehicles to have stop/start technology to minimise emissions when in traffic queues. ☒ Switch off vehicles when not in use.	Normal	MED
3	Noise, dust & vibration from plant.	Nuisance.	☒ Regular servicing ☐ Traffic routes damped down or sweeper operating regularly ☒ Install running course	Normal	LOW
4	Spillage of fuel/oil from plant or vehicles.	Pollution of watercourse, surface water drainage or land contamination.	☒ Spill kits. ☒ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	LOW

Storage of materials					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
5	Spillage of fuel into controlled waters, surface water drainage, or onto land.	Pollution of watercourse, surface water drainage or land contamination. Risk of fire and consequently pollution from	☒ Double banded tanks/bowsers. ☒ Spill kits. ☒ Regular inspections of tanks/bowsers. Emergency Response Procedure displayed and communicated during site inductions.	Emergency	LOW

Storage of materials					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
		hose-down water.			
6	Spillage of chemical/solvent into controlled waters, surface water drainage, or onto land.	Pollution of watercourse, surface water drainage or land contamination. Risk of fire and consequently pollution from hose-down water.	☒ Bunded storage ☒ cabinets/containers. ☒ Spill kits. Emergency Response Procedure displayed and communicated during site inductions.	Emergency	LOW
7	Spillage of loose stone/soil.	Pollution of watercourse or surface water drainage.	☒ Dedicated storage areas away from watercourses/drainage channels.	Abnormal	LOW
8	Leakage from gas bottles.	Emissions to atmosphere.	☒ Stored in locked gas cage until required. ☒ No gas bottles stored on site Issue Hot Works permit	Emergency	LOW
9	Damaged materials/unnecessary wastage of materials.	Resource depletion. Disposal of waste.	☒ Minimise wastage of materials. ☐ Follow waste hierarchy.	Abnormal	LOW
10	Cross-contamination of loose materials	Resource depletion. Disposal of waste.	☒ Segregated, labelled storage bays. ☐ Follow waste hierarchy.	Abnormal	LOW

Site activities					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
11	Disruption of potentially contaminated ground when excavating.	Pollution of watercourse, surface water drainage or land contamination.	☒ Ground investigation/survey. ☒ Testing of soil.	Abnormal	LOW
12	Spillage of oil/fuel from plant.	Potential pollution of groundwater.	☐ Secondary containment of fuels/oils. ☒ Spill kits. Emergency Response Procedure displayed and	Emergency	LOW

Site activities					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
			communicated during site inductions.		
13	Disposal of silty water from excavations.	Pollution of watercourse, surface water drainage or land contamination.	☐ Use of filtration systems ☒ (e.g. silt buster). Discharge to grassland where possible (with permission/approval).	Abnormal	MED
14	Disposal of unwanted excavation arisings.	Incorrect disposal of waste material.	☒ Use only approved waste contractors. ☒ Regularly check licences.	Normal	LOW
15	Disturbance of archaeological artefacts.	Loss of archaeological artefacts.	☒ Ground investigation/survey. ☒ Archaeologist on site if needed.	Abnormal	LOW
16	Crushing/screening and re-use of materials on site.	Contamination of material prior to re-use.	☒ Testing of materials for re-use. ☐ Use of waste exemptions and permits where necessary.	Normal	LOW
17	Spillage of waste and washing effluent (concrete mixed on site).	Pollution of watercourse, surface water drainage or land contamination.	☒ Dedicated mixing/washout area. ☒ Emergency Response Procedure displayed and communicated during site inductions. To be placed in the waste skip	Normal	LOW
18	Concrete washout (ready mixed concrete vehicles).	Pollution of watercourse, surface water drainage or land contamination.	☒ Dedicated bunded washout area. ☒ Emergency Response Procedure displayed and communicated during site inductions.	Normal	LOW
19	Spillage of waste and washing effluent (mortar silo area)	Pollution of watercourse, surface water drainage or land contamination.	☐ Bunded silo area ☒ Emergency Response Procedure displayed and communicated during site inductions. ☒ To be placed in the waste skip	Emergency	LOW
20	Spillage of waste and washing effluent (mortar mixing area)	Pollution of watercourse, surface water drainage or land contamination.	☒ Dedicated mixing/washout area. ☒ Emergency Response Procedure displayed and communicated during site inductions. ☒ To be placed in the waste skip	Emergency	LOW

Site activities					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
21	Use of materials.	Resource depletion.	☒ Minimise wastage of materials. ☐ Follow waste hierarchy.	Normal	LOW
22	Creation of dust, noise when wet cutting concrete, asphalt, bricks etc.	Nuisance	☒ Set up cutting area away from public areas/other work areas. ☒ Use water to suppress dust. ☒ Use screening to suppress noise and spray from wet cutting.	Normal	LOW
23	Silty water from dust suppression when wet cutting materials.	Pollution of watercourse or surface water drainage.	☒ Set up cutting area away from drainage system. ☒ Gully bags/drain covers available.	Normal	LOW
24	Creation of dust, noise from demolition or refurbishment work.	Nuisance/disruption to neighbours and/or local community.	☒ Use water spray to suppress dust. ☒ Restrict to sociable working hours.	Normal	LOW
25	Re-use of materials from demolition or refurbishment work.	Resource depletion.	☒ Implement/use waste management plan.	Normal	LOW
26	Waste disposal from demolition or refurbishment work.	Incorrect disposal of waste material.	☒ Use only approved waste contractors. ☒ Regularly check licences.	Normal	LOW
27	Disturbance of protected species i.e. bats.	Disturbance or destruction of natural habitat of the bats.	☒ Ecological survey before work starts. ☒ Liaison with Environment Agency/Natural England etc.	Abnormal	LOW
28	Spillage of materials/ substances when working, near, over or under a watercourse.	Pollution of water courses or surface water drainage.	☒ Dedicated storage areas away from watercourses/drainage channels. ☒ Spill kits. ☒ Emergency Response Procedure displayed and communicated during site inductions.	Emergency	LOW
29	Mud/silt on roads inside and outside the site entrance.	Nuisance/disruption to road users, neighbours and/or local community.	☒ Sweeper used regularly. ☒ Jet wash at site entrance for vehicles leaving site. ☒ Install running course before 1 st occupation.	Normal	LOW

Site activities					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
30	Noise/dust pollution visual impact when working in a public area.	Nuisance/disruption to neighbours and/or local community.	☒ Restrict to sociable working hours where possible. ☐ Use screening to suppress noise where possible	Normal	LOW
31	Noise/dust/light when working out of hours.	Nuisance/disruption to neighbours and/or local community.	☒ Restrict to sociable working hours where possible. ☒ Minimise light pollution where possible. ☒ Minimise reversing of vehicles/plant.	Abnormal	LOW

Wildlife, trees and vegetation					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
32	Physical damage to root system when working near trees.	Disturbance or destruction of natural habitat.	☒ Tree protection zones. ☒ Safe digging procedure / permit to dig.	Abnormal	LOW
33	Treatment of identified invasive weeds.	Spreading of invasive weeds.	☒ Awareness training/TBTs for operatives. ☒ Use only competent/approved treatment contractors.	Abnormal	LOW
34	Disposal of identified invasive weeds.	Incorrect waste disposal.	☒ Use only approved waste contractors. ☒ Regularly check licences.	Abnormal	LOW
35	Disturbing/treatment of identified invasive species.	Spreading of invasive species.	☒ Awareness training/TBTs for operatives. ☒ Liaison with Environment Agency/Natural England etc.	Abnormal	LOW
36	Disturbing of identified protected species.	Disturbance or destruction of natural habitat of the protected species.	☒ Ecological survey before work starts. ☒ Liaison with Environment Agency/Natural England etc.	Abnormal	LOW
37	Pruning, tree works or vegetation trimming.	Disturbance or destruction of natural habitat.	☒ Arboricultural survey before work starts. ☒ Avoidance of nesting season.	Abnormal	LOW

Wildlife, trees and vegetation					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
			Use of competent/approved arboricultural contractors.		
38	Removal of trees or vegetation.	Effect on soil and erosion resulting in landscape changes.	☒ Arboricultural survey before work starts. ☒ Avoidance of nesting season. Use of competent/approved arboricultural contractors.	Abnormal	LOW
39	Disposal of tree and vegetation waste.	Incorrect waste disposal.	☒ Use only approved waste contractors. ☒ Regularly check licences.	Abnormal	LOW

Waste					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
40	Damaged materials/unnecessary wastage of materials.	Resource depletion.	☒ Minimise wastage of materials. ☒ Follow waste hierarchy.	Abnormal	LOW
41	Waste storage.	Pollution of water courses, surface water drainage or land contamination.	☒ Segregation of waste skips and hazardous waste bins. ☒ Regular housekeeping checks and clean-up.	Normal	LOW
42	Escape of liquid wastes.	Pollution of water courses, surface water drainage or land contamination.	☒ Store liquid waste bins in a bunded area. ☒ Spill kits. Emergency Response Procedure displayed and communicated during site inductions.	Abnormal	LOW
43	Run-off from solid waste.	Pollution of water courses, surface water drainage or land contamination.	☐ Use covered skips where possible to prevent rainwater ingress. ☒ Ensure skips do not have holes in base. ☒ Spill kits. Emergency Response Procedure displayed and communicated during site inductions.	Abnormal	LOW

Waste					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
44	Wind-blown waste on/off site	Nuisance/visual impact on neighbours and/or local community.	☐ Use covered skips where possible to prevent waste being blown from skips. ☒ Wooden hoarding or Heras fencing around site perimeter/work areas. Regular housekeeping checks and clean-up.	Normal	MED
45	Disposal of waste.	Incorrect disposal, potential for fly tipping and land/water contamination.	☒ Use waste management plan. ☒ Segregation of waste skips and hazardous waste bins. Use only approved waste contractors. Regularly check licences.	Normal	LOW

Welfare facilities / site offices					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
46	Release of detergent, bleach etc. into drainage system.	Pollution of water courses or surface water drainage.	☒ Cabins/toilets connected to the foul system when possible. If not - effluent tanks fitted with alarm & emptied regularly.	Emergency	LOW
47	Disposal of CFC's in fridges.	Incorrect disposal. Air pollution from leakage if damaged.	☒ Correct disposal of fridge via hazardous waste contractor if necessary.	Abnormal	LOW
48	Use of boilers/heating systems.	Emissions to atmosphere. Resource depletion. Use of energy. Use of fossil fuels.	☒ Use of energy efficient equipment. Regular maintenance.	Normal	LOW
49	Generation/use of electricity.	Resource depletion. Use of energy.	☒ Automatic lighting in cabins. ☒	Normal	LOW

Welfare facilities / site offices					
No.	Aspect	Impact	Control measures	Condition (Normal/ Abnormal/ Emergency)	Residual risk after mitigation MEDIUM LOW
		Use of fossil fuels.	Computers/monitors turned off at night. Raising awareness amongst staff.		
50	Water consumption.	Resource depletion. Use of resources needed to treat water.	☒ Automatic or push-top taps. Water usage minimised.	Normal	LOW
51	Generation of wastewater/effluent.	Pollution of water courses, surface water drainage or land contamination.	☒ Automatic or push-top taps. ☒ Water usage minimised. ☒ Cabins/toilets connected to the foul system when possible. If not - effluent tanks fitted with alarm & emptied regularly.	Normal	LOW
52	Disposal of wastewater/effluent.	Incorrect waste disposal.	☒ Use waste management plan. ☒ Use only approved waste contractors. Regularly check licences.	Normal	LOW
53	Use of office consumables.	Resource depletion.	☒ Follow ordering procedures set out by company.	Normal	LOW
54	Disposal of office waste.	Waste disposal.	☒ Use waste management plan. ☒ Use only approved waste contractors. Regularly check licences. Place in waste skip	Normal	LOW
55	Risk of leakage of fuel or oil from parked vehicles.	Pollution of water courses, surface water drainage or land contamination.	☒ Spill kits. ☒ Emergency Response Procedure displayed and communicated during site inductions. ☒ Complete daily maintenance log	Emergency	LOW

Assessment carried out by:	Scott Turner	Date:	30.06.2025
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Construction Management Plan
Hills Homes Developments Ltd Rev 1.1

SITE DETAILS:

Hills Homes Developments Ltd
Regents Park, Calne, Wiltshire. SN11 8NA

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1. DESCRIPTION OF PROJECT

1.1. GENERAL DESCRIPTION OF PROJECT

The development will create 17no. Dwellings including 5no. Affordable dwellings, providing a mix of house types and small areas of open space. There will be a range of housing to meet the needs of the area, whilst respecting and enhancing the site’s environmental assets. Access to the site will be via existing road James Avenue, Calne, Wiltshire. SN11 8NA

The main works involve the following:

- Direct liaison with client and Principal Designer in achieving agreement of proposed site layout and safety arrangements.
- The civil planning and engineering of designated site.
- General site clearance and implementation of site support compound, silos, and material storage containers.
- Construction of 12 Open Market dwellings and 5 Affordable dwellings.
- Installation and/or adaption of service ducting and incoming services.
- Drainage and incoming services as arranged by the client and supporting utility provider.
- Completion of external works landscaping, ramps, paths, kerbings, etc.
- Handover of all relevant operations and maintenance details and health and safety file information to appointed management company.
- Vacating from Site.

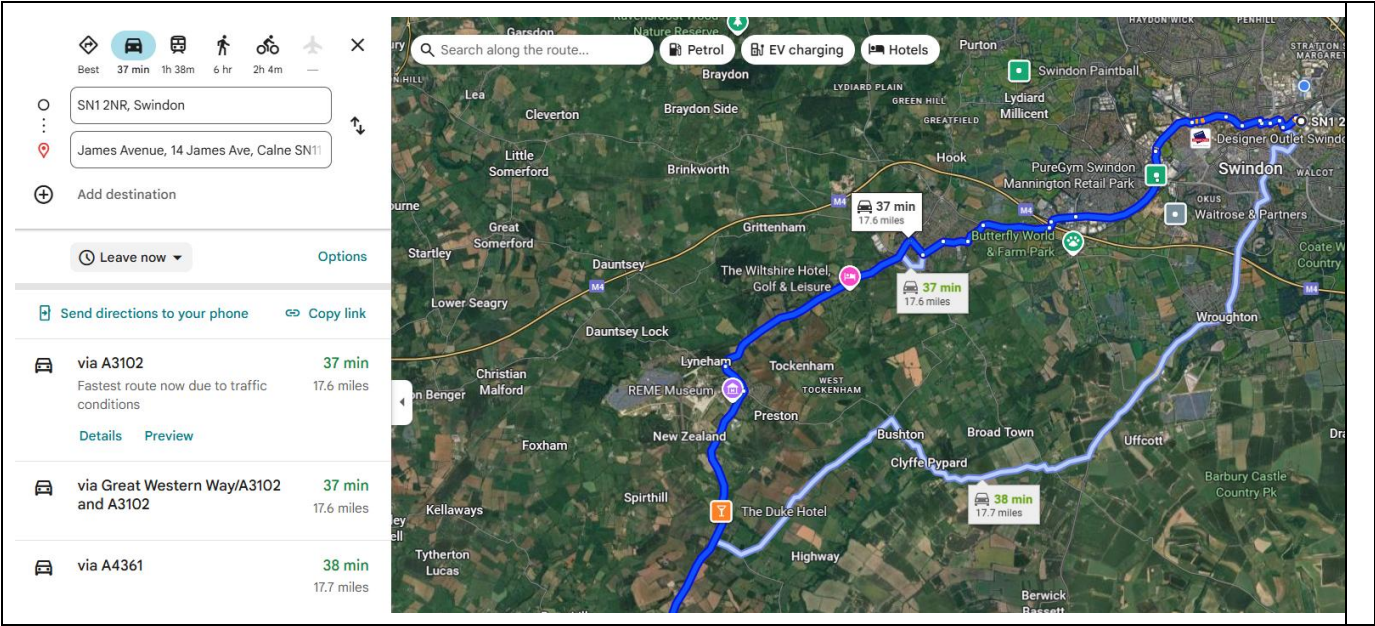
Site Layout:



Indicative Programme:

Works being undertaken:	Planned Date:
Site clearance	Early 2026
Implementation of compound	Mid 2026
Groundworks	Mid 2026

1.2. GETTING TO SITE



1.3. Amendment Record

Author	Version	Comment	Date
Scott Turner	1.1	Initial	10/11/2025

1.4. REVIEW OF CONSTRUCTION PHASE PLAN

The Construction Phase Plan shall be reviewed in its entirety at quarterly intervals. More frequent reviews will be undertaken whenever warranted, for example, whenever there is a process / procedure failure or change to the terms or scope of the project. A revision may be required to the Construction Management Plan following the findings of on-site safety audits, inspections, fire drills, accidents or near miss reports, etc.

1.5. DISTRIBUTION LIST

The following personnel shall be provided with the latest version of this document in electronic format:

Recipient	Position	Company
Mark Tinson	Managing Director	HHDLtd
Steve Eke	Development Manager	HHDLtd
Scott Turner	Construction Manager	HHDLtd
Michelle Atkinson	Technical Co-ordinator	HHDLtd
Darren Cawkwell	Temporary Work Co-ordinator	HHDLtd

To prevent unnecessary waste of paper, only the Master Copy contained in the on-site file shall be amended in hard copy form. The Operations Director will have ownership of the digital Master copy. All contractors shall receive a copy of the Construction Management Plan prior to commencing work on site.

1.6. THE PROJECT HEALTH & SAFETY GOALS

The goal of the project is to develop project activities and create a building to the clients' specification, in a manner which does not put at risk the health, safety and wellbeing of any person affected by the works and its surrounding activities. This includes the safety of project construction workers, visitors, or members of the public. **The main safety goal of this project shall be to avoid having any lost-time incidents.**

The Health and Safety Policy (in Section 2.1) reflects our commitment to ensuring that health and safety at work is paramount to the business and that effective health and safety actively contributes to our success.

The site management shall endeavour to ensure that all statutory requirements and as far as possible relevant non-mandatory standards are met. Work activities shall be planned and managed in accordance with the Construction (Design & Management) Regulations 2015, and all other Health and Safety legislation (e.g. Health & Safety at Work Act 74, etc). Every employee on site shall be expected to actively participate in identifying and eliminating health and safety risks that may occur on site. Where a risk to health and safety cannot be eliminated, it shall be mitigated to a level which is as low as is reasonably practicable bearing in mind the principles of prevention.

Sufficient resources shall be provided to ensure the safe execution of this project. The site will be managed by a competent Site Manager with relevant levels of training and experience together with a visiting Contractor Representative and Health and Safety Support Manager.

1.7. MONITORING & REVIEWING HEALTH & SAFETY PERFORMANCE

Hills Homes Developments Ltd has a H&S Management System in place in accordance with HSG 65. HHDL will maintain and continually improve the effectiveness and efficiency of the organisation's performance. To monitor the company's performance on site the following inspections shall take place:

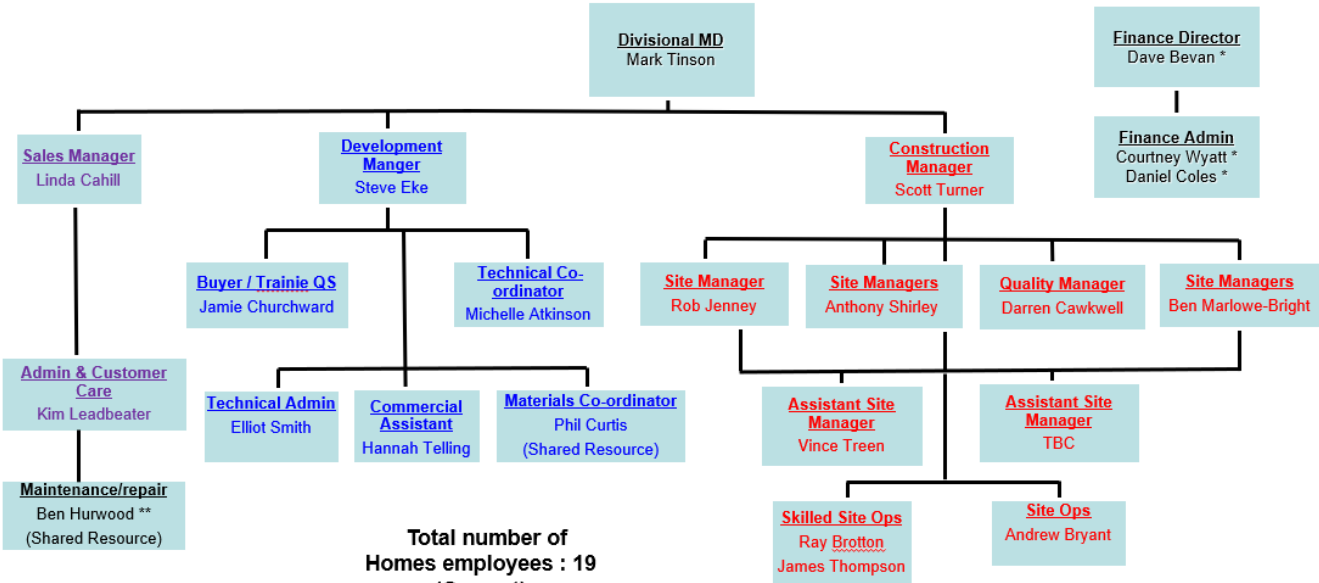
- Daily HS&E inspections shall be carried out on site by the site manager and/or H&S Support Manager or an independent appointed contractor (BSG). Results of all inspections and corrective actions shall be brought to the attention of all project management.
- The HHDL site manager shall ensure that all statutory inspections are carried out on site. This includes plant and work/lifting equipment, scaffolding, excavations, etc. Certificates of thorough examinations shall be maintained in the on-site folders. All health and safety inspections shall be maintained in designated site folders that shall be made available to the client upon request.
- All accidents and near misses on site shall be investigated to identify the root cause and prevent recurrence.

1.8. PROJECT DIRECTORY

CLIENT	
Name: Hills Homes Developments Ltd Address: Wiltshire House, County Park Business Centre, Shrivenham Road, Swindon, SN1 2NR	Contact: Mark Tinson E-mail: mark.tinson@hills-group.co.uk Contact: 01793 781200
PRINCIPAL DESIGNER	
Name: Hills Homes Developments Ltd Address: Wiltshire House, County Park Business Centre, Shrivenham Road, Swindon, SN1 2NR	Contact: Michelle Atkinson E-mail: michelle.atkinson@hills-group.co.uk Contact: 01793 714994
PRINCIPAL CONTRACTOR (Construction Phase Plan)	
Name: Hills Homes Developments Ltd Address: Wiltshire House, County Park Business Centre, Shrivenham Road, Swindon, SN1 2NR	Contact: Scott Turner E-mail: Scott.turner@hills-group.co.uk Contact: 01793 714992
Construction Manager: Scott Turner	Tel: 01793 714992 E-mail: Scott.turner@hills-group.co.uk
Development Manager: Steve Eke	Tel: 01793 714994 E-mail: Steve.eke@hills-group.co.uk
Technical Co-ordinator: Michelle Atkinson	Tel: 01793 714994 E-mail: michelle.atkinson@hills-group.co.uk
Health and Safety Manager/consultant: BSG	Tel: 0300 304 9050 E-mail: enquiries@BSG ltd.co.uk
Site Manager: TBC	Tel: E-mail:
CCS Administrator:	Tel: E-mail:

1.9. PROJECT SAFETY STRUCTURE & RESPONSIBILITIES

HHD Ltd Organisation Chart



Total number of
Homes employees : 19
(Current)

Proposed : 22

* Indicates Group
employees

** Indicates Sub-
Contractor



Responsibilities

Hills Homes Developments Ltd (Client)

The Group Director has the overall responsibility for the planned implementation of the effectiveness of the Health & Safety Policy and to comply with all current Health & Safety Legislation.

It is also the responsibility of the Group Director to:

- Ensure that all health & safety standards are considered when planning and carrying out all works.
- Provide sufficient competent personnel to the project.
- Update the Safety Policy in view of new legislation and changes in the Management structure.
- Ensure that specific safety responsibilities are delegated to other personnel.
- Ensure that all employees are aware of the Company Safety Policy.
- Ensure that adequate insurances are in place for all work undertaken.
- Provide adequate information and training to all employees to ensuring that they can carry out their work safely.
- Set a good example by wearing the required Personal Protective Equipment when visiting site.
- Ensure that adequate procedures are in place for employee consultation, regarding Safety, health & welfare.

Hills Homes Developments Ltd – Divisional Director Operations (Client)

- Monitor all aspects of Safety, Health & Welfare in the company to ensure legal compliance and commitment to continual improvement.
- Responsible for consulting with all parties (Principal Designer, Client, HSE) and providing details of the resources required to enable the project to be carried out in a safe, healthy and environmentally sound fashion.
- Vetting the health and safety procedures and documentation of contractors appointed to the construction works.
- Ensuring site set-up and welfare facilities.
- Production, distribution, and review of Construction Management Plan. (and supporting documentation)
- Give support and assist the site manager in site inspections, contractor liaison and upkeep of site construction phase safety plan.
- Regular visits to inspect the site and provide feedback and support to the Site Manager and contractors regarding health and safety issues.
- Duty to provide toolbox talks to the site manager for employee instruction and feedback or carry out toolbox talks himself.
- Ensure that an adequate number of trained First Aiders are on site during the project.
- Investigate all accident, incidents and dangerous occurrences that may occur on site. Establish the cause and nature of the incident implementing preventative action to avoid re-occurrences.
- Ensure that the HHDL Site Safety Management Folders are submitted to site and maintained throughout the duration of the project.

Hills Homes Developments Ltd Site Manager:

- Ensures that Health and Safety regulations and HHDL procedures are followed and to insist that the prescribed standards are observed.
- Examines the workplace regularly for potential hazards and ensures that these hazards are eliminated, or appropriate controls adopted and followed.
- Responsible for liaising with Client /Project Management/ Principal Designer and manage resources to enable the project to be conducted in a safe, healthy and environmentally sound fashion.
- Formal H&S inspections to be recorded weekly with Site Report to ensure site rules are being adhered to. Inspections to be forwarded to HHDL Head Office, with contractors notified of any issues raised.
- Maintaining site files and records on site in conjunction with the designated H&S Support.
- Managing of Subcontractors. This shall include ensuring contractors have an approved Risk Assessment, Method Statement, insurances, and operative training cards when they arrive on site. Ensuring contractors complete regular toolbox talks.
- Monitoring contractors to ensure work is carried out as per RAMS. Requesting additional method statement/risk assessment from contractors for new tasks.
- Ensure statutory inspections required are completed on site, e.g. inspections on scaffolding, cranes, MEWPs, lifting / work at height equipment, etc.
- Reporting of accidents, incidents to HHDL H&S Support Manager. Participating in incident investigations.
- Issuing of Permits to Work
- Ensuring the site is appropriately secured to prevent unauthorised access.
- Issues warnings both written and verbal if required or instructed to do so.
- Ensure that a good example is set while on site, by conducting oneself in a safe manner at all times, including wearing all necessary Personal Protective Equipment.
- Carry out inductions (with operatives and visitors) and toolbox talks on-site.
- Ensuring that all persons entering / leaving site sign in & out.
- Ensure that all test certificates for lifting equipment are available for inspection at any given time.
- Ensure that work at height is meticulously planned, supervised, completed by competent operatives, and that all equipment is inspected as per legal requirements.
- Ensure that all excavations are properly shored to avoid falling earth or collapse. Ensure that there is safe means of access and egress. Ensure that adequate protection around the excavation is always in place, particularly during non-working hours.
- Monitoring and managing the following on site:
 - Housekeeping
 - Welfare facilities
 - Safe access / egress routes for pedestrians and vehicles.
 - Traffic Management.
 - Daily Sign-in & out forms.
 - PPE compliance
 - Fire & Emergency arrangements.

Contractors:

- Satisfy themselves that they are competent and adequately resourced.
- Plan, manage and monitor their own work to make sure that workers under their control are safe.
- Ensure that any contractor who they appoint is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Provide operatives with any necessary information, including about relevant aspects of other contractors' work which they need to work safely, to report problems or to respond appropriately in an emergency.
- Ensure that any design work they do complies with CDM Regulations.
- Co-operate with others and co-ordinate their work with others working on the project.
- Ensure the workforce is properly consulted on matters affecting their health and safety.
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Visitors to Site:

- Visitors to site must always be escorted by a person who has previously attended the full site-specific safety induction.
- Sign in and out when entering/leaving site.
- All persons visiting site must always remain in close proximity to the group leader.
- All persons entering site regardless of their position or reason for visiting site, must wear protective footwear, high visibility vests and a hard hat.
- SPEC will request that all visitors to site bring their own PPE.
- Visitors must take heed of, and obey the safety signage erected and be aware of the work environment, moving plant, trip hazards, etc.
- Please use allocated pedestrian routes about site to avoid encountering moving plant and machinery.
- Smoking is only permitted in the designated area on site.
- Any accidents, incidents or unsafe activities observed on site should be reported to the HHDL Site Manager and logged via the EcoOnline report system.

1.10. WORKING HOURS

Normal working hours shall be from 07:30am to 5:00pm Monday to Friday. No Machinery to be started until 08:00am. Any working outside these hours must be approved in advance with the Managing Director or Construction Manager.

1.11. DELIVERIES

There will be a designated offloading area and material storage on site so that pedestrians and local residents will not be affected. Deliveries will be guided into place by a competent banksman. Delivery times are to be between 8:00am and 4:00pm Monday to Friday.

2. MANAGEMENT OF WORKS

2.1. HEALTH & SAFETY POLICY STATEMENT



Health and Safety Policy

The Hills Group is a significant regional provider of products and services within the waste management sector; the quarrying of aggregates and production of ready-mixed concrete; and the construction of new homes.

The chief executive and directors of The Hills Group recognise that they have a moral and legal duty of care towards protecting the health and safety of employees and others who may be affected by the Group's activities. In order to discharge their responsibilities, the Chief Executive and Directors of The Hills Group will so far as is reasonably practicable: -

- Carry out The Hills Group of businesses' operations in compliance with applicable Group and divisional health and safety policies and procedures, UK health and safety legislation and any other requirements to which Hills subscribes to that relate to health and safety hazards.
- Provide such resources to ensure that the standards described in this policy statement are achieved and maintained.
- Provide an organisational structure that clearly defines the responsibilities for health and safety and ensures that the systems and procedures relating to this policy statement are rigorously applied.
- Systematically identify all hazards and their associated risks and take such steps as are required to reduce risks to an acceptable level in order to prevent injury and ill health.
- Ensure that all persons employed have reasonable experience and/or the training necessary, to achieve the level of competence required to ensure their own health and safety and that of others who may be affected by their work activities.
- Continually improve Hills' health and safety performance through setting and reviewing targets and objectives and regularly measuring the performance achieved.
- Eliminate, so far as is reasonably practicable, unacceptable behaviour such as bullying, interpersonal conflicts at work, racial and sexual harassment which causes unnecessary stress in the workplace.
- Ensure that any company who is contracted to carry out work on behalf of The Hills Group is able to demonstrate that it pays due regard to health and safety matters.
- Bring this policy statement to the attention of all employees and other (as required) to seek their co-operation in supporting The Hills Group in its objective of achieving and maintaining a healthy and accident-free workplace.

Michael Hill
Chief Executive
The Hills Group

Ed Dodd
Deputy Chief Executive
The Hills Group

Neil Pollard
Divisional Managing Director
Hills Waste Solutions

Steve Huntly
Divisional Managing Director
Hills Quarry Products

Mark Tinson
Divisional Managing Director
Hills Homes Developments

Dated 01 May 2025

2.2. LIAISON BETWEEN PARTIES ON SITE

The Construction Management Plan:

The safety, health and welfare arrangements set out in this health and safety plan for the project will be communicated to all employees and others who may be involved as set out in the project contractor list. The plan will be distributed electronically, and the current version shall be kept on site and available for all contractors, employees, and visitors to view.

Risk Assessments & Method Statements:

Contractors must provide suitable and sufficient risk assessments and method statements in advance of their works package commencing. HHDL shall review each risk assessment and method statement and function as a liaison between contractors on site to ensure that all activities are co-ordinated, and that each contractor has been made aware of any particular risks from other activities that may affect their ability to work safely.

Site Meetings

HHDL will agree in advance a schedule of operational meetings where client and contractors are involved.

Regular meetings shall be chaired by the Site Management at which safety issues are to be discussed, including accidents, findings from safety audits, etc. The Site Manager/ H&S Support have a duty to receive, consult and remedy health and safety issues that arise. This requires that contractors continue to inform site management of any significant risks being created and sharing such details prior to task or area activities occurring and agreeing remedial actions.

The Client will hold a monthly meeting to maintain liaison and programming for forthcoming temporary closures and matters affecting users' safety which may be affected by the works.

2.3. CONSULTATION WITH THE WORKFORCE

Induction

All operatives working on site shall undertake the site induction before they are permitted to enter site. Operatives shall be encouraged to ask any questions they may have regarding health and safety arrangements on site during the induction.

Hazard Reporting / Suggestion Box

HHDL shall have a Hazard Reporting System in place on site. Operatives that spot a hazard on site can formally report issues to Site Management through the Near Miss Report Cards provided on site. Operatives simply fill in the card or report via QR reading, return it to the Site Management or put it in the box provided. This can be done anonymously if they wish. They will get feedback on what has been done about what has been reported.

Safety Representatives

Site Management will invite any Site Safety Representatives on site to pertinent meetings. Site Safety Representatives will be requested to carry out a written observation report at a time agreed with the Site Manager and bring to the attention of Site Management any dangerous situation or work activity that the Safety Representative becomes aware of in a prompt and appropriate manner.

Toolbox Talks:

Toolbox talks are short talks on a specific health and safety issue to explore particular risks and explain about ways to deal with them. Toolbox talk topics will be issued to Contractors Supervisors. The first topic for the Contractor/Subcontractors to discuss with their workers is their method statement for the work they are to carry out on site. All subsequent toolbox talks will be devised so as to be relevant and particular to the type of work that the Contractor is carrying out on site. The Contractor's Supervisor must upload the completed attendance sheet to SharePoint Document control and inform HH Dev Ltd.

Empowerment:

All employees are encouraged and empowered to stop working if they feel at risk. No punitive action will be taken against any worker who raises a health or safety concern on site. On the contrary, such action will be encouraged. HHDL aims for employees to be confident that they will be involved in decision-making and that their views will be seen as a fundamental part of the company's health and safety management processes.

2.4. THE SELECTION AND CONTROL OF CONTRACTORS

HHDL expects all subcontractors will carry out their work in a safe manner, taking cognisance not only of their own workers safety but also the safety of all others on site and members of the public who may be affected by their acts or omissions.

HHDL procedure for the selection, appointment and evaluation of sub-contractors shall be strictly followed to ensure that all subcontractors employed on this project are competent to perform their duties, made aware of site requirements and comply with the relevant health and safety legislation. The Site Management shall maintain a register of documentation received from subcontractors to ensure that all contractors are compliant.

Contractors Minimum Safety Requirements

- The approved Construction Management H&S Plan will be brought to the attention of all contractors via email or at the pre-commencement meeting. All Contractors/sub-contractors must comply with the terms of this document.
- All operatives must hold a valid site qualification to demonstrate competency to the appropriate level.
- All contractor/sub-contractors must comply fully with the Health and Safety at Work Act and all other Regulations and Approved Codes of Practices relevant to their operations.
- All contractors are required to attend site meetings when held at which point safety issues will arise for clarification and resolution.
- In the event of a subcontractor employed by HHDL sub-letting a part of their package to another sub-contractor, all work shall take place under the documentation of the first subcontractor employed. The sub-contractor must ensure they vet anyone they sub-contract to ensure they are competent to perform their duties.
- All contractors must submit the following to HHDL before work is permitted to commence on site:
 - I. H&S Policy
 - II. Site-specific Risk Assessment & Method Statement (must be submitted at least 3 days before work is scheduled to commence to allow time for HHDL to review RAMS). Operatives must be briefed on method statement prior to attending induction.
 - III. COSHH assessments
 - IV. A completed contractor questionnaire and a copy of their EL/PL insurances (if not already submitted to HHDL within the past 12 months).

When on site, contractors must ensure that:

- All employees attend the HHDL Site induction.
- All employees, or anyone under the Contractors direct control, must hold a valid CSCS card or equivalent. Skills cards must also be held when applicable, e.g. Excavator, Scaffolding, Sliding/Signalling, telescopic handler.
- Statutory inspections must be conducted where required, e.g. plant or work at height equipment. Thorough examination reports must be available for plant and equipment.
- Suitable supervision must be provided at all times. Any contractor with more five or more operatives on site must have a full-time supervisor on site with sufficient knowledge of health and safety gained at a construction-specific course of at least two days duration, e.g. CITB SSSTS.
- Appropriate PPE is worn by all Workers, Managers, Directors, Supervisors and Visitors on-site. Contractor's supervision must ensure that this requirement is monitored and enforced.

Training:

All contractors will be asked to provide evidence that their employees are professionally trained and suitably skilled to carry out their prescribed works. All site personnel shall furnish HHDL with adequate proof of CSCS (or equivalent) card upon induction. Any person, who does not have a valid card must **not** be allowed to enter the site, to conduct work, unless risk assessed and suitably supervised.

No plant or machinery will be operated on site without first providing evidence of training, e.g. CPCS card. CPCS training may include training in the use of MEWPs, lorry loaders, skip handling, telescopic handlers, excavators, dumpers, rollers, etc.

The contractor's supervisor will complete toolbox talks when requested by HHDL (at least once per month) dealing with specific areas in the building process.

2.5. EXCHANGE OF DESIGN INFORMATION BETWEEN ALL PARTIES

Design changes may occur throughout the project regular liaison shall be held between the Client (Hills), the Principal Designer and their representatives with HHDL, to ensure that all relevant parties are aware of significant design changes that may produce health and safety risks.

As the project commences and becomes tangible, on-site meetings to deal with design changes will be held between all relevant parties, including the client, his designers, the Principal Designer, HHDL and their consultants together with any other relevant party, affected by the design changes. Similarly, during the construction phase, meetings will be held with contractors and other interested parties concerning project and build risks.

Any proposed client design changes requested post-contract are to be issued under covering client instruction direct to HHDL who will advise the client of any potential cost, health & safety, or programme implications. No variations will be implemented prior to any associated H&S issues being reviewed with Principal Designer and this CPP updated.

Risk management throughout the project will consider the principles of prevention in design, and consultation of safety on-site where new risk or risk ratings are increased to employee health and safety.

2.6. SITE SECURITY

The security of this site will be a critical factor to ensure the safety of members of the public for the duration of this project.

Heras fencing will be in place around site with Construction warning signs in place. **See Appendix B** All construction and welfare areas to be suitably enclosed with Heras fencing around the perimeter to prevent unauthorised access onto site.

Upon commencement of site works the fencing provided shall segregate the construction site to isolate any construction works from members of the public or neighbouring businesses.

The fencing shall be within the designated construction area, set back from any access roads thus not impeding any sightlines. The site shall be locked outside normal work hours.

Lockable gates shall be provided for vehicular access. These gates shall be kept closed and only opened to allow vehicles access site. The Site Manager shall monitor the condition of the site fencing daily. No storage of materials will be allowed outside of the secure construction areas.

Operatives / visitors will not be allowed access to the site or commence work until they have relevant Site Rules explained to them and undertake the site induction. All operatives and visitors to site shall be required to wear a security ID pass issued by Site Management to identify individuals as being inducted and approved for access to the construction site. No access to site shall be permitted to anyone without this ID pass being held.

Visitors to site must be always accompanied by an HHDL representative. Under no circumstances are unauthorised persons allowed in the securely fenced compound works area, beyond offices and welfare unless escorted. Anyone entering site must sign in/out every time they enter or leave site. PPE will be maintained for visitors in the site office.

2.7. SITE INDUCTION

All operatives working on site shall undertake the site induction before they are permitted to enter site. The site induction shall explain the site rules and the relevant fire and emergency arrangements. At induction, the operatives must provide their training card (CSCS or equivalent as a minimum) and have been briefed and signed onto their method statement and risk assessments for the works to be undertaken. **See Appendix A – 'Site Induction Form' to be used on site.**

It is the responsibility of each contractor to supply Personal Protective Equipment (PPE) to their employees. The type of PPE will be dictated by the task and risk assessment, as a minimum this will be Hard Hats, Hi-vis Vests, and Safety Boots.

Under no circumstances should personnel access the construction site without first receiving a Site Safety Induction.

2.8. WELFARE FACILITIES

The appointed contractor will provide a dedicated welfare compound on site. This will contain a Site Office, Canteen, Changing rooms and Toilet Facilities. The welfare facilities shall be installed from the beginning of the construction phase to a standard laid down in the Construction (Design and Management) Regulations 2015. The anticipated number of persons on site will determine the extent of the facilities provided. The Site Manager on site will ensure that facilities are always maintained in a good condition.

The appointed contractor will ensure the following facilities are maintained throughout the works:

Toilets & Washing Facilities

Toilets shall be flushed by water and connected to the mains drainage system. The numbers of toilets required will depend on the number of people working on the site. Best practice is for a ratio of one toilet to seven persons for construction sites. If necessary, the toilet block shall be screened off so it shall not be visible to the public to guarantee privacy.

Suitable and sufficient washing facilities shall be provided, including a clean supply of hot and cold water, soap and hand towels. The appointed contractor shall install a Skin Safety Centre in the toilet block. This station will be supplied with dispenser loaded with Pre-work cream, Hand-wash and After-work cream. A lady's toilet will be provided with its own door, lockable from the inside. It will include a wash hand basin with enough space to wash a forearm and hot and cold running water.

Rest and Canteen Facilities

A clean and dry environment shall be provided for workers to eat and rest in during their lunch and tea breaks. Tables and seating shall be provided, with suitable means of preparing food such as a microwave and kettle. The canteen shall have an adequate supply of potable drinking water.

Notice boards shall be maintained within the canteen to make operatives aware of health and safety and company news. HH Dev Ltd shall aim to help encourage the use of local businesses, by providing information to site staff on the location of local cafes and shops, etc for rest facilities.

Changing rooms

Changing rooms shall be provided with sufficient heating and include facilities to enable a person to dry his own clothing and personal effects. Lockers shall be provided to enable persons to lock away PPE when not in use.

2.9 FIRE & EMERGENCY ARRANGEMENTS

First Aid Arrangements

There will be a first aid box with adequate supplies in the main site office (Site Office) together with at least one trained first aider (e.g. the HHDL Site Manager) whose details shall be displayed in the canteen and site offices. Emergency grab bags and eyewash stations will be provided in welfare accommodation. All contractors will also be asked to provide details of any trained first aiders working on the site and the Site Manager will cover this aspect as part of operative's site induction.

Site Fire Safety Personnel

The person responsible for implementing the fire plan and ensuring it is complied with shall be the Site Manager. The Site Manager shall function as the Site Fire Safety Co-ordinator

- Consulting with the contractor management on fire safety arrangements.
- Ensuring that all procedures, precautionary measures, and safety standards as laid down in the Site Fire Safety Plan are clearly understood and complied with by all those on the project site.
- Ensuring that where necessary, a system using hot work permit is established and monitor compliance of the system.
- Conducting periodic checks of fire- fighting equipment and test all alarm devices installed on site.
- Conducting weekly inspections of escape routes, fire and rescue access, firefighting facilities, any
- temporary emergency lighting, and work areas.
- During an alarm, those duties required for the safe evacuation of the site are executed, and all operatives and visitors report to the assembly point.
- Ensure a fire safe working culture is proactively always promoted.

Instruction & Information

Details on the sites fire and emergency arrangements shall be communicated to all employees during the site safety induction. A fire and evacuation drill shall also take place on site to evaluate the fire safety arrangements for adequacy. Emergency Contact Details and the Fire Action Plan shall be posted in the site office and on site at each fire point.

Precautions to Prevent Fires

- A permit to work system shall be in place for Hot Works. Hot working shall be stopped an hour before people go home, as this will allow more time for smouldering fires to be identified.
- A risk assessment has been conducted to identify what emergency and fire precautions are needed.
- The quantity of flammables on site shall be kept to a minimum. Flammable solids, liquids and gases shall be stored safely on site away from ignition sources.
- Good housekeeping standards shall be maintained to prevent a build-up of rubbish on site.
- Smoking is not permitted on site, in the welfare facilities, office area.
- Pipes, barrels, tanks etc which may have contained flammable gases or liquids must be purged or otherwise made safe before using hot cutting equipment, such as a cutting torch or angle grinder. A pipe or container may appear to be empty, but can contain enough material on its sides, or within rust or other sediments, to produce a flammable or explosive atmosphere within it when heated or disturbed.
- To deter trespassers as well as preventing malicious fires, the site shall have secure fencing around the perimeter of the entire site.

Emergencies & Evacuation

- A suitable means of warning of fire shall be provided. Each Fire Point shall have a means of raising the alarm, i.e. a 'Howler' or a rotary bell.
- Clear access to the site and buildings must be always maintained. The escape routes must be provided with sufficient lighting and appropriate directional signage.
- 'Fire Action Procedure' notices shall be displayed:
 - I. At all fire points
 - II. In the Site Compound

Fire-Fighting Control Measures

- Equipment for firefighting shall be installed on site when the project is being established. Fire Points, necessary signage, and alarms (e.g. howlers) shall be set-up at the site office when the site compound is initially being set-up.
- Fire points installed by HHDL are for emergency purposes only and should not be moved, blocked, or interfered with.
- All Fire points shall be clearly signed, 'FIRE POINT.' An adequate number of portable fire extinguishers (1No. CO₂ and 1No. Powder) shall be available in the site welfare and (1No. Powder and 1 No. Foam) at each fire point on site. Any contractors conducting hot works shall have their own extinguishers on site located at their work area when necessary.
- Where practicable, extinguishers within each fire point should be raised so that the carrying handle is approximately 500mm above the floor.
- Personnel must be sufficiently instructed to be able to use the portable firefighting equipment provided on site.

Procedure for dealing with fires and emergencies on site:

- Whoever discovers the fire should raise the alarm and notify Site Management.
- The emergency services shall be contacted with the exact site location provided.
- All personnel are to leave their workplace and assemble at the Assembly Point.
Do not stop to collect personnel belongings.
- Turn off powered plant and equipment unless these provide power for the emergency services.
Turn off all heat producing equipment and shut cylinder valves.
- The fire can be tackled if safe to do so using the correct extinguisher.
- The information on the location of materials on the site and their flammability will be passed it on to the Fire Brigade/Emergency Services by the site manager.
- Every sub-contractor must conduct a head count of their employees. They will then report back to the Site Manager.
- The site manager shall wait at the site entrance to escort the emergency services to any injured persons at the scene of the incident.
- After the emergency, the site manager will give "all clear".
- All incidents shall be fully investigated and reported in line with the SHE 09 Incident Investigation Procedure.

FIRE ACTION PROCEDURE

(To be Displayed at each Fire Point)

INTRODUCTION

The object of the Fire Action Procedure is to minimise the risk of all those employed or visiting the site, the members of public and the fabric of the building and its contents.

SITE

Regents Park, Calne, Wiltshire SN11 8NA

EXTRASPACE SOLUTIONS MANAGEMENT

Site Fire Safety Co-ordinator: Site Manager TBC

FIRE EVACUATION

1. On discovering a fire, **raise the alarm** by activating the alarm at the fire point and notify the Fire Marshall.
2. Fire Marshall to **call the Fire Brigade** and notify site management
3. On hearing the alarm, all personnel must **evacuate** the building immediately using the following route: direct route from building/site accommodation to the Assembly Point at Site Entrance Area. Do not stop to collect personal belongings, turn off powered equipment (unless they may be required for emergency services).
4. At the assembly point each subcontractor will be responsible for accounting for their own personnel and reporting to HHDL Site Management the names and locations of anyone missing.
5. Fire drills and evacuation will be held at the discretion of the HH Dev Ltd Site Manager. The sign-in sheet will be used for checking those who are not on site still at risk.
6. The Site Manager will be responsible for informing the fire brigade of any inherent hazards within the site. They will be responsible for consulting with emergency services on their arrival.
7. Do not re-enter site until told it is safe to do so.
8. Information on means of escape will be provided on a regular basis. Should changes occur, each subcontractor will then be responsible for informing their own personnel.

HOT WORKS PERMIT

‘HOT WORKS PERMITS’ will be used whenever appropriate work is conducted. The HH Dev Ltd Site Manager will be responsible for obtaining and revoking of all permits. The HH Dev Ltd Site Manager will be responsible for checking all working areas at the end of each day or shift.

HOUSEKEEPING & STORAGE

The work area will be cleared of flammable and combustible materials daily. The following locations will be made for safe storage:

- Highly flammable liquids will not be used on this site.
- All gases will be stored and secured within a lockable cage.
- All waste will be stored in containers and removed from the site daily.

WORK IN CLIENTS’ ESTABLISHMENT

No work to be conducted outside the site perimeter fencing/ hoarding.

The school's reception shall be notified of any incidents / emergency situations for them to take appropriate action in accordance with their own procedure.

SITE FIRST AID

First Aid treatment is available within the following location:

Site Office.

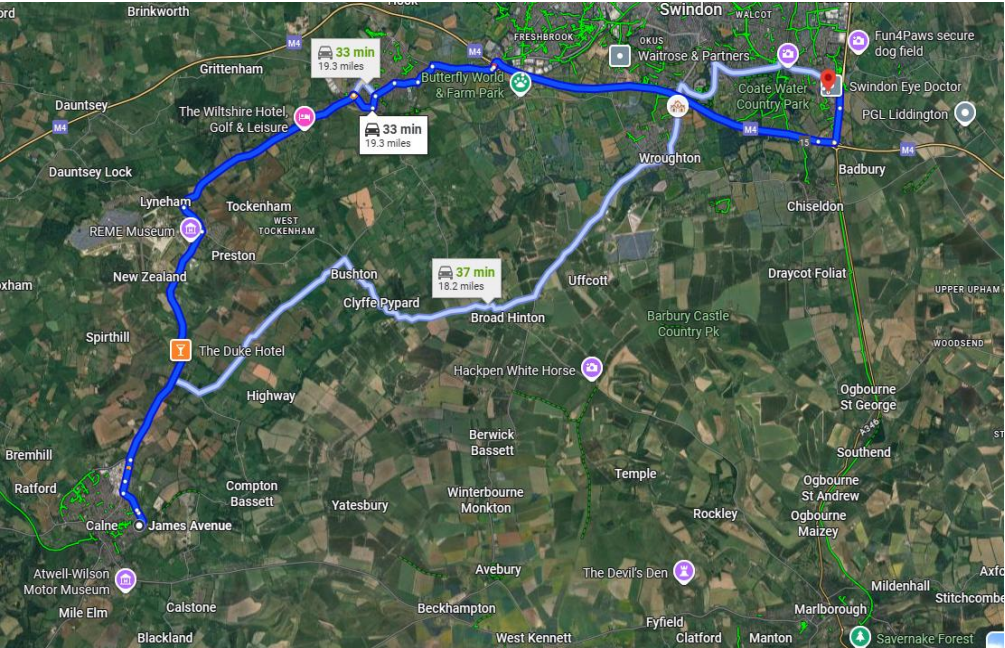
EMERGENCY CONTACT DETAILS

SITE ADDRESS	<i>Regents Park, Calne, Wiltshire.</i> <i>What 3 words: ///sofas.awaiting.recoup</i>
LOCAL HOSPITAL:	<i>Great Western Hospital Marlborough Road, Swindon, SN3 6BB Tel: 01793 604020</i>
FIRE, POLICE OR AMBULANCE	<i>Dial 999 or 101 (Less Urgent)</i>
HSE	<i>Health & Safety Executive Rose court, 2 Southwark Bridge, London SE1 9HS Tel.: 02075562100</i>
FIRST AIDER	<i>Site Manager TBC</i>
GAS EMERGENCY	<i>Tel: 0800 111 999 – N/A</i>
ELECTRICAL EMERGENCY	<i>Tel: 0800 40 40 90 & 105</i>
ENVIRONMENTAL AGENCY	<i>Tel: 0800 80 70 60</i>

LOCAL HOSPITAL DETAILS

Follow directions below to get to the nearest hospital:

Great Western Hospital
Marlborough Road,
Swindon,
SN3 6BB
Tel: 01793 604020



← from James Ave, Calne
to Great Western Hospital, Marlborough Rd, Swi...

33 min (19.3 miles)



via A3102 and M4

Fastest route now due to traffic conditions

James Ave

Calne

- Take Gregor Dr and Sand Pit Rd to Oxford Rd in Calne
2 min (0.7 mi)
- Drive from A3102 and M4 to Swindon
29 min (18.4 mi)
- Take Coatside Way to your destination
2 min (0.3 mi)

Great Western Hospital

Marlborough Rd, Swindon SN3 6BB

2.11. HOUSEKEEPING

It is the policy of HHDL to enforce and operate a strict housekeeping regime in all its workplaces and sites. All sub-contractors are expected to comply with the housekeeping requirements imposed when working on HHDL workplaces and sites. Any member of HHDL site management may issue a clean-up notice to any sub-contractor/s on site. The clean-up notice will specify the area of the housekeeping issue and the timescale in which the area must be cleaned.

If the sub-contractors do not respond to the request documented on the clean-up notice.

2.12. ACCIDENT & NEAR MISS REPORTING

- For an accident/dangerous occurrence on site, site management and the H&S manager must investigate the accidents/dangerous occurrence.
- Depending on the severity or potential outcome of the accident, dangerous occurrence the H&S manager or designate will conduct a full investigation (decided on an incident-by-incident basis).
- Accident & near miss reports will be logged via the 'report a near miss QR code' that HHDLtd use along with any forms that may be completed for any accidents involving personal injury to company employees, sub-contractor employees or members of the public. The site manager is to complete the form. All relevant sections of the form must be completed and shall be passed on to the H&S manager for verification. The H&S manager will update the accident form to record the results of the corrective action and preventive measures taken.
- Where there is a serious accident on site, it shall be the duty of the H&S manager /site manager to contact the next of kin.
- The HSE form F2508 report of injury or dangerous occurrence (available from the HSE website) – will be completed by the H&S Manager in line with the requirements of RIDDOR.

2.13. PRODUCTION & APPROVAL OF RISK ASSESSMENTS & METHOD STATEMENTS (RAMS)

All contractors will be required to prepare a site-specific method statement/risk assessment in advance of any work commencing on-site. All risk assessments and method statements shall be reviewed by HHDL management and either approved or returned to the contractor for amendments to be made. Contractors should submit risk assessments and method statements at least 3 days in advance of scheduled start date on site to allow sufficient time for documents to be reviewed.

- The Site / H&S support are responsible for reviewing the adequacy of a sub-contractor's method statement and for ensuring that the risk assessments relate to the specific safety and health risks of the work that the sub-contractor will perform on the project.
- The Site Manager is also required to review and discuss the specific control measures which will be adopted to safeguard the safety and health of the sub-contractors' employees and others who may be affected by the work. This must include the resources necessary such as the provision of any access systems, work equipment and personal protective equipment.
- If anomalies are found or if the safety/method statement is deemed to be inadequate the site manager will request that the sub-contractor makes amendments to his method statement/risk assessments before it can be accepted.
- When the method statement has been agreed, the sub-contractor must work to it.

Appointed contractors must explain the contents of each method statement to all persons involved in the works, with each employee signing an acknowledgment form agreeing to abide by the safe systems of work. Amendments to RAMS may be required as the job progresses due to changes in systems of work, equipment used, or unforeseen hazards on site.

2.14. PERMIT TO WORK SYSTEMS

HHDL will manage high-risk activities on this project on a permit-to-work.

These permits will cover but not be limited to:

- Roof Work (PTW 01)
- Electrical Work (PTW 02)
- Demolition (PTW 03)
- Confined Space Work (PTW 04) – where person are entering a confined space.
- Hot Works (PTW 6) – e.g. welding, use of angle grinders.
- Working at Height (PTW 07) – where HHDL has identified an area or activity with high-levels of work at height risk, e.g. access to roof areas.
- Permit to Dig (PTW 09) – where persons are excavating.
- Lifting Operations (PTW 11)

Permits will be issued and signed by the site manager and all permits will be returned to the HHDL Site Manager at the end of its cover period. Permits will be posted within the live health and safety files in the site office. None of the above works can be commenced without first obtaining a permit.

2.15. SITE RULES

- **Sign in / out** daily when entering or leaving site. Only operatives with valid **CSCS cards** (or appropriate authorised qualifications/permits) are permitted to work on site.
- The use of **mp3 players or Headphones** on site is not permitted. **Mobile phones** may only be used within the site compound area.
- **Protection of the public and schoolchildren** is paramount. All works shall occur within the project boundary (fencing). Observe the **Code of Conduct for Working** within School at all times.
- Co-ordinate **deliveries** with Site management. All deliveries must be booked in at least 24 hours in advance.
- The site **working hours** are 7:30am – 5pm Monday to Friday. Work outside these hours must be agreed in advance with HHDL Management.
- All ladders, tools, machinery, and vehicles shall be removed from site or **securely locked away** at the end of each shift.
- Operatives must be briefed and sign-off their **method statements and risk assessments** before starting work on site. **Report all accidents and defects** to plant or equipment, unsafe acts, or conditions to site management immediately.
- **Personal Protective Equipment (PPE)** must be always worn on site –Hardhat, Hi-Vis Vest, and Safety Boots as a minimum.
- **Plant and machinery** on site must have the necessary flashing beacons reversing sounders and be in good working order. All plant operators must hold the relevant training card. **Scaffolds** must be built by a qualified scaffolder and inspected as per legal requirements. **Ladders** should be used for gaining access from one level to another – not as a place of work except for short-term, light work where it is not possible to use working platforms with guardrails and toe boards (e.g. podium steps, scaffold towers).
- **Openings in a floors or roof** must be securely covered or guard railed off to prevent someone or something falling.
- **Housekeeping** – Clean up as you go. Keep access routes always clear of obstructions. All rubbish must be placed in skips provided. Do not leave litter on site and never burn waste on site.
- Temporary electrics and power tools must be **110 volts**.
- Avoid **manual handling** and use mechanical means (e.g. cranes) or lifting aids (e.g. trolleys) provided. If the load is too heavy, awkward, **GET ASSISTANCE**.
- **Welfare facilities** provided are to be kept clean and tidy, with waste disposed of in bins provided.
- Anyone suspected of being under the influence of **drugs or alcohol** will be removed from site.
- **Permits to Work** are required for excavation, hot works or in confined spaces.
- In the event of a **fire** evacuate immediately and go to the assembly point. Smoking is not permitted on site.

Failure to comply with these site rules will result in removal from site.

Compound Area consisting of -

- Welfare
- Plant / Material Storage
- Construction 3 Visitor Parking spaces
- Loading / Unloading area
- Sales display board and printed Heras netting
- Wheel Wash area
- Silo Location
- Pedestrian walkway
- Site entrance / exit off of James Avenue.

SITE TMP

Legend:

- SALES DISPLAY ON HEAVY BANNERS
- SALE DISPLAY BOARDS
- MATERIAL + PLANT STORAGE
- LOADING/UNLOADING AREA
- WW WHEEL WASH/JET WASH
- CP CAR PARKING
- V VISITOR PARKING
- PEDESTRIAN WALKWAYS
- SILT
- OFFICE
- CANTEEN
- TOILETS
- HEAD FENCING
- SCAFFOLD
- LOADING BAY
- STAIRS
- F FIRE POINTS
- ENTRANCE/EXIT
- SKIPS
- BUILD DIRECTION
- TBS

Scale: 0m 5m 10m 50m

Client: Hills

Drawn By: Trower Davies Architectural Consultants

Site Address: REGENT'S PARK, CALNE

Drawing Title: SITE LAYOUT

Scale: 1:500 @ A3 **Date drawn:** SEP '24 **Drawn by:** BT

Project Number: 936 **Drawing Number:** 101 **Revision:** C

Status: PLANNING

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1. TRAFFIC MANAGEMENT

One of the major risks on this project shall be the management of construction traffic to ensure the safety of members of public for the duration of these works and avoidance of traffic congestion in the area. Strict controls shall be always in place to always control vehicle and pedestrian movements.

Access to Site

Initial Access to the site will be via the existing boundary adjacent to James Avenue. The new site access will be constructed at the earliest opportunity. Temporary traffic management may be required for this construction and will be agreed with the highway authority in advance of works commencing on site.

Vehicle Access

Vehicular access to serve the site shall be from **James Avenue**.

Contractors must inform the HHDL Site Management of any deliveries at least 24 hours in advance, to organise deliveries to avoid simultaneous deliveries to site and adding to traffic congestion in the area. All loading or unloading will be conducted in the designated area as agreed with the Site Management. There will be no loading or off-loading of materials permitted on any of the roads surrounding the site. Where necessary contractors shall off-load materials and drive their vehicles off-site.

Pedestrian Access

Pedestrian access to the welfare compound and construction area shall be from an alternative access to reduce interface between vehicles and pedestrians. Segregation of vehicles and pedestrians on site always shall be of critical importance. Persons accessing site shall enter via the compound area, away from delivery vehicles or mobile plant that may require access to site.

Parking

Whilst there will be limited parking facilities on site for construction vehicles, all efforts will be made by site staff to accommodate the parking within the construction site boundaries. Should any contractors need to park on the residential streets, they must not disrupt any of the local residents. The Site Management shall monitor the parking arrangements daily to ensure all construction vehicles are parked legally and that access is maintained on the residential streets adjacent to the site with no parking on grass verges, blocking access routes, etc.

Traffic Rules

- A 5-mph speed limit shall be strictly adhered to on site.
- Reversing on site shall be avoided when possible. If it is necessary to reverse this must only ever be done under the control of a banksman.
- Pedestrians and vehicles shall be physically segregated on site. A separate vehicle and pedestrian access shall be provided.
- Under no circumstances should any vehicle be parked, or any materials/waste be allowed to accumulate that will block emergency services access to the site, fire escape routes within buildings, or areas adjacent to the final exit from buildings.
- To prevent mud from contaminating the surrounding roadways, particular attention will be paid to providing clean internal roadways and vehicle off-loading points. The project manager will review the internal road and pathways affected by project works for cleanliness on a daily walkabout. Where remedial action is necessary, the project Manager shall implement a cleaning action.

Mobile plant

- Construction plant can be heavy. It often operates on ground, which is muddy and uneven, and where driver visibility is poor. People walking on site are injured or killed by moving vehicles, especially reversing ones. Others, particularly drivers and operators, are killed or injured by overturning vehicles and plant.
- Exclusion zones shall be created where necessary to segregate plant from other workers, e.g. when using 360° excavators. Keys must be removed from mobile plant when not in use to prevent unauthorised use.
- Mobile plant must be fitted with the necessary vision aids (mirrors, CCTV) and warning signals (reversing beeper).
- The use of mobile phones while operating plant & machinery is prohibited.
- Passengers must not be carried on any vehicle unless the vehicle is designed for that purpose.

- If plant is to be used on public roads the operator should have a current driver's license, and the vehicle should be taxed and insured. All mobile site plant must be equipped with either a driver's cab or roll over bar.
- Pedestrians should not approach the blind side of anyone operating machinery; make eye contact with the driver and get a thumbs up. Hi-vis vests are mandatory for all pedestrians on site – this includes delivery drivers.

3.2. WORKING AT HEIGHT

Work at height means working in a place (except a staircase in a permanent workplace) where falling could result in injury, even if it is at or below ground level. All working at height must be carefully planned and supervised at all times, with competent staff employed.

Suitable and sufficient risk assessments and method statements shall be produced by those working at height on site. A Permit of Work system shall be place for working at height were defined on site by the contractor e.g. accessing roof area, etc. The following hierarchy shall be adhered to for all work at height:

1. WORK AT HEIGHT SHALL BE AVOIDED

Work from ground level or from an existing place of safety.

2. FALLS SHALL BE PREVENTED

Where work at height cannot be avoided, work equipment shall be used to prevent a fall, e.g. guardrails, scaffolds, MEWPs, mobile towers. Scaffolding Contractors must comply with 'Scaffolding Minimum Requirements' document.

3. THE CONSEQUENCES & DISTANCES OF A FALL SHALL BE MINIMISED

If it is not possible to prevent a fall, the distance and consequences of a fall must be minimised, e.g. use of airbags or safety nets. The use of fall arrest equipment is a last resort. At all times, the use of collective fall prevention shall be favoured over personal protection.

Stepladders shall not be permitted on site. Improvised work platforms shall not be allowed, e.g. trestles, carpenters benches, etc. All equipment used for work at height must be subject to weekly inspections by a competent person which must be submitted to HHDL.

Scaffolding

Should scaffolding be provided on site, the scaffolding contractor must follow HHDL Minimum Requirements Procedure for Scaffolding. This outlines the company's requirements for scaffolding in regards of inspections, competency, quality of materials, fall prevention, PPE, scaffold design, etc. The scaffolding contractors shall be forwarded a copy of these requirements before commencing work on site.

MEWP

Only trained and competent persons will operate MEWPs. A full body harness and fall restraint lanyard shall be secured to the anchor point in cherry pickers at all times. Persons are not allowed stand on the guardrails at any time and site adaptations to the MEWP are prohibited. The relevant thorough examination certificate must be submitted to the HHDL site manager for filing prior to use of the MEWP. A weekly inspection form will be submitted on a weekly basis.

Personal Fall Protection Equipment

Safety Harnesses with lanyards will be used when working at height as a last line of defence - collective protective measures will be used as a priority. When using safety harnesses, the operative will have been trained in the safe use and inspection of the safety harness and will submit weekly harness inspection sheets to the HHDL Site Manager for filing.

Before use of safety harnesses is sanctioned contractors must display that they have a rescue and recovery plan in place and adequate resources for personnel who might fall using a safety harness.

Fragile Surfaces

Particular attention must be paid to any fragile surfaces such as skylights, or roof sheeting in the work area as the risk of falls from height is increased.

3.3. SERVICES – WATER, GAS, ELECTRICITY, ETC

Site Investigation Details

Service locations drawings shall be forwarded to contractors by the Client / Principal Designer. To compliment such details as part of the initial enabling works, each service identified will be excavated, located, and recorded against the information provided by the client. Local CAT scans will also be undertaken by the appointed civil engineering contractor prior to any excavation being undertaken. Records of same must be provided to the site manager, who will assess the site and propose any necessary solutions required.

Existing services on-site shall be visually marked-out so all personnel on site are aware of the hazard. Liaison shall take place with the client on-site, to agree how power shut off can be safely achieved when electrical works and the presence of live electricity is identified as harmful to personnel.

Excavations

Where excavations are required, the work must be meticulously planned and carried out to prevent accidents. There is almost no ground that can be relied upon to stand unsupported in all circumstances and the risk is self-evident when you consider that it is quite common for one cubic metre of soil to collapse into an unsupported excavation, and this can weigh as much as one ton.

- A method statement complete with risk assessment will be submitted to HHDL for excavation work.
- An excavation permit will be obtained from the site manager.
- Trial holes to be hand dug to confirm the position of the pipes or cables.
- Edges of excavations should be protected with substantial barriers where people are liable to fall into them. The contractor undertaking the excavation is responsible for erecting and maintaining the edge protection and the erection of warning signage.
- All excavations will have a safe access/egress point, and no load, vehicle, plant, or equipment will be placed near the edge of any excavation where it is likely to cause a collapse of the excavation.
- A safe means of getting into and out of an excavation shall be provided. If a risk assessment identifies that ladders are a reasonable means of access and egress from an excavation, they must be suitable and of sufficient strength for the purpose. They must be on a firm level base, secured to prevent slipping and, unless a suitable alternative handhold is provided, extend to a height of at least 1 m above the landing place.
- Excavations must be inspected by a competent person at the start of the shift, with a written report submitted weekly.
- The supervisor responsible for the excavation will inspect the excavation daily and provide a weekly written inspection report.
- Where excavations require to be protected from collapse, the method used will be decided by risk assessment prior to excavations commencing.
- All manholes, gully pots, ducts etc. at ground level will be adequately temporary covered prior to the permanent covers being put in place with steel plates where there is vehicular traffic and with plywood where there is pedestrian traffic. All temporary covers will be fixed securely in place. Chipboard, fibreboard, pallets etc. will not be used as covers.

Electrical Safety:

A qualified and competent electrical contractor will design and install all electrical connections in compliance with the appropriate current electrical standards and regulations.

All transformers placed out on site will be designed to minimise the trailing of leads and should not be abused or dragged by its cables. All leads and sockets will be in good condition and checked daily for damage. Leads should not be laid across doorways or in access routes. All high voltage cables will be labelled as a minimum every three metres and securely clipped at high level or placed in a PVC duct.

Where possible cordless power tools should be used. All power tools on site will operate at 115volts or less. All portable electrical tools brought onto site will be assessed on a regular basis by a competent person and the relevant register of inspection will be submitted to the site manager. Where work is required to be conducted on an energised piece of equipment a permit to work must be obtained.

Control measures proposed for high voltage risk are:

- Shut down power supply to area recognised as hazardous to site employees.
- Where this is not practicable, visually mark out electrical services on-site so all personnel are aware of the hazard and create un-authorised zones.
- Liaison with the site management team on-site to agree how power shut off can be safely achieved when electrical works and the presence of live electricity is identified as harmful to personnel at the connection period of works for new build.

Goalposts to be installed where there are existing overhead services and maintained accordingly with signage and barriers. This is not thought to be a significant issue on this project.

3.4. CONTROL OF LIFTING OPERATIONS

All lifting operation on site must be thoughtfully planned, supervised and carried out in a safe manner. No lifting operations can occur until:

- A suitable lift plan is created.
- Evidence of thorough examination of lifting equipment and accessories is provided.
- Competent operators, slinger/signallers and supervisors are in attendance.
- The lift area is free from other personnel.

A detailed lift plan shall be completed by a qualified Appointed Person for the installation of the modular units. Lifting operations will be segregated from others with physical barriers and sufficient supervision to be provided for all lifting activities. The transport and craneage company shall review the work area in advance to review the access/egress routes to site, ground conditions, on-site hazards, etc.

3.5. PLANT & EQUIPMENT

HHDL and its sub-contractors shall ensure that any plant and equipment they bring to site is inspected and maintained as per legislative requirements, e.g. PUWER / LOLER 1998. Certificates of thorough examination by a competent person shall be maintained on site file for equipment as required. Where plant/equipment is hired, and brought to site, copies of test certificates would accompany same.

Contractors must also provide HHDL evidence of periodic inspections of plant and equipment during the project. Operators of plant and equipment must be competent to do so, with the necessary qualifications and experience.

3.6. GROUND CONDITIONS

Soil reports required before work commences. Ground must be suitable for the designated implied loadings. In accordance with external works details it is envisaged that most of all excavated material and topsoil will be retained and incorporated in the works. Any surplus soil will either be removed to licensed tip following further testing or stockpiled on site for client's own use.

3.7. WORK IN CONFINED SPACES

It is unlikely that there shall be confined space work on this project (as defined by the Confined Spaces Regulations 1997). A Permit to Work system shall be maintained to control work in confined space, ensuring that all risks are considered and that suitable control measures are put in place. This shall include provision of competent operatives, emergency arrangements, suitable rescue equipment, method statements, etc.

3.8. DEMOLITION

If Demolition is required on-site the demolition contractor must:

- Develop a safe system of work. A site-specific risk assessment and method statement shall be created in advance of the work. This shall be prepared in accordance with Regulation 20 of CDM Regulations 2015 and BS6187:2011 Code of Practice for Full and Partial Demolition.
- Risks from falling objects must be considered, with suitable control measures put in place.
- A safety exclusion zone will be established before demolition commences.
- Prior to work starting all entrances shall be barricaded to prevent unauthorised access.

- All services will be isolated and during the soft strip any hazardous or potentially explosive materials will be removed, e.g. chemical drums, fire extinguishers etc.
- Ensure that demolished materials are disposed of responsibly.

3.9. EXPLOSIVES

Explosives are not permitted or required to be used on site except where they make up part of the safety airbag system of a vehicle.

3.10. ADVERSE WEATHER Site Management shall ensure that during periods of adverse weather the site remains a safe workplace for employees, contractors, and visitors. During adverse weather conditions the project management has the right to stop works immediately and move operatives to place of safety, until he feels that area is safe for work to proceed.

- **High Winds:** Operatives must ensure that their work area has been inspected when high winds are forecast to ensure no loose materials are left lying around. Work at height may only take place if it is safe to do so. Scaffolds must be inspected following adverse weather that may have affected the safety of the scaffold.
- **Rain / Snow:** Designated pedestrian walkways shall be maintained to provide constant safe access from the welfare compound /entrance to the building. If necessary flooded area shall be pumped clear of water.
- **Lightning:** No outdoor work to take place during lightning strikes.
- **UV Exposure:** Too much sunlight is harmful to worker's skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight. To prevent exposure to UV rays the wearing of shorts or sleeveless shirts or vests on this site shall not be permitted.

3.11. MANAGING TEMPORARY WORKS

Temporary works are any formwork, falsework, scaffolds, supports, props or other element or assembly of elements designed or used to provide support or access during construction work. HHDL has a Temporary Works Procedure that details the system to be followed and in-house responsibilities for control and documentation of temporary works.

Where a contractor's work involves the use of temporary works the contractor shall consult with HHDL promptly to provide all necessary design calculations, specifications, drawings, layouts and design codes used, including all requirements for temporary stability, propping, bearing, bracing and loading.

It is the contractor's responsibility to provide the information in a timely manner to avoid any delays to the commencement date of his works, or part of his works, requiring temporary works.

3.12. STORAGE OF MATERIALS

Materials must be stored in a manner that will not pose a risk to workers on site, visitors, or anyone on the adjacent land. The following rules apply:

- Walkways and stairs must be kept free of tripping hazards such as trailing cables, building materials and waste. This is especially important for emergency routes. All flammable waste materials (such as packaging and timber off cuts) must be cleared away regularly to reduce fire risks.
- Avoid storing materials at height. All materials should be secured to prevent being knocked or blown from a height.
- Outdoor footpaths shall be level and firm and should not be used for storing materials. Designated storage areas for plant, materials and waste shall be established and agreed with each contractor.
- Flammable materials will be stored away from other materials and protected from accidental ignition.
- Materials should only be brought to site when needed in the next 48 hours or as agreed with HHDL Management and the material should be stored safely in an area designated by HHDL.

3.13. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

If workers use or are exposed to hazardous substances on site, the Control of Substances Hazardous to Health Regulations 2002(COSHH) make it a legal duty for employers to assess the health risks involved and to prevent exposure or else adequately control it. All contractors appointed to the project are charged with the duty of inspecting their use of substances and ensuring that suitable COSHH assessments are in place for the substance in use. Copies of same given to the HHDL project manager and the details shared with employees who are exposed to hazardous substances.

It remains the duty of contractors on site to brief their employees on the health hazards and necessary control measures. Contractors shall ensure their staff have the appropriate personal protective equipment available to them in accordance with their assessment and manage their use thereof.

Any chemicals used on-site deemed hazardous shall be stored as per manufacturer's instruction, e.g. out of sunlight, excessive heat, well-ventilated areas. Concerning LPG bottles, these are required to be stored in a lockable cage externally of any site buildings.

Adhesives, paints, and epoxies that the contractors use will likely have minor harmful effects; however, with good ventilation of windows and doors being open and the correct PPE, the hazardous outcome is eliminated or at least greatly reduced to acceptable levels.

3.14 ASBESTOS

Asbestos is known to be present within the existing buildings that are to be demolished. An Asbestos Refurbishment and Demolition Survey of these buildings by Dave Horton Ltd was completed on 2nd June 2022 as per the HSE Guidance Note 'HSG 264 Asbestos: The Survey Guide'. The Survey Identified no asbestos containing materials.

3.15 MANUAL HANDLING

Manual handling will be avoided whenever possible by using mechanical means of lifting, e.g. cranes. Where manual handling cannot be avoided HHDL and contractors must risk assess all significant manual handling risks, which could be anything from lifting photocopying paper to moving heavy equipment around.

3.16 NOISE & VIBRATION

Noise

The Site Management will coordinate with the client and provide prior warning of any activity where noise levels may be increased by a significant amount.

All machinery and equipment shall be operated with a minimum of noise. All available devices, e.g. silencers, engine covers, shall be always used as recommended by the manufacturers. Machinery and equipment shall be kept in a good state of maintenance and repair.

The operation of stationary plant at night e.g. pumps, shall be avoided wherever possible.

Works shall be conducted, and machinery shall be used having due regard to the recommendations contained in BS 5228:1984 (Parts 1, 2 and 3) and BS 5228: 1992 (Part 4) – Code of Practice for Noise Control on Construction and Demolition Sites.

Where engineering controls cannot reduce noise levels to an acceptable level, hearing protection shall be provided. It is mandatory that all employees are always in possession of ear defenders on site and to wear same when normal conversation with a fellow worker is difficult or strained at one metre or less from a local source of noise.

Vibration

Many jobs in construction involve the use of hand-held power tools. The vibration from such equipment can cause hand-arm vibration syndrome (HAVS). Contractors must plan work to avoid exposing employees to vibration. Where it is not possible to avoid exposure the following control measures must be taken:

- Vibration levels to be assessed to determine levels of exposure.
- The maximum exposure limit must not be exceeded when using vibrating tool. A typical hammer drill would have to be used for more than 40 minutes in an 8-hour shift by one person to exceed the exposure action value.
- Job rotation can be employed to reduce 'trigger time' for employees.

- Employees must keep their hands warm to improve circulation. Smoking also affects circulation, increasing the risk of HAVS.
- Employees suffering tingling sensation or numbness in fingers must tell their supervisor as this is an early warning sign.

3.17 DUST CONTROL

HHDL will take all necessary measures to avoid creating a dust nuisance during the works. Measures to prevent dust will include the following practices:

- A strict housekeeping regime shall be in place on site. Sufficient number of bins and skips shall be provided to allow waste materials to be easily cleared from site. HHDL site management may issue a clean-up notice to any sub-contractor on site. The Clean-up notice will specify the area of the housekeeping issue and the timescale in which the area must be cleaned.
- As much work as possible to be completed off-site to limit the number of operations to be conducted on site that could produce dust and dirt. If necessary, works shall be undertaken outside the normal working hours or by agreement at weekends, e.g. demolition that may produce higher levels of dust.
- Any construction dust will be managed by wetting down the immediate area, so that members of the public will be un-affected by the works. The housekeeping on site will be monitored daily to avoid any contamination onto the adjacent grounds.
- Cutting or grinding of materials on site shall be strictly controlled with dust suppression or local exhaust ventilation used where possible.
- Material should be stored away from the site boundary whenever possible.
- Unpaved roads and verges to receive regular damping down and cleaning where located close to sensitive locations.
- The provision of easily cleaned hard standings for vehicles.
- The enclosure of material stockpiles at all times and damping down of dusty materials using water sprays during dry weather.
- The hard surfacing of heavily used areas to be kept clean by brushing and water spraying regularly.
- The complete sheeting of the sides of all vehicles carrying spoil and other dusty materials.
- The effectiveness of these measures will be monitored frequently by the Site Manager.
- To prevent mud from contaminating the surrounding roadways, particular attention will be paid to providing clean internal roadways and vehicle off-loading points. The Site Manager will review the internal road and pathways affected by project works for cleanliness on a daily walkabout. Where remedial action is necessary, the Site Manager shall implement a cleaning action.
- Wheel washing facilities will be available by the compound on exit. If required, periodically road sweeping will be carried out on both the site surfaces and James Avenue.

3.18 WASTE MANAGEMENT

HHDL shall minimise the waste generated on site. This is attained by pre-planning the work and only taking essential items into works areas. The off-site construction nature will reduce the amount of waste generated on site.

HHDL shall seek to reduce the amount of waste generated and responsibly dispose of waste by implementing site waste management through a registered waste management company. A waste minimization, re-use, recycling agenda shall be set and administered via the assistance of the Site Management monitoring activities on-site and a contracted waste management organisation. The contracted waste management organisation shall undertake the segregation and recycling activities required.

Regarding on-site waste, material reduction and re-use, the site Management shall monitor material storage and use. Where there is possibility to re-use materials, this shall be implemented on-site under the instruction of the site Management and contractor supervisors, bearing in mind quality of the build.

The Site Manager shall monitor the skips, to prevent fire and dust build up/escape, and the skipping of potential hazardous paint and container waste. Several waste skips shall be provided on site to segregate waste into different streams, e.g. general waste, steel, etc.

4. THE HEALTH AND SAFETY FILE

Information for the health and safety file will be prepared as the project progresses and will be completed as soon as is practicable after the completion of the project and issued to the Principal Designer. HHDL will liaise with the Principal Designer in handing over the necessary information for the H&S File, including as-built drawings.

4.1. LAYOUT & FORMAT

The file contents shall include:

- Description of the work.
- Introduction
- Location
- Nature of Project and Design
- Unusual Construction Elements
- Project Directory
- Residual Hazards
- Key Structural Principles
- Structural Overview
- Details of Loadings
- Civils Activities
- Design Compliance
- Hazardous Materials Used
- Removal or Dismantling Information
- Cleaning and Necessary Maintenance Equipment
- External Cleaning and Roof Works of Build
- Emergency and Fire Fighting Systems
- Significant Services
- As Built Information and Drawings
- Test and Commissioning Certificates

The Health and Safety file information provided shall not include contractual documents or any other information that would not be of assistance to the client in undertaking future planned construction work. In addition, the client will receive a separate Operations & Maintenance Building Manual, as necessary.

4.2. ARRANGEMENTS FOR COLLECTING & GATHERING OF INFORMATION

HHDL shall continually gather the information necessary to complete the health and safety file as the project progresses. All contractors involved in this project shall be expected to provide HHDL with this information promptly upon request in order to facilitate the formation of the health and safety file.

4.3. STORAGE OF INFORMATION

Information shall be collated by HHDL Management and stored within the on-site folders and electronically on the companies shared network.

APPENDIX A – SITE INDUCTION

“HHDL aim is to achieve a working environment that is free from work-related accidents and ill-health to persons who may be affected by our activities. With your help we intend to ensure that we achieve these goals”

Site Rules:

- Operatives must be briefed on their **method statement** and sign it to agree to work to safe systems.
- **Sign in and out** daily when entering and leaving site. Only operatives with valid CSCS cards (or equivalent) are permitted to work on site.
- **Report all** defective plant or equipment, unsafe acts, or conditions.
- **Personal Protective Equipment (PPE)** – Hardhat, Hi-Vis Vest, and Steel Toe-capped Boots as a minimum. Other PPE required as specified in method statement.
- **Housekeeping** – Clean up as you go and keep access routes clear of obstructions.
- **Permits** are required for excavations, hot works, working at height or in confined spaces.
- **Work at Height** – select correct equipment for low level access (working from ladders not permitted). Never carry out an unauthorised adaption to a scaffold.
- All plant operators must hold the **relevant training card**.
- Do not come to site under the influence of **drugs or alcohol**.
- Protection of the public is paramount. All works shall occur within the project boundary (fencing).
- The use of **mp3 players / headphones** on site is not permitted.
- Co-ordinate deliveries with Site management and ensure cars are parked in accordance with the site traffic management plan.
- In the event of an accident or near miss notify the site Management immediately.

Fire / Emergency Procedures:

In the event of a fire:

- Raise the Alarm.
- Evacuate as soon as possible and go to the assembly point. Remain at the assembly point until the roll call takes place and all persons on site have been accounted for. Nobody may leave the assembly point until instructed to do so by the Site Management.
- Tackle small fires with the aid of a suitable portable fire extinguisher without putting yourself in danger, otherwise report to the Assembly Point and wait for the emergency services.

Environmental Awareness:

- Store all materials in such a way as to prevent pollution and away from sensitive areas. Do not leave litter on site **AND** never burn waste on site.
- Watercourses will not be used for washing out vehicles, equipment, or other construction items.
- On-Site Refuelling – Clean up and report all spills to Site Management.
- All Hazardous waste must be stored separately and in sealed, fit for purpose containers within designated area.
- Noise and Vibration - Do not work outside the normal working hours without permission from Site Management.
- Air – Ensure that all plant is in good working order **and** turn off vehicles when not in use.

To be completed by HHDL

Induction Given By:		Employee Induction No.	
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To be completed by Employee:

Employee's Company:			
CSCS (UK) No.:		Expiry Date:	
Other training Cards:		Expiry Date:	
Medical Conditions	Do you suffer from any medical conditions that may affect your ability to work safely? (e.g. back problems, dermatitis, asthma, etc.) Yes ☐ No ☐ If yes, please provide further details		

Next of Kin Details:

Name of Next of Kin:		Relationship:	
Contact Phone Number:			

By signing the training record, I am confirming that I have received information on the site safety and environmental rules, PPE requirements, Accident Procedures and Emergency Plan.

I am committed to the safety aims of the project and agree to abide by the site safety rules, all current requirements of Health and Safety legislation and the control measures and safety in my employers Method Statement.

Employee Name:		Signature:		Date:	
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HHDL reserves the right to stop work if the Site Rules are not being adhered to.

APPENDIX B

Site Signage for Regents Park, Calne.

