



**Construction Method
Statement (CMS) for
Development of Phase 10**

**18/00825/HYBRID-
CONDITION 22**

Rev - A

Heyford Park Developments Ltd.
Camp Road Upper Heyford

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1. INTRODUCTION

This CMS is designed to implement appropriate mitigation measures and good practice measures in respect of the construction and development of 148 new homes at the western end of, Camp Road, Upper Heyford. It forms an over-arching document to cover all the project activities including those carried out by subcontractors. The aim is that the document will evolve as the project does. The CMS is viewed as a moving document that will be revised during the process of construction and should be read in conjunction with the Construction Phase Health and Safety Plan and Waste Management Plans.

The broad purposes of the CMS are therefore to provide:

- appropriate method statements for construction;
- to ensure that best practice standards are adopted throughout the works;
- Compliance with the recommendations in the Heyford Masterplan, Environmental Statement - March 2020
- Codes of Construction Practice for particular activities; and
- to provide a framework for avoiding impacts that may be unforeseen (e.g. due to accidents, etc.) or unidentified until construction is underway.

Construction works must be carried out having regard to legislation covering working practices. Given the nature and character of the site, this CMS focuses on noise, vibration, dust and Ecological issues. The principal community receptors are the Old Station Nursery, local residents, Heyford Park School and adjacent businesses.

As an overview the phasing of the work is envisaged as follows:

1. Pre- construction surveys and investigations
2. Site set-up
3. Demolition and Remediation
4. Groundworks including new roads associated infrastructure, foundations and drainage
5. New build homes traditionally constructed

6. External hard and soft landscaping.

2. GENERAL PROVISIONS

2.1. ROLES, RESPONSIBILITIES AND REPORTING

Role of the Contractor (HPDL)

The Contractor will be responsible for ensuring compliance with:

- all relevant legislation and guidance;

- the controls and mitigation measures contained in this CMS.

The Contractor will be required to undertake regular environmental inspections and reporting to monitor and evaluate the performance.

The Contractor will demonstrate the means of ensuring that the requirements of the CMS are complied with during construction and demonstrate commitment to the CMS at all levels in its management structure.

HPDL Project Manager/Co-ordinator will monitor and audit the compliance with the CMS.

2.2. ENVIRONMENTAL MANAGEMENT PRINCIPLES

Environmental management issues throughout the life of the project, including detailed design through to commissioning, are to be governed or guided by a number of 'standards', including:

- those contained in legislation;

- those established by industry codes of practice;

- those required by the Contractor's environmental policy

- those highlighted by persons/companies employed by HPDL to monitor and advise on any ecology issues.

2.3. EXTERNAL COMMUNICATIONS AND CONTACT DETAILS

HPDL will be responsible for formal external communications, particularly those with statutory consultees. The main consultees to be involved include:

- Cherwell District Council
- Oxfordshire County Council
- Health and Safety Executive

The Contractor will therefore be required to attend meetings as appropriate.

Communication with the public will be dealt in the following ways:

- Contact with local residents and businesses - letter drops and clear signage advising of any significant disruptions and deliveries.
- Attendance at Residents meetings as required

Contact details for any issues will be made available to the members of the public and are provided below, residents are to make contact to the Project Manager in the first instance. A logbook will be kept in the site office, in which all complaints and comments will be registered as well as the subsequent resolution.

The Project Manager for the site will be:

Barry Dell - 07548 650556, Heyford Park House, Camp Road, Bicester, OX25 5HD

The Site Supervisor responsible for on-site works will be:

Peter Knight - 07908 548232, Heyford Park House, Camp Road, Bicester, OX25 5HD

2.4. COMPLAINTS PROCEDURE

A complaints procedure will be established whereby any complaints will be made direct to HPSL's site-based Project Manager. Details of the telephone number and complaints

procedure will be distributed to residential properties and other premises likely to be affected by the construction activities within the works.

Complaints will be investigated by the HPDL Construction Director (Justin Taylor). Appropriate action will be taken where necessary, and records of all such complaints and actions will be maintained on site.

TRAINING

All personnel will be made aware of their responsibilities with respect to the CMS, and its appropriate implementation. As part of the elaboration of the current CMS a training and induction programme will be developed for all site personnel, the aims of the training will be to ensure that all personnel are fully conversant with:

- the CMS and its on-site implementation;
- the roles of the HPDL staff, and any external consultants.

Records will be kept of the training given to individual staff. Assessment of the effectiveness of the training programme will form part of the audit procedures for the CMS by HPDL

All construction personnel will undergo site-specific induction to include health, safety and environmental issues, before commencing work on the site. Additional tool-box talks will be given as necessary, particularly where a sensitive ecological feature requires special attention or protection.

2.5. CONSTRUCTION MONITORING

There will be continuous monitoring of safety standards on-site during all demolition and construction activities to ensure compliance with all existing and forthcoming statutory requirements and industry good practice. HPDL have appointed Hurst Setter Ltd as Health and Safety Manager Consultants and the Site Inspector will visit site at regular intervals (approx. monthly but more often if required) and is responsible for the monitoring and implementation of the Health and Safety and Environmental aspects relating to the site works

The requirements of the *Management of Health and Safety at Work Regulations 1992*, the *Construction (Design and Management) Regulations 2015* and the *Construction (Health, Safety and Welfare) Regulations 1996* will be adhered to. In doing so, regard will be paid to the features listed below to ensure that no compromises are made which might jeopardise the safety of employees, contractors, or the public:

- construction work on site;
- hazardous materials and chemicals;
- operating procedures;
- work permits; and,
- emergency response.

The health and safety performance of HPDL will be the subject of regular reviews.

2.5.1. CONTINGENCY PLANNING FOR EMERGENCIES AND ENVIRONMENTAL INCIDENTS

Although a serious incident is unlikely to occur during the construction of the Development, it is necessary to have procedures in place to deal with emergencies and incidents. A series of plans will be developed, which will set out the response in the unlikely event of an incident occurring during construction such as an episode of unexpectedly elevated noise or dust levels or an Environmental incident. The procedures will include provision for incident reporting.

3. METHOD STATEMENTS

This section will include Method Statements relevant to the safe operation of the site works and will target any works which are medium or high risk or have an impact on the public, surrounding areas or on environmental issues.

At this early stage in the project, very few of the Sub- Contractors have been appointed so a brief description of the early works has been included and focus on the main issues to be addressed in the detailed Method Statements

- Enabling works- Services Diversions - Prestige Power will carry out out disconnections of the LV supplies to the existing building and diversions of an HV cable crossing the site. Openreach are contracted to divert any telephone/ data cables crossing the site and Nexus Utilities will complete a diversion of a private water main. Due to the high risk involved with working with High Voltage power installations are appointed as consultants and contractors to carry out any works on HV or LV cables within/affecting the site area.

- Enabling Works- Demolition - HPDL have appointed Urban Regen Ltd. to carry out the demolition of the existing buildings and removal of the above ground and underground fuel tanks. Urban Regen will be required to follow the Site Remediation Strategy which will be developed by HPDL in conjunction with specialist consultants Smith Grant Partnership. All elements of the demolition works package will be assessed and appropriate Risk Assessment and Method Statements developed.

- Structure - The new housebuild structures consist of new concrete foundations, cavity wall construction of brick and block, engineered timber joists or concrete beams (Apartments) and pitched roofs. Trade Contractors Method Statements will be added to CMS as contractors are selected and appointed

As each method statement is produced, it will be added to this section of CMS and a new version number assigned to the CMS.

4. WORKING HOURS

Working hours will be in accordance with HPDL guidelines and reflect the proximity of adjacent residential properties and Heyford Park School

The hours of work for the construction activities generally will be between 07.30 and 18.00 Monday to Friday and 08.00 to 13.00 Saturday.

Some craneage and related operations may require working outside of normal working hours. Specific approval will be sought for these operations as required.

5. ENVIRONMENTAL MITIGATION STRATEGY

Environmental considerations are paramount in planning, setting up and implementing a construction project. The Heyford Masterplan, Environmental Statement (March 2020), identifies many of the environmental issues associated with the development of Heyford Park Phase 10 and this CMS will address the issues raised and the proposed mitigation measures. Some of the environmental issues are already identified within government and HSE legislation and these items, noise, vibration, dust and odours will be specifically addressed in sections 6 and 7 which follow within the CMS document. The other environmental and ecological factors are identified below together with the proposed mitigation strategy.

- Trees and Green Infrastructure
 - An Arboricultural Impact Assessment has been prepared in support of the RMA Planning application and if approved, the AIA will identify trees to be removed or retained.
 - Retained Trees will need to be protected from adjacent construction activities with appropriate fencing in accordance with British Standard BS5837.
 - BSG Ecology have been appointed to survey and report on existing ecology and any mitigation required. The report advises that trees within the development area, show no evidence of being used as bat roosts or by barn owls and that bird activity is limited to possible seasonal nesting. The suggested mitigation is that trees for removal will need to be clearly identified with removal works planned to avoid bird nesting season with a pre- removal check for any other evidence of animal activity.
 - As the construction programme progresses, the areas identified on the approved landscape drawings will be planted with trees, seed and shrubs to implement the Green Infrastructure strategy.
- Soil Pollution
 - The central section of the Phase 10 development was originally used as a fuel storage area when the USAF were using the airbase. The storage area was fed via an incoming, underground pipeline and fuel was stored in 3No. large overground tanks (POLS 21A,B and C) and 12 No. underground tanks (POL 2) before being distributed around the airfield via tankers. Due to the nature of the fuel storage/ distribution activities, age of the installation and regulations in force at a military airfield, it was anticipated that the area could have been subject to some pollution from spillages and unregulated use of the surrounding land. Although the USAF carried out a decommission of the tanks and pipelines, the area was still deemed as a pollution risk and the developers engaged Consultants and Contractors (Vertase Ltd.) in 2011/2012 to clean all of the tanks and pipelines and fill with concrete or foam to exclude any possible remaining fuel deposits.
 - HPDL appointed Hydrock to carry out a high level Soils Investigation in 2018 and with construction imminent have recently appointed Jomas to carry out a more detailed Soils Investigation. This survey is ongoing but expected

- to identify any area where soil pollution from hydrocarbons, heavy metals or asbestos is present.
- HPDL have also appointed a specialist consultant, Smith Grant Partnership , to assess the findings of the Soils Investigation Reports and to develop a Remediation Strategy to deal with any identified pollution and to propose a strategy for construction of houses and formation of gardens in the area.
- The Remediation Strategy will need to be submitted to the EA and EHO for approval.
- Water pollution
 - The area identified as an area of potential soil pollution is also the area with the potential for water pollution. Due to the USAF use of the area as fuel storage and distribution and despite the earlier decommissioning and clean up operations, it is likely that some fuels were leaked into the ground and that these spillages have affected the groundwater.
 - The ongoing Soils Investigation will determine the area and extent of any water pollution and the Remediation Strategy will develop a plan to mitigate any pollution.
 - The likely scenario at a site level, will be to identify and remove any hydrocarbon impacted soils and this process will have a beneficial effect on both soil and water pollution. This improvement in groundwater quality may need to be monitored for a period after remediation is complete.
- Hydrology
 - The drainage proposals will be issued with the Planning drawings which will identify the strategy for maintaining the existing surface water network and adding the new drainage required for the housebuild.
 - There are existing and extensive hard standings to the north of Phase 10 which are currently drained via a series of gullies discharging into large diameter surface water drainage pipes. The drainage at the north eastern end will be maintained as existing and the house plots have been designed to avoid any interaction with the existing drainage system. The drainage discharge pipework at the western end, currently crosses the development area on a diagonal route and does require to be diverted. This diversion will still connects into the existing pipework at the southern boundary.
 - There is an existing, but redundant, Petrol Interceptor close to the southern boundary. The drainage strategy requires that this petrol interceptor is replaced with a new GRP underground model and that the diverted drainage is passed through this new interceptor, en route to the southern discharge location.
 - The drainage design consultants, Woods Hardwick, have produced a Flood Risk Assessment for the site which identifies potential flooding at the north of the development and have mitigated this risk by the addition of high capacity drainage channels at the southern edges of the existing hardstanding areas. These drainage channels are collecting excess runoff from the airbase areas and hence will be discharging directly into the existing drainage discharge pipework.

- The new SUDS drainage system to serve the new housing and associated infrastructure, has also been designed by Woods Hardwick. The allowable discharge rate for the new system is limited to the calculated “greenfields” discharge rate for development area and is restricted by the use of control manholes fitted with Hydrobrake flow restrictors. The development has been designed to have attenuation ponds to retain excess surface water runoff and allow controlled release at the allowable flow rate.
- During the construction period, the control of surface water runoff is difficult to manage but to mitigate the risk, the contractor will construct the main drainage, with integral control manholes, as soon as practical within the construction period. This will ensure that, as road and house drainage is installed on the site, it will have controlled flows to the discharge point.
- Ecology
 - BSG have been appointed to carry out an ecology survey of the development area and concluded that the construction works will have minimal impact on the ecology of the area. The tree areas are likely to have seasonal nesting birds, there is no evidence of bats roosting in trees or buildings, there is no signs of badgers in the area, there is no evidence of great crested newts in the area and the managed grasslands are unsuitable as a habitat for ground nesting birds. There is a possibility that common lizards and grass snakes could be in some of the overgrown areas. Although there is a low risk of causing disturbance to the ecology of the area, BSG have recommended that an ecologist will carry out a pre start survey before the tree removal and main demolition works are started- in case of any changes since the original survey.
 - The existing petrol interceptor on the site is an open plan design with the chambers and baffles constructed with concrete and brickwork. The interceptor is redundant and due to be removed and is currently surrounded by shrub vegetation. The various chambers still hold stagnant water and some vegetation and likely to have significant deposits of silt. Although BSG have not identified any newts in the interceptor chambers, it is likely that there are some amphibians in the area. The removal of the interceptor will be covered with a detailed Method Statement issued by the Demolition Contractor but based on guidelines from BSG Ecology. Initial proposals would indicate that the vegetation be removed prior to emptying the stagnant water using a fine mesh strainer on any suction pump. Any silt would be removed using a mechanical excavator but it would be tipped onto adjacent grassland to allow inspection of the silt and recovery of any amphibians.
 - Light Pollution-- The BSG Ecology report identifies that bats might use the development area as a feeding area or a pathway and in that case the construction and permanent lighting installations need to restrict upwards light bleed. Overall, all lighting systems need to be selected to minimise light pollution. Construction lighting will be minimised and generally only required for safety or security on the site. Site hours are generally restricted to the daylight hours in winter, with only localised lighting on site plant.

Construction lighting around the site welfare area will be minimised and switched off automatically when not required.

- Construction Traffic
 - A detailed Traffic Management Plan will be produced for the development and submitted for approval. Generally the traffic management on public roads will be determined by the LPA and on site by the HSE.
 - All construction traffic must approach the site from the Ardley (east end) of Camp Road. No construction vehicles will be allowed to transit through Upper and Lower Heyford.
 - All construction will enter onto the Heyford airbase at gate 7, which is a security controlled entrance. Once on the airbase, all traffic will be directed to the storage and compound areas at the north side of Phase 10. No construction traffic will enter the Phase 10 area directly from Camp Road.
 - All loading and unloading of vehicles will be carried out within the secure, fenced areas of Phase 10. There will be no unloading of vehicles from Camp Road.
- Materials storage
 - The location of storage areas and access routes are shown on the Traffic Management Plan.
 - All materials will be stored on site on existing hardstandings or on specially created hardcore areas. These storage areas are to the north of the development site and used with the agreement of the adjacent landowner.
 - Hazardous materials will be stored in secure containers located on the storage areas.
 - Diesel fuel for site plant use, will be stored in bunded tanks which will be located away from any existing gullies for drainage runs.
- Footpaths and Public Rights of Way
 - There are currently no public footpaths or rights of way which will be affected by the Phase 10 works.
- Hoardings and Fencing
 - The site perimeter is in excess of 1 Kilometre and will generally be secured with Heras fencing fixed to embedded timber posts. It is not expected that the fencing will be covered with any Monarflex sheeting, as this can be hazardous in windy weather and an annoyance to local residents. The open mesh fencing also allows residents to be able to see the progress of works on site.
 - The site compound and welfare areas will also be enclosed with Heras fencing to designate the protected welfare areas from the site works.
- Vehicle Emissions
 - Currently most vehicles used on site, delivering to/ collecting from site and for workforce transportation are fuelled by either petrol or diesel. Throughout the construction period, it is anticipated that the use of electric

- vehicles and plant vehicles using an alternative energy source may increase and consideration is required, to prepare for these changes on site.
- Vehicle emissions from all aspects of the site operations need to be reduced as much as possible and the items below are to be considered.
 - Encourage use of electric vehicles/ plant/ equipment
 - Review supply chain to use materials suppliers closest to the site
 - Promote car sharing for site personnel (Covid dependant)
 - Discourage having idling vehicles/plant. Switch off when not required.
 - Insist on all site plant being the most modern available to reduce emissions.
 - Discourage excessive speed or revving of engines.
 - Exposure of Site Workers to Contaminants
 - The completion of the ongoing Soils Investigation Report and the subsequent development of the Site Remediation Strategy will highlight any risk to site personnel and any mitigation measures required.
 - The Demolition package will be required to remove or remediate any contaminants that are identified, which will significantly reduce any risk to the following trades on site. The Demolition Contractor will employ a specialist contractor to remove any identified asbestos and ensure that the personnel follow the recognised standards for use of PPE. When working with any Hydrocarbon impacted soils or water, the demolition personnel will wear disposable/ protective clothing and boots to limit their exposure. The works required around contaminated areas will be Risk Assessed by the Demolition Contractor to determine whether showers are required for their site personnel.
 - The removal of impacted soils is expected to significantly improve the areas where groundwater shows evidence of hydrocarbon contaminants which will reduce the risk of exposure to the site personnel.
 - Following completion of the demolition works, the contractor will take representative soil samples at appx. 600mm below FFL and at a frequency of one sample/1000 M2. These samples will be analysed in a laboratory to determine if the area can be considered inert or needs further remediation.
 - The above procedure will significantly reduce the risk to site personnel of exposure to contaminants but cannot eliminate the risk. In order to further mitigate any residual risk, all site personnel will be required to undertake a pre- start, Site Induction which will explain why and where on site, the use of protective clothing is required and the need to regularly wash hands before eating and at the end of a shift.
 - The Remediation Report will also assess the risk to the public and residents of the new properties and any recommendation, once approved by the EA and EHO, will be incorporated into the groundworks strategy for the development.

6. NOISE AND VIBRATION

General Provisions

The contractor shall adhere to the following documents throughout the construction period.

- Control Pollution Act 1974, Sections 60, 61 and 72
- Environmental Protection Act 1990
- British Standard BS5228 (Parts 1 - 4) Noise and vibration control on construction and open sites.
- British Standard BS 6472:1992 Evaluation of Human Exposure to Vibration in Buildings (1 Hz to 80 Hz). and BS 7385: Part 2: 1993 Evaluation and measurement for vibration in buildings Part 2. Guide to damage levels from ground-borne vibration.
- DOE Advisory Leaflet AL 72

General Mitigation Measures

The contractor shall consider the noise and vibration effects in the following ways:

- Include noise and vibration considerations in method statements for construction activities and the effect on adjacent residents.
- Select the most appropriate item of plant to carry out any operations on site.
- Address operational noise and vibration issues in design risk assessments.

The following measures for management and mitigation of noise will be implemented,

Selection of silenced plant and equipment,

- Ensuring plant is well maintained
- Ensure that plant is the best possible in terms of reduction of noise and vibration.
- Compliance with agreed hours of works.

Machines in intermittent use will be shut down in the intervening periods between work or throttled down to minimum.

Plant will be maintained in a good and workmanlike condition so that extraneous noise from mechanical vibration, creaking and squeaking is reduced to a minimum.

Care will be taken when loading and unloading vehicles or moving materials etc. to reduce impact noise. Neither any part of the works nor any maintenance of plant shall be carried out in such a manner as to cause unnecessary noise or vibration.

The site management will maintain regular contact with the Cherwell Council Environmental Health Officers to keep them informed of the programmed works activities.

7. AIR POLLUTION (DUST AND ODOUR)

The contractor will take all reasonable measures to avoid creating a dust and odour nuisance. Visual dust monitoring shall be carried out as required and any operation creating a nuisance (dust or odour), will be suspended until the problem can be remedied.

Generally, the issue with dust on a construction site can be from two sources-

- Dust from site cutting operations which can be mitigated by imposing a regime of wet cutting of all site materials
- Dust created during dry periods disturbed by plant movements or by natural wind forces. The dust issue can be mitigated by watering down of the site roads and ensuring that plant speeds are reduced.

Covered waste skips will generally not be required but should there be any evidence of odours being released from waste material there is an option to add the requirement for covered skips.

Skips and removal vehicles shall be covered when leaving the site to prevent dust being deposited in the neighbourhood.

Burning of any waste or other materials on site will not be permitted for any reasons.

The contractor will take all necessary precautions to prevent the occurrence of smoke emissions or fumes from site plant or stored fuel oils for safety reasons and to prevent such emissions or fumes drifting into residential areas or areas of public open space. In particular, plant shall be well maintained, regularly inspected and measures shall be taken to ensure that it is not left running for long periods of time when not directly in use.

8. LANDSCAPE AND AMENITY

Landscape and amenity will be managed throughout the works in the following ways:

- Work areas will be reinstated as soon as practicable to help reduce visual impact,
- All work areas shall be kept tidy,

Management of the visual impact of the works is limited on site [e.g. vehicles need to be brightly coloured and have flashing beacons for health and safety reasons]. However, we will ensure that wherever practicable visual impact is minimised. We will ensure that the site compound is well established and maintained clean and tidy throughout. Work areas on site will be minimised wherever possible and will be kept clean and tidy. In addition, work areas will be reinstated as soon, as is practicable to help reduce the visual impact. For hoardings, particular attention will be paid to the use of the most suitable materials, colours and sizes.

Site lighting will be positioned and directed so as not to intrude unnecessarily on adjacent land users. Site lighting shall be at the minimum luminosity necessary for adequate security and safety of construction operations.

9. CONTROL OF HAZARDOUS SUBSTANCES

During construction, the strategy for controlling all substances/ materials coming onto site and all work activities which may generate hazardous substances will be managed and controlled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and COSHH (Amendment) Regulations 2004, as well as best practice guidance, such as that published by the Environment Agency (see Section 7).

The control measures that will be employed are summarised below:

- all fuels and chemicals will be stored in designated areas, with deliveries of all hazardous materials supervised;
- storage tank or container facilities will be appropriately bunded within designated areas and sites as far as possible from any watercourses or surface drains;
- in the case of spills or discharges, remedial action will be taken as soon as possible; and
- a logistic plan will be developed to take into account the management and control of hazardous substances on site.

Compliance with the following will be mandatory:

- COSHH Regulations 2002 and COSHH (Amendment) Regulations 2004;
- Provision and Use of Work Equipment Regulations, 1998;
- Highly Flammable Liquids & Petroleum Gases Regulations, 1972; and
- Health & Safety at Work Act, 1974.

10. EMERGENCY RESPONSE PLANS

It will be essential to report environmental incidents of the following to the responsible person within the construction team:

- spills or discharges to the atmosphere, water supplies, sewerage systems or to the ground of any chemical product or formulation, oils and fuels, effluents/fumes and gases, waste or contaminated materials;

- any environmental incident that could lead to local authority or regulatory enforcement or public complaint.

11. TRAFFIC MANAGEMENT PLAN

<p>Phase 10 PLANNING REF: 18/00825/HYBRID CONDITION 22</p> <p>Camp Road</p> <p>Upper Heyford</p>
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Traffic Management Plan Developed by
Ramon Seera
Checked & approved by
Matthew McCabe/Barry Dell
Person accountable for on-going development of this plan
Matthew McCabe/Barry Dell

Record of Reviews

Date	Site Management	Signature	Safety Adviser	Signature

Update information to take account of any changes in traffic routes, which may affect workers, site visitors, the public or residents.

Introduction

The idea of this document is to take account of the importance of planning for traffic during the enabling, construction and handover phases of a project.

Site Layout Plan: Attached

PHASE 10 Traffic Management Plan

A Site Layout Plan will organise all plant and transport movements, to reduce the need for reversing and to reduce the contact areas with pedestrians.

The Site Layout Plan shall include:

- ✓ Pedestrian and vehicle routes
- ✓ Management of areas where pedestrians and vehicles cross
- ✓ Storage areas for materials, waste management and site parking
- ✓ One-way systems where possible

The Site Layout plan shall also address local control outside the site boundary, including:

- ✓ Traffic routes to avoid sensitive areas (hospitals and schools)
- ✓ Holding areas for deliveries to reduce the nuisance to the sites neighbours
- ✓ Timing of deliveries to avoid peak activities (schools)

Site Specific Rules

Vehicle Deliveries

All delivery drivers must report to the Site Office, and when on site must wear safety helmet, safety footwear and hi-visibility clothing. Deliveries may be refused if drivers do not conform.



Once through the gates, ALL vehicles must be escorted to their offloading or loading area at all times by a representative of the contractor organising the delivery.

All sub-contractors are responsible for ensuring all of their suppliers, operatives and visitors are aware of and comply with these restrictions.

Access and Egress

There will be no public access on site, although there will be minimal public access along the pavement outside the site.

	Yes	No
Is the site within a restricted access zone?		No
Are there any sensitive areas (schools, hospitals, houses etc)?	Yes	
Are there any railways, rivers, and canals?		No
Do deliveries need to be outside of school hours or outside peak traffic times?		No
Are there any road restrictions through either through narrow roads, bridges with height/weight restrictions, road works?		No
Is permission required for a road closure from the highways division of the local authority?		No
The terrain of this site will present abnormal risks of vehicles overturning		No
<p>Notes</p> <p>Old Station Nursery</p> <p>Heyford Park School Specialism Campus adjacent</p> <p>Occupied homes to Eastern boundary</p> <p>Occupied homes opposite the development- Heyford Phase 9</p>		

Checks

- ✓ Are traffic routes wide enough
- ✓ Are traffic routes firm, level and well-constructed?

- ✓ Are traffic routes free from obstructions and other hazards
- ✓ Reinststate excavations as quickly as possible and fence off those that need to remain open with **rigid barriers**

Pedestrian segregation

The following measures will be put in place in order to protect pedestrians from construction traffic and segregate pedestrians and the public from construction activities:

	Yes	No
Can designated walkways be provided on and around the site?		
a) Permanent footpaths	Yes	
b) Rigid barriers (scaffold, timber baulks)	Yes	
c) Metal Crowd barriers	Yes	
d) Plastic barrier systems	Yes	
Can clearly marked crossing points be established?	Yes	
Notes		
Barriered area to segregate pedestrians/ site personnel. Type of barrier depends on location and length of time to be in use. Longer use time = more permanent barrier		

Vehicle loading, unloading & securing of loads

	Yes	No
Do delivery vehicles need to queue outside the site boundary?		No
Do delivery vehicles need to be loaded/unloaded outside the site boundary?		No
Will a holding area be required (see Site Layout Plan) where vehicles can wait		No
Loading/unloading of vehicles will be by:		

a) Crane	Yes	
b) Telescopic Handler	Yes	
c) Excavator	Yes	
d) HIAB	Yes	
e) Manual Labour	Yes	
f) Other		
All loaded vehicles leaving the site must be sheeted	Yes	
Can sheeting be carried out in safe parts of the site, away from passing pedestrians and traffic?	Yes	
<p>How will prevention of falls from vehicle be controlled during unloading and loading of vehicles?</p> <p>Works to be avoided if possible, if not, operative to wear a certified and tested full body harness and clipped on to an appropriate/ tested inertia reel connected to the scaffolding gantry to a point specified by the scaffolding company.</p>		

Checks

- ✓ No person to remain on a Dumper when it is being loaded
- ✓ Site plant is driver only operation- no passengers.
- ✓ Ensure that loads are secure and arranged so that they cannot move about
- ✓ Ensure that vehicles are not loaded beyond their capacity
- ✓ All engines must be switched off while waiting to load/unload
- ✓ Do not park adjacent to excavations
- ✓ Pallets should be no more than 2 high

Vehicle movement

	Yes	No
All vehicles entering the site must stop and report to the Site Manager who will direct them to the required place for loading/unloading	Yes	
All vehicles to be switched off while waiting to load/unload	Yes	
Site speed limits to be established	Yes	
Is there scope for introducing one-way systems on routes to reduce the need for reversing manoeuvres?	Yes	
Can non-essential workers be excluded from areas where reversing is common?	Yes	
Is there a need for a banksman to direct reversing vehicles?	Yes	
Is a wheel wash required for vehicles leaving the site to prevent mud being spread on surrounding roads	Yes	
Is regular road sweeping required of site roads or on the highway?	Yes	
Notes Wheel washing by high pressure jetting as required. Road sweeping shared/incorporated with main development areas.		

Site Vehicle Checks

- ✓ Do drivers carry out basic safety checks before using vehicles
- ✓ Check that vehicles have reversing alarms and external side mounted and rear-view mirrors for optimum all round visibility.
- ✓ Do they have windscreens with wipers, and suitable external mirrors to provide optimum all-round visibility?
- ✓ Are they provided with horns, lights, reflectors, reversing lights and other safety features as necessary?

- ✓ Do they have seats, and where necessary, seat belts that are safe and provide driver comfort?
- ✓ Are there guards on dangerous parts of the vehicles?
- ✓ Is there a need for driver protection against injury in the event of overturn, or from being struck by falling objects?
- ✓ Do drivers need protection against bad weather conditions or an unpleasant working environment

Signage

State whether there is a need for direction signs, speed limit signs, and information boards.

	Yes	No
Site Speed Limit	Yes	
Give Way	Yes	
No Entry	Yes	
Width/Height Restrictions		No
STOP	Yes	
One-Way Directional Arrows	Yes	
Parking	Yes	
Chapter 8 Road off-site works		N/A
Notes		

Lighting

	Yes	No
Due to the hours being worked additional lighting will be necessary		No

Notes:
 The requirement for additional lighting will be monitored and installed, should it be required to ensure the safety of the contractors working on the development

Site Security

	Yes	No
Are specific security measures to be employed other than locking up all site accommodation units, storage units and the entrance gates.		No
<p>Notes Secure site but security will be reviewed as project progresses and more valuable items installed.</p>		

Checks

- ✓ All plant should be immobilised out of hours
- ✓ Remove all keys and store them in a secure area
- ✓ Cab covers make vehicles more difficult to enter
- ✓ Place excavator buckets, lift truck forks on the ground at the end of each day

Parking

	Yes	No
Can an area be designated for site parking?	Yes	
Can designated pedestrian routes from parking areas to offices, welfare facilities & workplaces be provided?	Yes	
Are there any residents parking zones or Red Zones		No

Notes

Communication

All drivers and pedestrians entering a site need to be informed of these site transport hazards and relevant site rules, including the correct traffic routes to use.

The amount and detail of information given needs to reflect the assessment of site hazards. Information can be provided by:

- a) Verbal instructions on arrival at site
- b) Site induction
- c) Issue of site maps to drivers
- d) Giving site-specific delivery instructions when ordering materials from suppliers
- e) Displaying maps and site rules at entrance site points and elsewhere on site e.g. in canteen and welfare facilities.

Any changes made to site traffic routes need to be communicated to site workers and visiting drivers. Workers, and their safety representatives, should be consulted on any changes that may significantly affect their health and safety.

The information on transport management contained within the Construction Phase Health, Safety & Environmental Plan will need to be updated as the project progresses and traffic routes and site rules change.

Traffic Management Principles

All construction vehicles must access/egress the site using Camp Road from the easterly direction and via Ardley. Construction vehicles are not permitted to access or egress the site using the roads through Somerton, Middleton Stoney or Upper and Lower Heyford.

All construction access will be via Gate 7- off Camp Road.

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The on site traffic plan will be amended as access routes change throughout the contract and re issued