20-30 Greyfriars Road, Reading

Elder Developments (Management) Ltd.

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TABLE OF AMENDEMENTS

This sheet must be completed in detail, at each revision once this document has been approved. Details must include revision number, description and indication of which pages and paragraphs have been revised, date of revision approval and approval indication.

Revision 1 – Draft – A Shingleton – 21/04/2026
Revision 2 – Updated as per Circle comments – A Shingleton - 27/04/2026

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1.0 Introduction

The following information provides guidance for the best practice management of logistics for the proposed construction works at 20-30 Greyfriars Road, Reading. Construction of a Co-Living Scheme for Elder Developments.

Please remember that the content of this document and good logistical planning will ensure the efficient and safe operation of the construction process whilst mitigating the impact of our activities on the surrounding Community and Environment. This will benefit all parties.

All Tendering Subcontractors **MUST** fully understand the requirements of this document and make all necessary financial allowances for complete implementation and compliance with it.

All Appointed Subcontractors **MUST** adhere to all the conditions outlined within, Site Management will closely monitor compliance and failing contractors will be at risk of receiving penalty notices.

This Construction Logistics and Traffic Management Plan is to be read in conjunction with the Construction Phase Health and Safety Plan. The CPHSP is developed in line with duties scheduled under Regulation 23 of the Construction (Design and Management) Regulations 2015 prior to works commencing at the site.
The Plan will be updated regularly to coincide with any changes to the development construction phase and site personnel. As a minimum the plan will be reviewed every 6 months by CField management, it will then be updated as required and re-issued.

1.1 Purpose

The purpose of this document is to assist with the safe planning of logistics and traffic management arrangements for proposed construction works.

The document has been developed to ensure the safe and organized operation of vehicle and pedestrian movements. The document will assist with communication of proposed arrangements to neighboring property occupiers and other persons affected by the works, all parties on site including CField Construction Ltd personnel, Client personnel, Design Team & sub-contractors. This will include (but will not be strictly limited to):

- Michael Crowley – Associate Director - Construction
- Adam Shingleton – Project Manager

1.2 Reference

This Traffic Management Plan is prepared with reference to the following documents:

- Construction Phase Health and Safety Plan
- HSE's Workplace Transport Safety (INDG199)
- HSE's The Safe Use of Vehicles on Construction Sites (HSG144)
- HSE's Health and Safety in Construction (HSG150)
- HSE's Protecting the Public – Your Next Move (HSG151)
- HSE's Managing Health and Safety in Construction (L153)

The following legislation is applicable to the management of traffic during the undertaking of construction works:

- New Roads and Street Works Acts 1991
  - To ensure any temporary traffic arrangements meet with required standards.
- Health and Safety at Work Etc Act 1974
  - To ensure Employers provide and maintain workplaces, equipment and systems of work so that they are, as reasonably practicable, safe to workers and others who may be affected by their operations.
- Construction (Design and Management) Regulations 2015
  - To ensure risks are identified and addressed at the design stages and relevant risk information is communicated to all parties and to ensure the effective management of health and safety throughout the whole project.
- Management of Health and Safety at Work Regulations 1999
  - To identify risks and institute safety management systems through provision of information and training.

2.0 Outline Considerations

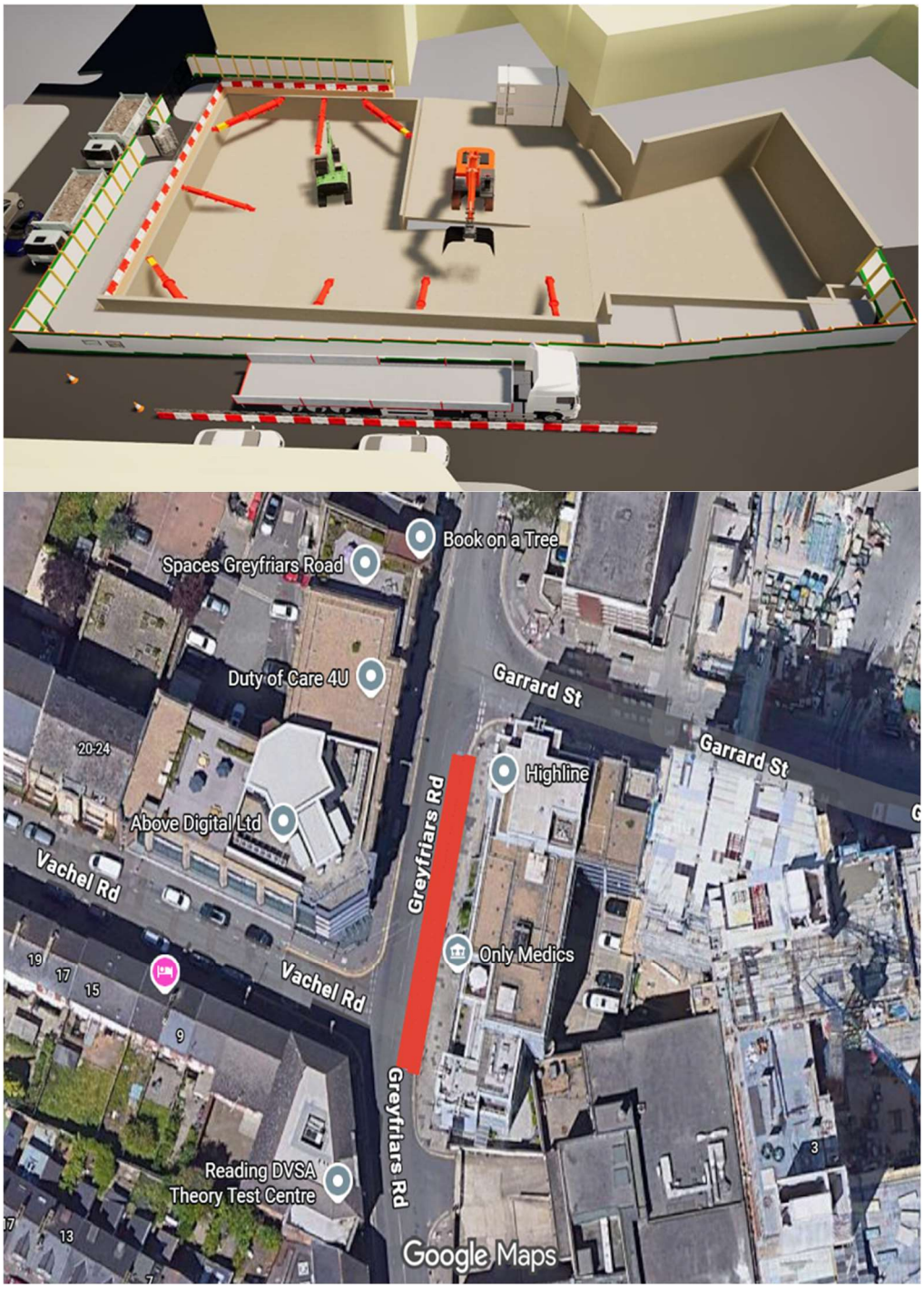
2.1 Surrounding Environment

The site is approximately 1200 m2 in area, roughly square in shape

The site address for the development is 20-30 Greyfriars Road, with the rear taking up direct boundary ownership with the adjoining party wall. The Boundary to both the north and west have main roads running the length of the site. All work and traffic management will be coordinated with local stakeholders and business owners to ensure as little disruption as possible throughout. Please see fig 1 for location of site.

Figure 1 - Site Location – 20-30 Greyfriars Road

Figure 2 - Aerial view of Site with Red line Boundary/ delivery offloading area

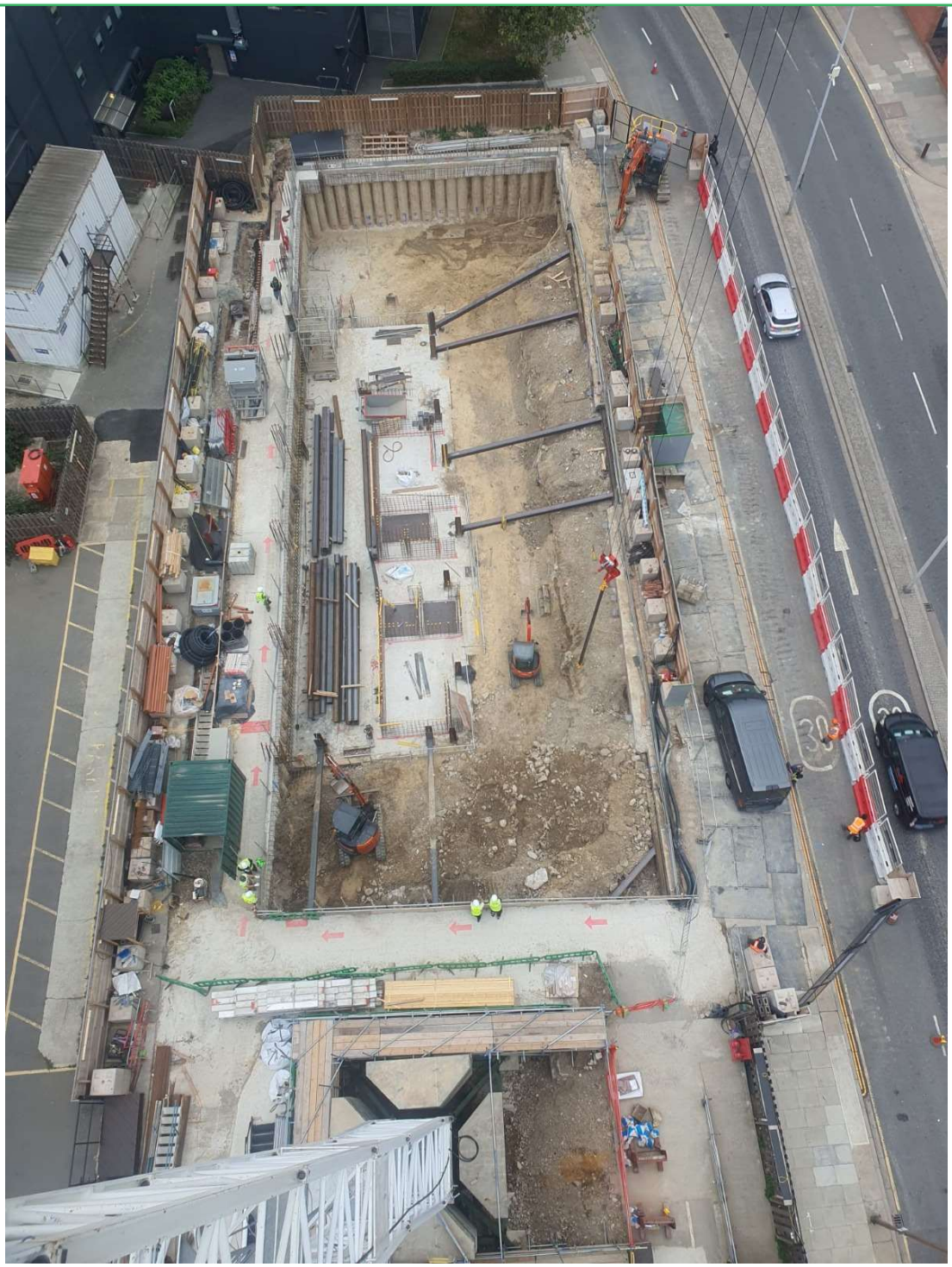


2.2 Surrounding Environment - Key Considerations

2.2.1 Protection of pedestrians

The plan below has been developed in order to direct pedestrians away from the loading zone, delivery zone and oversailing lifting operations, signage will be installed on Greyfriars Road to divert pedestrians away from the proposed pit – lane . CField continually monitor the signage and will ensure its upkeep, security and visibility is maintained. There will be Traffic Marshall present at the site entrance gate to guide vehicles into the loading bay in a safe manner using hand signals along with a lift supervisor and banksman controlling any crane operations. A parking bay suspension of the southbound lane on Greyfriars Road will be required to facilitate a pit lane.

The specification and design of the pitlane will be carried out by a specialist to confirm swept path analysis with minimal disruption and the install will be carried out by an approved highways TM contractor who will install red/white bumper barriers with mesh fencing blocks fixed to the top as standard.



Example of Pit lane details with secure mesh gates and fencing on all sides. Traffic Marshal shown in Orange PPE

2.2.2 Protection of other road users

Weekly logistics meetings will be carried out in the site meeting room on Tuesday afternoons to allow site management to effectively plan for and manage the delivery schedule. The purpose of the meeting will be for sub-contractors to provide notice of larger deliveries so that there is minimal disruption to traffic on the nearby roads and to book crane time for unloading materials. Each subcontractor must have a representative in attendance or CField will assume they have no deliveries or no off-loading requirements for the following week. A cloud based transport logbook will be assigned to a CField site agent using our Biosite software for records & booking of deliveries, this is managed by the traffic marshal on the gate as deliveries arrive. If any un-scheduled large deliveries at the gate, the traffic marshal will be instructed to turn them away at no cost to CField.

2.2.3 Access for emergency vehicles

Emergency vehicle approach will not be changed to suit construction activities. Emergency vehicles can access the site as needed from any direction.

2.2.4 Condition of surrounding roads and footpaths

CField will carry out a joint dilapidation photographic condition survey of the existing footway/roadway and private road around the development, this will be recorded on Procore and kept as a record of the condition of the area prior to construction commencing. This will be shared with the Reading Borough Highways Team for record purposes.

2.2.5 Local community engagement

CField are affiliated with the Considerate Constructors Scheme (CCS) and the site will be registered with Scheme, subjecting it to an audit for compliance with the Code of Considerate Practice. The Site will be reviewed on the level of respect shown to the community, the care taken in its appearance and its impact the site has on the environment. Subcontractors must respect the Considerate Constructors scheme, remembering to conduct themselves with respect to the community outside of the site especially whilst wearing PPE. There is to be no smoking,vaping, eating or drinking on the street, any use of foul language on or around the site will not be tolerated. Any bad behavior near or outside the site is unacceptable and although it's off site, it will still be sanctioned as an offence as CField are bound to comply with the requirements of CCS and respecting the neighbours.

CField recognize that in a project of this nature, risks associated with noise, vibration and dust will be important issues and could lead to local disturbance. Subcontractors must endeavor to use best practicable means to minimize noise disruption to neighbours as a result of on-site works so that operations will comply with all statutory requirements.

CField will have Dust/Noise/Vibration monitoring system set up on each of the neighbours walls, these are continually taking readings on the site and its condition. Instant notifications are sent to CFields project team when an exceedance it caused, if found at fault intentionally the sub-contractor and/or worker can be removed from site.

This project is registered through the CLOCS scheme and is monitoring compliance of all site operations and fleet operations against the CLOCS standard, CField ensures all parties consistently meet the national standard and where necessary, take appropriate constructive action where an organization falls short of that standard to prevent recurrence. **All delivery vehicles attending site must achieve a minimum of a Siliver rating**

This site has the following in place;

- **Delivery Management System:** Biosite delivery management system.
- **Vehicle Routes:** Refer to Section 3.0 Traffic Routes.
- **Ground Conditions:** As existing – this will be monitored and dilapidation surveys will be carried out and any damages will be made good
- **Access and Egress:** As per TMP – one way into loading/delivery area Greyfriars Road.
- **Site Access Checks:** Traffic Marshall at gate with CLOCS standard signage as guidance.
- **Compliance Reporting:** CField has a section within all monthly client reports, site is audited by CCS also
- **Collision Reporting:** It is the subcontractors responsibility to notify CField in the event of one of their vehicles being involved in any collision or accident on the way to site.
- **Locations for the storage of building materials** Material will be stored in defined areas on the GF of the development. Protecting public from any debris created. These will be managed by the logistics team on site and be clean and tidy. All deliveries are intended to be planned on a ' just in time' basis as there limited large storage areas on site.
- **Contractors and sub-contractors offices** – Offices shall be located initially on site in a cabin whilst the goundworks and early frame proceed. Once the frame is up to level 1 we will move offices into the GF area to the front of the building.

2.2.6 Welfare Layout and Muster Point

Welfare and site office will be located initially in site cabins on site until the frame is at 3rd floor level. We will then move into the ground floor area. We will have offices and welfare for up to 110 operatives. Access will be from Gerrard Street; accessing site through a Biosite turnstile. Muster point will be located directly outside the Biosite turnstyle on the footpath.

2.2.7 **Control measures for dust, noise, vibration**

Dust Noise and vibration monitoring stations will be installed and monitored for the duration of the project. CField and its contractor will employ BPM- Best Practical means to ensure any disruption is kept to a minimum. All diesel operated plant used on site will comply to NRMM standards and the site will be registered prior to starting. Vehicles will be serviced regularly and daily and weekly checks will also be carried out and recorded. The spec of the noise dust and vibration monitoring equipment will be *Sitesens Dust & Noise Monitor Class 1 with Audio Capture*- or similar

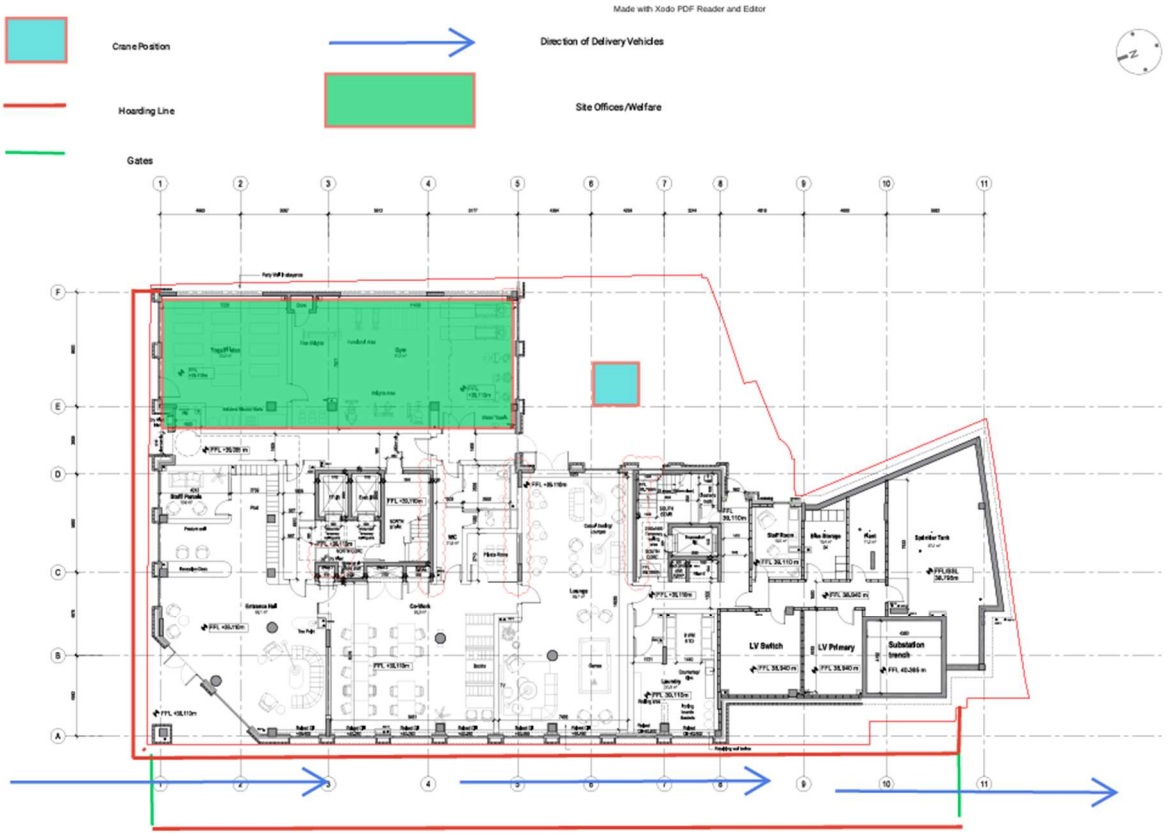
2.2.8 Restrictions on hours of works

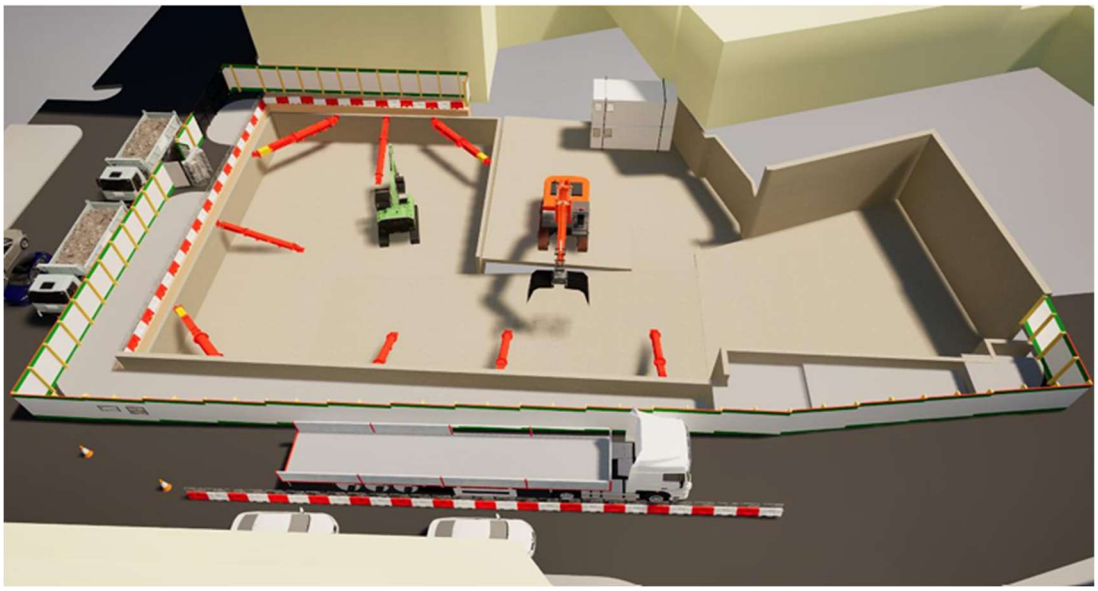
08.00 to 18.00 Monday to Friday and 08.00 – 13.00 Saturdays – Advance notice to neighbors will be submitted in writing of any works affecting these restrictions. We will endeavor to not have any large deliveries before 9.30am, we will however have up to 3 concrete wagons on busy mornings (once every 8/9 days during slab pours) which will need to be facilitated so as to not affect the structural stability of the concrete frame with partial pours etc. During the initial 3 weeks of piling, we anticipate needing 1 concrete delivery before 9am, again this CFA piling work has to have a steady continuous flow of ready batched concrete to ensure the structural elements of the building are formed as in line with the specification and the British Standards.

2.2.9 Procedures for managing public interfaces

Person Responsible – Adam Shingleton Project Manager, the project will use a dedicated project email address for community related matters, this address is monitored and administered by the PM and Assistant PM, and all correspondence to and from local residents and 3rd parties affiliated to the site will be stored in this folder for auditing and record purposes. The email address: GreyfriarsInfo@cfield.co.uk will be live before works commence on site.

Monthly resident forums will be held to discuss upcoming works and any concerns of the local community, these will be held online to allow more people to attend and contribute. We will also publish and distribute a letter drop 4 weeks prior to commencing on site to all properties within a 200m radius of the site or as required. Joining instructions for the online meeting will be printed on the letter drop. A Sample of such a letter drop is included in the appendices.





2.2.10 Site Lighting

Temporary site lighting will be installed both to the inside of the site hoarding and to the outside of the site hoarding to protect both site users and pedestrians, and for security. Prior to install, a heat map design will be completed to ensure compliance with the relevant standards. LED lamps will also be used. These will form part of the weekly IMS for the Project Managers inspection and maintenance.

2.2.11 Pest Control

Following demolition, all drainage outfalls will be suitably capped to ensure pests cannot gain access to the site. As works progress these caps will remain in place until the building is suitable developed to remove and connect to the new systems. If required during the works, a pest control specialist contractor will be engaged to install baiting and provide suitable advice on anything which is encountered.

2.3 Requirements to achieve proposed arrangements

All sub-contractors and suppliers must adhere to the delivery process to ensure that the site is managed in an organized and controlled manner with the residents, pedestrians and other road user's safety the paramount concern. Subcontractors will ensure all suppliers are registered with the Freight Operators Recognition Scheme (FORS) to a minimum requirement of bronze status.

1. All subcontractors and suppliers will be sent this Construction Logistics and Traffic Management Plan so that they are aware of the site delivery requirements and processes. Subcontractors should issue this Traffic Management & Construction Logistics Plan to suppliers upon ordering materials to ensure their delivery drivers areaware of requirements. Suppliers will be required to confirm whether their delivery vehicles can access the site.

2. All subcontractors with a presence on site will attend the weekly Logistics meetings for effective planning for large-scale deliveries. During busy periods, CField will assign delivery slots via bio-site. Planning the delivery size and timing must take consideration of coordinating the use of the tower crane. To this end, crane time will be booked in at the weekly Construction Logistics meeting to ensure that all goods are able to be distributed to the desired location. Smaller deliveries will require prior notice before arrival on site, at a minimum of 24 hours. These deliveries will be recorded on site by the assigned CField site person.

3. Deliveries will be scheduled for arrival between 8.00am-5:00pm on Monday to Friday and 8am – 1pm on Saturdays. No deliveries are to be waiting outside of site on the double yellow lines or they will be sent away. Site operating hours will be 8am-6pm Monday to Friday and 8am – 1pm on Saturdays. As per the previous note CField will endeavour to avoid large disruptive deliveries before 9.30am.

4. Should any of the requirements be unachievable for a sub-contractor then they must notify CField Site Management immediately and an alternative arrangement will be made.

5. CField will provide a suitably competent and trained Traffic Marshal. The Traffic Marshal will wear full orange PPE including a Hi-Viz jacket and trousers. The Traffic Marshal will always maintain visual contact with the driver giving clear instructions by hand signals or vocal commands.

6. Deliveries will approach the site entrance gate and make themselves known to the Traffic Marshall who will then verify who they are and who they are delivering to. The Traffic Marshall will contact site management or the relevant subcontractor before allowing the vehicle to continue into the loading area (see Section 3.1 Unloading of Materials Plan)

7. Delivery acceptance or rejection will be at the discretion of CField site management. Unscheduled, non-compliant loads are likely to be turned away (minor white van deliveries excluded).

2.4 Proposed Material Delivery Schedule and Vehicle Size

Material	**Expected Delivery Vehicle Size**
Reinforcement	Articulated Truck/Rigid Lorry
Concrete/Muck Away	Rigid Lorry
Formwork	Articulated Truck/Rigid Lorry
Lifts	Rigid Lorry
Plasterboard	Articulated Truck/Rigid Lorry
Blocks/Bricks	Articulated Truck/Rigid Lorry
Windows	Articulated Truck/Rigid Lorry
Scaffolding	Articulated Truck/Rigid Lorry
Waste	Skip Lorry / Compactor
Roofing materials	Articulated Truck/Rigid Lorry
Doors	Rigid Lorry
Misc.	Van
Heavy Plant	Articulated Low Loader
Furniture	Luton Van

The Logistic plan has been divided into the following headings

a. **<u>Site mobilisation Works in this phase to include;</u>**

- site setup
- enabling works
- Piling.
- Complete GF slab and drainage.
- Set up of tower crane.
- Deliveries will be via the pitlane and offloaded using tower crane

b. **Works in this phase will include**;

- Construction of RC frame.
- Installation of scaffold – Scaffold will be constructed in 3-meter lifts. 3 no. progressive Loading bays will be constructed in line with façade progress
- Delivery and loading out of Windows will be via Canti deck –
- Deliveries will be via the pitlane, unloaded using the Tower crane for the RC works,
- Façade material stored at GF level within the building, this will include, Metal, board, brick, insulation etc
- Façade material will be removed from Storage at GF level as required and loaded out using the crane or hoist,
- Mortar will be loaded with crane to progressive loading bays.
- Bricks will be loaded out onto progressive loading bays as the project progresses.

C. Roofing and external works

- Façade Construction
- Bricks to be loaded out on each level via progressive loading bay – loading bays to be cleared once pallet of brick is loaded – no pallets to be level on the level for long durations.
- Lift installation – lifts will be carried in to a space on the ground floor and assembled on site.
- Internal fit out – materials will be loaded out via hoist – hoist timeslots to be pre-booked and agreed prior to delivery
- Internal fit out waste to be removed by bins to materials hoist and loaded into skips on the ground floor.
- Roofing materials will be lifted directly on to the roof contractor to ensure all materials on the roof and strapped down.
- Widow protection will be removed, and all mastic works complete before scaffold strike.

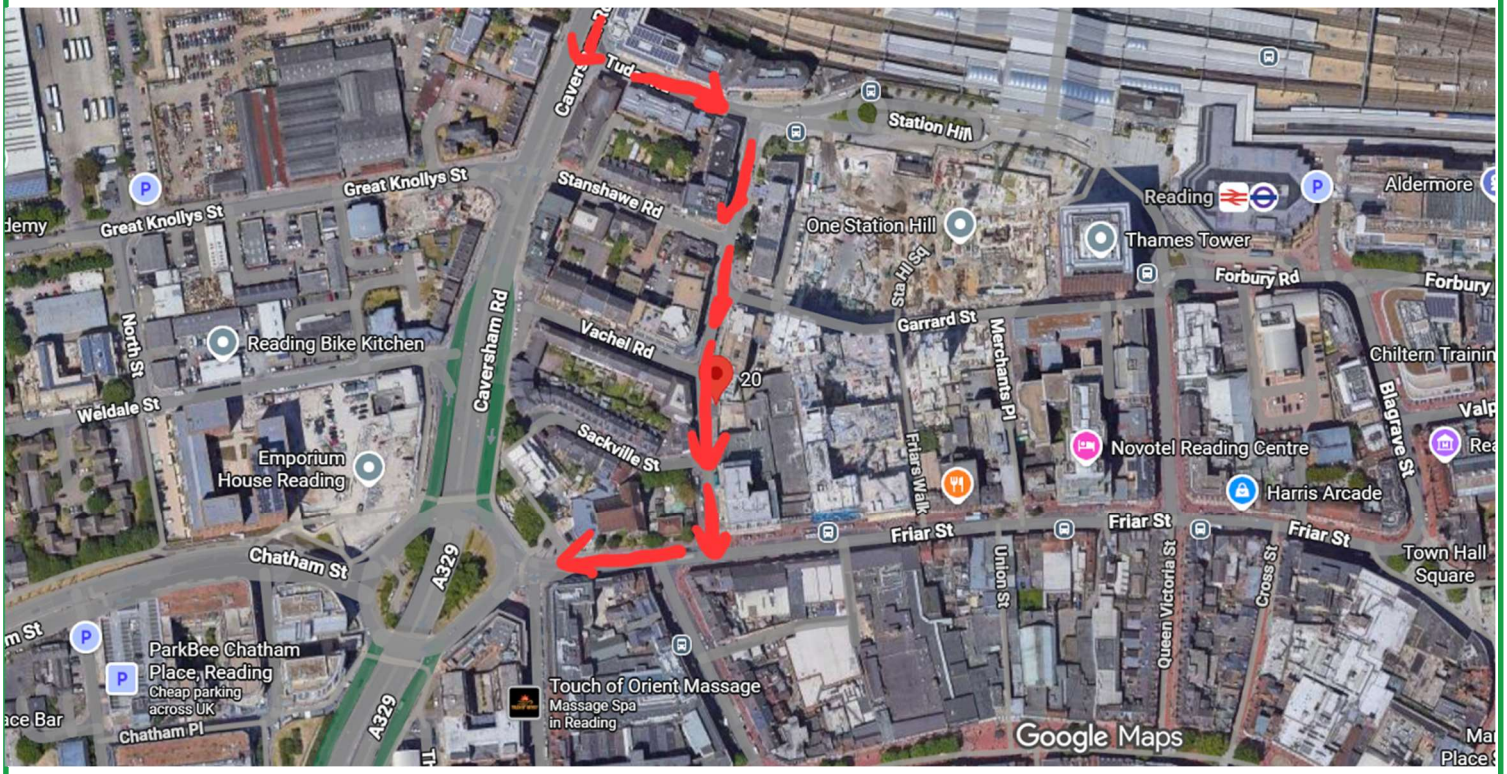
D. External works to completion

-

- Scaffold will be struck with use of crane, sections of scaffold made need to be chained down.
- Window protection and completion of mastic works to be completed in line with scaffold removal this will be co-ordinated in the daily dabs
- Down-pipes to be installed ahead of scaffold removal – materials to be brough up with material hoist
- Landscaping to roofs and terraces materials lifted with crane and material hoist

3.0 Traffic Routes

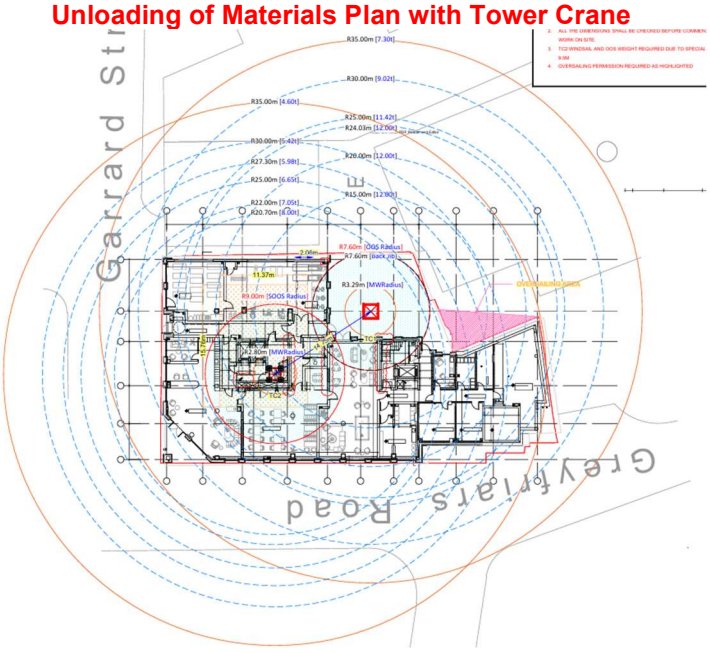
North, East, South & West Access to Site Route for Construction Deliveries

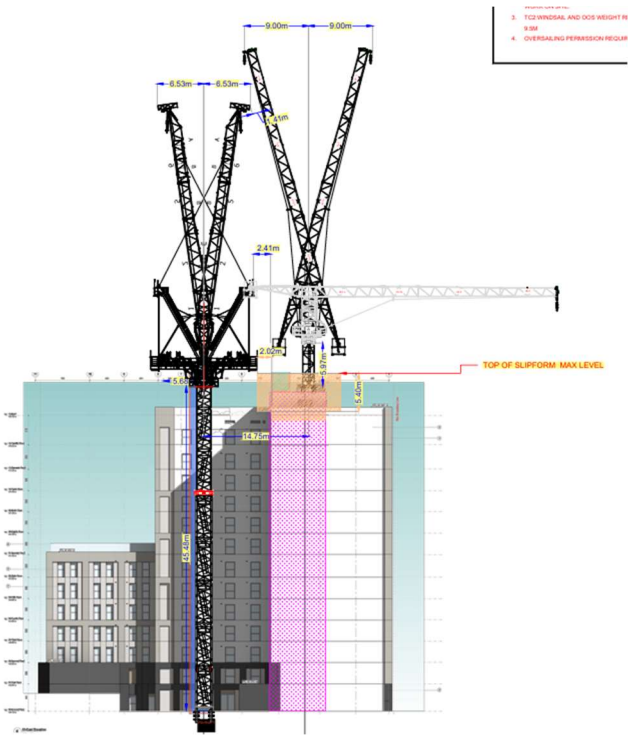


Anticipated number, frequency and size of construction vehicles entering/exiting the site – it is anticipated that we will receive at peak 3 articulated vehicles per day and a up to 4 vans – restricted to weekday dates only .

3.1 Site Facilities and Logistics Plan

Unloading of Materials Plan with Tower Crane





All deliveries for the duration of the project will come via Greyfriars Road

All deliveries that come to site need to be crane liftable as there is no space on the site for a forklift or manitou, this needs to be coordinated by all subcontractors to their supply chain and delivery vehicles. At NO TIME will a delivery be accepted that can't be lifted with the crane. LGV with lifting platform are the exception.

3.2 – Road closures

Procedures for executing road closures will be in line with Reading Borough Council requirements and within the Roads Closure Application Act 1984. Application is required with adequate notice given for each.

We will require a closure for the following –

Tower Crane Erection – Gerrard Street
Part Lane closure for slip lane – Greyfriars Road
Tower Crane Dismantle – Gerrard Street
Parking Bay suspension – Greyfriars Road

Others TBC

4.0 Delivery Off-Loading and Distribution

The safe horizontal distribution of all materials and equipment (including the off-loading from delivery vehicles) is the responsibility of the sub-contractor. CField will provide the following for the subcontractor's use for distribution. However, it is the subcontractor's responsibility to arrange and coordinate use of this equipment with their delivery. This should be done at the weekly Construction Logistics meeting.

- 1 No 2000kg Goods hoists
- 1 No Tower crane
- Perimeter scaffold

1. CField will not have labouring teams available to offload and/or distribute sub-contractors' plant and materials. Sub-contractors will need to organize their own resources.

2. Distribution of materials should, wherever reasonably practicable, implement the use of mechanical means to avoid and/or mitigate manual handling risks.

3. Appropriate resources must be deployed by the sub-contractor, to ensure that delivered materials, goods and equipment are distributed directly and immediately to the agreed storage area. This is essential to ensure the external site areas are free from congestion and that swift, efficient unloading prevents any delays to following trades deliveries and disturbance to members of the public and highway users.

4. The hoist facility will be available via a booking system utilized to co-ordinate the needs of all the sub-contractors. The time required for distributing your materials, goods and equipment must be advised to the designated CField Site Manager to ensure that an adequate time slot is allocated. This should be done at the weekly Construction Logistics meeting.

5. If suitable provisions are not made to meet these criteria, then the sub-contractor may be held liable for any costs resulting from any adverse impact such failings may have to the efficient delivery of materials, goods and equipment of other affected trades.

4.1 Material Storage

Due to the projects space restrictions and tight nature material storage will be at a minimum throughout the project, each sub-contractor will receive a room to keep only the necessary materials stored onsite. These will be agreed and defined, initially, at the pre-start meeting. However, CField reserve the right to adapt the location and size of such areas, without cost to the project, to suit the Construction Programme and ensure that the regular progress of the works is maintained at all times.

A boarded gantry will be erected at the main entrance which will allow storage of light weight materials that will controlled by the site team. Material storage on gantry will be controlled by weight and duration. Weight limits of the gantry will be confirmed and will be controlled via a booking system. Materials must be used as agreed so long term storage will not be allowed.

CField also reserve the right to reject deliveries or remove materials from site due to a breach of these site rules, exceeding the agreed storage limits or attempts to deliver excessive quantities of stock. Any resultant costs, from such actions, will be deemed the liability of that subcontractor.

Any anticipated heavy load deliveries must be referred to the CField project team to ensure that the structural load capacity of the storage areas is not compromised. It is the sub-contractor's responsibility to ensure that these checks are implemented and any failure to do so, that result in incident, will be deemed the liability of the sub-contractor.

5.0 Rules for Drivers

All drivers on site are required to comply with relevant site worker rules and the following site safety rules:

1. All drivers must use the loading bay correctly as described in TMP
2. All drivers must comply with the traffic management controls in place. The speed limit, one-way systems, prohibited areas and reversing procedures must be strictly adhered to. The speed limit in the loading bay is 5mph.
3. All drivers must await the Traffic Marshall instructions before entering the loading bay
4. The instructions of Traffic Marshalls must be followed.
5. Drivers are required to wear 3-point minimum PPE when not in their cab.
6. Drivers who have not received the site health & safety induction must remain with their vehicles unless escorted.
7. Vehicle/plant lights, warning lights and other warning devices must be fully operational.
8. There will be no parking in the loading bay for operatives. All operatives will be encouraged to use public transport as there will be no parking on site.

Arrangements for ensuring the safety of visitors including pedestrians

- The Traffic Marshall will direct all visitors to the site offices, directional signage will also show the way to the site offices.
- Visitors will not be allowed to enter the site without completing a site specific induction and being accompanied by a member of the CField site management team.
- Relevant safety instructions will be given by the escort.
- The visitors escort will provide relevant personal protective equipment such as hard hat, hi-vis vest and steel protective toe cap boots.
- The pedestrian walkway routes will be segregated from construction traffic.

Visual and audible alarms

All site vehicles such as excavators, mobile cranes, dumpers, rollers must have a flashing beacon so that they are visible to others on site. These beacons must be on whilst the machine is in use. Any reversing vehicles must have audible alarms to warn others on site of the intent to reverse.

There will always be a banksman to guide reversing vehicles (see the Hierarchy of Control Measures in Appendix 7.1).

Defining material routes

Pedestrian walkways must be kept clear and free of all obstructions and construction activities.

Barriers or pedestrian fencing must be erected complete with warning and mandatory signage to prevent unauthorized access. Clear, visible barriers will be in place to define material transporting routes.

Its each sub-contractors responsibility to maintain clear access ways around the site, at no time is rubbish, Materials or plant left blocking an access way acceptable. Repeat offending of blocking access ways will not be tolerated, removal off site for the offender will be considered.

Wheel washing facilities

Wheel washing facilities will be provided on site for the duration of the project. Deliveries will be processed through the designated pitlane which will be left as tarmac hard standing, therefore greatly reducing the chance of muck disposal onto surrounding roads. In the rare chance that there is a risk of spoil transfer along the roads, there will be a pressure washer made available to clean the wheels before the delivery vehicle leaves site. Care will be taken to ensure that run off from this does not enter road gullies by use of run off trays below the vehicle and protective socks around surrounding drains. The catchment water will then be disposed of in the appropriate manner.

6.0 Waste Management and Housekeeping.

CField consider the efficient management of waste and good site housekeeping as a fundamental means to a safe and productive site as well as mitigating vehicular movements relating to waste removal and minimizing pollution levels and environmental impact.

Excessive waste and poor site cleanliness significantly increase the risk of:

- Adverse impact on the environment
- Increased vehicular movements – causing inconvenience, disruption & congestion.
- Poor representation of our Industry to the general public
- Slips, trips and falls.
- Fire hazards.
- Congestion leading to loss of productivity
- Discouraging environment for operatives to work in.
- All waste is to be removed from site by a licensed contractor with waste segregation taking priority. No waste is to burnt or discarded on site

Regular waste collections will be arranged with a licensed waste removal contractor. The following documentation will be checked, copied and retained on site before allowing anyone to remove waste from site:

- The person or company carrying the waste offsite must be registered with the local Waste Regulatory Authority and be able to produce a copy of the registration document.
- Confirmations that the waste is being transferred to an authorized person, tip or transfer station.
- Details of the waste material have been passed onto the carrier via a Waste Transfer Note.
- All vehicles will be covered with netting or sheeting prior to removal from site. This will be enforced by CField Site Management.

Skips will be provided by CField and they will be located near the storage areas, the skips will be marked to determine the various waste stream segregation,which will be outlined to the subcontractor's operatives at their induction and at pre-start. The subcontractor must not mix the waste streams.

All waste and debris must be broken down or cut into manageable sized pieces for placement in the skips.

CField will robustly manage the site in terms of housekeeping and tidiness. The sub-contractor is solely responsible for clearing of their waste and debris progressively throughout the working day. A single clearance at the end of each week will not be acceptable. The subcontractor must sweep working areas at the end of each day to ensure that dust and small debris is kept to a minimum. Clearance notices will be issued, and non-conformances will result in CField clearing your waste and any time and labour used for this will be charged back to the responsible contractor.

Due to the lack of external storage it may be necessary to store waste materials and load into a waiting skip. This will be managed as a weekly drop and wait by the recycling plant.

All waste off site will be recycled and aim to have 0% sent to landfill. Cfield will only use registered, certified waste carriers who will provide us with evidence that all waste has been recycled on a monthly basis.

Should CField deem that subcontractors continuously abuse the site rules regarding housekeeping and/or regularly fail to respond to clearance notices; then CField will employ a dedicated "clean team" to attend to daily site housekeeping – the costs of which will be apportioned equally amongst the subcontractors. Written notice of this intended action will be provided. The Clean Team will only be removed once there is evidence that ALL subcontractors are abiding by the Housekeeping rules.

This condition is intended to encourage an ethos whereby ALL operatives are vigilant with housekeeping and will aid CField in identifying consistent offenders.

7.0 Site Security

All operatives are required to undertake a site induction. Inductions will be carried out online prior to arrival on site, details of which will be provided at pre-start meetings. If a subcontractor operative arrives to site having not completed their online induction, it will be at CField site management's discretion whether to refuse the operative entry or to admit and induct in person.

Any required attendance (supply of new personnel) must be advised to the CField Project Manager in advance.

All operatives will be required to provide information including but not limited to.

- Name & Address [including postcode.]
- Date of Birth
- Nationality
- Health records that we should be aware of
- CSCS card details
- Trade
- Company
- Trade Qualifications and Certification

This information will be used to measure KPI's and all information will be handled fully in accordance with the Data Protection Act.

The site will be up and running Biosite , Biosite is a security management system that records the details and information of each operative. This information will allow us to monitor who is onsite in the event of an emergency and aid evacuation and the emergency services. However, CField reserve the right to refer to the attained attendance records to monitor and analyse labour levels and productivity. NO access through the turnstile will be granted unless all info above is provided and the operative is registered.

Before works commence on site, and in order to secure the site, the hoarding will be erected as sown on the aforementioned site plan. The hoarding will form part of the Project Managers IMS in terms of design, install, inspection and removal. Any defects, including external graffiti and posters will be made good/removed as soon as possible; if identified.

8.0 Contractor Parking

There is no provisions for parking made by CField and as such contractors will be required to pay parking in other surrounding public parking areas.
Alternative means of transport are provided locally including Bus routes, Cycle lanes (contractor cycle store will be provided) and railway.

9.0 Appendixes

9.1 Hierarchy of Control Measures for Reversing Operations on Site

1	Eliminate need to reverse	Implement one-way systems around the site and in loading and unloading areas where applicable. 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 driver's seat, particularly at the sides and rear of vehicle.
4	Ensure safe systems to work are followed	Design vehicle reversing areas which • Allows 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- as briefed in the site induction. Drivers and banksman/traffic marshals need to be in constant eye contact and communication during reversing operations. Banksman should not stand directly behind reversing vehicles. Traffic Marshalls will ensure other site traffic is aware of a vehicle turning in the designated turning area. 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.

9.2 Traffic Movement Risk Assessment

Task Traffic Management				A	Generic Hazard Rating H/M/L		L
	Risk Rating						
Hazards	H	M	L	Y/N	Control Measures	Y	N
Vehicles accessing t		√		Y	**Deliveries controlled by traffic marshal. Traffic marshal to hold and direct deliveries where they are required. Delivery companies to be briefed prior to coming to site of site rules and procedures.**	√	
Accidents due to Vehicle/Pedestrian Interface		√		Y	**All vehicle drivers & plant operators to hold current licence or plant operating certificates.**	√	
					Traffic Marshalls man pit lane directing traffic/pedestrians/operatives. Traffic Management signage displayed on footpath. **Control vehicle access in areas used by pedestrians/workforce** Prevent pedestrian access to vehicle/plant operating areas, included in briefings and site inductions. Design traffic layout to segregate from pedestrians. Hi-Viz clothing to be worn at all times as per induction. Set and enforce site speed limit of 5mph. Use barriers to achieve segregation of plant from pedestrians, with safe crossing points and signage for walkways. **Use banksman and traffic marshal where reversing is unavoidable per the hierarchy for reversing detailed above.** Limit extent of vehicle movement Delivery drivers to call logistics/construction manager before arriving on site.	√	
						√	
						√	
						√	
						√	
						√	
						√	
						√	
						√	
						√	
						√	

		Vehicle overturning		√		Y	**All vehicle drivers & plant operators to hold current licence or plant operating certificates.**			
							Survey site and plan/mark traffic routes.	√		

			√		Y	**Use banksman where reversing is unavoidable** **Ground conditions to be checked regularly for suitability and compaction to ensure safe access for plant.**	√	
	Fuel & flammable liquids storage on site		√		Y			
						Bunded storage facility required, sited on level ground, with appropriate signs and fire-fighting equipment to hand –Location to	√	
						All deliveries to be supervised at all times, including verification that there is enough capacity to accept delivery.	√	
	Vehicle Breakdown on access road		√		Y	If a delivery vehicle breaks down the driver will immediately let the traffic marshal know. The traffic marshal will then let the site manager know and a recovery vehicle and/or fitter will be arranged to come to site ASAP. An exclusion zone will be set up around the vehicle to warn other traffic and pedestrians of the hazard.	√	
	Transfer of waste		√		Y	**Relevant site licence required.**	√	
						Waste transfer note required.	√	
	Job Specific Risk Assessment					Date: 22/04/2026		

9.3 Example of quarterly newsletter for residents and local stakeholders

Project Update

Works have progressed across both phases on our Greyfriars co living scheme positively since our last newsletter. The external façade works are now complete with phase 1 and our scaffolding is now fully dismantled. Internally the scheme is now complete which testing and commissioning now ongoing throughout the building. Practical Completion for the first section is targeted for the end of February.

Considerate Constructors Scheme

This scheme is registered with the CCS and our initial audit is booked in for XX XX 2026

Contact Information

For direct contact with the team simply email us @ GreyfriarsInfo@cfield.co.uk

Local Employment

The CField project team will engage with Reading council where we will advertise upcoming roles on the project inline with our Employment & Training Strategy, all in collaboration with Reading Council. Most available roles will be working with our supply chain and sub-contractors, however we will liaise with anyone interested in employment within the construction industry; in particular those who reside in the area.

Planned Works

-In the coming weeks we are targeting to commence with the piling and sub-structure work

Meetings

Our Next Greyfriars online liaison meeting will be arranged for XX XX 2026 , where we hope you can join us for a full update.

A meeting ID and passcode provided to enable you to join our session once diarized.

Join the meeting now

Meeting ID: 310 238 688 119 45

Passcode: iT9m5