LINDEN HOMES

CONSTRUCTION MANAGEMENT PLAN

INCLUDING ENVIRONMENTAL CODE

Land east of Garden Walk and north of Newmarket Road, Garden Walk, Royston

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Introduction

This construction management plan has been produced for Land east of Garden Walk and north of Newmarket Road, Garden Walk, Royston in accordance with all current Linden Homes procedures. Set out below is a brief overview of the systems and procedures we would intend to utilize in controlling the construction operations on site, ensuring all Linden Homes Eastern standards and protocols are adhered to in order to progress the project in the most safe and efficient manner possible. This plan has been drawn up in conjunction with Health & Safety Management Systems and Environmental Management Systems in place. This plan also will ensure strict adherence to the planning conditions in respect of working hours and standards required by the environmental department.

Site location and Boundaries

The development is located off A505, Royston. The site boundaries are formed by hedgerows and drainage ditches.

Scheme Summary

The scheme consists of:

This project is a site of 330 units with associated infrastructure and landscape. The projects is to be delivered in 3 Phases, and this document addresses Phase 1 details only. Phase 1 comprises 88 residential units, strategic drainage and flood risk mitigation, and the community open space in the southern section of the site.

There are off site s278 works to be completed with ecological considerations to be controlled.

Site Access and Traffic Management Systems

Traffic systems and restrictions

We will ensure that traffic is routed away from work areas wherever possible with pedestrian and vehicle segregation in areas where this is not possible. This plan will include for HGV's which will be required to use the designated HGV routes to the primary route network.

A project specific traffic management plan and a traffic management risk assessment will be provided to the site team for this project and these documents will be updated and briefed to site operatives as necessary throughout the project's life-time.

The traffic management risk assessment identifies the site specific controls for this project and this is located in the project specific sites and will be developed as when the site progresses through its phases.

Access to the site offices and welfare facilities will be within the compound area which will be situated in the middle of the site
within the open space area of Phase 2 so as not to affect the new occupied residents. The pedestrian access gate will enable all operatives, staff and visitors to enter site from a secure controlled entrance. A segregated pedestrian walkway will be provided to the welfare facilities and subcontractor storage areas.

For the initial site preparation and enabling works we will operate from a mobile Oasis unit until the full office accommodation has been set up and connected to main services.

We will arrange a meeting with the Local Authority highways officer to arrange licences for hoardings, crossovers and agree traffic routes. The Planning Officer (North Hertfordshire District Council) will be kept informed of meetings and outcomes.

During working hours the gates at the access/egress points will be kept shut and controlled by our traffic marshals. No pedestrian access will be permitted at these points. The traffic marshal will ensure all deliveries are removed from the public highway and onto site as shown on the Logistics Plan upon their arrival, minimising the construction impact on the neighbouring environment.

No unloading of vehicles is to take place on the highway There will be an area on site identified for waiting and unloading.

A Banksman / traffic marshal will manage disruption to traffic flow on the highway when required outside of the site.

All efforts will be made to ensure all vehicles leave site in a clean and safe condition, as a precautionary measure we will have a contract also placed with a reputable road sweeping contractor.

Wheel washing facilities will be provided when required during the groundworks period to ensure all vehicles leave site in a clean and safe condition.

We estimate there will be 45 subcontractors employed for the scheme with a maximum of 60-70 personnel on site at any one time, together with 4 staff from Linden Homes.

Operatives will be discouraged from parking in adjacent streets and encouraged to use public transport or cycle to work.

All contractors' vehicles to be parked on site and not to cause a nuisance to nearby residents or have a detrimental impact on the general traffic flow on the surrounding highway.

Clear instructions will be provided to all contractors as part of the procurement process advising them of the delivery requirements and parking restrictions.

Subcontractor offices will be allocated within the site compound area.

Secure boundaries will be maintained around the perimeter of the site. The herras fencing will be kept in a good state of repair.

Strict material delivery will be imposed on the project based on just in time deliveries to ensure that congestion is avoided. Each delivery will be allocated an allotted area from which to load or unload. This will be suitable for the material being delivered and will adhere to site working hours.

Clear instructions will be issued to all direct suppliers and subcontractors detailing access routes and restrictions, a specified area (eg: layby) where delivery vehicles will be 'stacked' in the event there is a backup of vehicles will be provided and shown on the traffic management plan

The delivery areas will be clearly identified on site and be serviced accordingly by an all terrain forklift. Proposed delivery areas will also be illustrated on a copy of the site layout plan. Deliveries waiting off site for unloading will be safely positioned and directed into site by our traffic marshal who will ensure that any vehicle waiting is not left unattended and has the engine turned off.

Emergency services routes and access by third parties

Access for emergency services on site will be via the site access routes (A505 Road).

Local Emergency Services will be notified of the access points before work starts on site.

The traffic marshals permanently located at the site entrances will ensure that safe access routes are always maintained for emergency services.

Police requirements

No specific Police requirements are envisaged. We will however maintain regular contact with the Police on such matters as abnormal load licences and be fully co-operative with any unforeseeable matters. We will ensure that the Planning Officer at North Hertfordshire District Council will be notified when abnormal loads are scheduled.

Design issue will be forwarded to the Secure by Design officer allocated to the scheme.

Local Environmental considerations

As the site is located within a residential area it is our intention to minimise the impact that the construction process could cause to the Local Environment and the

neighbouring community. We will also inform all local businesses of our activities on site so they are fully informed of our site activities.

Due care will be taken not to cause the primary environmental nuisances, noise and dust pollution. Below are some actions that will be carried out to abate these problems.

Reduction in noise disruption will be achieved by: -

- Co-ordinated delivery times and efficient traffic management to prevent queues of traffic accessing the site
- Ensuring all plant has sound reduction measures (mufflers, baffles or silencers)
- Utilising construction techniques that minimise the production of noise.
- Utilisation of baffle system during breaking out of existing ground obstructions.
- Strict adherence to the site working hours.

Reduction in dust pollution and other airborne debris will be achieved by: -

- We will be establish air quality procedures to minimise dust generation using a water bowser to dampen down dust.
- control plant and vehicle exhaust emissions.This will be monitored to ensure no overun of plant and macinery when not in use
- We will undertake regular air quality sampling on a fortnightly basis to ensure that we are not impacting on the existing air quality levels.
- Ensure that all materials transported to and from site are in enclosed containers or fully sheeted.
- Ensuring stock piles of excavated materials etc are kept below hoarding heights and kept damp in dry windy conditions.
- During dry periods the works are to be damped down to control the generation of dust.
- Ensuring materials have a minimum of packaging
- Ensuring all polystyrene and similar light weight materials are weighted down

- Making sure all dust generating materials are adequately packaged

- Ensuring all vehicles leaving the site have received a wheel wash and that loads are covered where spoil, waste or demolition material is being removed.

- Provide regular road cleaning using road sweepers or brushes to control dust and mud.

- Keeping the loading drop heights of spoil into lorries as low as possible.

- Implementing an effective procedure to deal with complaints from third parties to ensure issues are dealt with efficiently and quickly, via an advised and dedicated telephone number.

In addition to the above provisions the following measures will be taken to reduce any further negative effects on the environment: -

- Ensuring all contaminants kept on site are safely stored with the necessary procedures put in place for leaks and spillages etc. as set out in Linden Homes Environment Policy.

- A waste management system will be implemented on site**.**

We treat environmental issues seriously and will carry out good management practises to minimise the effects of noise and dust on the environment and local community. We will also liaise with the local neighbours regarding any other sensitive environmental issues that need to be addressed.

Tree Protection

The Tree Protection Plan details trees and hedgerows to be removed or cut back, as well as tree protection requirements during construction, and hand dig areas. Works will be carried out in accordance with the Arboricultural Method Statement.

SITE SETUP

Refer to drawing 'Construction Management Plan Phase 1 CMP001'.

Site Access

A Traffic Marshal will control deliveries and vehicles entering/ exiting the site.

A dedicated pedestrian footpath will lead directly to the site compound. This route will be separated from the vehicle route by road barriers for safety purposes and to prevent pedestrians straying onto the site working areas.

The site offices will be located on open space to the south of the sites existing entrance.

Operatives can only access the site working areas after completing the induction process.

Site notice boards will be displayed at the site entrance and will display the project contact details, access and egress procedure, site rules and all necessary health and safety information.

Site Security

Security during site working hours will be maintained by the use of locked gates; all vehicular gates will be closed when not in use and controlled by our site team for vehicle movements.

Out of hours Security will be provided with the use of on site security personnel during the fit-out stage of the project and will deter theft and damage.

We will liaise closely with the local Community Officers and police that patrol the areas.

Fire escape routes, fire fighting stations, alarm points, muster points and practice drills within the works will all be as Linden Homes standard Health and Safety Procedures and agreed with local fire officer.

Site management will be responsible for seeing that all plant and materials are stored safely and securely after the workday ends.

Control of construction traffic

We intend to establish a delivery route to the site from the highest hierarchy of main roads. A provision for a waiting area will be included in the TMP should this be required.

This will only be changed where requested by the Police to suit abnormal loads such as piling rigs, mobile cranes deliveries or to accommodate any specific directives relating to the activities around local traffic restrictions.

We will produce specific traffic maps and rules indicating the required traffic route for all of our sub-contractors and suppliers.

All site traffic will be directed to Site entrance by use of directional signage in agreement with the Local Authority. Liaison with both North Hertfordshire District Council and Hertfordshire County Council (Highways) will be required.

Due to the extent of works we envisage these essential vehicles being concrete lorries, during large concrete pour, and muck away lorries during the bulk excavation. The latter will be naturally restricted due to the turnaround times of early loading and the journey to and from the selected landfill site.

Any abnormal loads to be delivered will be notified in advance to the Local Authorities/Police.

Suppliers and subcontractors will be notified in advance of the desired location for delivery.

Contractors and suppliers are required to notify our Site Logistics co-ordinator to agree delivery dates and times based around the peak time restrictions.

All deliveries to site will be scheduled by our Site Logistics co-ordinator and any unscheduled or non-agreed deliveries will be turned away.

No loading/unloading or stacking will take place on the A505 or Newmarket Road.

Site management will take necessary action against any defaulting contractors or suppliers to ensure corrective action plans are put in place and implemented to ensure there is no further default.

All gates on site will open inwards and will not impede the public highway or footpaths at any time.

We have evaluated the major works involving the greatest amount of vehicle movements and these are the initial groundwork and superstructure.

General construction material deliveries would average up to 20no per day throughout the 48-month project. These would be a mix of flatbed lorries and box vehicles.

At this stage, we do not envisage any road closures for deliveries but should the need arise we will liaise with the Police, Local Authority to minimise disruption in the area. Planning Officer at North Hertfordshire District Council to be notified when this is scheduled to take place.

Site Offices and welfare accommodation

We will be providing a secure, two-storey prefabricated office and welfare accommodation block, this will comprise of a drying room, canteen and toilet/shower areas and office facilities.

Sub-contractors will have a designated area for their offices and small stores. Electricity, water and communications links will be provided to the area for quick and easy connections. Subcontractors will share the main contractor's welfare facilities.

Liaison and good neighbour policy

We pride ourselves on the good rapport we have established with a variety of different neighbouring parties on all our construction schemes and aim to continue this at Land east of Garden Walk and north of Newmarket Road, Garden Walk, Royston. Our experience of construction within this type of environment has led us to develop an effective system to manage our activities in a proactive and consultative manner to avoid conflicts for the benefit of everyone involved.

Our Site Manager will be appointed to liaise with all local neighbours. He/she will be able to deal with any complaints received and ensure that they are successfully addressed. Any complaints will be advised to our Contracts Manager.

Our Site Manager will be the liaison contact point throughout the contract. He will have the ultimate responsibility on site and the necessary authority to direct operations.

Information will be distributed to the neighbours on a regular basis to advise them of our planned operations and any impact they will have upon them.

The members of the public will be able to communicate with us via our dedicated "24/7 hot line". The number will be posted on our hoarding and distributed to the neighbours in all our regular news letters. We will meet Council Officers when required on site.

We will approach the local schools and community centres to arrange to visit and explain our works to the staff and students. We would also provide health and safety advice.

We will also arrange site visits for the staff and pupils when safe to do so and try and gear our presentation to suit the learning requirements of the school curriculum where possible. We will liaise with Council Officers to maintain community involvement.

Protection of Third Parties

All site activities are to be contained within the confines of the site boundary and a comprehensive traffic management plan will be implemented to ensure no disruption is caused to traffic or pedestrians on the adjoining roads or walkways. Specific loading and unloading areas have been designated inside the site boundary.

Where construction works are to be carried out above the hoarding level adjacent to the public highway and there is a risk of falling materials, appropriate monaflex sheeting or debris netting will be installed on the scaffold / mast climbers as a safety

precaution with protection fans where required. Provision will be made for controlling access and conflict between show home visitors and residents during construction.

Sign boards & fencing

The project signboard will be erected in accordance with Linden Homes format.

The boundary line will be shown on the site layout plan.

All boundaries to the project will be closed off using herras fencing, with various areas having Hoarding. All hoarding and fencing will be maintained and kept in good repair at all times and Hoarding will be painted in Linden Homes Corporate Colours.

Temporary hoarding will be erected at various stages of the external works adjacent to the public highway and temporary herras fencing will be utilised to safeguard the public. Internal access routes and storage compounds will be segregated utilising 'herras' type fencing panels.

The fencing will not be used for display of adverts or political posters except advertising for the development.

Working hours

Our normal site working hours in keeping with the restrictions imposed by the local Environmental Health Officer will be as follows

Monday to Friday:	8.00am-18.00pm
Saturday:	8am-13.00pm
Sunday:	No work on Sundays or Bank Holidays.

Notwithstanding this there may be certain occasions when work outside these hours may be necessary. In the event of this, work would only be carried out following consultation and agreement with the Environmental Health Officer. Planning Officer to also be kept informed.

Notifications

Communications will be initiated to the following authorities:-

- Notice has been served to the Health and Safety Executive
- Meetings with Planning Authorities
- Meeting with local Environmental Health Officer
- Liaison with local residents, schools and businesses.

- Notification to the emergency services giving full details of the construction works.

Site surveys/Investigations

Before work starts, we will produce:-

- A dilapidation survey of adjoining public roads and paths, illustrating their current state
- A plan and level survey of the construction area
- An underground service survey
- An Environmental and Noise Survey

Material control and storage

Delivery vehicles will be controlled to ensure that unloading only takes place within designated times and in the correct location.

"Just in Time" scheduling of deliveries where possible will minimise storage capacity required, double handling and congestion around the site. Restricted delivery times based around the school times will be discussed in detailed with all suppliers and contractors.

Where "Just in Time" deliveries are not economic or practical, site storage of materials and plant will be very carefully controlled by restricted allocation of zones to particular trades. Detailed plans of the site will be drawn up outlining areas available for moving and storing materials during the various stages of the contract.

Wherever possible materials will be delivered shrink-wrapped and palletised to be unloaded and distributed safely.

Diesel fuel for site plant will be stored in sealed tanks inside bunded walls in accordance with Linden Homes Environment Policy. The use of diesel driven plant and equipment will be kept to an absolute minimum. Wherever possible equipment and plant will be electrically powered to reduce noise and prevent emissions.

Spill kits will be provided for use in an emergency.

Secure storage of materials, plant, tools, chemicals and gases

Secure storage of materials, plant, chemicals and gases will be controlled in accordance with our Health & Safety Procedures and Environmental Policy.

Rubbish removal, management and recycling

An important part of the site management process involves site cleaning, rubbish removal and recycling.

We will produce a detailed Site Waste Management Plan in accordance with Linden Homes Environmental Policy.

This will include details of how we intend to reduce and manage site waste:

- Reuse of existing topsoil and clean spoil excavated for the new building , is limited and will be removed directly from excavations without double handling to an approved waste transfer station for recycling if possible.

- All concrete and brickwork from the demolition will be reused on site for haul roads, pile mats and compound bases. We will ensure that all other material removed from site is taken to waste recycling stations and separated for recycling where possible. Records of the waste recycling will be provided by the recycling stations.

- Enforcing good housekeeping measures e.g. proper storage of materials to minimise spillage.

- The use of raw materials as per manufacturer's instructions.

- Monitoring the generation of waste in order to identify trends and areas for further reduction.

- Identifying recyclable and salvageable materials and where feasible find secondary or alternative uses.

- Segregate waste types on site to facilitate recycling activities.

- Working with suppliers / subcontractors to minimise surplus material delivered to site.

- Working with suppliers to ensure only the necessary minimum of packaging is used and where pracitical packaging to be of recyclable materials.

- Consideration of alternative materials with lower wastage levels.

- Ensuring that all Duty Of Care and other legal requirements are complied with during the disposal of wastes.

- Consulting with suppliers to determine correct / appropriate disposal routes for waste products and containers.

- Assessing the project design to identify ways in which waste generation through raw material wastage and from temporary and permanent works activities can be avoided and minimised.

- Setting waste reduction targets as well as educating and informing site staff.

- Reducing useage of diesel, electricity and water on site by adopting Linden Homes site waste Impact recording and monitioring practices and procedures

General construction waste management will be managed by individual specialist subcontractors and overseen our site team.

Where gypsum plaster products are used the specialist contractors will be required to arrange recycling directly with the manufacturer.

Data will be provided by the waste management contractor on the level of waste produced and the level to which this material has been recycled. These figures will be notified to site operatives, our Client and the local community.

It will be the responsibility of each manager to keep the site area under his control safe from build up of rubbish.

It is Linden Homes Eastern aim to continually reduce the % of waste diverted from landfill and all our contractors and suppliers are required to provide details of all waste removed from site and how it has been managed. Our current target is 97% and we expect to meet or improve upon this target. We publish details of our waste recovery figures on site to all operatives and within our newsletters to the local community.

Reduction of energy usage and carbon footprint

Linden Homes Eastern are actively involved on all sites with reducing energy usage and reducing our carbon footprint.

We have established procedures to record fuel and water use on site and targets are set for the annual reduction in energy across the company.

We provide push button taps, dual flush wc cisterns, PIR controlled lighting, switch off heating policies,

We actively encourage the use of local labour, suppliers and subcontractors to reduce distances travelled and we record the mileage of all staff, operatives, visitors and deliveries so we can measure our carbon footprint and review how we can further reduce this.

Induction / Site rules /consultation

Every person who enters the project will receive a specific project induction from Linden Homes site management before they are allowed to leave the compound and commence work on site.

Inductions will provide an introduction to the project, a description of the project risks, environmental and safety issues as well as a review of the individual's competency. An Occupational Health Questionnaire has to be completed by all operatives as part of the site induction process.

Site Access will only be granted following site induction by Linden Homes Management Team. All site operatives and visitors will be inducted prior to commencement on site in a clearly defined facility without exception.

Our induction talks for operatives new to the site will include site rules which cover among other things:

- Behaviour toward others on site and nearby
- Drugs and alcohol
- Smoking areas
- PPE and safety issues
- Welfare facilities and use of
- Security issues
- Emergency procedures
- Good and bad practice

We also provide site inductions in languages other than English where appropriate and site signage is multi language to assist in communications.

We will hold regular consultation meetings with the workforce to assess safety performance on site and review were can be improved, these will be open to all on site, in addition to this we will actively encourage the use of a 'comment box' so that site observations can be forwarded and actioned in a confidential manner.

We require regular 'tool box talks' to be undertaken by the Principal Contractor and all subcontractors to site operatives outlining a variety of relevant Health and Safety issues.

All subcontractors' site managers are required to produce records of their induction training, method statement and risk assessment explanation to their operatives.

Health and Safety

To minimise risk and control exposure, our Health, Safety and Environmental Department will give advice at planning stages on all activities and all H&S

requirements. H&S is diligently monitored throughout our projects and reported to the main board.

Linden Homes treats safety as a highest priority and has developed a successful programme of initiatives in order to improve Health and Safety awareness and performance on all of our projects. These work by actively encouraging site operatives to think in a manner that assesses personal safety and the safety of others, not only on site but also throughout their lives.

The layout of the site accommodation ensures that all staff, visitors and operatives will have the ability to store and retrieve the correct PPE before entering the construction area.
PPE must be worn within the designated areas and a supply will be maintained for visitors."

We undertake regular reviews of training needs for our staff and require the subcontractors to undertake the same approach. We will in conjunction with the subcontractors arrange for any necessary training courses so identified to be held.

First Aid

The majority of Linden Homes site management are qualified First Aiders and as a company, we strive to increase the percentage of competently trained site staff. The site will have First Aid attendance at all times. We also expect subcontractors to provide their own first aiders. All first aiders will have clear identification on their hard hats.

Fire Safety Plan

A Fire Plan for the site will be established on commencement and this will be monitored and reviewed throughout the life off the project by the appointed Fire Marshall**.** This plan will contain floor plans of all designated escape routes, assembly points and fire station locations together with fire control procedures in accordance with Linden Homes Health & Safety Policy

The office and welfare buildings will be fitted with smoke and/or heat detectors and fire blankets in accordance with Linden Homes' policy requirements.

Fire stations will be provided at designated points containing fire extinguishers and alarm points together with fire action plans and means of escape signage will be provided on all designated escape routes. An assembly point will be established outside the site for all operatives and staff to gather on an alarm.

We will appoint the appropriate number of trained fire marshals to manage the fire drill and escape procedures in accordance with Linden Homes policy.

A Hot work permit system will be operated in accordance with Linden Homes Health & Safety Policy.

Regular Fire Drills will be undertaken throughout the course of the Project.

Fire procedures will be explained in detail at operatives induction and where appropriate during specific Tool Box talks.

Noise

A sound / noise meter will be kept on site at all times to check noise levels at the site boundaries during certain operations. Inside the site, and closer to noise sources, hearing protection zones, where hearing protection must be provided and worn if noise levels reach 80 – 85 Db, will be set up.

Careful planning and use of appropriate plant and equipment normally keeps these requirements to few and very short periods.

Risk Assessments

The documents to be referred to will be:
H03-01 Hazard Identification
H03-03 Risk Assessment
P04-01 Environmental Site Visit

Construction Activities

The construction of the development will be carried out in accordance with detailed method statements and risk assessments approved by Linden Homes Site Management and in accordance with this construction management plan and Linden Homes Health, Safety and Environmental Procedures.

We will be investigating and selecting cost effective and energy efficient construction materials and processes to reduce the embodied energy of the building fabric.

There are key Phased Completion dates set out which we will need to provide at key stages temporary access routes across incomplete areas of the site to enable access for early fit out trades and show flats. Temporary access routes onto and through the site should be shown on Phasing Plan and site plan.

We will work closely with the Local Authority and Building Control etc to ensure that areas are complete and fit for sectional completion and secure from the remainder of the construction works. Planning Officer to be advised when Building Control are engaged, including name of contact and details of provider of this service.

Incoming Services

The new water and gas & electric supplies will be brought to the site boundary for connection into the various houses and apartment blocks.

External foul and storm water drainage will be installed as the site progress so that they can be connected to the existing sewer network
This will enable the internal stacks to be connection and both rainwater and sewage removed from site.

Plant on site

There will be a variety of plant on site during the duration of build.

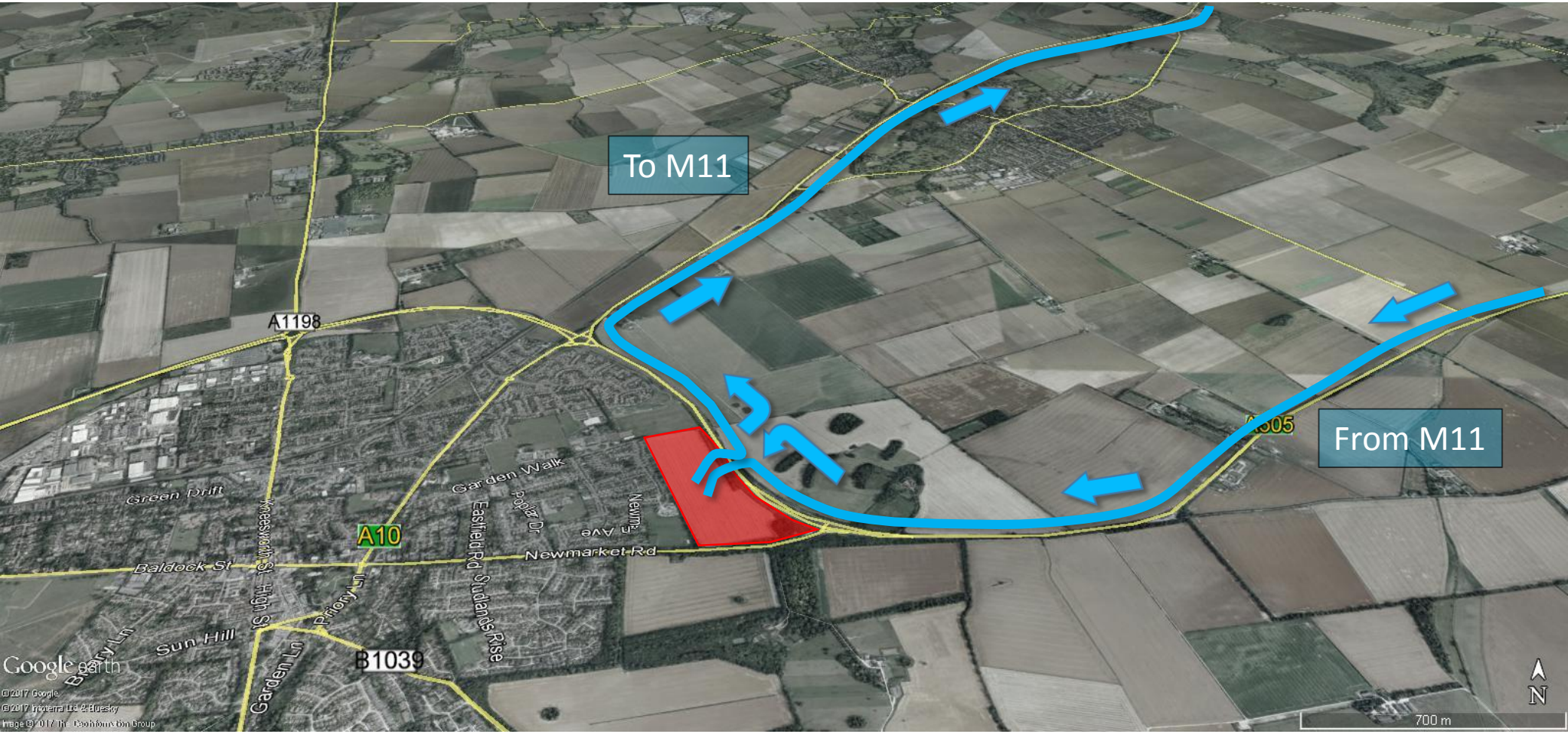
A telescopic telehandler will carry out most of the lifting processes on site, however during the roof stages there will be a visiting mobile crane in additional to this the groundworkers will have various 360 degree excavators and dumper trucks, subject to soil investigation reports there maybe a need for a piling rig on site for a short duration, which would be notified in due course.
During the construction phase we will have concrete readymix lorries visiting site and various vehicles with aggregates etc, any large influx of vehicles due to muck a way exercises will be notified to local residents, businesses, local authority and local police force.



Construction Management Plan
Phases 1 and 2

NTS

CMP001


To M11
From M11
A1198
A10
B1039
Green Drift
Baldock St
Sun Hill
Kneesworth St
High St
Priory Ln
Garden Ln
Garden Walk
Eastfield Rd
Studlands Rise
Newmarket Rd
Google earth
700 m
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