

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan

Project Name: Stourhead Gardens

Job Number: UC25J11

Keighley Road
Skipton
North Yorkshire
BD23 2QR

T: 01756 799425 | F: 01756 798068 | W: www.mottmacbentley.co.uk

Prepared By:	Jamie Craven	17/12/2025
	Site Manager	Date:
Checked & Approved By:	XXXXXX	xx/xx/xxxx
	Contracts Manager	Date:
Reviewed* By:	XXXXXX	xx/xx/xxxx
	Client Representative or delegate	Date:

*** Review of this Plan by the Client confirms that it is considered adequate for construction works to commence. Review does not in any way constitute approval of the Plan.**



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Incorporating the Construction Phase Health and Safety Plan

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1.1 Quality, Environment, Energy, Information Security and H&S Policy Statements

Supporting Documents:

L153 – CDM 2015 Guidance
 ISO 9001 : 2015
 ISO 14001 : 2015
 ISO 45001 : 2018
 ISO 50001 : 2018
 BS EN ISO-IEC 27001 : 2017 (*Pending*)

This plan is written in accordance with relevant Statutory Instruments and incorporates the 'CDM Construction Phase Health and Safety Plan'.

QES, Information Security and Energy Policy Statements stating commitment to our certified ISO standards will be displayed or made available at all of our site offices, and detail key corporate QES and Energy objectives and responsibilities.

As Principal Contractor, JN Bentley Ltd / Mott MacDonald Bentley Ltd / JBA-Bentley Ltd, will cooperate with and exchange information to the Client, Principal Designer, Contractors and Site operatives on any Health & Safety or Environment matters associated with the scheme.

Where the Company is involved with any design work, this will be carried out in compliance with CDM Regulation 9; and information will be passed to appropriate organisations / personnel in accordance with Regulation 9(4).

1.2 Review and Update of Contract Management Plan:

This Contract Management Plan is a live document. The CMP will be reviewed and where necessary updated at least once per month or following any significant change. Details of the review will be recorded in the schedule below, even when no amendments are made.

A digital copy of this document shall be stored on the company SharePoint document management system in the relevant live project folder.

Supporting Documents:

L153 – CDM 2015 Guidance
 BMS 02-07 Correspondence and Document Control.

CMP Review Schedule:

Revision:	Review Date:	Nature of Review (Monthly or Interim)	Reviewed by:	COMMENTS: (inc. Amendment No's made or "no amendments")
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				

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Revision:	Review Date:	Nature of Review (Monthly or Interim)	Reviewed by:	COMMENTS: (inc. Amendment No's made or "no amendments")
K				
L				
M				

*Once this table is full the CMP should be fully reviewed in detail and reissued on a new template.

1.3 Standards:

JN Bentley Ltd / Mott MacDonald Bentley Ltd operate an integrated Business Management System incorporating the requirements of; ISO 9001, ISO 14001, ISO 45001 and ISO 50001 and are subject to internal and external compliance audits, QES Support Visits and Project Inspections. A [procedure interaction chart](#) showing the structure of our management system is available on SharePoint.

Supporting Documents:

BS EN ISO 9001 : 2015;
BS EN ISO 14001 : 2015;
BS ISO 45001 : 2018
BS EN ISO 50001 : 2018.
BS EN ISO-IEC 27001 : 2017 (*Pending*)

1.4 Project Specific Rules and Procedures:

The following Project Specific Rules and Procedures are defined in the contract and/or have been developed on site and apply to this project: (These can be Client-specific or JNB/MMB derived.)

Supporting Documents:

BMS 02-17 Control of Project Specific Procedures and Records

Document Ref. No.	Title	Author	Copy to Q&E Advisor?

1.5 Reference Documents:

The following key reference documents have been used in preparing this Contract Management Plan:

- QES Workbook (BMS 02-06.1), including:
 - Contractor Works Information, or.
 - Pre-tender Health and Safety Plans, or.
 - Pre-construction Health and Safety Plans.
- Client/Project Specific Rules and Standards.
- See regional Framework Management Plan for details where applicable

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1.6 Distribution of Contract Management Plan:

Site QES File	Live working copy. (To include documented review history)
SharePoint Contract Folder	Live e-Copy
Client or Principal Designer	Copy of original Record plus access to site QES File on request.

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2 Project Details

Supporting Documents:

- BMS 01-06 Aspects and Impacts;
- BMS 02-04 Risk Identification, Assessment and Control.
- BMS 02-13 Management of Temporary Works
- BMS 02-10 Procurement
- BMS 02-11 Management and Control of External Entities
- BMS 03-02 Monitoring, Measurement, Analysis and Improvement
- OSS 002 Preparation, Communication and Use of Risk Assessments and Method Statements
- OSS 113 Managing and Using Hazardous Substances

2.1 Project Information.

Plan		
	Description of Works:	Stourhead Garden Lake is located at the National Trust Stourhead Estate, approximately 800m west of Stourton, Warminster. The lake is designated as a High Risk Large Raised Reservoir under the Reservoirs Act 1975. It is classified as category A according to Floods & Reservoir Safety 4. It is currently experiencing significant seepage issues through the embankment dam. The objective of the design is to resolve this seepage. The embankment dam is formed of two components, the main dam and the western arm embankment. The western arm embankment has a long history of seepage issues and has undergone several phases of remedial works as noted within the 2018 Stantec Section 10 Reservoir report (Ref: Report of an inspection under Section 10 of the Reservoirs Act 1975, Garden Lake Reservoir - Appendix A.5) and the 2023 JBA Section 10 Reservoir Report (Ref. Report of an inspection under Section 10 of the Reservoirs Act 1975, Garden Lake Reservoir - Appendix A.6) produced over the years. Despite these works, ongoing seepage is evident at the site. The western arm embankment lies within the Stourhead Estate Gardens. In the Stantec. 2018 S10 report the Inspecting Engineer included a Measure in the Interest of Safety (MIOS) related to seepage observed at the Western Arm Embankment. The MIOS reads: ‘Measures shall be taken to reduce seepage through the western arm embankment between the Main Dam and the Iron Bridge.’ An initial options review was completed by Stantec UK Ltd (Stantec) in October 2019 (ref: Stantec. 2019. Western Arm Seepage Remedial Options Report), the report considered sheet piling and re-puddling of the clay core as options, concluding that the sheet pile cutoff was the preferred option.

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This will be done by driving 92no. 4.5m long sheet piles with an excavator and MOVAX attachment along the top of the embankment using the SOP as reference. Once the sheet piles have been driven to the required depth the remaining sheet pile can be cut off.

The ground will then be reinstated ensuring that all sheet piles are covered and not visible.

Once the sheet piling is completed, the gravel on Chisel Beach will be removed along with the GCL that is underneath, then the embankment will be excavated where a sink hole has previously been identified, this will then be built back up using compacted fill material

Additional railings are to be installed to prevent unauthorised access to Stourhead Garden Lake. These will be provided by the Naitonal Trust

Once all works are completed, footpaths are to be reinstated.

Site Address:

Detailed Location:	Stourhead Estate, Stourton, Warminster, Wiltshire, BA12 6QB	
(What 3 Words)	///boost.timing.trifling	
	Office / Welfare Area:	Site Location (if different):
Key Dates:	Contract Award/Confirmation:	Contract Start:
	17/12/2025	05/01/2026
	QES 3a/b Handover(s):	Mobilisation Period:
		1 week
	Contract Duration:	Regulatory Compliance Date (If applicable):
	10 weeks	

The initial assessment of work activities will be used as a basis for the Method Statement Register detailed below.

RA/MS (including any that arise from on-going design) will be Prepared, Communicated and Used in accordance with BMS 02-04 and OSS 002, using the approved RA/MS template. External Entity RA/MS documents will be marked as 'accepted' using BMS form 02-04.8.

For proposed work activities undertaken in the first month of the project, detailed risk assessments and method statements will be prepared in conjunction with this Plan.

For ongoing activities, detailed site and task specific RA/MS shall be recorded in accordance with the requirement of OSS 002 and added to the site Risk Assessment Register in section 13/14 of the Site Health & Safety File. This process shall be followed for both internally assessed and External Entity supplied RA/MS documents.

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2.2 Duty Holder Information.

Working Together

Duty Holder Details:

Principal Contractor:

JN Bentley Ltd

Named Representative:

Robert Culledge

Address:

Keighley Road, Skipton, North Yorkshire, BD23 2QR.

Contact Details:

E-mail. robert.culledge@jnbentley.co.uk

Client:

National Trust

Named Representative:

Nigel Hellier

Address:

National Trust, South West Region, Tisbury Hub, Place Farm Courtyard, Court Street, Tisbury, Salisbury, SP4 6LW

Contact Details:

E-mail: Nigel.Hellier@nationaltrust.org.uk

Principal Designer:

JBA Consulting

Named Representative:

Richard Easterbrook

Address:

West Point, Peterborough Business Park, Lynch Wood, Peterborough, PE2 6GG

Contact Details:

Richard.easterbrook@jbaconsulting.com

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Designer:	JBA Consulting	
Named Representative:	Stephen Watkins	
Address:	West Point, Peterborough Business Park, Lynch Wood, Peterborough, PE2 6GG	
Contact Details:	Stephen.watkins@jbaconsulting.com	
Other Contractor(s):	Organisation:	Trade/Scope of Works:
	Lowther Forestry	
	Vegetation Clearance	
	Contact Details:	Start on Site:
	Anthony Jenner	
	19/01/2026	
	01908 367 766	
	Organisation:	Trade/Scope of Works:
	Laser scanning of existing listed structures, GPR survey	
	Contact Details:	Start on Site:
	19/01/2026	
	Organisation:	Trade/Scope of Works:
	Elite Sheet Piling	
	Installation of sheet piles	
Contact Details:	Start on Site:	
Tim Davidson		
02/02/2026		

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2.3 Notification of Project (F10)

F10 required on this project:	Yes	No
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A copy of this notification will be prominently displayed on site for the duration of the works and provided to any organisation or persons involved in the project upon request.

If any of the project details change significantly, details will be passed to the Client for approval to allow for the submission of a revised F10 notification.

Specified start date*:	
Specified duration (weeks)*:	
Maximum Number of People on site*:	
Planned number of sub-contractors*:	
Expiry date*:	

**Above details are to be taken from F10 document.*

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2.4 Initial Assessment of Risks.

Organise	What are the significant risks and opportunities on site?	Subject:	Hazard(s):	Controls:
		Fall from Height	Falling Objects / Collision / Falling	Ensure Edge Protection is in place at all times.
		Collapse of Excavations	Falling objects / crushing / injury	Stepped and checked daily before entering or after a weather event
		Collapse of Structures	Falling Objects / Crushing / Injury	Iron bridge to have restricted access, no delivery vehicles to pass under stone archway
		Exposure to Dusts	Injury Operatives	Ensure correct PPE is being worn
		Exposure to Haz Materials	Injury to Operatives	Ensure correct PPE is being worn and adhere to manufactures instructions and Stored in a Locked COSHH Store.
		Electricity	Overhead Lines	
		Public/Client Interaction	Impact with People	Segregation of all works areas with Heras Fencing / Banksman
		Traffic (on or off site)	Impact with Plant or Vehicles	Segregation of all traffic routes controlled with Banksman
		Permits: Confined Space		
		Permits: Excavation		Ensure operations are managed to the constraints of the permit
		Permits: Hot Works	Fire / Burns	Ensure operations are managed to the constraints of the permit
		Permits: Live Electrical		
		Permits: Overhead Lines		
		Permits: Electrical Isolate		
		Permits: Roof Work		
		Permits: Overpumping	Damage to Watercourse / Species	Ensure silt boom are in place / Twice Daily Inspections on Downstream Impact
		Permits: Environmental		

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	Mechanical Lifting	Falling Objects / Equipment Failure	Use tested equipment / Trainer Slinger / Serviced and Inspected Equipment
	Manual Handling	Muscle Strain / Spinal Damage	Manual Handling Training / Plan Weight and Route / Use Mechanical
	Scaffold		
	Lone Working		
	Operation of Plant	Injury to Operatives & Others	Hi-vis vests worn; traffic / pedestrian areas clearly demarcated / Material lay down areas demarcated.
	Operation of Power Tools	Injury to Operatives	Inspection of plant carried out daily / Test certs for machines / Make site management aware of any faults.
	Service Avoidance	Contact with Live Service	Ensure Services Drawings are onsite / GPR Survey completed / Trial Excavations undertaken / Cat Survey
	Temporary Works	Collapse / Failure	All works installed and undertaken as per Design and TW Calculations
	Fire Safety	Burns / Fiire	Ensure Fire extinguishers onsite for all hot works / Works inspected one after completion of any hot works
	Programme Delays	Labour / Materials	Ensure labour and materials are onsoite prior to required dates
	Ecological Receptors	Damage to species	Ecological assessment prior to access
	Releases to Air	Damage to Species / Habitants	Ensure Spill Kits are available / Only undertake works within agreed boundary area
	Releases to Land	Damage to Watercourse / Species	Ensure silt boom are available
	Releases to Water	Damage to Watercourse / Species	Ensure Spill Kits are available / Refuel 15m or more from watercourse
	Resource Use - Fuels	Damage to Watercourse / SSSI / Species / Habitants	Ensure all works adhere to COSHH and Manufactures Instructions
	Resource Use – Materials		

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	Resource Use – Water		
	Construction CO₂e		
	Contam. Land (Health)		
	Contam. Land (Ecology)	Damage to environment	Ecological assessment prior to access
	Contam. Land (Waste)	Damage to environment	Waste management plan in place
	Ecology - Species	Damage to species	Ecological assessment prior to access
	Ecology – Habitats	Damage to species/habitats	Ecological assessment prior to access
	Ecology – INNS	Invasive species	Ecological assessment prior to access
	Nuisance – Odour		
	Nuisance – Noise	Injury to Operatives / Environment	Use of appropriate PPE and operate within manufactures guidelines and HAVS Assessment. Noise monitor set up in works area
	Nuisance – Vibration	Injury to Operatives / Environment	Use of appropriate PPE and operate within manufactures guidelines and HAVS Assessment. Vibration monitoring in place on iron bridge
	Nuisance – Light		
	Nuisance – Congestion		
	Nuisance – Dust	Injury to Operatives / Environment	Use of appropriate PPE and operate within manufactures guidelines and controls
	Pollution Pathways	Damage to Watercourse / Species / Habitats	Ensure operations are managed to the constraints of the permit
	Inspection and Test	Incorrect Installation	Constant monitoring during installation of sheet piles. Embankment to be constructed in line with drawing and geotechnical engineers recommendations

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Other: (State)

Adverse Conditions

Be aware of changes to surfaces making them slippery

Residual Risks Identified by Designer:

Item:	Owner:
Lifting Operations	JNB
Plant / Public interface resulting in collision / death / injury / damage to public / site vehicles / plant	JNB
Height Restriction of Stone Archway	JNB
Width Restriction of Stone Archway	JNB
Damage to grade II listed horse trough	JNB
Damage to grade I listed stone archway	JNB
Damage to iron railings during removal, storage and re-installation	JNB

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3 Existing Conditions:

Note: - this section discusses how the existing environment will impact on the construction process. The impact of the construction process on the environment (and the mitigation of those impacts) is recorded / described in Section 7.

3.1 Existing Operations (current use of site)

Stourhead's garden lake is primarily used as the central feature of an internationally renowned 18th-century landscape garden, designed for public enjoyment, leisure walks evoking classical journeys (like Aeneas's), and as a picturesque backdrop for film/TV, offering stunning views with temples, grottoes, and follies around its banks, all managed by the National Trust for visitors to explore

3.2 Historical Operations (Previous Land Use on or near site)

Use historical mapping to assess the previous land use for brownfield sites.

(Recommend historical mapping function on Google Earth Pro) (*CHECK WITH IT)

Stourhead Garden Lake

2001:



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	Neighbour	Requirement / Restriction Imposed	Control Measures	Person Responsible for Monitoring
	Example: <i>Primary School</i>	<i>Restricted delivery times</i>	<i>Notify suppliers when placing order</i>	<i>Foreman</i>
1.	Beech Cottage	Ensure access to property is clear every weekend	Ensure road is in a suitable state for cars to access before leaving for the weekend	Lead Hand
2.				
3.				
4.				
5.				

Possible Neighbours:

<i>School</i>	<i>Road user</i>	<i>Airport</i>	<i>Telecoms</i>
<i>Hospital</i>	<i>Pedestrian</i>	<i>Canal</i>	<i>Power Generation / Supply</i>
<i>Residential</i>	<i>Cyclist</i>	<i>Church / Place of Worship</i>	<i>Docks / Ports</i>
<i>Business (eg COMAH)</i>	<i>Rail</i>	<i>Ministry of Defence</i>	<i>Offshore</i>

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Possible Neighbours:

Typical Restrictions:

Noise	Traffic Movements	Ecology	Fumes
Vibration	Times (eg School)	Dust	Shared Access
Access	Materials Storage	Chemical Storage	

3.4 Adjacent Construction Works / Operations

We will liaise with adjacent Contractors on the same or neighbouring sites as identified below:

Adjacent 3 rd Party Works or Activities:	Contractor:	Contact:	Coordination Frequency / type
None known at this time			

3.5 Existing Structures / Occupied Premises

The following table comprises a list of any structures on the site which are to be worked in, on, or around and the measures to be employed in order to prevent any damage. Where any of the structures are to be modified a brief explanation as to how this is to be done is included.

Structure/premises owner/occupier	Structure/premises to be worked in, on or around:	Control measure to prevent damage:
National Trust	The Pantheon	Access to the Pantheon to be fenced off
National Trust	Iron Bridge	Vibration monitoring in place, bridge to be laser scanned before works commence, client to be notified if there are any signs of damage

3.6 Existing Buried / Overhead Services

Supporting Documents:

Operational Safety Standard 111
HSG147, Avoiding Dangers from Underground Services
GS6, Avoiding Dangers from Overhead Cables.

Owner	Type and location	Service location plan reference number

The Site Manager will detail any site-specific arrangements and control measures, where services are expected on site, in task specific RA/MS in accordance with OSS111.

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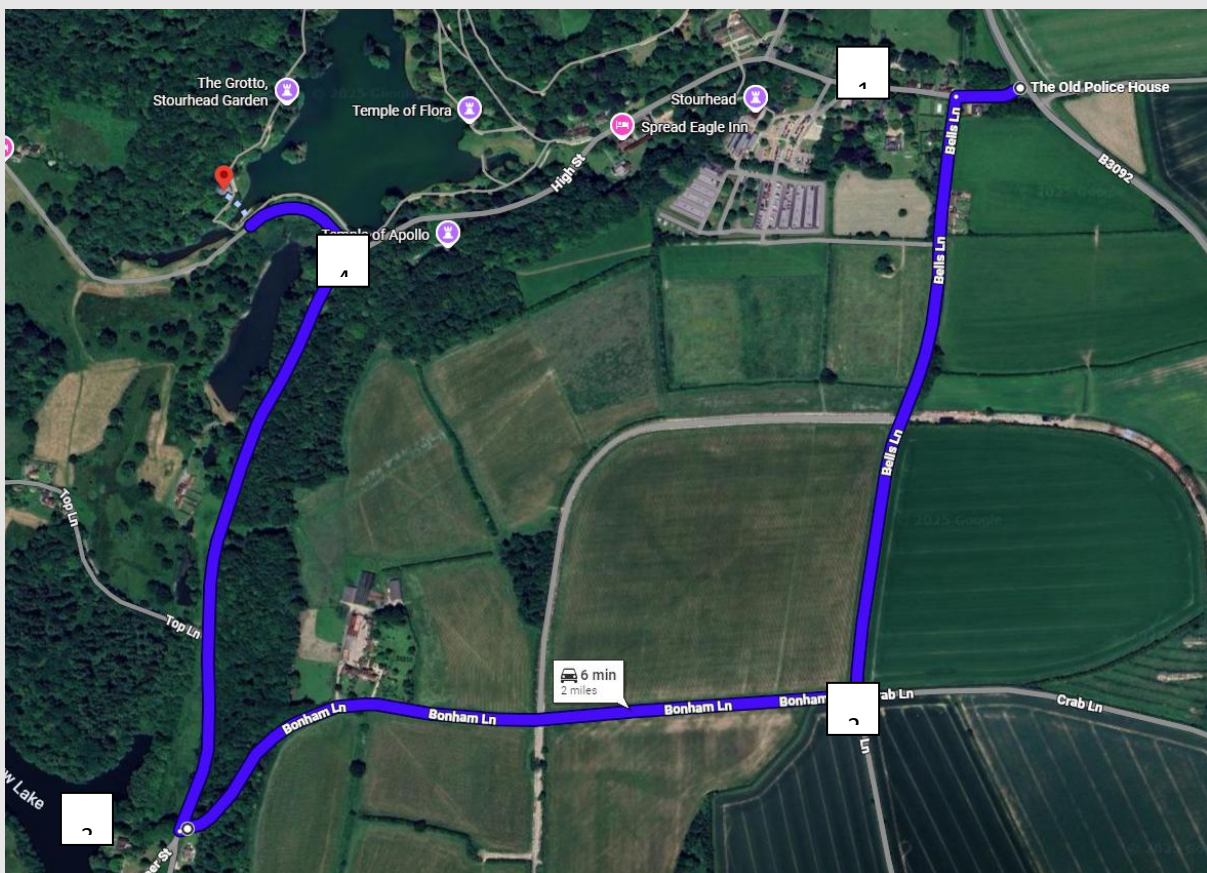
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3.7 Existing Traffic Circulation / Access and Egress Points

Describe the traffic flow around the site and any restrictions that exist (such as height, weight, speed, time).

Delivery routes into Compound

There is only 1 route in to the compound location ([///thighs.envelope.brief](#)) which is shown below. Both routes have a 7.5t limit but this has been waived for our project. The National Trust have got an agreement in place with the Council



Overview of route coming in from the B3092 (The Old Police House). The numbers shown on the above image relate to specific images below which indicate the turns you should take to get to site

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Turn left on to Bells Lane. Weight restriction lifted whilst works are ongoing.



Turn right at junction on to Bonham Lane

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Turn right on to High Street. **This is a tight turn, please allow sufficient room**



Just before you reach the stone archway turn left down the hill. Then follow the road down until you get to the JNB compound. **Do NOT go under the archway, it has a height restriction of 11ft**

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Site Hours

Mon – Thurs – 08:00 – 16:00

Friday 08:00 – 11:00

The roads are NOT suitable for articulated lorries. Rigid body vehicles for deliveries only. No curtain sided vehicles either as there is no means to offload from that vehicle type.

NO VEHICLES TO ACCESS ON WEEKENDS UNLESS OTHERWISE INSTRUCTED

Rules whilst accessing/on site

- There will be a site contact number for the driver to ring, should no one be at the entrance to site
 - Do **NOT** gain access without prior booking.
- Delivery drivers to ring Site Manager or lead hand in advance of arrival to allow time for them to go and open the main gate to eliminate the risk of the above mentioned
 - No vehicle to park on the main road
 - General deliveries are to go in to the JNB site compound
- They will speak to the Site Manager or lead hand who will instruct them as to where they need to put the materials
- If the wagon is going to be on site for a long period of time i.e dropping off/collecting the welfare cabins. The area will be cordoned off to deter other vehicles from entering the area.

Plant/people segregation

To avoid any potential interaction between plant, delivery vehicles and people, there will be pedestrian barriers or cones and chain link put in to place to get personnel on site safely to the work area or back out to their personal vehicle.

IF THERE NEEDS TO BE ANY ALTERATION TO THE TRAFFIC MANAGEMENT ON SITE, THIS MUST BE AGREED WITH SITE MANAGEMENT BEFORE IT IS IMPLEMENTED WHO WILL IN TURN LET NGT KNOW AND THEN BRIEF IT OUT TO ALL WORK PARTIES. THE TM PLAN WILL ALSO NEED TO BE UPDATED TO REFLECT THE CHANGE.

ACCESS FOR EMERGENCY VEHICLES NEEDS TO BE AVAILABLE AT ALL TIMES

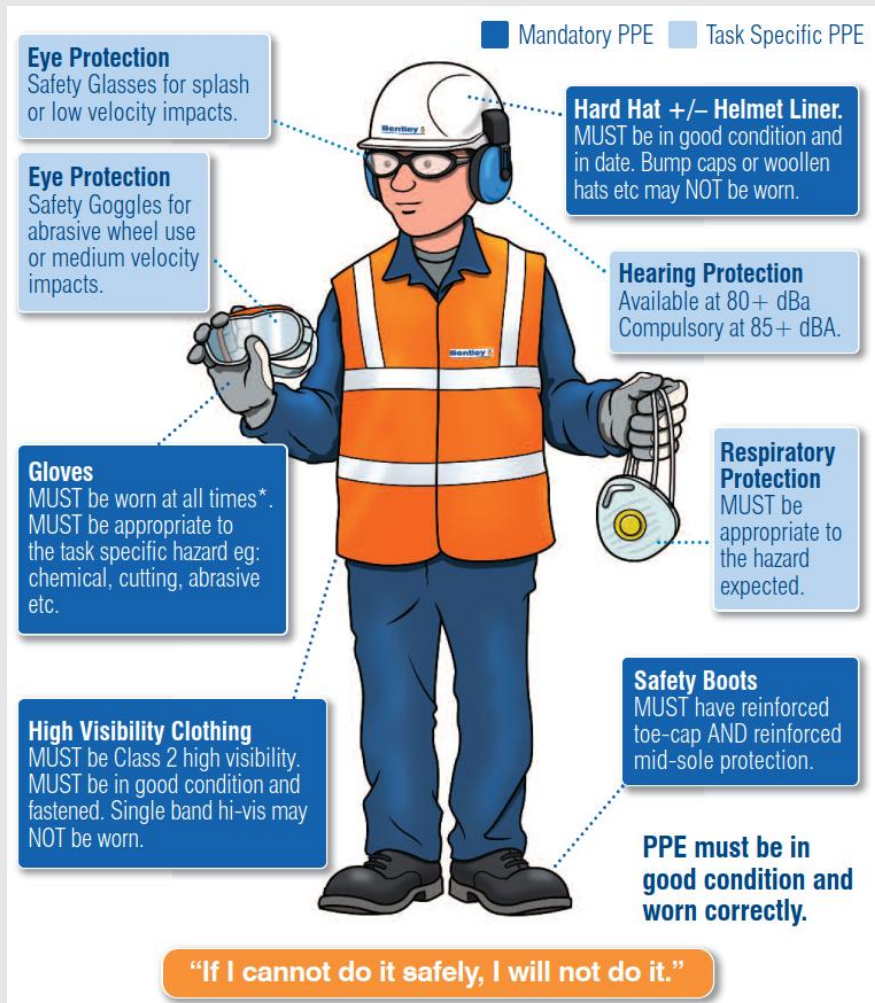
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PPE Requirements on Site

Whilst on site, all personnel must adhere to JNB / EA 5 point PPE policy. Failure to do so will result in you being asked to leave site until you have the required PPE.

An example below of what you need to wear when coming on to site



Additional Site Specific Traffic Restrictions: *(Please tick all that apply)*

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L.A. Planning Restriction	Y/N	Physical Restrictions	Y/N	Community Considerations	Y/N
1. Times	N	7. Height restrictions	Y	16. School	N
2. Permissive routes	Y	8. Weight restrictions	Y	17. Housing estate	N
3. Bus only lanes	N	9. Width restrictions	N	18. Pedestrian zones	Y
4. +2 lanes	N	10. Gradient	N	19. Traffic calmed zones	N
5. Toll road/bridge	N	11. Limited Turning circle	Y	20. <i>Other:</i>	
6. <i>Other:</i>		12. Poor/tight junctions	Y		
		13. Road Condition	Y		
		14. Security Arrangements	Y		
		15. <i>Other:</i>			
Control Measures:					
2. For deliveries, TMP should be followed so that the stone archway is avoided. Standard vehicles ie. Cars have no restrictions					
7. Stone archway on High Street has a height limit of 11' 6"					
8. There is signage showing a 7.5t weight limit but the National Trust have got a temporary lift on that restriction after consultation with the council					
11. Junctions heading towards site are extremely tight due to them being B roads, restrictions on the types of vehicles that can come to site have been administered and stated in the TMP which will be sent to all companies					
12. As above					
13. B roads in and around Stourhead heading towards site. China road where the compound is going to be situated is on a single track, type 1 road. Care to be taken with oncoming traffic					
14. CCTV will be established in the site compound. All areas will be heras fenced off and double clipped to prevent access					
18. National Trust area that is extremely popular with walkers, banksman to be in place when plant is moving around. If the public approach, all plant to be isolated.					

3.8 Other Restrictions that may Affect Work: (task specific or client imposed)

The following additional restrictions have been identified through the specification or other means (e.g. process flow restrictions, planning permissions, environmental assessments, etc.).

Owner	Restriction	Duration	Control
National Trust	TTRO	Entire Project Length	Signage restricting walkers from accessing China Road. Access to remain for owner of Beech Cottage
JBA	ECOW	Constant	ECOW walkover to be done prior to works commencing to look for any habitats

3.9 Ground Conditions:

An assessment of ground conditions must be undertaken either by the Client or JNB / MMB where structures or load bearing temporary works are to form part of the scope of works. This assessment may include, *but not be limited to*; Trial Pits, Boreholes, California Bearing Ratio, Shear Vane, Tri-axial, Plastic Index, Plastic Limit,

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Moisture Content etc. Also consider non-engineering characteristics such as naturally occurring and anthropogenic contaminants which may be present.

Assessed by:

Yes /
No

Further Actions:

Client	N	Complete Table below if yes
3 rd party (*outwith our management control)	Y	Complete Table below if yes
JNB / MMB	N	Complete Table below if yes
Not required	N	<i>Do not complete table below if N/A</i>

Trial pit/borehole number

Location (Specific)

Type of Inspection or Test

Test results
(If applicable)

WS01 (Borehole)	Embankment	Full analysis	Topsoil – 150mm Cohesive made ground – 750mm – 2.1m thick Sandy Clay – 2m thick Geotechnical report (overview) on Sharepoint. Actual report is with JBA Consulting.
-----------------	------------	---------------	---

Is further testing / ground improvement required? (*Detail below*)

Reports of a historic sinkhole that will be investigated after the sheet piling has been installed with the guidance of a geotechnical engineer. The sinkhole will then be repaired and embankment reinstated in line with geotechnical design

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4 Management of the Site:

Supporting Documents:

BMS 01-04 Roles, Responsibility and Authority
 BMS 01-05 Competence, Training and Awareness
 BMS 02-09 Assessment, Reassessment and Reapproval of External Entities
 BMS 02-11 Management and Control of External Entities.

4.1 Contract Organisation:

The Project Staff Selection Matrix for this project is included in Appendix H. The project staff have been selected based on their level of competence in the specific activities / work types inherent to the delivery of the project (by reference to the Framework Staff Competence Matrix). Under circumstances where a change of staff is proposed; the selection matrix (Appendix L) must be updated and reviewed to ensure that any gaps in competence arising from the change of personnel are actively managed.

4.2 Key Responsibilities:

The JN Bentley Ltd Operations Manager has overall responsibility for ensuring that all Management System procedures are communicated and followed on each project. The Contract Manager and Site Manager are each responsible for discharging their responsibilities as set out in the individual management system procedures. Other key responsibilities are indicated in the tables below.

Supporting Documents:

L153 – CDM 2015 Guidance
 BMS 01-08 – Communication, Consultation and Participation,
 BMS 02-14 Inspection and Testing
 BMS 03-05 Monitoring, Measurement, Analysis and Improvement.

See Appendix J for Key Responsibilities Table.

4.3 Management and Monitoring of Confined Space activities

At least one full-time confined space trained JNB Supervisor (*Site Manager / Engineer / Works Manager / General Foreman / Foreman*) will be deployed and present on site whenever confined space entries are being carried out whether these are being carried out 'in house' or by External Entities to allow effective monitoring for compliance with OSS 108 and the site specific safe system of work. The personnel who will discharge this responsibility on this contract are;

Name	Role	Confined Space Training Expiry Date
Not Applicable		

4.4 Management of Electrical Safety

The following areas associated with this project are deemed 'restricted access' due to electrical safety risks.

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Restricted areas, including switch-room(s) / cable-ways etc

Not Applicable

The Designated Electrically Authorised Person (BMS02-16) named below will manage the overall electrical safety on this project (OSS 103 Clause 0.8).

Electrical Engineer:

The electrical subcontractor(s) Electrical Responsible Person named below:

Company:

Electrical Responsible Person:

The following Electrical Safety Code(s) shall apply on this project:

Code of Practice	Yes/No	Scope/Limitation of Application
BMS 02-16	N/A	
Client*	N/A	
Subcontractor**	N/A	

Consult with Authorised Person or Approving Engineer to determine which Electrical Safety Code is to be followed.

*If we are using Client-led Electrical Safety Codes of Practice, ensure up to date reference copies are obtained and included in the site H&S file. Also ensure that any significant deviations from BMS 02-16 or any relevant OSS's are highlighted and discussed with the Approving Engineer – and where applicable any Permits to Deviate are issued by the senior management team.

**If using a Subcontractor Electrical Safety Code of Practice, ensure it has been approved for use by an Approving Engineer and meets the minimum requirements set out in the relevant Client/BMS procedures.

4.5 Appointment of Temporary Works Coordinator and Deputy

To comply with the requirements of BMS 02-13; Management of Temporary Works the appointed person(s) named below has/have demonstrated suitable experience for this project and hold current Temporary Works Coordinator CoA (BMS02-13.7):

Appointed person(s) to role of TWC:

Name	CoA Expiry	Position	Scope/Limitation of Appointment
Jamie Craven	26/02/2027	Site Manager	TWC

*Arrangement for managing TW's during periods of planned/un-planned absence (other than default Contracts Manager appointment):

Name	CoA Expiry	Position	Scope/Limitation of Appointment
Nathan Cooke	05/03/2027	Site Engineer	TWC

*Consider methods for the communication of key information to those 'acting' in the TWC role during periods of TWC absence.

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Supporting Documents:

BMS 02-13 Management of Temporary Works.
BMS 02-13.7 Certificate of Appointment Temporary Works Coordinator

4.6 Temporary Works Register

Supporting Documents:

BMS 02-13 Management of Temporary Works.
BMS 02-13.1 Temporary Works Register

Information relating to the Temporary Works Design will be stored in the following Locations:

Location:	
Temporary Works Design Information/ Calculations:	Project SharePoint File
Temporary Works Register:	Project SharePoint File

4.7 Supplier Selection Process

Supporting Documents:

BMS02-09 Assessment, Approval and Reassessment of External Entities
BMS02-12 Management of Plant, Vehicles and Equipment.

External Entities will be selected in accordance with our procedure BMS 02-09 'Assessment, Approval and Reassessment of External Entities'.

Suppliers of hired plant and equipment will be selected in accordance with our procedure BMS02-12, Management of Plant, Vehicles and Equipment.

4.8 Client Nominated Contractors

Supporting Documents:

BMS 02-09 Selection and Appointment of External Entities.

Contractors nominated and/or directly employed on this project for which JN Bentley Ltd is the Principal Contractor must comply with Form BMS 02-09.3 (QES Information Requirements for Suppliers), which covers all Health & Safety, Environmental, Insurance, Quality and Contractual procedures, prior to commencing work on site.

4.9 Information to Sub-Contractors

Supporting Documents:

L153 – CDM 2015 Guidance
BMS02-09 Selection and Appointment of External Entities
BMS02-11 Management and Control of External Entities.

As Principal Contractor, JN Bentley Ltd will inform all other contractors of any QES risks / aspects arising from the location of the work and the construction processes via formal / informal meetings / documentation prior to the start of the contract and throughout the contract period. This shall be in accordance with BMS 02-11, Management and Control of External Entities.

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4.10 Communication, Consultation and Participation

Supporting Documents:

BMS01-08 Communication, Consultation and Participation

As a company we are committed to effective worker consultation on QES issues in accordance with procedure BMS 01-08 Communication, Consultation and Participation. Consultation methods proposed for this project are shown in the schedule below:

Type:	Method:	Frequency:	Requirement:
Visitor Induction – for all non-working/supervised personnel.	Site Manager* to individual	On arrival at Site	Mandatory
Standard Site Induction checklist (including site walk-over)	Site Manager* to Site Team	On arrival at Site	Mandatory
Enhanced Induction	Site Manager* to Site Team	On arrival at site	Optional
Daily Briefing / Start Safe	Site Manager* to Site Team	Daily prior to commencement of work or after work has been stopped.	Mandatory
RA/MS Briefing	Site Manager* to Site Team	Prior to start of task	Mandatory
Talk Safe Discussions	Trained person to Site Team	In line with individual Personal Safety Commitments.	Mandatory
QES Alerts (internal or external)	Site Manager* to Site Team	Within 24hrs of issue	Where relevant
QES Briefing	Contract Manager* to Site Team	Within 5 working days of issue	Where relevant
QES Monthly	Site Manager* to Site Team	Within 24hrs of issue	Distributed to home address
Toolbox Talks	Site Manager* to Site Team	As required to support task	Where relevant
Leadership / Talkabout Sessions	Director/General Manager to Site Team.	Annual rolling programme	As arranged by QES Department
QES Notice Boards	Site Manager* to Site Team	On arrival at Site	Mandatory

*Duties may be delegated to a competent person. (e.g. Foreman or Engineer)

4.11 Arrangements for Monitoring

Supporting Documents:

BMS 01-06 Aspects and Impacts
 BMS 01-09 Internal Management System Audits
 BMS 02-06 Management and Control of Design
 BMS 02-12 Management of Plant, Vehicles and Equipment
 BMS 02-13 Management of Temporary Works
 BMS 02-14 Inspection and Testing
 BMS 02-15 Control of Inspection and Test Equipment
 BMS 03-04 Emergency Preparedness and Response
 BMS 03-05 Monitoring, Measurement, Analysis and Improvement.

As Principal Contractor we take responsibility for proactively monitoring site activities and maintaining this Contract Management Plan.

We will review this Contract Management Plan as a minimum, on a monthly basis or following significant change to the design and / or the construction method / sequencing, to ensure set standards are achieved.

We actively monitor the selection and performance of External Entities and Suppliers via documented management system procedures.

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The following QES monitoring arrangements will be deployed on the project:

	Monitoring Arrangement	Frequency	Responsible Person:
1.	QES Support Visits	<42 days	Site Manager*
2.	Environmental Support Visits	<-90 days	
3.	Site Diary	Daily	Site Manager*
4.	Temporary Works (Management) Review	Monthly / Following Change	Contracts Manager
5.	Temporary Works Audit	TBC	Contracts Manager, Engineering Manager or TWD
6.	Statutory Inspection(s) (eg <i>Scaffold / Excavations etc</i>)	Pre-use / Weekly	Foreman / Lead Hand
7.	QES Inspection (Initial) / Support visits	Within 14 days of start	Regional QES Advisor
8.	QES Inspection / Support Visits	42 Days (+ spot visits)	QES Advisor / Contracts Manager
9.	PUWER Inspection	Pre-use / Weekly	Site Manager*
10.	LOLER Inspection	Pre-use / Weekly	Site Manager*

*Duties may be delegated to competent person. (eg Foreman / Engineer)

4.12 Arrangements for Out-of-Hours Access to Site

The following working hours shall apply for site-based activities:

Day:	Agreed Work Hours:
Monday – Thursday	07:00 – 17:00
Friday	07:00 – 16:00
Saturday	Not Permitted
Sunday	Not Permitted
Bank Holidays	Not Permitted

Where out of hours access is required by the client or their contractor a risk assessment shall be carried out and reviewed on a weekly basis by the Site Manager. This shall include procedures for the deployment of call out teams.

Should the Client and their contractors require access within the demarcated CDM area outside of normal working hours (eg *to respond to an emergency*) the Site Manager shall be contacted by telephone.

4.13 Access to Sites

The Site Manager shall,

- attain Authorised Contractor Keyholder status for his/herself and any other colleague on the project who needs site access
- keep a list of the companies and their employees who are working on site
- manage and supervise contractors, External Entities, colleagues and visitors
- ensure that all people working in the defined area of work or visiting site have received a site induction and are familiar with Health and Safety procedures.

Where there is no Site Manager, the Site Supervisor shall

- obtain prior authorisation for the visit from the Clients Field/Operations Team
- provide a RA/MS for works intended to be undertaken
- receive a Handover Certificate or be accompanied by Client personnel

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- receive a site induction from Client site personnel.

4.14 Reporting and Investigation of SHE Events

Supporting Documents:

Operational Safety Standard 003;
BMS 03-01 Occupational Health and Safety and Environmental Incident Reporting and Investigation;

Any SHE Events or Positive Interventions, *including Talk Safes, Made Safes, Talk Greens and Made Greens* (including actual or potential damage to persons, property or the environment) will be reported to the Site Manager (or authorised deputy) who shall complete an SHE event or positive intervention form. The requirement for further detailed investigation will be determined in accordance with BMS 03-01 and OSS 003.

4.15 Temporary Site Accommodation and Welfare Provisions

Supporting Documents:

L153 – CDM 2015 Guidance

JN Bentley facilities listed below on site for use by all workers.

Facilities description <i>(List individual cabins/stores/office blocks etc)</i>	Delivery date	Services connection date
24ft all in one eco unit	12/01/2026	n/a
10ft stores	12/01/2026	n/a
Towable drying room	12/01/2026	n/a

Compound layout drawing reference:

Area:	Nature of demarcation:
Client's site boundary	Solid hoarding at the end of each path with National Trust signage
Extent of JN Bentley Ltd site	2m Heras fencing (double clipped) to all sides
Boundary of site compound	2m Heras fencing (double clipped) to all sides
Access Controls (eg gates)	Gates to remain closed or marshalled when not in use.
Other (specify)	

Additional *control* measures for deliveries:

Hazard:

Control:

Work at Height: <i>(eg Flatbed)</i>	Edge protection
Lifting Operations:	Lift plan in place, trained and competent operatives to be the only ones involved with lifting.
Other: <i>(State)</i>	

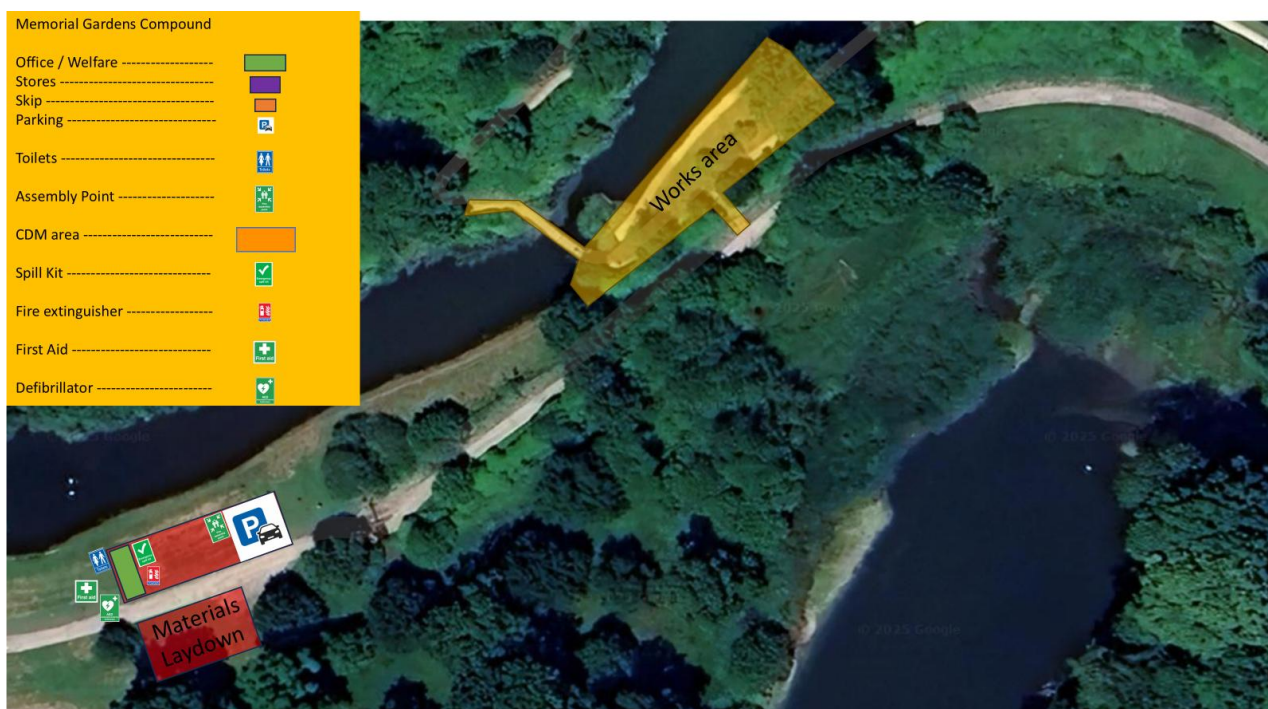
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Sub-contractor/Client provided facilities are listed below: *(Where applicable)*

Organisation name	Facilities description	Delivery date	Services connection date

4.16 Site Demarcation



Supporting Documents:

L153 – CDM 2015 Guidance;
BMS 01-07 Legal and Other Requirements.

JN Bentley Ltd will ensure that access to the site is effectively controlled and that boundaries of the site will be physically defined and visually signed to prevent accidental trespass:

Area:	Nature of demarcation:
Client's site boundary	Solid hoarding at the end of each path with National Trust signage
Extent of JN Bentley Ltd site	2m Heras fencing (double clipped) to all sides
Boundary of site compound	2m Heras fencing (double clipped) to all sides
Access Controls (eg gates)	Gates to remain closed or marshalled when not in use.
Other (specify)	Solid hoarding at the end of each path with National Trust signage

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4.17 Site Induction and General Training

Supporting Documents:

BMS 01-05 Competence, Training and Awareness;
 BMS 01-10 Company inductions;
 BMS 02-04 Risk Identification, Assessment and Control.

All site personnel (including directly employed, self-employed and external entities), will receive on site induction training. A three-part induction form is used, covering:

	Description	Inductees
Part A	General company information	External Entities, Hired Plant Drivers/Other
Part B	Site awareness and plant authority	JN Bentley Employees, Sub-contractors, Hired Plant Drivers/Other
Part C	Competence & medical information	JN Bentley Employees, Sub-contractors, Hired Plant Drivers/Other

All induction records will be retained on Site and archived upon scheme completion.

Record:	Checklist:	File location:
Site QES Induction checklist	N/A	Site Health & Safety File (*to be displayed on QES notice board) (**be utilised where large numbers of External Entities are being employed and work takes place in multi-occupancy buildings or multi-floored projects, these will be completed by the External Entity as they arrive and leave site.)
Induction Register	N/A	
Details of Medical Limitations	Part C	
Competency details (cards etc)	Part C	
Next of kin details	Part C	
Site Awareness Form*	N/A	
Site Visitors Induction checklist	N/A	
Daily Attendance Register**	N/A	

4.18 Visitors

Supporting Documents:

L153 – CDM 2015 Guidance;
 BMS 01-10 Company inductions.

A sign-in register will be clearly located in the Site Manager's office (or security cabin where applicable) and all visitors, including visiting JNB / MMB staff, Clients, Client's Representative and other Contractors' staff must sign in and out notifying a member of the site team of their presence. This record shall be dated and timed.

Visitors who will be accompanied on site at all times will not be required to attend a full site induction, however they will be required to undertake a visitor's induction highlighting current works, exclusion zones, PPE requirements and escort arrangements. Visitors who will not be accompanied on site require a full Site Induction undertaken at a pre-arranged time.

4.19 First Aid Arrangements

Supporting Documents:

BMS 03-04 Emergency Preparedness and Response.

See Appendix C for First Aid Table.

First Aid arrangements notices will be displayed in each cabin and work area location (if located at a distance from the compound)

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The local A&E unit for this project is shown below: (Note: **a hospital route map must be located on the QES Notice Board.**) Consider distance vs time – the closest hospital may not be the quickest to reach, particularly if it is in a city centre. It may therefore be prudent to list more than one option.

Hospital(s)	Address	Telephone number
Westminster Memorial Hospital	Off Magdalene Lane Abbe Walk Shaftesbury SP7 8BD	01747 851 535

4.20 Authority to receive Goods & Plant

Supporting Documents:

BMS 02-10 Buying.

See Appendix I for Authority to receive Goods and Plant sheet.

4.21 Fire and Emergency Procedures

Supporting Documents:

BMS 03-04 Emergency Preparedness and Response;
BMS 02-04 Risk Identification, Assessment and Control;
OSS 116 Fire Safety;
OSS 113 Managing and Using Hazardous Substances.

Fire Action notices will be displayed in the welfare facilities, the office and where required on the work site to provide information on the method for raising the alarm, escape routes and the location of the assembly point.

All units will be provided with the appropriate tested fire extinguishers which will be signed and located adjacent to access / egress points.

The Fire Safety Risk Assessment (FSRA) detailing specific Fire Risks and control measures on this site will be displayed in the Site Welfare cabin. This assessment will be reviewed on a monthly basis. The FSRA shall be visible to visitors and workers on site.

4.22 Site Security

(Detail existing site security arrangements eg Anti-climb perimeter fencing, closed circuit television, on site security personnel etc as well as contract specific security measures e.g. monitored CCTV, security guards etc)

In addition, all JNB / MMB & subcontract personnel working on the project will maintain reasonable levels of security for the duration of the project ie ensuring perimeter gates are closed and challenging/reporting unauthorised access.

4.23 Site, Client & Golden Rules

Supporting Documents:

JN Bentley Ltd Golden Rules / Green Rules / Covid Golden Rules;
JN Bentley Ltd Site Rules;

Rules in force on this Site are:

JN Bentley Rules	Display Location	Required (Y/N)
Site Rules	Office and Welfare	Y

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JN Bentley Rules	Display Location	Required (Y/N)
Golden Rules / Green Rules	Office and Welfare	Y
Additional Rules (Client/Other):	Display Location	Required (Y/N)
Client QES Policy	Office and Welfare	
(Detail)	Office and Welfare	
(Detail)	Office and Welfare	

These rules shall be reinforced during Induction to site.

4.24 Project Filing System

Supporting Documents:

BMS 02-06 Management and Control of Design;
BMS 02-07 Correspondence and Document Control.

The site / office filing system shown in **Appendix D** shall be implemented and maintained throughout the duration of works. Control of records and documents shall be subject to periodic review by the QES Department during QES Support Visits.

4.25 Client Feedback

Supporting Documents:

BMS 02-02 Client Feedback.

Client feedback is to be recorded in accordance with the Framework Management Plan or as agreed with the Client at the beginning of the contract and documented here.

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5 Control, Coordination and Conformity

5.1 Project Meetings & Co-ordination Timetable

Supporting Documents:

L153 – CDM 2015 Guidance

Throughout the construction phase, JN Bentley Ltd / Mott MacDonald Bentley Ltd will actively report progress to the Client and/or Principal Designer on a 4-weekly basis. A Progress Report will be issued prior to the scheduled progress meetings, which will include, but not be limited to:

- updates on all normal running phase reporting activities (i.e. Construction Programme status);
- information request logs;
- change order registers / trackers; and
- monthly QES event / positive intervention statistics.

These meetings shall be recorded in the Schedule below as mandatory. Also mandatory are Internal Progress Meetings, Design Co-ordination Meetings (Design & Construct only) held on at least a monthly basis and also Daily Operative Briefings. Minutes (where required) shall be located in relevant section(s) of the Site Files.

Meeting / Coordination	Purpose	Formal Agenda (Y/N)	Frequency / Timing	Attendees	Minutes (Y/N)
*Internal Progress	To monitor and track progress against baseline programme and to review cost forecast	Y	Monthly	Contracts Manager Quantity Surveyor Site Team	N
*Progress with Client	To report on progress against baseline programme, to highlight any concerns and review changes	Y	Monthly	Contracts Manager Site Manager	Y
Internal Planning / Look Ahead	To produce a two week look-ahead programme for use in short term planning	N	Weekly	Site Team	N
**Design Co-ordination	To review progress with design deliverables and co-ordinate design information between all relevant parties	Y	Monthly	Client / Client PM Design Manager or Co-ordinator Contracts Manager Site Manager Identified Representatives from key design parties	Y
Daily Briefing	To communicate daily activities to all work gangs, highlight any potential problems and update the wider team on current performance	N	Daily	Site Manager Foreman / Lead hand Operatives	N
QES Review - (inc update CMP)	To review the content of the CMP and update as appropriate	N	Two-Weekly	Site Manager QES Advisor	N
Sub-contractor Pre-start	To ensure common understanding in advance of works commencing on site (List as required)	Y	As required	Site Manager Sub-contractor Supervisor	Y

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Meeting / Coordination	Purpose	Formal Agenda (Y/N)	Frequency / Timing	Attendees	Minutes (Y/N)
External Entity Performance / Safety Review	To measure progress and performance in all areas. Co-ordinate works between sub-contractors	Y	As required	Site Manager Foreman Sub-contractor Representatives	Y
Cost Monitoring / Valuation / Change Control	To review applications for payment and to identify changes to the scope of works	Y	Monthly	Site Manager Quantity Surveyor Contract Manager Clients Rep.	Y
Other?					

5.2 Document Registers

Supporting Documents:

BMS 02-07 Document Control

A register of all Design Documents and Drawings will be maintained using JNB form BMS 02-07.1. The register will be stored in the following location:

Location of Document Register(s):

(BMS 02-07.1)

5.3 Design Management

Supporting Documents:

BMS 02-06 Management and Control of Design
BMS 02-13 Management of Temporary Works

Permanent and Temporary Works design work has been, or will be, carried out as per the table below.

Design Scope	Responsible Organisation	Contact
Example: <i>Structures</i>		
Architectural / Planning	JBA Consulting	
Environmental Impact Assessment	JBA Consulting	
Earthworks	JBA Consulting	
Structures	n/a	
Mechanical & Electrical	n/a	
Temporary Works (Specify)	JNB with JBA approval	
Other: <i>Please State</i>		

Any alterations and / or amendments to permanent designs will be traceable through a formalised 'Change Order' system. (e.g. *Confirmed Verbal Instructions, Design Queries, Technical Queries etc*).

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Agreed process to be outlined here

Records of design changes will be stored as follows:

Type of Record:	Medium: (Paper / Electronic)	Storage Location:
Design Queries	Electronic	Sharepoint
Technical Queries	Electronic	Sharepoint

5.4 Inspection & Testing (B&CE Works)

Supporting Documents:

BMS 02-14 Inspection and Testing;
BMS 02-15 Control of Inspection and Test Equipment.

Inspection and/or testing of the following permanent works elements will be required on this Project. Where applicable they are incorporated in Appendix B (Inspection and Test Schedule).

5.5 Testing and Commissioning (MEICA Works)

Supporting Documents:

BMS 02-14 Inspection and Testing
BMS 02-15 Control of Inspection and Test Equipment.

Details of any Factory Acceptance Tests are to be recorded Appendix B (Inspection and Test Schedule).

Where required, the Site Manager will liaise with a representative from the External Entity organisation / M&E Engineer and/or Commissioning Engineer to ensure that a Testing and Commissioning Plan and/or Method Statement is prepared for approval sufficiently in advance of the programmed commissioning date.

All instruments used for inspection, measurement and test purposes will be within calibration with current valid certificates of test. All valves, piping, electrical equipment and cabling will be labelled in accordance with the agreed Specification. It is the responsibility of the External Entity to demonstrate that Inspection and Test Equipment is suitable, calibrated and operated by competent personnel.

5.6 Internal QES Audits and Inspections / Support visits

Supporting Documents:

BMS 01-09 Internal Management System Audits;
BMS 04-04 Internal Audits and Inspections.

Internal QES Audits and Support Visits are undertaken in accordance with Policy Procedure BMS 01-09 (BMS Internal Management System Audits) and Administration Procedure BMS 04-04 (Internal Audits and Inspections).

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A summary of findings from all these visits is presented to the QES Director (JNB) and Framework Manager / Director (MMB) at the Annual Management Review. Where deficiencies in management systems are identified remedial action will be agreed, prioritised and implemented.

5.7 QES Weekly Inspections

Supporting Documents:

BMS 03-05 Monitoring, Measurement, Analysis and Improvement.
--

Weekly QES inspections shall be undertaken by the Site Manager (or delegate) and be recorded electronically using the appropriate company forms. Where non-compliance, unsafe conditions or defects are identified, measures shall be undertaken to ensure they are rectified as soon as practicable. Effective completion of the QES Weekly Inspection shall be monitored for content and closeout by the QES Department during Site QES Inspections /Support Visits.

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A. Project Inspection and Test Schedule (including commissioning works):

ITP Workbook to be handed over by Project Leader at QES3a prior to commencement of construction works & reviewed *at least* monthly or following changes to design and build processes

To be completed prior to commencement of construction works & reviewed *at least* monthly or following changes to design and build processes

Inspection & Test Plan	I&T Plan No:		Revision	
	Date of Issue:		Date of Next Review:	
	Prepared By:		Checked By:	

Client:	National Trust	Project Name:	Stourhead Garden Lake	Project Number:	UC25J11
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I&T No.	Description of Inspection / Test	Frequency	Specification / Technical Standard	Acceptance Criteria	Reporting Format	*Inspected by: (Include Company and Name)			General Comments
						S/C	JNB / MMB	Other (State)	
Example 1.	Authorisation to pour Concrete	Before each pour	EN206-1	Access Provision Dimensions Checked Slump Test	Concrete Inspection Record	-	Engineer	-	
1.									
2.									
3.									
4.									
5.									
6.									
7.									

* **H**=Hold Point, **W**= Witness Point, **R**=Review

Continue on separate page if required

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B. Client Specific Rules or Procedures:

AWAITING RULES FROM CLIENT.

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C. Fire Safety Risk Assessments and First Aid Arrangements:

Fire Risk Assessment Template on 'Document Library' shall be maintained in this appendix and reviewed *at least* monthly.

First Aid Arrangements:	Number of appointed personnel (JNB / MMB)	Number of appointed personnel (Subcontractor)	Name(s): Jamie Craven
3-day trained First Aider(s)	1		Jamie Craven
Personnel:	JNB / MMB:	Subcontractor / 3rd Party:	
'Average' no of personnel on site	5		
Equipment:	Location:	Number Required:	
Example: Stretcher	N/A	None	
Standard First Aid Box	Within Site Compound	1	
Eye Wash Station	Within Site Compound	1	
Eye Wash Buds	Within Site Compound	1	
Burns Kit	Within Site Compound	1	
Needle Stick Kit	Within Site Compound	1	
Stretcher	n/a		
Evac-chair®	n/a		
Defibrillator	Within Site Compound	1	
Other: <i>Please state</i>			

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D. Project Filing Index:

The following File Indexes shall be used on this project (Delete as applicable)

Paper Records:

File Name:	Required? (Y or N)	Owner:	Location of File:
Example: Site Environmental File (BMS 02-07.7)	Yes	Site Manager	Sharepoint
Site Health & Safety File (BMS 02-07.6)	Yes	Site Manager	Site Office
Site Environmental File (BMS 02-07.7)	Yes	Site Manager	Sharepoint
Site Engineering File (BMS 02-07.8)	Yes	Site Manager	Sharepoint
Other (Project Specific)			

Electronic Records:

Document Name:	Required? (Y or N)	Owner:	Location of File:
Example: Waste Requisition	Yes	Site Manager	CMS Requisitions. Transfer note in Environmental File
Statutory Inspections: (Scaffold / Excavation)	Yes	Site Manager	Xpedeon (JNB internal system) Register
Meeting Records: (Progress / Monthly)	Yes	Site Manager	JNB SharePoint
Talk Safe Made Safe / Incident Reports: (QEH&S)	Yes	Site Manager	Xpedeon Register
Weekly Inspection: (QES)	Yes	Site Manager	Xpedeon Register
Site Diary: (inc Complaints etc)	Yes	Site Manager	Xpedeon Register
CoSHH Assessment: (CMS / Sypol)	Yes	Site Manager	JNB SharePoint
Time Sheets: (Individual & Operative)	Yes	Site Manager	Xpedeon Register
Plant & Materials Orders:	Yes	Site Manager	Xpedeon Register
Requisitions: (Products & Waste)	Yes	Site Manager	JNB SharePoint and site file
Other: (State)			

QES / Project Files shall be maintained on site by the Site Manager.

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E. Pollution Incident Response Plan:

Project Name:	Stourhead Garden Lake
Date of issue:	18/12/2026
Prepared by:	J.Craven
Approved by:	
Incident drill frequency:	Within first 2 weeks of project start and then 1x every 3 months
Service	Contact Details
Emergency Services (Fire/Police/Ambulance)	112 / 999
Environmental Regulator Incident Hotline	0800 807060
Environmental Regulator Local Contact	Wiltshire Council Public Protection Services – 0300 456 0107
Local Authority Emergency Planning Department	Wiltshire Council – 0300 456 0111
Flood line	0845 988 1188
Local Water Company/Authority	Wessex Water – 0345 600 4600
Electricity Company applicable to services onsite	SSE – 105
Gas Company applicable to services onsite	Wales and West Utilities – 0800 111 999
Waste Management Contractor	Advanced Waste Solutions – 01202 870 833
Specialist Advice	
Specialist Clean Up Contractor (Adler and Allan)	0800 592827
Personnel authorised/trained to activate and co-ordinate the plan	J.Craven – Site Manager

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan

Chemical, Product and Waste Inventory						
Trade Name Substance	Solid/liquid/ gas or powder	UN Number	Maximum amount	Location marked on site plan	Type of containment	Health and environmental properties
Diesel	Liquid	1202	1000ltr	Site Compound	Double bunded bowser	Refer to CoSHH
Petrol	Liquid	1203	20 ltr	Site Compound	CoSHH store	Refer to CoSHH
BIGUMA lock	Liquid	3257	25kg	Site Compound	CoSHH store	Refer to CoSHH

Contract Management Plan

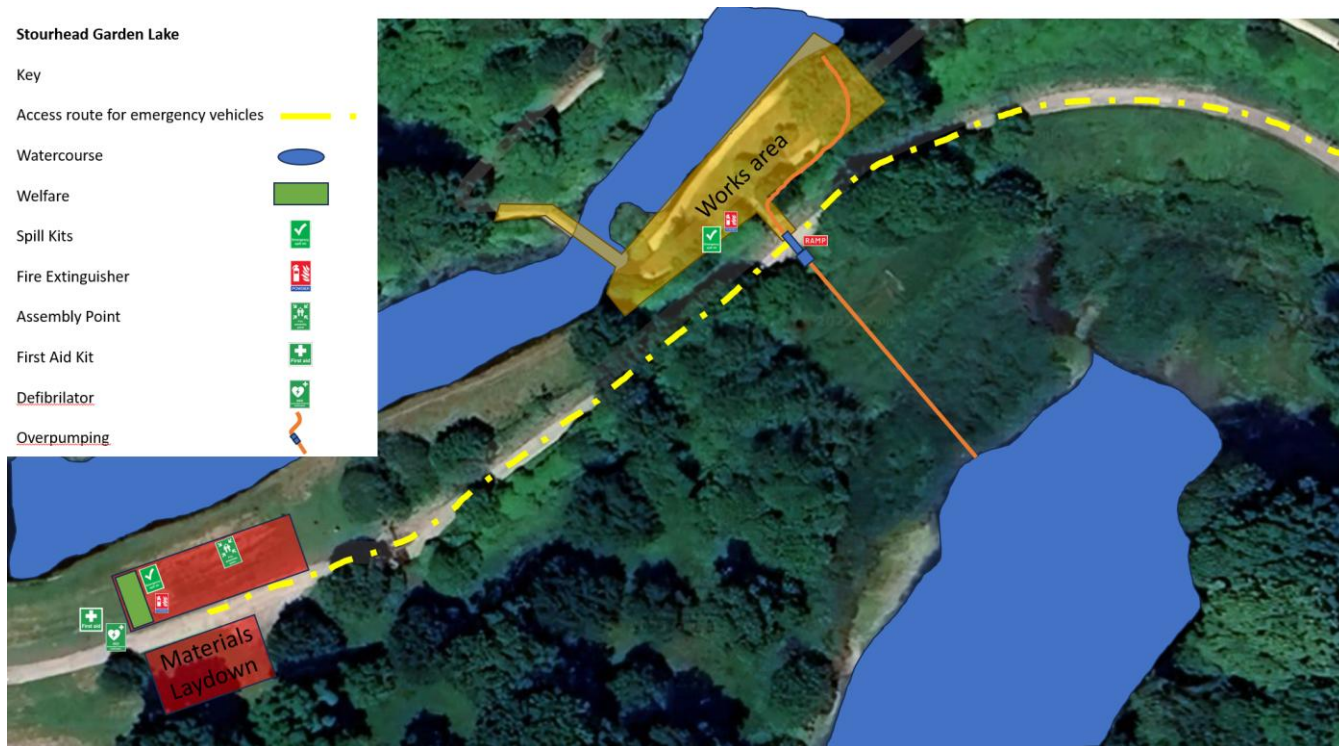
Incorporating the Construction Phase Health and Safety Plan

Pollution Prevention/spill response Equipment Inventory (on and off-site resources)				
Type	Location	Amount	Person responsible for checking stock condition	Monitoring frequency
Spill Kit	Works area	1	Lead Hand	Weekly
Spill kit	Wheelie bin in site compound	1	Lead Hand	Weekly
Plant nappies	Under plant / equipment	4	Lead Hand	Daily
Booms	Site stores	1	Lead Hand	Weekly
Fire Extinguishers	Site Compound and works area	3	Site Agent	Weekly
Fire Blankets	Site Compound	1	Site Agent	Weekly
CoSHH store	Site Compound	1	Lead Hand	Weekly
Pumps	Site Compound	1	Lead Hand	Weekly
Road sweeper on call	Suppliers yard	1	Company Supplying	When required
Other (state)				

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan

Site and Drainage Plan



Plan (annotated) to show access and site drainage arrangements, including;

- the layout of buildings;
- access routes and meeting points for emergency services;
- the location of process areas and any on-site treatment facilities for trade effluent or domestic sewage;
- areas or facilities you use to store raw materials, products and wastes (include details of tank sizes and products stored); bunded areas, with details of products stored and estimated retention capacity;
- location of hydrants, 'fireboxes' and pollution prevention equipment and materials;
- any watercourse, spring, borehole or well located within or near the site;
- areas of porous or unmade ground;
- site drainage – foul and trade effluent (coloured red), surface (coloured blue) indicating flow, including features such as:
 - inspection points to detect pollution;
 - oil separators/interceptors;
 - firewater/spillage containment systems;
 - balancing tanks;
 - pollution control devices (shut-off valves/penstocks fitted in drains);
 - other areas suitable for portable storage tanks, for blocking drains and temporary storage of firewater.
- Fire extinguishers located in cabins
- Rows of silt fencing located to the southern end of site

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan

F. Site Waste Management Plan (Basic)

		Quantity (Specify volume, weight or quantity (eg m³ kg, t, no of skips))																Waste Transfer Note completed? (Yes / No)		
Types of waste arising (add more rows if needed)	European Waste Catalogue (EWC) Code	Reused:				Recycled:						Disposed of:				Relate to boxes above (i.e. insert A, B etc)				
		on site		off Site		on site		off site		sent to facility		Land-fill		Other						
		T	A	T	A	T	A	T	A	T	A	T	A	T	A	Waste Site	Waste carrier			
Inert Waste (eg Bricks, Glass, Soils & Stones – uncontaminated and not containing peat etc).																				
Soils and stone	17 05 04													20						
Non Hazardous Waste (eg Wood, Metal, Municipal etc).																				
Mixed Construction Waste	17 09 04									2t										
Hazardous Waste (eg Contaminated Soils, Asbestos, Batteries etc).																				
Oily rags	15 02 02													0.02						
Spray Paint	16 05 04													0.02						
Totals (m³, kg, t)																				
Performance Scores as %																				
SWMP Target %																				

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan



Site Waste Management Plan WRAP

[Link to SWMP on Sharepoint](#)

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan

G. Environmental Noise Sources:

The following Environmental Noise and Nuisance sources have been identified and are to be monitored. Limits are generally specified in planning consents.

Noise Source	Prescribed Limit (eg planning)	Assessment Required? (Y/N)	Recorded Level	Responsible Person
Movax		N	85dBA	Site Manager
Excavator		Y	101dBA	Site Manager

Records of checks will be recorded and maintained in the Site Environmental File.

Any breaches of consented levels will be recorded in an Environmental Incident Report and fully investigated in accordance with BMS 03-02.

Any breaches will be promptly reported to the Client and Regulator. This shall be done following advice from the QES Department.

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan

H. Contract Organisation

Responsibility:	Name:	Location:	Contact details:
Project Team – Office:			
Operations Director	Angus Ridge	Leeds	Angus.ridge@jbentley.co.uk
Operations Manager	Marcus Foster	Leeds	Marcus.foster@jbentley.co.uk
Contracts Manager	Robert Culledge	Leeds	Robert.culledge@jbentley.co.uk
Design Manager/Project Leader			
Quantity Surveyor	Emma Stockdale	Peterborough	Emma.stockdale@jbentley.co.uk
Temporary Works Coordinator (TWC)	Jamie Craven	Site	Jamie.craven@jbentley.co.uk
Project Team – Site:			
Site Manager	Jamie Craven	Site	Jamie.craven@jbentley.co.uk
Site Engineer	Nathan Cooke	Site	Nathan.cooke@jbentley.co.uk
M & E Engineer	n/a		
Commissioning Engineer	n/a		
Other...			
Technical Support:			
QES Advisor (H&S)	Derrick Kent	Leeds	Derrick.kent@jbentley.co.uk
QES Advisor (Q&E)	Francoise Knights	Leeds	Francoise.knights@jbentley.co.uk
Buyer	Robert Peden	Skipton	Robert.peden@jbentley.co.uk
Ecologist	Hannah Webster	-	Hannah.webster@jbaconsulting.co.uk
Archaeologist	n/a		
Regional CSR / Community Liaison	n/a		

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan

Key Responsibilities:

Key Duties:	Site Manager	Engineer	Foreman	Lead Hand
Example: Site Inductions	R	N/A	D	N/A
Site Inductions	R	D		D
Morning Briefings	R	D		D
Tool Box Talks	R	D		D
General Workmanship	R	D		D
Materials Quality	R	D		D
Inspection & Test Plans	R	D		
Environmental Monitoring	R	D		D
R= Responsible Person, D = Delegated Person (eg Absence)				

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan

I. Authority to Receive Goods and Plant:

The following personnel are authorised to receive goods, plant or services on site:

Delivery Type:	Contracts Manager	Site Manager	Engineer	Foreman	Lead Hand	General Operative	Subcontractor	Visitor (JNB / MMB)
Example: Concrete Delivery	N	Y	Y	Y	N	N	N	N
Mail (Requiring Signature)	N	Y	Y	n/a	Y	N	n/a	N
Plant Deliveries	N	Y	Y	n/a	Y	N	n/a	N
Plant Uplifts	N	Y	Y	n/a	Y	N	n/a	N
Materials Deliveries	N	Y	Y	n/a	Y	N	n/a	N
Returned Goods	N	Y	Y	n/a	Y	N	n/a	N
Concrete Deliveries	N	Y	Y	n/a	Y	N	n/a	N
Waste Uplifts	N	Y	Y	n/a	Y	N	n/a	N
Other (State)								
State: Yes (Y) or No (N)								
Usual checks will still apply, specifically: 1 Checking and signing for all materials upon delivery against the delivery ticket for quality, quantity and damage; 2 Signing Plant On-hire & Off-hire Sheets (inc temporary works items & surveying equipment); 3 Checking & signing for any other items.								
Document any 'Special Checks' Required when approving deliveries / uplifts:								
Example: Concrete Delivery	Ensure the delivery ticket meets required specification (eg fibre reinforced / foaming air entrained / Correct Grade / Correct Volume etc)							
Mail (Requiring Signature)								
Plant Deliveries	Ensure correct plan, carry out visual for existing damage, check fuel and oil levels.							
Plant Uplifts	Carry out visual for damages, check fuel and oil levels, ensure cleanliness.							
Materials Deliveries	Carry out visual for damages, ensure correct material being delivered.							
Returned Goods								
Concrete Deliveries	Ensure delivery note includes concrete specification, mix design, size, quantity, slump.							
Waste Uplifts	Ensure collection note includes WTN number and SIC code, correct disposal location to season ticket.							
Other (State)								

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan



J. Project Staff Selection Matrix

The 'Project Staff Selection Matrix' is used to document the specific competencies demanded by each project such that, by reference to the 'Framework Staff Competence Matrix', it can be assured that the combination of staff assigned to the project provide sufficient cover for competencies demanded by the project.

The version of the Project Staff Selection Matrix agreed at QES3a is included in this Appendix. Review of the matrix must be covered by the mandatory monthly (minimum) review of the CMP. The implications of changes of personnel post start on site will be understood and managed by updating and reviewing the matrix in response to such changes.

Contract Management Plan

Incorporating the Construction Phase Health and Safety Plan

K. National Trust Emergency Dam Plans

Both documents – Turners Paddock onsite plan and Stourhead Garden Lake onsite plan are saved on sharepoint and a physical copy is available in the Site Office