



PROJECT MANAGEMENT PLAN (PMP)
Incorporating the Construction Phase Health, Safety and Environment Plan

Project: Horsham Enterprise Park Phase 3

What3words location: ///vines.former.dwell

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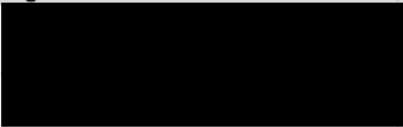
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1. **REVISION HISTORY**

ISSUE	DATE	DESCRIPTION OF CHANGE	SIGNED
Rev: 1	15/06/26	Initial plan	T. Eaglestone
Rev: 2	28/08/26	Construction issue	A Crawford
Rev: 3	[Date]		
Rev: 4	[Date]		
Rev: 5	[Date]		
Rev: 6	[Date]		
Rev: 7	[Date]		
Rev: 8	[Date]		
Rev: 9	[Date]		
Rev: 10	[Date]		
Rev: 11	[Date]		
Rev: 12	[Date]		
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2. **SIGN OFF**

By signing below, I agree to undertake the responsibilities as detailed within this PMP;

Discipline:	Name	Signed:	Date:
Regional Construction Director	Tom Eaglestone		15/06/26
Construction Manager	Adam Crawford		28/08/26
Site Manager	TBC		
Assistant Site Manager	TBC		
Site Supervisor	TBC		
Temporary Works Co-ordinator	Adam Crawford		
Temporary Works Supervisor	TBC		
Health, Safety and Environment team	Stuart Curley/Darryl Hammond		
Regional Managing Director	Leanne Smith		

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3. DESCRIPTION OF THE PROJECT

This project management plan outlines our strategies for handling significant health, safety, and environment risks in accordance with P3 and other relevant Lovell policies and procedures during the construction phase. It serves as the primary means of communicating these strategies to everyone involved in the construction phase, so it should be clear and straightforward.

The purpose of this Plan is to satisfy the requirements of all stakeholders and to provide a construction method statement to prevent possible negative impacts and impacts on the day to day lives of the community in which we work resulting from site activities, also ensuring the requirements and prohibitions of relevant statutory requirements are met.

This plan shall be implemented and adhered to thereafter at all times during construction by Lovell staff, its contractors, sub-contractors and any visitors to site.

The Project Manager under the guidance of the Construction Manager is responsible for ensuring the control measures identified on the environmental plan are implemented prior to start of construction activities.

A Weekly Check List is used by the Project Manager to monitor compliance to statutory and Lovell health, safety and environmental requirements.

Site Performance is monitored by internal and external H.S.E. practitioners at intervals of not less than fortnightly. Any inspection reports prepared will be discussed with the Project Manager and any recommendations will be actioned as necessary.

A Lovell Standard PMP has been completed as far as possible at this stage, but the Plan is a 'LIVE' document and will be finalised and signed off prior to site start and kept up to date by the Site Team.

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1. COMMON OPERATIONAL MATTERS

a) the number and frequency of construction vehicle movements

The construction of the proposed new development will go through a period of peaks and troughs depending on the programme and activities being undertaken on site. At any time during the peak of construction, there may be up to a maximum of up to 25 deliveries per day with this reducing some days to 0 deliveries at times of reduced activity. At other times, deliveries will be anywhere between 0 and 25.

b) construction operation hours

Working hours for the site will be limited to 7.30am- 18.00, Monday to Friday and 8.00am – 14:00 on Saturdays. Please note that there will be NO deliveries on Saturdays or outside of the Monday to Friday working hours.

Works will also be planned in accordance with Ecologists guidance to minimise impact to Perigon Falcons, which are currently present on neighbouring phase.

c) construction vehicle routes to and from the site with distance details

Local and national suppliers will be used to procure materials required for the construction of the scheme. For local companies within the area, we will use main routes/ roads to the site, avoiding weight restricted.

Access will be via Parsonage road. One access route will be available for all site traffic to and from the site and will need to be always managed and co-ordinated proactively.

d) construction delivery hours;

We understand deliveries to site can be a common cause of nuisance. Vehicles can cause water, noise and dust pollution as they enter and exit site, for example by spreading mud or contaminated material on neighbouring roads.

Section 4 of the PMP included at **APPENDIX 1** contains 'Delivering Safely Information' for this scheme which is also included below for ease of reference. This guidance forms part of the briefing to the Lovell site team, suppliers and contractors.

The plan included in **APPENDIX 2** identifies the compound and storage area on site which is where all deliveries will be completed.

All Deliveries will be off loaded on site, a turning area will be provided on site to ensure all vehicles leaving site will be in a forward gear, there will be **NO** reversing onto the Highway.

We will communicate the specific requirements to the suppliers and those working on site to ensure that all material deliveries are well be supervised by appropriate staff. Deliveries will be between the hours of 8.00am and 17.00 to minimise disruption to the surrounding area. Works will also be limited to daylight working hours and avoid periods around dusk and dawn during the bat activity season.

e) vehicle parking for contractors

In terms of numbers of vehicles construction staff coming to site, this is estimated to be around 40-50 vehicles on site for 7.30 - 8am during the peak period of construction. These cars will be accommodated within the site boundaries, and we have identified a dedicated parking area on site for staff and contractors.

Our parking proposals are included within the PAVES plan included at **APPENDIX 3** Our 'PAVES' (Pedestrian and Vehicles Effectively Segregated) and **APPENDIX 4** 'DETAILED COMPOUND PLAN' initiative has been introduced

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on all Lovell projects by the Operations Director (at Board Level) as a continuous improvement tool. This procedure applies to all Lovell projects. The term 'vehicles' includes cars, vans, lorries, low-loaders and all mobile plant such as tele handlers, excavators, dumpers etc.

a) specific measures to be adopted to minimise and mitigate construction impacts on the environment (including effects of noise, dust, vibration, waste disposal, piling, ground works and rock removal, and infrastructure improvements if appropriate)

- Noise & Vibration
- Dust
- Waste disposal
- Pollution prevention
- Soil and surface water management
- Site specific mitigation measures

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Project description:

Horsham Enterprise Park Phase 3 is part of a large multi phase scheme off Parsonage Road in Horsham, West Sussex.

Phase 3 consists of Ground remediation, cut and fill and the construction of 244 houses and apartments up to 4 storeys of mixed Timber Frame and traditional construction, including all associated infrastructure, services, both adopted and unadopted highways, S278 works, public open space, LEAP and Foul water pump station. This will be delivered through 7 phases of build/occupation, working from the entrance at Parsonage Rd in a managed sequence finalising with the last phase in the South East corner (see phase plans later in doc).

The project has trainlines flanking 2 sides, so a measured and compliant approach will need to be employed to ensure the correct licences are in place ahead of time



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DETAILS OF KEY MEMBERS OF THE PROJECT TEAM:

NAME AND ADDRESS	KEY CONTACT NAME	PHONE No	EMAIL ADDRESS
CLIENT: Clarion Housing Group	James Croysdill		
PRINCIPAL DESIGNER: HGP Architects	Matthew Edwards		
ARCHITECTURAL DESIGNER: HGP Architects	Matthew Edwards		
PRINCIPAL CONTRACTOR: Lovell Partnerships Ltd Broadmede House, Farnham GU9 8QT	Tom Eaglestone		
TEMPORARY WORKS CHECKING ENGINEER Morgan Sindall Engineering Solutions (MSES) 210 Euston Road Euston London NW1 2DA	Kai Qu		
STRUCTURAL ENGINEER: Arch Associates	Chris Hendry		
ELECTRICAL ENGINEER – Waterstone Design	Adam Kitchen		
MECHANICAL ENGINEER – Waterstone Design	Ben Russell		

LOVELL MANAGEMENT TEAM:

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Position	Name	Location	Phone No.
Regional Managing Director	Leanne Smith	Lovell regional office	
Regional Operations Director	Tom Eaglestone	Lovell regional office	
Regional Commercial Director	James Lamacraft	Lovell regional office	
Health, Safety and Environment Manager	Stuart Curley	Lovell regional office and roving	
Health, Safety and Environment Advisor	Stuart Curley	Lovell regional office and roving	
Quantity Surveyor	Jake Frier	Lovell regional office	
Buyer	Ana Coman	Lovell regional office	
Estimator	Austen Wells	Lovell regional office	
Resident Liaison Officer	Adam Crawford	Lovell regional office	
Contracts/Build/Project Manager	Adam Crawford	Lovell regional office	
Site Manager	TBC	Site	
Assistant Site Manager/Site Supervisor	TBC	Site	
Site Fire/Emergency Marshal(s)	TBC	Site	
Site First Aider(s)	TBC	Site	
Mental Health First Aider(s)	TBC	Site	
Temporary Works Co-ordinator (TWC) As appointed by the Designated Individual	TBC	[Location]	
Temporary Works Supervisor (TWS) As appointed by the Designated Individual	TBC	Site	
[Others]	[Name]	[Location]	

DESIGNATED RESPONSIBILITIES

Description	Duty holder	Frequency
Project Management Plan (PMP)	Contracts Manager Site Manager	Initial compilation, reviewed regularly and updated as required during project development
Traffic management (PAVES) plan	Contracts Manager Site Manager	Prior to commencement - updated during project development
PAVES co-ordination	Site Management	Implementation and monitoring of traffic management measures.
Emergency plans	Contracts Manager Site Manager	Prior to commencement - updated during project development
Incident reporting	Contracts Manager Site Manager	As required
Site Induction	Site Management	Prior to individuals' commencement on site - content updated to suit project development
Statutory inspections and registers	Site Management	Weekly/following adaptation/following event likely to affect strength and stability/following fall of material (Lovell operated plant only and all working platforms)
Welfare provision	Site Management	Daily visual inspection
Permits to work (all types)	Site Management	As required
Monitoring and toolbox talks.	Site Management	Monitoring daily. Weekly recorded HSE inspection. Toolbox talks as necessary
Communication and consultation	Site Management	Communication daily. Minuted meetings with workforce representatives as required.
Quality issues	Site Management	Various stages of construction as works proceed
Fire safety	Site Management	Prior to commencement - daily monitoring during project development, fire risk assessment updates
First aid and mental health first aid	Site Management	As required
Temporary works	Temporary Works Co-ordinator (TWC) Temporary Works Supervisor (TWS)	TWC to maintain temporary works register as required. TWS to issue permits to load/strike when appropriate and check adequacy of materials prior to erection. Refer to Temporary Works policy for full responsibilities.
Lifting operations	Site Management	Management of all lifting operations other than basic lifts.
Electrical appointed person	Site Management	As required
Temporary hole and void protection co-ordinator	Site Management	Monitoring daily. Weekly recorded HSE inspection. Toolbox talks as necessary
Environment controls	Site Management	Prior to commencement - daily monitoring during project development
Health and safety file	Contracts Manager Site Management	Relevant information collected monthly. Forwarded to Principal Designer as appropriate

KEY DATES

Start date: 01.09.26

End date: 06.07.29

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4. MANAGEMENT OF THE WORK

HEALTH AND SAFETY AIMS FOR THE PROJECT:

The aims are to complete the project on time and to achieve zero accidents and incidents, ill health, or occupational disease throughout the duration of the project through careful planning and where possible, elimination of known hazards.

We will complete the development in a positive, courteous manner, providing a safe environment for all operatives and residents alike, with our positive attitude and culture towards H&S will set out this approach from the outset with continuous improvement explored.

Public protection is key item on this multi phased development, site traffic and plant movements will be where possible completed segregated from public spaces, where such interface is unavoidable, all traffic will be supervised by competent individuals.

ARRANGEMENTS TO ENSURE COOPERATION BETWEEN PROJECT TEAM MEMBERS AND COORDINATION OF THEIR WORK.

Effective communication is essential for addressing any health and safety issues that may impact this plan. All contractors should actively encourage their staff to promptly report any health and safety concerns, especially unsafe acts or conditions, to our site management.

If remedial action is necessary and within the contractor's authority, they must address the issue and review the actions taken with site management. If the required action is beyond the contractor's authority or affects other contractors, it must be immediately reported to site management.

Health, safety and the environment will be a standing agenda item in all formal meetings involving Lovell, the Client, the project team, or other contractors.

The meeting agenda will include discussions on health and safety implications arising from design changes, proposals, or site situations, and whether these need to be reported to the Principal Designer or Designer(s). Any apparent gaps in communication between the Designer(s) and Principal Designer will be highlighted in these meetings and reported to the Client or their representative.

Health and safety will be a key topic at regular meetings between the site management team and representatives from each contractor working on the site. All health, safety and environment matters in accordance with P3 and other Lovell policies and procedures will be discussed and documented. Each contractor's representative will be responsible for informing their team members about any relevant issues.

These meetings will also cover and record any design changes implemented since the last meeting. Once design changes are received from any designer, the contracts manager will notify the relevant contractor, update the drawing registers, and forward the updated drawings. It is then the contractor's responsibility to inform their on-site workforce. Our site management will ensure that all current drawing revisions are being used on site.

Lovell will coordinate meetings with other contractors, and interested parties, to discuss any matters affecting the project's health and safety objectives.

We will assess the impact of any design changes issued during the project and discuss any implications, delays, or necessary rescheduling that affect health, safety, and environmental matters if we cannot proceed with the originally planned safe systems of work.

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ARRANGEMENTS FOR INVOLVING WORKERS

Lovell employs various methods to inform and encourage consultation on health, safety, and environment matters.

At the project level, induction procedures and site/project meetings are conducted.

For workgangs, toolbox talks, supervisor briefings, and minuted contractors' meetings are held. On an individual level, an open door policy ensures direct communication with employees and contractors.

Lovell's approach includes a direct management approach, adherence to P3 and other health, safety, and environment policies and procedures, and the Lovell Integrated Management System (LIMS). This system encompasses a structured approach to work activities, corrective and preventative actions, management reviews by senior staff, best practice policies, training and personal development, induction processes, pre-commencement meetings with service providers, risk assessments, method statements, and compliance with CDM regulations. Safety representatives and recognition of SRSCR, toolbox talks, and project management plans are also integral parts of this system.

Information is disseminated through site and office notice boards, circulation of HSE policies and procedures, and notifications of relevant legislative or practice changes. Regular minuted contractor health and safety meetings are held on-site with relevant contractors' representatives. Lovell's Managing Director signs all policy statements, and warning signage and poster campaigns are used to reinforce messages. Health, safety, and environmental objectives, targets, and initiatives are continually evaluated and communicated.

Non/low English speaking workers

Contractors are to provide suitable interpreters where non or low English speaking workers are employed to effectively communicate essential health and safety information.

WORKING HOURS AND SUPERVISION REQUIREMENTS

Site hours are from 8am to 6pm Monday to Friday and 8am to 1.30pm on Saturday. Working outside of these hours is not permitted unless by prior agreement.

A competent member of the Lovell site management team must be present on the project at all times, this includes any weekend working.

Risk assessment may determine more than one member of the site management team may be required proportionate to the size and complexity of a project.

Competent contractor supervision is to be provided in accordance with our ['Trade Supervisor to Worker'](#) ratios requirement.

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SITE INDUCTION

All new staff and visitors, if not escorted, will receive a site-specific induction upon arrival to the site. Induction is not intended to provide general health and safety training but will include a site-specific explanation of the project.

All personnel receiving an induction are obliged to complete our Induction register as proof of understanding and receipt.

Each induction should:

Be delivered in a clear and engaging way by a competent individual with suitable knowledge and experience of the site.

Be concise and relevant to the project.

Deliver information people need to work safely and effectively.

Be given to all new staff and visitors, if not escorted.

Be relevant to the audience.

Induction content should include;

Project details	What is being constructed
Project expectations	The overriding health and safety message, e.g. <i>Everyone going home safe and well at the end of each day</i> <i>Conforming to expected behaviours</i> PPE requirements Site rules
Site set-up	Site layout - <i>PAVES routes, delivery routes, restricted areas, storage areas, welfare facilities</i>
Personnel	Lovell management team Other key team members
Individual responsibility	Working in accordance with information provided Following agreed risk assessments and method statements Permit to work requirements Looking out for fellow workers Stopping work and reporting any concerns Right to remove themselves from dangerous situations without fear of reprisal
Site specific information	High risk activities that day or week Other contractors on site Local community Smoking and vaping (e-cigarettes) restrictions Security arrangements Drug and alcohol random and 'for cause' testing arrangements Environmental controls in place or necessary for the project
Accidents and incidents	All near misses (learning events), incidents, accidents and unsafe conditions to be reported to: <i>Supervisor, Lovell management, own employer</i> Details will be entered onto our Project Plus incident recording system
Emergency procedures	What to do in the event of: <i>Accident, fire, or any other incident</i> Location of: <i>Alarms, fire extinguishers, First aid personnel and equipment, and site exit routes</i>
Wellbeing	Raising concerns about a colleague's wellbeing: <i>Mental health support available</i> <i>Recognising and reporting suspected modern slavery</i>
Further information	Arrangements for: <i>Task specific briefings, toolbox talks, or significant changes on site</i>
Consulting the workforce	How this will take place on the project

WELFARE AND STORAGE ARRANGEMENTS

Welfare and storage arrangements for this project will consist of the following;

Item	Arrangement/Size
Initial welfare	Provided by Groundworks Contractor
Site office/ meeting room	As per Type D Standard Lovell Layout
Canteen ² / drying room ³	As per Type D Standard Lovell Layout
Toilet ¹	As per Type D Standard Lovell Layout
Accommodation access paving	As per Type D Standard Lovell Layout
Power ⁵	TBS Supply
Water ⁴	TBS Supply
Compound/external lighting	As per Type D Standard Lovell Layout
Site parking	Designated Carpark
Smoking area	Designated smoking shelter(s) located as per site TM plans
Storage containers	As per Type D Standard Lovell Layout
Mortar mixing areas	"[State type and location i.e. silos or mixer]"
Material compounds (bricks, drainage, rings, soakaway crates etc.)	As per Type D Standard Lovell Layout
Haul roads	In accordance with TW Design
Roof trusses and other large components i.e. spandrel panels	Designed truss racks
Timber	Timber racks constructed in scaffold
Plant and equipment	"[How arranged i.e. parking, security]"
Scaffold components	Designated stores in stillages
End of project welfare	As per type c Standard Lovell Layout

NB. If units are to be double stacked, they must be designed and constructed to meet the criteria as laid down in the [Fire Prevention on Construction Sites JCoP](#).

Automatic fire detection is to be fitted within all temporary buildings and temporary accommodation and is to be linked to the overall project fire alarm. All automatic fire detection is to be compatible with chosen fire alarm systems.

linked fire detection must be provided in both units and access doors arranged at opposite sides.

All accommodation and storage units are to be decorated in Lovell corporate colours.

¹Hot (or warm) and cold running water will be provided, and basins will be large enough to immerse forearm into.

²To include suitable and sufficient seating (with backs), a means of boiling water, cups, microwave oven and fridge, a sink with hot or warm running water (for washing up) and a means of drying, adequate comfort and heating and drinking water.

³ To include lockable storage for clothing and PPE

If generators are used for power, full consideration to the free escape of exhaust fumes is to be given.

⁴ To reduce the risk of frozen water supply pipes during low temperatures in winter months, supply pipes are to be buried into the ground to a minimum depth of 600mm. Any pipework above ground, including entry points into units, must be properly insulated by boxing in and filling with suitable insulating materials such as Rockwool or similar.

⁵ When demobilising welfare accommodation with power supplies, only competent electricians are to de-energise, disconnect and remove cabling. A certificate is to be obtained from the electrical contractor carrying out these works. Where possible, all cabling, buried or otherwise, is to be fully removed and retained for future use on other projects.

DELIVERING SAFELY INFORMATION

To provide information and expectations when delivering and collecting goods to / from this site.

Site address:	Former Novartis Site, Parsonage Road, Horsham RH12 5AA		
What3words location:	vines.former.dwell		
Site contact details:	Adam Crawford [REDACTED]		
Site hours:	No deliveries before 8am or after 4pm Monday to Friday. Weekend deliveries not permitted.		
Date:		Initial information	☒
		Updated information	☐

Risks associated with this site	Controls
Residential area / schools etc.	The site is located in a semi urban location, in close proximity to the A24, route to site from this major road is inhibited and there a no sensitive properties/facilities which will need to be considered, however there is a level crossing in close proximity to the site entrance: left turn only signage will be displayed at the site entrance to avoid crossing this.
Site pedestrians	Pedestrians and vehicles should be effectively segregated at all times. No unauthorised reversing. A safe area is provided for the driver. Traffic management plans will be distributed and communicated with all order placements and updated with each phased handover to ensure all Lovell vehicles know the correct way to designated material storage areas and continue to provide effective control.
Overhead risks (electricity / BT cables)	Overhead height restrictions apply. Goal posts provided in accordance with GS6.
Low / narrow bridges	Provide best approach routes to site avoiding one way systems, low bridges etc.
Adjacent activities	Level crossing on Parsonage Rd, road will be subject to heavy traffic at times – left turn only signage will be displayed to avoid using the crossing.
Road conditions	General road conditions of the local area are good, a pre condition survey will be completed before project commences. On site roads will be finished to at least base course tarmac before accepting vehicle traffic, all haul roads will be the same.
Major Road Works	Unknown other than those associated with this development.
Falls from height	There is no provision of fall protection measures on this site. If access onto the vehicle is necessary/likely, haulier MUST inform how falls will be prevented or risks reduced.
Visitor Parking	Visitor parking will be provided in the compound carpark.
Use of lifting equipment	Hauliers using their own lifting equipment (i.e. HIAB/Moffett) a suitable lifting plan/risk assessment MUST have been completed prior to commencing the lift.
Contamination (Mud)	As per MMP to be provided by contractor, Lovell will supplement with road brushes and wheel washes once PC

Visit [Crashmap](#) for collision history/hotspots near site to assist when establishing a safe route. Enter post code on 'Map' tab once open.

Procedures the visiting driver needs to follow:

- Upon contacting the site office, you will be provided with specific (un)loading details. The following (un)loading equipment is available on this site. This is strictly for use by trained and authorised Lovell employees:

Telehandler Type	TBC	Telehandler reach	17m
Telehandler SWL	TBC	Accessories (delete/expand)	Extended forks / Truss Jib

Drivers must;

- report to the site office on arrival.
- refer to all instructions displayed on approach to site and follow any instructions given by the gate attendant or logistics manager.

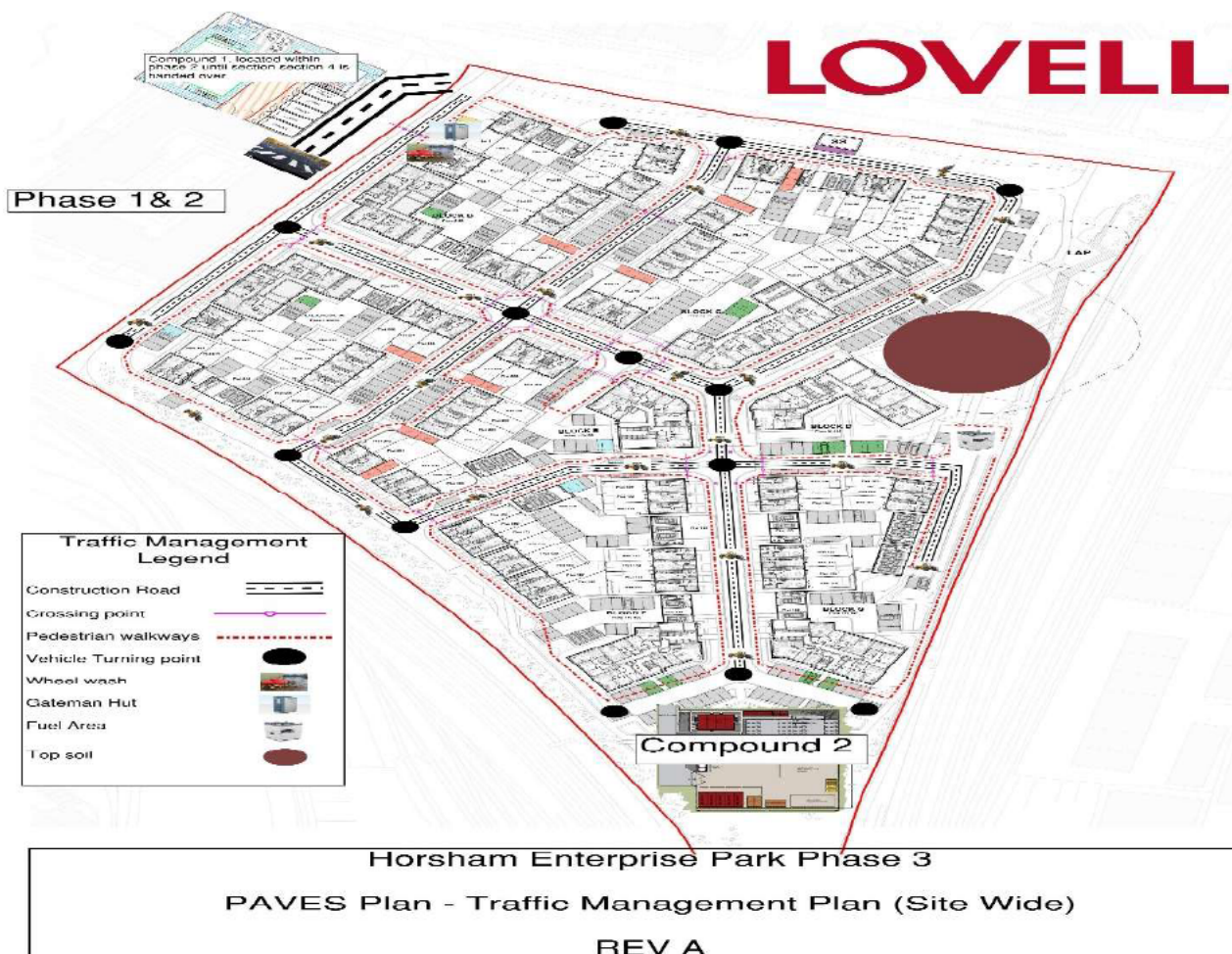
- Remain with their vehicle unless authorised and accompanied by Lovell personnel. Vehicles are to be secured when leaving unattended with keys removed.
- ensure that it is safe and legal before using your mobile phone.
- wear minimum PPE (safety helmet/task suitable gloves/upper body hi-vis clothing/safety footwear) when exiting their vehicle
- not reverse without the aid of a competent banksman.
- provide a lift plan / risk assessment prior to lifting. Use of HIAB / Moffett / FLT must be agreed in advance. Equipment must be maintained and suitable. Operators to be trained in accordance with the ACoP.
- report any accidents immediately to our Site Management. If you have any concerns please inform our Site Management ASAP.
- only smoke or vape in designated areas.

Information required from the Subcontractor or supplier:

- any specific unloading arrangements.
- if access onto the vehicle is necessary/likely, you must inform how falls will be prevented or risks reduced.
- any other information you feel we need to be aware of prior to deliveries commencing on site that may affect the health and safety of either your driver, the public or another member of the site team.
- if the vehicle or load is classified as 'abnormal', you must apply for the necessary movement order and provide a copy to Lovell before movement of abnormal loads.

Site Plan:

See attached TM Plans:



Hazard details shown on drawing above:

1. Road not suitable for articulated Lorries.
2. Lovell site entrance. Park vehicle in site approach then contact office. No reversing from site unless authorised by SM and under guidance of a Banksman.
3. Occupied area - these houses are now occupied. Please exercise extreme caution.

FIRE AND EMERGENCY PROCEDURES

Fire Risk Assessment

A competent and responsible person must conduct a fire risk assessment, which includes a thorough evaluation of the site, activities, and potential fire hazards.

For complex projects, independent risk assessors or fire engineers must be employed.

The fire risk assessment must be periodically reviewed to accommodate any changes in construction hazards.

It is essential to communicate identified risks and control measures to all relevant parties.

Fire Marshals

Fire marshals must be volunteers who are adequately trained and sufficient in number to ensure coverage during absences.

They are responsible for ensuring safe evacuation, tackling small fires, and liaising with emergency services.

Training for fire marshals must be kept up to date, and they must be informed of any changes in building usage or layout.

Fire Safety Plan

The fire safety plan, based on the fire risk assessment, must be specific to the project and updated as necessary.

The plan must include details on precautions, fire detection systems, escape routes, and communication plans.

It must address fire service access, storage of flammable materials, and security measures to prevent arson.

Liaison With Emergency Services

During the design phase, engage with the fire and rescue service to identify access requirements.

At the start of construction, discuss the project with emergency services to agree on water supplies and establish review periods.

For high risk projects, consider providing a fire information box with key details, such as access routes, sprinkler installations, and hazardous materials.

Timber Frame Structures

Fire risks for all timber frame projects must be assessed by a competent person, considering both onsite and offsite risks.

Independent risk assessors should be employed for complex projects, and minimum controls must include CCTV, automated heat detection, and regular fire risk assessments.

Compliance with the Structural Timber Association's 16 Steps to Fire Safety and the Fire Prevention on Construction Sites JCoP is mandatory.

Ensure early installation of final cladding, avoid generators in exposed timber structures, and store flammable materials safely.

Automated heat detection linked to the project fire alarm must be in place until the timber frame is enclosed with fire resistant materials.

For large structures, consider non-combustible ground floors, pressurised fire protection treatments, and early compartmentalisation and firestopping. Temporary buildings are not allowed within large timber frame structures.

High Rise Construction

High rise construction projects must have a specific fire risk assessment conducted by a competent person in consultation with the fire and rescue service before work exceeds mechanical rescue height.

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Fire doors with self-closers must protect escape stairs, and at least one staircase should be designated for firefighting.

Firefighting lifts must be operational early in the project.

Buildings should be horizontally compartmented every five floors to prevent smoke and flame spread, using temporary firestopping materials until permanent installations are complete.

All openings must be closed off, and temporary firestopping must be replaced after working hours.

Atriums, stairways, and lift shafts must have doors with 30minute fire resistance. Early detection systems must be fitted and operational until the permanent system is live.

Emergency Procedures

Means of Warning:

Establish a proportionate means of warning of fire on all projects, with alarms that are loud, distinctive, and continuous.

Install permanent alarm systems as soon as possible; manual fire bells are not permitted.

Conduct weekly tests and biannual inspections of alarm systems.

Evacuation:

Written emergency procedures must be prominently displayed, clearly identifying assembly points.

All workers must be aware of these procedures.

Establish suitable emergency assembly points, including secondary points if necessary.

Conduct regular evacuation drills and ensure that emergency routes remain unobstructed and clearly marked.

Fire doors and emergency lighting must be regularly checked.

Develop Personal Emergency Evacuation Plans (PEEPs) for employees with special needs.

Automatic Fire Detection

Wireless systems must be Class 1 radio linked and manufactured to EN54 standards.

Implement automated detection in buildings where materials that add to fire loading are stored.

Smoke detection at ceiling level within all temporary accommodations must be linked to the project fire alarm.

All automatic fire detection systems must be compatible with the chosen fire alarm systems.

Access control systems, such as turnstiles, should interface with fire alarms to allow free exit during a fire. If integration is not possible, alternative methods must be effectively managed by the site team.

Temporary Protective Covering Materials

The fire spread potential of any temporary protective material must be carefully considered.

Vulnerable features should be installed late or use temporary products like reusable fire doors.

Flexible protective coverings must meet LPCB LPS 1207 or TS 63 standards for fire performance, with approval marks printed on the material.

Scaffold sheeting must be flame retardant, meeting LPS 1215 or TS 62 standards, and livery printing must not compromise fire performance.

Scaffold stair towers or escape ladders should not be enclosed with sheeting to minimise smoke in escape routes and aid fire and rescue access.

At least one fire escape stairway should be free of protective coverings.

Marketing banners must comply with DIN 4102B1 standards, and their fire performance must be verified despite livery printing.

Portable Fire Extinguishers

Fire extinguishers are for tackling emerging fires or aiding escape. Larger fires must be handled by the fire and rescue service, which should be called immediately.

Provide an adequate number of 13A rated extinguishers based on the fire risk assessment.

P50 service free extinguishers complying with BS EN 37 are allowed but must be visually inspected annually and included in weekly checks.

Alternatives to powder extinguishers are recommended for exit routes due to visibility and respiratory issues.

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Extinguishers must be easily visible, mounted on brackets or stands, and regularly maintained.

Weekly checks must ensure extinguishers are in place, undamaged, unobstructed, and have clear operating instructions.

All firefighting equipment must be serviced annually by a qualified person.

Workers must be competent in using the equipment, and its adequacy should be reviewed as work progresses.

Mobile plant should carry appropriate extinguishers where practicable.

Security Against Arson

Arson protection must be part of the fire risk assessment and safety plan.

High risk projects require separate assessments for wilful fire raising.

Buildings must be protected against theft, damage, and deliberate fires per the fire risk assessment and Site Security policy.

Accessible openings should be secured, and access to upper levels via scaffolding prevented.

Flammable liquid and LPG stores must be protected with clear signage.

Site illumination is recommended to deter unauthorised access.

Fire risk assessments should be reviewed during project suspensions, and intruder alarms considered for temporary buildings.

Temporary Buildings and Temporary Accommodation

Temporary buildings include prefabricated cabins, site huts, and portable buildings used during works. Temporary accommodation includes segregated parts of buildings under construction or refurbishment.

The fire risk assessment must detail arrangements for these structures and be reviewed periodically.

Temporary buildings should be separated from other structures by a fire break, ideally 10m wide, but at least 6m where practicable.

Fire breaks should be clear of combustible materials.

Temporary buildings must be constructed with materials that do not significantly contribute to fire growth or smoke propagation, meeting criteria in the Fire Prevention on Construction Sites JCoP.

Where the floor of a temporary building is raised above ground level, the space beneath must be enclosed to prevent rubbish accumulation, whilst still allowing underfloor ventilation.

No combustible materials should be stored under any temporary building.

Fire exits should lead directly to the open air, and escape routes must be inspected periodically.

Automatic fire detection linked to the project fire alarm is required in all temporary buildings and accommodation. Detection systems must be compatible with chosen fire alarms and installed where flammable materials are stored or used.

Open plan areas should be subdivided by fire resisting construction where necessary.

Sleeping accommodation is discouraged and permitted only under exceptional circumstances, separated from work areas with no interconnecting routes.

Heaters and Cooking Appliances

Heaters in temporary buildings must be fixed above floor level, fitted with metal guards, and maintained. Coat stands and drying racks must be positioned safely away from heaters.

Use 110v electric heaters with safety features for heating or drying buildings under construction. If gas heaters are necessary, a risk assessment and hot works permit are required.

Heaters must be securely placed away from flammable materials, provided with ventilation, and not left unattended. Regular monitoring and prompt issue resolution are essential.

Cooking appliances must be properly installed with adequate ventilation. Microwave ovens are preferred, but if not possible, use electrical or gas cookers. Countertop deep fat fryers are prohibited; commercial fryers require a kitchen fire suppression system and cleaning protocols.

Site Storage of Flammable Liquids and LPG

Flammable liquids and LPG cylinders must be stored in open, securely fenced compounds, shaded from the sun and away from pits, drains, and low lying areas.

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Liquid fuel stores must have an imperforate bund to contain the largest drum's contents plus 10%.

Flammable liquids and LPG should not be stored together. If stored differently, only a day's supply should be kept in fire resistant containers.

Storage areas must be as far as possible from buildings, ideally 20m away for high risk projects. Containers should not be stored within 10m of buildings or boundaries unless the boundary is a fire resistant wall.

Warning signs must be displayed at store entrances.

Floors must be paved or compacted, and the area kept clear of combustible materials.

All workers must be trained to operate and shut down storage tanks and handling facilities. Portable fire extinguishers must be provided based on the fire risk assessment.

Where practicable, store containers at the lowest accessible point, supported by flame retardant pallets to minimise fire spread.

Acetylene

The use of acetylene must be minimized, and alternative cutting and welding methods should be employed whenever possible.

If the use of acetylene is unavoidable, the number of cylinders onsite must be kept to an absolute minimum.

Acetylene cylinders must not be stored onsite overnight; they should be removed daily or immediately after use.

Hot Work

Hot work, including activities using open flames, grinding, welding, or generating sparks, must be avoided whenever possible. Alternative methods should be used.

When hot work is unavoidable, it must be conducted in designated areas away from workspaces and storage areas.

Only trained personnel may perform hot work, using equipment that is well maintained and inspected regularly.

A comprehensive risk assessment and a Lovell Hot Work Permit are required for all hot work activities.

A fire watch must be maintained during and after the work, utilizing thermal imaging cameras in high risk areas.

The work area must be cleared of combustible materials before starting, with checks on both sides of walls or partitions.

Combustible materials that cannot be moved must be protected with non-combustible covers.

Fire extinguishers must be readily available, and all operatives must be briefed on emergency procedures.

Roofing trades using flaming torches must adhere to NFRC Safe2 Torch guidelines.

Electricity and Gas

All electrical installations must comply with BS 7671 and the Electricity at Work Regulations.

Portable electric equipment must be regularly inspected, tested, and clearly labelled with inspection dates.

Electric cabling should be adequately protected from potential damage.

Temporary lighting must be kept away from combustible materials, with sealed fluorescent tubes being recommended.

A dedicated area must be provided for battery charging to avoid ad hoc charging practices.

Only genuine chargers and batteries should be used to prevent fire hazards.

Main electrical switches should be turned off when not in use to reduce risks.

Photovoltaic panels must be installed according to specifications and isolated during construction.

Permanent gas supplies must be installed by registered gas installers, with gas appliances connected via fixed piping or armoured tubing.

Gas cylinders must be stored outside, secured, and protected from interference.

Waste Materials

Combustible waste must be regularly removed from the site and must not be stored on scaffolding, roofs, or inside buildings.

Metal bins with lids should be used for storing combustible materials before disposal.

Rubbish chutes should be made of fire resistant materials and must not obstruct escape routes.

Waste awaiting disposal must be kept at a safe distance from buildings, smoking shelters, and equipment.

Dry vegetation around the site should be cleared regularly.

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The burning of waste is strictly forbidden.

Plant and Vehicles

Stationary plant with internal combustion engines should be located in open air or well-ventilated enclosures, away from combustible materials.

Refuelling of plant and vehicles must only take place in designated areas, and engines must be turned off and allowed to cool before refuelling.

Compressors should be housed separately to minimize fire risk.

Plant and equipment must be protected from impact, with air intakes kept free from flammable gases.

Sand trays or similar non-combustible absorbent agents should be provided to capture fuel or lubricant drips, with regular replacement.

Long term vehicle parking should be away from buildings, with a separate parking area for workers' vehicles. Vehicles should only park within 10 meters of a building for unloading or reloading.

Lithium-Ion Battery Charging - battery operate tools, electric vehicles (cars, bike, scooters), smartphones, e-cigarettes etc.

Where battery charging cabinets are provided, these must be CE compliant fire resistant safety cabinets.

Charging stations should be positioned external to the building undergoing construction/refurbishment.

If located within the building under construction/refurbishment charging stations require suitable fire resistant compartmentation (minimum 60 minutes) and an active means of fire detection should be provided.

Charging of electric vehicles should be conducted at least 10m away from buildings, temporary structures, combustible storage, and hazardous installations where reasonably practicable.

If the required distance is not feasible, a fire risk assessment must be conducted to determine appropriate control measures.

Charging stations should ideally be installed on a time clock switch to prevent out of working hours charging.

Suitable class fire extinguishers must be in proximity of the charging point. (e.g., Lithium Battery Fire (LFX) available via Bull Safety.

The charging of site equipment within the project offices or welfare environments is not permitted.

Suitable arrangements should be provided for the workforce to dispose of Lithium-ion batteries. Contact your waste disposal contractor for advice.

Suitable arrangement for the storing of e-bikes/scooters must be provided. These should be located external to the building away from fire exits and emergency escape routes.

The charging of this equipment must not be permitted on site.

Only use chargers, devices, and batteries from reputable manufacturers and do not mix between different manufacturers.

Chargers and batteries must be maintained in good condition.

Do not store batteries in direct sunlight.

Do not store or transport batteries in tool bags loose with other conducting tools/materials.

Place insulation tape over the terminals of batteries to prevent sparks - dead batteries can still spark. Tape helps prevent sparking and the discharge of energy.

If batteries are damaged use battery disposal bags / plastic zip bags and only dispose of them in designated areas.

Stored Materials

Combustible materials should be stored outside buildings under construction, ideally in locked metal containers.

Internal storage areas must have controlled access, be located away from hot work areas, be covered by fire detection systems or subject to regular checks, have firefighting equipment nearby, and must not be under staircases or escape routes.

Roof storage should be limited to materials for immediate use and must be subject to a fire risk assessment if unavoidable.

Smoking and E-cigarettes

Smoking and the use of e-cigarettes are strictly prohibited within Lovell workplaces.

Designated smoking or vaping areas may be established, constructed from non-combustible materials, and located away from buildings.

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These areas must be equipped with facilities for safely extinguishing smoking materials and kept free of combustible waste. Disposable vapes should be disposed of in dedicated recycling containers.

Signage

All signage must be well maintained, securely fastened, and clearly visible.

Fire safety signs must be illuminated in poor lighting conditions.

Emergency exits must be clearly marked, with exit signs displayed above doorways and openings.

Additional signage may be required to enhance clarity, particularly for escape routes.

Directional arrows should be used to guide people along escape routes without causing confusion.

The locations of firefighting equipment must be indicated with clear signs, including directional arrows if the equipment is not immediately visible.

Training

Training needs must be identified and conducted according to the Training Matrix, with refresher training provided as needed.

Records of all fire safety training must be kept for future reference and compliance purposes.

Testing and Maintenance

Fire alarms must be tested weekly by a nominated person, with any faults identified and addressed promptly.

Emergency lighting must undergo an annual test by a competent person and a monthly test by a nominated person. All tests and any defects must be documented.

Fire extinguishers require regular maintenance, including an annual check by a specialist engineer and a weekly check by a nominated person.

Incidents

All incidents must be recorded in the H&S Incident Report section on Project Plus, and line management informed promptly.

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EMERGENCY CONTACTS

Site: Former Novartis Site, Parsonage Road, Horsham RH12 5AA

What3words location: vines.former.dwell

Site Manager: TBC

Site Telephone No.: [Number]

Service	Tel No.	Contact Name	Address
Fire	999	West Sussex Fire & Rescue	Platinum House, Macfarlane Way, Horsham, RH12 1EP
Police	999	Horsham Police Station	Hurst Rd, Horsham RH12 2DJ
Ambulance	999		
A & E Hospital	99	Princess Royal Hospital	Lewes road, Haywards Heath RH16 4EX
Lovell health and safety team			

UTILITIES/CONTRACTORS

Electricity	UKPN – TELEPHONE 151
Telecommunications	
Water	Southern water
Gas	Find the gas company in your area
Check a Gas engineer	0800 408 5500 Gas Safe Register
Tower Crane	
Scaffolder	
Other	

ENFORCING AUTHORITIES

Health and Safety Executive (HSE)	HSE switchboard - 0151 951 4000	HSE regional offices
	Emergency Hotline - 0800 80 70 60	Environment Agency regional offices

Table with 3 columns: Environment Agency (EA), General enquiries - 03708 506 506 (Mon-Fri, 8am - 6pm), Floodline - 0845 988 1188 (24 hour service)

WASTE SIC CODE: 41202

Use Linesearch before u dig to obtain contact info on buried electric and gas services in the area

EMERGENCY SAFETY PLAN

Site address: Former Novartis Site, Parsonage Road, Horsham RH12 5AA

What3words location: vines.former.dwell

Defibrillator location(s): vines.former.dwell

Fire Marshal(s): [Name]

Deputy: [Name]

Means of raising alarm: [Info]

Location of alarm(s): [Info]

Location of assembly point(s): [Info]

Fire point location(s): [Info]

Spill kit location(s): [Info]

Table with 2 columns: Review Dates, empty cells for dates

Report to assembly point:
MAIN PEDESTRIAN GATE

FIRE ACTION



Operate the nearest alarm



Call the Fire Brigade on 999



Leave the building by the nearest available exit



Report to the assembly point:



Do not stop to collect personal belongings



Do not return to the building until authorised to do so

Lovell development, Former Novartis Site, Parsonage Road, Horsham RH12 5AA

What3words location: vines.former.dwell

INCIDENT REPORTING AND INVESTIGATION

All work related accidents, incidents and learning events (incidents with potential to cause harm), no matter how minor must be reported to site or office management, or First Aider and the injured persons' supervisor and employer at the earliest opportunity and never later than one day after the event.

The reporting and investigation of work related incidents without undue delay can enable hazards to be eliminated and associated risks to be minimised as soon as possible.

All work related incidents are to be recorded electronically using Project Plus ensuring adequate information is detailed. Submitted entries alert relevant employees automatically.

Line management are to be notified of more serious work related incidents at the earliest opportunity.

First aiders to treat injuries and other issues in accordance with training.

Upon notification of a work related incident, the health, safety and environment team will determine the level of investigation appropriate for the adverse event.

A full investigation may also be required in order to brief lawyers for the purpose of obtaining legal advice in contemplation of possible litigation and/or to prevent recurrence.

By discovering all causes, we intend to learn from work related accidents and incidents and aim to prevent recurrence.

Where appropriate, policies and procedures will be updated accordingly.

National learning bulletins will be published to all relevant employees to ensure effective communication of lessons learnt as necessary.

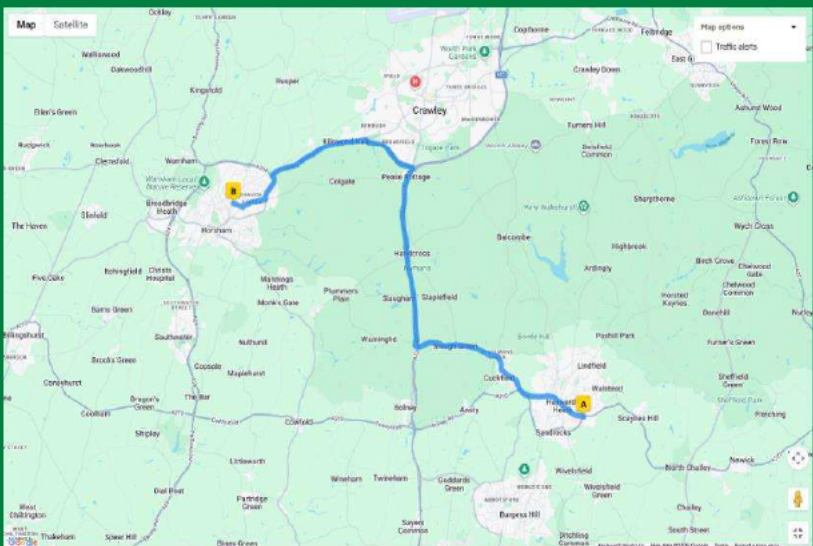
Where an investigation is deemed appropriate, the following will be applied:

- The injured person(s) supervisors or person in charge shall be interviewed and their comments recorded.
- Witnesses will be interviewed to gather a first hand account of how the incident occurred.
- The scene of the incident shall remain untouched as much as practically possible to establish the cause of the incident.
- Timed and dated photographs and film shall be taken of the incident scene.
- A full sequence of events shall be established following inspection of the incident scene and evidence gained from witness statements.
- If there is any obvious damage to structures, then a competent structural engineer's advice shall be sought immediately.
- If there are signs of damage or defects to any plant or materials, relevant industry expert advice shall be sought immediately.
- All relevant documentation relating to the incident or any injured person(s) tasks shall be made available and inspected for compliance
- The relevant HSE statutory report will be completed by the party responsible for all reportable incidents.

Project management will inform the Client of any RIDDOR notifiable incident.

NEAREST A & E HOSPITAL TO PROJECT

NEAREST HOSPITAL
Princess Royal Hospital



Address:
Lewes Road
Hayward Heath
RH16 4EX

For route, follow green arrow to orange marker

Click [here](#) to locate the nearest A & E Hospital and then [Google Maps](#) or similar to find directions from site.
Use the Snipping Tool where available to copy the map and paste into the space above, cropping image to suit.

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5. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

Safety risks including; (delete or expand each section as appropriate ensuring information detailed is relevant to the project)

For further guidance, refer to relevant risk assessments on Project Plus for activities involving Lovell personnel and links to [Guidance Documents](#) and relevant [Lovell policies](#).
Contractors' risks assessments and associated method statements will further detail required specific controls

Access	Access routes must be always kept clear and free from obstructions. Properly constructed ramps must be provided at entrances, ensuring a maximum height of 225mm below the internal floor level. No step from any location or equipment, such as the base of scaffold staircases, is to exceed 225mm. It is good practice to create plot ramps when forming scaffold margins around plots, helping to clearly identify doorways allowing scaffolders to accurately position standards. Holes or openings must be adequately protected. General lighting levels must be sufficient around the workplace. Unobstructed plot access through scaffolding must be provided. Ground conditions caused by adverse weather (e.g., ice, snow, puddles) must be suitably managed. Temporary floor coverings must be secured properly and kept in neat order, with fire retardant material used as necessary. Wet or slippery floors must be managed by isolation, proper signage, and prompt cleaning. Minor changes in floor level must be managed and highlighted. The base of stairs or ladders must be free of debris or stacked materials, and steps must not exceed 225mm. Out of bounds areas must be physically blocked off and clearly marked with signage. Internal studwork sole plates must not be fitted without studs or uprights in place to indicate their presence.
Housekeeping Refer to Housekeeping risk assessment for further information	Work areas must be kept in reasonable order to prevent the risk of injury. Walkways, stairs, and work areas must be kept clear and free from obstructions. Cables must be managed, particularly on landings and along corridors, to prevent trip hazards. Material, spoil, and waste storage areas must be kept tidy and away from walkways and access routes. Roads must be kept in reasonable order. Working platforms and the area beneath must be maintained and cleared before dismantling or adapting. Fixings and other protruding sharp objects must be folded over or removed from waste or stored materials.
Erection of metal mesh fencing Refer to Erection of metal mesh fencing risk assessment for further information	Where possible, mechanical means used to distribute materials to desired locations around the site. Panels and bases to be lifted using good lifting techniques - weights to be assessed prior to lifting. Team lifting is to be used when lifting or carrying panels with only one panel or one base be lifted/carried each time. Panels to be carried so each operative does not need to twist their body trunk at any time – panels should be put down if the handling position is to be altered. Access to and from work area to be assessed and cleared of all trip hazards where as far as possible. Suitable gloves are to be worn to prevent cuts or abrasions from sharp ends or edges of either the mesh or welds. Bases to be rubber not concrete and to be moved around the site using mechanical aids loaded to a weight the user finds acceptable. Panels to be properly engaged into base holes correctly before leaving unattended. All panels are to be secured using clips supplied before leaving unattended for any length of time - i.e. break times etc. Panels to be laid flat when stored and are not to be stored any higher than 1.5m.

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	Bases are to be stored in a half lap fashion to prevent tipping. When installing panels on public facing elevations using fence bases, the panel must be secured in the outer foot hole to eliminate trip hazards on the public side (as shown in the image). Please refer to our Fencing Stabilisation Guidance for detailed stability requirements. If securing the panel in the outer foot hole is not feasible, any protruding fence bases must be clearly visible to pedestrians and appropriately illuminated during hours of darkness, where necessary. Works are to cease in strong winds ensuring materials are adequately secured to prevent wind displacement. All panels are to be double clipped to prevent unauthorised persons from lifting them from their bases and twisting them open enough to gain entry to the site. Panels are to be suitably stabilised according to site conditions. Reference can be made to the fencing stabilisation guidance document for stabilisation options. Termination points are to be secured to prevent entry, i.e. by plugging and screwing to a solid masonry structure or additional panels used to prevent movement etc. The use of cable ties, rope, tie wire etc. should not be used as a means of securing fence panels as these can easily be cut to allow unauthorised entry. Metal mesh panels are not to be laid flat to protect open excavations; they must always be erected and stabilised as per manufacturers' instructions. Where panels are to be clad with sheeting, netting, or large banners, a temporary works design and checking may be necessary.
Material delivery and storage Delivery and storage of materials and equipment policy Refer to Material storage risk assessment for further information	Before delivery, notify the supplier or haulier of any restrictions on vehicle type, delivery hours, access routes, or access points using our Delivering Safely Information (available via Form Builder on Project Plus). When abnormal loads are necessary for our projects, conduct thorough checks with all relevant parties (i.e., subcontractor, plant company, haulier etc.) to confirm the relevant authorities have been informed. Obtain a copy of any granted movement order for our records before the movement of abnormal loads. Refer to the Transporting abnormal loads website for additional information, guidance, and an online application form. An 'abnormal load' is defined as a vehicle that has any of the following: • a weight of more than 44,000kg • an axle load of more than 10,000kg for a single non-driving axle and 11,500kg for a single driving axle • a width of more than 2.9 metres • a rigid length of more than 18.65 metres This may include piling rigs, large excavators, mobile cranes, cabins, tower crane units, prefabricated concrete sections, large steel sections, large roof trusses, attenuation tanks and so on. Upon arrival, identify a safe parking area for the delivery vehicle and ensure a nominated person is responsible for monitoring the delivery. Provide the driver with site-specific rules, ensuring adherence to all prevailing rules, including PPE requirements. If necessary, assign a responsible person to assist with reversing, and request evidence of the driver's training or competence for lifting operations, such as RTITB, ALLMI, or CPCS certification. A lift plan should be obtained if using a truck mounted forklift (TMF)/Moffat. During delivery, provide a safe, recognised route around the site that minimises reversing, and designate clearly identified, obstruction-free, and well-lit off-loading areas on firm, level ground suitable for lifting operations and stable stacking. Ensure unloading or loading does not take place next to pedestrian walkways unless robust people exclusion zones are in place. Ensure the driver has a safe refuge, such as the vehicle cab, allowing full visibility. Drivers accessing the trailer bed must follow their employer's safe systems of working for fall prevention. Any issues, injuries, or learning events during the delivery should be reported to the supplier or haulier. Refer to the Managing Deliveries on Construction Sites risk assessment for further controls.

Storage areas must be designed to allow safe movement of goods, materials, and people, with a safe system of traffic management (PAVES) that includes methods and procedures for arrival, reception, unloading, loading, and movement of vehicles, ensuring segregation of people and vehicles as much as possible.

Storage must be included in the site fire risk assessment to ensure fire safety, prevention measures, and precautions are in place.

Good housekeeping practices must be maintained to prevent the accumulation of combustible materials, and waste should be stored in suitable containers until removal.

Storage should not spread onto footpaths or walkways, obstruct access routes, rest against fencing or hoardings, or interfere with emergency escape.

Storage platforms and racking must be designed to safely withstand required loading, with designs checked according to the Temporary Works policy.

Fully designed tube and fitting storage platforms over containers with material containment (e.g., brickguards), stair access and fully formed loading bays is encouraged.

Material storage directly on top of containers is not permitted due to risk of falling materials and potential roof collapse.

Container doors must be equipped with checks or stays to prevent injuries caused by doors being blown by the wind.

Storage areas at height should have robust edge protection and brickguards, with suitable staircase access for stacking or collecting materials or equipment.

Adequate lighting should be provided to ensure safe work activities. Loads must be lifted according to manufacturers' recommendations.

Palletised loads should be placed on a firm, level base, stacked stably, and typically not exceed two pallets high unless a specific risk assessment permits.

Stacks must be periodically checked for stability, with necessary corrective action taken.

Pallets should be inspected upon delivery for damage, and any damaged pallets marked, isolated, and repaired or disposed of.

Reused pallets must be suitable for the intended load and purpose and inspected each time they are used to ensure they are safe; any damaged pallets should be replaced before use.

Stacks must be periodically checked for stability, with corrective action taken as needed, and adequate clearance maintained between rows for safe stacking and withdrawal.

Board materials, such as plasterboard and plywood, should be laid flat on a suitable floor space rather than stacked against walls. If stacking against walls is unavoidable, limit unsecured plasterboard stacks to a maximum of six boards and conduct a risk assessment for heavier materials due to their weight. Where appropriate, use a purpose-designed rack for storage.

IBC water tanks must be placed on proprietary or fully designed stands. Makeshift stands, such as multiple timber pallets, are not permitted.

Containers of flammable liquids and LPG cylinders must be stored upright, secured in open compounds that are fenced, shaded, and remote from pits, drains, and low-lying areas.

Liquid fuel stores should be surrounded by a bund sufficient to contain the maximum contents of the largest drum stored plus 10%, and flammable liquids and LPG must not be stored together.

When storing flammable liquids and gases outside of these conditions, the quantity stored should be minimised and never exceed one day's supply, with containers kept in fire-resistant storage.

The use of acetylene should be avoided whenever possible; if unavoidable, the number of cylinders should be kept to a minimum, and acetylene cylinders must be removed from the site after use - storage is not permitted.

Cylindrical objects, other than compressed gas cylinders, should be laid flat and stabilised with chocks and wedges.

Drums and containers must be clearly marked with their contents.

Vehicles, plant, machinery, and tools should be stored securely out of sight when the site is closed, with ignition keys removed and immobilisers activated when not in use.

Racking must be designed to safely withstand required loading, with bespoke designs checked according to our Temporary Works policy.

	Weekly visual inspections for stability, overloading, or damage are mandatory, with corrective actions recorded in the Site Management Health, Safety, and Environment Monitoring Report. If racking is constructed from tube and fitting, inspections must be conducted by trained and competent personnel. Climbing on or underneath racking is prohibited; if access is required, it must be risk assessed with loads reduced or removed, and safe access considered. Timber racks within storage containers must adhere to our Material Storage Racks design. During adverse weather, review and secure or relocate vulnerable materials and equipment as necessary.
Demolition Demolition policy	Demolition or dismantling of a structure must be planned and carried out by competent NFDC demolition contractors. Demolition contractor to ensure compliance with regulations related to waste management, dust, noise, vibration, traffic management, environmental protection, occupational health and safety, planning, building regulations, and highways. Demolition contractor to obtain all necessary permissions for road closures, temporary structures, plant use, vehicle storage, and impacts on adjoining properties or utilities. This includes addressing heritage or archaeological site considerations and securing permissions from relevant authorities or local environmental health departments. Apply for all required licenses for plant and waste management. The contractor's written plan must include site security, control of site visitors, exclusion zone requirements, and containment of demolition materials. Method statements must ensure structural stability, avoid unplanned collapses, and maintain stability with appropriate temporary supports, with design checks conducted by our design checking service. Demolition contractor to assess and control noise, dust, waste, material haulage, bunding, and handling of hazardous materials. Demolition contractor to establish access platforms, working spaces, exclusion zones, and effective communication measures to protect workers. Implement robust management of hazardous materials, control exposure to harmful substances, and provide necessary health surveillance and welfare provisions. Demolition contractor to ensure all existing plant and equipment are fully decommissioned before removal, including the safe handling of refrigeration systems, natural gases, fuel storage, and similar elements. Demolition contractor to manage noise and vibration to prevent hearing damage and safety risks. Ensure demolition and structural work is performed by competent contractors with industry recognised training for managers, supervisors, and operatives. Maintain competent supervision appropriate to the work's complexity, ensuring adherence to planned methods and addressing onsite conditions. Update the fire plan for structural alterations, ensure effective alarm systems, and manage fire risks associated with hot work.
Excavations Excavations policy	All excavation works must include thorough planning and implementation of necessary temporary supports, such as trench sheets or props, or battering of excavation sides to a safe angle of repose. In wet conditions, a flatter slope is required, while granular soils necessitate a less steep slope before excavation begins. Methods of support are temporary works and must be designed and used in accordance with our Temporary Works policy. Groundworker contractors are required to identify a competent Buried Services Co-ordinator who will be accountable for safe digging practices. The identified person is to agree their duties by signing our Buried Services Co-ordinator - letter of identification. All required equipment and safety measures must be onsite and ready before beginning any excavation work. Suitable, robust edge protection such as toeboards or projecting trench sheets to prevent materials from falling into excavations must be in place. Head protection must be worn by all personnel. Plant and vehicles must not be parked close to excavation edges to avoid additional loadings that could cause collapse. Excavation edges must be protected with substantial barriers, guard rails, toe boards, or trench box extensions to prevent falls into the excavation. Utilise the excavation support system itself to provide adequate protection, ensuring it extends or is properly supported as needed. Undermining of scaffold footings, buried services, or foundations of nearby structures must be considered. Seek structural engineer advice if necessary.

	Additional support for adjacent structures must be determined and implemented as required before starting excavation. Underground services must be identified, and risks addressed before excavation begins to prevent damage, explosions, or burns. See Underground services section for further information. Excavation near overhead power lines is to be avoided to prevent contact or arcing. Alternative methods should be considered if excavation is required in such areas. Refer to the OVERHEAD POWER LINES section within this document for further information. Excavation supports are to be designed to control groundwater entry. Sumps and pumps should be used to manage water considering the stability impact. Evaluate alternative dewatering methods if appropriate. Damage to trees and their roots must be avoided to avoid safety hazards. Follow guidance from the National Joint Utilities Group (NJUG) to mitigate risks. Safe means of access to and from the excavation, such as ladders that are firm, secured, and extend 1m above the landing place must be provided. Petrol or diesel engines must not be used in excavations without adequate fume ventilation. Avoid placing engines near excavation edges. A competent person must conduct recorded inspections of the excavation at the start of each shift and after any event affecting stability. Maintain detailed records of inspections, including identified risks, actions taken, and any further actions needed. Reports must include the inspector's name, location, and date of inspection. Our Excavations Register can be used for this purpose. If a contractor uses their own register, a copy is to be obtained. Completion of both is not necessary. A record of inspection must be retained for three months.
Buried service protection Excavations policy Refer to Avoiding danger from underground services (HSG47) for further guidance as required	Always assess if the work can be completed without excavation. Where reasonably practicable, vacuum, or suction excavation methods should be used, with air tools as needed. Before work starts, check with utility companies and the landowner for the existence of services, and obtain service plans. The free to use Line search safe digging service should be referred to also . Gas service plans and Line search plans are to be no greater than 28 days old, all other plans must be not older than 90 days. Determine if live services can be temporarily isolated and obtain written confirmation. Maintain safe digging practices regardless of isolation status. Thorough risk assessments must be completed for all ground-breaking activities, including emergency plans. Contractors must assess the need for specialised PPE when working near non-isolatable electric services. Groundworkers contractors are required to identify a competent Buried Services Co-ordinator who will be accountable for briefing their team and overseeing safe digging practices. Lovell management must issue our Permit to Break Ground, in coordination with the Buried Services Coordinator and work team. A competent person must perform Genny and C.A.T scans routinely, using calibrated, GPS-enabled equipment. Non-conductive or non-penetrating road and fence pins are to be used where practical - never use metal pins for marking service routes. Carefully dig trial holes, spaced no more than 4m apart, to expose services before excavation. Consider vacuum excavation or air tools before using hand tools. All hand tools used must be fully insulated. Regularly check for indications of services, assume they are live, and stop work if unidentified services are found. Do not use excavators or power tools within 500mm of known services without additional precautions. Avoid breaking concrete around services without a thorough risk assessment. Properly support and protect services, ensuring they are not used as handholds. Record any new service discoveries, update service plans with accurate data, and apply appropriate markers and covers as specified.

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Overhead power lines Electricity policy	Where overhead power lines are within or near the work area or across any access routes, information about the utility owner must be consulted and a robust risk assessment and method statement developed in full compliance with GS6 and utility owner requirements. Sufficient time must be allowed for lines to be diverted, de-energised, or for other precautions to be implemented. All lines must be assumed live unless confirmed otherwise by their owners. Avoidance of work under or near lines by redesigning must be considered. The possibility of diverting the lines clear of the work area and/or making them dead while work is in progress must also be explored. If eliminating the danger is not possible, the risk must be robustly controlled. Control access by using suitable physical barriers to prevent close approach where no scheduled work or passage of plant under the lines is necessary. Where plant will pass beneath the lines, defined passageways must be made. The danger area must be made as small as possible by restricting the width of the passageway to the minimum needed for the safe crossing of largest plant. It is safest if the passageway crosses the route of the line at right angles. If work beneath live overhead lines cannot be avoided, barriers, goal posts at the agreed safe clearance limit, and warning notices must be provided. Plant, equipment, or hand tools that could reach beyond the safe clearance limit must not be taken under the line. Modification of plant such as cranes and excavators by the addition of suitable physical restraints so they cannot reach beyond the safe clearance limit must be considered where necessary. Cranes with telescopic or fly jibs may need additional restraining devices to prevent alteration in length of jib or angle of fly jib. Access for plant and materials and the working of plant must be under the direct supervision of a suitable person appointed to ensure agreed safety precautions are observed. Remember contact with a power line is not necessary for danger; close proximity to live conductors can cause a flashover.																				
Working at height Working at height policy	Work at height must be properly planned and carried out in accordance with the Work at Height Regulations. When planning work at height the hierarchy of control must always be followed ensuring options at the top of the hierarchy are considered before moving down. <table><tr><td>1</td><td>Avoid working at height</td><td>Assemble on the ground and lift into position using a crane or by fixing guard-rails to structural steelwork on the ground before lifting and fixing at height.</td></tr><tr><td>2</td><td>Prevent falls from occurring</td><td>Use an existing safe place of work such as parapet walls, defined access points, or existing edge protection.</td></tr><tr><td>3</td><td>Prevent falls by providing <i>collective</i> protection</td><td>Scaffolding, edge protection, handrails, podium steps, mobile towers, MEWPs etc.</td></tr><tr><td>4</td><td>Prevent falls by providing <i>personal</i> protection</td><td>Using a work restraint (travel restriction) system that prevents a worker getting into a fall position</td></tr><tr><td>5</td><td>Minimise the distance and/or consequences of a fall using <i>collective</i> protection</td><td>Safety netting or airbags.</td></tr><tr><td>6</td><td>Minimise the distance and/or consequences of a fall using <i>personal</i> protection</td><td>Industrial rope access (working on a building facade) or a fall-arrest system (safety harness and fall-arrest lanyard) using a suitable, high-level anchor point.</td></tr></table>			1	Avoid working at height	Assemble on the ground and lift into position using a crane or by fixing guard-rails to structural steelwork on the ground before lifting and fixing at height.	2	Prevent falls from occurring	Use an existing safe place of work such as parapet walls, defined access points, or existing edge protection.	3	Prevent falls by providing <i>collective</i> protection	Scaffolding, edge protection, handrails, podium steps, mobile towers, MEWPs etc.	4	Prevent falls by providing <i>personal</i> protection	Using a work restraint (travel restriction) system that prevents a worker getting into a fall position	5	Minimise the distance and/or consequences of a fall using <i>collective</i> protection	Safety netting or airbags.	6	Minimise the distance and/or consequences of a fall using <i>personal</i> protection	Industrial rope access (working on a building facade) or a fall-arrest system (safety harness and fall-arrest lanyard) using a suitable, high-level anchor point.
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Working at height cont. Working at height policy	ADVERSE WEATHER Where adverse weather conditions, particularly high winds, severe icy conditions, heavy rain or extremes of temperature could compromise worker safety, work should be stopped. Work at height equipment is to be inspected by competent persons following adverse weather to establish if it remains safe for use. Review storage of vulnerable materials, tools and equipment when severe weather is forecast - relocate or robustly secure as appropriate. SAFE ACCESS A suitable means of access is to be provided to all work at height equipment to ensure workers can get to and from their workplace safely. Stairways must be used on scaffolding to buildings 2 storeys and over. Single lift ladders may be used for scaffolding in public areas ensuring the ground to first lift ladder can be removed after each shift. Refer to our Site Security policy for further instruction. Makeshift platforms or equipment are never permitted. SELECTION AND MAINTENANCE OF EQUIPMENT The most suitable equipment appropriate for the work must be selected for working at height, taking into account the working conditions, the nature of the work, and potential safety risks. Equipment from which users could fall 2m or more must be visually inspected by competent persons before its first use, every seven days, after any modifications, or following any event that could affect its strength or stability. Inspection results must be recorded in a statutory register, and if a contractor or third party uses their own register, a copy must be obtained. Defects must be promptly addressed by competent persons. If a defect is severe or the equipment is incomplete, access and use must be robustly prevented, with clear notices displayed to indicate that the equipment is not to be used. ACCESS PLATFORM DECKING SYSTEMS (e.g. Trad Deck, G Deck, Safe Deck etc.) A comprehensive installation guide must be provided for every system selected for use. Installers must be competent to install, adjust, or dismantle a system which is to be evidenced by having attended the FASET Access Platform Decking Installers course, which includes system-specific training. To be considered competent for installing, inspecting, altering, and safely dismantling the Access Platform Decking System, the operative must have been GSA-4 assessed and possess a Blue Skilled Worker CSCS Card with an Access Platform Decking Installer endorsement. Trainees must be supervised by a Blue Carded Installer. All systems must undergo a post-erection inspection and handover by a competent installer. This inspection must be documented and include information on the system's load capacity for users. Before each use, the system must be visually inspected to ensure it remains fit for purpose according to the manufacturer's installation guide. Additionally, the system and its components must be inspected every 7 days, as well as after any incident, alterations, or adverse weather conditions that might compromise structural integrity. Inspections must be carried out by a competent person, evidenced by holding a Blue Skilled Worker CSCS Card in Access Platform Decking or a valid FASET Access Platform Decking for Managers certificate. All inspections must be recorded. If the system is found to be defective or altered, it must be taken out of service until the issues are rectified.
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DROPPED OBJECTS (including mobile devices, bolts and fixings, safety helmets, construction components and materials etc.) Suitable arrangements to manage prevention of dropped objects must be considered, as the following hierarchy;

1. **Full height containment** - climbing screens, full height edge protection.
2. **Collective measures** - protection fans, public protection gantries, exclusion zones, Monarflex, brickguards, netting to MEWPs.
3. **Individual measures** - tool and equipment tethering.
4. **Management arrangements** - material storage, prohibiting work in certain areas.

Robust exclusion zones must be in place where not possible to eliminate the risk of dropped objects through containment or collective measures or tool and equipment tethering.

Suitable signage is to be displayed to inform all to not enter the zone at any time.

A risk assessment must be undertaken to determine the size and extent of the exclusion zone - a good rule of thumb is a minimum of 2m or a height to area ratio of 5:1, whichever is the greater. For example, where the drop height is 20m, the exclusion zone should extend 4m beyond the drop point.

Where an exclusion zone of 5:1 or 2m cannot be achieved, additional controls such as protection decks, safety nets or other controls must be considered.

Where there is a risk of objects falling beyond our project boundary, or where a public area exists within the 5:1 ratio, additional protection must be provided.

Examples could include protected walkways, protection fans and catch nets, organising footpath closures to divert the public or providing temporary pedestrian management for short duration requirements.

Where on-site access routes are through exclusion zones, they must be robustly protected by safety nets or protection decks.

Welfare accommodation or PPE free zones should be located outside of exclusion zones or be provided with additional protection above.

FALL ARREST SAFETY NETTING

Consider other fall prevention measures first. The use of fall arrest safety netting must be justified by a risk assessment.

Safety net installation must be designed by a competent person in accordance with FASET and safety net rigging standards.

Net riggers must hold a Safety Net Riggers CSCS card, and inspectors must have a FASET net inspector qualification.

Safety nets must be inspected by a competent user before use, and every 7 days, after any impact or damage, or following adverse weather.

Rescue plans must be in place and practiced when safety nets are used.

FALLING OBJECTS (also refer to the dropped objects section

Storage platforms/racking to be suitably designed so they can safely withstand the required loading. Designs are to be checked in accordance with our [Temporary Works](#) policy.

Materials, tools and equipment stored or used at height are to remain inside edge protection measures provided (i.e., toeboards, brickguards.)

Review storage of vulnerable materials, tools and equipment when severe weather is forecast - relocate or robustly secure as appropriate.

Loading bays shall be fitted with double guardrail up and over scaffold loading bay gates that when open prevent access to the loading platform during loading operations, and fully protect operatives from the exposed edge and prevent falls of operatives and/or materials when closed.

Loading bay gates are to be fully meshed and fitted in accordance with manufacturers assembly instructions - the use of brickguards on loading bay gates is not permitted.

Falling object protection on loading/landing bays is to be established using scaffold boards or compatible proprietary mesh guarding fitted in accordance with manufacturers' assembly instructions. The use of brickguards on loading/landing bays for this purpose is strictly prohibited.

Edge protection around loading bays should be increased in height to match materials being landed/stored to ensure materials are not above the top guardrail.

Persons must be excluded from the base of loading bays whilst it is being loaded.

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Access points and staircases should be sited away from loading bays, or additional protection put in place to protect them. Pedestrian routes should be so arranged that walking directly below the loading area is not possible to avoid injury from falling materials. Gaps in platform boarding are to be kept to a minimum. Platforms are to be positioned as close as is practical to the structure to suit the works in progress. Access underneath a platform should be restricted or controlled to prevent persons being struck by loose material or debris falling from above. Avoid leaving materials, tools and equipment at height when the site is closed, especially at weekends and during holiday periods. If materials are left at height, they must be properly secured so they cannot be blown off in high wind. Fire retardant debris netting/sheeting complying with Loss Prevention Standard LPS 1215, is to be installed to areas of scaffold adjacent to site boundaries, public spaces, roads, footpaths and any areas accessed by the general public. Uncontrolled dropping of materials, waste, tools etc. from height is strictly prohibited.

FRAGILE SURFACES (roof lights, cement sheeting, slates and tiles, glass etc)
Carry out works from underneath from a suitable working platform wherever possible. If work cannot be done from underneath and access is needed to the topside of the roof, consider use a mobile elevating work platform (MEWP) that allows people to work from within the basket without standing on the fragile surface. If access onto the fragile surface cannot be avoided, install robust perimeter edge protection, and use stagings/platforms with guard rails on the fragile surface to spread loads. Seek specialist advice to establish the surface will withstand loads to be introduced onto it before access is attempted. If the above is not possible, birdcage scaffolding, or safety nets should be installed underneath by appropriate competent persons. Proprietary covers may be available to prevent someone who is passing or working near fragile material from falling through.

HOP UPS
Hop ups may only be used to a maximum height of 600mm. The minimum platform size for a hop up over 450mm high is 600mm x 600mm; smaller hop ups should only be considered due to access restrictions. All stays/legs must be fully extended with locks engaged where provided. The work area must be firm and even and clear of obstacles.

LADDERS AND STEPLADDERS
Suitable ladders may be used for work at height where risk assessment shows using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use; or there are existing workplace features which cannot be altered. Short duration should not be the deciding factor in establishing whether use of a ladder is acceptable or not, the overall risk is to be considered. As a guide, if the task requires staying up a leaning ladder or stepladder for more than 30 minutes at a time, alternative equipment is to be selected. Ladders may only be used where they can be used safely, e.g., where the ladder will be level and stable, and where reasonably practicable to do so, the ladder can be secured. Before use, visual checks to spot any obvious defects to make sure the ladder is in a safe condition for use must be carried out. Ladders and stepladders used are to be either British Standard (BS) Class 1 Industrial, BS EN31 or EN131 Professional Grade. Domestic grade or EN131 Non-professional equipment is not permitted.

Working at height cont. Working at height policy	Ensure leaning ladders are secured to a stable point whenever possible. Both stiles should be tied, and the upper resting point must be strong. Avoid resting the ladder against weak surfaces like glazing or plastic gutters. If securing the ladder isn't practical, use an effective ladder stability device. If none of the above options are possible, have someone foot the ladder, however, this should be a last resort. Refer to our Use of ladders and stepladders risk assessment for further instruction. LIFT SHAFTS Lift shaft areas are restricted to authorised personnel only. Authorisation from Lovell site management, in the form of a permit to work, is required to prevent unauthorised access. Rescue plans must be established for all works inside lift shafts, these should be practiced at suitable intervals . Individuals installing and maintaining lift systems must possess the correct skills card for their role and have received formal, machine-specific familiarisation training for the system they are installing. Once formed, lift shaft openings must be fully protected in accordance with temporary works requirements. Proprietary lift shaft protection must be installed at the earliest possible opportunity with solid protection fitted in accordance with the fire strategy. Those installing proprietary lift shaft protection must have received manufacturer training on installation. Training documentation must be available upon request. Lift shaft protection is subject to daily visual checks and must be formally inspected weekly, with records entered into an inspection register. MOBILE ELEVATED WORKING PLATFORMS (MEWPS) (cherry pickers, scissor lifts etc) MEWP operators must provide valid proof of training, e.g., CPCS or IPAF. When selecting MEWPS consider height, general space restrictions and ground conditions, and other obstructions (particularly overhead to prevent trapping/crushing injuries) Any operative inside the basket must wear a suitable short work restraint lanyard secured to a suitable manufacturer-provided anchorage point within the basket as required by risk assessment and manufacturers instruction. Robust exclusion zones must be in place around all MEWP operations whilst the basket is at height. A rescue plan must be in created and be practiced. MEWP is only to operate on good ground conditions. Work must cease in poor weather conditions such as high wind or snow, etc. Life jackets must be considered when working near a body of water. Consideration of dropped objects must be given with a focus on containment of equipment within the basket using basket protectors for example. Proprietary handling equipment for MEWPs should be considered, such as pipe cradles or panel or board carriers. Note any accessory added to a MEWP will impact the SWL and wind rating of the machine - always check with the provider. The MEWP is to have a current 6 month thorough examination certificate provided with the machine and a lifting equipment register is to be provided for proof of an inspection regime by a competent person. Refer to our Use of MEWP risk assessment for further information MOBILE TOWERS Mobile towers are to be erected and dismantled by competent PASMA trained persons only. Towers must be erected and used in accordance with manufacturers' instructions and recommendations, inclusive of the use of outriggers where necessary. Operatives are to access the platforms by using ladders provided on the inside of the tower only - no external or additional ladders are to be introduced.
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**Working at height
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[Working at height policy](#)

Mobile towers are to be visually inspected by a competent person before first use, every 7 days, following alteration or adaptation or following any event that may have affected its strength or stability - a new inspection and report is not required every time it is moved to a new location on the same site.
A separate risk assessment is to be carried out where excessive horizontal forces are expected to prevent overturning - suitable ties may be required.
Refer to our [Mobile tower](#) risk assessment for further information

OPEN STAIRWELL EDGE PROTECTION

MK (or similar approved proprietary systems) edge protection with a minimum 100mm toeboard of suitable material (timber) must be correctly fitted around open stairwells. Makeshift edge protection is not permitted.
Edges where there is a risk of persons falling must be adequately protected. This includes studwork with vertical centres greater than 450mm against open stairwells until boarded. Permanent horizontal noggins or appropriate suitable temporary surface mounted rails should be fitted to at least halve the gap between the flooring and the board noggin (typically fitted around 1200mm).
Access to upper floors must be restricted if temporary or permanent stairs are not in place on traditional build projects.

PODIUMS

A competent person must select the most suitable size to suit the task.
Podiums must be erected and used strictly according to the manufacturer's instructions and should only be placed on a firm, level surface.
Only two-wheeled podiums are permitted - four-wheeled versions not allowed.
Ensure brakes are applied when in use.
Podium gates must remain closed at all times during use.

RISERS

Riser protection design and selection must be functional for installers, maintainers, follow-on trades, and future use.
Riser selection/coordination meetings with relevant stakeholders are likely to ensure the design is suitable.
Consider using pre-formed risers to reduce the risk of operatives working at height.
Riser protection should be installed during frame construction wherever practical.
The use of proprietary riser systems is preferred.

ROOF VOIDS

Whenever possible avoid working in roof voids by working from below or by designing equipment that can be lifted in during roof assembly, e.g. PV platforms
Walking on and working from ceiling cords and floor joists is forbidden.
Ceilings must not be boarded until all work that can be completed from below, such as plumbing and electrical installations, is finished.
Where work in roof voids is unavoidable, activities must be conducted under strict protocols, including;

- use of appropriate, secure temporary platforms,
- authorisation from Lovell site management by way of a permit to work,
- team working,
- adequate lighting.
- safe and secure access into the void is provided.

Working at height cont. Working at height policy	SCAFFOLDING Scaffolding of all types is to be erected, adapted and dismantled in accordance with our National Scaffold specification. Scaffolders must hold CIRS cards in accordance with our National Scaffold specification. Bandstands must be fully boarded and fitted with a proprietary stability and integral edge protection system incorporating a handrail, brickguards, toe board and ladder access. Boards/stagings are to be supported at the manufacturers' recommended centres. Works are to be programmed to permit tasks such as painting, mastic sealants, cleaning and removal of protective material to be completed prior to the dismantling of scaffolds/working platforms where possible. Birdcage scaffolding/internal fall prevention platforms are to be installed to suit the appropriate build stage. Scaffolding or any working platform must not be used until it has been handed over to Lovell site management following an initial inspection. Gaps in scaffold platforms must be covered if there is a risk of items falling through and causing harm to persons below. Emergency access and egress arrangements should be considered when selecting appropriate access systems. Stair access systems must be the primary means of access for plots of two storeys or more, with ladders reserved for secondary emergency access only. Where ladders are used, they must be fitted at right angles to the platform with rung heights aligned with working platforms of the main scaffold as closely as possible and have self-closing ladder gates provided. Internal ladders must have a trapdoor installed. Debris netting or similar must be installed to areas of scaffold adjacent to site boundaries, public spaces, roads, footpaths, and any areas accessed by the public. This is to be incorporated within design or when creating a TG20 compliance sheet. If scaffolding is intended as part of the means of escape, any scaffold sheeting used must be flame-retardant adhering to requirements stated in either LPS 1215 or TS 62 for fire performance. The relevant approval mark must be printed on the material. To minimise smoke in the escape route and make fire and rescue service access easier, do not use sheeting to enclose scaffold stair towers or escape ladders. Scaffolding is subject to daily visual checks and must be formally inspected weekly by a competent person, or more frequently if required, with records entered into a scaffold register. Scaffold handover certificates must be filed, and records maintained. TEMPORARY HOLE AND VOID PROTECTION Holes and penetrations in floors, roofs, risers, and other areas must be safeguarded to prevent objects that could cause injury from falling through. Protection must be made of robust material and secured in place with clear signage, such as "Hole Below - Do Not Remove," and must indicate the safe working load (SWL) if applicable. If proprietary systems are not used, or if the area could support people, plant, or equipment, temporary works design is required for protection covers exceeding 200mm x 200mm. Temporary hole and void protection must be visually checked daily and formally inspected weekly, or more frequently if necessary, with records maintained in our work equipment register. The removal and reinstatement of hole and void protection must be planned, and risk assessed.
Lifting operations LOLER guidance	Lifting equipment and accessories must be carefully selected to ensure they are best suited for the tasks, providing full visibility and protecting operators from overturning, electrical hazards, noise, and vibration. They should also minimise environmental impacts to avoid disturbing neighbours. All equipment must be visually inspected by the user before each use, with defects reported to supervisors. Repairs must only be undertaken by competent persons - makeshift repairs are not permitted.

LOLER policy Refer to Use of telehandler risk assessment for further information	Regular inspections and servicing must follow the manufacturer's instructions and specific task or equipment risks, conducted by a competent person. Plant hire companies must supply safety information with all equipment. Spill kits must be available and used where appropriate to prevent environmental contamination. Lifting operations must be planned, supervised, and executed safely by competent personnel. All relevant duty holders, as required by LOLER regulations, must be appointed. Where appropriate, a suitable, and proportionate lifting plan is to be produced by an Appointed Person. Lifting accessories and lifting equipment used for lifting persons must be thoroughly examined at least every 6 months. All other lifting equipment must be examined at least annually (or at intervals laid down in an examination scheme drawn up by a competent person). Declarations of conformity should accompany new equipment. The safe working load (SWL) of any lifting equipment and accessories must never be exceeded. Operators of all lifting equipment (including excavators when used for lifting) must hold a recognised certificate of training such as CPCS or IPAF, including any necessary endorsements for lifting attachments or accessories. Operators must also be authorised and familiar with the specific machine to be used. All project features such as overhead power lines, unstable ground conditions and neighbouring properties, must be identified and adequately controlled. Lifting operations must not commence/cease during adverse weather in accordance with equipment design capabilities and lift plan controls. Effective communication must be in place during lifting operations. When hoists, mast climbers (MCWP), or mobile or tower cranes are employed, suitable designs, including foundations that reflect ground conditions, mast fixings, and load capacities, are required from the supplier. These designs must be checked and verified in compliance with our Temporary Works policy. MCWP must be fitted with a mechanical device (centrifugal brake) to automatically prevent an excessively fast descent. Robust exclusion zones must be established around the lift and drop zone before and during all lifting operations, with access restricted to those involved in the work. Excavators used for lifting must be properly planned and risk assessed. Hooking devices must be attached to the designated lifting point on the machine ensuring lifting slings are able to hang freely at all times. Suspension from bucket teeth is strictly prohibited. Lifting of persons is never permitted. Operators must physically ensure all quick hitchers are securely locked before starting work with a new attachment. Loads should not be suspended over occupied areas or outside the project boundary whenever possible. If unavoidable, risks to people must be minimised by implementing safe systems of work and appropriate precautions, such as erecting barriered exclusion zones. Lifting hooks for chains or slings must have safety catches. Where lifting equipment or its load may be affected by high winds, appropriate devices must be available and used to detect dangerous situations, allowing measures to be taken to cease equipment use. Mobile crane operations must be hired under a Contract Lift crane hire agreement, noting that tower cranes cannot be hired under such agreements. Rescue procedures for tower crane operators must be established and practiced regularly by competent personnel. Lovell management must complete and issue a Permit to Lift before lifting operations can begin. This permit must be accepted by the competent person in charge. Each individual lift plan requires its own separate Permit to Lift.
Work equipment and plant	GENERAL Work equipment and plant must be carefully selected to ensure they are best suited for the tasks, providing full visibility and protecting operators from overturning, electrical hazards, noise, and vibration. They should also minimise environmental impacts to avoid disturbing neighbours.

LOLER and Work equipment policies Refer to Use of hand and power tools risk assessment for further information	All plant and equipment must be visually inspected by the user before each use, with defects reported to supervisors. Results must be recorded in a suitable register to ensure faults are detected in good time so risk to health and safety is managed. Our Work and Lifting Equipment Register should be used for this purpose. If a contractor or third party inspector uses their own register, a copy is to be obtained. Repairs must only be undertaken by competent persons - makeshift repairs are not permitted. Regular inspections and servicing must follow the manufacturer's instructions and specific task or vehicle risks, conducted by a competent person. Plant hire companies must supply safety information with all equipment. Spill kits must be available and used where appropriate to prevent environmental contamination. HAND AND POWER TOOLS A suitable, stable workbench must be used to minimise the need to hold materials by hand or rely on makeshift benches. Power tools and equipment must be adjusted to suit the material being worked on, cutting depths etc, with all guards fully operational. Knives must have automatic retractable blades and should only be used as a last resort when safer equipment is unsuitable for the task. If using automatic-retractable blade knives poses additional risks, a risk assessment must justify their non-use. Operators of nail guns and shot-fired fixings must be manufacturer-trained and competent. Nail guns must have safety catches to prevent unintentional firing and be stored in lockable containers with controlled access. All used and misfired cartridges must be collected and disposed of properly. Toolchests/vaults must be fitted with damper arms to prevent sudden uncontrolled closure. Dust creation must be managed in accordance with Construction dusts. Electric tools must be double insulated, be PAT tested every 3 months and display a valid PAT label. All guards must be in place and functioning correctly. The HAVS magnitude, noise emission levels and weight of each tool are to be displayed or at least readily available. Battery powered or 110v electric tools are preferred to fuel powered equipment. Fit whip checks across all compressed air hose connection points A suitable spill control or containment method must be placed under fuel-driven equipment both during use and refuelling. MOBILE PLANT Projects must be designed to accommodate the necessary equipment, with one-way routes where feasible, avoiding blind spots and overhead obstacles, and managing gradients and slopes to suit the equipment used. Operators of mobile plant must be trained, experienced, and hold the relevant competence card for the specific machine and accessories they use, especially quick hitch attachments and any lifting accessory. They must fully understand and adhere to the operating procedures of their vehicles and all associated accessories. Additionally, they must be familiar with site emergency procedures and the signal systems used on site. Equipment must always be operated according to the manufacturer's instructions, considering weather, ground conditions, maximum loads and gradients. All telehandler operators, regardless of their employment status, must be briefed into the Lovell 'Use of telehandler' risk assessment and possess a valid, full driving license in addition to their training qualification/card. The basic lift plan on the Use of telehandler risk assessment must be completed. Operators of other types of mobile plant are not required to hold a valid, full driving license in addition to their training qualification/card unless the equipment is intended to be driven on public highways, or roads and pavements shared with homeowners, occupiers or the general public on our projects. Evaluation of the potential of this interface is to be based on robust risk assessment by the relevant employer. All telehandlers, irrespective of the provider, must comply with Lovell specifications. Bucket attachments (general purpose or material handling) and non-integrated working platform attachments are not permitted on telehandlers. Integrated working platform attachments may only be used as a last resort when no other suitable equipment is reasonably practicable and must undergo
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Work equipment and plant LOLER and Work equipment policies	thorough risk assessment. All other attachments must be compatible with the machine. Operators must be aware of the effect on centre of gravity and SWL attachments may impose. Operators must physically ensure all quick hitches (mechanical or hydraulic) are securely locked before starting work with a new attachment. Bucket fitting/removal must be carried out in designated, contained areas ensuring all other personnel are excluded. Unused buckets must be stored in these areas. Lifting and travelling with suspended loads on telehandlers must be avoided using other more suitable equipment. Where unavoidable, it must be ensured the task is properly planned and risk assessed, the telehandler is suitable for the task, and a suitable lifting hook or attachment is used. Operators must be trained and competent to undertake a suspended load task. Ensure all mobile plant driven on a public highway complies with relevant road traffic legislation. All mobile plant operators must be at least eighteen years of age. If employees are carried on the mobile plant, the machine must be suitable for that purpose. Seat belts must always be worn when mobile plant is in use, a green beacon must be used to confirm seat belt use. Engines must be turned off and keys removed from the ignition when leaving unattended. Seat belts must be left unfastened. Proper procedures must be followed for mounting and dismounting the machine, using fixed access and maintaining three points of contact. Loading operations for dumpers, including cabbed dumpers, must not commence until the operator has applied the handbrake, turned off the engine, and exited the vehicle. The operator must move to the safe zone where they are clearly visible to the loading operator until loading is complete. Forward tipping dumpers are not permitted on non-engineered stockpiles. Dumpers above 4.2t unladen must be fully cabbed from April 2025 onwards. Work must be stopped if unauthorised personnel enter exclusion zones, and all unsafe conditions, defects, and behaviours must be reported to a supervisor. Breaking ground must not commence until briefed into and fully understood a permit to break ground. Operators on public highways must hold a valid license with the appropriate category. Full site-defined PPE is required when leaving the machine, with non-loose-fitting PPE to prevent catching on controls, and additional PPE worn as determined by task-specific risk assessments. All plant and equipment must comply with current UK legislation and adhere to the European Commission (EC) Machinery Directive 2006/42/EC or have United Kingdom Conformity Assessed (UKCA) certification as appropriate. A declaration of conformity must be supplied.
Work on or near water where there is a risk of drowning	Provision and maintenance of robust barriers/fencing, edge protection, guardrails or similar. Provision of suitable emergency procedures, information and training to respond effectively. Means to raise a suitable alarm capable of being heard above ambient noise. Auto-inflating life jackets and similar buoyancy aids. Grab line downstream of the work. Suitable brightly coloured, buoyant throw lines. Suitably constructed rescue boat and competent operator.
Traffic management	PEDESTRIANS Separate entry and exit points must be provided for pedestrians and vehicles and kept closed when not in use.

	A Permit to Lift must be completed by Lovell management and issued to, and accepted by, the competent person in charge before lifting operations are permitted to commence. A separate Permit to Lift is required for each individual lift plan. Establish a physical exclusion zone around lifting equipment and delivery vehicles to separate plant and pedestrians. Use a mobile crane to lift trusses either from truss racks or preferably, directly from the delivery vehicle to the roof. Telehandlers may only be used for single-storey structures with standard trusses. When storing trusses from a delivery, telehandlers may be used to transport them to truss racks, loading bays, or gable end scaffolds, provided the load is within the telehandler's safe working load (SWL) and takes into account span, pitch, obstructions, and equipment capabilities. Ensure loads are secured with ropes rather than lifting straps. Travel routes must be carefully planned to avoid occupied areas and obstacles. A competent slinger/signaller must guide the telehandler operator, ensuring trusses remain within 600mm of the ground. Use an anemometer to monitor wind conditions and do not move trusses if wind speeds exceed 7 m/s (16 mph). Before commencing truss placement, ensure a suitable and well maintained safe working platform is in place. Ideally, this should be a tube and fitting birdcage scaffold positioned directly below the bottom truss chords. This method is preferred over access platform decking systems, although these may be used where reasonably practicable ensuring they are assembled and maintained in accordance with our Work at Height policy requirements. Keep truss packs under chain tension until they are safely laid or temporarily braced. as per the agreed method.
Street Works	Work is to be planned and organised in accordance with the requirements of the NRSWA Code of Practice (Red book) and Highways Agency guidance. Competent, qualified banksmen are to supervise vehicle movement. The correct signs, lighting and information boards to draw the public's attention to the work are to be used. Excavations are to be reinstated as quickly as possible with any left open securely fenced. Uneven surfaces are to be either covered or the public alerted to their presence. Materials are to be stored safely – storage near entrances and busy pedestrian areas is to be avoided. Store materials within the site perimeter, preferably in a separate compound away from any perimeter fencing; Plant and equipment is to be removed from site at the end of the shift - if not possible, isolate and secure it; and select and use the least hazardous materials and chemicals. Tools are to be fitted with dust and noise suppression. Dusty and noisy equipment should be enclosed where possible. Workforce to be suitably trained and competent in accordance with the New Roads and Street Works Act and any plant and equipment in use, particularly supervisors and banksmen.
Stability of structures whilst carrying out construction work, including temporary	During the preparation of Temporary Works designs, the Temporary Works Designer (TWD) will assess the risks associated with the design. Any residual risks will be identified and communicated to the project team. Residual risks may include, but not be limited to, collapsing structures (falling from or onto), hit by falling materials, excavation collapse, falling into poorly guarded excavations, plant/equipment damage arising from any of the aforementioned or manual handling injuries. The control measures for all Temporary Work will be as follows; the allocation of duties and responsibilities to competent staff for all temporary works

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structures and existing unstable structures Temporary works policy	activities, the formal appointment, in writing, or as appointed in this PMP, of persons to carry out individual duties, including as appropriate Temporary Works Coordinator (TWC), Temporary Works Designer(s) (TWD), Temporary Works Design Checker(s) (TWDC) and a Temporary Works Supervisor(s) (TWS), the production and maintenance of a Temporary Works register, the correct classification and assessment of all Temporary Works, the preparation of the concept and design brief based on hazard identification and risk assessment, the checking of all materials for adequacy, prior to erection, the formal checking of the Temporary Works design, the thorough inspection of the Temporary Works arrangement before any works or loadings commence, the provision of safe access, egress and protective measures to all elevated areas, work areas below ground level, and routes over and across works, regular inspection and maintenance of Temporary Works, formal confirmation that the Temporary Works is no longer required so that it can be dismantled, the provision of and compliance with the wearing of all required personal protective equipment.
Confined spaces Confined spaces policy	Whenever possible, entry to confined spaces is to be avoided, e.g., by doing the work from outside using remote cameras. If it cannot be avoided, a risk assessment must be carried out for all confined space work which includes suitable rescue arrangements. The risk assessment is to be reviewed in accordance with our RAMS review process. Entry to a confined space must be controlled by issue of a Confined Space Permit to Work to ensure all necessary precautions as detailed in the Entry/Access checklist have been taken and provisions made to secure the health and safety of those entering the confined space. Subcontractor permits may be acceptable providing they are comparable and Lovell site management provides overall authorisation. Effective emergency arrangements must be put into place, covering supervision, relevant rescue equipment, communication and alarms, training, and practice drills. All equipment used must be properly maintained and fit for purpose. Those involved in confined space work must have sufficient experience and training for the type of work to be carried out. They must be physically fit, agile, and if confined space has a constrained layout, not be claustrophobic. Rescuers need to be properly trained, sufficiently fit to carry out their task, ready at hand, and capable of using any equipment provided for rescue, e.g., breathing apparatus, lifelines, and firefighting equipment. Rescuers also need to be protected against the cause of the emergency. Where risk assessment determines atmosphere testing and/or continuous atmospheric monitoring is necessary, it must be carried out prior to entry by a suitably trained and competent person using suitable detection equipment which is correctly calibrated. Air purging and natural or mechanical ventilation may prove beneficial but must be monitored by a suitably trained and competent person(s). Combustion engine (petrol/diesel) equipment is never permitted in confined spaces due to the risk of carbon monoxide poisoning. Where possible, the confined space should be certified as safe to work in without respiratory protective equipment (RPE). If the risk assessment identifies RPE is required, it must be suitable for the hazards present and be compatible with other required PPE. Individuals wearing close fitting RPE must be appropriately face fit tested to ensure that RPE is of the correct size and type and be clean shaven whilst wearing it. No sparking tools and specially protected lighting are essential where flammable or potentially explosive atmospheres are likely. In certain confined spaces suitable precautions to prevent electric shock may be necessary e.g., use of extra low voltage equipment (typically less than 25v).
Electricity safety	Electrical work must only be undertaken by those who are trained and competent to do so.

Electricity	Electrical contractors must follow safe working practices and plan and execute their electrical work safely, there should be adequate information available about the electrical system and the work to be done. Electrical contractors must avoid working on live systems whenever possible and must not energise systems before completing all installations and verifying that they are correct. Work on live electrical circuits is only permitted under strict conditions, which include: Testing and verification of electrical circuits may only be conducted under the supervision of a competent individual. Live work will only be allowed if a comprehensive risk assessment has been conducted by a qualified person and approved by site management. In such cases, the Lovell ‘Permit to Test Live Electrical Apparatus’ or ‘Permit to Work on High Voltage Equipment’ must be issued before any live work begins. Safe isolation procedures must be always followed. Relevant parts of a live system must be isolated when other construction or refurbishment work may disturb it or expose workers to electrical danger. Battery operated or 110v centre tapped to earth (CTE) tools and equipment are to be used. Any repairs of servicing must be carried out by qualified electricians only makeshift repairs are not permitted. On the rare occasions where 230v use is unavoidable, a residual current (trip) devices (RCD) must be used. These must be properly installed and checked daily. Only use chargers, devices, and batteries from reputable manufacturers and do not mix between different manufacturers. Refer to Lithium-ion battery charging section within this document for more information. Lighting systems must have bulb protection to protected against breakage. Halogen lighting is not permitted. MAINTENANCE INTERVALS Users are to check equipment is in good repair before each use. Any faults must be reported to the relevant manager and the equipment taken out of use immediately. The following is to be inspected and tested by a competent person; <table><tr><th>Equipment</th><th>Combined inspection and test</th></tr><tr><td>Temporary building* equipment fitted with plugs (kettles, laptops, fridges etc.)</td><td>Each time a site is established or every 12 months, whichever is soonest.</td></tr><tr><td>Temporary building* permanent wiring</td><td>Every 12 months</td></tr><tr><td>Temporary electrical distribution systems</td><td>Every 3 months</td></tr><tr><td>On site tools and equipment</td><td>Every 3 months</td></tr></table> *Temporary buildings include portable and sectional buildings used as site offices, stores, workshops, welfare facilities etc.	Equipment	Combined inspection and test	Temporary building* equipment fitted with plugs (kettles, laptops, fridges etc.)	Each time a site is established or every 12 months, whichever is soonest.	Temporary building* permanent wiring	Every 12 months	Temporary electrical distribution systems	Every 3 months	On site tools and equipment	Every 3 months
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On site tools and equipment	Every 3 months										
Piling	A suitable and sufficient risk assessment must be completed before piling work begins which considers the impact on adjacent structures. The risk assessment is to be reviewed in accordance with our RAMS review process. All workers must receive a briefing on the safe system of work. Plant operators are required to hold valid certifications (e.g., CPCs), with copies of these certifications to be recorded. The type and size of rigs, traffic management, bearing pressures, and safe working spaces, including exclusion zones and storage areas must be assessed by a competent person. Pile mats must be designed, constructed, and maintained according to best practices, adhering to our Temporary Works policy. Regular inspections must be conducted to ensure their condition and prevent damage. Foundations must be designed to accommodate adequate working space for guarded rigs, with surcharge loads and limits clearly defined. All moving machinery parts must be guarded to prevent entanglement, using physical barriers or protective devices as necessary. Consider using quiet hammers or non-percussive installation methods and enforce hearing protection zones appropriately. Identify underground services prior to piling. A permit to break ground and appropriate service records must be issued by Lovell management.										

	For work near overhead power lines, confirm clearances with utility companies and implement safe working systems. If there is a risk of unexploded ordnance (UXO), a detailed risk assessment with emergency response plans must be completed by a competent person. Avoid leaving pile bores open whenever possible. If unavoidable, erect robust physical barriers to protect them. Use mechanical pile croppers or other non-hand-held tools to minimise vibration risks. Consider debonding reinforcement above the cut-off level. Fit protection caps on bars after pile trimming and before placing foundation concrete. Ensure safe access to pile heads with secure access and egress points, avoiding steep excavation sides. All lifting operations must be carefully planned, with compliance to LOLER requirements and relevant duty holders in place. Produce a suitable lifting plan and ensure all lifting equipment and accessories have proper certification. A Permit to Lift must be completed by Lovell management and issued to, and accepted by, the competent person in charge before lifting operations are permitted to commence. A separate Permit to Lift is required for each individual lift plan. Eliminate use of acetylene where possible. If its use is unavoidable, limit the number of cylinders, inform site management, and conduct a dedicated risk assessment with an enhanced hot works permit. Acetylene cylinders must be removed from the site after use. Assess and monitor environmental impacts such as noise and vibration. Implement control measures to ensure noise levels are managed, protecting neighbouring residents.
[Other]	
[Other]	

Health risks including; (delete or expand each section as appropriate ensuring information detailed is relevant to the project) For further guidance, refer to relevant Risk assessments on Project Plus for activities involving Lovell personnel and follow links to Guidance Documents and Health and Wellbeing							
Construction dusts CoSHH and PPE policies Also refer to the trade specific dust minimum standards on our SharePoint page.	Construction dust is not just a nuisance; it can seriously damage health and some types can eventually kill. There are three primary types of dust commonly encountered on a construction site: • Silica dust created when working on silica containing materials like concrete, mortar, and sandstone (also known as respirable crystalline silica or RCS); • Wood dust created when working on softwood, hardwood, and wood based products like MDF and plywood. • Lower toxicity dust created when working on materials containing little or no silica. The most common include gypsum (e.g., in plasterboard), limestone, marble and dolomite. Before work starts, ways of stopping or reducing the amount of dust the task might make must be looked at. Use of different materials, less powerful tools or other work methods must be considered. Dust needs to be controlled, the 2 main ways of doing this are by using water, or on tool extraction.						
	<table><tr><td>Project Management Plan (00.1a)</td><td>Issue: 51</td><td>Page 50 of 93</td></tr><tr><td>HSE 047</td><td>Approved</td><td>Template date: December 2024</td></tr></table>		Project Management Plan (00.1a)	Issue: 51	Page 50 of 93	HSE 047	Approved
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	WATER SUPPRESSION - use tools with water attachments whenever possible. Where unavailable, use water spray bottles or similar methods to wet the work surface. Ensure continuous water supply throughout the work merely wetting material beforehand is ineffective. ON TOOL EXTRACTION SYSTEMS - these include the tool, captor/extraction hoods, minimum M class extraction units and hoses/connections. On-tool dust capture bags or domestic vacuums, such as Henry, must not be used for this purpose. Extraction units must clearly indicate their filter class. All equipment is to be used and regularly maintained in accordance with manufacturers’ instructions including use of the correct internal dust bags. The use of dust bags attached directly to a tool is not permitted. Hand mixing areas must be enclosed, with safe access provided and clear "Wear a mask" signage displayed. RPE must be worn as below. In addition to using either water or on tool extraction, RPE must also be worn. All RPE used on Lovell projects must be CE marked and have an Assigned Protection Factor (APF) of 20 (FFP3 or P3). RPE must be: • Suitable for the work disposable tight fitting RPE (masks or half masks) may become uncomfortable for extended periods; powered RPE can help alleviate this discomfort, especially when individuals work for more than an hour without a break; • Compatible with other protective equipment; • Used and maintained in accordance with manufacturers’ instructions. • Worn correctly to ensure a specific make, model, and size of tight fitting RPE can achieve a good fit to an individual, a fit test needs to be conducted by a competent person and the wearer must have no facial hair in the region of the face seal as this can prevent RPE from forming a good seal allowing contaminants to be inhaled by the wearer. • Facial hair includes stubble, beard, moustache, and sideburns. • Individuals with facial hair that may compromise the seal should use a loose fitting powered respirator or should be tasked alternative work arrangements that avoid exposure to construction dust. • Records of face fit tests must be available upon request. RPE is the final line of protection and should not be solely relied upon as the primary means of protection. Refer to the trade specific dust minimum standards on our SharePoint page. Subcontractors must make worker health surveillance records available on request.
The removal of asbestos containing materials (ACM) Asbestos policy	If work is required in buildings built before 2000, an appropriate asbestos survey must be obtained from the Client before any works commence. Where Lovell commission asbestos surveys, only competent asbestos surveyors are to be used to identify location and type of asbestos containing materials in our workplaces. All work must be carried out under strictly controlled conditions by registered, competent contractors only. Risk assessment and safe systems of work must be in place before works commence. The risk assessment is to be reviewed in accordance with our RAMS review process. All workers involved in working with or removal of asbestos must be appropriately trained and competent. If asbestos is identified as licensable, the licence from the HSE must be in place before work commences unless special dispensation has been granted. Asbestos must be disposed of in accordance with prevailing waste regulations and all required documentation is to be obtained and retained.

	If workers unexpectedly come across or unearth potential asbestos containing material during their works work must stop immediately, and line management informed. A competent contractor must be engaged to risk assess the situation and act accordingly. Refer to the Asbestos in soil guidance on our SharePoint page for further guidance. Analysis and clearance testing must be carried out by UKAS accredited organisations. Any worker liable to disturb asbestos during their day-to-day work is to receive appropriate awareness training annually to enable them to protect themselves and others. All workers involved in working with or removal of asbestos must be appropriately trained (non-licensable and/or licensable) and competent. Subcontractors must make worker medical records available on request.
Manual handling Manual handling policy Refer to the Manual handling risk assessment for further information	Subcontractors are to provide risk assessments for their significant manual handling tasks and are to ensure their workers are trained relevant to the task. The risk assessment is to be reviewed in accordance with our RAMS review process. Evidence of training is to be made available. Manual handling risk assessments should consider four main areas: the nature of the task, capabilities of individuals, characteristics of the load and layout of the environment. These four factors can be easily remembered by using the acronym TILE. The following must always be considered: • Whether the object needs to be moved at all, e.g., can the work be carried out where it already is, or can materials be delivered to the point of use. • Use of automated mechanical aids, e.g., telehandler • The use of smaller components or quantities, especially through design. • Whether the load can be broken down into smaller, lighter and more manageable sizes, or easier to grasp such as liaising with manufacturers to provide handles for example. • If individual(s) have existing or previous medical conditions which could be worsened by manual handling, this must be brought to the attention of site management. Subcontractors must make worker health surveillance records available on request. Refer to our Material handling guide for typical weights of common construction materials. Plasterboard handling - Load out boards by machine and plan to make sure the site is organised so they can be delivered close to where they need to be. Use panel trolleys or other mechanical aids to move boards around site. Keep them well maintained. Use plasterboard lifts or adjustable props to position boards safely for fixing. For low-level wall panels, use a foot-operated board lifter to avoid stooping. Where positioning aids cannot be used, for example in stairwells or tight spaces, use smaller size boards that are easier to handle. Make reasonable checks to ensure workers are trained to use lifting equipment and handling aids safely. Where letterbox method used to transfer boards to upper floors, ensure aperture dimensions suit the board width by 80mm maximum. Ensure a cover or lid is replaced following use. Handling heavy blocks - the lightest block that has the required strength, unless otherwise specified by a designer for genuine technical reason is to be selected - if using large foundation (trench) blocks, consider units with handholds to help grip. Avoid double handling by carrying from block stacks to the work area. Use handling equipment to take the blocks to where they are to be laid. Organise site traffic routes and scaffolding bays to deliver blocks close to where they will be laid.
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	Where possible, use lightweight foundation (trench) blocks that have handholds and consider using half-size blocks. Consider widening trenches so blocks can be laid at foot level, not below it. Adapt scaffolding and working platforms to allow blocks to be laid between chest and knee height. It places less stress on the body and work rate is faster. Always try to lay between shoulder and waist height, use staging or adapt work platforms to help. If unavoidable, reduce laying rate or consider a half-size block. Arrange block stacks and spot boards at a comfortable position. Handle blocks close to the body when lifting into position. Arrange block stacks with clear access and small enough to avoid over-reaching. Make reasonable checks to ensure workers are trained to use lifting equipment and handling aids safely. Keep stored blocks dry to avoid weight gain from rain. * Handling road kerbs - follow the hierarchy of control measures; Elimination - eliminate manual lifting of kerbs at the design stage, (e.g. use alternative construction methods that do not involve manual handling or eliminate the need for the kerb). Total mechanisation - ensure kerbs are handled and laid mechanically (e.g. using vacuum devices/mechanical grabs etc.). Partial mechanisation - ensure that the maximum amount of the kerb handling process is undertaken mechanically (e.g. using mechanical solutions to get the kerb near its final position, off-loading using a hoist etc.). Using smaller/lighter kerbs or handling aids will further reduce the risks from any residual manual handling. Manual handling - in rare cases where it is not possible to use any of the above solutions, short stretches of kerb may be laid manually. Where this is necessary workers should be trained in good handling techniques. The use of lighter weight kerbs, or devices which allow two people to share the lift, will further reduce the risk of injury.
Use of hazardous substances, particularly where there is a need for health monitoring CoSHH policy	The following hierarchy of control should be applied when assessing risk to minimise or eliminate the harm created by a hazard; 1. Elimination - remove the hazard completely change the process so no substances are needed. 2. Substitution - replace with something less hazardous, e.g., if using bleach, can it be replaced with a low hazard cleaning preparation, at least for a proportion of the tasks undertaken. 3. Engineering controls - physical barriers or containment extraction or improved ventilation would all be regarded as engineering controls. 4. Administrative controls - safety procedures, instructions, supervision and enforcement. 5. PPE gloves, respirators, protective eyewear, coveralls, aprons, etc. A CoSHH assessment library for common substances supplied by Lovell is stored on our intranet. If any additional assessments are required, discuss this with the regional H, S & E team. Subcontractors are to supply suitable and sufficient CoSHH assessments to identify exposure and control measures they will be adopting when providing and/or using substances hazardous to health. These are to be reviewed for suitability using the RAMS review process. Note: an MSDS does not constitute a CoSHH assessment and must not be accepted on its own. Where a CoSHH assessment identifies the necessity to issue respiratory protective equipment (RPE), wearers of close fitting RPE must be appropriately face fit tested to ensure that RPE is of the correct size and type. Where appropriate, health surveillance is to be provided to employees. This is to be carried out by the occupational health provider appointed by Lovell. Subcontractors must make worker health surveillance records available on request. We must ensure we take the right precautions to reduce the risks of exposure to legionella.

	A competent person should carry out a risk assessment where necessary to identify whether water systems in use or needing to be worked upon are likely to create a risk from exposure to legionella. Ensure a good maintenance regime for any active hot or cold water systems on site, e.g., weekly flushing of infrequently used outlets.											
Reducing noise Noise policy	The Noise Regulations define lower and upper exposure action values, levels of noise exposure which, if exceeded, require specific action. Estimated noise exposure needs to be compared with the action values to know what specific actions are required in addition to our general duty to reduce risks from noise. <table><tr><td></td><td>Lower exposure action value</td><td>Upper exposure action value</td></tr><tr><td>Daily or weekly personal noise exposure</td><td>80 dB(A)</td><td>85 dB(A)</td></tr><tr><td>Peak sound pressure</td><td>135 dB(C)</td><td>137 dB(C)</td></tr></table> Where workers are likely to be exposed at or above the upper exposure action values, action must be taken to reduce noise exposure. Even where noise exposures are below upper exposure action values, action to reduce the risks should be taken reducing exposure further. Employers are responsible for assessing noise hazards and the likely exposure to their workers, this is Lovell’s duty for Lovell and agency employees; subcontractors are responsible for their workforce. Measures to eliminate or reduce noise risks and protect employees must be identified including; • Using quieter equipment or a different, quieter process, • Engineering/technical controls to reduce, at source, the noise produced by a machine or process, • Using screens, barriers, enclosures, or absorbent materials to reduce noise on its path to exposed people; • Limiting the time people spend in noisy areas. Where noise control measures require actions from workers to be effective (e.g., making proper use of noise enclosures or following approved low noise working methods), workers must be provided with appropriate information, instruction, training, and competent supervision. Work areas with noise levels exceeding 85 dB(A) must be designated as hearing protection zones and clearly marked with appropriate signage. The designated area may be larger than initially expected, so noise monitoring should be conducted by a qualified individual to ensure accuracy. Noise control measures must be monitored for effectiveness and improved as necessary. Health surveillance (hearing checks) are required for workers at risk of noise at work. Subcontractors must make records available on request. Think CUFF when assessing the suitability of hearing protection C - Condition - Is the hearing protection in a good state of repair? U - Use - Are the workers using hearing protection when it is needed? F - Fit the ear - Is the hearing protection fitted or worn properly? F - Fit for purpose - Has the hearing protection been correctly specified? Refer to our Tool and equipment noise level guide for detailed information on noise levels of commonly used equipment.				Lower exposure action value	Upper exposure action value	Daily or weekly personal noise exposure	80 dB(A)	85 dB(A)	Peak sound pressure	135 dB(C)	137 dB(C)
	Lower exposure action value	Upper exposure action value										
Daily or weekly personal noise exposure	80 dB(A)	85 dB(A)										
Peak sound pressure	135 dB(C)	137 dB(C)										
Reducing vibration Vibration policy	Exposure to vibration from hand held or hand guided power tools can cause irreversible painful and disabling conditions. Tools that minimise vibration exposure must be selected and maintained, ensuring they are suitable for the task and used properly. Tool selection should prioritise low or anti vibration alternatives, tool suitability, and reduced vibration designs. The HAVS magnitude of each tool is to be displayed or at least readily available.											
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Refer to the Use of vibrating tools risk assessment for further information	To keep vibration below the exposure limit value (ELV), limit daily tool use time. Use real use vibration values and exposure points or supplier categories to set maximum usage times. Aim to minimise exposure as much as possible, not just to meet the ELV. Employees at risk from vibration should receive information on HAV risks, health surveillance, and proper tool use, including training on vibration absorbing tools. Health surveillance is needed if exposure action values (EAV) are exceeded, including screenings, specialist referrals, medical advice, RIDDOR reporting, and effectiveness data. Subcontractors must make worker health surveillance records available on request. Subcontractors using vibratory tools and equipment must assess and manage health risks and monitor their workforce’s exposure. They are required to provide records upon request. Examples include using handheld breakers for concrete demolition, masonry removal, or pile cropping, as well as wall chasing and drilling masonry or concrete with hammer drills. Refer to our Tool and equipment vibration guide for detailed information on vibration levels of commonly used equipment.																																	
Exposure to UV radiation (from the Sun) CoSHH and PPE policies	<table><tr><th colspan="11">UV INDEX</th></tr><tr><td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td><td>10</td><td>11</td></tr><tr><td colspan="2">LOW</td><td colspan="3">MODERATE</td><td colspan="2">HIGH</td><td colspan="2">VERY HIGH</td><td colspan="2">EXTREME</td></tr></table> To protect health from excessive sun exposure, Lovell requires workers to adhere to the following measures: • Wear appropriate clothing to shield against harmful solar radiation. • Regularly apply sunscreen to any exposed skin. • When possible, coordinate with management to avoid outdoor work between 11 a.m. and 3 p.m., when UV radiation is strongest, even on cloudy days. • Stay hydrated by drinking plenty of water. • Regularly check skin for unusual moles or spots, and consult a doctor promptly if changes in shape, size, colour, itching, or bleeding are noticed The wearing of shorts on our construction projects is subject to risk assessment; considerations need to include specific task hazards that may result in cuts and scratches, grazes, splinters etc. where skin damage can lead to infection. Some trades will need to keep lower legs covered for other reasons, for example to prevent chemical burns from cement based materials during concrete pours. Regularly apply sunscreen to any exposed skin. NOTE: Some regions prohibit the wearing of shorts, and their rules supersede the above. Measures to manage heat include scheduling work during cooler periods, offering shaded rest areas, ensuring access to cool water, and educating workers on heat stress. There is currently no legal maximum temperature, but heat must be managed as a hazard. Heat stress occurs when the body cannot regulate its temperature, influenced by factors like work rate, humidity, and clothing. Symptoms range from concentration difficulties and muscle cramps to heat stroke, which can be fatal. Regularly assess work conditions and monitor workers for early signs of heat stress. Subcontractors are expected to cooperate with management to implement these guidelines effectively.	UV INDEX											01	02	03	04	05	06	07	08	09	10	11	LOW		MODERATE			HIGH		VERY HIGH		EXTREME	
UV INDEX																																		
01	02	03	04	05	06	07	08	09	10	11																								
LOW		MODERATE			HIGH		VERY HIGH		EXTREME																									
Contaminated land Weil’s Disease (Leptospirosis)	Maintain good housekeeping particularly around canteen areas ensuring food waste is put in the waste bins/skips provided on site. Where rodents have been observed, engage with relevant pest control contractor and instruct operatives not to touch them if encountered. Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work, and always before eating, drinking or smoking.																																	

Discarded hypodermic needles and other sharps. Refer to the Needles and drug related waste risk assessment for further information	If discarded needles are discovered, they are not to be handled without appropriate arm's length tools. If possible, cover the needle(s) with something heavy such as a block or slab or something obvious, warn all in the area that needles have been discovered giving the location and inform them to avoid all contact. Inform site management as soon as possible giving location and amount. No part of the body should be placed 'blind' into any cavity/space - the area is to be exposed as much as possible and suitable lighting provided. If skin is accidentally punctured by a needle, encourage the wound to bleed - wash the wound with running water, dry and cover it with a plaster, and attend the nearest Accident and Emergency Hospital as soon as possible.
[Other]	
[Other]	

6. GAS SAFETY PLAN

1. Scope of works;

"[Accurately describe all tasks.]"

2. Appliances/equipment potentially affected by works - tick all that apply

New installation (new build project)☐ - Go to 3. Gas contractor

Boilers	☐	Fires	☐	Cookers	☐	Hobs	☐
Flues	☐	Vents/Air bricks	☐	Window vents	☐	Chimneys	☐
Other ☐ Please state:							

3. Gas contractor:

4. Gas contractors Gas Safe Registration No.:

4. Name of Gas contractor supervisor:

Supervisor must be named

5. Arrangements for controlling significant risks

"[Detail controls and method to be followed.]"

Suitable arrangements for support and protection of gas equipment must be detailed above, including preventing ingress of foreign materials where appropriate.

Guidance.

Anyone who works on gas must be competent to do so. The level and range of competence should match the full extent of work done but needs only to be sufficient for and relevant to that work. Employers of gas fitting operatives are required to ensure that their employees have the required competence for the work undertaken; in addition to ensuring they are properly experienced and trained. This involves ongoing monitoring of performance standards, as necessary.

Before a significant alteration is made to premises where a gas appliance or equipment is installed, e.g. installation or removal of windows, air bricks, extractor fan units, re-roofing, external cladding work etc., any implications for gas appliance/fitting safety need to be properly addressed - seek the advice of a competent gas engineer.

In some cases, the effects of particular work for gas safety may be obvious. For example, where a chimney is being reduced in height or capped, its effectiveness in removing flue gases may be drastically affected. Before such work is started, it needs to be established whether, or not, the chimney is active and, if so, allowance made for this in the way the work is carried out. This may include planning for appliances to be disconnected before work commences, preventing debris falling or being thrown down the chimney, and ensuring appliances are tested for safety after the work has been completed. Disconnection/testing of appliances must only be carried out by a Gas Safe-registered engineer. Similar consideration needs to be given to any proposed alterations which might affect operation of a flue system, e.g. fitting a flue liner or terminal.

In other cases, the effects of the work may not be so obvious. For example, when fitting double glazing or cavity wall insulation, providing a temporary roof covering over a building, the removal of fixed permanent ventilation, such as air bricks, and replacement with closable ventilation louvres (in contravention of standards) or blockage of vents by insulation material, can lead to danger from reduced ventilation/incomplete combustion. Equally, fitting extractor fans can lead to the pull on flues being overcome and flue products being sucked back into premises. Moreover, the enclosure of an existing flue terminal within a new extension or conservatory (again in contravention of standards) can lead to flue gases becoming entrapped. All alterations must be properly planned.

In accordance with regulation 9 of the Gas Safety (Installation and Use) Regulations 1998, a person who allows gas to flow into any premises for the first time should ensure an appropriately sited emergency control is in place. Where there is a gas meter, the meter control may serve as the emergency control as long as the conditions (as follows) are met. Each individual premises (e.g. each house or flat) using a supply of gas should be provided with an emergency control, whether or not that premises contains a gas meter. The emergency control should be situated as near as is reasonably practicable to the point where the pipe supplying gas enters the premises. It should be readily accessible to all consumers, i.e. gas users, in the premises concerned (e.g. not located in a basement or cellar); therefore, a valve located in a meter-room which is normally locked, and accessible only to a landlord, gas supplier, gas transporter and/or emergency services, for example, cannot act as an 'emergency control'. In the case of LPG, this regulation only applies where the gas is supplied from a storage tank or tanks, or from two or more cylinders connected by an automatic changeover device. In other cases, the vapour valve on each cylinder also functions as a shut-off control and no additional provision is necessary. For further information refer to ['Safety in the installation and use of gas systems and appliances L56'](#)

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7. THE HEALTH AND SAFETY FILE

Each contractor and supplier will be requested to supply information relating to materials supplied and or works packages completed.

Information will be requested at the earliest possible opportunity as it becomes increasingly more difficult to obtain information from contractors or suppliers who have left site or have completed delivery of materials.

The information will be collected and passed to the Principal Designer and the main file as soon as it is available and will not be left towards the end of the contract period.

Health and safety file format

Check the Pre-construction Information (PCI) to ensure that the clients requested format is detailed in this section – if none provided, use the format below

Section	Content
A	A brief description of the work carried out.
B	Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g., surveys or other information concerning asbestos or contaminated land)
C	Key structural principles (e.g., bracing, sources of substantial stored energy - including pre or post-tensioned members) and safe working loads for floors and roofs.
D	Hazardous materials used (e.g., lead paint; pesticides; special coatings)
E	Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangement for lifting such equipment)
F	Health and safety information about equipment provided for cleaning or maintaining the structure
G	The nature, location and markings of significant services, including underground cables; gas supply equipment; firefighting services etc.
H	Information and as-built drawings of the building, its plant and equipment (e.g., the means of safe access to and from service voids and fire doors)

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file should **not** include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable

8. Environment

Site management are responsible for ensuring all necessary environmental control measures identified within this plan are implemented and monitored.

Pre-start meetings with our supply chain will ensure these control measures are communicated.

Site induction will include environmental controls in place and necessary behaviours or actions required.

Our supply chain are required to comply with this PMP in its entirety. Site inductions, toolbox talks, training and task briefings will be given to all site personnel with relevant information from the PMP.

This PMP will be provided to subcontractors, along with the contract specific environmental details, where their works package can have a potential detrimental impact on the environment.

Subcontractors will be required to develop their own environmental plans specific to work packages where appropriate and to comply with the content and direction of this and other applicable supporting documentation.

Communication

Environmental information will be delivered in the following way:

- Agenda item in project progress meetings
- Inductions, topic-specific training, tool box talks
- Information on notice boards
- Supervisor briefings
- Lovell intranet
- Community newsletters to be issued to all onsite and local residents, at least at the following stages: commencement, quarterly, phased handover dates, specific higher risk activities (cranes, large scale deliveries or muck away).
- The Project Manager will act as Resident Liaison Officer and will positively communicate with all stakeholders.

Additionally, within the contract, information will be communicated through:

Health, safety and environment meetings

Supply chain meetings

Other meetings e.g. design team meeting

Where contact is made with any regulatory authorities, the health, safety and environment team will be informed, and records will be entered onto Project Plus

Complaints and compliments will also be recorded on Project Plus and resolved particularly when from regulators, the public and customers.

Monitoring

Site management will undertake weekly recorded inspections to ensure relevant environmental control measures are appropriate, and controls are being complied with.

Site environmental compliance will also be monitored regularly by our health, safety and environment team.

The inspection report will be discussed with site management and any recommendations will be actioned as necessary.

Emergency Preparedness and Response

Control measures to prevent and control environmental incidents and emergencies on sites are referenced in the register of environmental effects and detailed in site emergency plans.

Generally, pollution prevention will be achieved by adequate training, by the provision of containment measures such as drip trays, absorbent mats or materials, drain protection for preventing impact on sewers or watercourses and by complying with safe working methods.

Adequate and appropriately placed spill kits will be provided for rapid incident response when and where prevention fails.

Incidents and emergencies will be reported in accordance with Lovell's procedures.

Minor Incidents

A minor environmental incident is an occurrence which leads to, or has potential to lead to, minor harm to the environment.

Examples include:

Pollution	Spillage of chemicals or oil (<2 litres) to hardstand.
Nuisance (dust/noise etc.)	A minor environmental complaint received from a member of the public.
Waste segregation	Incorrect segregation of general and hazardous wastes on site.

Major Incident

A major environmental incident is a legal breach, an event or series of events, which leads to or has the potential to lead to significant harm to the environment.

Examples include;

Waste disposal	Disposal of waste materials, including giving or selling to an unlicensed carrier or site. Also includes poor description of waste, leading to poor "duty of care" control and inappropriate disposal. Where all the records of waste consignments are missed or incorrectly completed.
Nuisance (dust/noise etc.)	A complaint is received from a regulator relating to nuisance and is substantiated.
Enforcement action is served by a regulator	A notice is served by a regulator on a project. Notices include: • S60 notices (noise and vibration) • Enforcement notice (waste) • Prosecution (all of above)
System failure	When auditing shows that the management of our processes is systematically failing to maintain compliance.

Emergency Incident

An emergency is a situation that has moved beyond the control of Lovell and requires the assistance of external agencies to minimise the potential harm to the environment.

Spill Containment Provisions

The site will maintain suitable spillage containment at the following location(s) across the site:
Lovell Compound

Incident Reporting

Where the incident is controllable and no intervention is required from any third party/statutory Environmental authority, then controls should be implemented, the incident cleaned up/resolved and recorded on Project Plus.

Where the incident cannot be managed using on-site resources or is considered difficult to control (e.g. cannot be cleaned up within one hour of occurring), line management, health, safety and environment department and the relevant Environmental authority must be informed.

Call the Environment Agency incident hotline on 0800 80 70 60 (0300 065 3000 for Natural Resources Wales) to report;

- damage or danger to the natural environment;
- pollution to water or land;
- poaching or illegal fishing;
- dead fish or fish gasping for air;
- main rivers blocked by a vehicle or fallen tree causing risk of flooding;
- flooding from any river, stream, canal, natural spring or the sea;
- illegal removals from watercourses;
- unusual changes in river flow;
- collapsed or badly damaged river or canal banks.

Minor incident

Step 1

- Stop work immediately in or around the affected area to prevent the situation continuing. Advise site management and supervisory staff of action taken

Step 2

- If appropriate eliminate any activities likely to cause an environmental risk

Step 3

- Control the incident and make sure it will not affect sensitive locations, i.e. water courses, drains, neighbours or soakaways.

Step 4

- Inform line management
- Record incident on Project Plus

Step 5

- Review incident to avoid recurrence update environmental systems of work

Major Incident (Emergency)

Step 1

- Act promptly and properly to minimise the potential impact spreading too far.
- Confirm the source and prevent further contamination.

Step 2

- Notify authorities as appropriate and receive advice.
- If required await assistance prior to implementation of remedial action.

Step 3

- Use spill kits as necessary without putting people at risk.
- Apply additional controls as necessary to protect sensitive areas at risk of harm.

Step 4

- Notify management and health, safety and environmental team

Step 5

- Record incident on Project Plus
- Health, safety and environmental team to undertake investigation.

Records

Environmental records will include;

- Inspections
- Site visit records (by others)
- Internal and external audit reports
- Waste management records and plans
- Minutes of progress meetings
- Correspondence including complaints and regulatory units
- Incident and investigation reports
- Permits, licences and consents
- Environmental data e.g., recycled aggregates, sustainable timber, etc.

Carbon accounting

Requirements of the legal Carbon Reduction Commitment (CRC) necessitate the recording of energy consumption specifically gas and electricity consumption. Nonetheless, as a minimum the following fuel uses will be recorded (where appropriate to do so and where information is available and/or not recorded elsewhere):

- Electricity (direct purchase) kWh
- Electricity (customer supply) kWh
- Diesel consumption (generators) litre
- Diesel consumption (all other uses) litre
- Gas consumption kWh
- Other power sources if needed e.g., renewable.

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Environmental operational controls; (delete or expand each section as appropriate ensuring information detailed is relevant to the project)
For further guidance, follow link to our [Environment Policies](#)

Site set up	When selecting and establishing site compounds, careful consideration will be given to site sensitivity, security, neighbouring properties, chemical storage and handling (including spill prevention), material storage needs, drainage, vehicle access (including employee commuting), potential nuisances, and planning constraints. Site compounds, storage, and construction areas will be fenced or have barriers to clearly define operational areas and separate them from other occupied work sites. Where appropriate, site plans will indicate the establishment of the site and the locations of environmental facilities such as fuel tanks, spill kits, and waste bins.
Archaeology and Heritage	Contract documentation must be thoroughly reviewed to identify the presence or location of archaeological sites, protected heritage, and buildings. Designers must be engaged to integrate known archaeological features into the project design, ensuring that these features are preserved or properly managed. All necessary licenses or permissions must be obtained before commencing any work on or around archaeological sites, protected heritage, or buildings. A watching brief or qualified specialist must be employed to monitor and record works conducted on or around known archaeological sites or heritage locations. Locations containing archaeological or heritage significance must be adequately fenced off or otherwise protected to prevent accidental damage. Robust communication procedures must be established for reporting unknown finds. These procedures must include immediate reporting to the local archaeological officer or relevant Local Authority, with all discoveries thoroughly documented.
Contaminated Land	A preliminary or desktop investigation of the site and its previous uses must be conducted to identify potential risks from contamination. A thorough site investigation must be carried out to determine the type and extent of any suspected contamination. The testing company and laboratory responsible for testing and analysing contamination must be suitably competent. The proposed remediation strategy must be agreed upon by the local planning authority and the relevant environmental agency, where applicable. The site induction must include details of contamination and the procedures for working in areas of known contamination. Procedures must be in place to ensure work is stopped, and appropriate reporting occurs if contamination is accidentally discovered or disturbed. Areas of contamination must be fenced off to prevent vehicles and machinery from spreading contamination across the site. Relevant environmental permits must be in place for the treatment and remediation of contamination. Suitable controls must be in place for managing contaminated water, such as discharge consents to foul sewers or tanker. Contaminated materials that need to be stockpiled must be covered to prevent run-off and wind-blown contamination. Stockpiles must be positioned away from drainage systems or watercourses. Suitable wheel-washing facilities must be provided to clean contaminated vehicles before they leave the site. Vehicles removing contaminated materials must be covered with sheets before leaving the site.
Ecology	Contractual and client documentation must be reviewed to identify all sensitive areas containing wildlife. All relevant ecological risks must be included in the construction environmental management plan, along with their mitigation measures. Licenses must be obtained from Natural England or the relevant conservation body before moving protected species or disrupting their habitats, such as bats, and lizards. Specific biosecurity plans must be developed and implemented if native species are identified on the site.

	Areas containing wildlife must be suitably protected from the impact of construction work. Trees must be suitably protected to avoid damage during construction activities including keeping materials off the root area. Vegetation removal works must be scheduled to avoid breeding and nesting periods. Permission from the Local Authority must be obtained before removing hedges or trees that are subject to a tree preservation order. Approval must be obtained from the relevant environment agency to manage or remove invasive plants, such as Japanese knotweed and giant hogweed. Approval from the relevant environment agency is required for the treatment or management of plants adjacent to a watercourse. Treatment operatives must hold the appropriate qualifications and certificates of competency for the use of pesticides.
Energy Management	ENERGY AND TRANSPORT Energy objectives and targets must be established for the project. An energy monitoring process must be implemented to track and report energy consumption and carbon emissions, including those from business travel and transport. Discussions with energy suppliers must be conducted to ensure electrical supplies are connected as early as possible to avoid reliance on generators. Temporary accommodation units must be equipped with practical energy saving devices, such as low energy (LED) lighting, passive infrared sensors, timer switches, and thermostats for heating and hot water. The site induction must cover key energy efficiency issues, including maintaining plant and switching off equipment when not in use. Signs must be in place to remind site personnel to switch off equipment when it is not required. Site office equipment must be set up to print efficiently (e.g., double sided) and to a central location rather than using individual printers. The site must consider incorporating renewable energy sources to contribute to powering site accommodation. A logistics/transport plan must be in place that considers efficient transport arrangements, such as using consolidation centres or just in time delivery. Quality checks on installed fabric insulation must be completed. The building must meet its target air - tightness level. All renewable energy systems (e.g., biomass, PV) must be fully commissioned, tested, and documented to ensure eligibility for FITs or RHI tariffs. All building services, meters, and control systems must be fully commissioned and tested. A plan for post occupancy monitoring and seasonal commissioning must be in place. Local sensitive areas, such as schools and residential zones, must be identified. The site must consider green travel arrangements to reduce staff travel, such as using rail and water transport where practical. Suitable parking arrangements for private cars and plant must be defined. Permission must be obtained from the Local Authority for any road closures or erection of hoarding on the public highway. Local pedestrian diversion routes must be agreed upon with the Local Authority. Delivery routes for construction traffic must be in accordance with any planning condition or agreement with the Local Authority. Suppliers must be informed of any delivery restrictions and routes. Entrance and exit gates must be located on main roads rather than side roads. Deliveries must be scheduled to avoid traffic disruption and queuing outside the site. Delivery vehicles must be switched off during loading and unloading unless operating equipment such as a Hiab is required.

	Designated vehicle routes on site must be clearly defined. Deliveries must be organised to minimise excessive use of reversing sirens. Use of eco-friendly site cabins must be considered. Designers must specify the use of low carbon concrete where applicable. The possibility of sourcing materials from local suppliers must be considered. RESOURCE EFFICIENCY AND MATERIAL MANAGEMENT The site must consider alternative techniques for efficient resource use, such as offsite manufacture, modular design, manufacture to fit design, and design for disassembly. The design must account for the reuse of reprocessed demolition materials, the use of recycled aggregate, or excavated soil and materials, as part of the site waste management plan. Procedures must be in place to identify and order the correct type and quantity of materials. Procedures must ensure that main materials are sourced responsibly (e.g., sustainable timber) and that records are maintained for traceability. Deliveries must be inspected to prevent damage during unloading, ensure delivery to the correct area of the site, and verify correct specification and quantity. Stockpiles and material storage areas must be located away from traffic routes to prevent accidental damage. Materials must be stored in a manner that prevents repetitive handling. Materials must be stored with appropriate security measures to prevent loss, theft, or vandalism. Stockpiled materials must be stored to prevent cross contamination with other materials or wastes. Stockpiled materials must be stored away from sensitive areas, drains, or watercourses. Materials must be handled with the correct equipment to prevent accidental damage. Hazardous/CoSHH materials must be stored, issued, and disposed of correctly.
Statutory Nuisance	Appropriate liaison or communication must take place with local stakeholders who may be affected by potential nuisances. Effective dust suppression techniques must be used to minimise air pollution from activities such as timber sawing, stone or block cutting, and crushing. Dust on site haul roads and material stockpiles must be adequately dampened down on dry, windy days. Haul roads must be located away from sensitive areas, such as rivers and ditches. Site vehicle speed limits must be controlled to reduce dust generation. Public roads must be regularly cleaned using a road sweeper or vacuum to remove dust. Vehicles that transport granular or dusty materials must have sheeted covers. All plant and vehicles must be in good working order and have up to date maintenance or service logs. Enclosed chutes and covered skips must be used for lowering dusty demolition or waste materials. Mortar and concrete must be mixed in enclosed areas to prevent dust emissions. Material stockpiles or spoil heaps must be stored away from sensitive areas, such as drains, rivers, and ditches. The works must be assessed to identify the potential noise and vibration impacts on local neighbours.

	The local environmental health officer and neighbours must be consulted and forewarned of any out of hours or major disruptive activities. If a Control of Pollution Act Section 61 consent is required, noise levels must be recorded to ensure compliance with permitted limits. Working methods must be reviewed to use equipment that reduces noise and vibration, where possible (e.g., pile jacking, chemical bursting). Working hours must be defined to restrict noisy operations to specific times of day. Noisy plant must be kept as far as possible from sensitive receptors. Deliveries must be planned to minimise disruption in the local area. Haul routes must be well maintained to prevent excessive vehicle noise and vibration. Noise screens must be used where required to reduce noise transmission. Noise screens and hoarding must be well maintained, with no holes or gaps. Lighting must be positioned to avoid causing a nuisance at night, and non - essential lighting must be switched off. The site must have a procedure in place for handling complaints and addressing issues.
Waste Management	A site waste management plan must be prepared, identifying waste types and quantities for the project. The waste management plan must be actively maintained and updated as the project progresses. A waste target and relevant objectives must be set for the project to minimise waste generation and maximise recycling efforts. Project waste requirements must be included in all contracts with trade contractors and suppliers to ensure compliance. Waste management requirements must be included in the site induction to ensure all personnel are aware of their responsibilities. Waste responsibilities must be clearly defined, specifying who is responsible for disposing of what materials and when. Designated areas must be established for segregating, reusing, and ultimate disposal of waste materials, these should be clearly signed for each waste stream and be safely accessible for pedestrians to deposit waste. Recycling facilities must be provided to segregate office and canteen wastes, including paper, cans, and plastics. Projects in Wales must be registered for hazardous waste with the NRW. Waste management permits, licenses, or exemptions must be in place for any onsite waste processing activities, such as crushing and soil treatment. The WRAP quality protocol must be followed for the production of aggregates from waste. The CL:AIRE Code of Practice must be adhered to for the treatment and use of contaminated soils, including the appointment of a qualified person and the development of a materials management plan (MMP) Hazardous wastes (e.g., oil, fuel, paints) must be collected and stored separately from general wastes. The burning of rubbish onsite is prohibited unless a permit or license has been obtained. Only registered waste carriers must be used to remove waste from the site, and regular checks must be conducted to ensure compliance. Waste must be disposed of at licensed sites appropriate for the type of waste being disposed of. Road sweeper waste must be disposed of at authorised sites. Whenever possible, sweepers should travel to a licensed site for unloading. Avoid emptying sweepers into or near drains, surface water, or groundwater to prevent pollution, and do not empty waste directly onto bare ground. The arisings compartment of the sweeper should be washed out only in areas with controlled drainage, like a public sewer or containment unit. With the right licence or permit, sweeper waste can be emptied onto an impermeable surface with controlled drainage.

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	To deposit waste on land, a licence or permit is required. Waste transfer documents must include all required information, including six digit waste codes, the license number of the carrier, tip location, and a declaration regarding the waste hierarchy. Waste transfer documents must be retained for the appropriate durations: two years for non-hazardous waste and three years for hazardous waste.
Water management	All watercourses and drainage systems on site must be identified. All works in, above, or near watercourses must be agreed upon with the relevant Flood Defence Authority (Local Authority or regulatory body for statutory main rivers). All discharges to streams, ditches, and drainage systems must be consented to by the relevant environment agency. All abstractions from rivers, ponds, lakes, or water mains must be consented to by the relevant environment agency. Site personnel must be inducted and trained in dealing with wastewater on site. Procedures must be in place to monitor water quality and ensure discharges meet required standards. Water discharges must be properly treated using methods such as settlement tanks or lagoons. Designated areas for washing out concrete lorries must be established away from watercourses and drains. Washout areas must be contained, feature an impermeable ground layer, and be designed for easy periodic cleaning. Undertake concrete or mortar batching or mixing well away from watercourses, gullies and drains. Watercourses and drainage systems must be protected from runoff and silty water caused by our works. This must also include existing systems around our projects. Implement and maintain appropriate measures to prevent silt entering any watercourse or drain; for example, use and regularly check condition and performance of gulley bags (or similar). Regularly check watercourses are not being affected by dewatering operations or rainwater runoff. All fuel tanks must be effectively banded to at least 110% of their capacity (or 25% of total capacity for drums). Oil and diesel tanks and chemicals must be located as far as possible from drains and watercourses. Oil and diesel tanks must be separated from the ground by an impermeable layer. All oil and diesel tanks and chemicals must be marked with the type of contents, volume, and appropriate hazard warning signs. Steps must be taken to prevent ground contamination or pollution from fuels, oils, chemicals, paints, etc. Storage areas must be contained, feature an impermeable ground layer, and be designed for easy periodic cleaning. Site personnel must be made aware of spillage response procedures through inductions and toolbox talks. Appropriate spill kits must be available, and personnel must be trained to manage accidental spillages to drains or watercourses. Proactive measures to reduce water consumption, such as grey water recycling and water saving devices (e.g., waterless urinals), must be implemented. Water consumption must be monitored, recorded, and communicated to site personnel to promote water minimisation.
[Other]	
[Other]	

ASPECTS AND IMPACTS

Likelihood of Activity resulting in impact.	Severity of Subsequent Impact				
	Low (1)	Moderate (2)	Moderate (3)	High (4)	High (5)
Negligible (1)	1	2	3	3	5
Unlikely (2)	2	4	6	8	10
Unlikely (3)	3	6	9	12	15
Likely (4)	4	8	12	16	20
Likely (5)	5	10	15	20	25
Certain (6)	6	12	18	24	30

LOW 1 - 5

MODERATE 6 - 15

HIGH 16 - 30

Definitions:

Activity: generic definition relating to works being completed and medium that may be impacted

Aspect: element of an activity that can interact with the environment

Impact: any change to the environment, whether adverse or beneficial, wholly or partially resulting from an aspect

Likelihood: the chance or probability of an event occurring. Negligible - rare, occurs less than 0.1% of the time/case through to Certain – almost inevitable, 99.9% chance of occurrence

Severity: the impact that an event might have on the environment. Low - minor in inconsequential impact with no or short-term duration through to High - major impact or destruction to the environment with potential long-term consequence.

Significance: the product of likelihood and severity according to the above table.

Guidance

Likelihood of an environmental impact occurring

Likelihood	Description	L Score
Certain	Occurs repeatedly / event 'only to be expected'	6
Likely	'No surprise' / will occur several times	5
Likely	Could occur sometimes	4
Unlikely	Unlikely, though conceivable	3
Unlikely	So unlikely that probability is close to zero	2
Negligible	Not going to occur	1

Environmental consequences of an impact occurring

Consequence	Description of environmental impact	C Score
High	Major damage on & off site, national reputation damage, prosecution inevitable	5
High	Considerable environmental damage, prosecution and national reputation damage likely	4
Moderate	Moderate impact, contamination or damage recoverable, local reputation damage, prosecution possible	3
Moderate	Slight impact, small scale event contained on site, possible local media interest, prosecution unlikely	2
Low	No measurable environmental consequence, no reputation damage, zero likelihood of prosecution	1

Risk rating categories

Risk Rating	Action to be taken
High (16-30)	Work can only continue if control measures reduce the risk rating to an acceptable level
Moderate (6-15)	Introduce control measures to reduce risk as low as reasonably practicable
Low (1-5)	Risk broadly acceptable, but situation needs to be monitored for changes and action to reduce risk

Activity	Aspect	Impact	Impact Significance (IS)			Control and Mitigation	Residual IS
			Likelihood	Severity	Significance		
Works associated with office operations	Likelihood 1 - Negligible, 2-3 - Unlikely, 4-5 - Likely, 6 - Certain Operation of air-conditioning and refrigerant units containing ozone depleting substances	Severity 1-2 - Low, 2-3 - Moderate, 4-5 - High Escape of gases and impact associated with ozone layer and climate change.	-	-	Significance 1-5 - Low, 6-15 - Moderate, 16-30 - High		
			-	-	-		-
Works affecting water resources	Abstraction of surface or groundwater	Deterioration in water resource quantity and quality	-	-	-		-
	Dewatering of surface or groundwater	Deterioration in water resource quantity and quality	-	-	-		-
	Impoundment of watercourses	Deterioration in water resource quantity and quality	-	-	-		-
	Discharge of effluent	Deterioration in water resource quality	-	-	-		-
	Discharge of site drainage	Deterioration in water resource quality	-	-	-		-
	Discharge of foul drainage	Deterioration in water resource quality	-	-	-		-
	Physical (temp and perm) works to watercourses and rivers	Deterioration in water resource quality	-	-	-		-
	Physical (temp and perm) works to watercourses and rivers	Change in flow regime	-	-	-		-
	Physical (temp and perm) works to watercourses and rivers	Loss of Biodiversity	-	-	-		-
	Physical (temp and perm) works to flood defence works	Deterioration in water resource quantity and quality	-	-	-		-
	Physical (temp and perm) works to estuaries	Deterioration in water resource quantity and quality	-	-	-		-
	Spillages of hazardous substances	Deterioration in water resource quantity and quality	-	-	-		-
	Use and storage of construction hazardous substances including oils/ diesels and petroleum	Deterioration in water resource quality	-	-	-		-
	Use and storage of process commissioning hazardous substances	Deterioration in water resource quality	-	-	-		-
	Concrete washout	Deterioration in water resource quality	-	-	-		-

Activity	Aspect	Impact	Impact Significance (IS)			Control and Mitigation	Residual IS
			Likelihood	Severity	Significance		
	Likelihood 1 - Negligible, 2-3 - Unlikely, 4-5 - Likely, 6 - Certain Use of potable water	Severity 1-2 - Low, 2-3 - Moderate, 4-5 - High Deterioration in water resource quality	-	-	Significance 1-5 - Low, 6-15 - Moderate, 16-30 - High		-
Works affecting ecological habitat and species	Works affecting ecological important habitat	Loss of biodiversity	-	-	-		-
	Works removing ecological important habitat	Loss of biodiversity	-	-	-		-
	Works affecting ecological protected species	Loss of biodiversity	-	-	-		-
	Works removing ecological protected species	Loss of biodiversity	-	-	-		-
	Works affecting invasive plants	Land contamination by non-native species	-	-	-		-
	Works removing invasive plants	Land contamination by non-native species	-	-	-		-
Works affecting historic (e.g. listed) or archaeological important sites and structures	Direct impact	Loss of historic/archaeological value	-	-	-		-
	Near area	Loss of historic/archaeological value Subsidence vibration	-	-	-		-
	Adjacent to area	Encroachment	-	-	-		-
Working on and disturbance of contaminated land	Physical disturbance	Potential spread of contaminated land and pollution	-	-	-		-
	Disposal	Potential spread of contaminated land and pollution	-	-	-		-
General construction activities that may lead to Nuisance	Mud on road	Nuisance to local population	-	-	-		-
	Atmospheric emissions	Nuisance to local population	-	-	-		-
	Construction dust	Nuisance to local population	-	-	-		-
	Batching dust and silo emissions	Nuisance to local population	-	-	-		-
	Process atmospheric emissions	Nuisance to local population	-	-	-		-
	Noise emissions	Nuisance to local population	-	-	-		-

Activity	Aspect	Impact	Impact Significance (IS)			Control and Mitigation	Residual IS
			Likelihood	Severity	Significance		
Likelihood 1 - Negligible, 2-3 - Unlikely, 4-5 - Likely, 6 - Certain	Light emissions	Nuisance to local population	-	-	Significance 1-5 - High	Low, 6-15 - Moderate, 16-30 - High	-
	Vibration	Nuisance to local population	-	-	-	-	-
	Odour emissions	Nuisance to local population	-	-	-	-	-
	Road congestion	Nuisance to local population	-	-	-	-	-
	Other public rights of way	Loss of amenity value Disruption	-	-	-	-	-
	Visual amenity	Loss of amenity value	-	-	-	-	-
	Unsociable working hours	Nuisance to local population	-	-	-	-	-
Works requiring the consumption of energy and/or fossil fuels	Energy consumption/carbon management - Construction works	Direct: cost Indirect: atmospheric emissions Resource depletion	-	-	-	-	-
	Energy consumption/carbon management - Site accommodation	Direct: cost Indirect: atmospheric emissions Resource depletion	-	-	-	-	-
	Energy consumption/carbon management - Transport and logistics	Direct: cost Indirect: atmospheric emissions Resource depletion	-	-	-	-	-
	Energy consumption/carbon management - Material selection (embodied energy)	Direct: cost Indirect: atmospheric emissions Resource depletion	-	-	-	-	-
	Energy consumption / carbon management – generation of on-site power	Direct: cost Indirect: atmospheric emissions Resource depletion	-	-	-	-	-
	Delivery and handling (transfer) of fuels (liquid or gas)	Direct pollution through spills, etc. Waste of resource and cost	-	-	-	-	-
Works leading to the generation of waste	Material storage and damage	Direct: cost Indirect: reduced sustainability	-	-	-	-	-
	Excavated materials	Contamination Nuisance Pollution Legal compliance	-	-	-	Full compliance with CL:AIRE DoWCoP as early as possible	-
	Creation of litter	Nuisance	-	-	-	-	-
	Waste disposal (duty of care) Construction waste Sewage M&E decommissioning waste, etc.	Contamination Nuisance Pollution Legal compliance	-	-	-	-	-
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Activity	Aspect	Impact	Impact Significance (IS)			Control and Mitigation	Residual IS
			Likelihood	Severity	Significance		
Likelihood 1 - Negligible, 2-3 - Unlikely, 4-5 - Likely, 6 - Certain	Surplus excavation/aggregate disposal	Increased cost Reduced sustainability	-	-	Significance 1-5 - High	Low, 6-15 - Moderate, 16-30 - High	-
	Packaging waste	Increased cost of disposal Depletion of resources	-	-	-		-
							-
Works in sensitive location or where abnormal operating conditions arise e.g. emergency response	Abnormal operating conditions e.g. pumping, filtration, water treatment, etc.	Pollution of environment Legal sanction	-	-	-		-
	Unplanned event (Incidents e.g. spill, fire, etc.)	Pollution of environment Legal sanction	-	-	-		-
							-

ENVIRONMENTAL CONSENTS AND PRE-NOTIFICATION CHECKLIST

Consent name	Description of the works requiring approval	Approx timescale to obtain consent	Enforcement agency			Required	Department responsible for application	Date applied	Consent received/comments
			England	Wales	Scotland				
Water resources									
Permit to discharge water to a watercourse	Effluent discharges of 5 to 20 cubic meters per day to a point source, i.e. pipe, outfall or soak-away, that enters directly or indirectly controlled waters. Any discharges exceeding 100 cubic meters per day will need to apply for a bespoke permit. Unless within 200m of a watercourse, then any discharges exceeding 50 cubic metres per day will need to apply for a bespoke permit.	EA - approx. four months SEPA: Registration - one month License - approx. four months	EA	NRW	SEPA	Yes ☐ No ☐			
Consent to discharge waste water to a Sewer	Consent or approval for discharge of effluent to sewer.	Two months	Water Company	Water Company	Water Company	Yes ☐ No ☐			
S165 consent for temporary discharge from a pipe less than 229mm	Temporary consent to discharge to surface water from a pipe less than 229mm (9”) or when the EA request a formal application. Application via water company	EA - Seven working days SEPA - Seven working days	EA	NRW	SEPA	Yes ☐ No ☐			
S166 consent for temporary discharge from a pipe larger than 229mm	Temporary consent to discharge to surface water from a pipe greater than 229mm (9”) or when the EA request a formal application.	EA Seven - working days SEPA - Seven working days	EA	NRW	SEPA	Yes ☐ No ☐			
Abstraction licence	Abstraction of water from a controlled water resource Note: some dewatering activities will require an abstraction licence. If you plan to abstract more than 20 cubic metres a day from a watercourse or underground water reserve, you will likely need a license. There are exemptions – dewatering of underground strata and abstractions of surface waters to prevent interference with building or engineering works where the abstraction lasts less than 6 consecutive months, subject to restrictions.	EA: four - six months SEPA: Registration - one month License - approx. four months	EA	NRW	SEPA	Yes ☐ No ☐			
Notification of removal of water from excavations	Removal of water from the ground or surface water to assist construction or the extraction of aggregates and minerals	N/A	EA	NRW	SEPA	Yes ☐ No ☐			
Works in proximity of a watercourse / land drainage / flood risk activity permit	Any temporary or permanent physical works in, adjacent or within 9m, under, or over a watercourse. Standard rules exemptions or bespoke permit.	LA (for ordinary watercourses): EA (for main rivers): two months IDB (where applicable): two months SEPA: registration - one month Licence approx. four months	LA / EA / IDB	LA / NRW	SEPA	Yes ☐ No ☐			

Consent name	Description of the works requiring approval	Approx timescale to obtain consent	Enforcement agency			Required	Department responsible for application	Date applied	Consent received/comments
			England	Wales	Scotland				
Consent to use pesticide in close proximity to a watercourse	Any application of a pesticide (including herbicides, fungicides, insecticides, molluscicides, rodenticides, growth regulators and masonry and timber preservatives) within ten metres of a watercourse, including canal, ditch, river or estuary.	Two months	EA	NRW	SEPA	Yes ☐ No ☐			
Consent to affect bed of an estuary or sea (FEPA consent, in Wales you will also require a Coastal Protection Act consent (CPA))	Any works that may deposit material onto the bed of an estuary or the sea, including cofferdams, erection of jetties, outfall structures	Four - 12 months	MMO	Marine Consents Unit: (MCU) – Welsh Assembly	Marine Scotland Licensing Operations Team – Scottish Executive	Yes ☐ No ☐			
River works licence (within River Thames)	Under Section 66 of the Port of London Act, a river works licence is required for any works in the River Thames, riverward of the mean high water mark and regardless of ownership of the river bed, including any works under the river or overhanging the river.	Three months	Port of London Authority	-	-	Yes ☐ No ☐			
Dredging licence (within River Thames)	Before any dredging work is undertaken on the tidal Thames it is a statutory requirement that a licence for such works is granted under Section 73 of the Port of London Act 1968 (as amended).	Three months	Port of London Authority	-	-	Yes ☐ No ☐			
River works licence (within the Medway Port)	Any works which are to be carried out within the port limit must have a river works licence to ensure that all relevant consultations have been carried out and that there are no adverse effects on the safety of navigation within the port.	Three months	Peel Ports Medway	-	-	Yes ☐ No ☐			
Dredging licence	Before any dredging work is undertaken within the port of Medway and dredging licence must be approved.	Three months	Peel Ports Medway	-	-	Yes ☐ No ☐			
Installation of water fitting	Installation of new water supply e.g. batcher to be consented by water company.	One month	Water Company	Water Company	Water Company	Yes ☐ No ☐			
Discharge of hazardous substances and non-hazardous pollutants dangerous substance / groundwater regulations	Disposal / discharge of effluent containing hazardous substances or non-hazardous pollutants to ground or to surface water which is not covered by a Consent to Discharge.	Three months	EA	NRW	SEPA	Yes ☐ No ☐			
Groundwater Source Protection Zone (SPZ).	When working within a Groundwater Source Protection Zone (SPZ), you should contact your local regulator to discuss the work being undertaken. The SPZ is an area designated around a groundwater source, the maximum extent of which is the catchments area for the source and within which the Regulator seeks to limit the processes and activities that can occur within that area.	-	EA	NRW	SEPA	Yes ☐ No ☐			

Consent name	Description of the works requiring approval	Approx timescale to obtain consent	Enforcement agency			Required	Department responsible for application	Date applied	Consent received/comments
			England	Wales	Scotland				
Water Protection Zones (WPZ) Consent	General construction works are exempt but any fixed premises e.g. depots in a WPZ where chemicals are stored will require a consent You must get consent if you store or use: 200 litres of more of any controlled substance 50 litres or more of any controlled substance if stored in a single container Controlled substances include fuel and oil, artificial fertilizer, and toxic, harmful or corrosive substances. Any piling or penetrative foundation works that are scheduled to take place within a groundwater source protection zone must <u>first</u> be approved by the Environment Agency. A piling risk assessment must be undertaken including contaminated land tests – these can take four weeks to complete.	Four months	EA	NRW	NA	Yes ☐ No ☐			
Piling work within a GWPZ approval	Any piling or penetrative foundation works that are scheduled to take place within a groundwater source protection zone must <u>first</u> be approved by the Environment Agency. A piling risk assessment must be undertaken including contaminated land tests – these can take four weeks to complete.	25 days	EA	NRW	SEPA	Yes ☐ No ☐			
CAR License (Complex License)	Management of surface water run-off from a construction site, including access tracks, which: - Is more than 4 hectares - Is in excess of 5km or - Includes an area of more than 1 hectare or length of more than 500m on ground with a slope in excess of 25°	Four months	N/A	N/A	SEPA	Yes ☐ No ☐			
Dust									
Prescribed processes	Use of mobile concrete crushers and screens - operator should have a licence from the planning authority local to its headquarters. Where Lovell own and operate concrete batching plant away from site the batching process may be a prescribed process requiring consent.	Three months 21 days for mobilisation authorisation	Planning Authority	Planning Authority	SEPA / Planning Authority	Yes ☐ No ☐			
Noise									
S61 consent (noise and vibration)	S61 consent is only necessary if a planning or development order or the client requires the contractor to enter into the S61 process.	Two months to develop 28 days determination	Planning Authority	Planning Authority	Planning Authority	Yes ☐ No ☐			
CRC (energy efficiency scheme) (formerly carbon reduction commitment)									
CRC energy efficiency scheme	Any organisation with at least one half hourly electricity meter settled on the half hourly market must register with CRC. Any organisation which uses less than 6,000Mwh must make an informed disclosure. CRC compliance is Lovell Group responsibility. Joint ventures must individually assess whether they qualify and must register for CRC energy efficiency scheme with reference to 'A guide to qualification and organisational structure'.	Registration not consent	EA	EA	EA	Yes ☐ No ☐			

Consent name	Description of the works requiring approval	Approx timescale to obtain consent	Enforcement agency			Required	Department responsible for application	Date applied	Consent received/comments
			England	Wales	Scotland				
Energy Savings Opportunities Scheme (ESOS)	Qualifying organisations to undertake energy audits and identify energy savings. ESOS compliance is Lovell Group responsibility.	Registration not consent	EA	EA	EA	Yes ☐ No ☐			
Ozone depleting substances									
F-Gas and ODS regulations qualified person	A qualified person needs to; carry out leak checking, recovery of fluorinated greenhouse gases, install, maintain and service any refrigeration equipment, air conditioning units, equipment containing fluorinated greenhouse gas based solvents, fire protection system, fire extinguisher or H.V switch gear containing more than 3kg of fluorinated greenhouse gas. An individual must be qualified for the relevant activity e.g. H.V switch gear will require a individual holding the H.V switch gear qualification. Qualifications include five day CITB/City and Guild.	Contractor to organise. Lovell to check qualifications.	EA	NRW	SEPA	Yes ☐ No ☐			
Waste Management									
Environmental Permitting Regulations 2009 (England and Wales)	An environmental permit must be gained for a location where waste material requires disposal, storage or treatment on site or where the off site location does not have permitted licences. Any waste management licences in place before 6 April 2008 automatically became Environmental Permits. The Environmental Permitting Regulations do not apply in Scotland and a Waste Management Licence must still be obtained.	Four months	EA	NRW	SEPA (WML)	Yes ☐ No ☐			
Waste Management Licence 1994 (Scotland)									
Waste Exemptions	Environment Permitting Regulations (England and Wales) 2010	Online system in England and Wales. 21 days (Scotland)	EA	NRW	SEPA	Yes ☐ No ☐			
Hazardous Waste Registration	The Hazardous Waste Regulations require any premises in Wales or Scotland that produce or hold hazardous waste in quantities of greater than 500kg to annually register. Note: this requirement in England was removed in April 2016.	Immediate (by phone and/or online)	-	NRW	Not applicable (Use / purchase Special Waste Consignment Notes from SEPA)	Yes ☐ No ☒			
Ecology									
Control / Removal of Invasive Species	Submission of Invasive Species management plan to EA / SEPA		EA	NRW	SEPA	Yes ☐ No ☐			

Consent name	Description of the works requiring approval	Approx timescale to obtain consent	Enforcement agency			Required	Department responsible for application	Date applied	Consent received/comments
			England	Wales	Scotland				
Licence to effect or translocation of protected species or habitats	Where protected species has been identified, a licence may be necessary to undertake mitigation or works in the area.	25 – 60 days	DEFRA English Nature	Welsh Assembly CCW	Scottish Executive SNH	Yes ☐ No ☐			
Consent to work in a Site of Special Scientific Interest (SSSI) Special Areas of Conservation, Special Protection Areas, RAMSAR (wetland areas)	Where works will be undertaken in a protected habitat.	Four - six months	Natural England	CCW (CCGW)	SNH or regulatory Authority	Yes ☐ No ☐			
Consent to work in a Site of Special Scientific Interest that is also a Special Area of Conservation, Special Protection Areas or RAMSAR (wetlands)	Where works would take place in or could affect the integrity of the protected site / or its species then an appropriate assessment may be required.	Four - six months	LPA / DEFRA Natural England	LPA / DEFRA CCW (CCGW)	LPA / DEFRA SNH	Yes ☐ No ☐			
Felling licenses	Where more than 5m3 of timber is to be felled per quarter and no detailed planning permission is in place or other exemption applies.	Ten weeks	Forestry Commission	Forestry Commission	Forestry Commission	Yes ☐ No ☐			
Archaeology and built heritage									
Listed Building Consent / Conservation Area Consent	Works affecting a listed building / conservation areas including installation of noise insulation and remedial works on structure(s).	One - two months	Planning Authority Historic England	Planning Authority Welsh Assembly	Planning Authority Scottish Executive	Yes ☐ No ☐			
Scheduled Ancient Monuments	Works potentially affecting a scheduled ancient monument must be consented by English Heritage.	Three months	Historic England	Historic Wales	Historic Environment Scotland	Yes ☐ No ☐			
Works affecting an area of archaeological importance	Where works affect an area where there is evidence and or potential for archaeological remains.	Six weeks	Planning Authority	Planning Authority	Planning Authority	Yes ☐ No ☐			
Licence for removing human remains (archaeology)	Where human remains need removing.	One week	Home Office	Home Office	Home Office (Historic Scotland)	Yes ☐ No ☐			
Licence which will affect a burial ground	Where works will affect a burial ground.	Three months	Home Office (Church of England)	Home Office	Home Office	Yes ☐ No ☐			
Planning Permission / Development Order / Act conditions									
Planning Permission onto a classified road		12-16 weeks	Planning Authority	Planning Authority	Planning Authority	Yes ☐ No ☐			

Consent name	Description of the works requiring approval	Approx timescale to obtain consent	Enforcement agency			Required	Department responsible for application	Date applied	Consent received/comments
			England	Wales	Scotland				
Planning conditions	Conditions may require certain controls and agreements to be in place and implemented prior to and during the works including demolition / dismantling.	Eight weeks	Planning Authority	Planning Authority	Planning Authority	Yes ☐ No ☐			
Development Consent Order		Four - 12 months	Infrastructure Planning Committee	Infrastructure Planning Committee	N/A	Yes ☐ No ☐			
EIA Screening/ Scoping	Scoping opinion for EA, as per EIA regulations.	Six weeks (screen) Six weeks (scope)	Planning Authority / MMO	Planning Authority / MMO	Planning Authority / Scottish Executive / MMO	Yes ☐ No ☐			
Town and Country Planning (Control of Advertisements) (England) Regulations 2007	Restrictions on site signage on hoardings, when in a conservation area.		Planning Authority	-	-	Yes ☐ No ☐			
Town and Country Planning (Section 62A Applications)	When development is within ten metres of railway land (including sidings etc.) there is a requirement to notify the railway infrastructure owner.					Yes ☐ No ☐			
EIA and Environmental Statement		Six - 12 months	Planning Authority / DEFRA	Planning Authority / DEFRA	Planning Authority / DEFRA	Yes ☐ No ☐			
Wayleaves / Easements	For example, where new overhead lines (OHL), cables and pipelines will cross third party land.	Two - Six months	Landowner	Landowner	Landowner	Yes ☐ No ☐			
Land Purchase / leasing	Where additional land is required permanently or temporarily for the works.	Six - 12 months	Landowner	Landowner	Landowner	Yes ☐ No ☐			
Lease conditions	Conditions may require certain controls and agreements to be in place and implemented prior to and during the works.	Four weeks	Landlord	Landlord	Landlord	Yes ☐ No ☐			
Port Authority consultation	Port Authorities may impose certain controls and require certain agreements to be in place and implemented prior to and during the works.	Four weeks	Port Authority	Port Authority	Port Authority	Yes ☐ No ☐			
Public Rights of Way, Roads									
Closure and Diversion of Public Rights of Way and Roads	Temporary / permanent closures or diversions of public rights of way and roads require consent and notification of alterations prior to works commencing.	One - Two months	Planning Authority	Planning Authority	Planning Authority	Yes ☐ No ☐			
Closure and Diversion of Trunk Roads of Motorways	Temporary or permanent closures or diversions of trunk roads and motorways require consent and notification of alterations prior to works commencing.	One - two months	Highways England	Welsh Assembly	Scottish Executive	Yes ☐ No ☐			
Radioactive Substances									

Consent name	Description of the works requiring approval	Approx timescale to obtain consent	Enforcement agency			Required	Department responsible for application	Date applied	Consent received/comments
			England	Wales	Scotland				
Licence for the use and storage of radioactive sources	Where on site laboratories or other areas use radioactive sources for measurement etc.	Four - five months	EA	NRW	SEPA	Yes ☐ No ☐			
Other									
CEEQUAL (Civil Engineering Environmental Quality Assessment and Award) Scheme	Where projects are required to complete CEEQUAL assessments.	Project duration	CEEQUAL	CEEQUAL	CEEQUAL	Yes ☐ No ☐			
BREEAM (Building Research Establishment Environmental Assessment Method)	Where projects are required to complete BREEAM assessments.	Project duration	BRE	BRE	BRE	Yes ☐ No ☐			

9. QUALITY

Quality

Specifications and technical information for the project will be assessed by the Building Control Authority. All substructures will be constructed as designed by a structural engineer.

Objectives

The development will be constructed in accordance with the approved register of drawings and document to a quality which accords with good building practice, standards laid down by the NHBC or Zurich, and the requirements of the CDM Regulations. The register of documents and drawings will be checked upon issue. The scheme will be built in accordance with CDM Regulations, LIMS requirements, specific requirements of this PMP and approved specifications.

Procedures

Company procedures are clearly set out in the Construction section of LIMS and will be implemented in the building of this project.

Works will be carried out in accordance with approved drawings. Work will be initiated by instructing contractors to carry out works in accordance with programme, LIMS, orders, drawings and specifications issued.

Approved drawings will be the uploaded to Project Plus. A drawing register is automatically populated by Project Plus to monitor the issue of all technical information from office to site and to external parties.

Inspection and testing

New build works shall be carried out in accordance with NHBC standards, or other where specified. The inspection and testing regime will generally be in accordance with nationally agreed NHBC inspection and hold points, and site management will carry out stage checks in accordance with LIMS. Site checks shall be carried out in advance of any NHBC/third party inspection.

Where items require rectification, these shall be carried out immediately as part of the site operation.

Other inspection and test plans shall be prepared as required for: -

Screed, mortar and concrete - (ready mixed to be sourced and test certificates to be obtained from supplier/contractor)

Special requirements as identified in the specification.

Activities agreed at the contract commencement meeting.

Activities identified during the construction stage.

Site management will implement stage checks and material call off/delivery schedules in accordance with LIMS which will be monitored by the Operations and Contracts Manager. Consideration has been given to the quantity and method of delivery and the following restrictions have been noted (i.e. size of delivery vehicle, frequency and requirement of part loads on bulk orders). The Contracts and site management will maintain the build programme, stage checks and material call off delivery schedules.

Refurbishment

Inspection and test plans shall be prepared as required for: -

The contract requirements as identified in the specification.

Activities agreed at the contract commencement meeting.

Activities identified during the construction stage.

If no specific tests are required by the client then this is to be documented.

Method statements, inspection and test plans, check lists and record sheets shall be prepared for those items requiring them. Where possible a standard format shall be followed on each project. Each stage of operation requiring checking shall be separately identified. Where activities are carried out by a contractor they shall be responsible for the preparation of the method statements, checklists and carrying out the testing and inspection with agreed points where the site management carried out a stage check. Where items require rectification, these shall be carried out immediately as part of the site operation. Failure to meet the requirements of the inspection and test plan shall be dealt with under the terms of the contract of employment (i.e. direct or subcontract).

Meetings

Regular contractor coordination meetings, chaired by the Contracts Manager, and attended by relevant contractors will be held. The date for the first meeting will be agreed at the monthly job review.

Internal job review meetings chaired by the Contracts Manager/Site Manager and attended by Surveyor will be held monthly following initial handover from estimating team.

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Design coordination and progression meetings with all relevant parties and specialists as required, to fully develop the design.

Handover procedures

Properties are to be brought to completion by site management before being offered to the Client's representative. For sales plots, an inspection is to be carried out jointly by the site management sales representative and all outstanding items recorded. All plots are to be inspected jointly by Lovell and the Client's representative/purchaser and outstanding items recorded.

Following the inspection and completion of any works arising, the property is available for handover, and is evidenced by the signing of a handover certificate, by the Client's representative/purchaser.

Meter readings will be taken and a handover pack containing all the relevant details appropriate to the property will be handed to the Client's Representative.

Maintenance

While still on site, site management will ensure day-to-day defects are dealt with as they are reported. Following completion of the site, the day-to-day maintenance will be carried out by Lovell Customer Care department, who should be contacted by the Client. All relevant information will be passed to Customer Care department to enable this procedure to take place.

Defects will be the responsibility of the Customer Care Department. These are to be dealt with as laid down within LIMS, NHBC Buildmark and requirements of contract documents. On completion of the project the Contracts Manager will ensure handover is recorded on Coins with the Customer Care co-ordinator and update the inspection log to ensure defects liability periods are recorded.

On completion of any items raised by the representative/tenant, confirmation, by signature, that these works have been carried out will be required.

Roads and sewers

Site management will ensure that roads and sewers for adoption and upgrading are completed in accordance with details and specification and placed on maintenance by the local adopting authority. The Contracts Manager will be responsible for ensuring that adoption takes place at the end of the maintenance period, where applicable.

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○ SITE RULES

- All site arrivals and departures are to be recorded.
- All site employees will attend a site specific induction and are required to confirm they understand the requirements of risk assessments and associated method statements provided by their company.
- Any unsafe act or condition observed or encountered is to be reported to site management.
- Safety helmet, safety footwear with toe and midsole protection, upper body hi-vis and task suitable gloves* are mandatory. * Gloves may only be omitted if a specific risk assessment determines that wearing them would create or increase risk for certain tasks, such as operating rotating or moving machinery or using serrated blades.
- All other personal protective equipment must be worn as determined by task specific risk assessment.
- Where CoSHH assessment identifies use of tight fitting respiratory protective equipment (RPE), wearers must be clean shaven and appropriately face fit tested to ensure the RPE is of the correct size and type.
- Site hours are from 8am to 6pm Mon/Fri and 8am to 1 pm Sat. Working outside of these hours is not permitted unless by prior agreement.
- All accidents, incidents and learning events, no matter how minor must be reported to Lovell site management.
- Smoking and vaping is only permitted in areas designated by site management.
- Everyone must be considerate of others, especially the public. Refrain from using foul or lewd language, as well as any aggressive or insulting behaviour.
- All people entering the site are to be made aware of emergency procedures, first aid arrangements, escape routes and the site assembly point.
- All access and emergency routes must be kept free from obstruction at all times.
- All site employees must co-operate in keeping the site tidy and clear away debris, waste, tools, and materials at the end of each work shift. This includes the site welfare facilities.
- No site employee should interfere with, damage, or misuse any safety sign or equipment, including fire safety devices, provided for site safety
- Only trained, competent, and authorised personnel are permitted to remove or alter any scaffold structure or work platform, as directed by site management.
- Consumption or possession of alcohol or illegal drugs on site is strictly prohibited. No person is to work on this site having consumed alcohol or illegal drugs. Those suspected of being under the influence of alcohol or illegal drugs will be invited to undergo specific testing. This site also operates a random testing regime.
- Where there is a risk of serious or imminent danger or wild animals are discovered on site, work activities must stop immediately and be reported to site management - work must not continue until instructed to do so.



○ SITE RULES

- Unsafe and inappropriate behaviour may result in dismissal from site.
- The wearing of earphones is not permitted on site. Radios and mobile phones may be used at site management's discretion. Mobile phones are not to be used whilst carrying out work or driving activities.
- Plant operators must hold a recognised certificate of training (CPCS, NPORS, IPAF etc). These are to be produced at induction and on request. Mobile phone use during plant operation is forbidden.
- It is strictly forbidden to ride on any plant as a passenger.
- Operators of dumpers must not remain on the machine whilst it is being loaded and must wear the seat belt whilst in motion. This includes cabbed dumpers
- All designated PAVES routes are to be followed at all times.
- Reversing should be avoided whenever possible. If reversing is unavoidable, all visibility aids must be used, and a responsible person should assist as needed.
- All footpath and roads, both on and off the site, shall be maintained in a condition which is satisfactory for foot and vehicular traffic.
- Vehicles must be parked considerately and not obstruct public footpaths
- No site deliveries are to be made during periods of peak pedestrian and vehicular traffic to local schools. All suppliers are to be formally notified of this.
- Site employees are to report any defects to plant or equipment to their manager immediately; this includes any fire safety equipment.
- Manual handling operations are to use mechanical aids whenever possible. Risks to health are to be properly assessed.
- All materials are to be stored in agreed areas where they will not obstruct site access. Materials should not be stored in any public area.
- Should any asbestos containing materials (ACM) be discovered or suspected, works must stop and the incident reported to Lovell site management.
- Creation of airborne dusts is to be prevented where practical by substituting materials, using different processes and off site manufacturing.
- If prevention isn't possible, use on-tool extraction or water to control dust, depending on the process and tools. Wear suitable respiratory protective equipment (RPE). Those using tight-fitting RPE must be clean-shaven and properly face-fit tested.
- Any step ladders or ladders intended for use must be justified by risk assessment to ensure other access equipment has been considered. Step ladders must only be used for short duration, low risk works, and operatives must maintain 3 points of contact. Domestic/non-professional grade equipment is not permitted. Larger materials and tools are not to be carried up ladders.
- Plant and equipment must be fitted with appropriate silencers that are properly used and maintained. Plant must not be left idling unnecessarily.



○ SITE RULES - REFURB

- All persons must report to the relevant stream site management on their first day where induction training, identification and PPE, if required, will be administered.
- All site employees will attend a site specific induction and are required to confirm they understand the requirements of risk assessments and associated method statements provided by their company.
- Any unsafe act or condition observed or encountered is to be reported to Lovell site management.
- All site employees are to be made aware of the emergency procedures and first aid arrangements.
- Site operatives must wear their identification at all times when working in residents' properties.
- Safety footwear with toe and midsole protection, upper body hi-vis and task suitable gloves* are mandatory. * Gloves may only be omitted if a specific risk assessment determines that wearing them would create or increase risk for certain tasks, such as operating rotating or moving machinery or using serrated blades.
- Safety helmets must be worn where there is foreseeable risk of head injury or in accordance with task specific risk assessments
- Demolition operatives must wear hard hats, task suitable gloves and all other relevant PPE when carrying out demolition activities
- All other personal protective equipment must be worn as determined by task specific risk assessment.
- Where CoSHH assessment identifies use of tight fitting respiratory protective equipment (RPE), wearers must be clean shaven and appropriately face fit tested to ensure the RPE is of the correct size and type.
- Resident safety is of utmost importance, works to be carried out in suitably enclosed areas where possible. Workforce are to introduce themselves and keep residents informed of works in progress. All materials and tools are to be removed and any enclosure is to be effectively secured when left unattended. Access to properties are to be kept clear of materials, tools and debris at all times.
- Any step ladders or ladders intended for use must be justified by risk assessment to ensure other access equipment has been considered. Step ladders must only be used for short duration, low risk works, and operatives must maintain 3 points of contact. Domestic/non-professional grade equipment is not permitted. Larger materials and tools are not to be carried up ladders.
- All access equipment is to be suitable for its purpose and its safe working load not exceeded. Makeshift platforms or equipment are never permitted.
- Work equipment such as ladders and power tools must be subject to a weekly recorded maintenance and inspection regime
- Battery operated or 110v tools and equipment are to be used. Any repairs or servicing must be carried out by qualified electricians only, makeshift repairs are not permitted

○ SITE RULES - REFURB

- The consumption or possession of alcohol or illegal drugs on the site is strictly prohibited. No person is to work on this site having consumed alcohol or illegal drugs. Those suspected of being under the influence of alcohol or illegal drugs will be invited to undergo specific testing. The use of medicines is to be notified to the site management. This site also operates a random testing regime.
- Unsafe and inappropriate behaviour may result in dismissal from site
- All staff are to leave a property immediately and report to their line manager on discovery of discarded needles or other drug related waste.
- No site employee should interfere with, damage, or misuse any safety sign or equipment, including fire safety devices, provided for site safety.
- All staff must co-operate in keeping the site tidy and clear away debris and rubbish at the end of each work shift. This includes the welfare facilities. Food should only be eaten on site in designated areas, and rubbish disposed of responsibly. No burning of waste or rubbish is permitted on site
- Only trained, competent, and authorised personnel are permitted to remove or alter any scaffold structure or work platform, as directed by site management.
- Staff are to report any defects to plant or equipment to their line manager immediately
- No works are to be carried out/continued where minors who appear to be under the age of 16 are present without their parents or guardians
- Staff are to afford due vigilance where properties have pets i.e. aggressive dogs, spiders, reptiles etc. Ask the residents to lock away in another room if concerned.
- Mobile phones are not to be used when driving, operating plant and equipment and when involved in any high risk activity i.e. climbing ladders.
- Radios and personal stereos are not permitted in residents' properties.
- Creation of airborne dusts is to be prevented where practical by substituting materials, using different processes and off site manufacturing.
- If prevention isn't possible, use on-tool extraction or water to control dust, depending on the process and tools. Wear suitable respiratory protective equipment (RPE). Those using tight-fitting RPE must be clean-shaven and properly face-fit tested.
- Foul or lewd language and inappropriate behaviour will not be tolerated on site
- Permits to work are required for all hot works, breaking ground, and confined space entry. Suitable, serviced fire extinguishers must be available in the work area whilst carrying out hot works.
- Should any asbestos containing materials (ACM) be discovered or suspected, works must stop and the incident reported to Lovell site management.
- Smoking and vaping is prohibited in all properties and gardens.
- Checks must be made when fitting windows to properties that have gas appliances.

The purpose of this document is to provide information and expectations when delivering and collecting goods to / from this site.

Site address:	Former Novartis Site, Parsonage Road, Horsham RH12 5AA		
Site contact details:	[REDACTED]		
Site hours:	No deliveries before 8am or after 5pm Monday to Friday. Weekend deliveries not permitted.		
Date:		Initial information ☒	Updated information ☐

Risks associated with this site	Controls
Residential area / schools etc.	The site is located in a semi urban location, in close proximity to the A24, route to site from this major road is inhibited and there are no sensitive properties/facilities which will need to be considered, however there is a level crossing in close proximity to the site entrance: left turn only signage will be displayed at the site entrance to avoid crossing this.
Site pedestrians	Pedestrians and vehicles should be effectively segregated at all times. No unauthorised reversing. A safe area is provided for the driver. Traffic management plans will be distributed and communicated with all order placements and updated with each phased handover to ensure all Lovell vehicles know the correct way to designated material storage areas and continue to provide effective control.
Overhead risks (electricity / BT cables)	Overhead height restrictions apply. Goal posts provided in accordance with GS6.
Low / narrow bridges	Provide best approach routes to site avoiding one way systems, low bridges etc.
Adjacent activities	Level crossing on Parsonage Rd, road will be subject to heavy traffic at times – left turn only signage will be displayed to avoid using the crossing.
Road conditions	General road conditions of the local area are good, a pre condition survey will be completed before project commences. On site roads will be finished to at least base course tarmac before accepting vehicle traffic, all haul roads will be the same.
Major Road Works	Unknown other than those associated with this development.
Falls from height	There is no provision of fall protection measures on this site. If access onto the vehicle is necessary/likely, haulier MUST inform how falls will be prevented or risks reduced.
Visitor Parking	Visitor parking will be provided in the compound carpark.
Use of lifting equipment	Hauliers using their own lifting equipment (i.e. HIAB/Moffett) a suitable lifting plan/risk assessment MUST have been completed prior to commencing the lift.
Contamination (Mud)	As per MMP to be provided by contractor, Lovell will supplement with road brushes and wheel washes once PC

Procedures the visiting driver needs to follow:

Upon contacting the site office, you will be provided with specific (Un)loading details. The following (Un)loading equipment is available on this site. This is strictly for use by trained and authorised Lovell employees:

Telehandler Type	TBC	Telehandler reach	17M
Telehandler SWL	TBC	Accessories (Delete / Expand)	Extended forks / Truss Jib

Drivers must **Always** report to the site office on arrival. **Always** refer to all instructions displayed on approach to

Drivers leaving their vehicle must **Always** wear minimum PPE (Gloves / Hat / Boots / Hi Vis)

Strictly **NO REVERSING** on this site without a banksman.

Use of HIAB / Moffett / FLT must **Always** be agreed in advance. Lifting plan / risk assessment to be completed prior to lifting. Equipment must be maintained & suitable. Operators to be trained in accordance with the ACoP.

Always report any accidents immediately to the Site Manager. If you have any concerns please bring this to the attention of the Site Manager ASAP.

This site is strictly **NO SMOKING**. You may use designated areas (if provided).

Information required from the Sub-Contractor / Supplier:

- You must **Always** inform Lovell if you require any specific unloading arrangements?
- If access onto the vehicle is necessary/likely, you must **Always** inform how falls will be prevented or risks reduced.
- You must **Always** inform Lovell if there is any other information that you feel we need to be aware of prior to deliveries commencing on site that may affect the Health and Safety of either your Driver, the public or another member of the site team?
- If the vehicle or load is classified as 'abnormal', you must **Always** apply for the necessary movement order and provide a copy to Lovell before movement of abnormal loads.

Site Plan:

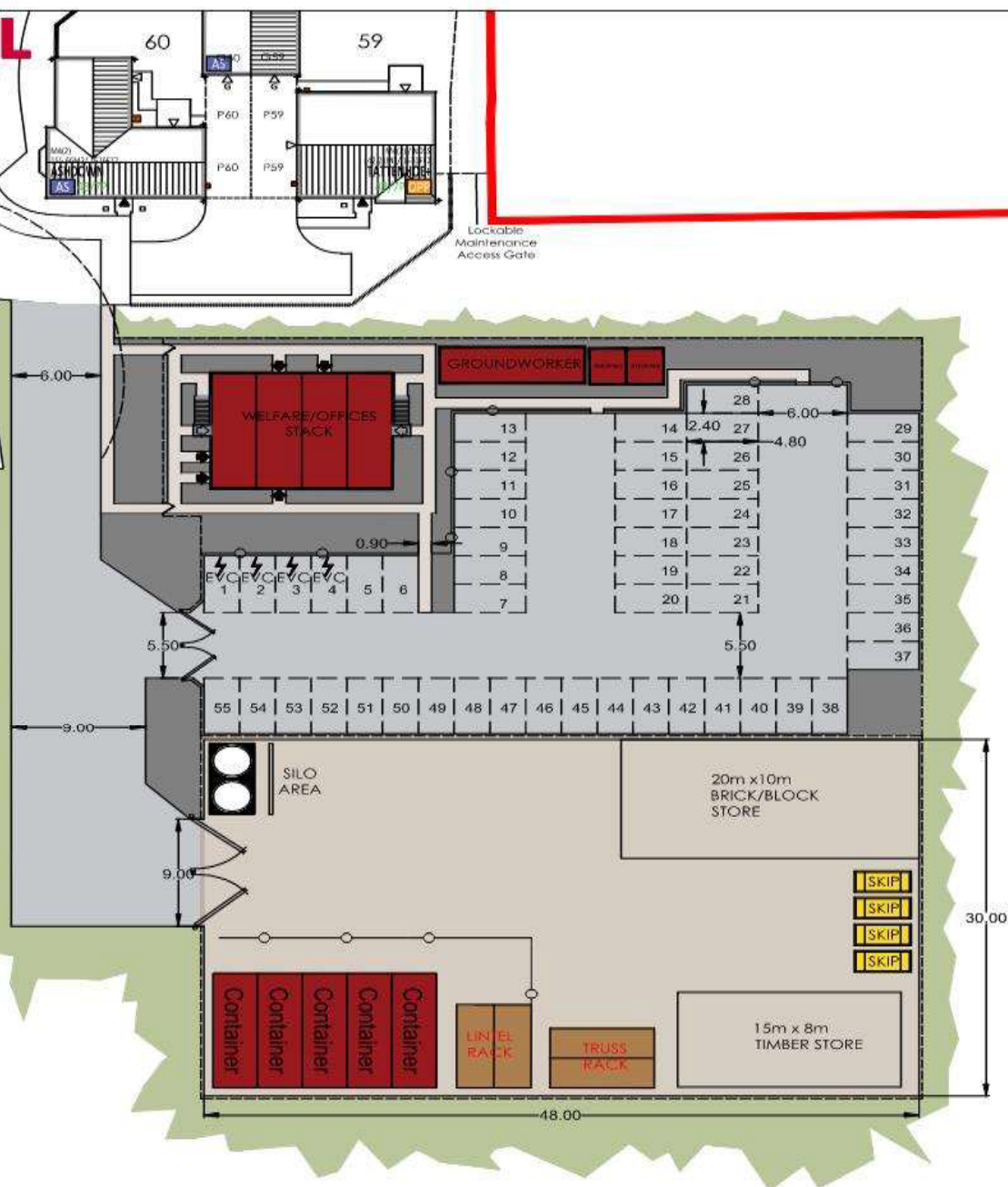


Hazard Details shown on drawing above:

Road not suitable for articulated Lorries.
Lovell site entrance. Park vehicle in site approach then contact office. No reversing from site unless authorised by SM and under guidance of a Banksman.
Entrance to Barratt site. Please keep clear at all times and pay attention for other vehicles.
Occupied area – these houses are now occupied. Please exercise extreme caution.

NOVELL

UNIT 5, GAE GWYLL
GROBMAWYR SPRING BUSH SPUR,
TONYNYLASE, CAERFFIL, CF11 7AB



Compound 1, located within phase 2 until section section 4 is handed over

PAVES

LOVELL

STOP

All delivery vehicles stop here

Call this number for delivery assistance

LOVELL

PAVES
PEDESTRIANS EFFECTIVELY

Phase 1 & 2

Traffic Management Legend

- Section Road
- g point
- an walkways
- Turning point
- wash
- n Hut
- ea

Compound 2

LOVEL

