

Construction Management Plan



Project: George & Dragon – Demolition and New Build
Greggs Drive-Thru

Client: Greene King Commercial Investments Limited

Principal Contractor: PCA Build (N.I.) Ltd

Document Control Sheet

Project	George & Dragon – Demolition and New Build Greggs Drive-Thru		
Approved by	Johann Barnard, Project Manager		
Issue No: 1 Signed	<i>J. Barnard</i>	Dated	24 th June 2024
Issue No: 2 Signed		Dated	
Issue No: 3 Signed		Dated	

Amendment Record

Issue Number	Section Number	Reason for Change	Date of Amendment
1.	All Sections	New Document.	24 th June 2024
2.			
3.			
4.			
5.			

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1.0 Introduction

This Construction Management Plan has been developed from the information available from the Principal Designer, the Client, Designers, Planning, site plans and drawings, and other available reports

The purpose of this Construction Management Plan, 'the Plan', at this stage, is to outline our approach to managing the execution of the proposals to create the new development.

The Plan has been formulated out of best practice for execution of the nature of the proposed development.

This document includes comment on the envisaged construction operations comprising site establishment, logistics and the process of managing the overall local environment. It seeks to ensure that the works cause the minimum practicable disruption to residents and local businesses.

The Plan forms part of the planning application proposals and envisage guiding their execution. Throughout the Project, we will regularly review the Plan and maintain a communicative relationship with the council advising them of such changes and/or improvements to the plan as may occur.

The Plan's proposals shall enable third parties to understand the nature of the works and the various construction activities associated with the development.

To the extent that this project execution requires third party regulatory approvals, this Plan will be reviewed to bring it into line with such requirements of the same. Formal approvals and activity methodology approaches will be addressed in detailed submissions to the design team and the Client.

Liaison with interested parties will continue throughout project execution and as information is updated.

The Plan provides an overview of the key project activities. Generic statements will be amplified at the appropriate stage of the project execution, together with, relevant procedures and detailed method statements. This Plan will be used as the template for developing the Construction Phase Plan.

In selecting the appropriate sub-constructors, we shall assess their project track record and management procedures to ensure capability to deliver a project safely and with minimum practicable disruption and inconvenience to local residents. Throughout the works sub-constructors will be required to provide relevant method statements and risk assessments for the works.

Benchmarking against relevant Key Performance Indicators will be used to monitor the constructor's performance against the qualities in this plan.

1.1 Project Notification, F10

A project is notifiable when:

The Project is scheduled to last longer than 30 working days, and it will have more than 20 workers working at the same time at any point in the building project.

Or, if the construction work has more than 500 person days.

Considering the number of workers and number of workers on site, the Project is notifiable to the HSE on Form F10.

2.0 Description of Project

2.1 Project Name:
Redevelopment of George & Dragon – Demolition and New Build Greggs Drive-Thru
2.2 Project Address:
162 Bath Road Reading Berkshire RG30 2HA
2.3 Site Description:
The site is located on Bath Road (A4) leading into the centre of Reading on the approach to a set of traffic lights. Residential housing surrounds, there is a Lidl and Aldi to the west and a school to the north.
2.4 Description of Works and Timescales:
The works involve the demolition of the existing George & Dragon public house and the construction of a new Greggs Drive-thru shell and associated external works. In summary: • Stripping out and demolition of the existing public house structure • New substation and enclosure • Strip foundations and ground bearing slab (with recess in slab for freezer room) to the structural engineer's details • Erection of new single storey masonry drive thru unit with canopies and trussed pitched roof over with slate covering and associated rainwater goods, steelwork to structural engineer's specifications • External doors and windows including shop front system and drive-thru window • Louvred enclosures to plant and cage store slabs • Associated drainage and services works • Interceptor and geo-cellular crate soakaway • External works, including creation of drive-thru road and car park, height barrier, cycle shelter, new fencing, low level brick wall to front boundary, new paths and paving, external lighting and soft landscaping • Signage works
Construction Start Date: 5th August 2024 Practical Completion Date: 3rd February 2024 Overall Project Duration: 24 weeks build programme plus 2 weeks for Xmas & New Year Break
Working Hours: 08:00 to 18:00 on Mondays to Fridays. 08.00 to 13:00 on Saturdays. Planning Condition 25: No construction, demolition or associated deliveries shall take place outside the hours of 0800hrs to 1800hrs Mondays to Fridays, and 0800hrs to 1300hrs on Saturdays, and not at any time on Sundays and Bank or Statutory Holidays without prior written approval from the Local Planning Authority.

2.5 Principal Contractor:

PCA Build (N.I.) Ltd

Unit 8
Elagh Business Park
Buncrana Road
Derry
BT48 8QH

T: 0330 223 4177

E: info@pcabuild.co.uk

W: www.pcabuild.co.uk

Key Contacts:

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Patrick Curran

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E: patrick@pcabuild.co.uk

Contracts & Project Manager:

Johann Barnard

PCA Build (NI) Ltd

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Commercial Manager:

Mike Blewett

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E: mike@pcabuild.co.uk

Site Manager:

Seosamh McLaughlin

M: 07552 716356

E: Sitemanager1@pcabuild.co.uk

 First Aider

Health and Safety Advisor:

Jonathan Williams **CMIOSH**

Direct Safety Solutions Ltd

M: 07506 230365

E: jonathan@directsafetysolutions.co.uk

2.6 Demolition Contractor:

J Mould Reading

Reading Quarry
Berrys Lane
Burghfield
Reading
RG30 3EY

T: 0118 957 5555

E: info@jmouldreading.co.uk

Contact:

Jay Mould

Director

M: 07795567212

E: jay@jmouldreading.co.uk

3.0 Management of the Work

The following sections outline the key elements for consideration and demonstrates our commitment to manage, control and where possible mitigate the impact of the project on neighbours, the local community, local businesses, and infrastructure.

Many of the matters identified will be developed in more detail and dealt with at the appropriate construction stage by detailed site-based method statements. Method statements will be prepared and agreed for all major site operations in advance of the relevant works commencing.

3.1 Management Team Function

PCA Build (N.I.) Ltd has selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed to achieve the Project goals.

The team function will:

- Integrate with the Client and other consultants to achieve the best solutions for the Project.
- Work as one with the Professional Team and the Client's Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.
- Develop a team philosophy with Contractors so that there is a mutual understanding as to what must be achieved to meet the Client's expectations.
- Employ our depth of management knowledge and previous experience of undertaking similar projects to achieve the best outcome for the Client.
- Bring the Project in on-time, and budget, to meet the Clients' needs.

3.2 Management Team Responsibilities

The works on site are to be managed and controlled by PCA Build (N.I.) Ltd by their appointed Site Manager who shall ensure the works are carried out in accordance with the contract documents, construction programme, drawings, specifications, regulatory standards, planning conditions, all relevant health and safety legislation and any other relevant documentation.

The Site Manager shall also be responsible for maintaining standards of quality and workmanship on site and receiving and issuing of all Client instructions in this regard. All subcontractors and directly employed labour will report to the Site Manager during the course of the works.

3.3 Project Health and Safety Goals

The Client, Design team and PCA Build (N.I.) Ltd will create an environment which promotes the health & safety working practices for the well-being of all. As Principal Contractor for this Project, PCA Build (N.I.) Ltd will strive and aspire to:

- Achieve zero fatalities, zero RIDDOR reportable accidents, zero incidents and improve safety performance year on year.
- Comply with all current Health and Safety Legislation and Approved Codes of Practice.
- Promote the involvement of workers and leadership.
- Send everyone home safely, and in good health, every day.
- Ensure compliance with the **Client's** safety requirements.
- Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimise the disruption to neighbours and existing site users, (both vehicular and pedestrian).
- Identify and address all risks arising from both our, and our contractor's activities.
- Manage and co-ordinate, through our Site Management Team, the use of safe procedures, tools, plant, equipment, and the appropriate use of Personal Protective Equipment (PPE).
- Work with the Client's direct contractors, if applicable, to maintain safety and site co-operation.
- Direct our Health & Safety Advisor to carry out safety inspections with a view to achieving an acceptable level of safety performance from each visit.

- Maintain adequate levels of welfare facilities for the work force, including contractors.
- Assess the impact of site activities on the environment and manage our activities to minimise their effect.
- Identify and provide health and safety training to promote awareness of safety of self and others where necessary.
- Carry out a weekly toolbox talk as a minimum.
- Only use operatives with the relevant qualifications, skills, and experience.

3.4 Dirt, Dust, Noise and Vibration

This Plan includes measures to practicably mitigate those ordinary consequences from such activities and as a matter of good practice:

3.4.1 Dirt

- We will ensure dirt leaving the site on vehicles is kept to a minimum by the implementation and maintenance of approved vehicle traffic routes for all vehicles on site and wheel washing (Jet Wash) of all vehicles at the site entrance/exit to mitigate mud and debris being deposited on the adjacent road.

3.4.2 Dust

- Dust may present itself as a hazard during demolition works.
- This will be controlled by means of dampening down using water supplies around the site.
- During structural demolition suppression will be via fire hoses with operatives to gain access above the structure by means of MEWP to enable water to be sprayed onto the workface
- Any 'dusty' activities during construction, we will use water as a dust suppressant e.g., cutting concrete.
- All loads delivered to or collected from the site will be covered, where appropriate, to minimise the spread of dust.
- Skips will be securely covered or be enclosed.

3.4.3 Noise

- We will take reasonable steps to minimise any noise disruption to adjacent occupiers.
- We will use the correct plant for specific tasks, ensuring plant is fully maintained.
- J Mould's plant fleet is constantly being updated, with all machines now fitted with Euro6 engines.
- They also have an extensive fleet of attachments for every demolition application.
- We will leave part of external elevation of particular buildings intact, to act as a visual and acoustic screen.
- We will use the 'quietest' method when both demolishing structures i.e. using grab or pulveriser rather than impact breakers.
- When removing ground floor slabs and foundations, structures will be lifted by bucket attachment whenever possible, in-lieu of using impact breakers.
- No reverse beepers (white noise only) for site vehicles, and fixed plant will be operated as far from receptors as possible.
- Plant will be turned off when not being used, during the demolition phase, material will not be dropped from height.
- All site operatives will be briefed on how to minimise noise, especially when working near the any neighbouring properties.
- Operatives working in noisy areas will be monitored to ensure they are wearing the necessary protective equipment and that they are not exceeding their permitted exposure periods.
- We will ensure all plant used on the site is effectively silenced.
- No externally audible radios or other audio equipment will be allowed on site.
- Operations shall be subject to noise assessment and control measures implemented. All contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements.

- Contractors will include within their proposed method statement, details on how they will mitigate noise emissions to permissible levels. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.
- Cognisance will be taken of local authority noise restrictions on permissible working hours.
- In order to minimise noise any work audible beyond the boundary of the site will only be carried out between the hours of 08:00 to 18:00 on Mondays to Fridays and 08.00 to 13:00 on Saturdays; there will be no noisy works carried out on Sundays or Bank Holidays.

3.4.4 Vibration

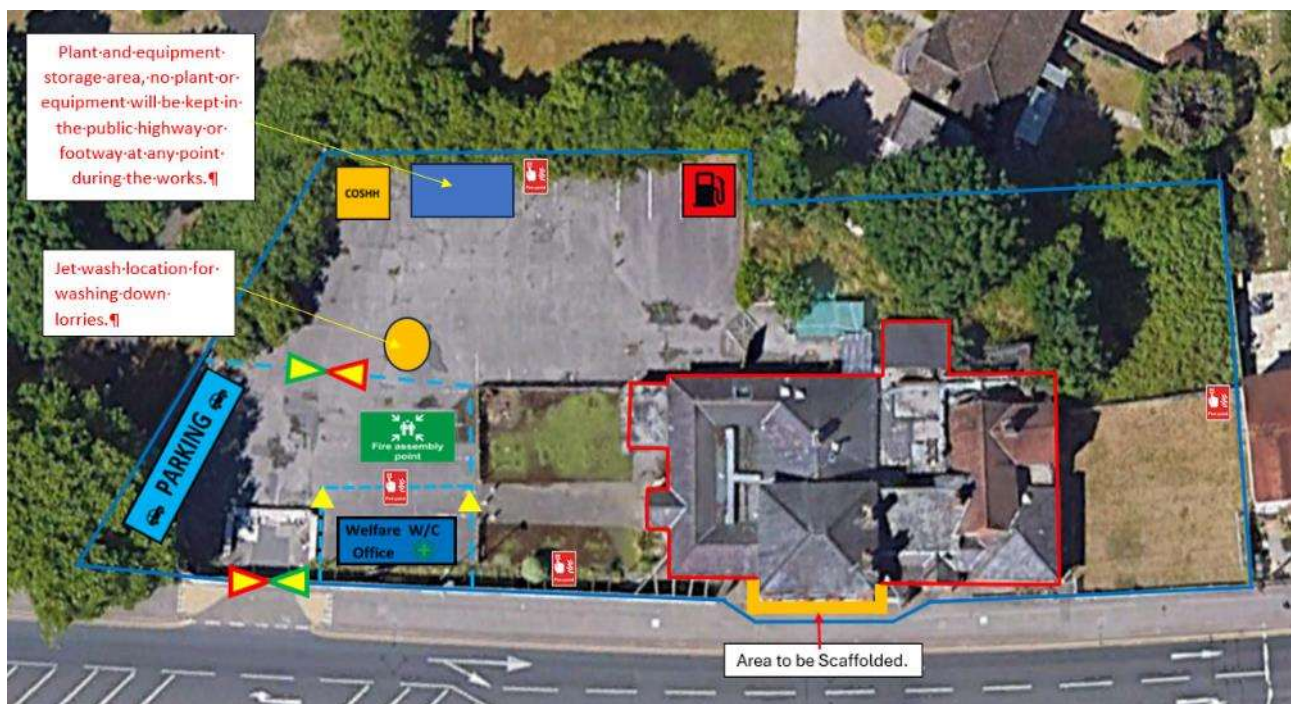
- Construction operations are to be employed to avoid generating excessive amounts of vibration.
- No driven piling works will be incorporated in the design of the building.
- Should adjacent buildings be within 6m of any heavily percussive works including but not limited to piling, breaking or compacting works, a consultant will be employed to provide a suitable monitoring scheme to be used during the relevant works and a survey carried out to establish the condition of the adjoining building prior to commencement of such works.
- HAVS assessments will be conducted for all vibrating tools, pursuant to the Control of Vibration at Work Regulations 2005.

3.5 Procedures for dealing with variations and incidents

Design information flow will be managed by PCA Build (N.I.) Ltd in accordance with their management procedures. All design information will be accompanied by a schedule of any significant residual hazards resulting from the design process. This will incorporate a CVI and RFI information management procedure.

3.6 Site Security

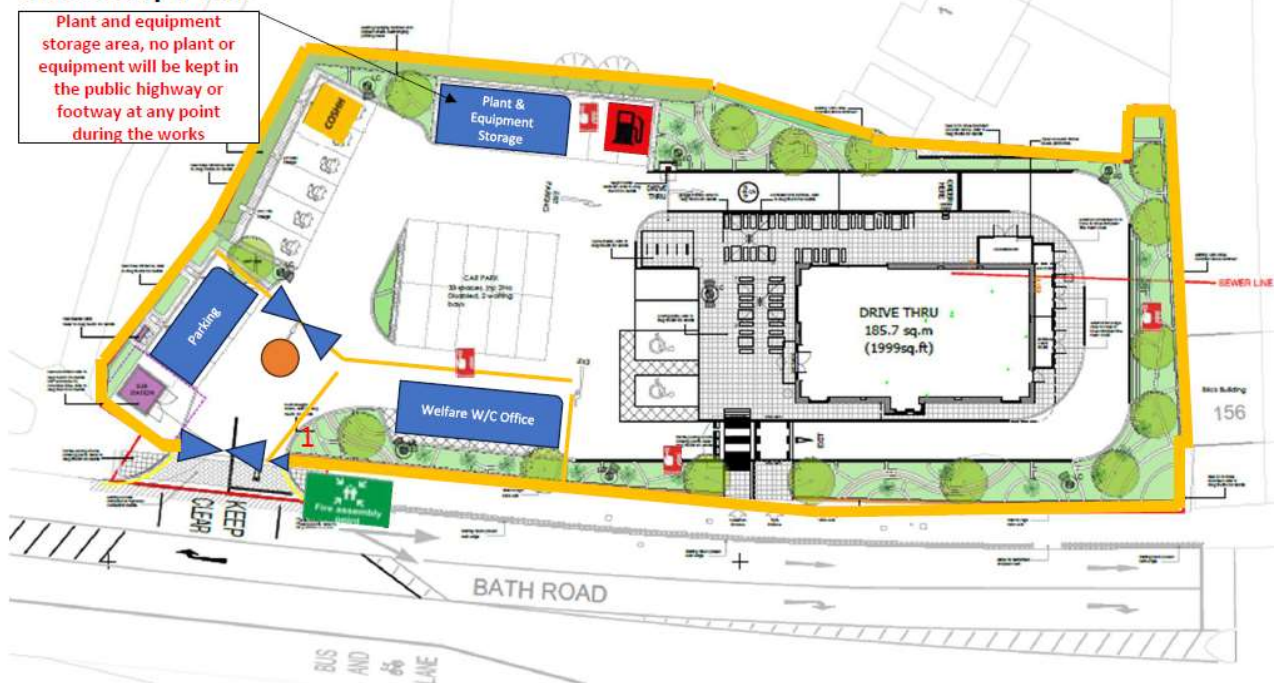
Security of the site is important to ensure that unauthorised persons do not gain access to areas where they could become exposed to hazards.



Demolition Layout

Reading, George & Dragon – New Build Gregg's Drive-Thru

Site Setup Plan



Site Manager:
Seosamh – 07552 716 356
Project Manager:
Johann – 07568 391923
Site Layout Plan – Rev Initial 17/06/2024

No parking will be allowed on the public highway.

Key

	Welfare W/C Office	Site Office & Welfare		H&S Notice Board
	Parking	Contractor Parking		Fire Assembly Muster point
	Barriers (chapter 8)			Fuel bowser
	Perimeter Hoarding (Heras Fencing)			Fire Point
	Vehicle access gates			COSH
	Pedestrian gates with combination lock			Plant & Equipment Storage Area.
	Wheel wash			

We shall erect HERAS fencing to a minimum height of 2.0 m in order to prevent unauthorised access, should any of the existing fencing or hoarding require reinforcement or replacement.

We will ensure the regular maintenance of the site hoarding, to include the removal of posters and graffiti in order to maintain a clean and professional appearance. Additionally, the hoarding will be routinely inspected and repaired as necessary to ensure structural integrity and visual appeal.

Safety signage is displayed at the entrance of the construction area warning that construction works are in progress and unauthorised access is not permitted.

In addition, a PID Armadillo * security system will be installed, monitored by DeterTech.

All personnel on site will be identified through the wearing of branded high visibility clothing. Any person not wearing this identification will be questioned and, if necessary, be asked to leave site.

Fencing will be maintained throughout the course of the project, until it must be removed, or it is no longer required due to the completion of the works.

* PID Armadillo

Communicating via mobile networks, the PID Armadillo unit operates fully remotely with a built-in battery life of up to 4 years.

With a striking and recognisable appearance, 360 degree viewing angle and loud vocal warning system deters thieves from entering your worksites.



No materials or equipment will be left outside the fenced area at any time.

At the end of each working day the Site Manager will check that all personnel have left site.

3.7 On-site Facilities

We will ensure that the facilities comply with CDM 2015, Schedule 2 - Minimum welfare facilities required for construction sites, Regulations 4(2)(b), 13(4)(c) and 15(11).

For this project we will provide the following facilities:

- 1No. 20ft x 8ft Office
- 1No. 20ft x 8ft Canteen/Drying Room
- 1No. 12ft x 8ft 2+1 Ladies & Gents Toilet Block

3.8 Fire and Emergency Procedures

3.8.1 Emergency Arrangements

- a) The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the Site Safety Notice board.
- b) This site will have a dedicated Site Manager, First Aider(s), and Fire Warden, which may be the site manager.
- c) A site Emergency can be one or more of the following: fire, accident, or any other incident deemed an emergency by management.
- d) In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one can stop to gather tools or leave the site without notice. Any visitors to site will be accompanied always and informed of the emergency procedure.
- e) As fire arrangements are subject to change as construction progresses, the Site Manager has a duty to bring this to the attention of site operatives and Contractors.
- f) In the event of any of the emergency services being required to attend site, the Site Manager must make available the layout of the building with current fire escape routes and details of any flammable chemicals or gas cylinders stored on site.
- g) Where fire evacuation tests are carried out and persons are found not to be co-operating in evacuating the site, this will be viewed seriously and raised with individual Contractors to prevent re-occurrence. One of the regular failures in this practice, is where commissioning is taking place, and the alarms are continually triggered, and the reaction is complacent – the need to continue to evacuate even where the alarm is suspected to be false will be reinforced by Site Management.
- h) There will be a monthly fire drill.
- i) 'Howler' units will be placed at all exits. The units will be linked and if one is activated, all units will activate. A set of fire extinguishers will be placed in close proximity.
- j) Signage will direct personnel out of the building to the designated Emergency Assembly Point.
- k) Final Escape will be via the rear or front doors.

3.8.2 Evacuation Procedure

Site-specific fire procedures will be explained to site personnel through the site-specific safety induction and updates will be raised at the weekly meetings.

Evacuation Procedures and the Current Fire Plan will be posted on the notice board of the site.

3.8.3 Fire Prevention

It is our policy to carry out works to eliminate risk from fire and, to this end, have adopted the Joint Code of Practice laid down in Fire Protection Association guidance "*Fire Prevention on Construction Sites*".

- a) Fire extinguishers, fire notices, alarm systems and fire exit signs will be provided for all working areas.
- b) Materials and rubbish stored on site will be kept to a minimum.
- c) Rubbish will be cleared from the site on a regular basis and site working and access areas kept clean.
- d) Where flammable material or LPG must be kept on site, they will be stored in fireproof cages/containers away from fire exit routes and potential fire hazards.
- e) A "No Smoking" rule will be imposed in all areas of the site, including 'vaping'.
- f) **PCA Build (N.I.) Ltd** will operate a "Hot Works Permit system" particularly where the works involve a naked flame. In the event of a fire the person discovering the fire shall raise the alarm and immediately report the situation to the Site Manager.
- g) A person may attack the fire with the appliances provided only if they are trained to do so and if there is no risk to themselves or others.
- h) If the fire cannot be safely tackled, raise the alarm, then all persons shall immediately leave the site by the nearest egress and report to the person in charge of the assembly point, normally the Site Manager.
- i) The person in charge shall make a record of all those who have vacated the building and ensure that the emergency services have been called.

These procedures will be developed as necessary and relevant information relayed during site inductions.

3.8.4 Emergency Contact Telephone Numbers

A list of emergency contact telephone numbers is available. These details will be displayed in a prominent position in the site office and on the external project board.

3.9 Dealing with Services (Water, Electricity, Gas, Comms Cabling etc.)

PCA Build (N.I.) Ltd will confirm the accuracy of any existing information and ascertain the exact location, condition and status of all services that may be affected by these works by careful and thorough investigation of the site prior to commencement of the works.

Where any excavations are being undertaken, all areas shall be subject to a complete CAT and Genie scan, all service runs shall be clearly marked, and a layout drawing produced.

Following the survey, we will use safe-digging techniques to locate all buried services and determine whether they are 'live' or 'abandoned' and mark them on site and on the site layout drawing, as such.

An electronic copy of this shall be supplied to the Principal Designer prior to proceeding with excavations.

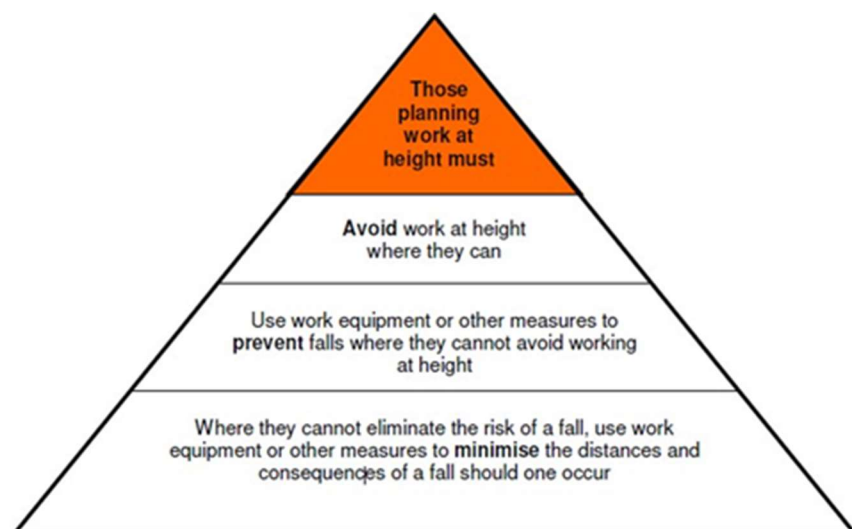
PCA Build (N.I.) Ltd will follow the principles contained within **HSG47 (Third edition), Avoiding danger from underground services.**

3.10 Work on or near water

There are no activities on or near water i.e., inland waterways.

3.11 Preventing Falls

PCA Build (N.I.) Ltd and any sub-contractors working on our behalf will be required to comply with the Work at Height Regulations 2005.



We will adopt the HSE Hierarchy when planning work at height on this project.

Any scaffolding required will be erected and inspected by a competent person and hand over certificates will be retained. 7-day inspections (minimum) will be carried out by a Competent Person.

Scaffolding will be erected and managed in accordance with all NASC Guidelines and in particular SG4:22 and TG20:21.

All access equipment will be inspected and operated by competent persons and all work at height activities will be risk assessed and a detailed method statement produced.

Any person erecting/inspecting a Tower Scaffold must have a PASMA certificate.

Any person using a boom operated MEWP or scissor lift will hold a valid IPAF Certificate for the required category of equipment.

We will have a documented rescue plan in place for high level rescue.

All access equipment will be inspected daily and operated by competent persons and all work at height activities will be risk assessed and a detailed method statement produced.

Regular toolbox talks will take place on the various aspects of working at height on site.

In the first instance, Podium Steps will be used as the primary means of working at height internally.

Ladders and stepladders will only be utilised where all other safer alternatives have been considered first and deemed not reasonably practical – and then only for access purposes or very light work for short periods as detailed in accordance with HSE guidance.

Fibreglass Stepladders, if required, will be used when conducting electrical work.

3.12 Lifting Operations

Lifting operations will be subject to a suitable Lift Plan, pursuant to the Lifting Operations and Lifting Equipment Regulations.

3.13 Demolition

Demolition, dismantling and structural alteration must be carefully planned and carried out in a way that prevents danger by practitioners with the relevant skills, knowledge, and experience. Key issues are:

- Falls from height
- Injury from falling materials
- Uncontrolled collapse
- Risks from connected services
- Traffic management
- Hazardous materials
- Noise and vibration
- Fire
- Worker involvement

A systematic approach to demolition projects is a team effort between many people, who all have responsibilities:

- Clients must appoint duty holders who have the relevant skills, knowledge, and experience and where organisations, the organisational capability, and are adequately resourced.
- Clients, with the help of the Principal Designer must provide those who need it (e.g., designers, contractors) with pre-construction information that can reasonably be obtained. A range of surveys and reports will be needed - for example, to check for presence of asbestos; structural stability of site and nearby structures; the location of above and below ground live services in the work area; etc. These should be done before work begins and not be left for the principal contractor to organise once the demolition work has started.

- Principal designers must plan, manage, monitor, and coordinate health and safety issues in the pre-construction phase (i.e., before demolition starts) to give principal contractors as much information as possible to allow the principal contractor to keep people (site workers and the public) as far as possible from the risks.
- Principal contractors must plan, manage, monitor, and coordinate health and safety issues during the demolition work.
- Site managers must ensure workers are supervised and are following safe working practice.
- Sub-contractors and site workers must follow the instructions and plans given to them by those in charge of the work and ensure that their colleagues do too.

J Mould Reading have been appointed as the demolition contractor and have prepared a detailed Method Statement for the demolition phase.

3.14 Footpath Closures

As part of the process to construct the new bell mouth entrance, there will be a temporary footpath closure. The specific dates for this closure are subject to obtaining the necessary permits and approvals from the highway's authority. We will ensure that appropriate signage and alternative pedestrian routes are clearly marked to ensure the safety of the public and road users and minimise any inconvenience at all times during this period.

3.15 Site Lighting

Site lighting will be guaranteed by using a low-noise, diesel generator powered, mobile lighting towers. Strategically placed to ensure adequate illumination of the site for safe working conditions. Additionally, festoon lighting will be used to enhance site safety and security.

3.16 Pest Control

Bins will have lockable lids, and doors should be kept locked all times to minimise the chances of vermin getting in. Food sources will be kept in fridges or secure containers. If required, a pest control contractor will be engaged to clear rat burrows or install traps. This will be monitored throughout the construction phase.

3.17 On-site Drainage

On-site drainage will be covered by sandbags or other suitable methods to prevent any spilled materials and/or vermin entering the site drainage system.

3.18 Community Notifications and Complaints

3.18.1 Contact Details

A board will be displayed outside the site providing contact details. This will include names and telephone numbers of key construction staff so that neighbouring businesses and the general public can make contact should they have cause to do so.

3.18.2 Community Communication

We will communicate regularly with the local community, before works commence, we will conduct a 'letter drop', as below.



Date July 2024

To Whom It May Concern:

George & Dragon, Demolition and New Build Greggs, RG30 2HA (The site)

I am writing to introduce PCA Build (N.I.) Ltd and myself, Johann Barnard, as the project manager responsible for the new drive thru Greggs.

Start of construction anticipated for 5th August 2024.
Duration approximately 26 weeks.

During the time that the above works are being undertaken, we will endeavour to ensure that everything is carried out to make the process as neighbour friendly as we can.

Should you have any queries or concerns, please contact me on 07568 391923.

In my absence, please contact my colleague Mike Blewett on 07825 908528 who will be available to answer any queries that you may have.

As you will have noticed, the external protection of the site is comprehensive, and we have taken all steps possible to ensure that the protection of the public is maintained at all times.

Once again, please do not hesitate to contact me at any time or a member of our team, should you have any concerns.

Yours faithfully.

.....
Johann Barnard
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PCA Build (N.I.) Ltd

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3.14.3 Records

A complaints / contact book will be kept on site, which will be used to record details of any complaints. This will include the name of the person making the complaint, the date, time and nature of the complaint / compliment / comment and the action necessary to resolve the complaint, with the date the action was completed.

Compliments/Comments/Complaints Record

Date	Name & Phone Number	Compliments/Comments /Complaints	Action Taken	Date Actioned
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			
	Name:			
	Number:			

We will use the above form to record compliments, comments & complaints.

3.15.3 Review

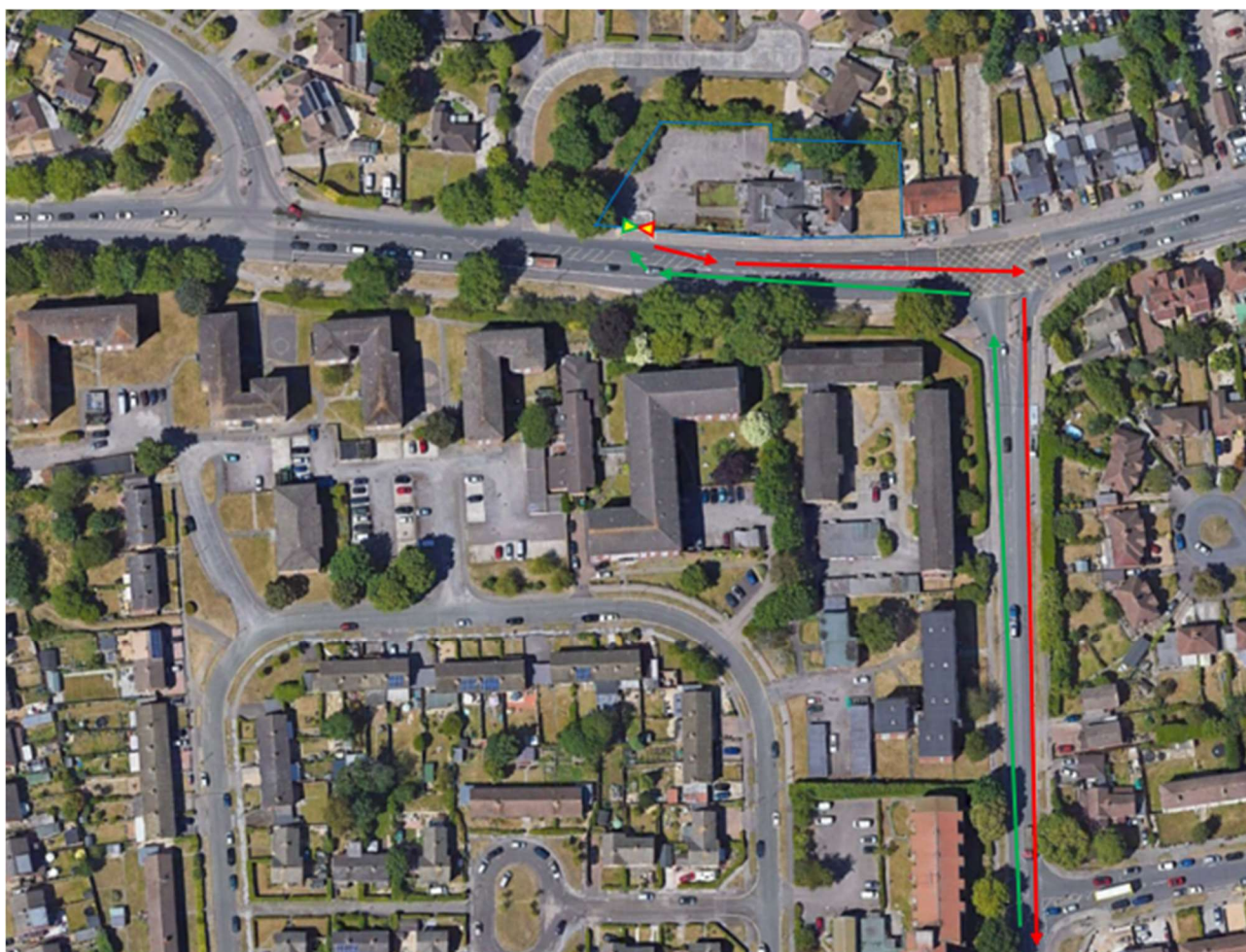
The Complaints Book will be regularly reviewed by the responsible Director to ensure that any complaints are dealt with and resolved promptly.

4.0 Traffic Management Arrangements

Reference is made to the items given below, **these sections are to be continually reviewed and developed as the Project progresses, with information being supplemented, as necessary.**

4.1 Access and Deliveries

- Access to the site shall be gained from Bath Road.
- Deliveries will be made to the site compound.
- Deliveries and collections will be supervised to ensure the protection of the public and other site users.
- A qualified banksman shall be used, when, and if vehicles need to reverse into the site.
- Deliveries will be managed to run with the progress of works so that storage is kept to a minimum
- Deliveries will not be unloaded without prior agreement from the Site Manager.
- Plant and equipment will be delivered directly to the on-site storage area.
- No plant or equipment will be kept in the public highway or footpath at any point during the works.



Traffic Movements

Key



4.2 Removal of Materials

- All debris arising from demolition will be segregated and processed on site as part of demolition process.
- There will be many types of material produced and these will be dealt with as follows, where applicable:

General Debris

- All materials unable to be recycled such as ceiling tiles and loose debris will be loaded into 35-yard roll on/off containers and moved off site to licensed landfill facility. Each bin will be conveyed with netting to prevent dust.

Plasterboard

- This will be kept separate and placed into containers specifically for this type of waste.

Timber

- All timber waste will be segregated and loaded into a 35yrd roll on/off bin ready for transported to a waste transfer station for recycling.

Scrap Metals

- All scrap metal will be segregated into various grades/types and loaded into scrap trailers or roll on/off containers and removed from site to licensed scrap processing plant for recycling as part of the demolition process.

Concrete / Brick / Masonry (Hard Inert Arisings)

- In the first instance, all hard inert arisings to be crushed and left on site for re-use.
- If materials cannot be used on site, all hard inert arisings will be removed from site and disposed of at recycling centre, where it will subsequently be crushed for re-use.



Site Entrance off A4, Bath Road

4.3 Arrangements for Accommodating Adjacent Land Use

The site is bounded by residential premises.

- Speed limits and directional signage will be adhered to.
- All working areas will be protected by Existing fencing/hoarding and where required HERAS fencing
- Signage will be in place.



We will conduct site management activities in line with HSE guidance document – HSG 151 Protecting the public.

- The site adjoins several properties. All neighbouring properties and surrounding hardstanding will be considered as 'out of bounds' unless access is required to carry out works on the boundary.
- In such cases, specific permission shall be obtained from the relevant owners/occupiers.
- PCA Build (N.I.) Ltd will ensure that the roads and footpaths are maintained and cleaned on a regular basis, particularly during inclement weather.

4.4 Traffic Routes and Segregation of Vehicles and Pedestrians

- Wherever possible, we shall encourage 'vehicle sharing', with a central collection point for workers, to be driven to site.
- Access and egress is via the gated entrance to the site, off Drakes Drive.

4.4.1 Access/Egress

- Each morning all operatives, staff, and sub-contractors will make their presence known, so their attendance can be recorded in the site register.

4.4.2 Traffic/Pedestrian Routes

- Pedestrian access to the work areas will be from the site compound.
- Signed pedestrian routes will be established from site entrance to the site entrance.

4.4.3 Parking

- On-site parking will be available.
- No parking will be allowed on the public highway during the demolition and construction phase of the project. There are double yellow lines in place on bath Road.

4.4.4 Accidents, Fire, and Emergency Services

- Clear access for emergency personnel shall always be kept.
- Site specific emergency arrangements will be explained as part of the site-specific induction and emergency contacts and details will be posted on the Safety Notice board
- A designated Site Fire Warden will be responsible for carrying out a fire risk management assessment and make recommendations; he/she shall monitor the site for compliance on an ongoing basis.

4.5 Delivery Vehicles / Laying-Up

Prevention Steps

1. Delivery hours will be limited to within site working hours. This condition forms part of subcontract documentation, and subcontractors will be reminded of this at pre-start meetings.
2. Deliveries are booked in with our Site Manager and will be logged on a central register.
3. Staff will be on site at least half an hour before the earliest delivery time.
4. Site Working Hours are as follows:

8.00 am – 6.00 pm, Mon – Fri
8.00 am – 1.00 pm, Sat.

There will be no working on Sundays or Bank Holidays

5. Persistent offenders disobeying the site delivery hours will be reported to the Managing Director, who will action with the management of the offending company.
6. **Under no circumstance will lorries be allowed to lay-up in surrounding roads.**

4.6 Site Administration

Responsibility for Construction Traffic movement is that of the Site Manager, who together with the site team will:

- a) Ensure that subcontractors and suppliers adhere to procedures set out in the Pre-start conditions, by booking in deliveries, giving the required notices.
- b) Prevent unauthorised parking by contractors parking and the consequent congestion of the surrounding roads. All personnel in the team will be in contact with each other and site management, who in turn, will have mobile and telephone contact with the subcontractors.
- c) Provide security at the access gate and the loading/unloading area.
- d) Maintain roads in a clean and safe condition.

We recognise that all deliveries may not be notified before arrival, such as smaller deliveries by third parties and on occasion, and on occasion, simply not booked in.

Deliveries from overseas often have difficulty in providing accurate arrival times. The Site Manager will then manage the delivery situation, with the priority being to get the vehicle off the public road system and within the site.

Other options open to the team are to send deliveries away (persistent offenders) or temporarily send deliveries to a lorry park with a return time. We reiterate that lorries will not be allowed to lay-up along the site or adjacent public roads.

5.0 Pedestrian Route Checklist

Question		Yes	No	N/A
Q1 Are pedestrian routes clearly separated from vehicle routes by fencing and/or a kerb, or other suitable means. If 'no' see action 1		✓		
Q2 Are pedestrian routes wide enough to safely accommodate the number of people likely to use them at peak times. If 'no' see note 2		✓		
Q3 Do pedestrian routes allow easy access to work areas. If 'no' see note 3		✓		
Q4 Pedestrian routes are kept free of obstructions If 'no' see note 4		✓		
Q5 Pedestrian routes are clearly and suitably signed If 'no' see note 5		✓		
Q6 Can pedestrians safely cross the main vehicle routes. If 'no' see note 6		✓		
Q7 Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes. If 'no' see note 7		✓		
Q8 Do pedestrians have clearly marked, separate access for use at loading bays and site gates. If 'no' see note 8		✓		
Q9 Do pedestrian routes provide safe access to welfare facilities. If 'no' see note 9		✓		
No	Actions to be taken	Action taken		
1	Ensure routes are clearly designated and protected	Pedestrian routes are shown on current site drawing. This is reviewed daily in accordance with risk assessments and updated if required. Pedestrian routes are explained during induction. NB Plan requires update to accommodate inclusion of drop kerb.		
2	Base the Plan on peak numbers			
3	Plan routes to allow safe access	Routes reviewed daily		
4	Ensure plan includes need to keep access routes clear	Routes to be checked daily via supervisor's inspections		
5	Ensure sufficient signage	Part of inspection		
6	Ensure sufficient crossing points are planned.			
7	Ensure that blind spots are eradicated during the planning process.			
8	Consider separate access to loading bays and gates.			
9	Provide safe routes at parking areas. Plan site set up to avoid need for pedestrians to cross routes	Welfare and pedestrian routes/areas are kept separate from vehicle routes.		

6.0 Vehicle Routes Checklist

Question	Yes	No	N/A
Q1 Are routes clearly separated from pedestrian routes by fencing and/or a kerb, or other suitable means. If 'no' see action 1	✓		
Q2 Are routes wide enough to safely accommodate the number of vehicles likely to use them at peak times. If 'no' see action 2	✓		
Q3 Do routes allow easy access to delivery areas If 'no' see action 3	✓		
Q4 Are routes kept free of obstructions. If 'no' see action 4	✓		
Q5 Are routes clearly and suitably signed. If 'no' see action 5	✓		
Q6 Can pedestrians safely cross the main vehicle route. If 'no' see action 6	✓		
Q7 Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes. If 'no' see action 7	✓		
Q8 Do routes eliminate or reduce the need for reversing. If 'no' see action 8	✓		
Q9 At the final point of exit can the driver see pedestrians on the pavement. If 'no' see action 9	✓		
Q10 Are temporary structures protected from vehicle impact. If 'no' see action 10	✓		
Q11 Will parking areas be required. If 'yes' see action 11	✓		
No	Actions to be taken	Action taken	
1	Ensure routes are clearly designated and pedestrians protected.		
2	Ensure the plan assumes peak number. Consider one-way system.		
3	Plan routes to allow safe access.		
4	Ensure plan includes need to keep access routes clear.	To be checked via supervisor's inspections	
5	Ensure sufficient signage.		
6	Ensure sufficient crossing points are planned for. Ensure drivers are told of crossing points.		
7	Ensure that blind spots are eradicated during the planning process.		
8	Plan routes to reduce or eliminate reversing.		
9	Ensure adequate sight lines or mirrors to assist driver. Angle hoarding line to assist vision.		
10	Ensure scaffolds, false work, or other structures (LPG stores) are protected from impact.		

11	Ensure sufficient parking areas exist. If necessary, provide Banksman to ensure vehicles are parked safely. Ensure adequate lighting exists.	✓
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7.0 Vehicle Movements Checklist

Question		Yes	No	N/A
Q1 Are routes planned to reduce the need for excessive vehicle movement If 'no' see action 1		✓		
Q2 Are vehicles fitted with reversing aids. If 'no' see action 2 and Section 5		✓		
Q3 Will vehicles reverse without reversing aids. If 'yes' see action 3 and Section 5		✓		
Q4 Will vehicles reverse to excavations. If 'yes' see action 4 and Section 5			✓	
Q5 Are routes kept free of obstructions. If 'no' see action 5		✓		
Q6 Are routes clearly and suitably signed If 'no' see action 6		✓		
Q7 Can pedestrians safely cross the main vehicle routes. If 'no' see action 7		✓		
Q8 Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes. If 'no' see action 8		✓		
Q9 Do drivers have a clear view. If 'no' see action 9		✓		
Q10 Will vehicles run a risk of depositing mud on the road. If 'yes' see action 10			✓	
Q11 Will vehicles need sheeting up. If 'yes' see action 11		✓		
No	Actions to be taken	Action taken		
1	Ensure routes provide sufficient space to turn. Keep routes to a minimum			
2	Request they are fitted.			
3	Vehicles not fitted with reversing aids must be banked when reversing.	All reversing vehicles to be banked.		
4	Ensure banksman present or adequate stop block.			
5	Ensure plan includes need to keep access routes clear. Include in induction.			
6	Ensure sufficient signage			
7	Ensure sufficient crossing points are planned for. Ensure drivers are told of crossing points.			
8	Ensure that blind spots are eradicated during the planning process.			
9	Plan routes to reduce or eliminate reversing and blind spots			
10	Consider wheel wash facilities or other suitable alternative			
11	Ensure provision of sheeting area, if required	Vehicles to be sheeted.		

8.0 Hierarchy of Control Measures for Reversing Operations Checklist

1	Eliminate need to reverse	Implement one-way systems around the site and in loading and unloading areas Provide designated turning areas
2	Reduce reversing operations	Reduce the number of vehicle movements as far as possible. Instruct drivers not to reverse, unless necessary.
3	Ensure adequate visibility for drivers	Fit CCTV, convex mirrors, Fresnel lens, etc. to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicle,
4	Ensure safe systems of work are followed	Design vehicle reversing areas which, • Allow adequate space for vehicles to manoeuvre safely • Exclude pedestrians; and • Are clearly signed and have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area. Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle. Ensure everyone on site understands site rules on vehicle safety. Drivers and signallers need to be in constant communication during reversing operations. Signallers should not be put at risk from vehicle movement, e.g., by standing directly behind reversing vehicles. Ensure all vehicles on site are fitted with appropriate warning devices.
5	Provide warnings when vehicles are reversing	Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles.

9.0 Driver's Safe Working Practices Checklist

1	Only operate vehicles if you are competent and authorised to drive them
2	Do not drive when your abilities are impaired by ill health, poor vision, prescribed/illegal drugs, or alcohol
3	Make sure you fully understand the operating procedures of the vehicles you control
4	Know the site routes and follow them. Take care at pedestrian crossovers.
5	Understand the system of signals used on site
6	Visiting drivers: seek appropriate authority to enter the site and operate vehicles
7	Know the safe operating limitations of your vehicles, particularly relating to safe maximum loads and gradients
8	Carry out daily checks on your vehicles and report all defects immediately to supervisors
9	Follow site procedures and comply with all site rules
10	Do not drive at excessive speeds
11	Wear appropriate PPE when out of the cab
12	Ensure that windows and mirrors are kept clean and clear
13	Keep the vehicle tidy and free from items which may hinder the operation of vehicle controls
14	Do not allow passengers to ride on vehicles unless safe seating is provided
15	Park vehicles on flat ground wherever possible, with the engine switched off, the handbrake and trailer brake applied and where necessary use wheel chocks
16	Do not reverse without reversing aid or banksman assistance
17	Where visibility from the driving position is restricted, use visibility aids or a signaller. Stop if you lose site of the signaller or the visibility aids become defective.
18	Do not remain on vehicles during loading operations, unless the driver's position is adequately protected
19	Ensure loads are safe to transport
20	Do not attempt to get on or off moving vehicles
21	Do not adjust with the engine running and guards removed
22	Do not smoke during refuelling operations
23	Do not use a mobile phone whilst driving on site
24	Sign below to acknowledge receipt of the above information
Signature..... Date.....	



10.0 Signaller's/Banksman Checklist

1	Use relevant safety procedures and correct signalling systems
2	Ensure drivers understand the correct signalling systems
3	Signal instructions clearly
4	Ensure you are visible to the driver and the driver is visible to you; if not, stop the vehicle moving
5	Stand in a safe location always
6	Warn pedestrians and make sure they are kept away from vehicle operations.
7	Wear appropriate protective clothing, including high-visibility clothing
8	Report work hazards to supervisors
9	Make sure you can get to and from your work location safely
10	Do not ride on the vehicle you are directing unless you are in a designated safe position
11	Do not direct vehicles if your ability is affected by alcohol or drugs
12	Do not use a mobile phone whilst directing vehicles
13	Sign below to confirm acknowledgement of the above rules
	Signature..... Date.....