



Heyford Park Settlements LP
Camp Road Upper Heyford

**Construction Environmental
Management Plan (CEMP)
and Construction Traffic
Management Plan (CTMP)
for the Construction of
Village Centre North**

Rev 1

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1. INTRODUCTION

This CEMP is designed to implement appropriate mitigation measures and good practice measures in respect of the construction of the Village Centre North, 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 CEMP 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 CEMP are therefore to provide:

- appropriate method statements for construction;
- to ensure that best practice standards are adopted throughout the works;
- 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 CEMP focuses on noise, vibration & dust. The principal community receptors are the local residents, Heyford Park Free School and adjacent businesses.

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

1. Site set-up
2. Groundworks including foundations and drainage
3. New 3 storey reinforced concrete frame, in situ poured reinforced concrete floors and pitched roofs
4. Enclose the whole of the new building with brickwork
5. Installation of new roof plant.
6. Shell and core to provide 6 No. commercial units as well as the fit out of 30 flats across 2 storeys.

7. Car parking with access from Trident Road 2.
8. External hard and soft landscaping to connect the development with adjacent amenity areas.

2. GENERAL PROVISIONS

2.1. ROLES, RESPONSIBILITIES AND REPORTING

Role of Client - Heyford Commercial Development Ltd. (HCDL)

- monitoring the Heyford Park Settlements LP (HPSL) performance as Principal Contractor

- development of mechanisms for dealing with problems; and,

- acting as a point of contact for consultation and feedback with other landowners, statutory consultees, the public and other interested parties.

Role of the Contractor (HPSL)

The Contractor will be responsible for ensuring compliance with:

- all relevant legislation and guidance;

- the controls and mitigation measures contained in the CEMP; and,

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

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

HCDL Project Manager/Co-ordinator will monitor and audit the compliance of the Contractor with the CEMP.

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 Four Acre Ecology who are employed by HCDL to monitor and advise on any ecology issues.

2.3. EXTERNAL COMMUNICATIONS

HPSL 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 - letter drops and clear signage,
- Attendance at Residents meetings as required

Contact details for complaints will be made available to the members of the public. A logbook will be kept in the site office, in which all complaints and comments will be registered.

2.4. COMPLAINTS PROCEDURE

A complaints procedure will be established whereby any complaints will be made direct to HPSL's site-based Project Manager - Barry Dell. 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 HPSL Construction Director (Justin Taylor) in conjunction with HCDL Project Director). Appropriate action will be taken where necessary, and records of all such complaints and actions will be maintained on site. All complaints shall be reported, on receipt, to HCDL

2.5. TRAINING

All personnel will be made aware of their responsibilities with respect to the CEMP, and its appropriate implementation. As part of the elaboration of the current CEMP 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 CEMP and its onsite implementation;
- the roles of the Contractor's staff, HCDL 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 CEMP by HCDL

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.

2.6. CONSTRUCTION MONITORING

There will be continuous monitoring of safety standards on-site during all construction and restoration activities to ensure compliance with all 'existing and forthcoming statutory requirements and industry good practice. HPSL 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 HPSL will be the subject of regular reviews by HCDL's professional team.

2.7. 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 for HCDL's approval 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 and dust levels. 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 - SSE have carried out disconnections of the LV supplies to the existing buildings. SSEC are appointed as consultants and contractors to carry out any works on HV or LV cables within/affecting the site area.
- Enabling Works- Demolition - HCDL have appointed Urban Regen to complete demolition of 2 existing buildings and partial demolition as a part of an enabling works package. Any identified demolition will be assessed and appropriate Risk Assessment and Method Statements developed.
- Structure - Building structure consists of new concrete foundations, new reinforced concrete frame, in situ poured concrete floors and pitched roofs. Trade Contractors Method Statements to be added to CEMP as contractors selected and appointed
- Fitout - Fitout includes new floors, ceilings, services etc and any contractors with any relevant risks with be required to provide a Method Statement for inclusion in the CEMP.

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

4. WORKING HOURS

Working hours will be in accordance with HDCL guidelines and reflect the proximity of adjacent residential properties and Heyford Park Free 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. 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,
- 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,

- 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.

6. 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.

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.

7. 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,
- Obstruction or closure to public rights of way will be kept to minimum,

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.

8. 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.

9. 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.

10. TRAFFIC MANAGEMENT PLAN

<p>Village Centre North Camp Road Upper Heyford</p>

Traffic Management Plan Developed by
Ramon Seera
Checked & approved by
Barry Dell
Person accountable for on-going development of this plan
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

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
Notes Heyford Park Free School adjacent		

Checks

- ✓ Are traffic routes wide enough
- ✓ Are traffic routes firm, level and well-constructed
- ✓ Are traffic routes free from obstructions and other hazards
- ✓ Reinstate 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		No
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

Footpaths and public pedestrian routes will be coordinated with the contractor working on the adjacent Camp road 278 Works.

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 b) Telescopic Handler c) Excavator d) HIAB e) Manual Labour f) Other	Yes Yes Yes Yes Yes	
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>
<p>Notes</p> <p>Vehicles sheeted if necessary - space available on site to sheet.</p>

Checks

- ✓ No person to remain on a Dumper when it is being loaded
- ✓ 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?		No

Is a wheel wash required for vehicles leaving the site to prevent mud being spread on surrounding roads		No
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		No
Width/Height Restrictions		No

STOP		No
One-Way Directional Arrows	Yes	
Parking	Yes	
Chapter 8 Road off-site works		N/A
Notes		
Notice at gate to beware of pedestrians crossing footpath.		
One - way and give way white lining is currently in place on Trident Road 2.		

Lighting

	Yes	No
Due to the hours being worked additional lighting will be necessary		No
Notes		
Area well-lit from adjacent external lighting.		

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
Notes Secure site but security will be reviewed as project progresses and more valuable items installed.		

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 delivery and construction vehicles must NOT access Heyford Park via Middleton Stoney and access/egress from the site must come via the M40. NO delivery and construction vehicles should access/egress Camp Road via the west of Camp Road.

Throughout the course of the project it is envisaged that the access for traffic will change several times as the housing developments progress and the reconstruction of Camp Road is completed.

Initially the construction access will be based on the principles outlined on the Traffic Management Layout Plan.

Access will be via gate 5 off Camp Road.

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