

Construction Management Plan

for

Steyning Grammar School - SRP1121

Project No

0SE5240

Rev No

Rev P07

Dated

13/04/2026

Prepared by

David Packham

Date

09/02/2026

Approved by

Daniel Brenchley

Date

09/02/2026

Construction Director

Internal Distribution

This document shall be distributed to the following:

Project Team, Central Support H&S Adviser

External Distribution, e.g., Client, Subcontractors, Others (please specify)

Issued to:

Date:

DfE – Via ITT deliverable 210

23/12/2025

Martin Sandall

23/12/2025

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Subsequent revisions of this plan will be distributed to all the above recipients.

Revision Record

Rev	Date	Revision Details	Revised by
P01	20/09/2025	Initial Issue	DB
P02	23/09/2025	Revised in line with Programme	DB
P03	08/10/2025	Revised in line with Phasing for ITT	DB
P04	12/12/2025	Align with Stage3 Deliverables	AL
P05	06/02/26	Stage 3 review	TC
P06	09.02.26	Merge CPP/PEP to CMP for planning	DP
P07	13.04.26	Typo corrections	TC

This plan must be displayed on the Site Safety Notice Board.

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Reporting of Accidents – These will follow the DfE Standard workflow of notification

Maintenance of On site Plant - This will be specific requirements and addressed in the relevant sub contractors RAMS

1.0 Project Information

1.1 Project Brief

Project Title:	Steyning Grammar School
Project No:	SRP1121
Site Address:	Steyning Grammar School Horsham Road, Steyning West Sussex
Telephone:	TBC Site phone
Email:	dbrenchley@bam.com
Project Description:	Rebuilding programme for secondary school replacement buildings. Scheme involves Archaeology trenching, General groundworks, Services Diversions, Deep GSHP boreholes, Ground improvement techniques with Stone Vibro or CMC's, Attenuation and Rainwater harvesting tanks, New Steel Frame and PC plank and PC lift shafts, SFS Infill Panels, Brickwork and Fenestration, External Works, Asbestos Surveying, Asbestos Stripping, Demolition, and External specialist sports areas.
Form of Contract	JCT - DfE Bespoke design and build CF21 Framework
Site Hours	8am – 5pm Monday – Friday 8am – 1pm Saturday Restrictions on deliveries between 8:30 – 9:15am and 3pm-3:30pm To be agreed with the Planning Authority and the School, during stage 3 and refinement in later more intricate phases.



1.2 Emergency Contacts

Emergency Contacts	Name	Location	Contact Number(s)
Project Safety Manager	Alan Newland	Site Based	07764 234 806
Central Support H&S Adviser	Steve Mc Innes	City Point London	07342 966 495
Health and Safety Executive	Construction Division – Bedford	Woodlands Manton Lane Manton Lane Industrial Estate Bedford MK41 7LW Local Office The Council Offices Station Road East Oxted Surrey RH8 0BT	0300 003 1747
Hospital A and E	Worthing Hospital	Hospital, Lyndhurst Rd, Worthing BN11 2DH	01903 205111
Fire Service	Steyning West Sussex Fire & Rescue	High St, Steyning BN44 3BU	01243 786 211
Police	Steyning Police Station	Charlton St, Steyning BN44 3LE	01273 470 101
Local Water Company (Sewerage Undertaker)	South East Water	Rocfort Road, Snodland, ME6 5AH	0333 000 0001
Insurance Department	Cathy McNicolas	CMcN	01442 238 368
Public Relations	Dominic Cheetham	Breakspear Park	01442 238 403 07770 996902
Other BAM Staff	Daniel Brenchley	Construction Director	07920 136 305
	Andy Lock	Construction Manager	07771 387 146
Site Security	Robowatch	Monitoring Station Unit 2 St Johns Court Foster Road Ashford Business Park Ashford Kent TN24 0SJ	01303 261 210
	Security Guard	Site	Dedicated number to be added

1.3 Professional Team Contacts

A Project Contact directory will be maintained and distributed as necessary.

Title	Name	Initials	Tel No	Address	Email
Architect KSS	Juliet Hook	JH	020 7907 2222	2nd Floor 7 Bligh's Walk Sevenoaks TN13 1DB	juliet.hook@kssgroup.com
Landscape Wynn Williams Associates	Alex Hooper	AH	01959 567 300	2 Threshelfords Business Park, Inworth Road, Feering, Colchester, CO5 9SE	alex.hooper@w-wa.co.uk
Structural Engineer CTP Consulting Engineers	Niki Tritton Michael Hoad	NT MH	01732 740 195	Suffolk House 154 High Street Sevenoaks KENT TN13 1XE	niki.tritton@ctp-llp.com michael.hoad@ctp-llp.com
Building Services Engineer Method Consulting	Barry Peebles	BP	01793 822 044	3 Newbridge Square Swindon SN1 1BY	barry.peebles@methodllp.com
ICT Consultant Nexus Associates	Barry Little	BL	0208 418 2686	Robert Denholm House Bletchingley Road Nutfield Surrey RH1 4HW	barry.little@nexus-associates.co.uk
FF&E Consultant Apterior	Catherine MacKay	CMc		129-131 Metal Box Factory 30 Great Guilford Street London SE1 0HS	catherinemackay@apteriors.com
Planning Consultant DHA Planning	Matt Blythin	MBly	01622 776 226	Eclipse House, Eclipse Park, Sittingbourne Rd, Maidstone ME14 3EN	matthew.blythin@dhaplanning.co.uk
Transport Consultant DHA Transport	Paul Lulham	PL	01622 776 226	Eclipse House, Eclipse Park, Sittingbourne Rd,	paul.lulham@dhatransport.co.uk

				Maidstone ME14 3EN	
Fire Consultant BWC	Ben Haskell	BH	01634 714 198	BWC Fire Limited Suite 21 30 Churchill Square Kings Hill West Malling Kent ME19 4YU	ben.haskell@bwcfire.com
Acoustic Consultant ADT	Chris Middleton	CM	01246554841	Crossland Grange Greenways Chesterfield Derbyshire S40 3HF	chrismiddleton@acousticdesign.co.uk
Lifecycle Advisor Currie & Brown	Adam Mctavish	AMc	01444 719020	3rd Floor South Suite Burns House Harlands Road Haywards Heath West Sussex RH16 1PG	
Daylight Engineer Arup Daylighting	Helen Wright	HW	02076361531	12 Wellington Place, Leeds, LS1 4AP	dan.lister@arup.com helen-x.wright@arup.com
Building Control SWECO	Matt Wisbey	MW	01245359911	Saxon House 23 Springfield Lyons Approach Chelmsford, CM2 5LB	matt.wisbey@sweco.co.uk
Ecologist MKA Ecology (BNG and ecological surveys)	Lydia Ennis	LE	07562 609 728	Room 124, Temple Chambers, 3- 7 Temple Avenue, Temple, London EC4Y 0HP	lydia@mkaecology.co.uk
CDM / BR Principle Designers BAM DfE Approved	Daniel Brenchley Tony Coward Alan Newland Martin Sandall		01442 238 300	Breakspear Breakspear Way Hemel Hempstead HP2 4FL United Kingdom	dbrenchley@bam.com – CDM / BR tcoward@bam.com – CDM / BR Anewland@bam.com Msandall@bam.com – CDM / BR



Project Team

Title	Name	Initials	Tel No
Construction Director	Daniel Brenchley	DB	07920 136 305
Construction Manager	Andy Lock	AL	07771 387 146
Project Manager	Alan Newland	AN	07764 234 806
Project Safety Manager	Alan Newland	AN	07764 234 806
Senior Design Manager	Tony Coward	TC	07786 977 878
Design Manager	TBC	TBC	
Project Planner	David Sayce	DS	07516 622 971
Bid Manager	Daniel Brenchley	DB	01442 238 300
Information Manager	Kareem Etman	KE	020 7374 3600
Assistant Information Manager – CDE & Training	Asad Vatchha	AV	020 7374 3600
Cost & Supply Chain Manager	Matt Brogan	MB	07917 615 549
Senior Site Manager	Graham Philp	GP	07584 619 557
Site Manager	Imogen Jacobs	IJ	
Site Manager	Jaque Machado	JM	
Site Manager	Sorin Munteanu	SM	
Site Quality Manager	Joe Steer	JS	07586 493 378
Business and Quality Manager	Emelia Howe	EH	TBC
Site First Aider(s)	James Gray	JG	07920 726 279
	Steve Martin	SDM	07584 619 557
	James Arthur	JA	07387 133 329
	Jaque Machado	JM	07721 596 072
	James Burton	JB	07789 826 484
Fire Safety Co-ordinator	Alan Newland	AN	07764 234 806
Traffic Management Co-ordinator	Graham Philp	GP	07584 619 557
Temporary Electrics Co-ordinator	Imogen Jacobs	IJ	TBC

CMHHH Co-ordinator	Jaque Machado	JM	TBC
Central Support H&S Adviser	Steve McInnes	SMc	07826 948 127
Company Insurance Advisor	Cathy McNicolas	CMcN	01442 238 368
Utilities / Underground Services Coordinator	Graham Philp	GP	07584 619 557
Central Support or Site Based Wellbeing Champion	Tony Coward	TC	07786 977 878

2.0 Organisation & Responsibilities

2.1 Organisation & Responsibilities

2.1.1 Organisation

The Project will produce and maintain a project organisation chart.

2.1.2 General Responsibilities (generic)

(Specific project responsibilities are defined within 3.1.3 or this document).

NOTE: If the project organisation or duties vary from these responsibilities, then the Construction Director and Project Management must document such changes.

Construction Director

Health and Safety	
Assume Health and Safety responsibilities as Construction Director.	DB
Understand BAM's Health and Safety policy, arrangements and associated procedures and appreciate the responsibility of each individual.	
Establish, at the contract planning stage:	
Close liaison with clients, Principal Designer and design teams.	
That suitable and sufficient risk assessments are prepared for hazards which can reasonably be identified and the adoption of safe systems of work in compliance with requirements.	
Preparation of a construction Health and Safety plan from the information supplied by the Client in the pre-construction information.	
The provision of first aid and welfare facilities from the commencement of the construction phase and include this information in the safety plan.	
Compliance with the company fire prevention procedure.	
Ensure that the Health and Safety plan is updated and reviewed throughout the duration of the contract and that the plan and revisions are brought to the attention of subcontractors.	
Check safety reports and monitor actions to comply with requirements.	
Set an example through high personal standards in the application of health and safety.	
Other	
Set and advise on BAM Construction company-wide policy.	
Advise at Company Director level on construction progress and financial status of the project.	
Liaise and co-ordinate staffing requirements for the project.	

Assume overall control of the project to ensure timely and successful completion of the works.	
Advise on opportunities available within the company to assist the project team and make those resources available.	
Ensure handover to BAM Customer Service/Maintenance Department occurs.	
Reprimand any individual failing to discharge their responsibilities satisfactorily.	
Ensure that the site is properly supervised at all times (holidays, sickness, weekend working etc.).	
Ensure the appointment of a temporary works co-ordinator where appropriate.	
Ensure that all construction work is carried out as planned and that construction and other relevant regulations are observed at all times.	
Ensure countdown programme is produced and meetings are held in accordance with countdown procedures.	
Assume overall responsibility for ensuring BAM Construction's Environmental Policy is implemented on the project.	

Project Manager

Health and Safety	
Ensure competence of subcontractors in compliance with CSCS and Build UK requirements, prior to appointment.	AN
Assume Health and Safety responsibilities as Project Manager.	
Manage, in overall terms, site Health and Safety Policy, security and fire policies.	
Ensure that suitable and sufficient risk assessments are prepared for hazards which can reasonably be identified and the adoption of safe systems of work in compliance with requirements.	
Support and comply with the Construction Management Plan including regular review and revision as necessary.	
Establish the location of underground services and overhead power lines in conjunction with the Client and/or Principal Designer where reasonably practical.	
Ensure that the Health and Safety plan is updated and reviewed throughout the duration of the contract and that the plan and revisions are brought to the attention of subcontractors.	
Ensure the provision of first aid and welfare facilities from the commencement of the construction phase and include this information in the safety plan.	
Accompany HSE inspectors during any visit to site and act on recommendations given.	

Ensure compliance with the company fire prevention procedure	
Prepare Health and Safety File and O&M information.	
Set an example through high personal standards in the application of health and safety.	
Other	
Responsible to the Construction Director for all aspects of the project including the attainment of the required quality, safety programme, profitability, co-ordination of site works and effectiveness of the site quality system.	
Establish site administrative procedures to include all forms, use and distribution.	
Provide single point of contact for the Client.	
Set the agenda for the construction process and the design/information co-ordination to achieve that process.	
Formulate and present progress reporting structure, both internally and to the Client.	
Assume overall responsibility for construction through to the completion of the building, to the agreed programme.	
Establish project industrial relations that reflect BAM procedures.	
Control staffing for the project and attendance records.	
Ensure Site Diary is kept.	
Implement change procedures in line with contractual requirements.	
Act as a point of contact for complaints from the general public	
Ensure project completion checklist is completed.	
Ensure handover meeting is carried out with BAM Customer Service/Maintenance Department.	
Oversee preparation of O&M manuals.	
Set up and monitor handover schedules, keys, spares and certificates.	
Lead post-handover review meetings.	
Reprimand any individual failing to discharge their responsibilities satisfactorily.	
Complete relevant Project Data Capture Sheet.	
Ensure that the site is properly supervised at all times (holidays, sickness, weekend working, etc.)	
Implement insurance claims procedures.	
Formulate and agree main contract programmes.	
Collate site progress photographs.	

In conjunction with the Project Planner at an agreed time, produce a countdown programme as identified in countdown procedures.	
Organise an initial countdown meeting with client/design team.	
Monitor countdown process.	
Review countdown checklist at regular intervals up to completion, during client progress meetings and subcontractor meetings.	
Monitor and carry out snagging process as defined on countdown manual.	
Set up quality procedures and ensure that these are implemented.	
Additionally, when required, undertake the duties of the site and building services managers.	
Ensure BAM Construction Environmental Procedures are implemented on site and set an example through high personal standards of environmental management.	
Nominate Project Sustainability Manager.	
Identify Project Community Champion.	
Establish Community Benefits and Data Capture Programme.	
Ensure project subcontractor performance scoring (PEP system)	

Appointed Person/Lifting Coordinator

Health and Safety	
An Appointed Person and/or Lifting Co-ordinator should be resident on site, have relevant experience and be suitable trained. A Lifting Co-ordinator should have access to an Appointed Person.	DB
Senior Managers, Construction Managers and Construction Directors should have the competencies of and be able to fulfil the duties of an Appointed Person.	
Ensure that each lifting operation, or series of similar lifting operations is assessed to provide such planning, selection of lifting equipment and accessories as is necessary for the task to be undertake safely by a competent person.	
Ensure that suitable and sufficient Risk Assessments and Method Statements are in place for lifting operations or that trade RAMS adequately cover lifting.	
Ensure compliance with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and other relevant statutory provisions instructions and arrangements, as they appear in the Health and Safety Operating Procedures.	

Ensure persons involved with lifting operations have been inducted, have adequate training to carry out their duties and are aware of relevant risk assessments and method statements.	
Ensure that an adequate inspection/examination and maintenance of equipment is carried out.	
Preparing and ensuring that all personnel involved in the lifting operation are fully briefed on the contents of the method statement and lifting plan.	
There is an effective procedure for reporting defects and incidents and taking necessary corrective action.	
Provide feedback to BAM Plant on supplier's performance.	
Seek further advice and guidance when uncertain of lifting operations and equipment selection.	
Stop a lifting operation whenever they consider that danger is likely to arise if the operation were to continue.	

Planner

Health and Safety	
Understand BAM Health and Safety policy and commitment to safe working.	DS
Draw to the attention of management any hazards relating to the project or to plant and materials to be used on the project.	
Other	
Develop the construction programme.	
Produce stage programmes as required.	
Report on progress of all aspects of design, procurement and construction activities.	
Provide input into progress reports for external and internal project reviews.	
Provide updates on programmes and narrative for construction reporting.	
Review and assess impact of client changes and subcontractor delays on programme.	
Prepare countdown programme in conjunction with Project Manager and site team.	
Understand BAM Environmental policy and commitment to sustainable development.	

Design Manager

Health and Safety	
Where applicable, advise the client of their duties under CDM regulations and, where necessary:	TC
Consider health and safety during construction	
Identify hazards and, where reasonably practicable, eliminate or reduce those risks	
Co-operate with other designers on the project and with the Principal Designer.	
Other	
Establish Project Design Management Plan 349-11 .	TC
Co-ordinate all Design Disciplines and subcontractors, to ensure the integration of the design process with the procurement and construction functions.	
Manage and control all design information.	
Assume responsibility for co-ordinating the AUTODESK ACC training requirements for external parties with the AUTODESK ACC Trainer.	
Assume responsibility for ensuring consultants and subcontractors are monitored and managed using AUTODESK ACC, ensuring compliance with the Project Design Management Plan after initial AUTODESK ACC training.	
Control and manage the design team and subcontractors with design responsibility.	
Monitor and record the information release schedule.	
Receive and review design team drawings.	
Monitor progress and review design programme.	
Advise on buildability issues.	
Identify change to QS so they can ensure change management procedures are implemented.	
Carry out planning and reserved matters review as part of countdown process.	

Information Manager (All Project Stages)

Establish Project Information Management Plan or BIM Execution Plan 350-03 and appendices.	EK/A V
Ensure compliance with Employers Information Requirements (EIR) and BAM Information Management (BIM) Operating Procedures. Manage DfE DEIRs and alphanumeric data and compliance	

Site Manager(s)

Health and Safety	
Ensure that all machinery and plant, including power and hand tools, are maintained in good condition and that persons using them are suitably trained. Where necessary supporting documentation must be retained on site.	PH SDM IJ JW
Ensure good housekeeping on site.	
Plan and maintain a tidy site with clean offices and welfare facilities.	
Manage workface Health and Safety in accordance with BAM procedures.	
Ensure compliance with the fire, traffic and Health and Safety Management Plans.	
Co-operate with the visiting Health and Safety Advisor and act on recommendations given.	
Ensure that all accidents and dangerous occurrences are reported in accordance with company procedures.	
Ensure that suitable protective clothing and equipment is provided to employees and that training in its use where appropriate, is given. Employers must be information of the procedures for issue, maintenance and replacement of PPE and RPE.	
Ensure compliance with the company fire prevention procedure.	
Set an example through high personal standards in the application of health and safety.	
Ensure the safe storing and stacking of all materials and recording of waste transfer.	
Other	
Assume responsibility for the detailed construction process.	
Implement the Project Management Plan, including all agreed site procedures and practices.	

Advise on buildability issues as required.	
Manage plant and equipment on site – ensure all necessary registers and documents are maintained.	
Manage direct and agency labour and the keeping of records and allocation sheets.	
Keep records of subcontractor attendance and progress.	
Ensure site diary is kept.	
Release operatives when necessary for 'on and off site' training.	
Set up and monitor handover schedules, keys, spares and certificates.	
Reprimand any individual failing to discharge their responsibilities satisfactorily.	
Ensure that the site is properly supervised at all times (holidays, sickness, weekend working etc.).	
Collate site progress photographs.	
Ensure that appropriate quality records are being produced and monitored to verify that the works are being completed in accordance with the specified requirements.	
Assist Project Sustainability Manager in implementing environmental procedures.	
Assist in the review of risk assessments and method statements to check environmental risks are considered.	

Commercial Managers / Surveyors

Health and Safety	
Be aware of BAM's Health and Safety and Environmental policies and appreciate the responsibilities allocated to others.	MB GM LG
Understand the BAM policy and commitment to safe working.	
Ensure that all orders for labour, materials, plant and equipment include BAM's health, safety and environment requirements and those suppliers provide all necessary information and operating instructions.	
Ensure that subcontractors quoting for work have allowed adequate resources for safe systems of work in accordance with all company and statutory requirements for health and safety.	
Ensure competence of subcontractors in compliance with CSCS and B requirements prior to appointment.	
Other	
Assume responsibility for all matters financial, including estimating, buying and the management of subcontractors.	
Continually review and update the Project Opportunity Plan	
Report on all Project financial matters.	
Assume responsibility for ensuring all contract documentation is uploaded to AUTODESK ACC in accordance with the PMP.	
Assume responsibility for ensuring subcontractor orders who have a design responsibility include compliance with Project Design Management Plan and use of AUTODESK ACC	
Assume responsibility for notifying the Design Manager of new subcontractors wanting access to AUTODESK ACC in good time to allow training and access to be arranged.	
Assume responsibility for updating commercial information into the commercial folder on AUTODESK ACC	
Control contractual correspondence and distribution of information.	
Prepare Procurement Schedule.	
Procure subcontractors.	
Carry out services procurement.	
Manage cost forecasts and budgetary information.	
Prepare and Monitor valuations.	
Prepare subcontractors' accounts.	

Approve subcontractors' accounts.	
Contract advice.	
Liaise with client's Quantity Surveyor in the production of cost forecasts and budgetary information.	
Carry out documentation reviews as part of countdown process.	
Control financial reporting.	

Building Services Manager

Health and Safety	
Organise the work so that it is carried out with minimum risk to personnel, plant and materials.	PG
Comply with the requirements of safety regulations, other statutory provisions, instructions and arrangements as described in the BAM Health and Safety policy and Health and Safety procedures.	
Obtain the necessary health and safety and environmental documentation from subcontractors before work commences.	
Ensure the construction phase Health and Safety plan is developed and brought to the attention to all on site.	
Ensure the Principal Designer is provided with all the relevant information for inclusion in the Health and Safety File for M,E&P.	
Ensure all information about foreseeable risks is brought to the attention of the persons likely to be affected.	
Ensure that all registers, records and reports are in order and completed by a competent person in accordance with company and legal requirement.	
Do not permit anyone to take unnecessary risks.	
Other	
Undertake the duties of the site and building services managers.	
Prepare Building Services Project Plan 332-01 .	
Manage the overall mechanical and electrical (M&E) services of both design and installation.	
Manage and co-ordinate M&E drawings in conjunction with the Design Manager/CAD team.	
Plan installation and commissioning	
Co-ordinate and set to work M&E subcontractors, including regular minuted meetings	
Carry out services installation quality control.	
Act as point of contact for Building Services Consultants' requirements.	
Manage the compilation, quality and delivery of O&M manuals for Mechanical, Electrical and Public Health (M,E&P).	
Attend M&E commissioning review meetings.	
Monitor and review client training schedule.	
Oversee implementation of works to programme requirements.	

Comply with the requirements of environmental regulations and BAM Environmental Operating Procedures.

Project Engineer(s)

Health and Safety	
Be involved in maintaining good housekeeping on site.	EL
Other	
Set out and maintain structural accuracy.	
Implement the Project Management Plan, engineering procedures and practices.	
Ensure that appropriate quality records are being produced.	

Engineers and General Foremen

Health and Safety	
Organise the work so that it is carried out with minimum risk to personnel, plant and materials.	EL
Ensure compliance with safety regulations, other relevant statutory provisions, instructions and arrangements as they appear in the Health and Safety Operating Procedures.	
Ensure all information to foreseeable risks is brought to the attention of the persons likely to be affected.	
Do not permit anyone to take unnecessary risks.	
Set an example through high personal standards in the application of health and safety.	
Ensure that all accidents and dangerous occurrences are reported in accordance with company procedures.	
Other	
Ensure compliance with the Project Management Plan.	
Ensure that adequate records are maintained to demonstrate technical compliance.	
Ensure that environmental incidents are reported in accordance with company procedures.	
Ensure that the site is properly supervised at all times (holidays, sickness, weekend working etc.)	

Site Administrator / Administration Assistant

Other	
Perform receptionist and secretarial duties for the BAM site team.	FC TBC
Maintain site filing system (AUTODESK ACC and paper where necessary).	
Distribute, file and copy all correspondence as required.	
Ensure all original documents are stored/archived electronically.	
Upload delivery tickets onto Livelink.	
Support preparation of Health and Safety file and O&M information.	

Regional Safety, Health and Environment Advisor

Health and Safety	
Perform the duties of Health and Safety and Environment Advisor in accordance with the relevant statute.	MS
Foster, within BAM, the understanding that safety and accident prevention are an integral part of business and operational efficiency.	
Assist with safety training for all levels of employee and promote awareness of safety and accident prevention.	
Keep up to date with recommended codes of practice, safety literature and changes in legislation.	
Maintain contact with official and professional bodies, eg. Health and Safety Executive, Environmental Health Officer, Fire Authorities, Institute of Occupational Safety and Health and other safety organisations.	
Advise all levels of management on: - Preventing injury to personnel and damage to plant and equipment - Further existing safe working methods. - Legal requirements affecting safety, health, welfare and the environment. - Provision and use of protective clothing and equipment - Potential hazards arising from new contracts before work starts on site including safety organisation arrangements and fire precautions - Changes in legislation.	
Set an example through high personal standards in the application of health and safety.	
Assist in providing input to project Health and Safety plan.	
Liaise with internal and external Principal Designers to ensure compliance with the Construction (Design and Management) Regulations.	
Carry out site inspections, in association with site management, to ensure only safe methods of working are in operation and that company and statutory requirements are being observed.	
Investigate and determine the cause of accidents or dangerous occurrences, report accordingly and make recommendations to prevent recurrence.	
Advise on action to be taken on the issue of a statutory notice.	

Other BAM Employees and Subcontractors

Other	
Comply with any instructions issued by BAM Construction management or Statutory Authorities.	All
Comply with the requirements of environmental regulations and BAM Environmental Operating Procedures.	All

Risk Manager

Other	
Establish areas of risk/opportunity and record on the Risk Register 101-03.	MB
Analyse potential consequences (time, money, method, legal liability, etc.)	
Assess risk/opportunity priority (high, medium, or low).	
Respond and implement strategy to risk/opportunity.	
Allocate action.	
Regularly update Risk Register, including updates from Project Opportunity Plan.	
Monitor notes and comments.	
Close out record.	
Establish areas of risk/opportunity and record on the Risk Register 101-03.	

Temporary Works Co-ordinators

Health and Safety	
Ensure compliance with safety regulations, other relevant statutory provisions, instructions and arrangements as they appear in the Health and Safety Operating Procedures.	JG
Ensure that information in respect to those hazards to health and safety that cannot be eliminated at design stage is provided by the responsible designers, and that this information is known to those persons affected.	
Ensure persons under their control have received induction training, have adequate training to carry out their duties and are aware of known hazards.	
Ensure that design of temporary works/falseworks takes into account safety during erection, use and dismantling.	
Set an example through high personal standards in the application of health and safety.	

Other	
Co-ordinate all temporary works.	
Ensure a statutory brief is established for each separate design and that all temporary works and falseworks are co-ordinated.	
Ensure that all temporary works/falseworks requirements are adequately identified and scheduled in advance of work.	
Ensure that adequate and competent design briefs are prepared for every item of temporary works/falseworks.	
Ensure that design of temporary works/falseworks is formally allocated to and accepted by competent persons and that competent designs are provided for all temporary works/falseworks.	
Ensure that all temporary works/falseworks designs are independently checked by a competent person and amended where necessary prior to implementation.	
Ensure that temporary works and/or falseworks are safely erected in accordance with the approved designs, using only the specified material, equipment, components, sequences and method statements.	
Ensure appropriate inspections are carried out by a competent person, prior to use of temporary works/ falseworks, to ensure compliance with the design and safety aspects prior to loading and that necessary corrections are identified, recorded and implemented where required.	
Ensure temporary works are used, loaded, unloaded, and dismantled/struck strictly in accordance with the approved designs and issue and control appropriate permits to load/unload, dismantle/strike temporary works/falseworks accordingly.	
Ensure that all changes and modifications to temporary works/falseworks are identified, designed, checked and approved prior to implementation.	
Ensure appropriate procedures are applied to control and manage changed requirements for temporary works and/or falseworks, inclusive of re-design and independent checking prior to use.	
Ensure that erection/dismantling is supervised and is carried out in accordance with the specification, method statement, safe system of work to recognised engineering standards.	
Ensure BAM Construction Environmental Procedures are implemented for all temporary works and set an example through high personal standards of environmental management.	

COSHH Co-ordinator

Health and Safety	
Liaise with the Project Sustainability Manager to identify potentially hazardous waste streams and products that may be detrimental to the environment.	IJ
Implement BAM procedures for Health and Safety and Environment in relation to COSHH.	

Quality Co-ordinator

Other	
Main point of contact for Defects Avoidance	FC JG
Ensuring Inspection and Test Schedule is produced	JG
Ensuring Inspection and Test Plans are produced and agreed	Site Mgrs
Ensuring that non-standard documentation, methods etc. are declared in the PMP	
Ensuring Inspection and testing is carried out in accordance with ITPs and are recorded	
Ensuring any non-conformances are recorded and followed up	
Ensuring that records are retained to indicate corrective action taken and signed off as effective	
Flagging situations where problems have not been fixed and have a knock-on effect on subsequent work	

Project Sustainability Manager

Other	
Implement BAM Construction's Environmental Procedures on site.	CL
Review risk assessments and method statements to check environmental risks are considered.	
Produce environmental section of Project Management Plan and update when required.	
Act as point of contact for Environment Agency and Local Authority Environmental Health Officer.	
Ensure statutory paperwork is in place.	
Carry out on-site checks to ensure compliance with procedures.	

Liaise with COSHH Co-ordinator to identify potentially hazardous waste streams and products that may be detrimental to the environment.	
Act as point of contact for complaints from the general public.	
Co-operate with the visiting Regional Sustainability Representative and act on the recommendations given.	
Ensure that BAMSmaRT is kept up to date.	
Work with all staff to achieve sustainability targets.	
Take action to minimise project resource consumption (including materials, energy and water).	
Implement measures included in the Resource Management Plan.	

Project Community Champion

Other	
Produce community benefits section of the PMP and update when required.	JW
Log and record community engagement activities on site on a monthly basis.	
Report community activity on a monthly basis to the regional Community Co-ordinator so that it can be recorded on LBG data for the region.	
Act as the central point of communication to cascade any information on community engagement through the site.	
Organise or support site-based fundraising initiatives which support a local charity or our national charity partners.	
Work with the Regional Community Co-ordinator to develop community case studies with support CCS requirement and Log on AUTODESK ACC.	

Healthy Minds Champion

Other	
Ensure Healthy Minds information is available and displayed on notice boards and around site.	JW
Act as the central point of communication to cascade any information on Healthy Minds engagement throughout the site.	
Actively promote Healthy Minds awareness and tolerance within the project and ensure everyone feels comfortable to talk about mental health without fear of reprisal.	
Act as a point of contact for anyone who is experiencing or may be experiencing mental health issues and provide support and reference information as necessary.	
Ensure Healthy Minds is promoted through regular Toolbox Talks, site initiatives and operative communications.	

2.1.3 Project Specific Responsibilities

Add initials of team member with specific responsibility or involved for each activity.

These columns detail the procedures to be followed on this project with reference to company procedures, guidance notes or forms. If these are not appropriate to the project then reference should be made to project specific procedures/forms in Section 7 of this document.

ACTIVITY	PROCEDURE and REFERENCE	STANDARD FORM REF	RESPONSIBILITY	
			MAIN	INVOLVED
1. Project Administration	Project Administration – con-01		FC	TEAM
2. Community Benefits and Data Capture Programme		300-05	JW	TEAM
3. Data Capture		300-61 , 300-62 , 300-63	TEAM	
4. Receipt and filing of correspondence	Site Administration – con-02		FC	TEAM
5. Management of design and information - Prepare Project Design Management Plan - Design review and approval (D and B only) - Requests for information - Confirmation of verbal instructions - Management of Contractors' Design Portions (CDPs) - Document / Drawing Issue Sheet	Design Management, Pre-construction and Construction Phase – con-03	349-11 310-07 , 310-08 , 310-09 300-33 300-46	TC	FC
6. Receipt, issue and filing of drawings	Site Administration – con-02	AUTODESK ACC	FC	TC
7. Temporary Works Co-ordinator(s) - Schedule of Temporary Works/Falseworks - Permit to Load/Unload/Strike/Dismantle - Certificate of Design Approval for Temporary Works/Falseworks	Temporary Works and Falseworks – ts-02 con-06	300-09 , 300-40 220-11	SDM	SDM
8. Procurement of Subcontractors	Procurement of Subcontractors – buy-02		GM / LG	MB
Preparation of Procurement Schedule		153-09	GM / LG	
Selection and Enquiries		153-05 , 153-06 , 153-07	GM / LG	

ACTIVITY	PROCEDURE and REFERENCE	STANDARD FORM REF	RESPONSIBILITY	
			MAIN	INVOLVED
Order meetings		153-12	GM / LG	
Subcontract Recommendations		153-11	GM / LG	
Prepare/Issue Subcontract Agreements / Orders		153-13 , 153-14 , 153-15	GM / LG	
Prepare/Issue Letters of Intent		153-16	GM / LG	
Guarantee / bond application form		210-04	GM / LG	
9. Management of Subcontractors	Management of Subcontractors – con-04		GM / LG	TEAM
General management			GM / LG	
- Instructions to subcontractors		310-11 and 310-12 310-08	GM / LG	
Dayworks		310-13	GM / LG	
Subcontractor performance scoring (PEP system)		Guidance on intranet under, Supply chain/Welcome/Performance Scoring	TEAM	GM / LG
10. Operative Employment	per-02	See BPM Support for HR forms	GM / LG	JG
11. Management of Materials				
Plan and Requisition Materials	Procurement and Control of Materials - email	SAP-MM	JG	FC
Order Materials	Procurement and Control of Materials – email	SAP-MM	JG	GM / LG
Receipt and storage of materials	Receipt of Materials – save to Livelink	Livelink	SDM	GM / LG
12. Management and Hire of Plant / Equipment	Management of Plant and Equipment – con-05	300-17 300-18 http://intranet.bam.co.uk/qm/bdocs/forms/300-43.doc	SDM	GM / LG

ACTIVITY	PROCEDURE and REFERENCE	STANDARD FORM REF	RESPONSIBILITY	
			MAIN	INVOLVED
13. Building Services Management	Building Services Management – bsm-01	332-01-17 (intranet only)	PG	
14. Management of Health and Safety	H&S Operating Procedures Contact BAM H&S	Forms numbers 001 to 0041	DB	MS
15. Maintain Site Diary	Site Administration – con-02	310-05	TEAM	
16. Record of Quality Inspections and Tests	Site Engineering – con-06 Quality Control – con-07		FC	
Inspection and Test Plan	Project Management Plan	300-27	JG	
Client RDD Process	Project Management Plan		TC	TEAM
17. Management of Variations and non-recoverable costs	Surveying – gs-01 Management of Variations and Non-recoverable costs – gs-gn-19		GM / LG	MB
18. Valuations and Payments (Client)	Surveying – gs-01		GM / LG	MB
19. Valuations and Payments (Subcontractors)	Surveying – gs-01 Valuations and Payments – gs-gn-18	330-05 and 330-06	GM / LG	
20. Financial Reporting	Surveying – gs-01 Payment and Administration of Design Fees – gs-gn-20 Financial Reporting, Quarterly Forecasting – gs-gn-22	a) Internal Progress Report. b) Financial Review. c) Monthly Turnover and Profitability Report	GM / LG MB	
21. Internal Project Review (Information / Progress / Procurement / Financial / Quality)	Project Administration – con-01		GM/LG MB/JG	DB
22. Project Progress Reports	Project Administration – con-01		FC / JG	TEAM
23. Issue of Construction Notices and Support Documentation	Surveying – gs-01	330-11 and 330-12	GM / LG	
24. Documentation of Insurance Claims	con-02 gs-01	210-01, 210-03	GM / LG	

ACTIVITY	PROCEDURE and REFERENCE	STANDARD FORM REF	RESPONSIBILITY	
			MAIN	INVOLVED
25. Preparation of Health and Safety File	Health and Safety Operating Procedures		TC	
26. Preparation of O and M Manuals and Building Logs		(project specific)	TC	
27. Settlement of Final Account (Subcontractors)	Surveying – gs-01	330-09 330-10	GM / LG	
28. Temporary Works	Ts-02		JG	EL
29. Commissioning	Building Services Management – bsm-01	(Project Specific) a) Commissioning Programme b) Commissioning sheets	PG	
30. Preparation and Clearance of Snagging List	Project Administration – con-01 Clearance of Snagging Lists – pm-gn-07	(Project Specific) Snagging Lists AUTODESK ACC	JG / IJ	
31. Receipt and circulation of Certificate of Practical Completion	Surveying – gs-01	Certificate of Partial/Practical Completion	JG / MB	DB
32. Resolution of outstanding snagging items	Clearance of Snagging Lists – pm-gn-07	(Project Specific) Snagging Lists AUTODESK ACC	DB	TEAM
33. Settlement of Final Account with Client	Surveying – gs-01	(Project Specific) Final Account Statement	MB	
34. Remedial Maintenance	Remedial Maintenance – pm-gn-08		JG	
35. Making Good Defects Certificate	Defects Liability Period – pm-gn-09		JG	
36. I.T. Responsibilities	con-02	(project specific)	FC	
37. EDMS Responsibilities	EDMS. Section 6.7 Project Management Plan for guidance.	AUTODESK ACC/Livelihood	FC	
38. Risk Management	gen-01	(project specific development)	MB	TEAM
39. Countdown Manual		(project specific)	JG	
40. Management of Environmental Issues	EMS Procedures		CL	

ACTIVITY	PROCEDURE and REFERENCE	STANDARD FORM REF	RESPONSIBILITY	
			MAIN	INVOLVED
41. Information Management (Where applicable)	Im-01	350-03 350-07 350-08	EK / AV	

3.0 Environmental Management

This section of the Project Management Plan identifies all the relevant Environmental Hazards (also known as Aspects) and Control measures to be put in place for the project.

3.1 Environmental Records

Details of the documents that need to be held on site are listed below.

All Key Performance Indicator Information will need to be recorded on BAM SMaRT

Environmental Records ¹	Action by	File Ref:
Project Management Plan	DB / CL	15
Resource Management Plan (RMP)	CL / JG	50-05 BAM SMaRT
Environmental Permit / Waste Management Licence / Exemptions, Carrier Registrations [off-site]	CL	BAM SMaRT
Environmental Permit / Exemption Certificate [on-site]	BAMSMART	50-05
Waste Transfer Notes	BAMSMART	BAM SMaRT
Street cleaning & septic tank duty of care information	AMR	50-05
Energy supply arrangements (type of supply, supplier, MPAN, MPRN, account number(s))	BAMSMART	BAM SMaRT
Key Performance Indicator information (pollution incidents, energy use, mains water use, waste production, timber sustainability, environmental toolbox talks)	FC / JW	50-05 BAM SMaRT

¹ This list is not exhaustive and not all of the documents may need to be obtained. See the Pre-commencement checklist, [bam/ep/construction/5.2](#), and procedures for details of the documents that will need to be retained.

Method Statements and Risk Assessments	FC / IJ	50-10
COSHH Assessments	IJ	50-10
Site Incident Response Plans	IJ	50-05
Regional Sustainability Representative Visit Reports	CL	BAM SMaRT/ AUTODESK ACC Field
Section 60 / 80 Notices	Town planning / TC	50-05
Section 61 Consents	N/A	50-05
Part B Authorisations	N/A	50-05
Trade Effluent Consent	PG – Thames Water	50-05
Controlled Water Discharge Permit	Thames Water	50-05
Other Consents (Archaeological, Hedge Removal, Tree Removal, etc.)	N/A – Awaiting final planning requirements	50-05
BREEAM	N/A	60

3.2 Contractual Obligations

Site Hours 8am to 6.00pm - Mon to Fri.

8am to 1pm - Sat

3.3 Project Specific Environmental Aspects

- Client requirements - None
- Planning restrictions / requirements – Awaiting final confirmation to be completed once conditions received
- Sustainable material procurement (including timber) – BAM
- Waste management - BAM
- Resource use - Nil
- Nuisance – Noise, dust. Vibration
- Contaminated land – Buried Asbestos and other contaminants
- Earthworks – Cut and fill exercise Drainage, Pile Caps etc
- Emergency procedures - Water table high, care to be taken - SIRP
- Hazardous chemicals (including fuel) – COSHH store and bunded, Bowsers
- Segregating waste on site – selection of arisings that can be reused on site

- Transport – Traffic Management Plan
- Local watercourses (including groundwater) and deep borehole soakaways
- Water discharge / abstraction discharge permit
- Concrete – Skip lined for wash out
- Maintaining clean roads – Jet wash and road sweeper
- Training & Awareness –CSCS, TBTs, 1 day H&S Course

3.4 Project Specific Environmental Controls

- *Dust Monitoring positions for boundary*
- *Dust and Occupational health monitoring locally as required following review workflow with Cognition*
- *Controlling track out requirements for vehicle movements*
- *Testing and controlled movement of materials on site*
- *Recording and monitoring of onsite works for excavated material*

3.4.1 Construction Targets

Explain how the site is going to measure its performance against the Environmental Targets for Construction. Include details of the KPIs to be measured.² Example Targets are included below.

1. Site to register with the Considerate Constructors Scheme and target minimum score of 35 out of 50 with a minimum of 7 in each category.
2. Target zero pollution incidents by following this plan.
3. Measure Energy use as follows:
 - BAM Fuel use (in litres) and bottled Gas/LPG (in Kg) to be recorded on BAM SMaRT from delivery tickets.
 - Subcontractors to copy their delivery tickets for fuel oil, bottled gas, etc. to BAM for inclusion on BAM SMaRT.
 - Energy supply details to be logged on BAM SMaRT indicating ownership of supply (BAM/Client), Supplier, MPAN, MPRN and account details where relevant.
 - Automatic Meter Reading (AMR) Electricity (and where relevant Gas) meter(s) to be installed at main supply point/entry point to site, with usage (obtained from AMR report) recorded monthly (in kWh) on BAM SMaRT.
4. Target maximum CO₂ emissions of 10,000 Kg /£1 M readings (in m³) from the meter installed at the entry point to the site are also to be recorded on BAM SMaRT.
 - Target maximum water use of 70 m³ /£1 million.
5. Waste production, and percentage of waste diverted from landfill, is to be monitored on BAM SMaRT.
 - Log all BAM Waste Transfer Notes (WTN) and waste destinations.
 - Subcontractors to copy all WTN to BAM. BAM to record on BAM SMaRT.
 - Target maximum Construction (skip) waste production of 100 m³ /£1 million.
6. The Resource Management Plan includes details of the waste to be segregated for recycling on site.

² For guidance see sections 5.1, 5.3, and 5.8 of the Environmental Operating Procedures for Construction (EMS).

- Target to divert at least 95% of all waste removed from site away from landfill.
- 7. All Timber is to be from FSC or PEFC Chain of Custody sources. Details of all deliveries will be recorded on BAM SMaRT.
- 8. Environmental Toolbox Talks are to be carried out at least once a month and be recorded on the Toolbox Talk Record. All environmental risks are to be included in site induction.
- 9. The Project Environmental Management Plan and Resource Management Plan are to be reviewed on a quarterly basis.

3.4.2 Ecology, Archaeology, and Rights of Way³

The following measures will be employed to protect the ecology on the site:

- All mature trees that are to be retained are to be protected in accordance with BS 5837. No work may be carried out within the fenced areas without prior approval of a method statement. No mechanical excavation will be allowed within the fenced areas. No materials to be stored in protection zones.
- Site management is to be notified if any suspected Protected Species or Archaeological remains are encountered.
- The nominated Biodiversity Champion is James Gray. Who has the authority to influence site activities and ensure that detrimental impacts on site biodiversity are minimised in line with the recommendations of a Suitably Qualified Ecologist (SQA).

³ For guidance see section 5.10 of the Environmental Operating Procedures for Construction (EMS)

⁴ For guidance see Section 5.06 of EMS

3.4.3 Materials Management⁴

The following materials management measures will be employed:

- All hazardous materials will be kept within a locked storage area and access to these materials will be restricted to those who have viewed the COSHH assessment for the particular material.
- Other materials are to be stored in designated storage areas as agreed with the Site Management Plan
- The project will support and give preference to procuring products which are able to demonstrate compliance with a recognised responsible sourcing scheme, certified by a third party. In particular:
 - o All timber products are to be from a Chain of Custody source, certified by the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification Schemes (PEFC) or Grown in Britain (GiB) to ensure legality and sustainability. Where this is not possible the client will be informed and alternative timbers proposed.
 - o Dimensional stone (including granite kerbs, roof slates, flag stones, wall and floor tiles) is to be specified from suppliers that hold BES6001 certification for the specific product, or who are members of Stone Federation GB along with participation in the Ethical Trading Initiative (ETI Stone Group), the TFT Responsible Stone Program, or the United Nations Global Compact.
 - o There will be a preference for procuring the following products with BES6001 certification: aggregates, asphalt, blocks, bricks, cementitious products, cladding, concrete, flooring, glass, gypsum products, insulation materials, kerbs, masonry products, mortar, paving, plasterboard, PVC, reinforcement bar, roof tiles, sand, screed, steel
- The project will procure materials and services as well as source labour locally when possible.

3.4.4 Oil, Fuel and Liquid Chemical Storage⁵

The storage of all BAM and Subcontractor oil containers with a capacity of 200ltrs or more will comply with the requirements of the Control of Pollution (Oil Storage) regulations as follows:

- Oil drums are to be stored on proprietary secondary containment systems that will contain 110% of the contents of the largest container, or 25% of the total, whichever is greater. These are to be protected so as to minimise the ingress of rainwater and secured against unauthorised discharge.
- All bulk storage tanks are to be integrally bunded proprietary tanks. The tanks are to be located within the compound area of the site, away from general traffic movements and surface water drains, and secured against unauthorised discharge.
- The filling of BAM bulk storage tanks will be supervised by Vaughan Gatterill Only authorised personnel will be issued with a key to the bulk storage tanks for refuelling plant. When refuelling, the operator is to remain in attendance at all times.
- All personnel are to make themselves aware of the Site Incidence Response Plan (SIRP) ([bam/ep/construction/5.11](#)) which will be attached to all storage containers. The Site Manager is to be notified of all spillages, however minor.
- A spill kit will be available on site, at the location detailed on the SIRP.
- Oils and other chemicals, in containers with a capacity of less than 200ltrs, will be stored within a locked store on drip trays. Again, only authorised personnel will be issued with a key to this store.

The location of Subcontractors' oil storage areas and procedures must be agreed with BAM Site Management prior to any deliveries. No storage will be permitted within 10m of the stream or surface water drains. An Oil Storage Checklist ([bam/ep/construction/5.07 Appendix 1](#)) is to be completed for all oil storage locations.

3.4.5 Nuisance Prevention⁶

The following measures are to be implemented to reduce the nuisance to neighbours, and to ensure they have an appropriate amount of involvement with the project:

- Site working hours will be 08:00 to 18:00hrs Monday to Friday, and 08:00hrs to 13:00hrs on Saturday. No work is to be carried out on Sundays or Bank Holidays.
- A newsletter will be sent out before the start of the project, introducing the project team and giving a brief outline of the project, and thereafter at intervals of (insert interval) months. The newsletter will include the name and telephone number of the Project Sustainability Manager.
- The Local Authority's Environmental Health Officer will be kept informed of all upcoming activities that may impact on the local residents.
- A complaints register will be set up, using the form BAM/EP/Construction/5.15. The Project Sustainability Manager will take immediate action on receiving a complaint and respond to any complainant by the end of the next working day.
- All plant and machinery will be switched off when not in use.
- A road sweeper will be employed to keep all roadways on and adjacent to the site clear of mud and debris.
- .

3.4.6 Water Pollution prevention Measures⁷

The following measures are to be put in place to ensure there are no pollution incidents:

- Oil and liquid chemicals are to be stored and handled as described in 3.4.5.
- A Site Incident Response Plan will be produced where quantities exceed 200ltrs.
- All static plant must have drip trays. Drip trays are to be placed under mobile plant when parked up at the end of the shift. All leaks are to be reported for immediate action.
- All existing surface water drains will be painted blue and all foul water drains will be painted red.
- No wastewater is to be pumped to any Controlled Waters or to any Foul or Surface Water Drains.
- An impervious concrete wash out area, consisting of a polythene lined skip, is to be constructed at the exit to the site. This is the only area where concrete wagons are permitted to wash out. The resulting wastewater will be allowed to evaporate wherever possible. Where the water needs to be disposed of, it will be neutralised with a Siltbuster unit, and via the foul sewer for which a trade effluent consent has been obtained.

3.4.7 Other Control Measures⁸

In addition to the above controls the following will be implemented on this site:

- If any suspected contaminated ground is encountered during the works, this is to be reported to the site management.

3.4.8 Training⁹

The following measures will be employed to ensure the Environmental Aspects and Controls are communicated to the relevant site personnel.

- Control measures noted above, along with details of the Resource Management Plan will be communicated to all Site Operatives at their initial Site Induction.

- An Environmental Notice Board in the site canteen will contain the following information:
 - BAM Environmental Policy Statement.
 - Relevant Environment Posters.
 - The latest relevant BAM Environmental Bulletin.
 - Site Incident Response Plan (SIRP) for oil.
 - Toolbox talks and/or other information relevant to the project.
 - Performance against, energy, water and waste targets
- Environmental Toolbox Talks relevant to site activities will be conducted once per month. Ecology toolbox talks will be undertaken based on the findings and recommendations for protection of ecological features highlighted within the Suitably Qualified Ecologist's report.

3.4.9 Emergency Procedures¹⁰

A Site Incident Response Plan ([bam/ep/construction/5.11](#)) is to be displayed at all storage locations where 200 litres or more of a possibly polluting substance is to be stored.

3.5 Resource Management Plan

A Resource Management Plan (RMP), which complies with the requirements of the Site Waste Management Plan Regulations where they apply, has been drawn up, based on the template [bam/em/construction/5.03 – Appendix 1](#). See 4.1 'Environmental Records' for the location of the plan.

The RMP has been produced to ensure that resource efficiency measures have been taken and that all waste from this site is to be managed appropriately and dealt with in accordance with Section 34 of the Environmental Protection Act 1990 (Waste Duty of Care) and the Environmental Protection (Duty of Care) Regulations

4.0 Quality Management

4.1 Quality Management System

This project will be managed in accordance with the Quality Management System for BAM Construction Limited, certificated by British Standards Institute (BSI) and meeting the requirements of BS EN ISO 9001.

Section 1.5.3 of this plan indicates individual responsibilities and the relevant procedures that are to be followed. These will be BAM procedures, unless otherwise indicated in Section 7 of this Project Management Plan (project specific).

4.2 Inspection and Testing

Schedule of Inspection and Test Plans

A schedule of Inspection and Test Plans [300-22](#) will be prepared and maintained as an associated document to this PMP

Inspection and Test Plans

An Inspection and Test Plan [300-27](#) is to be produced for each package or area of work to plan and record inspections, to ensure works comply with the specified requirements.

Specific inspections/tests to be carried out, and their frequency.

Responsibility for completing the inspections/tests and the means by which the results will be recorded.

Requirement for inspections/tests to be carried out or witnessed by others

Requirement for notice to be given that works are complete and ready for inspection

Requirement for records to be made available or copied to others.

Plans are held separately with the inspection records. They may be compiled in stages throughout the duration of the contract, as details of the work packages become available.

4.3 Material Samples

The submission of samples, or construction of mock-ups required by the contract, can be monitored through the schedule or other documented means of confirming approvals. This should record the date of submission and verification that approval has been received (date and reference to supporting documentation - meeting minutes, letter, instruction, etc.)

4.4 Quality Inspections by Subcontractors

Prior to appointment, the subcontractor **must** submit the information listed below:

- The person who will be responsible for quality of construction on site
- The person who will deal with problems or complaints when these are beyond the authority of the subcontractor's site representative
- Details of any work instructions, supplier's recommendations, or Codes of Practice that relate to the work carried out and which the subcontractor is providing to the site operatives
- Procedures, work instructions, or method statements which are required to be submitted for comment/ approval
- Details of the inspection and test records that the subcontractor will provide to confirm that the work has been completed in accordance with the specified requirements, including methods of testing to be used (where appropriate). These should be recorded on [300-27](#).
- Confirmation that the operatives employed on site have the necessary qualifications, skills and training for the tasks demanded of them
- Confirmation that any measuring and test equipment being used will be calibrated and that records will be made available to provide evidence of this
- Arrangements for the storage and protection of materials
- Proposed methods for the protection of completed work (where appropriate)

The subcontractors will also be asked to identify where they will employ their own subcontractors, including 'labour only' subcontractors, and what arrangements they will make for controlling the quality of materials and workmanship in these circumstances. The arrangements listed above will be the subject of review at the periodic progress meetings to be held with subcontractors on this project.

4.5 Quality Inspection Records

Quality inspection records identified in the Inspection and Test Plan(s) are filed on Autodesk ACC as part of the project records.

4.6 Internal Quality Audits

Periodic audits of the project will be carried out in accordance with the company audit procedure and Regional audit schedule(s), to ensure compliance in line with ISO 9001, BAM procedures and this Project Management Plan. The audits shall be conducted through mobilisation, mid project and completion stages. The Project Manager is responsible for ensuring that any Action Requests arising from these audits are completed in a timely manner and verified by the Construction Director/Manager and promoted to Business Systems for review and control.

4.7 Completion of Contract

Upon completion of the contract, this Project Management Plan and all related quality records are to be archived in AUTODESK ACC, in accordance with the company procedures.

5.0 Community Engagement

Community Engagement Refer to the Community Engagement section in Best Practice under 'Support' for further guidance.

6.0 Site Administration

6.1 Site Diary

Site diaries will be published by the Construction Team Leader filed in the project AUTODESK ACC folder.

6.2 Correspondence

6.2.1 Incoming (including faxes)

All incoming post will be scanned into AUTODESK ACC.

Alternatively, or in addition to notifications if desired, post can be distributed via an IFORM memo; this allows actions to be added to correspondence.

Where relevant, original documents will be filed in site files by **(GP)** or **AM/FC** in their absence is responsible for forwarding on to others where applicable.

Refer to latest Information Management Plan for filing protocols.

. Drawings are to be uploaded **(FC)** to correct position under the direction of **(TW)**.

6.2.2 Outgoing correspondence (including faxes)

Hard copy correspondence will be scanned and filed to appropriate correspondence folder in AUTODESK ACC (Action: originator). Hard Copy drawings must be accompanied by a hard copy IFORM Issue sheet.

6.2.3 E-mails

A project email address will be set up; external parties must be advised to send emails to this address only.

Outgoing and Incoming Emails – Email title should include project name and subject

Eg. HSE.0333 Heathside School – Lift Pit

A copy of all incoming and outgoing e-mail correspondence with external parties, received/sent through individual e-mail addresses, must be forwarded electronically to the **Project email address** i.e. (Steyning.Grammar.bam@bam.com)

The email will then be filed on Autodesk ACC. Attachments must be filed with the original email and also copied to the appropriate folder, renamed in accordance with file name convention (see 6.1.1 **(Action: FC)**). The Design Manager **(TC)** or **JG** in their absence will review their copy of the email and, where necessary, forward it to the person due to action it.

An outgoing email should only be sent 'To' one person with the addresses of other persons who need to see it placed in the 'cc' box. This clarifies to whom the email has been sent and makes filing easier. For example, send meeting minutes of a design team meeting to the lead designer, copying other attendees.

6.2.4 Filing of correspondence

Electronic copies of all correspondence must be kept on AUTODESK ACC. Original hard copies of legal documents including Contract Documents must be forwarded to the Regional office at the end of the Project. All other hard copies are to be destroyed.

Correspondence sent by BAM is stored in the recipient's company folder.

6.3 Drawings

6.3.1 Receipt, registering, approval and issue/distribution of drawings

Note the requirements of the following Design Management procedures:

[con-03](#) (Design management pre-construction and construction phase)

The Project Design Management Plan [349-11](#), describes how drawings are to be managed and stored.

6.4 Management of Subcontractors

6.4.1 Subcontractor Technical Meeting

Prior to a subcontractor commencing work on site, a Technical meeting shall be held to confirm that the subcontractor is aware of AUTODESK ACC, quality, safety and environmental issues affecting both the subcontract and main contract works. (Action: TW/AN)

6.4.2 Dayworks

Dayworks shall be recorded by means of S.I. and the responsibility for the administration and payment authorisation shall be undertaken by AE.

6.5 Instructions

6.5.1 Verbal Instructions from Client Team

When any member of the Design Team gives a verbal instruction, this shall be confirmed by immediately raising a CVI, or in accordance with the project specific procedures (see Section 7 of this document).

6.5.2 Written Instructions from Client team

All change requests made by the client team are to be issued via an Employers Notification of Variation or ENV, this may be a 2-stage instruction to Design, price and programme the change prior to full instruction. This is to be managed by the lead TA their commercial advisor and BAMs Commercial lead. (Action: AE)

The financial and/or programme effect arising from an Instruction shall be reviewed. Any effect shall be notified in writing as soon as it becomes reasonably apparent. (Action:AE)

A master register of AIs shall be maintained for monitoring purposes and subsequent inclusion into Progress Reports. (Action: AE)

Original copies of all AIs, CVIs, RFIs, CANs, etc., shall be retained in AUTODESK ACC at the relevant Regional Office as per the procedure for 'Filing'. A separate file of all AIs shall be maintained on site. (Action: AE)

6.5.3 Written Instructions to Subcontractors

Instructions to carry out work shall be issued by Instruction to Subcontractor (or by a project specific procedure listed in Section 7)

In addition to the above, instructions may be conveyed to subcontractors via drawings, AIs and RFIs.

These documents shall be issued to subcontractors on AUTODESK ACC and subcontractors alerted to their issue via email (or letter) (Action: **GM / LG.**)

Specific instructions arising from a failure to meet subcontract conditions, including safety, environment, quality or performance requirements, which could result in contra-charges if not completed satisfactorily by the subcontractor shall, wherever possible, be issued on a Subcontract Request Notice [310-12](#).

Monthly instructions will be issued to monitor the issuing of instructions.

(Action: **... GM / LG.**)

6.6 Change Control

Each project will develop a specific site-based system.

6.6.1 Requests for Information (RFIs) from Client / Design Team

Information requirements, or requests for instructions, are controlled using the Request for Information form [310-07](#), issued to the relevant member of the Design Team, requesting information by the date recorded and using the reply section of the form.

The system shall be administered by **...TC.**, who will be responsible for raising the RFI at the request of the originator, for allocating a unique reference number, for maintaining a master schedule of RFIs and for subsequent distribution of the RFI response to any subcontractor if necessary. The master register shall record the RFI number and description, the date raised, the date when the RFI response was required and the actual receipt date of the response.

(Action: **...TC.**)

All M&E services RFIs shall be administered by **TC** In conjunction with BAM services designer. In addition, copies of M&E RFIs shall be retained and monitored by PG

It is the responsibility of the originator to actively seek a response from the Design Team to an RFI request. The RFI master schedule and the status of outstanding RFIs will be raised at the Design Co-ordination Meeting. (Action: **TW.**)

Subcontractors and suppliers are, subject to agreement, permitted to raise queries direct with the Design Team and BAM via the S/C's own query system, fax or letter which **must** be copied to BAM. Where it becomes apparent that the required response is not immediately available, or where there appears to be a large number of queries being raised, BAM shall back up all such queries with a covering Project RFI to enable a response to be tracked in the above manner. (Action: **TC**)

6.6.2 Change Control / Notification (this will be project specific system)

For detailed guidance on progressing site specific variations, refer to Management of Variations and Non-recoverable Costs [gn-qs-19](#).

6.7 Project Review/Countdown

6.7.1 Arrangements for Project Review Meetings (Client)

A project progress report (Contractor's Report / Project Status Report shall be prepared (normally at four-weekly intervals), to coincide with the project progress meeting to be held with the Client's Team. The Project Manager (or their nominee) shall prepare this report, usually to a format required by the Client Team. In the absence of any direction by the client, the following should be included in the report.

Construction progress, including overall / summary and marked up programme

Design progress, including Contractors' Design Portions

Subcontractor's report (usually only if there is a partnering agreement)

Procurement Report

Schedule of information required / outstanding

Quality Report

Safety Report including CDM Issues.

Contractual issues/Notices

Financial report, including latest information

Variation schedule

Risk register

Labour and Staff returns (if required by client)

Environmental issues

A copy of the report should be included with the minutes of the meeting.

6.7.2 Arrangements for BAM Reporting and Project Review

For the purposes of BAM internal reporting, a report is to be produced monthly (as directed by the Regional Director) by the Project Manager (or their nominee) and forwarded to the Regional Director, with copies to the Construction Director/Manager.

At monthly (or greater or less frequencies at the discretion of the Construction Director/Manager), a Project Review should normally be held on site and attended by: Construction Director/ Construction Manager / Project Manager / Commercial Manager / Surveying Manager / Managing Surveyor / Project Planner / Project Co-ordinator *

(*The list of attendees can be edited to suit project requirements and regional differences in discipline titles)

1. Internal Project Review Meeting:

Meetings shall be held regularly with members of the Project Team for the purpose of project co-ordination, procurement, progress and design reporting and review.

A report shall be prepared and shall contain the suggested following information:

Procurement Report

Construction Report

Mechanical and Electrical Services Report

Programme - Narrative. Design / Procurement / Construction programme

Appendices: RFI register, AI registers, Drawing register, Specifications register, Information Required Schedule.

Health and Safety Report

Site Management and Labour Returns

Opportunities and Risk Register Report

Environmental Report

Design report

In addition, other meetings may be held regularly with members of the Project Team for the purpose of project review.

2. Co-ordination, procurement, progress review and design reporting.

Procurement Meeting:

Frequency: ...Monthly.

Attendance: JG / LG/ GM /TC

A Procurement Report and marked-up Procurement Programme, including the Tender Event Schedule, shall be prepared for use at the regular Procurement Meeting.

Design Team Meeting:

Frequency: ...Monthly.

Attendance: TW/AN/AE/MB

A schedule of outstanding RFIs and other design issues will be prepared for use at the regular Design Team Meeting.

Project Manager's Review:

Frequency: Monthly.

Attendance: ...MK, DB, MB, TC, JG, GM, LG,

6.7.3 Countdown Meetings

Client/Design Team Countdown Meeting:

Frequency: TBA

Attendance: JG / TC / GM

The countdown programme should be reviewed, to agree a method of achieving completion, thereby negating the chance of further design changes and specific client requirements such as handover arrangements not previously agreed or confirmed as defined in the Countdown procedures.

Key Subcontractor Countdown Meeting:

Frequency: TBA

Attendance: TBC

The Contract Completion Programme and Key Events List should be reviewed and agreed, prior to formal issue, to establish responsibilities and interfaces with other packages as defined in the Countdown procedures.

M&E Commissioning Review Meeting:

Frequency: Weekly Attendance: TBC

Progress to be reviewed to ensure that all commissioning operations are completed to suit project handover. Meetings should review commissioning checklists, demonstration checklists, primary service requirements, attendances required by third parties and test certification requirements.

6.8 AUTODESK ACC and Computer Data

1. Setting up AUTODESK ACC on Project:

The PMP and the Project Design Management Plan are to be amended to reflect the project-specific AUTODESK ACC requirements. A separate AUTODESK ACC Protocol document is necessary. (Action: AM)

Agree which folders will be accessed by external parties.

Main contact (AUTODESK ACC Representative) on site (...EK/AV/TC.)

Maintenance of AUTODESK ACC on site:

Responsibility for training staff members (.....AV..)

Monthly checks that documents are being saved/distributed as per the Protocol documents (...EK..)

Review meetings to track the progress of AUTODESK ACC (internal and external staff)

Frequency: Monthly

Attendance: ... DB /EK / AV / TC / IJ / JG

2. Computer data

Networked sites will have their information automatically backed up onto the regional server overnight. However, for individual or confidential use, it is required that site staff utilise AUTODESK ACC's personal workspace - **No critical information should be stored on individual C:\ drives.**

Only software obtained through the IT Department is to be installed in accordance with [it-pol-01](#). Computers should not be left on when unattended.

6.9 Contract Records

Master copies of all documents must be stored on AUTODESK ACC and therefore archiving at the end of the contract is minimised. At the end of the contract the master paper copies of the noted Legal documents should be archived, and all other copies destroyed. Details of required document retention are described in [gen-02](#) paragraph 7.1.

Where there is a client requirement to use any other external systems. The requirements for archive and retrieval of data (transfer to AUTODESK ACC or access to the system for 12 years) shall be established and recorded

7.0 Project Specific Procedures and Forms

This section is only to be used if there is a requirement from the project team or client for the use of specific procedures that are at variance to the standard BAM systems. These procedures and any associated forms should be recorded below with all of the relevant information and include the project number as a prefix (eg.HXX.0123/ 300-12). This then overrides the BAM standard system/s; there is no requirement to delete the BAM system from this project Management Plan.

Reference	Title

8.0 Associated Documents

The following documents form an integral part of the plan and must be created at the same time as the plan and maintained throughout the project

Document	Reference	Where held and maintained – <i>BIM360 Location</i>
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	<u>101-03</u>
8.1 Risk Register	<u>SRP1072-BAM-XX-XX-L-N-5360</u>
8.2 Project Opportunity Plan	<u>101-04</u>
8.3 Mobilisation Checklist	<u>310-01</u>
8.4 Project Design Management Plan	<u>349-11</u>
8.5 Traffic Management Checklist	<u>180-047</u>
8.6 Environmental Pre-Commencement Checklist	<i>bam/ep/construction/5.2</i>
8.7 Environmental Site Incident Response Plan	<i>bam/ep/construction/5.8</i>
8.8 Oil Storage Checklist	<i>bam/ep/construction/5.11</i>
8.9 Resource Management Plan	<i>bam/ep/construction/5.03</i>
8.10 Sustainability Measurement and Reporting Tool (BAM SMaRT)	<u>www.smartwaste.co.uk/bamsmart</u>
8.11 Schedule of Inspection and Test Plans	<u>300-22</u>
8.12 Schedule of Sample Submissions	<u>300-28</u>
8.13 Building Services Quality Plan	<u>332-01</u>
8.14 Countdown Guidance	<u>con-gn-01</u>
8.15 Community Benefits and Data Capture Programme	<u>300-05</u>
8.16 Project Information Management Plan or BIM Execution Plan (BEP)	<u>350-03</u>

9.0 Construction Phase Health and Safety Plan (CDM Regulation 12)

9.1 Project specific health and safety arrangements

Introduction

The Construction Phase Health and Safety Plan describes the arrangements for the managing of construction work and the monitoring of compliance with relevant statutory provisions, to ensure the effective management of health and safety throughout the construction period on site. This document fulfils the principal contractor's duty under regulation 12 of the Construction Design & Management Regulations 2015

Throughout the document, reference is made to other documentation within the BAM safety management system. These documents, which form an integral part of this plan, define and describe procedures which ensure, so far as is reasonably practicable, the health and safety of all persons on site, or others who may be affected by the construction works.

This section provides detailed information on health and safety issues which are specific to this contract.

Key information on health and safety risks, including relevant parts of the construction Phase health and safety plan will be shared with contractors and discussed at the Initial Subcontractor Health and Safety Meeting. It will also be communicated with workers through induction and worker engagement.

A copy of the plan will also be sent to contractors involved in the works at the enquiry/order stage.

9.2 CDM Regulations Schedule 3 – Activities involving risks

CDM Regulation 12(2) requires that the Construction Phase Plan must include specific measures concerning work which falls within the categories set out in Schedule 3 of the Regulations.

The following table identifies the relevant Schedule 3 activities for this project (for the full list of possible Schedule 3 activities refer to the link above). The arrangements for these activities are described further on in section 2.2.1 – 2.2.7.

Schedule 3 Activities	Do the works involve activities that may fall into the categories below? YES/NO	Which activities	Reference Section 2.2.1 – 2.2.7
Work which puts workers at risk of burial under earthfalls, or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.	Yes	Deep excavations, Erection of superstructure with significant fall from height risks	2.2.4
Work which puts workers at risk from chemical or biological substances constituting a particular danger to the health or safety of workers or involving a legal requirement for health monitoring.	Yes	Asbestos Removal works	2.2.4 & 2.2.6
Work near high voltage power lines.	Yes	Adjacent to buried HV cable routes by substation / LV cables feeding EFAE / ETA1	2.2.2 & 2.2.4
Work involving the assembly or dismantling of heavy prefabricated components.	Yes	Structural Steel frame and Precast Planks, Stairs and Lift Shaft	2.2.4 & 2.2.5
Work on wells, underground earthworks, and tunnels.	No	N/A	N/A
Work exposing workers to the risk of drowning.	No	N/A	To be reviewed due to ground water and deep excavations

Significant Risk Identification and Control

Hazard/Risk	Description	Control
9.2.1 Public Safety		
Points for Consideration		
Contact with vehicles	Pedestrians or members of the public	Vehicle access onto site well managed with suitable width and visual access. Site pedestrian walkways to be segregated from vehicle routes. Gateman to control egress of vehicles from site. Delivery drivers to be briefed on arrival and speed limit 5mph on site. Vehicle controls to restrict access other than when accompanied. Avoid busy times due to neighbouring school drop off and pick up times. 8:00-9:15 and 15:00-16:00hrs. School interfaces with controlled crossing, permanent closed site gates and swing arm gate preventing vehicle movement while pedestrians crossing. Visitors cars and general day access to site for intervention specialists and parents to be managed and guided by site Traffic marshals.

Unauthorised access	Members of the public and vehicles	Gateperson to control access to site. Site to be enclosed by permanent boundary painted timber hoarding with gates locked at night and closed throughout the day. Relevant signage to be displayed. Turnstile to be installed to control access to construction area of site. All visitors to sign in and escorted on site unless inducted. CCTV outside of occupied hours with monitored visuals of site.
Perimeter Security	Unauthorised access to site	Gateperson to control access to site. Site to be enclosed by permanent boundary painted timber hoarding with gates locked at night and closed throughout the day. Relevant signage to be displayed. Turnstile to be installed to control access to construction area of site. All visitors to sign in and escorted on site unless inducted. CCTV outside of occupied hours with monitored visuals of site. Boundary hoarding/fencing to be regularly checked.
Hoarding lines and design	Timber Hoarding Painted to client specifications, due to live school site situation.	Timber Hoarding will be erected to provide physical separation of the works for the public and site visitors and internal faces of the site towards pupils. All hoarding and locations will be agreed with the T/A prior to erection and all retained pupil routes will be adequately illuminated. Only

		very temporary solid demountable fencing to be used to initially erect solid hoarding or for very short work periods outside of the main set up. Designs and suitability will be checked with BAM temporary works engineers.
Vehicle access on to site	Access to site to be off Horsham Road as per the logistics drawings Exit is also on to Horsham Road via suitable vehicle entrance.	BAM gate will be controlled by a MPORS qualified gateperson. All drivers will be briefed on arrival and are to obey site speed limit and rules. Speed and traffic direction signs will be erected. One-way designated perimeter traffic route to be observed on site/or vehicles to be banked by traffic marshal if this is not practical. Pedestrian and vehicular routes to be segregated. All deliveries to be booked in to allow control of vehicles on site and abide by site timings.
Traffic Routes, Section 2.7.2 of this Plan	Please see the Construction phasing for the project appended to this deliverable which highlights the overall strategy for the project and to be developed into a full traffic management plan at Stage 3 ready for planning submissions.	
Street Works – responsible person	No major street works are expected but could be required if utilities capacity checks require upgrades off site.	Incoming utilities services will be managed under the BAM contract liaising with Street works and Medway Highways working with accredited operatives, contractors and appropriate RAMS approvals.

Materials Storage	General	Designated secure storage areas to be provided on site to preserve the quality of the materials on site and also the assessment of their requirements under CMHHH to be carried out to ensure correct storage. Sensible stacking/storage methods to be employed. Just in time material deliveries to be Phased to prevent overcrowding on site, working with large modular components to keep site free and space allocation for all trades to complete their tasks safely.
Overhead Works	Erection of steel and RC planks, placing of concrete stairs, metal decking, high level cladding works, roof works	Site Specific lift plans, risk assessments and method statements will be produced by BAM and our contractors to be reviewed and monitored by BAM site team prior to operatives being briefed. Exclusion zones to be created beneath work zones. Appropriate methods of access to be employed to suit the works i.e. MEWPs, tools to be tethered by operatives using MEWPs. Works sequenced to minimise working at height and use of harnessing. Where required appropriate fall arrest systems will be used during, steel frame construction and building façade cladding works.

Hazard/Risk	Description	Control
9.2.2 Existing Services (Identify approximate location for this project)		
Points for Consideration		
Electric	LV Power is on site via the existing substation and HV comes onto site into a modern HV/LV substation enclosure. (HV runs along the southern East boundary) LV UKPN route across the site is required to be identified traced and diverted as part of the UKPN works as this is a statutory undertakers cable Asset. During the first phase of construction a 300H cable is required to be diverted for the leisure centre supply. The asset plans shows the groundsmans hut fed from a LV supply from the West of the site / through the primary school, this will be largely unencountered but will be crossed over for the temporary footpath to the fields during construction.	All excavation requires a 2-stage permit to dig, excavations require CAT scanning, hand trial pitting and where services are encountered VAC excavation. These services are within the vicinity of the construction works. Once surveyed they will be accurately plotted and identified, and plans to divert or adjust as required. Each building to be demolished will go through a rigorous isolation procedure prior to demolition and isolation from the main panel will be by qualified electrician. Full diversion statement and drawing will be produced by Method Consulting and any

		unknown serviced found on site will be treated as live until proven.
Gas	Gas mains are within the working Zones on site supplying the existing building when the demolition phase commences and the Leisure centre gas feed is on site. The existing school gas feed comes into the site from the East to the central plant space in EFAA, from the primary school access road. This is a 180>125mm PE pipe. Modifications to this service	All excavation requires a 2-stage permit to dig, excavations require CAT scanning, hand trial pitting and where services are encountered VAC excavation. These services are planned to be diverted around the main works Phase of the project by BAM from the existing meter location but the diverted main will still be within

	will be undertaken to provide the science with piped gas but the meter will repositioned and reduced in size. A 90mm PE pipe is also identified crossing the existing Shooting fields access gate with 600mm of cover feeding existing EFAC. This feed will be cut back and terminated by SGN.	the vicinity of the construction works. Once diverted accurate records will be plotted and Physical markings on site will be completed. Each building to be demolished will go through a rigorous isolation procedure prior to demolition and isolation from the main meter by a qualified Gas engineer and purge the systems
Telecom/IT	Comms ducts and cables entre the site directly from Horsham road (South East corner of site), and distribute within the site. There are feeds for the primary school and caretakers house from Shooting Fields (South East). The Steyning Grammar School infrastructure services will be diverted as part of the works into PSBP and EFAH and EFAI and possibly EFAG once full scopes are known from our new constructed buildings. Most reconnection works will be undertaken by BAM contractors, the new incoming routes will be completed by the	All excavation requires a 2-stage permit to dig, excavations require CAT scanning, hand trial pitting and where services are encountered VAC excavation. Diversions are not required for the initial phase of works, but subsequent phases will be connected to our new construction linking up the buildings as required by the phasing.

	chosen Statutory undertaker	The statutory undertaker will undertake some of these works on our behalf with BAM and our ICT consultant Nexus undertaking the internal works directly.
Water	Water is distributed from Horsham Road along the Western boundary but no obvious signs for connection onto the site from the existing 125mm PE or 4" BAC pipework the main feed for the school comes via a 90mm PE supply from Shooting Fields. This is then distributed across the site by private means. The only hydrant on site is the boundary of the South East corner off Shooting Field.	All excavation requires a 2-stage permit to dig, excavations require CAT scanning, hand trial pitting and where services are encountered VAC excavation. These services are planned to be diverted around the main works Phase of the project by BAM but the diverted main will still be within the vicinity of the construction works. Once diverted accurate records will be plotted and physical markings on site will be completed. Each building to be demolished

		will go through a rigorous isolation procedure prior to demolition and isolation from the main panel will
Sewer	Foul and Surface Sewer connections to the South West Corner of the site for Foul connection. North of site is a private 300mm SW drain which will require local diversion works this will also be used for the SW connection from the upper part of the site, to the stream / brook to the East.	The drain run will be located and plotted on site and all inverts checked against the provided utility survey during preconstruction. Any defecting elements of drainage will be repaired before making any modifications.
Services not as plotted on drawings	Unknown or redundant services could be encountered on this site with interrupted records from utilities plans and historical drawings most routes are well defined but additional care should be taken.	Permit to dig prior to all excavation works. CAT scan and genny to be used during excavation works, hand excavation first to ensure nothing is present. If no dig methods can be used by using Air Picks or Vacuum Excavation these would be preferred on this site.
Existing tanks e.g. fuel, water, etc.	No above ground fuel storage has been noted on the site. This is to be reviewed prior to demolition.	Access and demolition methods will be reviewed once all areas can be safely accessed and asbestos removed if present.

	Above ground water tanks exist on the site in the water storage room and these are due to be demolished. Water buried services are covered above.	
Competence of Operatives	Operatives to be trained in the activity/trade being undertaken.	At induction all operatives will produce CSCS/CPCS cards and supplementary training certificates which will be relevant to the work being carried out. They are fully briefed on their method statements, be competent and certificated in the role they are playing on site. Point of use risk assessments are to be carried out with the workforce team and ensuring the teams are comfortable with the tasks required and the correct resources are available. Monitoring will take place to ensure their capabilities with experienced team members.
Digging Plan/Permits	All excavations / penetrating the ground	Full permit to work scheme in place with dedicated BAM buried services manager responsible.
Overhead Power Lines across the site or within 10m of the boundary	Some existing overhead lines exist on site mainly for comms routes and ELV feeds. These are not expected to cause issues with construction due to the phased nature of the site.	If high level cables do cause phasing issues these will be identified and diverted or protected.



Published date	Updated date	Reference	Version
07/09/2020	07/09/2020	BMSCOCN-220743553-46540	{_UIVersionString}

Hazard/Risk	Description	Control
9.2.3 Emergency Services/Procedures	NOTE: Link to project Fire Risk Assessment	To be completed at stage 4
Fire Access On site / Existing buildings	Routes Maintained for fire access and means of escape from the construction site and the existing buildings with Phased works planned and suitable routes.	External Fire Plan to be produced and reviewed with BWC our fire consultant and consulted on with Kent / Medway Fire and Rescue services prior to construction. Suitable routes have been maintained in the design process to enable access in the temporary and permanent state of completeness. Existing Fire Hydrants have been identified Should an emergency arise BAM will call the emergency services by dialling 999. Access to site will be via Waterside Drive and the site access road. Site will be cleared and all personnel will assemble at the assembly point by the main gate. Note wireless fire alarm system installed on site and within cabins.

Emergency Access Ambulance	Emergency vehicles access to the grass pitches and onto the existing site via gates and roadways	Clear access routes for emergency vehicle access for playing surfaces, and adjacent buildings or close proximity to occupied buildings. Site access is relatively unrestricted other than in summer of 2027 when the road and car park works are being undertaken. Unobstructed access will still be viable and the access road will be completed in two halves. The site is just segregated in this manor for safety zones around machinery.
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Hazard/Risk	Description	Control
9.2.4 Site Activities (Develop this section in conjunction with the Master Construction Programme – significant elements/activities are to be included in this table)		
Diversion of Services	Excavation of trenching across live site provisions to devise safe alternative route for require service routes. Clear marking of known services, scanning using handheld devices and specialist GPR surveys to define service locations prior to excavations.	Defined route of service diversions with planned route using buried utilities services, and means of on site tracing. Permits and trial holes along proposed route to identify and locate services, no mechanical excavation within 1m of defined service and resorting to air picking or vacuum excavation methods. Dedicated BAM manager to manage the process and works of excavations and penetrating the ground to ensure the risks are well managed and information packs are kept up to date.

		Newly installed / diverted services will be defined and physically marked on site.
Asbestos Removal	Asbestos Surveys and removal works with certified and approved contractors.	Some soft strip by the asbestos contractor will be required to fully survey the building prior to full removal and ultimate demolition of the structure. The full report will be defined with types and quantities of ACM materials to enable the planning and management of the removal operation. Full applications will be made to the HSE for the licensed removal of asbestos. CCTV and viewing portals will be provided along with decontamination units, disposal vessels and managed waste removal from site. Along with the health screening and PPE requirements for the operatives due to high risk activities being undertaken on a live school site.
Demolition	Phased demolition of buildings EFAB and EFAC during Zone 2 commencement. Releasing the rest of the main phase of works.	Certificate of disconnection, Services diversion in place and operations, Clean Air Certificate from Asbestos contractor(No Asbestos

	The second later phase of demolition will require a review of the structure once the asbestos has been cleared.	reported but will be reviewed), No specialist demolition requirements have been identified from the preconstruction information and EFAB look of timber construction with some curtain wall glazing / large windows. EFAC is a modular building and will be dismantled from site. The second phase of demolition requires EFAC to be reviewed, it is assumed that it is largely masonry construction with some steel structures and lightweight Stramit board roof panels. As this is all being removed it is likely traditional methods of demolition will be considered acceptable but the structural report suggested some specific surveys around the bolted foundation connections. This is to be reviewed once surveys can be conducted after the possession of the building. Foundations and services will all be removed prior to groundworks operations commencing.
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Groundworks	CPT Lankelma / Brimstone solution feature testing and ground integrity of the chalk subsoils. Site clearance Pad foundations and perimeter ground beams Foul and surface water drainage Attenuation Tank installation and drainage adjustments Rainwater Harvesting Tank Installation Tracked excavators and heavy plant movement. Working around live services for diversionary trenches and external utilities Potential buried asbestos on site (not included in Soils report but potential to buried pipework).	Contractor will compile RAMS / lift plans encompassing the construction process, issue to BAM for review, prior to commencement of works. Rams will be monitored /reviewed to capture changes in the construction process Contractors will carry out Daily briefings / safe to starts, plant equipment inspections prior to works starting records of which issued to BAM Services to be diverted/removed in the enabling works early package to be clear for works to commence. Permits to dig issued by BAM to be in place with barriers around excavations. Full temporary works scheme to be developed for manholes and attenuation tank construction using proprietary systems. Schemes to be checked and approved by BAM prior to commencement and
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		coordinated through the Temporary Works schedule. Welfare facilities to be in place. Correct PPE and good hygiene practices with showers and washing facilities. The groundworks contractor to ensure that their operatives at a minimum have asbestos awareness training when dealing with all excavations and arisings. The groundworks design will ensure that the least amount of waste is generated and movements are minimised. Steps must be taken to prevent people, machines and materials from falling into excavations, e.g. robust barriers, defined exclusion zones etc. Vehicle washing will also be managed as vehicles leave site not to distribute track out onto the highway. Daily reviews will take place to ensure this is well managed. Confined spaces training and
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		specific RAMS will be in place if need arises to enter manholes or locations defined as a confined space.
Superstructure	Steel Frame, precast planks to floors and precast lift shaft & stairs Installed by mobile crane and MEWPS.	RAMS, lifting plans and sequencing to be approved prior to commencement. Sequence of erection to be confirmed by designers and strictly observed to ensure temporary stability of structure whilst erection in progress. Contractors will carry out Daily briefings / safe to starts, plant equipment inspections prior to works starting records of which issued to BAM Rams to be observed/reviewed as work proceeds to ensure planned work task/sequence. Exclusion zones to lifting areas. Crane operator to be fully trained and lines of communication between crane operator and slinger banksman to be correctly established before work commences.

		Weekly crane co-ordination meetings held on site Temporary propping to be identified within RAMS/lifting plan and approved by BAM temporary Works Engineer. Permits to load / strike to be issued by on site temporary works co-ordinator Permit to lift to be in place for crane and concrete pump. Statutory inspections to LOLER and PUWER. Edge protection to all leading edges and openings. Exclusion zones to be in place during lifting operations.
Roofing	Hot melt system, insulation and Green roof construction & paving slabs	Sub-Contractor will produce RAMS / lift plan encompassing site activities to be reviewed by BAM and in place prior to commencement. Rams will be monitored /reviewed to capture changes in the construction process Contractors will carry out Daily briefings / safe to starts, plant equipment inspections prior to

		works starting records of which issued to BAM All plant to be certified and regularly inspected. Exclusion zones to lifting area. Perimeter hand railing to be in place to all open edges. Exclusion zones erected for all work at height and parapet walls will be installed as part of the final design solution for safety first approach. Roofing medium will be pumped to the roof wherever possible or crane applications where vehicle routes are prohibitive. Trained contract lifts will be undertaken by the contractor or directly organised by BAM through Radius or Ainscough directly.
Envelope works	Cladding / Brickwork Windows & Curtain Walling Installed with MEWPS, scaffolding as appropriate and mobile crane	Contractor will produce RAMS / lift plan detailing all site activities to be reviewed by BAM and in place prior to commencement of work. Rams will be monitored /reviewed to capture changes in the construction process. Contractors will carry out Daily briefings / safe to starts, plant

		equipment inspections prior to works starting records of which issued to BAM All plant to be certified and inspected prior to use. Rams to be monitored /reviewed as work proceeds to ensure no changes to planned work task. Operatives to be fully trained in the use of MEWPs. Robust Exclusion zones to be erected around areas of work. Scaffolds will be used to areas not accessible via MEWPs or where brickwork is required (Majority of facades). Scaffold to be fully inspected and handed over prior to use. All floor plates to have perimeter handrails erected prior to access on to floor plates, this will be removed progressively as wall cladding systems are installed. Glass will be installed using mechanical glass lifters, where practical. Exclusion zones erected for all lifting operations and all cladding works
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		Brickwork applications will majority be serviced by forklift to loadings bays to the building perimeter. The ground floor of the sports and main hall. Materials distributed by crane to enable safe loading out of these areas due to access restrictions. All lifts of brickwork or loose materials will be undertaken with the use of goods cages and no reliance on brick forks and nets. This is the safest means of movement and can be easily moved with pallet truck once in position.
Internal fit out	Partitioning Carpentry Ceilings Painting Floor coverings	Contractor will produce RAMS relevant to all site activities to be reviewed by BAM and in place prior to commencement of work. Rams will be monitored /reviewed to capture changes in the construction process. Contractors will carry out Daily briefings / safe to starts, plant equipment inspections prior to works starting records of which issued to BAM

		Manual handling to be reduced by moving materials by trolleys/skates/pallet trucks Coordination required during the works with various trades.
M&E	Various Forklift, MEWPS, Energisation of permanent mains power	Sub-Contractors will produce RAMS detailing all site activities to be issued to BAM for review / approval and in place prior to commencement of work. Rams will be monitored /reviewed to capture changes in the construction process. Contractors will carry out Daily briefings / safe to starts, plant equipment inspections prior to works starting records of which issued to BAM Coordination required during the works with various trades.
General	Material distribution	Material will be distributed using forklifts and the occasion mobile crane. Working within the site lift plans.



		Materials stored in designated lay down area Deliveries to be booked in advance and avoid critical times of the day 08:00-9:15 and 15:00-16:00pm
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Hazard/Risk	Description	Control
9.2.5 Plant/Vehicle Movement		
Points for Consideration		
Segregation	Plant deliveries, muck away, material deliveries Private cars and vans Pedestrians	On arrival at site vehicles will have a separate entrance to pedestrians at all times which will lead directly into the site welfare compound
Access around site	Vehicles Pedestrians	Dedicated pedestrian walkways will be directed around the site. Where the walkways cross vehicle access routes, dedicated crossing points will be provided in the form of red hoop barriers. During the life of the project, it is expected that the walkways will be relocated to suit the construction programme, but always maintaining safe pedestrian access.
Operator competence	Operatives who will operate any mechanical plant on or around site.	Operators to have specific and relevant CSCS/CPCS card which will be inspected by BAM staff at the induction.
Vehicle Security	Items of mechanical plant on site and individual private cars and vans in the site car park.	All vehicles to be switched off when not in use and keys removed and vehicles locked. All plant to be parked in safe zone at night. Individual drivers will be responsible for securing their own vehicles

		parked in the site compound and in the car park.
Vehicle Parking	Parking on site	There will be parking on site but will be managed as soon as the site can be made safe to accept car / Van parking, due to the sites connectivity it is expected some operatives will arrive by shared vehicles. Existing hard standings will be made available and safe walking zones created to the office / welfare facilities.
Ground Bearing Conditions	Mobile cranes, concrete pumps	Working platform to be formed for all vehicle traffic and also for mobile cranes to work off whilst erecting building superstructure. Ground bearing ratio to be checked before any lifting works and all lifting works to be agreed with the appointed person on site Daniel Branchley
Lifting team	Mobile cranes for; Pre cast lift shaft installation Steel erection and precast plank installation Pre cast stair installation Mobile cranes for cabin installation and removal (BAM) Roofing products M&E plant Forklift to floor zones and brickwork loading bays	All lifting operations will be subject to full RAMS, lifting plans and permit to lift with full and relevant CSCS/CPCS qualifications. All other operations will be fully segregated from the lifting operations The superstructure will be lifted by a specialist steel erector. The specialist will assist with unloading the roof materials.

		Roof plant lifting by BAM for sequencing with roofing works and also plant movement operations. Material distribution to floor plates via BAM forklift. All lifting controlled by BAM AP Daniel Brenchley as defined AP for the scheme.
Banksperson	Banksperson at the site entrance and across site	BAM will provide a fully trained MPORS banksman at the site entrances to direct vehicles on and off the site. He will be identified by "Banksman" lettering on his hi viz jacket orange Hi vis trousers, jacket and helmet. Individual subcontractors will then be responsible for providing trained banksmen to guide their own vehicles from the site main entrance to their specific working areas.
Crane Risk Assessment	BAM Steel frame contractor	BAM will produce a detailed project lift plan. All works will be carried out to CPA conditions and will be performed in accordance with: BS 7121 Safe use of cranes and lifting operations parts 1 and 5

		- Lifting operations and lifting equipment regulations (LOLER) 1998 - The provision and use of work equipment regulations (PUWER) 1998 - BAM operating procedure. Site Lifting Operations Best Practice Ref. PLT-01 - Approved Code of Practice (ACOP) and guidance The risk assessment prepared for this work will be in accordance with: - The management of health and safety at work regulations 1999 reg. 3 - Health and Safety at work act 1974 - Control of Substances Hazardous to Health (CMHHH) Regulations 2002
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		- Manual handling operations regulations 1992 - The Working at Height Regulations 2005 - PPE Regulations Sub-Contractors lift plans will be reviewed under the site lift plan and be communicated to all parties via weekly coordination meetings and daily briefings
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Hazard/Risk	Description	Control
2.2.6 Occupational Health		Arrangements will be in line with operating procedure Occupational Health
NOTE: Include significant, site-specific health hazards, and the site-specific arrangements to control them. It is not necessary to copy generic content from hs-41.		
Asbestos	The existing buildings contain elements of asbestos, some buildings have been surveyed to a management survey level of information and provided to BAM for acknowledgement. EFAA has all been identified as having ACM's present. (No survey provided for EFAB&EFAC	Before demolition, soft strip works are planned and further asbestos surveys carried out to a demolition standard report to cover all works required to be stripped. Contractors will be employed to plan and remove the asbestos in line with current guidelines and have the required health surveillance checks carried out along with face fit testing for PPC and clean shaven status, or suitable head wear.
Noise	Plant and machinery, piling, breaking concrete, cutting or grinding metal	Identify the workers likely to be operating at or above the lower exposure action value. Eliminate or reduce exposure to noise by specifying noise reducing plant with mufflers, creating screened off areas with warning signs and locate noisy plant away from the work area. Identify components which could be prefabricated off site.

		Programme operations/activities where the noisy work is carried out with the least amount of operatives in the immediate location. Where it is not reasonably practicable to reduce or eliminate noise, provide suitable and sufficient PPE. Carry out regular noise assessment monitoring.
Vibration	Plant operatives Site operatives General site duties and plant operations.	Identify operatives at risk Reduce the need for handheld tools i.e. pile cropping attachment on excavator instead of hand held breakers. Correct selection and maintenance of tools. Where substitution is not practicable, carry out training workers in good operating techniques. Reduce the length of exposure by job rotation. Provide correct PPE. Contractor to carry out detailed assessment identifying hazards, risks and control measures. They must detail the type and number of tools, what training was provided, health surveillance monitoring and tool maintenance records.

Dust	Site wide activities which may impact as follows: • Breaking out/cutting concrete slabs or kerbs • Cutting or sanding timber products • Debris removal • Release of respirable crystalline silica • Exposure to serious lung conditions like silicosis chronic obstructive pulmonary disease • Dermatitis from contact with dust • Vehicle movement across the site	When cutting concrete, tools and equipment to incorporate proprietary wet cutting devices. All equipment to be regularly maintained. Water points to be located around the site perimeter to reduce long hose distances to cutting areas. Establish screened off cutting areas set up with dust extraction or water dampening when cutting timber/metal etc. Identify suitable and sufficient PPE. Provide wheel washing facilities at the site entrance and allow for water dampening along site access routes. Use suitably rated vacuum cleaners when cleaning floors. Sweeping with brushes to be restricted. Monitor dust in challenging conditions over the summer dry periods with monitoring stations. Employ wider measures in prolonged spells with dampening measures or sealing up surfaces with permanent hard standings.
Manual handling	General movement of all plant, equipment and materials across site by Site Operatives	Carry out MAC assessments on lifting tasks and reduce exposure to manual handling by mechanisation, specifying smaller delivery loads, keeping the working area clear and assessing the individual's lifting capacity.

		Provide training to operatives where mechanisation not reasonably practicable. Continue to monitor lifting operations.
CMHHH	Site staff and operatives' exposure Visitor's exposure	Identify the hazardous substances required, which cannot be eliminated by a change of process or activity. Maintain CMHHH register and assessments. Ensure information and training is in place for those operatives working with the hazardous material. Ensure suitable and sufficient PPE is used. Ensure spill kits are provided and that residual material is removed by a competent contractor.
UV Radiation	All site operatives, staff and visitors	Steyning Grammar School site is a large number of building and is likely to be an issue for operatives undertaking groundworks, frame, and façade works throughout the project's life. Full dress code is to be enforced. No shorts and a top to be worn under hi viz vest. Sun cream to be provided in the site welfare. Regular toolbox talks and information (posters) to be provided. Drinking water to be provided on the site as well as in the welfare units.
General	All site operatives, staff and visitors	All inductees will be given/shown BAM induction health information

		leaflet 180-051 to raise awareness of potential health risks. Should anyone consider they are suffering the effects of the disorders noted they will be advised to raise this with their employer. BAM will have a visiting nurse to carry out health checks and provide advice on site.
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Hazard/Risk	Description	Control
2.2.7 Design Hazards		
NOTE: Include significant risks identified by designers that they have not been able to design out. And risks identified in the pre-construction information.		
Leading Edge Restraint / Fall risk	Steel and Precast concrete plank erection sequence, will have advanced edge protection to all floors and voids, but the leading edge of any new floor will present a leading edge risk for the workforce.	Advanced erection of collective fall protection measures in the form of nets across the steel frame at least 1 full bay past the floor being installed. Or attached leading edge protection if planks are positioned from a MEWP. Initial pre-cast elements will be installed off an access tower adjacent to the level of the plant to be able to land and place the first precast plank per floor. This will have suitable access to the floor until the permanent stairs are installed.
Rooflights / Ventilation penetrations	Roof and floor voids throughout the building insufficiently large enough for handrails / easi-edge or J safe	Installation of Elephant gratings or Dura-grid GRP flooring to top of steelwork by the steel contractor eliminating any apertures through steelwork once the planks are being installed. Rooflights are normally sufficient to have handrailing installed, or installations or 1100mm high prefabricated upstands to be installed with the steelwork. Chimney ventilation stacks are to have elephant grating installed and left in place to enable these cowls to be removed in the future with no residual risks.

Lift Shaft Doors openings during construction	Lift shaft door entry positions present a fall risk scenario during construction.	Precast lift shafts to be delivered with tie bars across the lift fronts to provide suitable fixing points to restrain site operatives from falling and these are to be replaced with steel doors from the lift supplier.
Retaining Structures	Existing retaining features on site, and new level changes pose a risk when installing and working alongside the existing walkways / pupil routes	Considered when these works can feasibly be completed to reduce the risk, and we have programmed these works in the summer period part way through construction. This allows larger working zones to be created for 6 weeks over the holidays to undertake the works with more manageable circumstances.
Roof Level loading	Loading materials and equipment to the roof level during construction due to high parapets.	Review final design and consider lower parapet section with balustrade to be added along the Western elevation or ensure plant selection can be defined to have apparatus to lower materials over the parapet once completed. Main works will utilise a crane based approach but smaller items lifted to roof level once substantially complete poses a risk to be managed by either permanent design feature or adapted plant.

9.3 Site Rules and Restrictions (CDM Regulations Appendix 3 (5) (b) (ii))

9.3.1 Royal BAM 10 Rules of Safe Conduct

Individual workers on this project are required to understand and comply with the following required behaviour:

- I understand my job and I am aware of the associated risks. If anything is unclear, I will ask for additional information
- I call other people to account on unsafe behaviour and I accept that others can also call me to account on unsafe behaviour.
- I exclusively give safe instructions and exclusively follow safe instructions.
- I work with approved materials and equipment and only if I am authorised to use them.
- I only start my work after I have been instructed correctly (formally). I follow these instructions.
- I use my compulsory personal protection equipment
- I keep my workplace clean, safe and tidy.
- I do not work when I am under the influence of drugs, medication, or alcohol.
- I do not walk or stand under suspended loads
- I do not work with installations or cables that are charged unless I am authorised to do so.

9.3.2 Rules specific to this project

The site rules should cover (but not be limited to) topics such as personal protective equipment, parking, use of radios and mobile phones, Smoking, restricted areas, hot works and emergency arrangements and project tool tethering policy (in accordance with BAM **Minimum Standards Tool Tethers**). The rules should be clear and easily understandable. They should be brought to the attention of everyone on site who should be expected to follow them. Also consider any special requirements, e.g., it might be necessary to have translations of the site rules available. In the interests of health and safety the following rules and restrictions will apply on this project:

Project Specific Rules

- Site working hours 8am – 6pm Monday – Friday and 8am – 1pm Saturday
- All operative to be inducted prior to commencing work on site.
- All visitors to sign in and to be escorted on site, unless inducted.
- All civils works to have orange hi-vis trousers and long sleeved hi-vis.
- All operatives to hold current and appropriate CSCS qualification.
- No radios on site.
- Mobile Phones to be used in safe areas only, avoiding haulage routes and working platforms.
- No eating on site; rest rooms or external dining areas to be used.
- Parking restricted, limited onsite parking will be provided. Operatives will be expected to pay for metered parking within the locality of the site.
- Hard Hats to be worn at all times.
- Safety Shoes with suitable support and toe and sole protection
- Gloves
- High visibility vests, where civils or significant groundworks or S278 works occur full High vis clothing
- Glasses specific to the task and light safety eyewear for general use.

Inductions are mandatory for access to site and visitor inductions will be provided and full escort with the BAM management team or suitably inducted subcontract supervisor (attended supervisor induction)

Supervisor inductions required for all trades with SSSTS Minimum Standard.

CSCS or equivalent (JIB, MPORS) competency card for the role being completed.

Banking and guiding vehicles MPORS qualifications required and full vehicle Marshall PPE.

Tool tethers are mandatory on this project for the following activities:

- Steelwork and operations within Cherry pickers
- Working from scissor lifts where adequate exclusion zones cannot be setup
- Working adjacent to voids, and suitable exclusion zones cannot be enforced
- Adjacent to public / pupils in close proximity to the hoarding and secure line where access cannot be restricted.

Pedestrian access is via dedicate pedestrian routes to the work areas and no mixing of site vehicles and pedestrians other than dedicated crossing points.

9.4 General Arrangements for Health and Safety

9.4.1 Targets and Goals (CDM Regulations Appendix 3 (5) (b) (i))

To achieve the clients aspirations of no lost time incidents and for the workforce and public to go home safely

Completing the project on time with no reportable accidents or injuries, ill health or occupational disease.

Influence the design to have inbuilt safe means of construction and maintenance and use our skills as contractors to ensure it is intrinsically safe.

Carry out weekly plans, managing and monitoring the workforces' activities and planning the combined operations on site to achieve the highest levels of health and safety.

Develop and instil the culture of a safe site in all operatives and management team.

9.4.2 Communication and Co-operation (CDM Regulation 13 (3) (a))

The arrangements to ensure cooperation between project team members and coordination of their work on this project, will be as follows:

Forum	Attendees	Comments
Project Progress Meeting – Contractors Report	BAM, the client, the Principal Designer, designers and any other relevant parties	Monthly 1 st Wednesday of each Month – H&S Agenda: Item 13
Design team Meeting	BAM, BAM Principal Designer team and designers	H&S agenda: Item 3 This Meeting is carried out Monthly
Site Health, Safety and Environmental Review Meeting	BAM Project Safety Manager (or appointed deputy) and a site-based representative from each subcontractor.	H&S agenda: Whole meeting This meeting will be carried out once every month as a minimum
Subcontractor Progress and Co-ordination Meeting	BAM site management staff and individual subcontractor representative	Trade meetings will occur Monthly as a minimum with weekly meetings as required
Plan Of the Week Meeting	BAM site management staff and supervisors from each contractor to plan the following weeks operations and interactions / proximity of workfaces. Notify of proposed site planned changes by BAM	Weekly: whole meeting to discuss combined hazard and planning work areas.
Plan of the Day	BAM site management staff and supervisors from each contractor to ensure no changes or adjustments have	Daily: Keep focused on interactions and any changes occurring and the effect on others.

	been made and interactions / proximity of workfaces remain as planned. Opportunity to review and notify of site planned changes during the week by BAM.	
Safety Action Group	One BAM site manager with volunteer workforce members (not supervisors) to be the voice of the site and raise queries to the site team directly.	Elected members and can be adjusted as required on site. Initially every 2 weeks to establish the communication lines, but can be informal.
Open Door Policy	BAM site team at any level will be available to any query / co-ordination discussion from the workforce or consultant team.	As required

9.4.3 Information for Contractors (CDM Regulation 8 (6))

All contractors will be informed via the tender information, and the Initial Subcontractor Health and Safety Meeting about any risks to health and safety identified as arising from the project environment or construction work. This will include being issued a copy of the construction Phase plan (sections 1.0 and 2.0 of this document).

9.4.4 Site Welfare Arrangements (CDM Regulation 13 (4) (c))

Toilets, washing facilities, accommodation for taking meals and other ancillary welfare accommodation are provided by BAM (Table 1 below) and maintained in compliance with BAM Welfare Requirements. All persons using the welfare facilities provided must ensure that they are kept in a clean and tidy condition.

All requests to share welfare facilities will be agreed between BAM and the subcontractor.

Expected peak demand – Factored into site setup requirements. Interim initial welfare for enabling works can be reduced once initial workforce numbers are calculated.

Table 1						
Peak number of people on site		200 persons total				
Number of persons on site	Number of urinals	Number of water closets	Number of basins	Number of canteen units	Number of changing rooms (inc. lockers)	Number of showers
Male	1 trough	5	5	1	2	Inc. below
Female		1	1	Inc. above	1	Inc. below
Gender Neutral		2	2	Inc. above	2	2
Review date	October 25	October 25	October 25	October 25	October 25	October 25

9.5 Site Induction (CDM Regulation 13 (4) (a))

A suitable site induction will be carried out by the Project Safety Manager or BAM delegated person for all persons coming onto the project before they access site.

The induction will include all information on in the **Project Induction Presentation Template available to BAM staff on BAM Connect** and will be recorded on Induction Record.

9.5.1 Arrangements for Monitoring (CDM Regulation 13 (1))

BAM's arrangements for monitoring health and safety on this project are carried out and documented as follows:

- Daily Site Diary - daily
- Project Safety Manager's health, safety and environment report - weekly
- Project Safety, Health and Environmental report – monthly/bi-monthly or as agreed
- Procedural Checklist / Audits on a range of subjects– throughout the duration of the project, as appropriate to the risk profile, see project risk programme.
- Director's Safety Tour – dependant on regional arrangements
- Subcontractor H&S Performance Monitoring - monthly
- Subcontractor PEP monitoring – quarterly

9.5.2 Health and Safety File (CDM Regulation 12 (7))

BAM recognise their duties and obligations under the Construction (Design and Management) Regulations and will comply with all reasonable requests from the Principal Designer for information.

The control and issue of information will be planned, and, where possible, will be passed to the Principal Designer at the earliest opportunity. It should not be left until completion of the project.

9.6 Consultation with the Workforce (CDM Regulations Appendix 3 (5) (b) (iv))

9.6.1 Introduction

The importance of involving workers in decisions about their health and safety is a vital element to securing health and safety in the construction industry. As principal contractor BAM has a duty under CDM 2015 to involve the workforce in matters of health, safety and welfare; however, this is in addition to the duty under separate legislation on all employers to consult with their employees.

9.6.2 Arrangements for involving the workers

Consultation with the workforce requires a two-way exchange to ensure that health, safety and welfare measures are developed, promoted and checked for effectiveness. This will only be achieved if consultation is carried out in a timely manner. To implement the above the following arrangements will be implemented on site:

BAM will consult with other contractors each month at the Safety Review meeting, which will be formerly recorded.
BAM will also consult with the workforce each month, either as a group or with the group's representatives at a Safety Action Group meeting . In either case the key points raised will be listed on a 'what you said board' and photographed as a record or distributed by written minutes.
Employers will consult with their employees during the pre-work discussion 'Safe to Start'.
Open door policies are deployed on all BAM sites where any operative can confided or discuss with BAM Management team
QR codes will be used for anonymous reporting, improvements or feedback to the site team where the workforce can be heard. The site team use an actions board visible to the site to show they have responded or when the action is taking place.

9.7 Miscellaneous

9.7.1 Project Works Method Statement

Leisure centre temporary car park and access works

Advanced works to create a leisure centre car park during the works will be undertaken to provide 65 parking spaces to the North West corner of the site. This will include ground works activities, reduced level dig and sub base formation.

The site setup will include means of washing vehicles suitable to the volume of traffic during each phase. This will be either, jet wash for low vehicle volumes, "dry rocky road" or full water recycled wheel wash. This will change per phase and site conditions.

Installation of attenuation tanks and rainwater harvesting tank, diversion of the 300mm Surface water sewer, and formation of the SUDs car park.

Once complete this will be finished up to base course permeable tarmac and lined for use as a temporary facility. Walkways will be marked and the access arrangements managed by BAM Traffic Marshall.

Central MUGA

The Central MUGA space will be cleared and reduce level dig operation completed alongside other section 2 works.

Following the Reduced level dig, the attenuation tank excavated and sub base formed surrounding the tank. It is expected some dewatering activities will need to take place and the tanks will need to be designed for buoyancy conditions.

The tank will be back filled with granular material and protection measures laid on top prior to the final grade of sub base laid. Kerbs will be installed, fencing erected and then final tarmac finishes and line markings will occur prior to handover, and adjustment of any hoardings or access requirements.

New Teaching Buildings Substructure and Frame

The oversite will be formed, cut and filling works completed and haul roads created around site to temporary works designs site areas will be improved for bearing capacity using stone vibro or CMC's ground improvement techniques.

The directional drilling GSHP activity will commence adjacent to block 2 (Building 14) to establish the circa 16 required boreholes needed for the works.

The works will commence with Block 2 (Building 14) and a similar sequence will occur for Block 1 (Building 13) running slightly behind to allow trades to follow on in a sequence and keep site numbers to a manageable level.

Pad foundations will be excavated with the commencement of the lift pit pad foundation in readiness for the precast lift shaft.

Pads will be blinded, and mass poured concrete and have performed holding down bolts ready for the prefabricated structural steel frame.

The precast lift shaft will be installed with a poured base and then a waterproof concrete pit, shaft segments and soffit to provide a fire rated superstructure core ahead of the frame being erected. The base will be grouted at each level and under the base packers.

The foundations for block 2 (Building 14) will continue to work away from the PSBP block and main drainage runs will be installed for storm and foul water outside the building footprint.

Crane working platforms will be installed and the superstructure steelwork erected, this will be delivered on lorries 5 per week and erected sequentially for the Building 14 and then Building 13 block back towards Horsham Road entrance. A second crane and erection crew will commence the sports block to enable the buildings to be tied together with the canopy structure linking all 3 blocks (Building 13,14,16)

The frame will be erected by mobile crane and as each section / braced bay of steel is erected and grouted will be loaded with precast concrete planks, tied to the frame and non-structural toppings added to the upper floors and roof. As the frame is erected advanced guard rails will be installed on the floor to each perimeter member enabling direct access to the floors via permanent precast concrete stairs. Any external below ground final drainage connections will be completed from the face of the building out 3-4m of the façade. The brickwork will commence up to DPC level, allowing the building perimeter to be backfilled and compacted for the scaffold platforms. Internally the ground floor membrane will be laid, and all service penetrations and drainage will be fully sealed, and suspended raft concrete floor slab laid to provide a flat level surface for finishes. Areas with tree influence or highly volatile soils will require heave protection measures to be installed.

Envelope

Once the concrete toppings are completed and the frame is fully stabilised the external perimeter will be infilled with Structural steel framing and scaffold erection will be commenced. Cement sheathing or Klasse Outerwear boards will be attached to the structural framing system, lining the outside face of the external wall with insulation and cavity wall tie fixings. Brickwork will advance in tandem with the scaffolding, windows, lintels, and brickwork support angles.

Scaffolds will have loading bays at each level as the works advance and regularly around the perimeter. These will be loaded primarily by a BAM forklift and supplemented by Bricklaying resource as the works progress. Areas around the sports hall will be supplied with mobile crane and lifting cages and through the sports hall directly with powered pallet trucks.

Roofing works will commence once the toppings have adequately cured, and peel test completed with correct adhesion. Once membranes and insulation is laid, growing medium and slabs will be distributed by crane and spread at roof level around the solar panel frames. Gullies will be piped up throughout the building controlling surface water runoff and providing a more controlled environment in the building.

The primary M&E roof plant will be installed using a mobile crane. Each element will be installed to meet the project commissioning milestones.
Internal Fit out

The main buildings fit out stage will advance as soon as the building is weathertight and Internal walls will be constructed from the topping and boarded one side ready for M&E installations to complete. Plasterboard will be delivered weekly to site in articulated lorries and offloaded by forklift to each floor and stored in each space with the correct type and quantity of boards required. This limits manual handling and logistics later in the programme once access is more restricted.

Internal decoration of soffits, M&E installations and finishing trades will be using the permanent access points to the building and stairs, wherever possible access stairs will be enclosed to provide safer construction environment for fire escape and reduced travel distances.

Internal access requirements will be Towers, Podiums, and electric hop ups / Small scissor lifts once the slabs have all the relevant toppings and smooth surfaces. Rubbish will be removed from the floors via bins and tipping skips with forklift assistance and controlled segregated skips will be used for off-site disposal. Stairs will be worked on one at a time to enable 2 stair access points during construction for temporary fire escapes.

Classrooms with fixed FF&E will be progressed first from a top-down approach in the teaching block, including the toilet areas. The toilet areas are prioritised due to the extensive mechanical and electrical fit out, the hard floor coverings will be installed at the same time.

As classrooms are completed a process of closing out outstanding works and snagging is completed with the TA's to set a benchmark standard and reduce the working zones on site. Inspections are offered and joint QA walks will occur to inspect and confirm the works are in accordance with the specifications and key milestones met.

Commissioning activities will be witnessed for pipe pressure tests, prefilling of services prior to lagging and final testing as services progress. A dedicated commissioning manager will be employed to manage, organise and complete witnessing for all the systems as they are installed and facilitate familiarisation for the facilities staff of the trust, so they appreciate the systems being installed and the strategy of the building rather than just a final training session approach.

Snagging and commissioning processes will be in line with the DfE guidance to document and control the handover of spaces for inspection. Specialist M&E TA witnessing and training for the school will take place on all systems and building fabric items. BAM site management and services support will remain on site throughout and can be used to assist familiarisation.

Soft-landing and handover processes will continue to occur throughout the run up to the school handover, opening and beyond. At the final completion stage hoardings and final landscaping directly around the building will be completed enabling inspection of these areas prior to commencement of the new term and habitation of the new school buildings.

Decant

Decant activities into the new buildings will be managed and progressed by BAM, Aptioris and Nexus for all FF&E and ICT decant works ensuring the spaces are fitted out in line with the FF&E layouts with legacy and new furniture and setup ICT elements ready for teaching to commence.

The moves will occur from the existing shooting fields site over the May half term, and EFAG will be left fully set up for exams through out June. There is full opportunity to move the Towers site to the new Shooting fields premises during this period (May/June 2028) also and would provide a benefit in terms of temporary ICT connections.

Full handover and sign off processes will be followed prior to loose elements and possessions being relocated by BAM.

A final clean and preparation for occupation will be completed.

The existing buildings will be made secure and final school clearance operations occur during June before full possession occurs at the end of July for disconnections and stripping works.

Leisure Centre Car Park

Formation of the final 52 spaces of the Leisure centre car park will occur once the bus drop off zone is complete and the buildings are signed off by the DfE. Initially in June 2028 the car park will be temporarily white lined for the LC use. At this point the LC car park modifications on the existing coach park need to occur ideally over a holiday period or in zones across the area maintaining some parking at all times. Initially this may need to be more formalised lines and we work within smaller areas to undertake the kerbing and forming of the parking bays required to minimise disruption.

Currently we have planned for the temporary lining to be applied in June 2028 and the main modification works occurring in late July – End August 2028 so parking continuity can remain.

Demolition of EFAA, EFAC, Partial Staff Car Park Handover

Access to remove EFAC and EFAA will commence with full demolition surveys and disconnection of services to make safe at the end of July 2028 allowing the school to have an extended period from June to remove elements from the school and to aid decant works for non-critical items.

Full asbestos removal works will take place and clean air certificate issued.

Once demolition and foundations are removed, final works to create the permanent car park installation in the south will commence with SUDs build ups for the parking areas, planting islands and EV changing spaces.

Once this area is completed this will for the staff car parking provisions and possession of the proposed AWP can be undertaken.

AWP construction

Site clearance and tree removal works will follow the possession of the area, reduce level dig and formation of the levels can form the base of the pitch construction and drainage works will commence with the installation of the attenuation tank and storm water connections.

This will be backfilled with granular material and sub-base formed for the new pitch area. Kerbs will be installed, and permanent fencing and the area will receive a base layer of porous tarmac, shock pad and choice of turf. This will be dressed as required by the manufacturers instructions and the installation will be monitored by TGMS our agronomist who will test and sign off the installation, and produce the required sign off reports and maintenance requirements.

Asbestos removal and demolition of remaining EFAA, EFAB, EFAD, EFAE, EFAF & partial demolition of EFAG (Scope to be agreed) Demolition and asbestos removal

Hoarding lines will be relocated providing a secure side outward to the AWP to enable the

next Phase of demolition to commence safely.

Staff will continue to use the south car park by using the link through to the PSBP block as a walking route into the live school site.

Remaining buildings will have soft strip and asbestos investigation works carried out to inform the removal methodology (remaining blocks will go through a full demolition survey). Once samples have been analysed and HSE notifications modified, removal works will commence.

Following the licenced removal works clean air certificates demolition will follow for the removal deconstruction of the buildings across the site including foundations and disused drainage.

Materials will be segregated, and waste streams removed from site with licenced carriers and disposal sites. Water suppression and management of dust and noise on site will be captured by environmental monitoring stations at the site boundaries.

Construction of building 15 and final landscaping works (including MUGA and car parks)

As clearance works advance sufficiently access can be brought onto site via Horsham road with the "No Dig" construction into the site area.

Ground improvement works will commence where the existing buildings once stood across the new building footprint.

Groundworks and frame and fit out construction as per the building 13 & 14 sequence. The same construction type and sequence will be replicated.

MUGA attenuation sub base and Rainwater harvesting tank will be installed and this will be used for site materials storage and contractors site parking.

Following the completion of the envelope works, the MUGA will be completed with surface course and fencing and the associated paths and ramps, and the remaining Southern car park completed prior to the commissioning and live services connections back to Building 13,14,16 for BMS LTHW, LV, ELV, Fire alarm and Comms links.

Decant works will commence from the other sites, Towers and Rock road and the internal moves back for the 6th form provision on the shooting fields sites. This decant will include all ICT, CCTV, and also furniture and possessions as required in the decant protocol.

Final removal of hoardings, integration of planting and maintenance work to tie in the school building and external elements.

Final training and handover of completed finalised documentation for the entire project, close out any remaining actions for project completion and book the last phase of interim seasonal commissioning, BPE meetings and making good defects review.

Construction Method Statement – Description of Phasing and implementation

Access and Egress

The existing Field gate opposite Little Bayards off Horsham Road will be used for all construction traffic for first two years of the project. The 'final use' bellmouth will be constructed to ensure suitable access. This entrance is separate to all Pupil and staff access. A suitable wheel washdown will be utilised whilst necessary for site traffic.

BAM will manage these access routes at each point in the scheme.

The proposed 6m wide entrances will provide suitable width entrance for all large components to be delivered that we are intending to use on this scheme such as;

- Precast lift pit and shaft walls
- Steel Beams and columns
- Precast Floor Planks
- Preassembled and glazed window and ventilation units
- SFS infill façade units

Emergency access will be communicated to the local fire brigade. We shall provide plans and diagrams to the school to ensure they are informed of each Phase of work. Site hoarding gates will use FB1 padlocks so in out of hours emergency use access can be obtained to the construction site if required to gain further access to the school existing building stock. Clear access points will be maintained to enable emergency access around the access road to the school buildings through our site access roads.

Pupil access arrangements will not be largely effected by the main works, and routes for students will not be hindered by the works due to the segregated nature of our phasing.

A BAM employed traffic Marshal / Gate person who will be the face of BAM.

This provides good segregation for student and staff access to the site and suitable separation between school vehicle movements and pedestrian flows as well as hard separation with construction operations.

See Traffic management and Phasing plans for segregation routes and arrangements

In the final phase of the works during the demolition stage and Southern construction works, all construction traffic will enter at the current Coach park location, heading into site to South of the Cushman Centre, utilising the entrance that will finally become Staff car park access, again a suitable wheel wash will be employed as necessary.

Security

All site works will be surrounded with Solid Hoarding along with CCTV coverage as necessary.

A mobile CCTV security tower will be deployed to cover the site operations, plant and equipment will be stored on site, Initially when the site possession has commenced locally fenced areas with HERAS security fencing will be used to secure the immediate working zone until the perimeter fencing is full established. CCTV sight lines will be checked and reviewed with the school to ensure no safeguarding issues present themselves. CCTV will be monitored 24/7 with a rapid response unit on standby who will attend if necessary. A nominated BAM manager will also be on call to assist with any issues that may occur.

Access provisions for staff and pupils during construction works

During the first phase pupil access will remain unchanged entering at Shooting Field and Horsham road by foot, and via Coach drop off at Horsham Road. Upon completion of buildings 13, 14 and 16 Pupil access will be switched to the final location for coach drop off and Horsham Road pedestrian access. Pupils entering from Shooting Fields entrance will be provided with an access route around the site works to the East of the site.

Solid Timber hoarding will be erected to provide a secure barrier between the student access and site, hoarding lights will be placed to ensure pedestrian access routes will be illuminated adequately outside day time hours.

Site hours 8am-6pm Monday to Friday and 8am to 1pm on Saturdays or as defined by the planning permission. Specific operations may arise which requires extended hours (i.e. power-floating concrete slabs) at which point BAM will liaise with the environmental health officer and agree local solutions and short term mitigation measures. A delivery booking system will be utilised to manage site deliveries. The supply chain will be advised not to deliver during busy school times 8.am to 9.15am and 3-4pm.

Construction Accommodation and Welfare

Upon commencement of the works, a 2-storey BAM Eco-modular site office will be erected at the Western side of site in the location of the final visitors car park. It will comprise of the following units:

- Offices
- Meeting rooms
- Toilets
- Changing facilities
- Canteen spaces
- Induction room
- Small tool and material store

In addition, we will install a security turnstile with biometric recognition access to ensure all site staff, operatives and visitors are checked prior to entering the Steyning Grammar School site. Placing the site compound in this location will ensure all construction operations are managed effectively whilst providing a strong site presence to unwanted parties.

The turnstile will record local labour and daily trip details to site for our environmental monitoring KPI's.

First Aid, Eye Wash stations and Fire Alarm controls will all be setup at the main office and site compounds.

Archaeological Trenching and Strip

All un-explored previous areas housing virgin ground are to be investigated. Currently this is proposed to be completed during the mobilisation period so the site can be cleared for main construction operations. If through review with Horsham District Council and DfE some of this investigation work could be completed in advance to reduce potential programme risk. These works will be managed and accessed out of hours and setup to retain plant and equipment in these areas with security. DBS trained operatives and surveyors will be used to reduce safeguarding risks and where possible we will work with the school to reduce any contact with students by forming fenced walkways.

The works will consist of small workforce of 6-8people including management, machine operatives and archaeologists. The ground will be checked for services and areas stripped in layers and directed by the archaeological team.

9.7.2 Traffic Management Plan

The risks associated with traffic movements on and around site should be identified in Section 5 of the Significant Risk Identification and Control table in section 2.2 of this plan.

A site layout showing the Traffic Management Strategy has been included along with phasing and traffic route plans for the project. Each Phase will embellish the detail and specific elements of the traffic management plan but this is high level overview of project controls.

Project Name	Steyning Grammar School, West Sussex	Project No.	HLN.5240
Complete by:	Daniel Brenchley Andy Lock	Date	10/12/2025

Precautions	Yes / No / Details
physical segregation of vehicles and pedestrians at site entrance	Yes, Dedicated walkway design in an feasible
physical segregation of vehicles and pedestrians to all work locations	Yes, Walkways around the offices and to building are feasible
Signed pedestrian and delivery routes on site	Dedicated fenced areas with Red hoops denoting crossing points or entering vehicle zones
Signed pedestrian crossing points	Red hoops with gates
Reversing eliminated/minimised	Large site entrance, initial deliveries requiring reversing in to create safe turning zones, safe one way can be achieved.
Designated and segregated vehicle parking	Car parking available for limited vans and cars but will be managed by drop off and car sharing.
Designated storage areas	Yes, containers and storage in future visitor parking area and site zones.
Protection of the public (visibility splays at vehicle entrance, secure hoarding)	All reviewed and feasible with good sight lines for vehicle movements
Maintenance of public and site roads, including road sweeping	Yes, delap photos/video to enable Crossover upgrades and surrounding roads.
Protection of underground services	Yes required early in construction and tagging and plotting of diverted services
Plant and vehicles – all round vision and reversing warnings	Yes
Vehicle immobilisation arrangements	Yes
Restriction of peak time deliveries (if applicable)	Restrictions suggested 8:30am-9:15am and 3pm-3:30pm to avoid the busiest times
Information and training (induction, toolbox talks, on-site training)	Yes
Nominated plant operators – trained and competent	Yes

Trained competent banksmen (should be easily identified)	Yes – Orange with orange trousers and long sleeved hi-vis and orange hats
Traffic management co-ordinator identified in Section 1.4	Yes
PPE – High visibility clothing worn by all on site	Yes
Site illumination provided in shorter daylight hours	Yes
Other:	

Emergency Procedures (CDM Regulations Appendix 3 (5) (b) (vii))

9.7.3 First Aid

A first aid box, stocked to the standards required by the Health and Safety (First Aid) Regulations 1981, is located in the BAM site office. The BAM appointed first aid person is identified in section 1.4. Subcontractors are under a duty to ensure compliance with the above regulations by ensuring that there are adequate and appropriate first aid provisions for their employees.

When assessing the first aid needs of the site i.e. trained personnel, first aid supplies, first aid room, the appointed person will refer to **operating procedure Welfare Requirements, First Aid**

First Aid assessment

Maximum number of people expected on site:	200
Number of trained First Aiders required (1 to 50 ratio):	4min.
First Aid room required?	Suitable room with First Aid facilities is required
Number and size of First Aid boxes required:	6 Large Kits
Additional requirements (e.g. distance from medical services, e.g. vehicular access etc.)	Vehicle Access suitable to site, no specific difficulties for access

The first aid assessment will be reviewed in response to changes to the above.

9.7.4 Fire Action Procedures

A copy of the fire action instructions for the project must be displayed on the site notice board and other locations throughout the site, detailing the procedure to be followed in the event of a fire occurring on site. The requirements of the fire plan will be made known to all persons as

part of the site induction training. The persons appointed as Fire Safety Co-ordinator and Deputy are identified in section 1.4 of this plan.

Site Fire Safety Plan	
Site Fire Safety Co-ordinator:	Alan Newland
Training details:	NVQ Level 2 Fire Risk Assessment
Deputy:	Graham Philp
Training details:	NVQ Level 2 Fire Risk Assessment
Fire Marshalls:	Ella Standen / Olly Southam
Training details:	Level 2 Award in Fire Safety for Fire Marshalls
Contact name and number for Fire Brigade:	Central Number for West Sussex Fire Rescue Service – 01243 786 211 Local Station Steyning Fire Station
Project specific risks (additional detail is recorded in the project fire risk assessment)	
Fire hazards: - Proximity to existing buildings - Adjusted Fire Procedures for School Setting - Specific Site Evacuation Procedure - Access routes to existing buildings for fire fighting devices - Hot works for Roofing activities - Power on site - Packaging and Refuse	Precautions: - Linked Fire Alarm for Dual Notification - Protected facades due to escape routes and outside to manage the fire risk. - Practiced and clear escape instructions and signage - Joint practice evacuations - Review with local Fire Officer - Hot Works Permits and Procedures - Control waste removal and positioning of waste streams away from existing buildings - Clear routes around site and uninterrupted access to existing building stock.

Emergency arrangements		
Warning alarms	On site	In temporary accommodation
Type	Each call point is also a sounder, wirelessly linked	Linked wireless FA system
Location(s)	6 per floor	1 for the office and 1 per Ground floor Cabin
Fire detection	On site	In temporary accommodation
Type	Automatic detection when within 6m of existing buildings, general manual wirelessly linked call points	Linked wireless FA system
Location(s)	Per stair and at least every 20m of corridor	1 for the office and 1 per Ground floor Cabin with manual call points
Firefighting equipment	On site	In temporary accommodation

Location(s)	Each fire point at around 20m along corridor routes	3 in offices and 1 in the mess, and changing rooms
Type of firefighting equipment at each point	C02 and Water	C02 and Water

Emergency arrangements continued	
Location of assembly points	Horsham Road exit point adjacent to site main entrance
Fire brigade access (a tender must be able to get to within 18m of any dry risers)	Horsham Road Entrance
Storage arrangements for liquid petroleum gas (LPG)	Cages provided for empty and full containers.
Storage arrangements for highly flammable materials	Away from hoarding lines and existing and new buildings and securely stored in non-flammable surroundings
Security arrangements	Wireless Monitored CCTV with physical presence visiting
Frequency of fire drills	Every 6 months

Temporary offices /accommodation	
Location:	6m away from any permanent structure
Fire resistance:	Inherently anti vandal and fire rated with automatic shutters
Designated Smoking area – location and arrangements:	Yes within site compound out of visual site from pupils and under cover in steel shelter.



FIRE INSTRUCTIONS

If you discover a fire

- Operate the nearest fire alarm call point immediately
- Attack the fire with a suitable extinguisher if it is safe to do so

If the fire alarm sounds

- The fire brigade will be called by: 999
- Leave the building immediately and assemble on: Horsham Road, opposite the site Entrance (West Side)
- Supervisors to account for all persons in their charge and advise the Site Fire Safety Co-ordinator
- Turn off generators, compressors, and other powered equipment
- Turn off all heat-producing equipment and shut cylinder valves
- Obey instructions from the Fire Safety Co-ordinator or supervisory staff
- Do not re-enter the building until told that it is safe

To call the fire brigade

- Dial 999 and ask the operator for the fire brigade
- State that the fire is at: **BAM Construction – Steyning Grammar School Site and direct them to the entrance off Horsham Road**
- Do not replace the receiver until the details have been repeated

These instructions are to be displayed in all site offices and other accommodation and at all fire points and exits at every level throughout the building.

May 2027 - Jan 2028

Fire and Emergency Access routes – Initial construction phase to Construction site and existing buildings

Access to the existing area of the school is uninterrupted as existing arrangements, with the new MUGA acting as a potential muster point. A secondary exit through to the construction site will be considered at the next stage as a secondary exit if a fire should result in area being restricted.

Access to the pitches be uninterrupted during the works for fire and ambulance access.

Access to the car park and leisure centre frontage maintained for fire access.

Entrances are kept clear and monitored throughout the works to ensure emergency access can be maintained.

Emergency rescue areas are also considered from MEWP's, roof access as well as excavations on site and suitable access can be provided at all stages of construction and this has been reviewed as part of the design progress.



Fire and Emergency Contact

Details:

999 or 112

for all immediate emergencies

Nearest A&E is

Royal Sussex County Hospital:

Eastern Road, Brighton, East
Sussex, BN2 5BE.

Or

Worthing Hospital

Hospital, Lyndhurst Rd, Worthing
BN11 2DH

Site Address:

BAM Construction

Steining Gramm

Horsham Road

What3Words

///videos.stint.tower

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Sept 29 – April 2030

Fire and Emergency Access routes – Initial construction phase to Construction site and existing buildings

Access to the new area of the school is as per our emerging fire strategy review achieving 15% of the facade of each of the buildings with tender access with the new AWP acting as a potential muster point. This already has a secondary exit through to the service road / car park

Access to the pitches be uninterrupted during the works for fire and ambulance access.

Access to the car park and leisure centre frontage maintained for fire access.

Entrances are kept clear and monitored throughout the works to ensure emergency access can be maintained.

Construction site access is from either Horsham road or Shooting fields and can be accessed up to the building as it would be in the permanent works. Our working platforms will be designed to 500kn/m² which far outweighs the requirement for fire tender weights.

Emergency rescue areas are also considered from MEWP's, roof access as well as excavations on site and suitable access can be provided at all stages of construction and this has been reviewed as part of the design progress.



Fire and Emergency Contact Details:

999 or 112
for all immediate emergencies

Nearest A&E is

Royal Sussex County Hospital:
Eastern Road, Brighton, East
Sussex, BN2 5BE.

Or

Worthing Hospital
Hospital, Lyndhurst Rd, Worthing
BN11 2DH

Site Address:

BAM Construction
Steyning Grammar School
Horsham Road
BN44 3AA

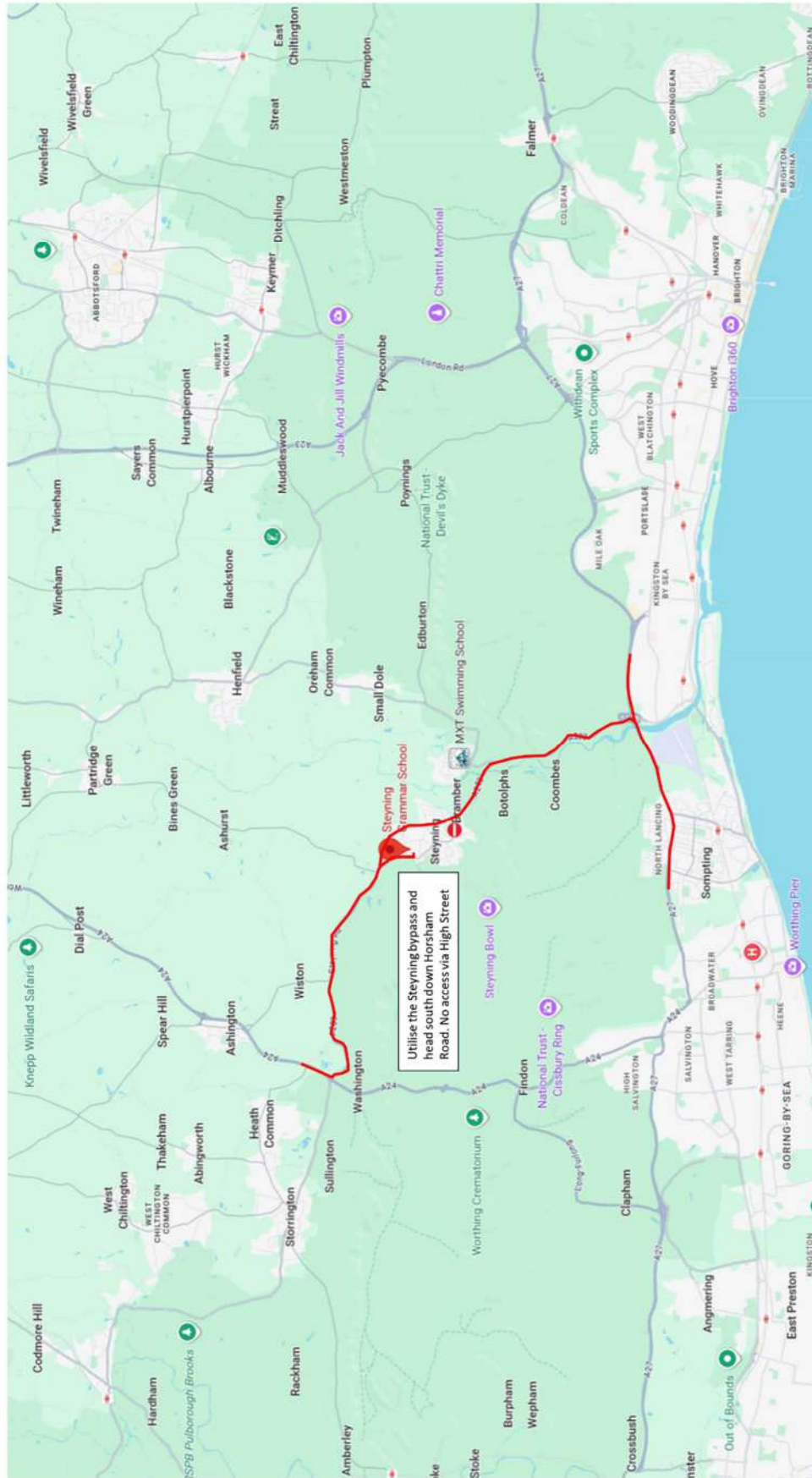
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9.7.5 Green Travel Arrangements

August 2026-April 2030



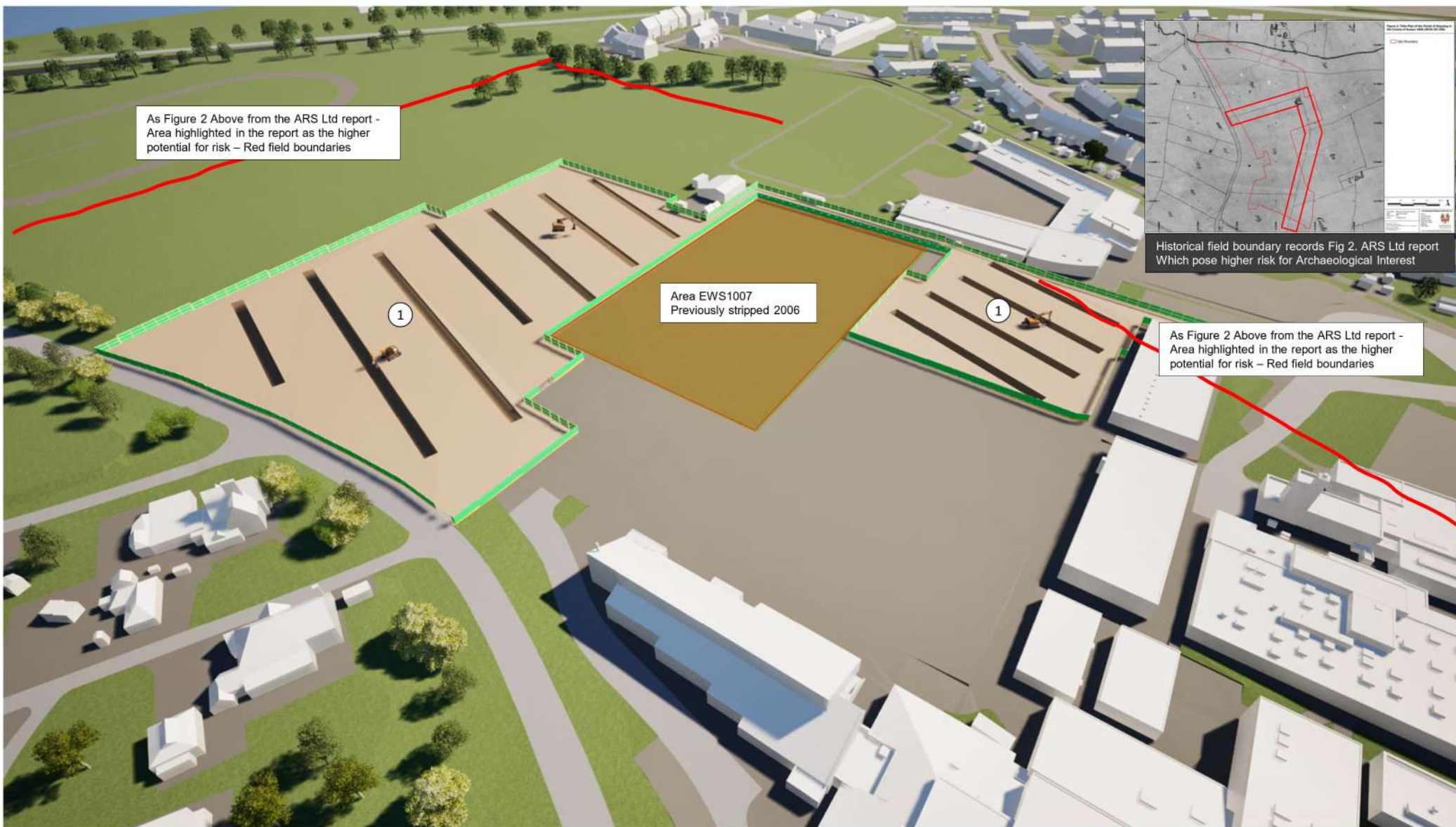
By Car: Access is via Horsham Road and can be accessed easier from the northern section of the Horsham road (Heading South) from the Steyning bypass from either the A27 or the A24 directions. Car Parking is available on site within the site compound; car sharing is encouraged and rewarded to save space for operatives.	
Shoreham-by-Sea: Train station to Steyning Grammar School can be achieved by the Number 2 Bus operated by Brighton and Hove which runs every 30mins. Fastest connections 6:56-7:09am 7:43-8:01am	
Train from London Choose your departure station: You can depart from London Victoria, London Bridge, or London St Pancras. Travel to Brighton: Most trains will take you to Brighton, with the fastest direct services taking as little as 52 minutes. Alternatively, travel to Shoreham-by-Sea: A few routes may also take you to Shoreham-by-Sea, which is closer to Steyning	
Train from London Choose your departure station: You can depart from London Victoria, London Bridge, or London St Pancras. Travel to Brighton: Most trains will take you to Brighton, with the fastest direct services taking as little as 52 minutes. Alternatively, travel to Shoreham-by-Sea: A few routes may also take you to Shoreham-by-Sea, which is closer to Steyning	
Worthing - Steyning (West Sussex) East Worthing Steyning Grammar School Via Worthing and Steyning (West Sussex) - Steyning Grammar School Timeline	
Lancing - Steyning (West Sussex) Lancing Steyning Grammar School Via Lancing and Steyning (West Sussex) - Steyning Grammar School Timeline	
Burgess Hill - Horsham (West Sussex) Burgess Hill Horsham Via Burgess Hill and Horsham (West Sussex) - Horsham Timeline	



Phasing Plans







Archaeological works are expected to be required as the initial desk top report by ARS Ltd is for refurbishment works only, no new construction or disturbance work, as per their opening statement in their report below.

1.1 Project and Planning Background

Archaeological Research Services Ltd was commissioned by Arcadis to produce an Archaeological Preliminary Survey of an area of land at Steyning Grammar School. This is in advance of the submission of a planning application for refurbishment or replacement of roofs and windows in the school and touch-ups of existing architectural features.

HER Event Entries

HER ID	Description
EWS1007	Steyning Grammar School, Steyning, West Sussex An archaeological watching brief was undertaken in 2006 by Archaeology Southeast. A small assemblage of archaeological finds were recovered from the top and sub soils but no archaeological features were observed.



Key Works:

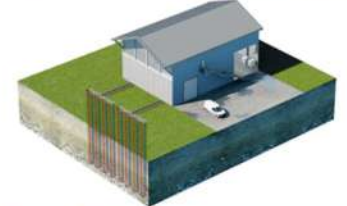
1. Archaeological trenching and stripping works to all undeveloped / untouched areas of virgin ground.
2. WSI to inform works but expected to require strip trenching advance of main works / part of PCSA and watching brief over stripping works. This is proposed during the mobilisation period or before.

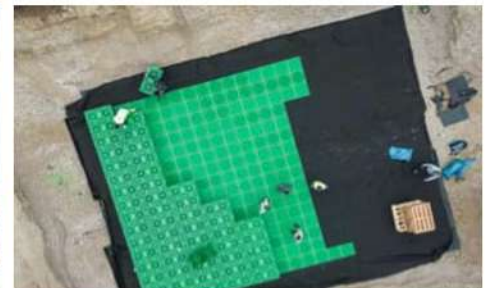
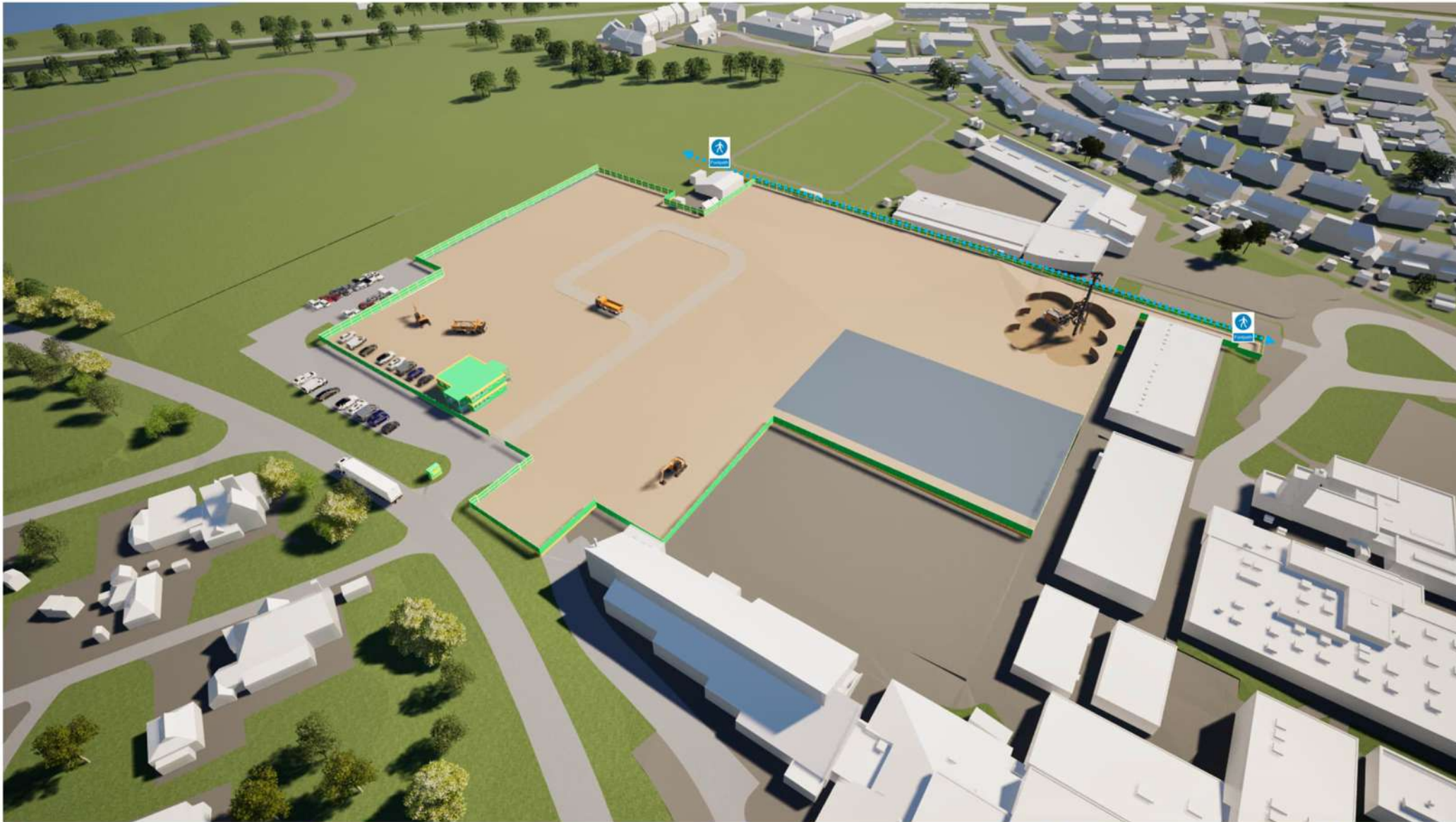


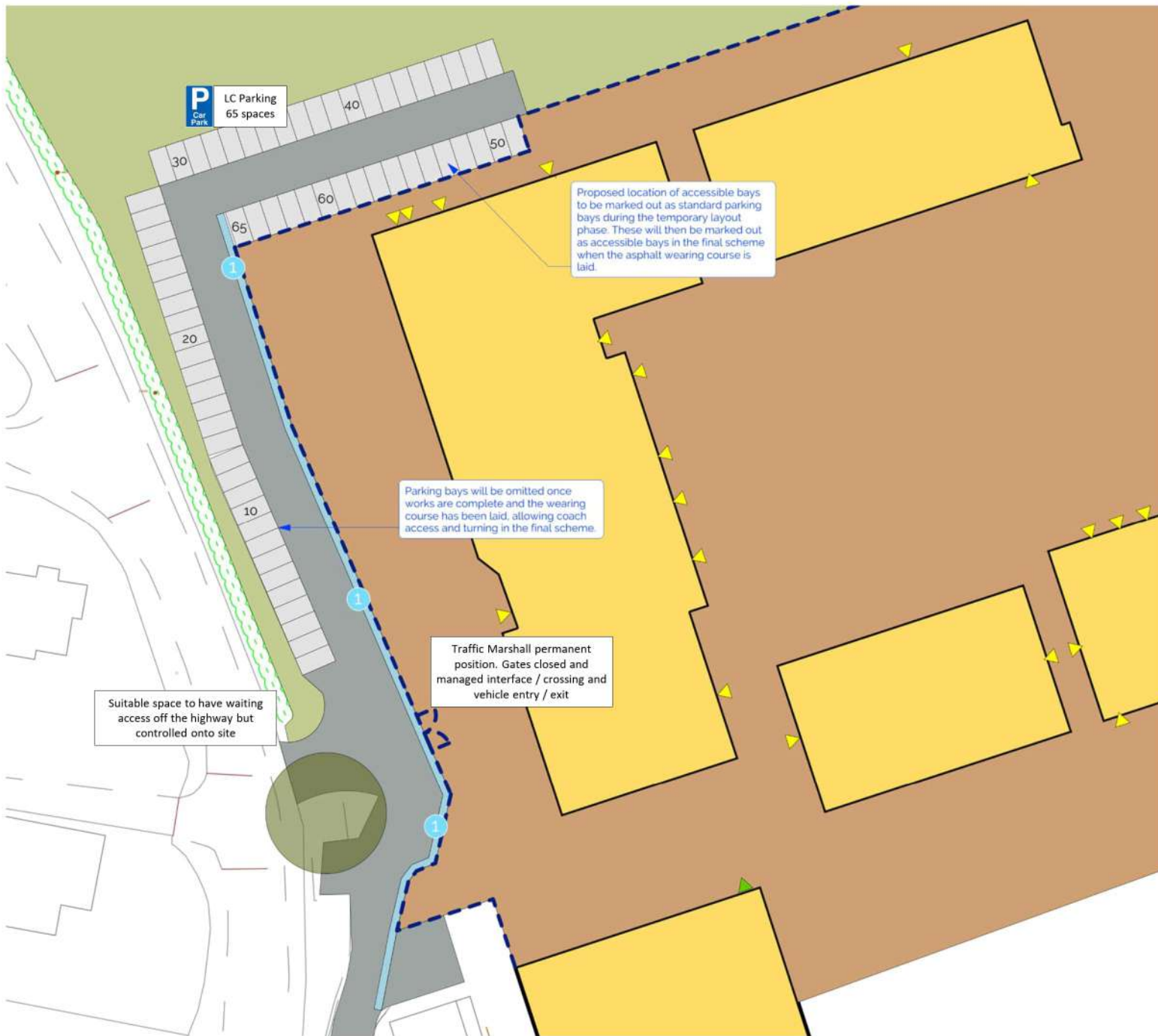
- Key Works:
1. Hoarding and Security
 2. Form Entrance to heavy duty cross over the SWCC Highways standards
 3. Welfare Installation
 4. LC Car Park Construction
 5. Car Park (Building 13) Attenuation Tank
 6. Storm water drainage connections
 7. SW 300mm diversions works.
 8. UKPN Leisure Centre Electric feed diversion
 9. New MUGA Attenuation Tank
 10. Playing Field Access footpath
 11. Maintenance Building Services Reconnections
 12. Commence GSHP Area
 13. Setup site haul roads and forming levels





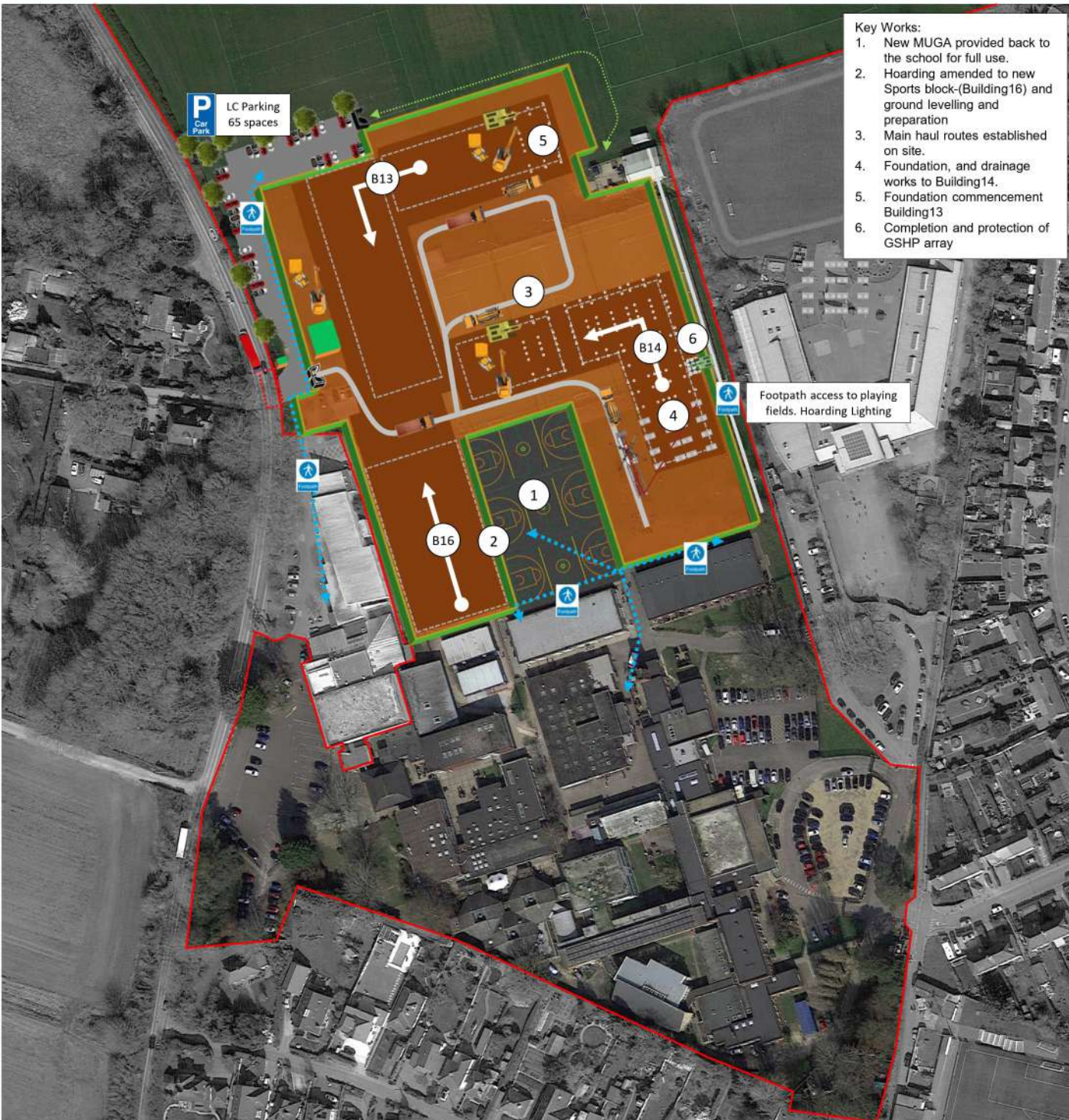






- Construction site
- Asphalt base course laid for access to site and temporary parking bays for leisure centre use. Once construction works are complete, the base course will receive the final asphalt wearing course
- 65no parking bays marked out with white lining over asphalt base course
- Construction site hoarding
- Pedestrian footpath marked on asphalt base course

- Key Works:
1. LC Temporary Car Park completion layout and access. Shows sufficient spaces above minimum requirement.

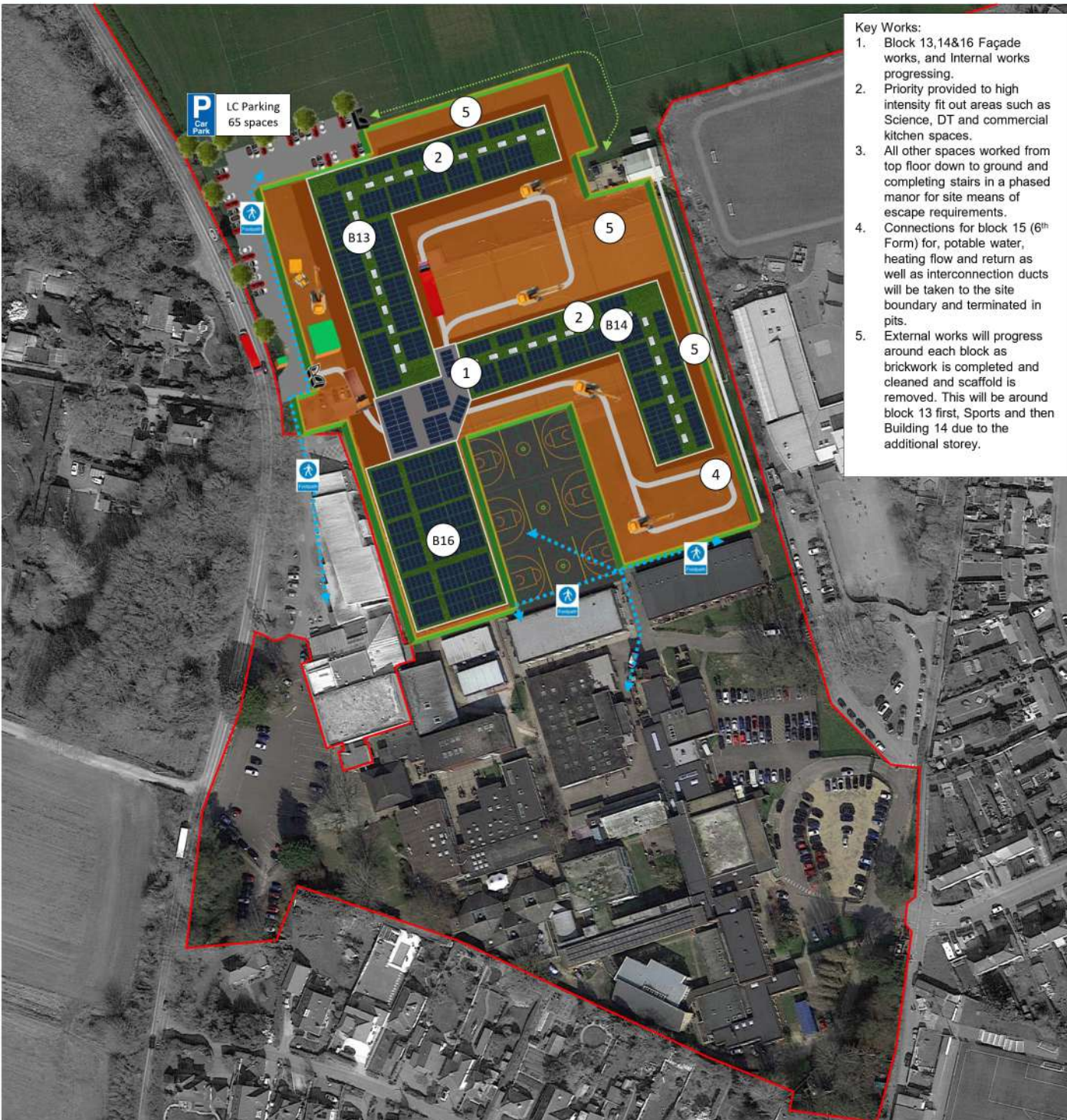




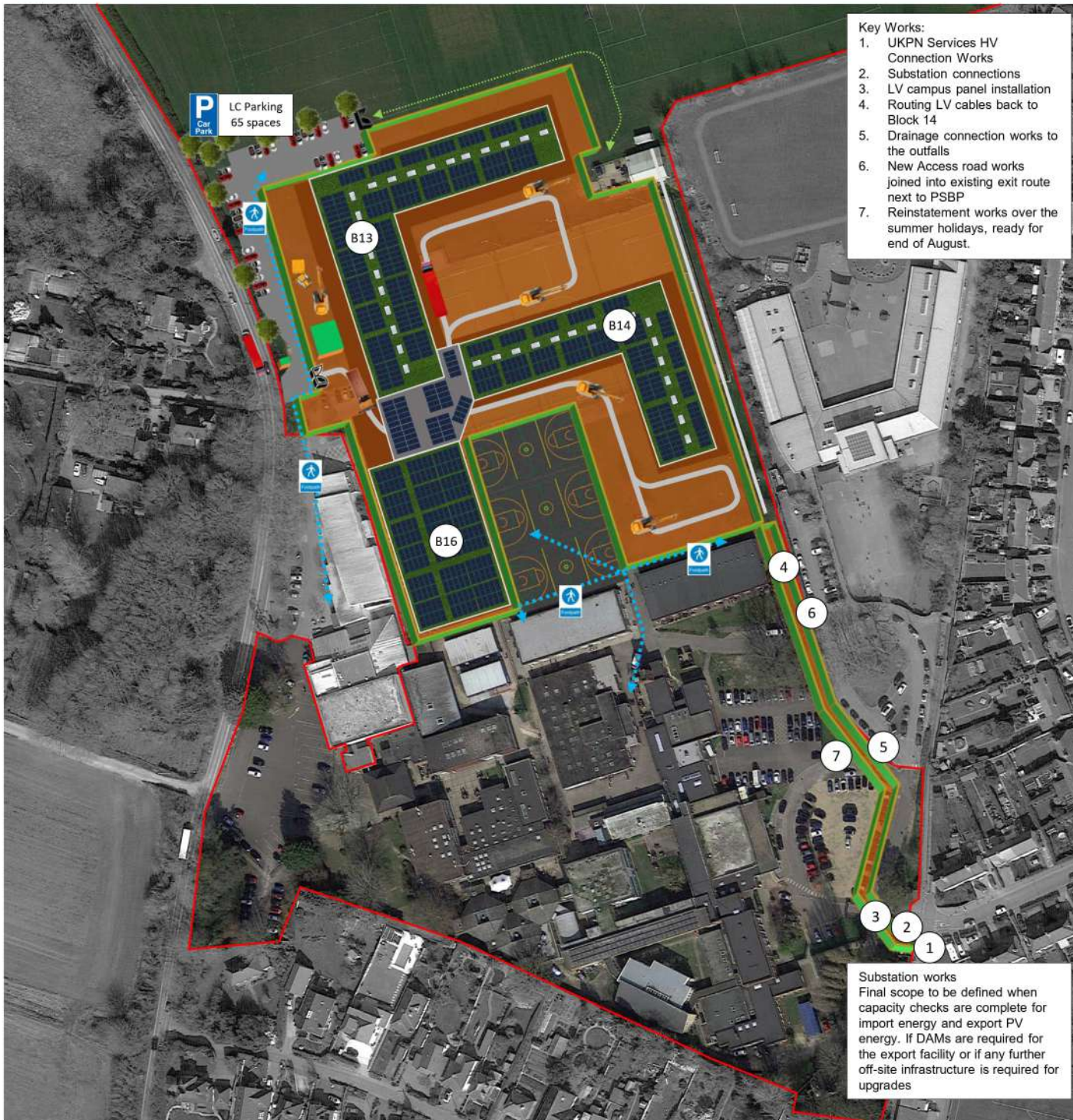


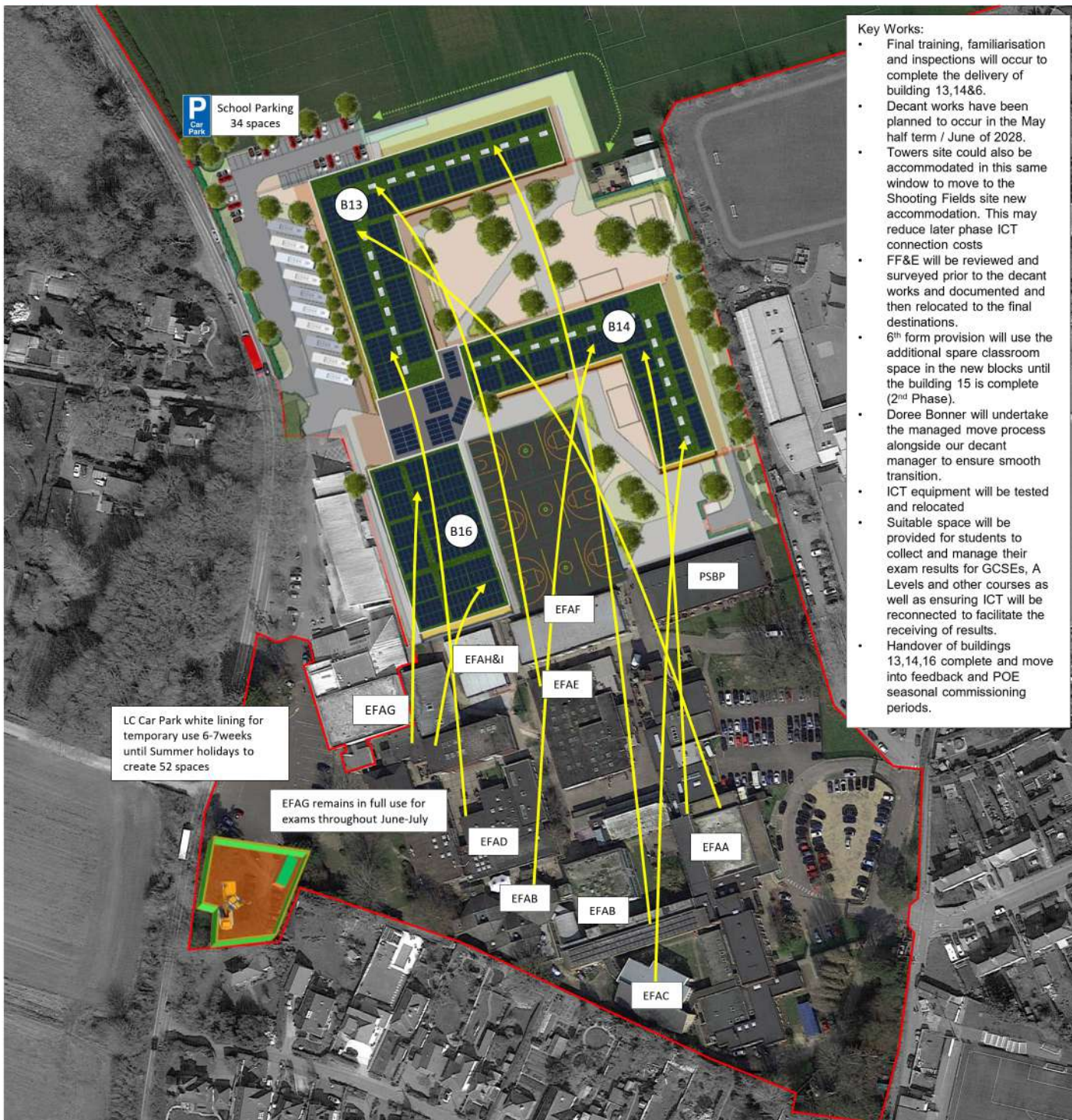












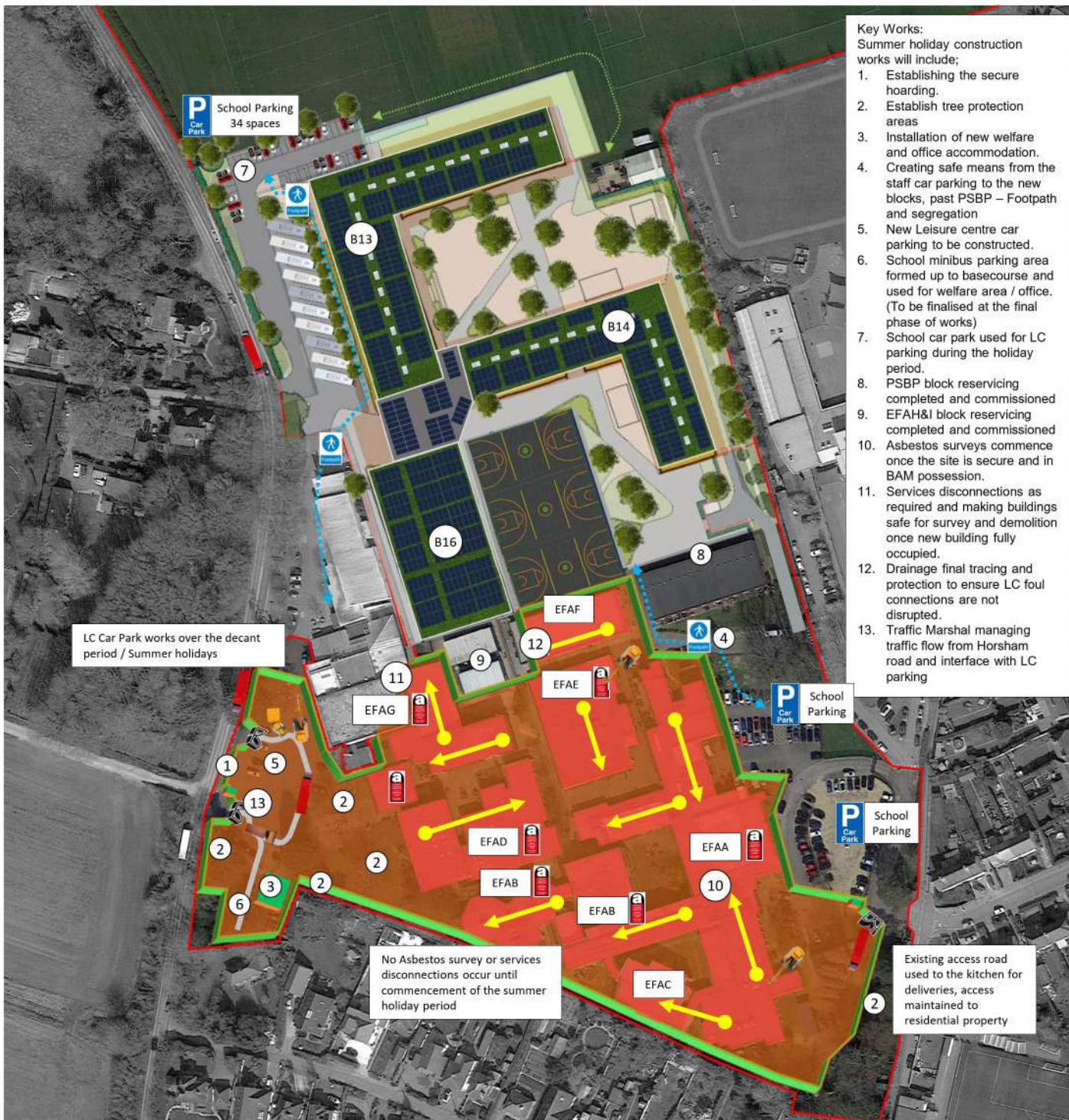
Key Works:

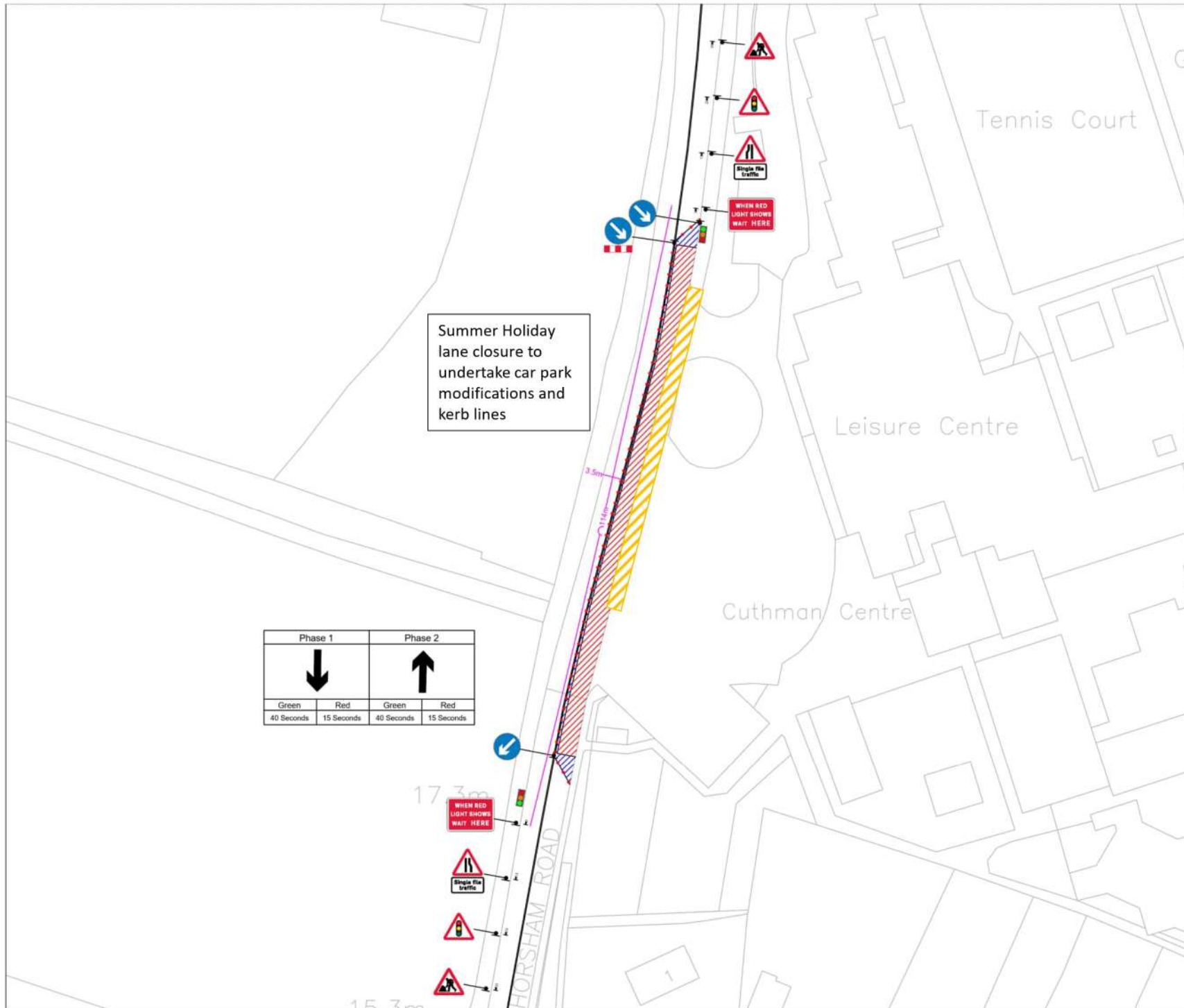
- Final training, familiarisation and inspections will occur to complete the delivery of building 13,14&6.
- Decant works have been planned to occur in the May half term / June of 2028.
- Towers site could also be accommodated in this same window to move to the Shooting Fields site new accommodation. This may reduce later phase ICT connection costs
- FF&E will be reviewed and surveyed prior to the decant works and documented and then relocated to the final destinations.
- 6th form provision will use the additional spare classroom space in the new blocks until the building 15 is complete (2nd Phase).
- Doree Bonner will undertake the managed move process alongside our decant manager to ensure smooth transition.
- ICT equipment will be tested and relocated
- Suitable space will be provided for students to collect and manage their exam results for GCSEs, A Levels and other courses as well as ensuring ICT will be reconnected to facilitate the receiving of results.
- Handover of buildings 13,14,16 complete and move into feedback and POE seasonal commissioning periods.

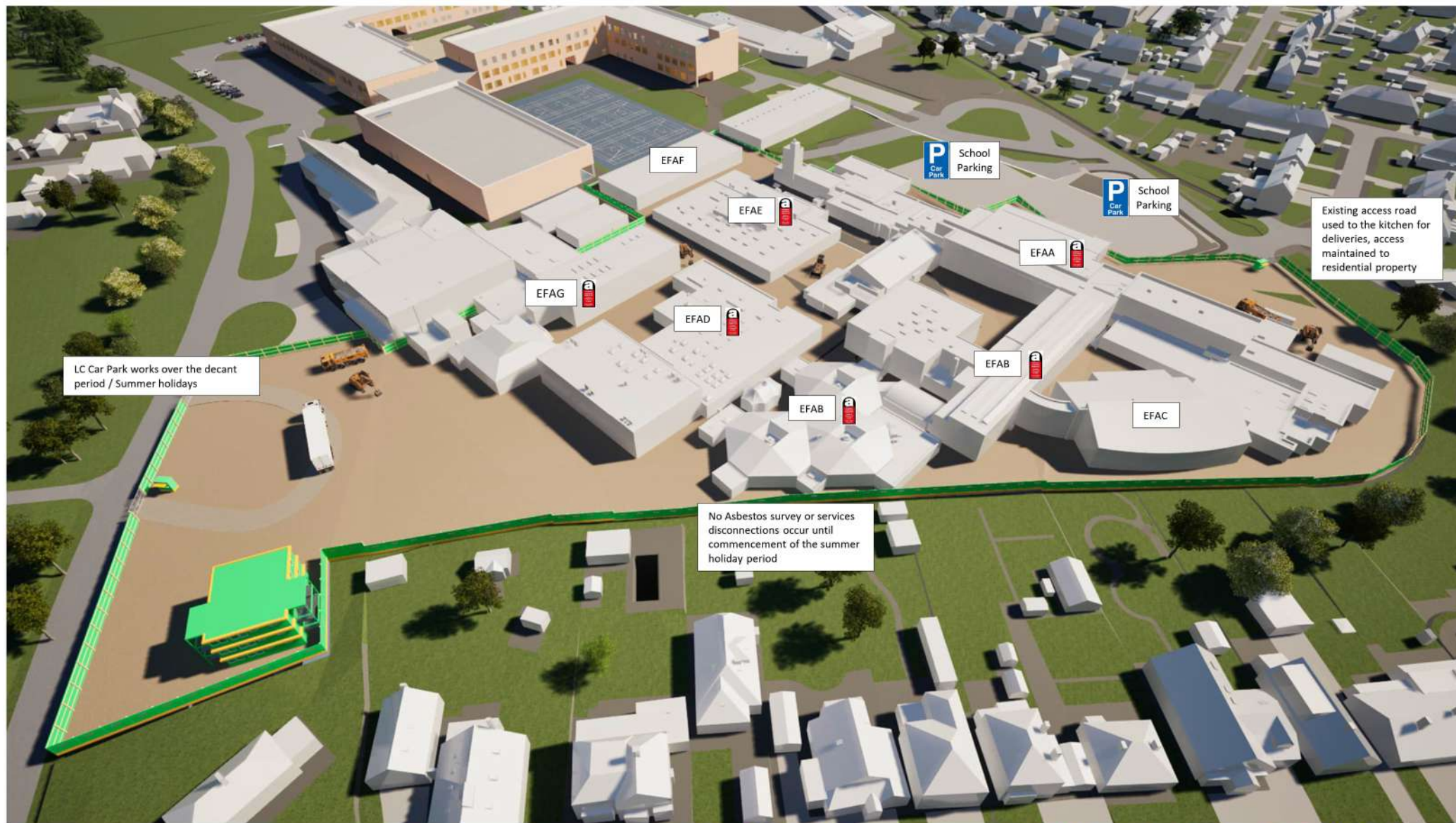


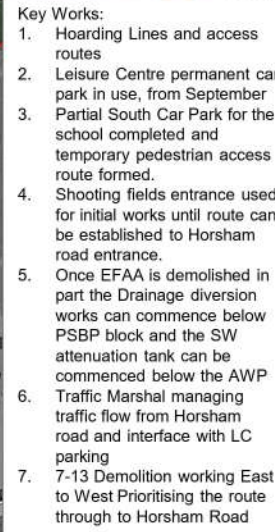


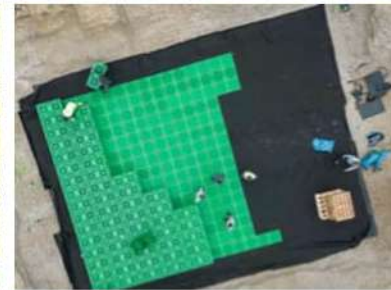
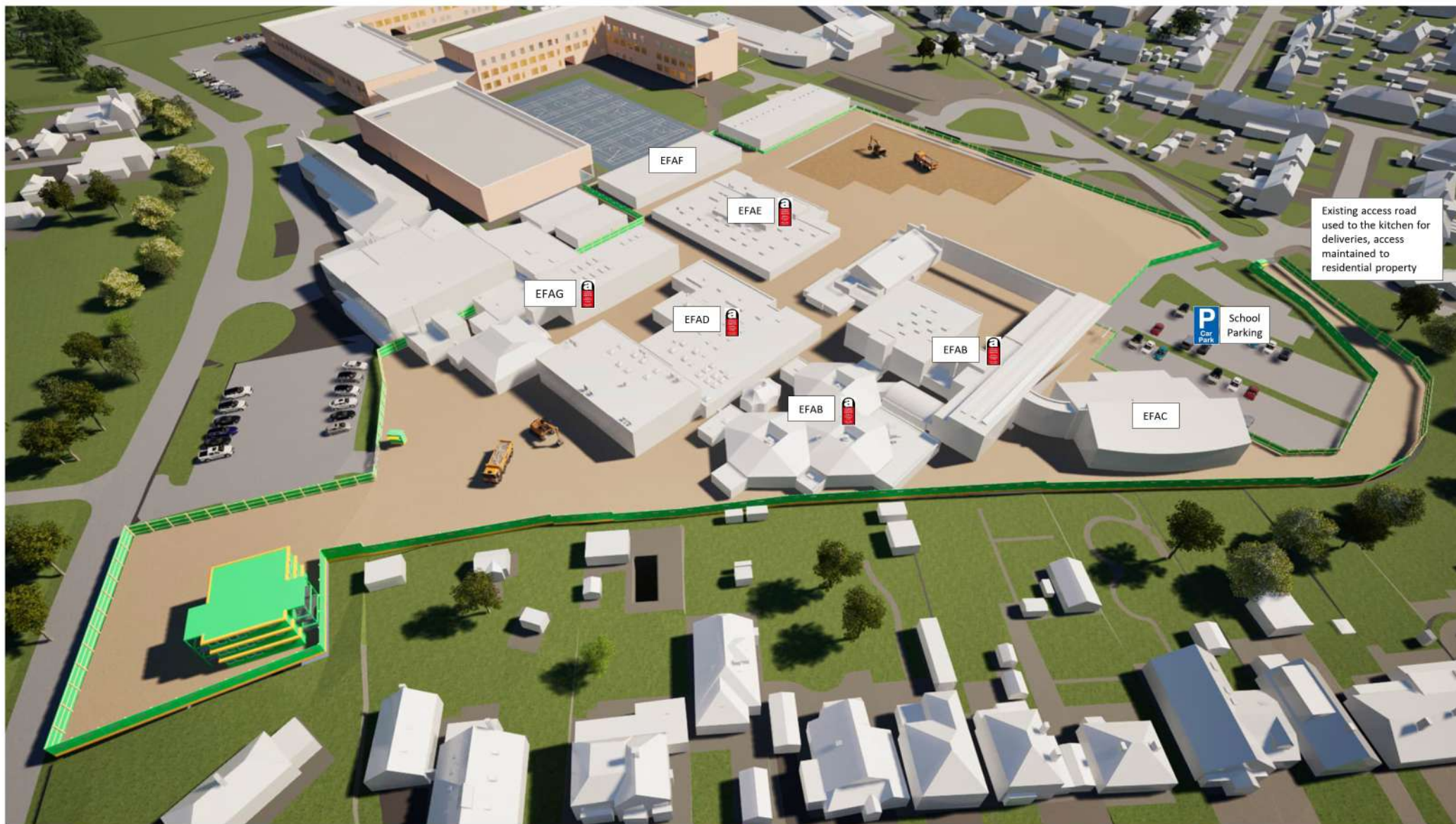


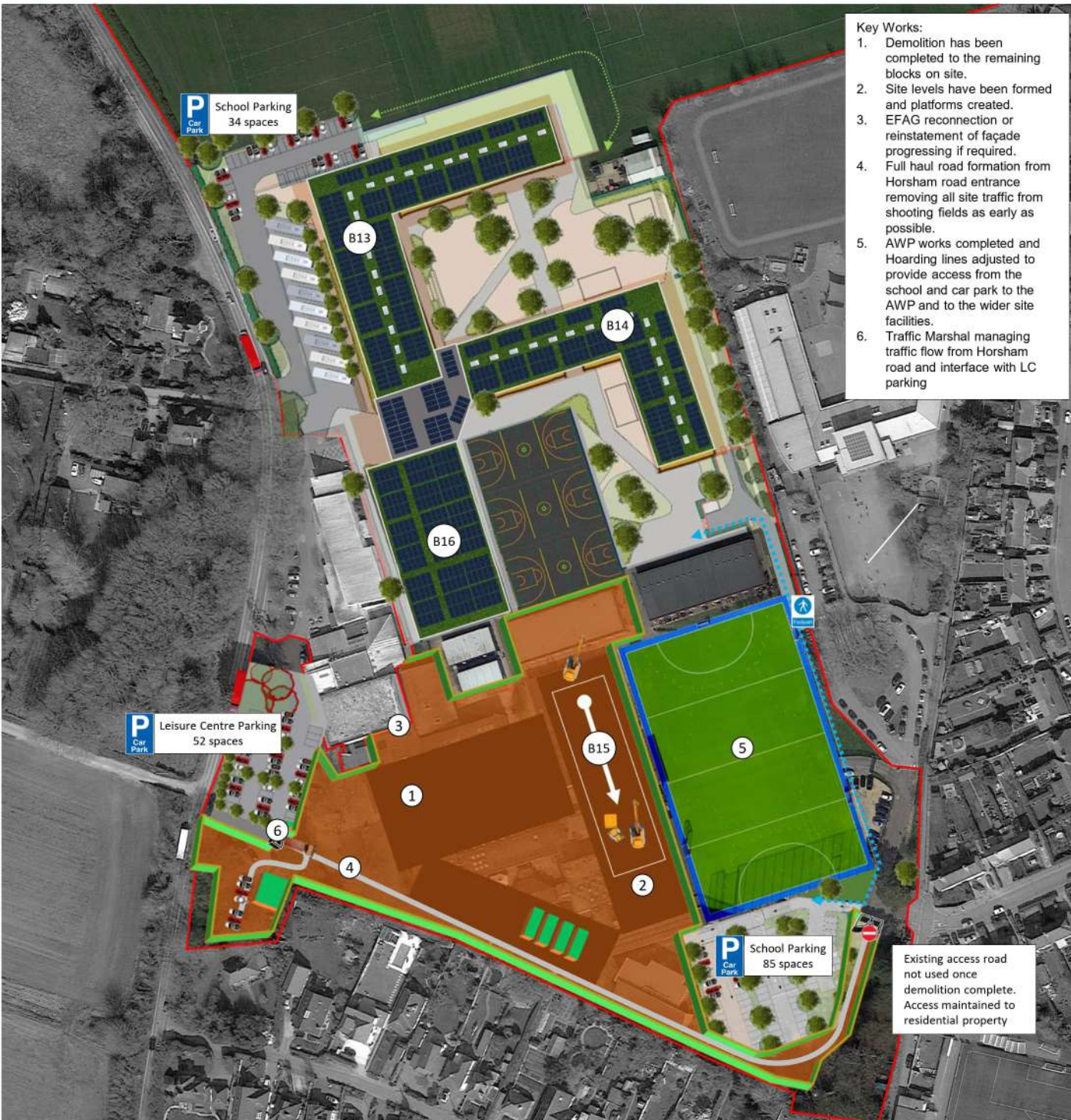




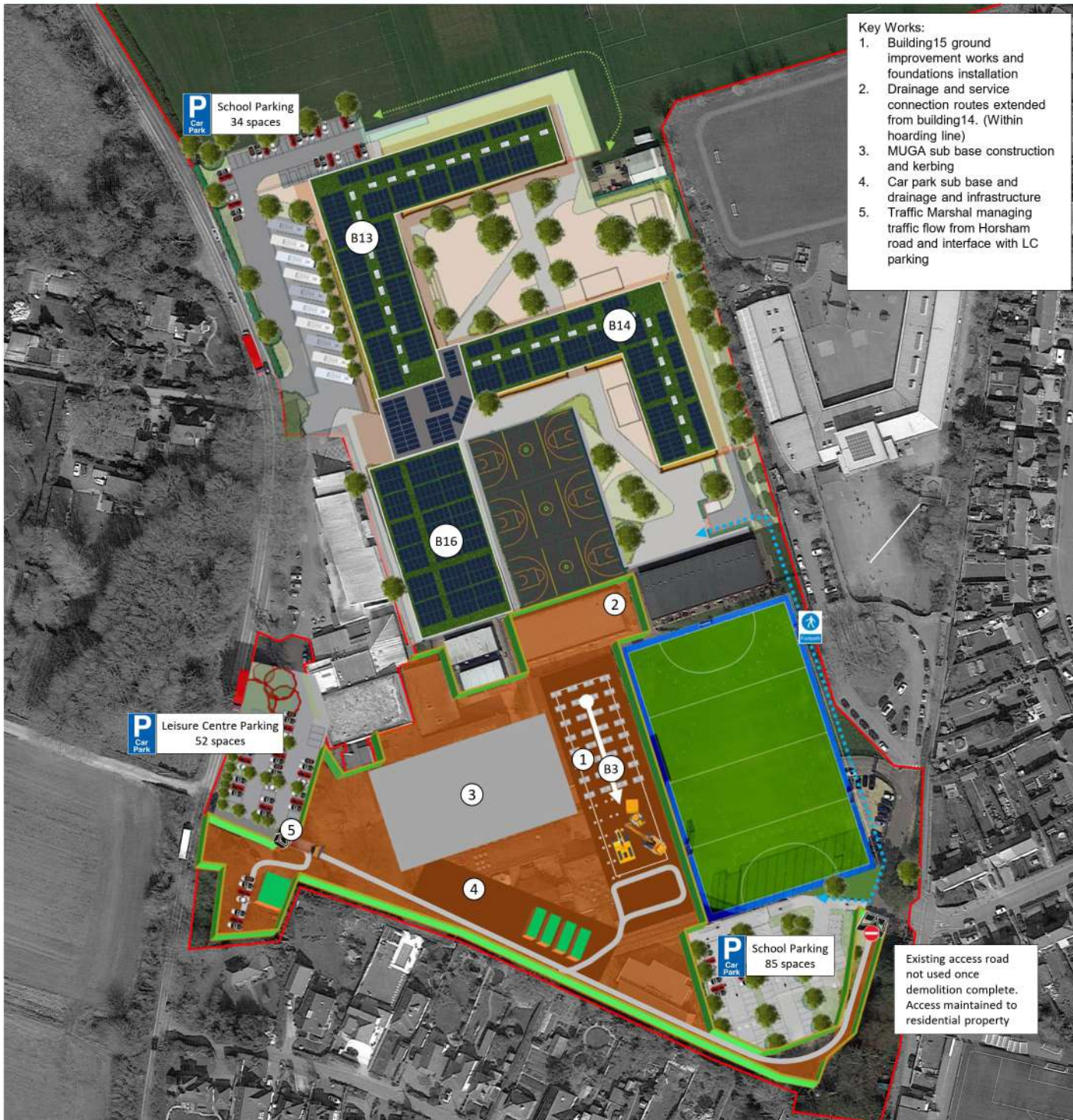




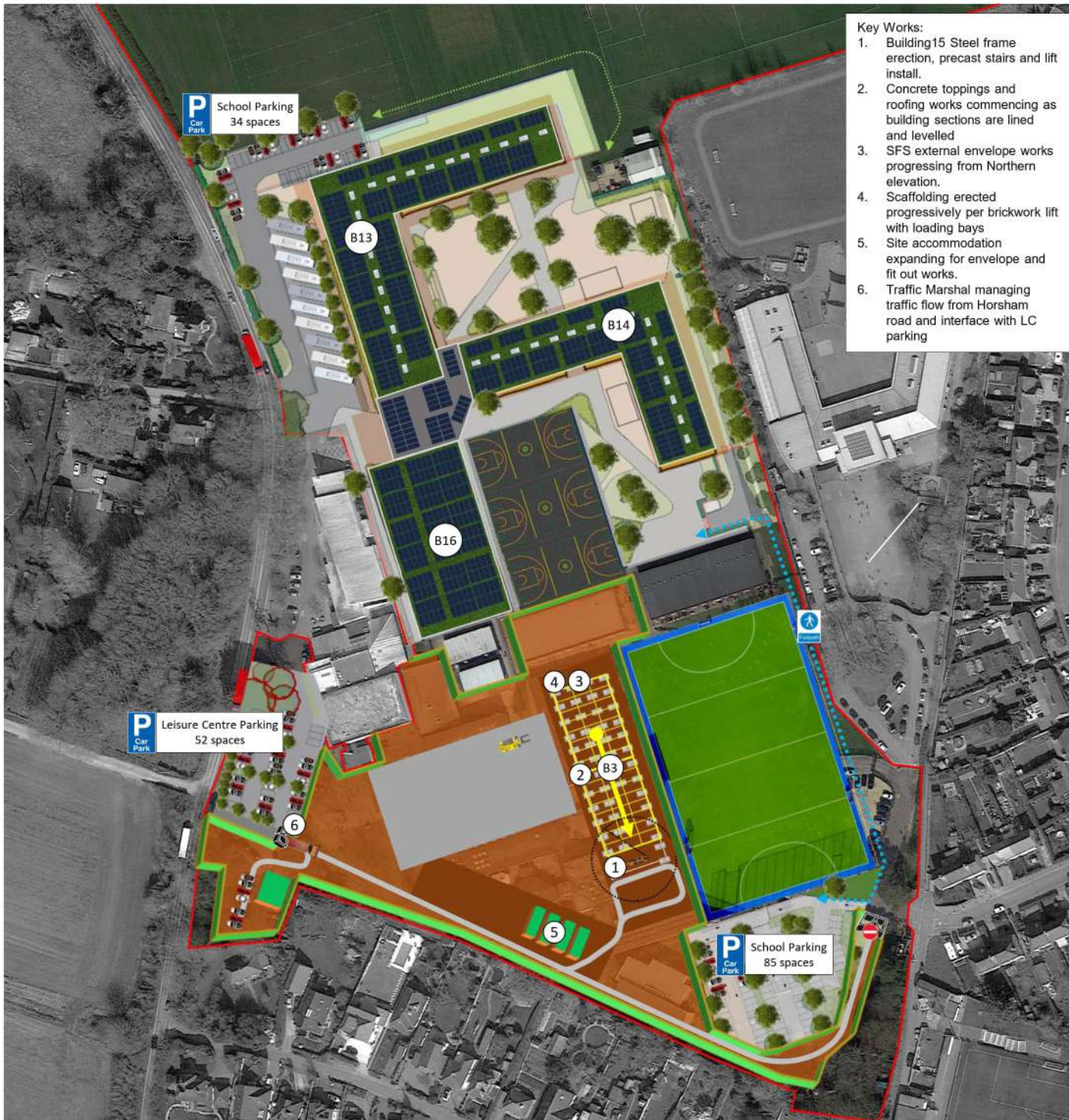










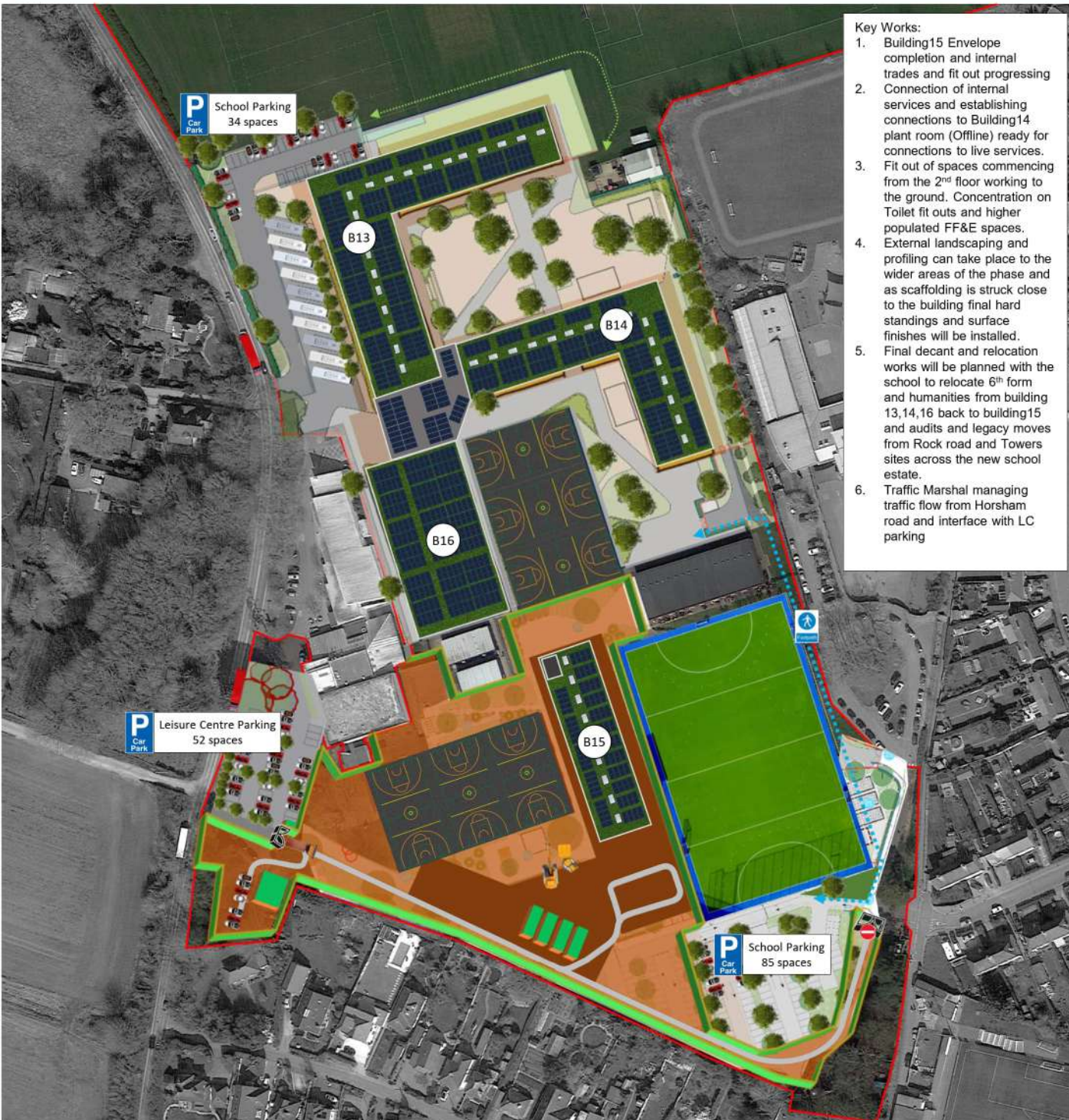


Key Works:

1. Building 15 Steel frame erection, precast stairs and lift install.
2. Concrete toppings and roofing works commencing as building sections are lined and levelled
3. SFS external envelope works progressing from Northern elevation.
4. Scaffolding erected progressively per brickwork lift with loading bays
5. Site accommodation expanding for envelope and fit out works.
6. Traffic Marshal managing traffic flow from Horsham road and interface with LC parking



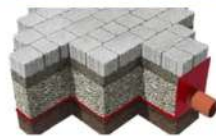


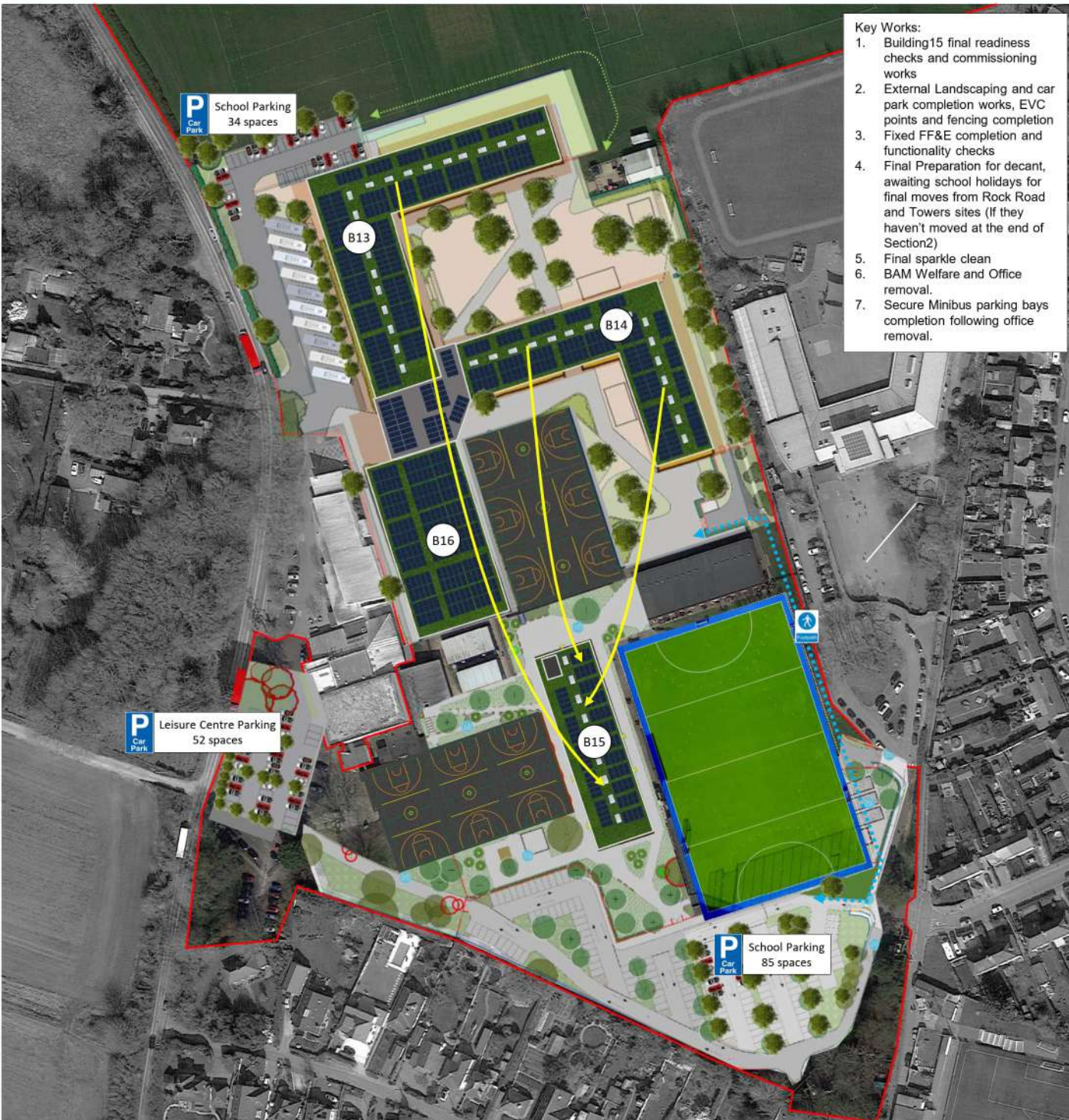


Key Works:

1. Building15 Envelope completion and internal trades and fit out progressing
2. Connection of internal services and establishing connections to Building14 plant room (Offline) ready for connections to live services.
3. Fit out of spaces commencing from the 2nd floor working to the ground. Concentration on Toilet fit outs and higher populated FF&E spaces.
4. External landscaping and profiling can take place to the wider areas of the phase and as scaffolding is struck close to the building final hard standings and surface finishes will be installed.
5. Final decant and relocation works will be planned with the school to relocate 6th form and humanities from building 13,14,16 back to building15 and audits and legacy moves from Rock road and Towers sites across the new school estate.
6. Traffic Marshal managing traffic flow from Horsham road and interface with LC parking









Key Works:

1. Decant works on the Shooting Fields Site from block 1&2 into block 3 (2nd Moves) for the original Shooting Fields Pupils
2. Decant works from the other sites to occur once school breaks up Easter break April 2030 once the building is signed off.
3. Furniture and equipment tested and moved to final positions
4. If new legacy is being purchased these can be accommodated straight into the new building with BAM support



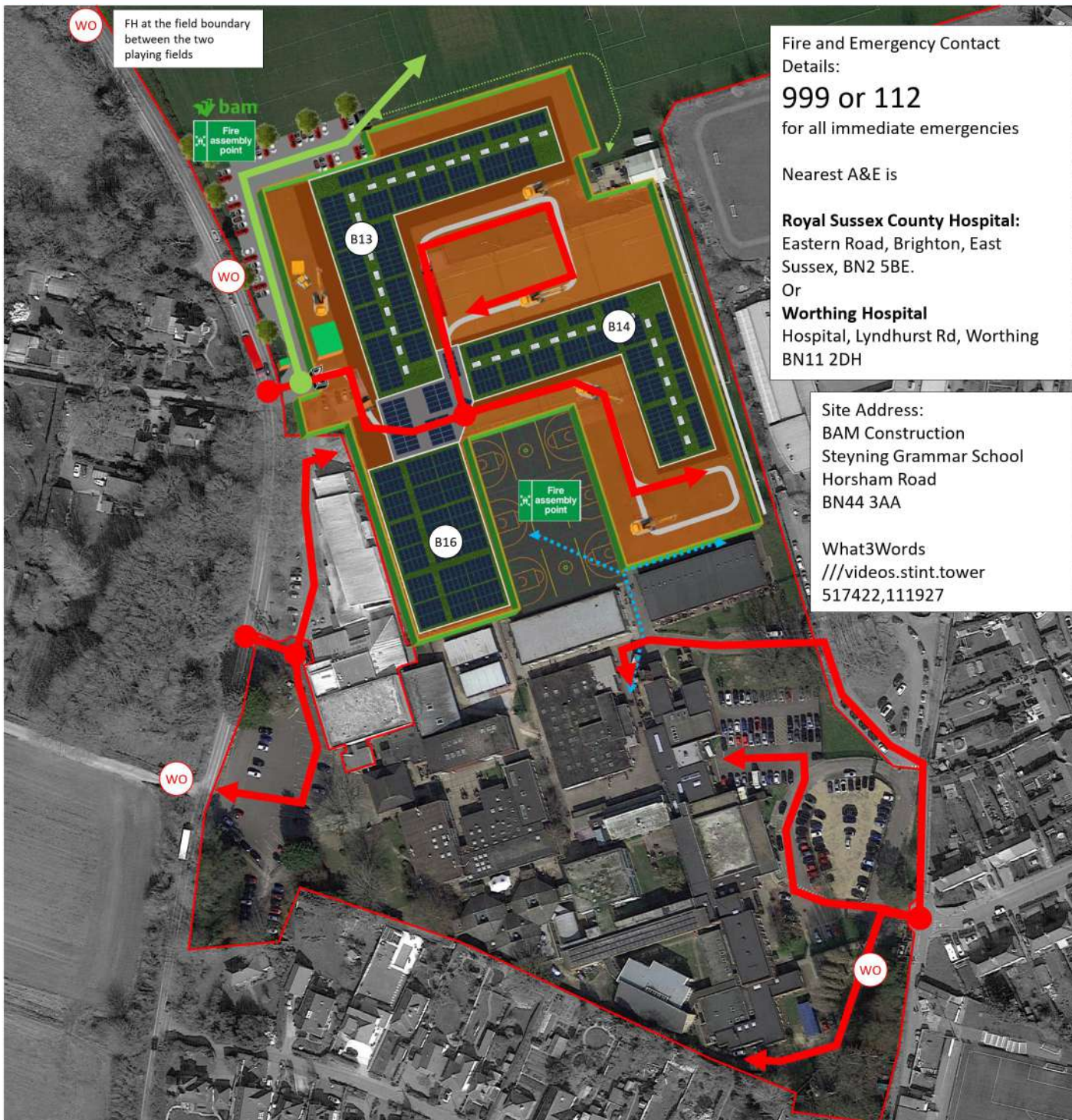
Steyning Grammar School - Rock Road Site



Steyning Grammar School – Towers Site (Could have been relocated in June 2028)







Fire and Emergency Contact Details:
999 or 112
for all immediate emergencies

Nearest A&E is

Royal Sussex County Hospital:
Eastern Road, Brighton, East
Sussex, BN2 5BE.
Or
Worthing Hospital
Hospital, Lyndhurst Rd, Worthing
BN11 2DH

Site Address:
BAM Construction
Steyning Grammar School
Horsham Road
BN44 3AA

What3Words
///videos.stint.tower
517422,111927

Fire and Emergency Access routes – Initial construction phase to Construction site and existing buildings

Access to the existing area of the school is uninterrupted as existing arrangements, with the new MUGA acting as a potential muster point. A secondary exit through to the construction site will be considered at the next stage as a secondary exit if a fire should result in area being restricted.

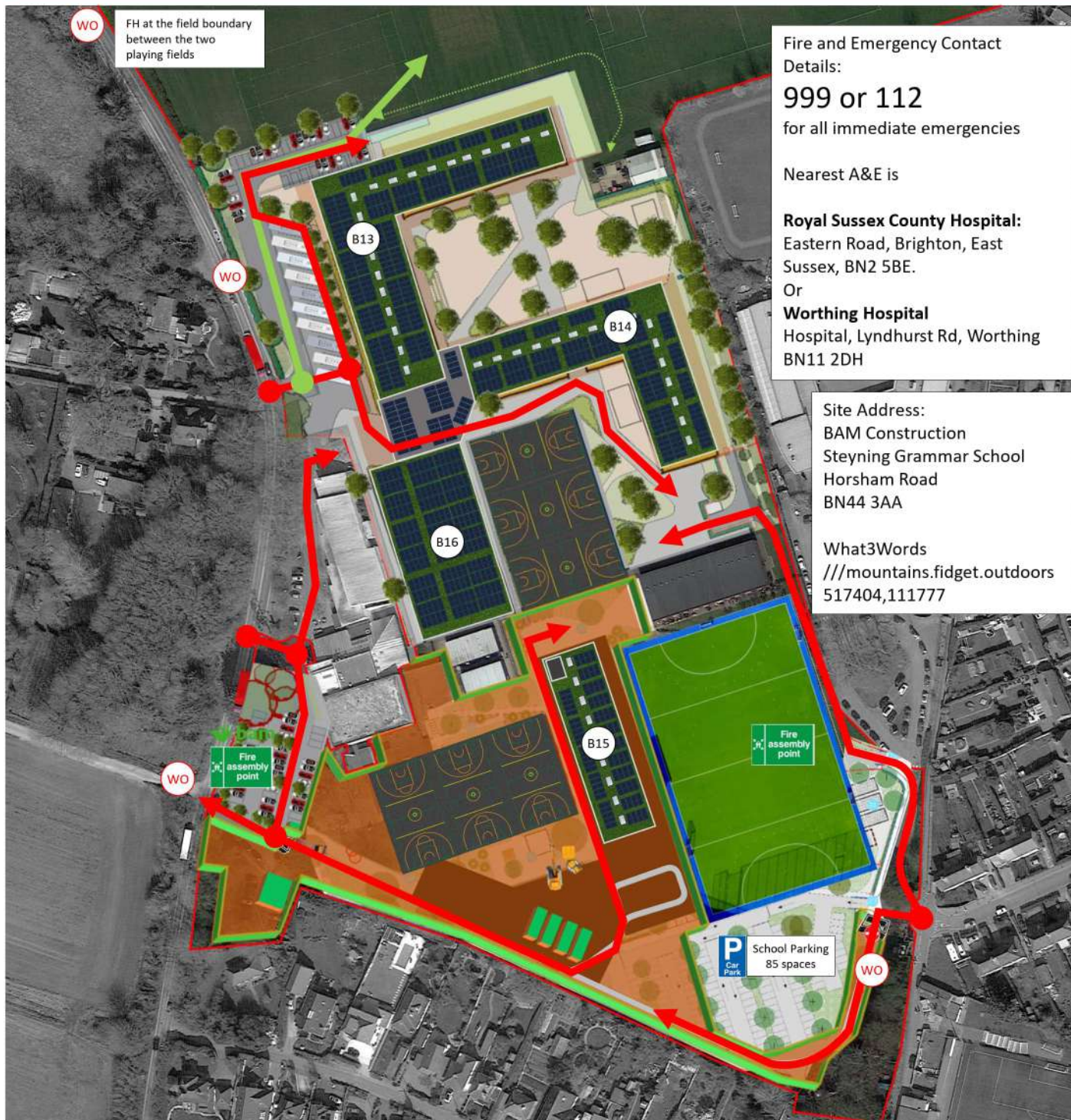
Access to the pitches be uninterrupted during the works for fire and ambulance access.

Access to the car park and leisure centre frontage maintained for fire access.

Entrances are kept clear and monitored throughout the works to ensure emergency access can be maintained.

Emergency rescue areas are also considered from MEWP's, roof access as well as excavations on site and suitable access can be provided at all stages of construction and this has been reviewed as part of the design progress.





Fire and Emergency Access routes – Initial construction phase to Construction site and existing buildings

Access to the new area of the school is as per our emerging fire strategy review achieving 15% of the façade of each of the buildings with tender access with the new AWP acting as a potential muster point. This already has a secondary exit through to the service road / car park

Access to the pitches be uninterrupted during the works for fire and ambulance access.

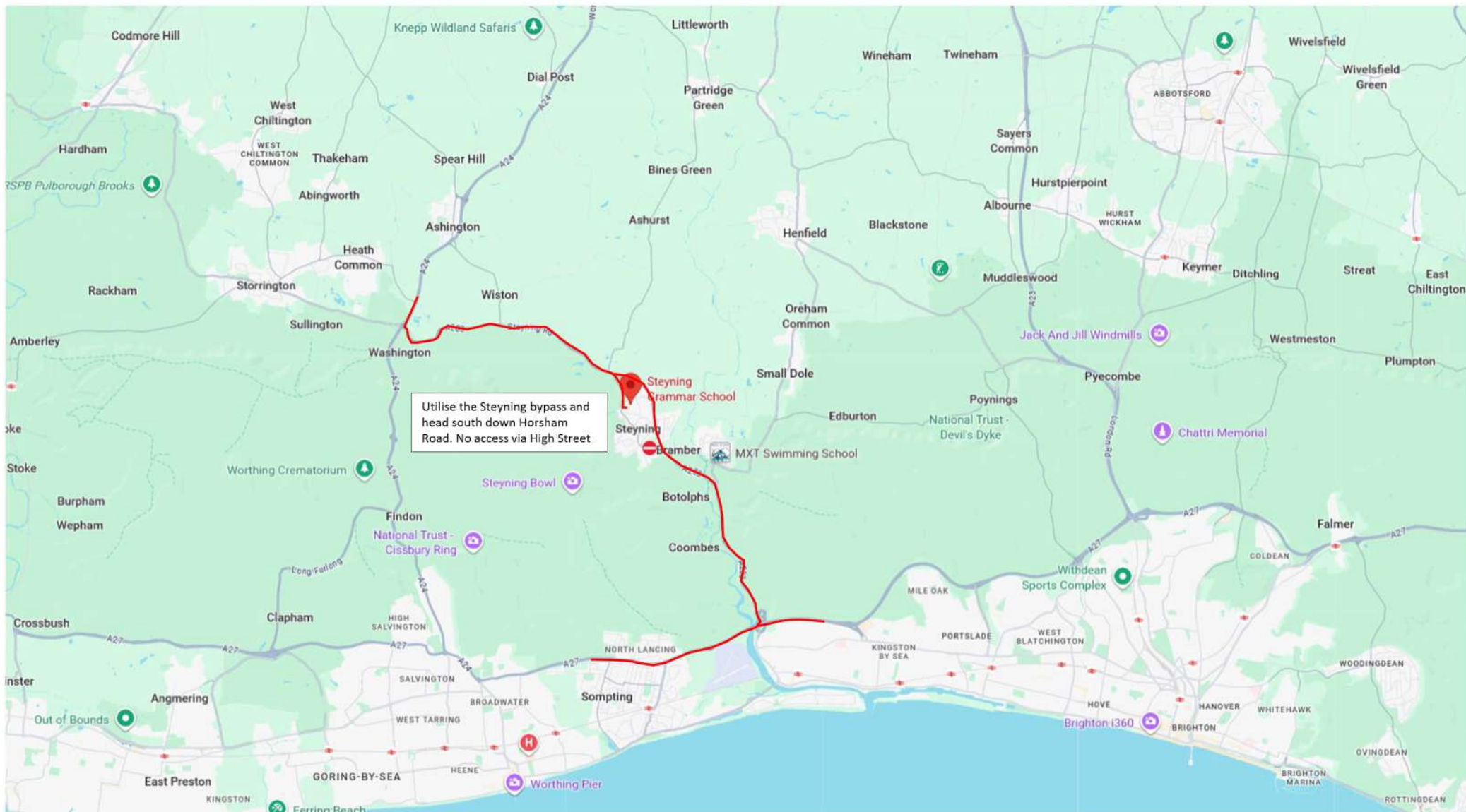
Access to the car park and leisure centre frontage maintained for fire access.

Entrances are kept clear and monitored throughout the works to ensure emergency access can be maintained.

Construction site access is from either Horsham road or Shooting fields and can be accessed up to the building as it would be in the permanent works. Our working platforms will be designed to 500kn/m² which far outweighs the requirement for fire tender weights.

Emergency rescue areas are also considered from MEWP's, roof access as well as excavations on site and suitable access can be provided at all stages of construction and this has been reviewed as part of the design progress.





Burgess Hill – Pulborough – Horsham (West Sussex)

100

Burgess Hill
Pulborough
Horsham

Via Hickstead, Sayers Common, Woodmancote, Henfield, Small Dole, Upper Beeding, Bramber, Steyning, Washington, Storrington, Pulborough, Binsted College, Adversane, Billingshurst, Sleaford, Broadbridge Heath and Horsham Railway Station and Horsham Hospital.

Timetable

Lancing – Steyning (West Sussex)

740

Lancing
Steyning Grammar School

Via Sompting and North Lancing. This service operates to both the Shooting Field and The Towers sites of Steyning Grammar School.

Timetable

Worthing – Steyning (West Sussex)

745

East Worthing
Steyning Grammar School

Via Worthing, Goring, Durrington, Tarring, Findon Valley and Findon Village. This service operates to both the Shooting Field and The Towers sites of Steyning Grammar School.

Timetable

Train from London
Choose your departure station: You can depart from London Victoria, London Bridge, or London St Pancras.
Travel to Brighton: Most trains will take you to Brighton, with the fastest direct services taking as little as 52 minutes.
Alternatively, travel to Shoreham-by-Sea: A few routes may also take you to Shoreham-by-Sea, which is closer to Steyning

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Shoreham-by-Sea: Train station to Steyning Grammar School can be achieved by the Number 2 Bus operated by Brighton and Hove which runs every 30mins.
Fastest connections
6:56-7:09am
7:43-8:01am

By Car: Access is via Horsham Road and can be accessed easier from the northern section of the Horsham road (Heading South) from the Steyning bypass from either the A27 or the A24 directions.
Car Parking is available on site within the site compound; car sharing is encouraged and rewarded to save space for operatives.