

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

Project Name:	Salisbury Square
Client:	Gascoyne Estates
Decision Notices:	6/2021/3422/MAJ
Site Address:	Salisbury Square, Hatfield, AL9 5AD
Site Postcode:	AL9 5AD

Outline Construction Logistics Plan for Submission to Local Authority for Construction Phase of Project.

This document addresses planning Condition Two

<p align="center">Prior to Commencement</p> <p align="center">Condition 2 (6/2021/3422/MAJ)</p>	<p>No development shall commence until a Construction Management Plan, to enable demolition, has been submitted to and approved in writing by the local planning authority:</p> <ul style="list-style-type: none"> A. Construction vehicle numbers, type, routing. <i>(Pg. 7)</i> B. Access arrangements to the site. <i>(Pg. 3&4)</i> C. Traffic management requirements. <i>(Pg. 5-7)</i> D. Construction and storage compounds (including areas designated for car parking) <i>(Pg. 5&7)</i> E. Siting and details of wheel washing facilities. <i>(Pg. 6&7)</i> F. Cleaning of site entrances, site tracks and the adjacent public highway. <i>(Pg. 6&7)</i> G. Timing of construction activities (including delivery times and removal of waste) and to avoid school pick up/drop off times. <i>(Pg. 5,6&7)</i> H. Provision of sufficient on-site parking prior to commencement of construction activities <i>(Pg. 5)</i> I. Post construction restoration/reinstatement of the working areas and temporary access to the public highway; and <i>(Pg. 3,4)</i> J. Where works cannot be contained wholly within the site a plan should be submitted showing the site layout on the highway including extent of hoarding, pedestrian routes and remaining road width for vehicle movements. <i>(Pg. 7)</i> K. Phasing Plan. <i>(Pg. 7)</i> <p><i>REASON: In order to protect highway safety and the amenity of other users of the public highway and rights of way in accordance with Policy SADM2 of the Emerging Welwyn Hatfield Local Plan 2016.</i></p>
--	---

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

Contact Details

Full postal address of the site and the planning reference relating to the construction works.

Address: 1-7 Salisbury Square, Hatfield
Planning reference number to which the CMP applies: 6/2021/3422/MAJ

Details for the person responsible for submitting the CMP.

Name: Bob Jackson
Address: C. Jackson & Sons, Jackson House, Keysoe Rd, Thurleigh, Beds MK44 2EA
Email: [REDACTED]
Phone: [REDACTED]

Details of the site project manager responsible for day-to-day management of the works and dealing with any complaints from local residents and businesses.

Name: Bob Jackson
Address: C. Jackson & Sons, Jackson House, Keysoe Rd, Thurleigh, Beds MK44 2EA
Email: [REDACTED]
Phone: [REDACTED]

Details of the person responsible for community liaison and dealing with any complaints from local residents and businesses if different from question 3.

Name: Bob Jackson
Address: C. Jackson & Sons, Jackson House, Keysoe Rd, Thurleigh, Beds MK44 2EA
Email: [REDACTED]
Phone: [REDACTED]

Details including the address where the main contractor accepts receipt of legal documents for the person responsible for the implementation of the CMP.

Name: Bob Jackson
Address: C. Jackson & Sons, Jackson House, Keysoe Rd, Thurleigh, Beds MK44 2EA
Email: [REDACTED]
Phone: [REDACTED]

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

Introduction

C. Jackson & Sons has prepared this Outline Construction Management Plan (CMP) for planning condition discharge and this document will form the basis for subsequent detailed CMP documents to be developed and maintained during the construction phase until completion of the project.

1.1 Construction Management Plan Objectives

It is proposed to demolish 1-7 Salisbury Square as part of a scheme to redevelop the site (separate contract).

This Construction Management Plan has been developed for the Salisbury Square redevelopment project and will be subject to further development in response to changing constraints, methodologies, and variations.

The CMP sets out the methods and procedures that will be adopted with consideration to minimise the impact of the development on the local community, residents, businesses, the general public and environment. It will address the potential environmental impact of the construction and methods to mitigate the specific environmental disturbances such as noise, vibration.

1.2 Site Context

The site is at Salisbury Square, Hatfield, AL9 5AD and forms part of the heart of Old Hatfield Town. It falls within the District of Welwyn & Hatfield. The site is served very well via local amenities, public transport, and the national road network. The A414 is 0.8 miles away running east and west, the A1(M) is 1.8 miles away running north to south, the M25 Junction 23 is 7.6 Miles away, and the M1 Junction 8 is 11 Miles away and A1(M) is 5.2 miles away by car offering easy access to the national motorway network.

Salisbury square is located 100 yards from Hatfield Railway Station which has trains to Cambridge heading Northeast serving local Hertfordshire stations, and to Kings Cross and Moorgate heading south east serving local Hertfordshire stations and into the London with trains departing every 10 minutes. The station also has 6 bus stops serving Hatfield and surrounding towns and villages with buses departing every 15 minutes.

The site is located between the Great North Road to its north-west, and Park Street to its south-east.

The building is approximately 900 m² and is bounded to the north by a public car park, by a low-rise residential block to the west, a low rise commercial block to the east, and public realm to the south.

1.3 Access arrangements to the site

There is one vehicular access / egress road in / out of the rear of the site, which is accessed via, Arm and Sword lane through Salisbury Square Car Park.

Pedestrian access to Salisbury Square public realm is immediately adjacent to the west and east of the parade.

Disruption only to access route through car park to Horse and Groom Pub. Access will be reinstated at completion of the works.

Hoarding and or herras is to be erected around the site. As a result Pedestrian access from front of 1-7 Salisbury Square to rear of 1-7 Salisbury Square will only be via the gap between 1-7

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

Salisbury Square and the adjacent building on the Great North Road (Job Centre). This gap currently has four car parking spaces on it. These will need to be blocked off with temporary barriers to facilitate safe pedestrian access. Signage will also be installed. Access will be reinstated at completion of the works.

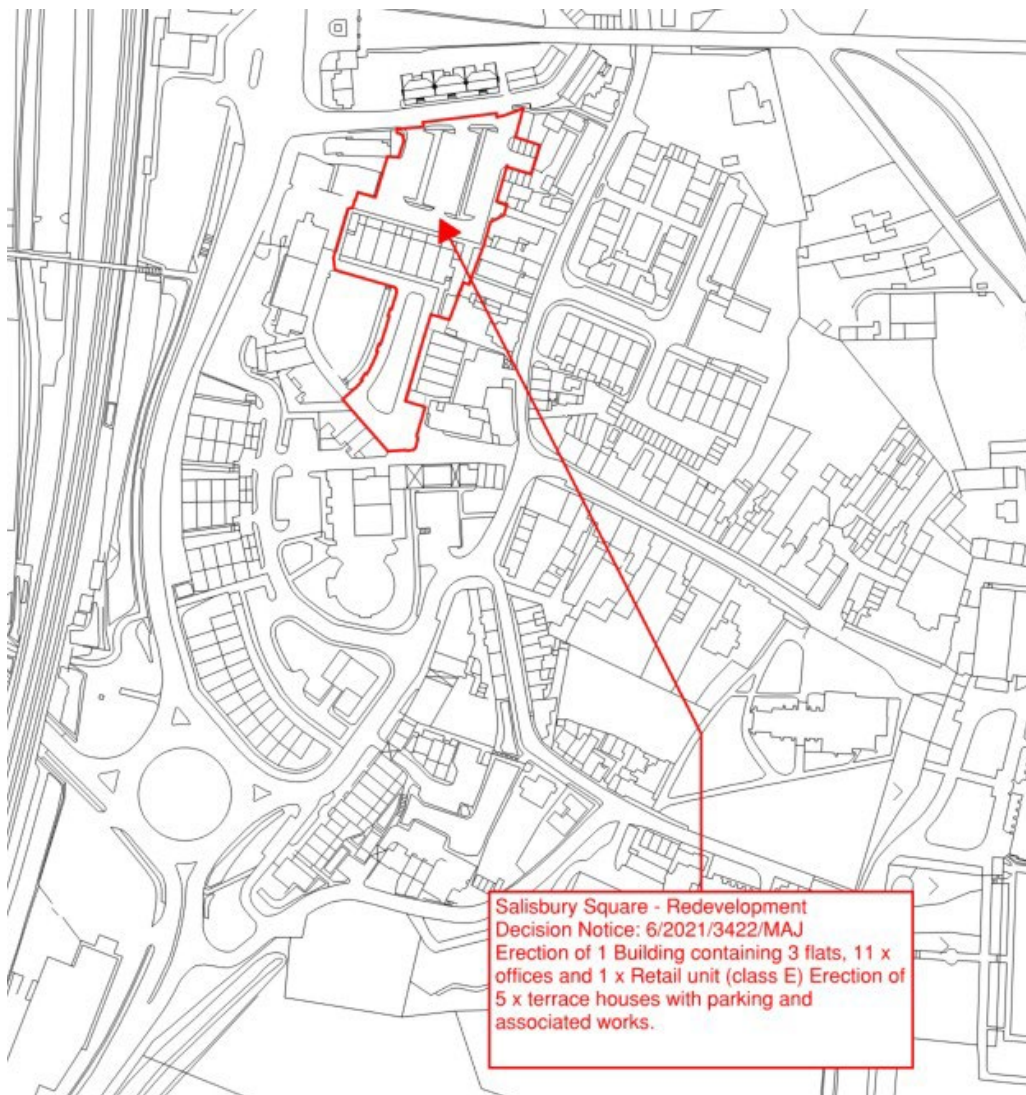
Refer to vehicle tracking drawing (221111-CON-XX-00-DR-C-6000), this drawing also shows the proposed site set up, and Existing Site Plan (Brooks Murray Drg 789-PL-011).

1.4 Development Proposal

The proposal is for Erection of 1 x Building containing 3 x flats, 11 x office and 1 x retail unit (class E), Erection of 5 x Terrace houses with parking and associated works.

This CMP relates to the Demolition Phase where the works including the size and nature of the development and details of the main issues and challenges are,

- 1) Asbestos removal and demolition of three storey building (GIFA approx. 900 m²)
- 2) Part of the area used for contractor's access to site / contractor's car parking will also be used by people making deliveries to the Horse and Groom Public House.
- 3) Asbestos removal.
- 4) Demolition of three storey building in close proximity to nearby buildings.
- 5) Dust created during demolition process.



SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

1.5 Hours of Operation

Any works during the demolition phase that generate noise beyond the site boundary shall be only carried out between the hours of 0800 to 1800 hours on Mondays to Fridays inclusive. No working over bank holidays or at weekends. In addition to the site working hours, vehicle movements for deliveries to and from the site shall be restricted to 9.30am – 4.30pm Mon – Fri and 8.00 am – 1.00pm on Saturdays to avoid drop-off and pick up times.

2.0 Programme

Start 04th September 2023. Demolition period 18 working weeks giving end date of 08th January 2024.

3.0 Traffic & Transport Access to Site

Vehicle approach and departure routes

Vehicle tracking drawing (221111-CON-XX-00-DR-C-6000) shows where vehicles enter and leave the site. Traffic management may be put in place if necessary.

Control of site traffic, particularly at peak hours

Construction vehicle movements shall be restricted to the hours of 9.30am to 4.30pm on weekdays and between 8.00am and 1.00pm on Saturdays.

Salisbury Square is the heart of Hatfield Old Town which public contains, Hatfield train station, key bus routes and stops, and the Old Town shopping district and amenities. As such this plan avoids any construction traffic or deliveries to Broadway or via Hatfield Old town.

Deliveries and removal of equipment / materials will be planned to avoid disruption to residents.

Banksman will be posted at the site entrance to protect pedestrians or warn approaching traffic whilst marshalling wagons or delivery vehicles on/off the site.

If at any time the number of Banksman is considered inadequate the process will be reviewed and then number of banksman increased, or the procedures adapted.

There are no deviations or special controls in place that are in place on any of the local roads. As we are located close to the A414, A1, M25 & M1 most deliveries will get to site via major Roads.

Welwyn & Hatfield council, typically collect refuse on Wednesdays and recycling on Mondays.

Access provision is to be provided for the Fire Brigade service at all times.

Emissions from engine idling will be minimised where possible where the site manager shall ask drivers of stationary vehicles to turn off engines. Heavy plant in intermittent use shall be shut down in intervening periods between work activities.

Parking

There is limited onsite parking on site (refer to vehicle tracking drawing (221111-CON-XX-00-DR-C-6000)), however parking is available at Hatfield station car park. Contractors will be required to drop tools and equipment off to site to then go and park off site returning at the end of the day if required for collections.

No contractor vehicles will park in the roads adjacent to the site.

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

Load Booking and Management Scheme

Strict procedures for deliveries will be in place as queuing of delivery vehicles is not an option for this site. C. Jackson & Sons will coordinate deliveries and collections to optimise the frequency of vehicle movements and reduce congestion.

The Site Manager will produce a programme of deliveries. Suppliers and contractors are encouraged to optimise transport efficiency and minimise the impact from transport by adhering to the delivery plan.

All companies delivering to site are to contact the Site team one hour prior to departing their depot to confirm their allocated delivery slot.

If deliveries/vehicles arrive outside their allocated time, they may be turned away and the delivery organised for a different time. A C. Jackson & Sons representative will contact the supplier and reschedule an alternative slot.

Avoiding Peak Hour Deliveries

Timing of construction activities (including delivery times and removal of waste) and to avoid peak times. Restricted delivery times: between 9:30hrs to 16:00hrs.

As part of the procedure for the allocation of delivery times to suppliers, care will be taken to restrict the amount of vehicle travelling time to site within peak periods. The last delivery to site will be scheduled such that it can be offloaded and leave the site before the evening peak commences.

There will be times when deliveries will only be allowed to arrive on site early / late in accordance with local Lorry Control Schemes e.g. heavy plant (abnormal loads). Where this is the case, they must then wait with their engines switched off. These vehicles will be offloaded during the peak period and then leave the site once the peak period has ended. This allows greater efficiency in predicting delivery times. The local council will be given reasonable notice when these infrequent movements will be required.

Monitoring and the review of the procedures proposed in this plan will be carried out on a monthly basis. This report will identify failures to comply with this plan and discussed with the Site Manager to action to ensure ongoing compliance.

Unloading

Unloading of equipment and materials will be controlled and in accordance with the Manual Handling Operations Regulations 1992.

Flatbed delivery vehicles will have a handrail / edge protection system to be used when loading / unloading.

Prior to leaving site the C. Jackson & Sons banksman will liaise with all delivery drivers and ensure records (waste tickets etc.) are in place.

All containers will be totally enclosed or covered by nets/tarpaulins to prevent escape of dust or waste materials during transfer from site to authorised waste recycling/disposal centres.

Local Roads & Cleaning of the Highway

Hardstandings apart from at the location of the buildings to be demolished are to be retained. These will be used for loading vehicles and this will minimise the need for wheel washing facilities.

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

The roadway adjacent to the site will be regularly swept during the course of the working day to maintain cleanliness and to minimise the mess that vehicles leaving the site can cause.

Site and road conditions will be continuously monitored, and adequate facilities will be provided for wheel washing (jet wash) inside the site entrance on an area of hardstanding and road cleaning should it be necessary.

The water runoff will be contained within a bunded area and drain naturally through holes punctured in the hardstanding. No water from the wheel washing will enter the local highway drainage system.

Public Transport

C. Jackson & Sons will communicate the advantages of using public transport to all site personnel.

Details of the local bus and rail networks – identifying key routes to the project will be posted on site notice boards and will be covered in the site induction to promote the use of public transport if practicable.

4.0 Programme & Vehicle Movements

Detailed programmes will be developed for the project and detailed short-term programmes will be produced monthly by the site team as required.

Details of the types of vehicles required to service the site and the approximate number of deliveries per day for each vehicle type during the various phases of the project are,

- 1) 360 degree excavator including attachments 10 deliveries/day during first 4 weeks
- 2) Skip lorries 10 deliveries/day during first 4 weeks
- 3) Scaffolding lorries 10 deliveries/day during first 4 weeks
- 4) Mobile crusher unit 10 deliveries/day during first 4 weeks

There are no deviations or special controls in place that are in place on any of the local roads. As we are located close to the A414, A1, M25 & M1 most deliveries will get to site via major Roads.

Refer to vehicle tracking drawing (221111-CON-XX-00-DR-C-6000).

5.0 Proposed Site Set Up

Figure below demonstrates the currently proposed site set up, including:- Provision of storage / access arrangements for Pedestrians & Vehicles / Temporary Accommodation Units / Wheel Washing Facilities/Phasing.

There is one access / egress road in / out of the rear of the site, which is accessed via, Arm and Sword lane.

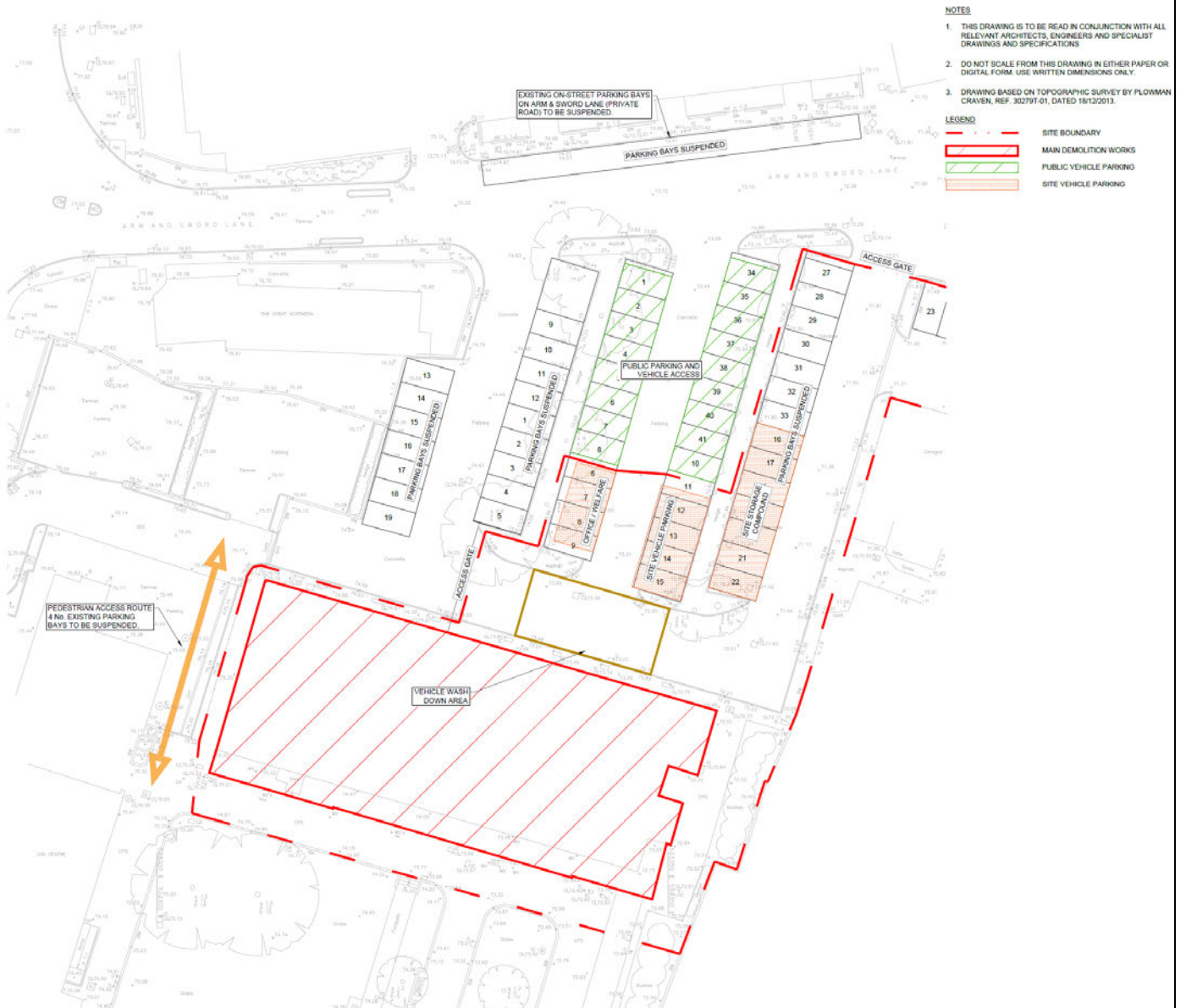
The parking spaces on Arm & Sword Lane will be suspended for the duration of the contract.0

Also refer to vehicle tracking drawing (221111-CON-XX-00-DR-C-6000).

No phasing is envisaged.

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

Site Establishment Diagram (221111-CON-XX-00-DR-C-6001). This drawing is also attached a separate document.



6.0 Community Engagement

6.1 Notification of Neighbours

C. Jackson & Sons recognise the importance of minimising the impact of our construction activities on the communities in which we operate. We follow a procedure of early and sustained community liaison in order to avoid causing nuisance to our neighbours and maintain a good relationship.

First impressions of the project are considered from the outset in order to maintain a positive image of the company and the industry.

Neighbours are notified via the following methods:

- **Prestart notification of works / newsletter** – highlighting scope of works, hours of operation, site/emergency contact details, client details, Considerate Constructors Scheme contact information, construction programme and key milestone targets.
- **Quarterly newsletter** – updated as per prestart notification of works.
- **Notice board attached on our hoarding** - Once works start on site, there will be a copy the Newsletter, with contact details (both the site teams daytime telephone number & out of office number
- **Meetings with neighbours** - The site team will have a record of contact details for nearby offices and commercial entities and will communicate with neighbours as necessary and/or in line with any planned noisy work or activities that may be deemed to cause a nuisance.

All works will be planned to ensure noisy activities are identified with timescales allowing for such information to be advised to all neighbours concerned.

Neighbours and groups of interest

Details of stakeholders who may be consulted with or affected by site activities will include but not limited to:-

- Horse & Groom Pub
- Amber Tea Rooms
- Taste of India
- Hatfield Train Station,.
- Residents on Arm & Sword Lane and Park Street
- Members and employees of Hatfield House.
- Old Hatfield Residents Association
- Adjacent residents

6.2 Neighbour Liaison Strategy

The C. Jackson & Sons will act as the community liaison officer/ Project Lead / first point of contact for the project and will visit all neighbours prior to commencement or significant phases of work. The C. Jackson & Sons Project Manager will introduce themselves and agree a timetable for regular visits and updates.

Regular meetings to those who may be affected by works will advise on potential noisy activities and identify if there are any sensitive times. C. Jackson & Sons will ensure a level of courtesy is always maintained by all site personnel to residents, site visitors and the passing public.

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

The project contact details will be on display on the perimeter hoarding along with all contact details in case of a complaint, including C. Jackson & Sons Head Office postal address, telephone number and email address.

If a complaint is received, the noisy activities will be ceased immediately, and the Project Lead will record the nature of this work before visiting the neighbour to record their complaint.

All complaints will be recorded – time, date, and nature of complaint – and proposed action with immediate effect.

7.0 Environmental Mitigation/Construction Control Measures

7.1 Noise

Control

Regulatory

Overview

The principal legislative controls on noise which includes vibration are contained within the Control of Pollution Act 1974. In addition, statutory nuisance provisions contained within the Environmental Protection Act 1990

Section 72 of the Control of Pollution Act 1974 requires that 'Best Practicable Means' (BPM) is employed at all times when controlling noise and vibration on construction sites. This means that the measures must be taken to control environmental impacts and the recommendations and good practice that is outlined in British Standard 52281&2:2009+2014 Code of practice for noise and vibration control on construction and open sites shall be followed. It is the responsibility of C. Jackson & Sons that all activities adhere to current codes of practice and environmental law.

Detailed Provisions

The site will be surrounded by fencing or hoarding to the required height and density appropriate to the noise sensitivity of the location concerned.

All worksite gates will be controlled to give the minimum amount of time open for passage of vehicles, in order to minimise stray noise to the external surrounding area.

Vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, will be maintained in good and efficient working order and operated in such a manner as to minimise noise emissions.

On site where environmental disturbance may arise, compressors will be 'sound reduced' models fitted with properly lined and sealed acoustic covers which must be kept closed whenever the machines are in use, and pneumatic percussive tools can be fitted with shrouding or silencers

Equipment that breaks concrete by munching or similar, rather than by percussion, will be used as far as is practicable. Noisy plant or equipment will be sited as far away as is practicable from noise sensitive buildings. The use of barriers, e.g. acoustic partitions to deflect noise away from noise sensitive areas will be employed wherever practicable.

Care shall be taken when loading or unloading vehicles or dismantling scaffolding or moving materials, etc. to reduce impact noise.

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

Should a need ever arise to work past the specified site operating hours due to unforeseen circumstances C. Jackson & Sons will inform the council immediately and the surrounding community by form of a letter drop.

General

- Noise assessments will be carried out as per Control of Noise at Work Regulations 2005.
- There will be careful selection of the plant to be used to reduce noise.
- On site noise assessments will be carried out and recorded.
- All supply chain partners will provide full risk assessments and method statements.
- Toolbox talks and method statement briefings will be given as the work proceeds and will cover the environmental management and control measures related to specific activities undertaken during the works. A full register of toolbox talks and method statement briefing attendance shall be maintained on site.

7.2 Vibration

General

We shall ensure that measures are taken to: -

- Protect the residents, users of buildings close by and passers-by from nuisance or harm and
- Protect buildings from physical damage.

Upon determining appropriate vibration levels, we shall consider: -

- Human exposure
- Protection of structures

Reference will be made to the BS 5228:2009_2014, where guidance is given in relation to vibration from construction activities.

Construction activities will be carried out in such a way that vibrations arising will not cause significant damage to adjacent structures.

It is proposed that to minimise construction noise impacts, all construction work should take place in standard construction hours, which are:

Monday – Friday: 08:00 – 18:00

Saturdays: 08:00 - 13:00; and

Sundays and Public Holidays: No construction

C. Jackson & Sons follow Best Practicable Means to reduce the noise impact upon the local community including the following:

- Operating hours should be adhered to, with local residents being notified of any changes to the operating hours of the site;
- All construction plant and equipment should comply with EU noise emission limits.
- Where practicable, design and use of site hoardings and screens to provide acoustic screening of noise emitting equipment.
- Proper use of plant with respect to minimising noise emissions and regular maintenance. All vehicles and mechanical plant used for the purpose of the works should be fitted with effective exhaust silencers and should be maintained in good efficient working order.
- Selection of inherently quiet plant where appropriate. All major compressors should be 'sound reduced' models fitted with properly lined and sealed acoustic covers which should be kept closed whenever the machines are in use and all ancillary pneumatic percussive tools should be fitted with mufflers or silencers of the type recommended by the manufacturers.

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

- Machines in intermittent use should be shut down in the intervening periods between work or throttled down to a minimum.
- Materials should be handled with care and be placed, not dropped. Materials should be delivered during normal working hours.
- All ancillary plant such as generators, compressors and pumps should be positioned so as to cause minimum noise disturbance, i.e., furthest from receptors or behind close boarded noise barriers. If necessary, acoustic enclosures should be provided and/or acoustic shielding.
- Making positive contact with local residents and providing information on the construction can be the most effective method of reducing the impact of construction noise on sensitive receptors.
- Compressors fitted with lined and sealed acoustic covers, kept closed whenever in use.
- Heavy plant in intermittent use being shut down in intervening periods between work activities.
- Planned deliveries to avoid congestion within the, or on the approach to the site.

Precautions will be taken to minimise noise and the detrimental effects thereof on local community and operatives on site. Thorough planning of the works will precede identifying any noisy operations and the impacts they may have on key receptors.

All operatives will be instructed at safety inductions to ensure noise levels are kept to a minimum and that unnecessary shouting, abusive language or other verbal disruptions are forbidden.

8.0 Waste Management

Waste is managed in the most efficient way by encouraging re-use and re-cycling on-site and maximising segregation. Rubbish will not be allowed to accumulate and cause a fire hazard; all waste will be collected from site in wagons/skips and or wheelie bins. These shall be emptied regularly.

The project team will undertake a waste audit to identify waste streams, forecast waste volumes and identify suitable methods to eliminate, or where this is not practicable, reduce waste generated by the project.

The project team and supply chain members will ensure waste is stored away from drains, boreholes, wells, and controlled waters. Containers shall be in good condition and, where required, covered to prevent dust and litter being blown out. If there is any likelihood of stored waste contaminating the surrounding environs, all necessary precautions will be taken to ensure no contamination occurs. This may include the use of containment bunds with rain shelters and the use of sealed containers, i.e. lockable skips, clip top drums and fluorescent tube coffins.

Before waste is treated and / removed from the project, all subcontractors and waste contractors must supply the project team with legible copies of the following documentation:

- Waste carrier's registration certificates.
- Environmental permits, (Waste Management License and PPC Permits).
- Notification certificate of exemption from environmental permitting.

The project team and, where applicable, subcontractors will ensure that the removal of all inert / non-hazardous waste is recorded on waste transfer notes. These documents must be kept for a minimum of two years. These documents will be kept on site and made available upon request.

The project team and, where applicable, subcontractors will ensure that the removal of any hazardous waste is recorded on hazardous waste consignment notes. These documents must be kept for a minimum of two years. These documents will be kept on site and made available upon request.

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

Legible copies of all waste transfer and consignment notes, recording the removal of waste from site must be issued to the project team. This includes waste generated on site by subcontractors.

9.0 Pest Control

We will ensure that the risk of infestation by pest or vermin is minimised by adequate arrangements for disposal of food waste or other material attractive to pests. If infestation occurs, we will take such action to deal with it as required.

10.0 Drainage

Site drainage, including surface runoff and dewatering effluents, will be discharged to sewers where reasonably practicable. Site drainage will meet the requirements for effluent and flood risk standards required by the sewerage undertaker.

During construction, protection measures to control the risk of pollution to surface water will be adopted. These will include:

- Any containers of contaminating substances on site will be leak proof and kept in a safe and secure building or compound from which they cannot leak, spill or be open to vandalism. The containers will be protected by temporary Impermeable bunds with a capacity of 110% of the maximum stored volume.
- Areas for transfer of contaminating substances will be similarly protected.
- All refuelling, oiling, and greasing will take place above drip trays or on an impermeable surface which provides protection to underground strata and Watercourses and away from drains as far as reasonably practicable. Vehicles Will not be left unattended during refuelling.
- All wash down of vehicles and equipment will take place in designated areas and wash water will be prevented from passing untreated into watercourses and will comply with EA's Pollution Prevention Guidance.

The Pollution Prevention Measures and good construction practices will ensure that any oils, hydrocarbons, or hazardous materials stored on site will not leak onto the ground surface and thereby ensure that there is no pathway for contaminants to affect the water course.

11.0 Emergency Plan

A set of standardised emergency response procedures will govern the management of environmental and emergency incidents. All C. Jackson & Sons management will be required to adhere to and implement these procedures and ensure that site operatives are familiar with the emergency arrangements for the site. This will be generally communicated in the site induction but also at the weekly meetings and as the site progresses.

The emergency procedure will contain 24-hour emergency phone numbers and the method of notifying local authorities, statutory authorities and the emergency services should an incident occur.

Practice drills will be scheduled throughout the construction process for both environmental and emergency incidents. The plan will include.

- Roles and responsibilities in an emergency
- Contacting the emergency services
- Emergency assembly points
- Provision and use of firefighting equipment
- First Aid cover

SALISBURY SQUARE, HATFIELD - CONSTRUCTION MANAGEMENT PLAN

- Location of nearest A&E Hospital
- Any necessary notification of neighbouring occupiers
- Investigation and reporting
- Notification of the HSE including RIDDOR

We will issue site specific fire escape details and muster points for the building at Site Induction and Method Statement Induction.

If details change a further Induction will be given to the operatives during a daily briefing.

The Evacuation Plan will be updated accordingly by the Site Manager as and when conditions alter, work zones change or are completed.

C. Jackson & Sons staff shall direct the emergency service to the scene of the incident.

C. Jackson & Sons Ltd will send a Banksman to assist with directing any emergency vehicles.

C. Jackson & Sons will provide trained first aiders with a first aid kit located in the site office.

It is a requirement of the (current) Reporting of Injuries, Diseases and Dangerous Occurrence Regulations that certain type of Injuries, dangerous occurrences and diseases are reported to the Health and Safety Executive.

Reportable specified injuries, disease and dangerous occurrences will be reported to the local HSE office within the time frames specified under the current regulations by C. Jackson & Sons using the appropriate online form. Records of all accidents will be kept for at least 3 years.

11.1 Medical Emergency

Names and locations of first aiders/appointed persons, introduction to them and position of first aid boxes and rules for their use shall be part of the induction training.

The name of the First Aider on site will be nominated. Our procedure ensures that all operational managers are First Aid Trained.

In the event of an injury or sudden illness on site the following action is to be taken:

- The Site Manager and General Foreman are to be immediately informed of the incident.
- First Aid assistance is to be obtained, if appropriate.
- The injured or ill person is to be conveyed to hospital by the quickest possible means.
- If an ambulance is to be summoned, by the Site Manager or General Foreman, ensure that the address is given accurately.
- Any reportable incident prescribed under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' is to be reported to the Health & Safety Executive on form F2508 within the prescribed notice period for that event.

The nearest Hospital with Accident and Emergency is 9.9 miles away: Barnet Hospital Wellhouse Lane Barnet Hertfordshire EN5 3DJ