

Graven Hill Village Development Company

Development Rules



GHVDC Development Rules – VERSION CONTROL			
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Contents Sheet

Contents Sheet	2
Rules Summary	4
List of documents included within these Rules	8
Section 1: Introduction.....	10
General Requirements	10
Section 2: Specific Requirements	14
Roles you must appoint.....	14
Documents you must provide	15
Cooperation and Working Together	16
Interface with Appointed Contractors	16
Health and Safety Observations.....	16
Site Organisation.....	17
Competence and Certification.....	17
Document and Information you must Display on your Site.....	17
Personal Protective Equipment (PPE).....	17
Contamination, Dangerous Materials and Explosives	17
Construction Waste.....	18
Fire	18
First Aid	19
Emergency Arrangements.....	19
Lighting	19
Structural Stability and Temporary Works	20
Temporary Structures	20
Substances Hazardous to Health	20
Electricity and Power Tools.....	21
Noise	21
Dust.....	21
Scaffolding	21
Working at Height and Specialist Access Equipment.....	22
Weather.....	22
Parking.....	22
Notifiable Deliveries.....	23
Work Authorisation	24
Lifting Operations	25
Welfare Facilities.....	25



Vehicle and Pedestrian Routes	25
Speed Limits and Vehicle Safety	25
Development Access & Security	26
Vulnerable Persons	26
Temporary Accommodation and Sleeping on the Development	26
Audit	27
Signage	27
Section 3: Guidance Notes	28
GN 1 - Introduction from GHVDC Head of Health and Safety	28
GN 2 - Roles you must Appoint	29
GN 3 - The Construction Phase Plan (CPP) and Fire Risk Control Plan (FRCP)	38
GN 4 – Organising Your Site	40
GN 5 – Fire Risk Control Requirements and Compliance	43
GN 6 - Electrical Safety During Construction	46
GN 7 – Scaffolding	50
GN 8 – Work at Height	55
GN 9 – Health Risks in Construction	66
GN10 – Basements	85
Section 4: Glossary	86
Section 5: Appendices	90
Appendix A – Construction Phase Plan (CPP)	90
Appendix B – Fire Risk Control Plan (FRCP)	109
Appendix C – Delivery Notification Form (DNF)	121
Appendix D – Work Authorisation Request Form (WARF)	128
Appendix E – Non-Conformance Form (NCF)	133
Appendix F – Hot Works Notification Form (HWNF)	136
Appendix G – Hot Works Permit (HWP)	137
Appendix H – Request to Erect a Temporary Structure (RETS) Form	143
Appendix I – Observation (OBS) Form	146
Appendix J – Building Materials Licence Application Form (BMAF)	147
Appendix K – Hoarding Licence Application Form (HLAF)	150
Appendix L – Principal Designer Appointment Form (PDAF)	153
Appendix M – Deliveries Protocol	155
Appendix N – Access Protocol	176
Appendix O – Car Parking Protocol	180
Appendix P – General Licence Application Form (GLAF)	187



Rules Summary

This section sets out the key Rules which you must follow for ease of quick reference. Not all Rules are covered in detail here and you must ensure that you comply with the detailed Rules in the main part of this document.

1	Roles you must appoint	<ul style="list-style-type: none"> ➤ Principal Designer (PD) – Has responsibility to plan, manage and coordinate health and safety during the design and pre-construction phases of the Build. ➤ Nominated Person (NP) – Has overall control of the construction phase of your build. ➤ On-Site Controller (OSC) – to take ownership for coordination of Health and Safety on site when work is taking place.
2	Documents you must provide to GHVDC	<ul style="list-style-type: none"> ➤ Construction Phase Plan (CPP)– at least 1 month before commencement. Send to Notifications@gravenhill.co.uk. ➤ Fire Risk Control Plan (FRCP) – at least 1 month before commencement. Send to Notifications@gravenhill.co.uk. ➤ F10 submitted to HSE. Send to Notifications@gravenhill.co.uk and your DLM. ➤ Principal Designer Appointment Form (PDAF) – as soon as possible after commencement of work on your home’s design. Send to your DLM. ➤ Other forms e.g. Delivery Notification Form. <p>Where stated, documents must be authorised by GHVDC prior to commencement on site or of specific activity.</p>
4	Asbestos, Contaminants, Explosives and Dangerous Materials	<ul style="list-style-type: none"> ➤ None of these items may be brought on to the Development or your plot.
5	Construction Waste	<ul style="list-style-type: none"> ➤ Each plot is to deal with their own waste. There will be no communal waste facilities. ➤ Ensure good housekeeping at all times. ➤ Store flammable waste in accordance with the FRCP.



6	Fire Risk	<ul style="list-style-type: none"> ➤ Prepare and submit a FRCP at least 1 month before intended start date on site to Notifications@gravenhill.co.uk. ➤ The FRCP must be agreed by GHVDC before starting on site. ➤ Comply with the FRCP at all times. ➤ Comply with the GHVDC hot works procedure (refer to guidance notes contained with the Hot Works Permit (HWP) at Appendix G). Submit forms and permits at the required times to Notifications@gravenhill.co.uk.
7	Structural Stability and Temporary Works	<ul style="list-style-type: none"> ➤ Ensure structures within your plot are stable at all times, particularly in periods of bad weather.
8	Noise and Dust	<ul style="list-style-type: none"> ➤ You should contact the Local Environmental Health Department if you consider you are experiencing nuisance noise from your neighbours. ➤ You must not create excessive amounts of dust. ➤ You should contact the Local Environmental Health Department if you have unresolved concerns regarding dust from your neighbours' construction works.
9	Scaffolding	<ul style="list-style-type: none"> ➤ You must procure fixed access scaffolding in compliance with NASC's 'scaffold specification template'. ➤ Scaffolding must be assessed / erected / altered / dismantled by a Competent Person. ➤ A handover certificate must be provided upon first completion. ➤ All scaffolding to be inspected every 7 days when in use.
10	Parking	<ul style="list-style-type: none"> ➤ Park considerately, do not obstruct neighbours or emergency access vehicles. ➤ Provide contact details within any vehicle not parked on your plot.



		<ul style="list-style-type: none"> ➤ Park only in designated locations or on the road, not on any pavements or landscaping.
11	Notifiable Deliveries	<ul style="list-style-type: none"> ➤ Make booking requests for notifiable deliveries (including mobile cranes) using the Datascope System in accordance with the timescales and conditions contained in the current version of the Deliveries Protocol at Appendix M. ➤ If required instead, provide at least 5 full working days' notice using the Delivery Notification Form (DNF) to Deliveries@gravenhill.co.uk at Appendix C for any notifiable deliveries and mobile cranes. ➤ Secure authorisation from GHVDC prior to arrival on the Development of any notifiable delivery. ➤ Check Deliveries in with Gate Operative (if applicable) and follow any directions given.
12	Work Authorisation	<ul style="list-style-type: none"> ➤ Should you wish to work, operate plant, or occupy any GHVDC land other than your legally owned plot for materials, hoarding or any other reason, you must submit a request using Work Authorisation Request Form (WARF) at Appendix D , and if applicable, an application for the relevant licence at Appendix J, Appendix K or Appendix P to GHVDC at Notifications@gravenhill.co.uk at least 5 full working days in advance or if a licence is required, in line with the timescales set out on the relevant licence. ➤ GHVDC's written authorisation must be obtained before undertaking any of the above. ➤ Storage is within your plot only.
13	Lifting Arrangements	<ul style="list-style-type: none"> ➤ Apply using the Datascope System described in item 11, or, if necessary, submit a Delivery Notification Form (DNF) at Appendix C to Deliveries@gravenhill.co.uk as set out in item 11 above, providing with your request a LOLER compliant lift plan and documentation required in the Deliveries Protocol.
14	Welfare Facilities	<ul style="list-style-type: none"> ➤ You must provide adequate welfare facilities. GHVDC do not provide welfare facilities.



15	Speed Limits	<ul style="list-style-type: none"> ➤ Speed limits on the Development are: <ul style="list-style-type: none"> ➤ 20 MPH in a forward direction ➤ 5 MPH in a backward (reversing) direction ➤ Electric powered and hybrid vehicles must activate a low speed audible warning device on the development
16	Development Access & Security	<ul style="list-style-type: none"> ➤ Comply with the Access arrangements contained in the Access Protocol. ➤ Cooperate fully with the Gate Operatives. ➤ Security of your own plot is your responsibility. This includes upkeep, maintenance and disposal of Herras fencing.
17	Temporary accommodation and Sleeping on the Development	<ul style="list-style-type: none"> ➤ No temporary accommodation other than welfare facilities permitted on the Development. ➤ No sleeping on the Development.
18	Temporary structures	<ul style="list-style-type: none"> ➤ Except proprietary welfare facilities, no temporary structures within your plot without seeking prior consent from GHVDC. ➤ You must make an application for consent on the Request to Erect a Temporary Structure (RETS) Form, which can be found at Appendix H. Submit form to Notifications@gravenhill.co.uk
19	Signage	<ul style="list-style-type: none"> ➤ No advertising signboards, hoarding, placards permitted. ➤ You must make an application for consent to Info@gravenhill.co.uk for these items before erection/installation.



List of documents included within these Rules

Reference	Document Title	Purpose	Action
DR01	Development Rules	Rules of the Development – to be strictly adhered to at all times.	All persons
CPP	Construction Phase Plan	Template (Appendix A) to be completed and submitted to GHVDC at least 1 month before work commences, setting out how the site will be managed.	NP to complete and submit to GHVDC
FRCP	Fire Risk Control Plan	Template (Appendix B) to completed and submitted to GHVDC at least 1 month before work commences, setting out how fire risk will be managed.	NP to complete and submit to GHVDC
N/A	F10	Form to be submitted to HSE and copy to be provided to GHVDC before work commences.	NP to submit to GHVDC
DNF	Delivery Notification Form	Template (Appendix C) to be completed and submitted for authorisation prior to notifiable deliveries and cranes arriving on the Development. N.B. only for use when an application via Online Delivery System cannot be made.	NP or OSC to submit to GHVDC
WARF	Work Authorisation Request Form	Template (Appendix D) to be completed and submitted for authorisation prior to undertaking works, or operating plant or equipment outside of your plot boundary.	NP or OSC to submit to GHVDC
NCF	Non-Conformance Form	Form (Appendix E) to be used by GHVDC to notify you of non-conformance with these Rules.	GHVDC to complete
HWNF	Hot Works Notification Form	Form (Appendix F) to be completed prior to undertaking any hot works on your plot.	NP or OSC to submit to GHVDC
HWP	Hot Works Permit	Permit (Appendix G) to be used for any planned hot works and forwarded to GHVDC within 5 days of completion of the works.	NP or OSC to complete and



			submit to GHVDC
RETS	Request to Erect a Temporary Structure	Form (Appendix H) to be completed prior to erection of a temporary structure on your plot.	NP to submit to GHVDC
OBS	Observation Form	Form (Appendix I) to be used by GHVDC to inform you of observations of your site to assist with Health and Safety Management.	GHVDC to complete
BMAF	Building Material Application Form	Form (Appendix J) to be completed to obtain a licence to deposit building materials or plant anywhere other than your own plot.	NP to submit to GHVDC
HLAP	Hoarding Licence Application Form	Form (Appendix K) to be completed to obtain a licence to place hoarding on land anywhere other than the boundary of your own plot.	NP to submit to GHVDC
PDAF	Principal Designer Appointment Form	Form (Appendix L) to be completed by your Principal Designer.	Self-builder to submit to GHVDC
DP	Deliveries Protocol	Protocol (Appendix M) of conditions relating to making and undertaking notifiable deliveries to Graven Hill, including mobile cranes.	All persons booking or undertaking deliveries
AP	Access Protocol	Protocol (Appendix N) of arrangements and conditions for accessing Development.	All persons accessing the Development
PPS	Car Parking Protocol	Protocol (Appendix O) of conditions relating to the Parking of vehicles at Graven Hill including use of GHVDC provided Car Parks.	All persons undertaking vehicular access.
GLAF	General Licence Application Form	Form (Appendix P) to be completed to obtain a license to cover an activity on communal (GHVDC) land not covered by BMAF/HLAF forms.	NP to submit to GHVDC



Section 1: Introduction

1.	General Requirements
1.1.	Why does Graven Hill need to apply Development Rules?
	<p>Graven Hill is the largest Development in the UK for people who want to build, or tailor finish their own home. In addition to Self-Builders working on the Development, GHVDC will also be employing contractors to deliver infrastructure elements of the overall Development including roads, community facilities and landscaping.</p> <p>These Rules are the Development Rule referred to under the Construction Provisions within your Contract for Sale and Build Out. The Rules are to ensure that all Self-Builders can carry out their build at Graven Hill efficiently, fairly, safely and without negatively impacting areas around their plot, including the activities of your neighbours or GHVDC's Appointed Contractors.</p> <p>In addition, the Graven Hill Development is covered by insurance from which you all benefit. Our insurers require GHVDC to take reasonable steps to maintain compliance with their requirements. Compliance with these Rules ensures continuity of this insurance cover.</p>
1.2.	Who do these Rules apply to?
	<p>These Rules, including those within this Section 1, apply to all purchasers of plots at Graven Hill and anyone working on, delivering to or visiting your plots. This includes any contractors you appoint to help you with your build. However, contractors should note that as they are legally 'at work', they must also comply with all relevant legislation, for example CDM 2015 and Health and Safety at Work Act 1974.</p>
1.3.	Where on the Development do these Rules apply?
	<p>These Rules apply to anywhere on the Development including your plot. Each purchaser is responsible for applying these Rules and any of their own additional Rules relevant to their specific plot.</p>
1.4.	Will there be any changes to these Rules whilst I am building my house?
	<p>GHVDC reserve the right to amend these Rules at any time to suit the changing needs of the Development and take into account legislative or other changes that would be relevant. It is your sole responsibility to ensure that you and any persons working on, or visiting your plot have the latest version of the Rules.</p>



1.5.	Where can I find the latest version of the Development Rules?
	The latest version of the Rules will always be found on the GHVDC website.
1.6.	What is GHVDC's role?
	<p>GHVDC will:</p> <ul style="list-style-type: none"> ➤ Provide you with observations of your site in order to assist in your management of Health and Safety on site. ➤ Notify you, using the Non-Conformance Form at Appendix E where non-compliance with these Rules (including any required documentation) has occurred. This action is a requirement of our insurance cover. ➤ Implement all necessary measures to comply with these Rules where non-compliance has occurred, and which would endanger you, or other persons or place GHVDC in breach of their legal obligations or insurance cover. Note that any costs incurred in doing this will be borne by the Self-Builder. ➤ Assist you with any queries that you have in complying with these Rules. ➤ Act fairly and professionally at all times. ➤ Endeavour to respond to all requests and notifications in a timely manner. ➤ Exercise its discretion in response to all requests and notifications made, in a fair and equitable manner, however, please note, GHVDC has absolute discretion to approve or reject any request. GHVDC's decision is final. <p>GHVDC will not:</p> <ul style="list-style-type: none"> ➤ Undertake or arrange any of your construction related work. ➤ Accept deliveries on your behalf. ➤ Provide advice on your project. ➤ Tolerate abusive language or behaviour from any person.
1.7.	What is your role?
	You must:



- Comply with Clause 10 of Schedule 1 (Construction Provisions) of your Agreement for Sale and Build Out.
- Familiarise yourself with these Rules ensuring continued compliance at all times.
- Make sure that you always have the most up to date version of these Rules.
- Ensure that any persons delivering to, or accessing your site for work or pleasure, has familiarised themselves with the Rules and Protocols.
- Provide any documentation as required by these Rules, within the timescales set out and obtain any decision required from GHVDC in advance.
- Attend any and all briefings and meetings required by the GHVDC customer journey process, when requested to by any member of GHVDC staff. These briefings will include but may not be limited to an initial briefing from the Development Liaison Manager (DLM) and Health and Safety briefings, along with Check meetings throughout the journey. Your Nominated Person (NP) (see rule 2.1.2) and, if appointed, your Principal Contractor (PC) must also attend the Pre-start Health and Safety Briefing unless GHVDC consider this unnecessary.
- Respond promptly, within the timescales set out, to any notification of non-conformance issued by GHVDC.
- Take immediate action to deal with any non-compliance with these Rules notified by GHVDC.
- Promptly and thoroughly consider any health and safety observations made by GHVDC.
- Provide any documentary evidence requested by GHVDC to ensure compliance with these Rules.
- Understand that GHVDC or any person instructed by us have the right to enter your plot at any time as referred to under the construction provisions within your Contract for Sale and Build out Contract, to remedy any breach of these Rules whether or not a Non-conformance notice has been served.
- Comply with any instruction given by GHVDC staff.

1.8. What happens in the event of non-compliance with these Rules?

GHVDC can:



- Remove or require removal from the Development any non-compliant material, object or vehicle.
- Instruct any work to cease until the necessary documentation or control measures have been implemented.
- Refuse access to the Development of any notifiable deliveries or vehicle.
- Withhold all or part of your Security Deposit to deal with any non-compliance.
- Restrict or refuse you or any person associated with your build right of entry to the Development and thus your plot.
- Access your plot to undertake remedial works to address non-compliance if the plot is deemed to be unsafe and or a risk to others or the communal areas around your plot. In this instance, this will not be deemed as trespass and any cost incurred by us will be borne by the Self-Builder.
- Recover any parking charges that become payable under the Car Parking Protocol (CPP) at [Appendix O](#).
- Recover from you, any costs associated with non-compliance within the communal areas or Appointed Contractor's site.
- In the event of continued non-compliance, cancel your contract, and take ownership of your plot.

Note that any costs whatsoever resulting from non-compliance with these Rules is wholly the responsibility of the Self-Builder.

1.9. What jurisdiction does GHVDC have to enforce these Rules?

The requirement to comply with these Rules is contained within your legally binding Agreement for Sale and Build Out contract.

1.10. Are there any other documents which form part of these Rules?

Yes, all of the Protocols, templates, and forms with their associated conditions, included within these Rules are an enforceable part of these Rules. This includes the Guidance Notes located in Section 3.



Section 2: Specific Requirements

2.1.	Roles you must appoint
2.1.1.	<p>Principal Designer (PD)</p> <ul style="list-style-type: none"> ➤ You must appoint a PD for all aspects of your Golden Brick design, this includes any other pre-construction activities for Golden Brick. ➤ You must appoint a PD for the design and any other pre-construction work for the superstructure (and associated works) of your home which will follow after completion of the Golden Brick. ➤ You must ensure that the PD's terms of appointment shall include the requirement to liaise with the Nominated Person (NP) in place of the Principal Contractor as required by CDM 2015. ➤ You must ensure the PD's terms of appointment shall include the requirement for the role to continue to include any design work undertaken after commencement of construction work. ➤ You must notify your GHVDC DLM in writing of any change of PD, and provide a new completed Principal Designer Appointment Form (PDAF) at Appendix L for the new PD.
2.1.2.	<p>Nominated Person (NP) and an Emergency Contact</p> <ul style="list-style-type: none"> ➤ At least one month prior to your intended commencement on site date you must appoint an NP and an Emergency contact, as an alternative for the NP, whose details are to be included in the Construction and Fire Risk Control Plans. ➤ The NP is the Person who has overall responsibility for the construction phase your build, including health and safety, and submission of documents to GHVDC as required by these Rules. ➤ The NP will be GHVDC's normal first point of contact on any matter relating to the construction phase of your build. ➤ You must inform GHVDC of any changes to the NP or emergency contact and the effective date the change applies. ➤ The NP must be an individual, or a named person within a company.



2.1.3.	<p>On-Site Controller (OSC)</p> <ul style="list-style-type: none"> ➤ You must appoint an OSC when there is actual construction work taking place on your plot. ➤ The OSC is responsible for the implementation of these Rules, your Construction and Fire Risk Control Plans (including your Site Rules, induction and emergency incident arrangements). ➤ You must, when actual construction work is taking place on your plot, have an effective process to ensure a replacement OSC is appointed whenever the existing OSC requires to leave site or is unable to continue as OSC.
2.2.	<p>Documents you must provide</p>
2.2.1.	<p>Construction Phase Plan (CPP)</p> <ul style="list-style-type: none"> ➤ At least one month prior to your intended commencement date, the NP must provide to GHVDC a written CPP. ➤ The CPP must be written using the GHVDC template. The template can be found at Appendix A. ➤ The NP must be in receipt of written authorisation from GHVDC that the CPP is sufficiently developed before commencing works on site. ➤ You must comply with all requirements of your CPP at all times.
2.2.2.	<p>Fire Risk Control Plan (FRCP)</p> <ul style="list-style-type: none"> ➤ At least one month prior to your intended commencement date, the NP must provide to your GHVDC DLM, a written FRCP. ➤ The FRCP must be written using the GHVDC template. The template can be found at Appendix B.
2.2.3.	<p>F10</p> <ul style="list-style-type: none"> ➤ The NP must submit an F10 electronically via the HSE website: https://www.hse.gov.uk/forms/notification/f10.htm



	<ul style="list-style-type: none"> ➤ The NP must provide a copy of this F10 to Notifications@gravenhill.co.uk and your DLM before work commences, ideally together with your CPP.
2.2.4.	<p>Principal Designer Appointment Form (PDAF)</p> <ul style="list-style-type: none"> ➤ You must provide to your DLM, a copy of the completed and signed PDAF (found at Appendix L) within one week of appointment.
2.2.5.	<p>Other forms</p> <ul style="list-style-type: none"> ➤ Where directed by these Rules to submit a form to GHVDC, such as for a delivery to site, you must use the GHVDC template and submit the form in line with the directions and timescales advised.
2.3.	<p>Cooperation and Working Together</p>
2.3.1.	<p>You must:</p> <ul style="list-style-type: none"> ➤ Communicate with your neighbours throughout your build. ➤ Liaise with your neighbours in relation to any notifiable deliveries or any likely obstruction to their plots or areas controlled or owned by GHVDC. ➤ Implement any measures from a neighbour's hot work permit that apply to your plot. ➤ Agree fair and equitable parking arrangements. ➤ Cooperate with your neighbours. ➤ Seek authorisation from your neighbours if you wish to gain access to their land for whatever purpose, before accessing their land. ➤ Resolve any disputes between you.
2.4.	<p>Interface with Appointed Contractors</p>
2.4.1.	<ul style="list-style-type: none"> ➤ Should your plot be within a construction site area that is within the jurisdiction of an Appointed Contractor, you must comply with all the Appointed Contractor's Rules in addition to these Development Rules.
2.5.	<p>Health and Safety Observations</p>



2.5.1.	<ul style="list-style-type: none"> ➤ Should GHVDC seek to guide you with an Observation Form (Appendix I), please consider the observations and take any appropriate steps. The observation form is for your assistance in safety management and does not mean you are in breach of the Development Rules.
2.6.	Site Organisation
2.6.1.	<ul style="list-style-type: none"> ➤ You must ensure at all times your site is well organised and tidy.
2.7.	Competence and Certification
2.7.1.	<p>You must:</p> <ul style="list-style-type: none"> ➤ Ensure that any organisation or person using work equipment of any type, or is taking part in a work activity, is competent to undertake the activity. ➤ Provide evidence of competence to GHVDC upon request.
2.8.	Document and Information you must Display on your Site
2.8.1.	<p>You must display in a weather proof manner and in a prominent location near the front boundary to your plot, the following:</p> <ul style="list-style-type: none"> ➤ A copy of the latest CPP, FRCP, F10 and Emergency Arrangements for your plot, your plot specific rules, and any written RAMS for work being undertaken at the time.
2.9.	Personal Protective Equipment (PPE)
2.9.1.	<ul style="list-style-type: none"> ➤ If required by GHVDC, you must source and wear at your own expense, PPE to current BS EN Standards in the communal areas for whatever duration until instructed otherwise in writing by GHVDC. ➤ In construction site areas controlled by an Appointed Contractor you must comply with their PPE requirements.
2.10.	Contamination, Dangerous Materials and Explosives
2.10.1.	<p>You must not:</p> <ul style="list-style-type: none"> ➤ Bring explosives onto the Development or your plot.



	<ul style="list-style-type: none"> ➤ Bring dangerous materials onto the Development or your plot. ➤ Deliberately contaminate your plot or the communal areas.
2.11.	Construction Waste
2.11.1.	<ul style="list-style-type: none"> ➤ No waste is to be brought to your plot. ➤ Any waste generated by your build must be disposed of by you in an appropriate manner that complies with current legal standards and best practice. ➤ You are responsible for your own waste. GHVDC will not provide waste storage or removal facilities. ➤ You must store your waste within the curtilage of your own plot. ➤ You are not permitted to store waste in any location other than your own plot. ➤ You must not allow a build-up of waste, particularly flammable waste. ➤ You must store flammable waste in accordance with the requirements set out in the FRCP. ➤ Receptacles used for flammable waste e.g. skips, must have either a non-flammable or fire-retardant cover.
2.12.	Fire
2.12.1.	<ul style="list-style-type: none"> ➤ The NP must complete an FRCP before commencement on site. ➤ The NP must use the FRCP template provided by GHVDC. ➤ The NP must be in receipt of written authorisation from GHVDC that the FRCP is sufficiently developed before commencing works on site. This is not certification your plans comply with any legislation requirements but that the plans when fully implemented may be able to control the risks from construction. ➤ You must comply with all requirements of your FRCP.



	<ul style="list-style-type: none"> ➤ As a minimum, you must provide the following on your plot: <ul style="list-style-type: none"> ➤ A non-flammable gas powered air horn. ➤ A working mobile phone. ➤ Two 13A rated extinguishers at a designated fire point. Of these, one must be type A (for wood fires) and one must be type B (for electrical fires). ➤ Immediately on delivery or as soon as possible thereafter, you must remove flammable wrappings and replace as necessary with (Loss Prevention Control Board Standard) fire retardant coverings for all temporary coverings of structures, plant, materials or equipment. ➤ You must comply with the Hot Work Process within Section 8 which is set out at point 6 within Appendix G. You must submit the Hot Work Notification Form (Appendix F) at least one full working day in advance of the intended hot works. The procedure may require GHVDC to act as Arbiter in the circumstances detailed within the Hot Work Permit at Appendix G. You must follow any directions given by GHVDC in the event of arbitration being required. ➤ The NP must update your FRCP with any material changes on your plot and provide a copy of the updated version to GHVDC. ➤ You must at all times, have access to and be compliant with the current edition of Fire Protection Association's: Fire Prevention on Construction Sites: The Joint Code of Practice.
2.13.	First Aid
2.13.1.	<ul style="list-style-type: none"> ➤ You must keep a first aid kit on your plot in a marked location. ➤ You must notify the emergency services in the event of a medical emergency. GHVDC do not provide first aid facilities.
2.14.	Emergency Arrangements
2.14.1.	<ul style="list-style-type: none"> ➤ You are solely responsible for emergency arrangements on your plot.
2.15.	Lighting
2.15.1.	<ul style="list-style-type: none"> ➤ No work by anyone may take place in the absence of adequate lighting.



2.16.	Structural Stability and Temporary Works
2.16.1.	<p>You must:</p> <ul style="list-style-type: none"> ➤ Ensure that any structures within your plot remain stable at all times. ➤ Ensure all temporary works comply with BS5975 and any other relevant standards. ➤ Provide promptly to GHVDC any evidence, written or otherwise, to prove structural stability is being and will be, maintained. ➤ Take immediate steps to return any structure it to a stable condition should it become unstable.
2.17.	Temporary Structures
2.17.1.	<ul style="list-style-type: none"> ➤ Other than proprietary welfare facilities, you are not permitted to erect any temporary structures within your plot without seeking prior consent from GHVDC. ➤ You must make an application for consent to erect a temporary structure at least 10 full working days in advance of your proposed installation date on RETS Form which can be found at Appendix H. Submit form to Notifications@gravenhill.co.uk. ➤ You must be in receipt of GHVDC's written consent prior to erection of any structure.
2.18.	Substances Hazardous to Health
2.18.1.	<p>You must:</p> <ul style="list-style-type: none"> ➤ Risk assess any potentially hazardous substances, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and any related guidance. ➤ Apply at all times the control measures identified in the COSHH assessment. ➤ Keep a record of all COSHH assessments undertaken available on site at all times.



	<ul style="list-style-type: none"> ➤ Make the COSHH assessments available to GHVDC upon request.
2.19.	Electricity and Power Tools
2.19.1.	<ul style="list-style-type: none"> ➤ All temporary power supplies and electrical equipment must be: <ul style="list-style-type: none"> ➤ Compliant with current standards. ➤ Have the appropriate Ingress Protection (IP) rating for the environment. ➤ 230/240v tools must have a residual current device (RCD) either as part of the tools' supply, or in the power distribution board. ➤ If batteries are to be used, including Lithium or other high energy density batteries, suitable arrangements must be taken to ensure that the risk of fire or explosion is properly controlled during use, storage or charging. ➤ No generators permitted on site without prior GHVDC Consent.
2.20.	Noise
2.20.1.	<ul style="list-style-type: none"> ➤ You should contact the Local Environmental Health Department if you consider you are experiencing nuisance noise from your neighbours.
2.21.	Dust
2.21.1.	<ul style="list-style-type: none"> ➤ You must not create excessive amounts of dust. ➤ You should contact the Local Environmental Health Department if you have unresolved concerns regarding dust from your neighbours' construction works.
2.22.	Scaffolding
2.22.1.	<ul style="list-style-type: none"> ➤ All fixed access scaffolding must be procured and managed in full accordance with the National Access and Scaffolding Confederation (NASC) publication; "Scaffold Specification Template". ➤ System and Tube and fitting scaffolding must be assessed / erected / dismantled to relevant manufacturer or NASC Standards by Competent Persons. ➤ On completion of any scaffold, a Competent Person must be engaged by you to provide a written scaffold inspection and handover certificate.



	<ul style="list-style-type: none"> ➤ All scaffolding in use must be inspected every 7 days by a Competent Person or following a material change in circumstances. Note that this also applies to mobile access towers (see 2.22.1). ➤ All inspections must be recorded with information to current industry best practice and retained throughout the duration of your build.
2.23.	Working at Height and Specialist Access Equipment
2.23.1.	<ul style="list-style-type: none"> ➤ All Mobile Access Towers must be inspected every 7 days by a Competent Person or following a material change in circumstances. ➤ Low level access equipment (under 2.5m maximum working height) must be compliant with current British standards (currently PAS 250:2012). ➤ Powered work access equipment may only be used if they comply with the current version of HSE guidance sheet GIS 6 and the standards referenced in it.
2.24.	Weather
2.24.1.	<p>At all times, but particularly where bad weather is forecast you must:</p> <ul style="list-style-type: none"> ➤ Inspect your site. ➤ Safely secure all materials, plant and boundaries. ➤ Check and ensure stability of any structures.
2.25.	Parking
2.25.1.	<p>You must:</p> <ul style="list-style-type: none"> ➤ Comply with the requirements of the current CPP at Appendix O. ➤ Not obstruct access to any plot or any part of the communal area. ➤ Ensure that you do not obstruct means of access for Emergency services on the Development at any time. ➤ Only park in designated locations, your plot or on the road, only at weekends or outside times stated below, and ensuring that access is maintained for other users.



	<ul style="list-style-type: none"> ➤ Park on the road on weekdays only between 5pm & 7am. ➤ Ensure your contractors park in the Car Parks provided, as detailed in the CPP. ➤ Not park on any on any pavement or landscaping. ➤ Ensure that any vehicle, including those of persons associated with your build, that is parked anywhere other than on your plot displays visibly a clearly legible note containing the following information: <ul style="list-style-type: none"> ➤ Contact name of the driver (who shall remain contactable). ➤ Which plot they are working on. ➤ Mobile telephone number by which the driver can be contacted while on site.
<p>2.26.</p>	<p>Notifiable Deliveries</p>
<p>2.26.1.</p>	<p>You must:</p> <ul style="list-style-type: none"> ➤ Operate the Datascope System for booking notifiable deliveries to anywhere in the Development in compliance with all conditions contained in the Deliveries Protocol (DP) located at Appendix M. ➤ Inform your NP of the Datascope System requirement and ensure they have a copy of the current DP. ➤ Where required by the DP, or should the Datascope System be unavailable, notify GHVDC in writing, at least 5 full working days in advance to Deliveries@gravenhill.co.uk , using the Delivery Notification Form (DNF) located at Appendix C, of all intended deliveries that are any of the following: <ul style="list-style-type: none"> ➤ Larger than 7.5 tons in weight. ➤ 7m long or over. ➤ 2.5m wide or over. ➤ Smaller than any of the above criteria but are planned to be stationary on the highway and would in the proposed location prevent passage of a standard size articulated lorry. ➤ Discuss any implications on neighbouring plots with your neighbours in advance of submitting the DNF to GHVDC.



	<ul style="list-style-type: none"> ➤ Secure authorisation from GHVDC for the notifiable delivery prior to arrival on the Development. If you have not secured approval or a response from GHVDC this means the delivery is not permitted. ➤ Prior to any delivery, satisfy yourself that the proposed delivery can access within the width of the carriageway and geometry of the corners. ➤ Ensure that you arrange deliveries in accordance with any restrictions of the Development, for example some roads within the Development are inaccessible by articulated lorries, along with any conditions imposed by GHVDC in the DP or such additional conditions as GHVDC deem necessary. ➤ Take responsibility for the safety of vehicles, the loads they carry, recovery from the Development should they break down, and any damage caused as a direct result of any delivery. ➤ Neither GHVDC nor any Appointed Contractors can accept or receive any deliveries dropped off at any location. Responsibility for all deliveries rests entirely with you and those making the delivery.
<p>2.27.</p>	<p>Work Authorisation</p>
<p>2.27.1.</p>	<p>You are not permitted to work outside of your plot, occupy land or store materials anywhere other than your plot.</p> <p>In the event that this becomes foreseeable you must:</p> <ul style="list-style-type: none"> ➤ Satisfy yourself well in advance of the intended activity whether any licences are required for the proposed activity (see licence application forms at Appendix J, Appendix K or Appendix P) and submit your proposals in line with the timescales set out by the particular licence. ➤ Discuss any implications of the proposed works on any neighbouring plots with your neighbours. ➤ Complete and submit a Work Authorisation Request Form (WARF) located at Appendix D and if necessary the relevant licence (Appendix J, Appendix K or Appendix P) and provide all accompanying documentation to GHVDC a minimum of 5 full working days in advance. Provide completed forms and licences to Notifications@gravenhill.co.uk. ➤ Secure written authorisation from GHVDC or any Third Parties prior to undertaking any of these activities.



	<ul style="list-style-type: none"> ➤ Enter into any licences required by GHVDC or Third Parties.
2.28.	Lifting Operations
2.28.1.	<p>For all mobile crane lifting operations whether on or off your plot (excludes delivery vehicles with integral cranes with a boom length not exceeding 8 metres) you must:</p> <ul style="list-style-type: none"> ➤ Make a booking request through the Datascope System in compliance with Deliveries Protocol (Appendix M) conditions. ➤ When the Datascope System is unavailable, or if directed by the Deliveries Protocol, complete and submit a DNF located at Appendix C, a minimum of 5 full working days in advance to Deliveries@gravenhill.co.uk. ➤ Submit with the DNF, a LOLER compliant lift plan and other documents required by the Deliveries Protocol. ➤ Secure written authorisation from GHVDC before lifting activities commence.
2.29.	Welfare Facilities
2.29.1.	<ul style="list-style-type: none"> ➤ You must provide or have access to adequate Welfare Facilities throughout your build.
2.30.	Vehicle and Pedestrian Routes
2.30.1.	<ul style="list-style-type: none"> ➤ Where vehicular routes including one-way systems and/or pedestrian routes are laid out by GHVDC or an Appointed Contractor you must: <ul style="list-style-type: none"> ➤ Use them. ➤ Not interfere with them.
2.31.	Speed Limits and Vehicle Safety
2.31.1.	<ul style="list-style-type: none"> ➤ You nor any deliveries must not exceed the specified speed limits imposed by GHVDC or an Appointed Contractor on the Development at any time. <p>Unless otherwise notified these are:</p> <ul style="list-style-type: none"> ➤ 20mph in a forward direction ➤ 5mph in a backward (reversing) direction



	<ul style="list-style-type: none"> ➤ All vehicles accessing the Development must be safe and have all up to date necessary inspections and/or test certification. ➤ Electric powered vehicles, including hybrids, must have a slow speed audible warning device fitted, in good working order and activated when on the Development.
2.32.	Development Access & Security
2.32.1.	<ul style="list-style-type: none"> ➤ You must, until advised to the contrary, operate the Access Protocol arrangements including cooperating with operatives on the Gate and ensure your visitors, and all associated with your build, do so. ➤ You are responsible for security of your plot and everything contained within it. GHVDC or its Appointed Contractors hold no responsibility whatsoever. ➤ You must ensure that all your plot boundaries are maintained, safe and secure. "Herras" fencing must be doubled clipped. ➤ You must prevent any unauthorised access to your plot at any time.
2.33.	Vulnerable Persons
2.33.1.	<ul style="list-style-type: none"> ➤ You must take all reasonable steps to safeguard a vulnerable person associated with you when in communal areas under GHVDC control which are not open to the public. ➤ If your plot is within an area controlled by an Appointed Contractor, you must notify GHVDC at least 48 hours in advance of any vulnerable people including those under the age of 18, planning to visit your plot. ➤ You must at all times during your Build, accompany any young person/child under 18 years of age when on the Development / your plot and use the designated pedestrian routes.
2.34.	Temporary Accommodation and Sleeping on the Development
2.34.1.	<ul style="list-style-type: none"> ➤ No temporary accommodation, other than proprietary welfare facilities specifically related to the construction of your home are permitted on the Development. This includes, caravans, tents, motorhomes and any vehicle with sleeping accommodation.



	<ul style="list-style-type: none"> ➤ No overnight sleeping is permitted on the Development, until your home is certified by building control as complete, this includes in private or trade vehicles.
2.35.	Audit
2.35.1.	<ul style="list-style-type: none"> ➤ In order to demonstrate compliance with our legal and insurance obligations, we may at any time, undertake a site audit. You must comply with any requirements of the audit if requested. The results of any audit remain confidential.
2.36.	Signage
2.36.1.	<ul style="list-style-type: none"> ➤ With the exception of standard sized sales or let boards, no party is permitted to place or erect advertisements, signs, hoarding, placards or any similar marketing material within their plot or on any land outside of their plot. ➤ Permission must be sought from GHVDC for any of the above a minimum of 1 week before the intended erection / installation. ➤ You must provide a mock-up of the proposed design with your request which must not imply any endorsement by GHVDC and must include: <ul style="list-style-type: none"> ○ Sizes ○ Planned position within the plot (must not be outside of the plot boundaries) ○ The Graven Hill logo, covering at least 50% of the signage. ➤ Submit your request to Info@gravenhill.co.uk. ➤ Submission of a request to GHVDC, does not constitute approval. You must receive authorisation from GHVDC prior to installation / erection. GHVDC withhold the right to refuse any proposals.



Section 3: Guidance Notes

GN 1 - Introduction from GHVDC Head of Health and Safety

It is my pleasure to write this introduction on behalf of Graven Hill Village Development Company (GHVDC) to explain how Health and Safety is managed at Graven Hill, your role as a Self-Builder, and the guidance we offer on your journey building to your dream home at Graven Hill.

Health and Safety is of **paramount importance** at Graven Hill, to ensure no person or property is placed at unnecessary risk of injury or harm during any self-build project.

Responsibility for Health and Safety on your plot after completion of the Golden Brick works rests solely with the you, the Self-Builder, and anyone else who may undertake the construction of your home for you.

GHVDC recognises that the a multi self-build environment will inevitably create Health and Safety challenges.

Self-Builders are unlikely to have experience of construction Health and Safety, for most it is a new and unfamiliar area.

These challenges are addressed by GHVDC in three ways:

- Firstly, our Development Rules set out how health, safety and logistics must be managed by all who build at Graven Hill.
- Secondly, throughout your Customer Journey GHVDC will guide and inform you, for example by briefings and written information, i.e. our Guidance Notes.
- Thirdly, by a site presence to ensure the Development Rules are adhered to, to provide helpful observations during your construction.

To achieve the shared objective of a safe build, you as a Self-Builder must not only play your part to understand and apply the requirements of the Development Rules, the Law and our guidance, but crucially have the **attitude and behaviours** to set a **culture of high standards** on your build. That culture is vital to successful Health and Safety management. Only **you** and those in your construction team can create that culture.

Welcome to Graven Hill, myself and the team look forward to meeting and guiding you to the safe completion of your dream home!

Peter Nickerson, GHVDC Head of Health and Safety.



GN 2 - Roles you must Appoint

1.	<p>What is the Role of the Self-Builder?</p> <p>The Self-Builder is the Client, the person who instructs the construction of their own home.</p> <p>As Client you must:</p> <ul style="list-style-type: none"> ➤ Provide necessary resources to ensure Health and Safety can be managed to a high standard throughout your Build. ➤ Appoint a competent Principal Designer and Nominated Person. ➤ Communicate with GHVDC and your build team promptly and fully on any matters connected with your Build. ➤ Comply with the Development Rules. ➤ Ensure all those assisting in any capacity with the build know they must comply with the Development Rules. ➤ Comply with the Construction, Design and Management Regulations 2015 (CDM) and any other legal requirements. ➤ Fully understand your Health and Safety responsibilities under the Development Rules and legislation. <p>As Client, you should be aware that CDM places legal duties on some Clients. For this reason, it is important to be clear which type of Client (Self-Builder) you are. There are 2 types of Self-Builder:</p> <ul style="list-style-type: none"> ➤ Type 1: Those who control some or all of the construction work. ➤ Type 2: Those that do not take an active role in the management of the construction work. <p>If you are a Type 1 Self-Builder, you may become responsible for legal duties under CDM. If you are a Type 2 Self-Builder, you do not have legal responsibilities under CDM. In this case, all legal duties required by CDM are passed to other professionals involved in the build.</p>
2.	<p>The Roles You Must Appoint</p>



	<p>If you are a Type 1 Self-Builder, compliance with the GHVDC Development Rules will generally ensure your compliance with CDM. However, this does not remove your responsibility to check and comply with CDM and any other legislation that may apply to your build. You should take professional advice if required.</p> <p>Regardless of which type of Self-Builder you are, to ensure compliance with the Development Rules a number of appointments must be made by the Self-Builder.</p> <p>You must appoint:</p> <ul style="list-style-type: none"> ➤ Principal Designer (PD) ➤ Nominated Person (NP) ➤ On Site Controller (OSC) <p>In addition, dependant on your particular Build arrangements, you may appoint:</p> <ul style="list-style-type: none"> ➤ Principal Contractor (PC) ➤ Contractors
<p>3.</p>	<p>Principal Designer (PD)</p>
<p>3.1</p>	<p>What is the Role of the Principal Designer?</p>
	<p>The PD co-ordinates all Health and Safety during the Pre-construction stage, before any physical construction work actually commences. The PD is a statutory role under CDM and is a requirement of your Contract for Sale and Build out.</p> <p>The PD must:</p> <ul style="list-style-type: none"> ➤ Apply technical knowledge and co-ordinate others in the project team to ensure design decisions take Health and Safety into account. ➤ Ensure foreseeable significant Health and Safety risks in the design are identified. ➤ Ensure the design team apply the principles of prevention to significant risks in order to eliminate or reduce them to an acceptable level.



	<ul style="list-style-type: none"> ➤ Provide information to those who will be undertaking actual construction work. ➤ Prepare a Health and Safety File.
3.2	Who can be appointed as PD?
	<p>There is no formal qualification. However, CDM requires the PD to have the skills, knowledge and experience to fulfil the role.</p> <p>A key role of the PD is to ensure foreseeable risks of the proposed design that will affect Health and Safety both during its construction, or its future use, are identified and managed, by applying the Principles of Prevention. A person with no design experience is very unlikely to be able to undertake the role of PD.</p>
3.3	Who could be my PD?
	<p>Any designer who has the necessary skills, knowledge and experience to fulfil the role. CDM defines a designer as any person who in the course or furtherance of a business (a) prepares or modifies a design, or (b) arranges for, or instructs any person under their control to do so.</p> <p>You should direct them to the responsibilities of the role set out in section 3.1 above.</p>
3.4	Can I be PD?
	<p>Self-Builders are unlikely to meet CDM requirements to be PD, however this may be possible if you meet the requirements in 3.3 above.</p>
3.5	Do I have to appoint a PD?
	<p>It is a contractual requirement of your contract for Sale and Build Out that you appoint a PD. GHVDC have provided a template for this purpose which must be returned completed to GHVDC.</p> <p>You therefore must appoint a PD.</p>
3.6	PD Appointment
	<p>A PD must be appointed for the Pre-construction stage for both Golden Brick and superstructure elements of your home.</p>



	<p>Unless the design is completed at the end of the Pre-construction stage, the appointment should extend to cover any design changes during construction.</p> <p>Confirmation of the appointment must be provided to GHVDC as detailed in the Development Rules.</p>
3.7	What happens if my designer is unable to be PD?
	<p>The PD does not have to be the Designer or Architect of your home. You can appoint another professional to undertake the role of PD, as long as they have the skills, knowledge and experience to fulfil the role. You should direct them to the responsibilities of the role set out in section 3.1 above.</p> <p>More than one PD can be appointed consecutively, so long as there is always a PD for the project and duration of each PD's appointment is clear. This needs to cover the golden brick and superstructure design. Unfortunately, GHVDC cannot appoint a PD on your behalf. This is an appointment that you must make.</p>
4.	Nominated Person (NP)
4.1	Who is the Nominated Person?
	<p>They are the single person with overall responsibility for management of Health and Safety during the construction phase of your Build including compliance with all requirements of the Development Rules and current legislation.</p> <p>If you are a type 2 Self-Builder and have engaged a Principal Contractor, in addition, you may also need to appoint them as NP. However, they do not have to be NP, but you must appoint someone else to be NP if you do not appoint the Principal Contractor to this role.</p>
4.2	What is the role of the Nominated Person?
	<p>The NP must manage, and be responsible for, all aspects of Health and Safety during your Build construction including compliance with the Development Rules and current legislation.</p> <p>The NP must:</p> <ul style="list-style-type: none"> ➤ Liaise with you (if you are not the NP) and GHVDC on any matters relevant to Health and Safety. ➤ Submit and update all documents required under the Development Rules.



	<ul style="list-style-type: none"> ➤ Plan, manage and monitor Health and Safety throughout the build process. ➤ Inform all persons connected with your build of their obligations under the Development Rules and ensure compliance with them. ➤ Appoint and liaise with the On Site Controller.
4.3	Who can be Nominated Person?
	Any person who can fulfil the requirements of the role. They must have the necessary skills, knowledge and experience.
4.4	Can I be the Nominated Person?
	Yes, provided you can fulfil the role and are willing to accept the responsibilities.
4.5	Can the Nominated Person change during my Build?
	<p>Yes. Depending on the build process, a particular NP may be appointed for only part of the build, then replaced by another NP.</p> <p>For example, a builder may be appointed as NP until the house structure is watertight and then another builder may be appointed as NP for the interior. Alternatively, a 'hands on' Self-Builder may take over as NP.</p> <p>GHVDC must always be informed of any changes to the NP to ensure they can liaise with NP on any Health and Safety matters at any time.</p>
4.5	What is the importance of the Nominated Person to my Build?
	The NP is key to ensuring your Build is delivered without harm to Health or Safety and in compliance with the Development Rules.
4.6	Does the Nominated Person have to be on site at all times?
	No, the NP does not have to be on site at all times. The OSC (see section 5) provides the on site Health and Safety presence.
5.	On Site Controller (OSC)
5.1	What is the Role of the OSC?
	The OSC is a position created by the Development Rules.



	<p>The OSC is in charge of your construction site's Health and Safety whenever construction related work is happening on site. They are on site and are the point of immediate contact for GHVDC regarding site activities.</p> <p>They must:</p> <ul style="list-style-type: none"> ➤ Be familiar with the Development Rules, your site rules and emergency procedures ➤ Understand about risk control ➤ Co-ordinate activities on site to ensure safety ➤ Refer to NP for advice/decisions if required. ➤ Never leave site without a replacement OSC being appointed.
5.2	Why was the position created?
	<p>To ensure when any work takes place on a Self-Build site there is a designated person who has responsibility for Health and Safety co-ordination covering all work actually taking place on site. It is a purely site based role.</p>
5.3	Does the OSC always have to be on site?
	<p>No, the OSC need only be on site when work is actually taking place.</p>
5.4	Does the same person need to be OSC throughout the duration of my build?
	<p>No, the OSC can change at any time throughout the build programme.</p> <p>However, as there must always be an OSC on site when work is being undertaken, you must ensure that there is a clear process as part of site management arrangements (Construction Phase plan) to appoint the next OSC. This is to ensure your site will always have an OSC present when work is taking place.</p>
5.3	Who Appoints the OSC?
	<p>The NP will usually appoint the first OSC.</p> <p>As the OSC can change at any time through the build, the management arrangements will set out how any subsequent OSC's are identified and appointed.</p>
5.4	Can Anyone be the OSC?



	No, the person must have the necessary skills, knowledge and experience to be able to co-ordinate site activities to ensure safety and undertake the responsibilities set out in section 5.1.
6.	Principal Contractor (PC)
6.1	Who is the PC?
	<p>A PC is the contractor with control over the construction phase of a project involving more than one contractor. They are appointed in writing by the client to plan, manage, monitor and coordinate Health and Safety during this phase.</p> <p>If you are a type 2 Self-Builder, you may have chosen to appoint a PC to control the work of a number of contractors undertaking different elements of work throughout your build process. This is instead of managing the various contractors directly yourself.</p>
6.2	What is the relationship between Nominated Person and Principal Contractor?
	<p>If you are a type 2 Self-Builder and have engaged a PC, you must still appoint an NP as required by the Development Rules.</p> <p>You may appoint the PC to also be the NP.</p> <p>However, they do not have to be NP, but you must appoint someone else to be NP if you do not appoint the PC to be NP.</p>
6.3	What must I do to appoint a Principal Contractor?
	You must appoint them in writing, and clearly state the duration of their appointment.
7.	Contractors
7.1	Who is a Contractor?
	<p>A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.</p> <p>You and any friends or relatives who assist are not contractors since work is not done as part of a business activity.</p>



	All tradespeople and builders are contractors.
7.2	Who appoints Contractors
	<p>You can appoint all or some.</p> <p>Examples are:</p> <ul style="list-style-type: none"> ➤ You appoint a general builder who then appoints other contractors to do certain aspects of the work for them (sub-contractors). ➤ You appoint every contractor to undertake aspects of the Build as it progresses.
7.3	What Health and Safety responsibilities do Contractors have?
	<p>Contractors must comply with requirements of all relevant Health and Safety legislation, including CDM, and the Development Rules</p> <p>In particular, they must:</p> <ul style="list-style-type: none"> ➤ Undertake risk assessments and produce method statements (RAMS) for their work. ➤ Supply these to the NP. ➤ Follow directions of the NP and OSC. ➤ Follow all Site rules on your Build. ➤ Work safely and bring actual or potentially unsafe matters to the On Site Controller's attention.
7.4	If a Contractor is working in an unsafe manner, what can I do?
	<p>If you are on site and see an unsafe situation you should draw it to the immediate attention of the person potentially at risk and the OSC. If it is a serious matter you should also bring it directly to the attention of your NP.</p> <p>Serious failures to ensure risk is controlled may require your NP, or you directly, to dismiss a contractor or an individual from your Build.</p>
8.	Further Guidance:



FORM	VERSION
GN2	01



<http://www.hse.gov.uk/construction/cdm/2015/domestic-clients.htm>

<http://www.hse.gov.uk/construction/cdm/2015/principal-contractors.htm>

<http://www.hse.gov.uk/construction/cdm/2015/contractors.htm>



GN 3 - The Construction Phase Plan (CPP) and Fire Risk Control Plan (FRCP)

1.	Why and when does GHVDC require a CPP & FRCP?
	<p>The Development Rules require the NP to submit a completed CPP and FRCP for authorisation by GHVDC. These are to be submitted to your DLM no later than 1 month before commencement on site. If the Self-Builder should appoint a third party to produce the CPP and/or the FRCP, it remains the responsibility of the Self-Builder to ensure that it is completed fully and submitted to GHVDC in time.</p> <p>The attached programme indicates process and likely timescales involved in submission, review and confirmation that the plans are sufficiently developed to commence on site. If plans are well developed, these timescales can be shorter, however if poorly developed, or late in being submitted, you may not be permitted to commence on site in line with your intended start date.</p>
2.	What is a CPP?
	<p>After completion of the Golden Brick works, your plot is solely your construction site, for which at all times, your NP has the overall responsibility to manage Health and Safety and comply with the current legislation and the Development Rules.</p> <p>The CPP is required as the site safety management document. It demonstrates there are proper arrangements in place to plan, manage and monitor construction work and to ensure the risks to Health and Safety both on and off your site are properly controlled. A copy should be held on site at all times.</p>
3.	What is a FRCP?
	<p>The FRCP is required to document the measures to prevent a fire on site or prevent one spreading, and emergency procedures in the event of fire occurring.</p>
4.	Is there a template for these documents?
	<p>Yes. GHVDC have produced a template for both CPP and FRCP. These templates must be used. They can be found within the Development Rules.</p>
5.	Who completes the template?
	<p>The form should be completed by a person who knows your build and has sufficient skill, knowledge or experience to do so. This will usually be the NP.</p>
6.	Do the Plans need to be signed off?



Yes, they must be submitted to GHVDC to review at least one month before your works commence on site.

Once GHVDC are satisfied that the plans appear sufficiently well developed to allow construction to commence, they will confirm that to the NP and construction may commence.

GHVDC's authorisation does not imply that either plan is compliant with the requirements of any legislation, this remains the responsibility of the NP.

Should there be any updating made to these plans, a copy of the updated plan is to be submitted to GHVDC, but no new authorisation from GHVDC is required.



GN 4 – Organising Your Site

1.	Why is Organisation so Important?
	<p>Proper organisation of a construction site is crucial for both Health and Safety and Logistics.</p> <p>Your build could fail or suffer severe delays/cost overrun if your site is inadequately organised.</p> <p>The advantages of a well-organised build and tidy site are:</p> <ul style="list-style-type: none"> ➤ Less risk from safety incidents such as slips, trips, falling objects. ➤ Improved fire safety. ➤ It demonstrates high standards. ➤ Less handling of materials, saving money and time. ➤ Less likely to suffer problems due to poor sequencing of work/material deliveries.
2.	Is there a requirement to have a well organised site?
	<p>The Construction, Design and Management Regulations 2015 (CDM) places the following requirements on a construction site:</p> <p>They must:</p> <ul style="list-style-type: none"> ➤ Be kept in good order. ➤ Be made safe and kept safe. ➤ Have safe access to work areas within the site. ➤ Have sufficient working space.



	<ul style="list-style-type: none"> ➤ Be arranged so the site is suitable for any person working there. ➤ Have reasonable cleanliness in parts where work is being carried out. <p>These requirements are entirely related to Health and Safety.</p>
3.	What action will be taken if a site is not well organised?
	<p>GHVDC will inform the OSC and NP of our observations. If standards have fallen sufficiently a Non-conformance notice will be issued.</p> <p>Note that the Health and Safety Executive (HSE) could visit and take enforcement action, including closure of the site, if it is deemed unsafe.</p>
4.	How do I ensure my site is well organised?
	<p>By meticulous pre-planning before construction commences.</p> <p>You should consider the following:</p> <ul style="list-style-type: none"> ➤ You only have your plot within which to store materials and work. ➤ All planning must consider potential for access to your plot or part of your build to change over time. ➤ If the design changes, revisit the planning of the construction. <p>Examples of inadequate planning are:</p> <ul style="list-style-type: none"> ➤ It was planned to use a scaffold for accessing your house during construction. However, when the scaffolders come to erect the scaffold they can only do so safely by accessing the neighbouring plot, for which permission is refused. An alternative access method, likely less safe, less efficient and more expensive would be needed to provide safe access. <p>This results in immediate programme delay and potential for knock on impacts to programme with potentially increased costs, and personal stress. This example illustrates the necessity of thorough pre-planning by your Construction team, as some mistakes may be impossible to rectify once construction commences.</p> <ul style="list-style-type: none"> ➤ Once structures are erected, accessing parts of the site by plant and equipment may become impossible. This must be anticipated, and work/materials deliveries scheduled accordingly. For example, materials which were planned to be relocated from a delivery lorry around the site by a vehicle, cannot now be because the accessway is restricted.



	This results in manual handling of the materials which is both a slower and more dangerous methodology.
5.	Steps to ensure my site is organised and tidy on a day to day basis?
	<ul style="list-style-type: none"> ➤ Set your standards high. ➤ Clearly mark material storage areas. ➤ Keep all access routes clear. ➤ Have a strict system for tidying up regularly. ➤ Have waste bins easily accessible. ➤ Cast a fresh eye weekly over the site. ➤ Listen to guidance from GHVDC site staff.
6.	Further Information
	Site Organisation: http://www.hse.gov.uk/construction/safetytopics/siteorg.htm



GN 5 – Fire Risk Control Requirements and Compliance

1.	Why are Fire Risk Control arrangements required?
	<p>GHVDC require Fire Risk Control arrangements because:</p> <ul style="list-style-type: none"> ➤ Fire is the greatest risk to all property at Graven Hill. ➤ The Development wide fire insurance cover from which Self-Builder’s benefit during construction of their property, is underwritten based on compliance with the current edition of Construction industry publication ‘Fire prevention on Construction sites: The joint code (‘Joint Code’). ➤ To benefit from this insurance, there are practical steps you and GHVDC must take to ensure this insurance indemnity is not placed at risk. ➤ No self-build plot at Graven Hill is isolated, fire and smoke could spread to neighbouring properties. ➤ Responsibility always rests on the Self-Builder to control the risk from fire, GHVDC must take reasonable steps to monitor compliance.
2.	What are GHVDC Fire Risk Control Requirements?
	<p>The Development Rules require:</p> <ul style="list-style-type: none"> ➤ You have access to, and comply with, the Joint Code. ➤ Your Nominated Person submits your FRCP for approval at least one month before intended construction commencement date. ➤ You obtain authorisation from GHVDC in writing, that the FRCP is sufficiently developed before construction commences. Construction cannot commence without authorisation. ➤ The FRCP must be adhered to and implemented by your NP, OSC and all who attend your site throughout your Build. ➤ The FRCP must be updated regularly to ensure it remains relevant to actual site conditions as the build develops.
3.	What happens after submission of my FRCP?



	<p>GHVDC will do the following:</p> <ul style="list-style-type: none"> ➤ We will review your FRCP. ➤ If we are satisfied that the FRCP appears to control the risks if it is properly implemented, we will confirm in writing that the Plan appears sufficiently developed to allow construction to commence. ➤ If we are not satisfied that the FRCP is sufficiently developed to allow construction to commence, we will reject it and require you to resubmit an amended plan. ➤ We will provide guidance and inform you of any observations to help your management of the risk. ➤ We will inform you if we become aware of any non-conformities with your FRCP. <p>The NP must do the following:</p> <ul style="list-style-type: none"> ➤ Implement the FRCP once written confirmation is received from GHVDC that it is sufficiently developed to start on site and ensure it is adhered to throughout your build. ➤ Update the FRCP to ensure it always controls the actual risk at every stage of construction. ➤ Provide to GHVDC a copy of any amended FRCP after construction commences. ➤ Apply GHVDC’s hot work procedures. ➤ Act immediately to any notified Non-Conformities.
<p>4.</p>	<p>What practical steps can control the risk?</p>
	<ul style="list-style-type: none"> ➤ Introduce ‘lookabout’ as a practice on arrival each day by your OSC including: <ul style="list-style-type: none"> ○ are all emergency exit routes clear? (double advantage: prevent slips and trips). ○ Is there any flammable debris lying about? ○ Are the serviceable fire extinguishers, air horn and mobile phone where they should be?



	<ul style="list-style-type: none"> ➤ Keep absolute minimum quantities of flammables stored on your plot. ➤ Apply best practice and store all liquid flammables in metal containers. ➤ Cover containers, including waste skips. ➤ Minimise storage of any flammable material inside any incomplete house. When unavoidable, wrap in fire retardant coverings. ➤ Talk with your neighbours regarding potential risks in advance to agree mutually beneficial solutions. ➤ Remove shrink wrap and other flammable coverings from material deliveries as soon as they are delivered. ➤ If it is necessary to cover materials or plant, inside or outside your home, use fire retardant coverings to Loss Prevention Control Board ('LPCB') Loss Prevention Standard LPS 1207 or equivalent. ➤ For any temporary structure with flexible coverings, use LPS1207 standard materials, not ordinary tarpaulins or polythene sheeting. ➤ Check all flexible coverings on scaffolds are to LPS 1205 fire retardant standard. ➤ Remove pallets as soon as materials are off loaded from them. ➤ Remove flammable waste on a regular basis. ➤ Review monthly and revise if necessary your FRCP to ensure it remains relevant to current site conditions. ➤ Hold practice evacuation drills every few months.
<p>5.</p>	<p>Further Reading</p>
	<p>General advice: http://www.hse.gov.uk/construction/safetytopics/generalfire.htm</p> <p>The Joint Code can be obtained from FPA: http://www.thefpa.co.uk/</p> <p>HSG168 'Fire safety in construction' (free): http://www.hse.gov.uk/pubns/books/hsg168.htm</p>



GN 6 - Electrical Safety During Construction

1.	Is electrical safety a risk on a Self-Build?
	Yes. An electric shock can cause severe injury or electrocution. Short circuits or damage to equipment and batteries can cause fires or a potential explosion.
2.	What does this note cover?
	<p>This guidance note covers basic electrical safety during construction, such as use of electrical tools and equipment.</p> <p>It does not cover electrical safety in the fitting and testing of the electrical wiring to your home or work on the supply.</p> <p>For more detailed advice, see Further Reading section.</p>
3.	What controls are there on Electrical Safety at Graven Hill?
	The Electricity at Work Regulations 1989, The Construction Design and Management Regulations 2015 (CDM) and the Development Rules apply.
4.	How do I manage electrical safety on my site?
	<p>You must take steps to:</p> <ul style="list-style-type: none"> ➤ Prevent contact with live electrical parts. ➤ Prevent damage or deterioration of electrical equipment or the supply from creating a dangerous situation. ➤ Use/store electrical equipment and batteries safely. ➤ Maintain and test any safety equipment.
5.	Do I need to have any electrical knowledge?
	<p>Yes. Everyone on your site must know:</p> <ul style="list-style-type: none"> ➤ As part of Golden Brick works, your plot will be provided with a mains 230v supply.



	<ul style="list-style-type: none"> ➤ Contact with the mains supply can result in severe permanent injury or fatal electric shock. ➤ The 230v mains supply incorporates a residual current device (RCD). ➤ The RCD is a vital safety device which cuts off the supply in dangerous circumstances to limit harm. ➤ The RCD should be tested regularly (at least monthly) to ensure it remains functional. ➤ Never rely on the protection offered by the RCD, work safely as the RCD could fail to operate correctly. ➤ 110v supply equipment, coloured yellow, should be used whenever possible by using a step-down transformer. ➤ Electric shock from 110v supply is far less dangerous than from 230v. ➤ Water and electricity never mix, equipment used in damp conditions must have the appropriate Ingress Protection ('IP') rating. ➤ Never undertake work on the electricity supply unless you are suitably skilled or qualified to do so.
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6.	What must I do to manage the risk?
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	<p>You must:</p> <ul style="list-style-type: none"> ➤ Use 110v supply equipment if possible by using a step down transformer. ➤ Test the RCD on the incoming supply on a monthly basis, as a minimum. ➤ Follow manufacturer's instructions and use equipment only in suitable environments. ➤ Establish a system for regular visual inspection of power equipment and leads. ➤ Remove, immediately from service any equipment or extension leads which have, or appear to have, the casing/insulation damaged, broken or cut. ➤ Store equipment suitably, in dry conditions. ➤ Replace broken fuses with like-for-like ratings. ➤ Not overload multiplug boards. ➤ Service/repair equipment only if you are competent to do so.
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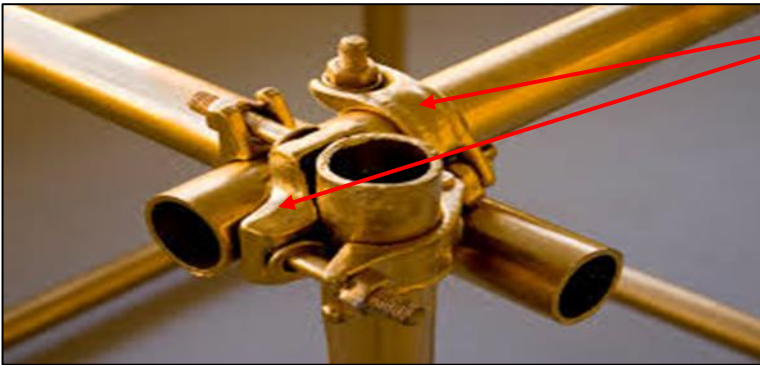
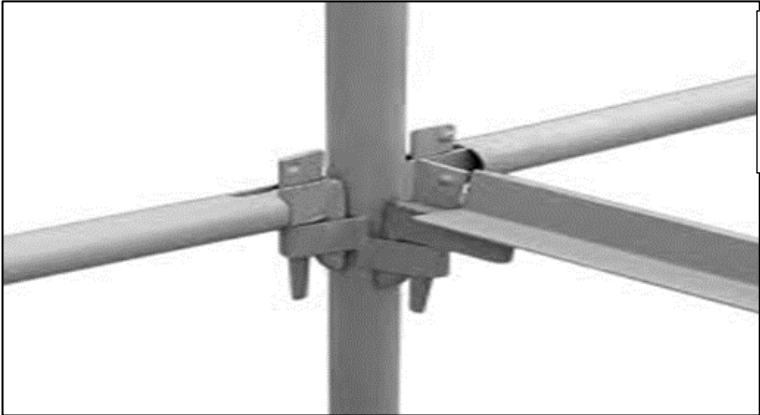

	<ul style="list-style-type: none"> ➤ Avoid extension cables trailing in areas where they could become damaged.
7.	How do I prevent an electrical fire or explosion?
	<p>A fire could start from an electrical short-circuit caused by damaged equipment, cable or battery.</p> <p>High performance lithium Ion battery power tools are commonplace in construction.</p> <p>Due to their high energy content, a fire or in extreme cases, explosion, can result from misuse, impact or penetration by an object (e.g. nail) or manufacturing defect.</p> <p>All of these events result in an internal short circuit, heating of the battery and then 'thermal runaway' when the battery generates more and more heat until it ruptures, releasing flammable gases, or potentially explodes. The larger the battery the greater the potential harm on failure.</p> <p>Be aware:</p> <ul style="list-style-type: none"> ➤ There may be no prior warning of impending failure. ➤ The outcome of the failure is unpredictable. ➤ Failure of one battery can cause others in a multicell to fail. ➤ Once failure commences, it is irreversible. <p>You must:</p> <ul style="list-style-type: none"> ➤ Charge, store and use batteries only as per manufacturer's instructions. ➤ Check batteries weekly for damage or unusual heating. ➤ If in any doubt it is either damaged or not operating properly, replace. ➤ Store batteries away from flammable materials.
8.	Examples of Good and Poor Practice




	 <p>Damaged cable taped over- throw away</p>	 <p>Storage rack minimises potential to damage tools and batteries.</p>
<p>9.</p>	<p>Further Reading:</p>	
	<p>Toolbox Talks http://www.hse.gov.uk/toolbox/electrical.htm Electrical safety brief guide: http://www.hse.gov.uk/pubns/indg231.htm HSE information pages : http://www.hse.gov.uk/electricity/information.htm</p>	



GN 7 – Scaffolding

1.	Introduction
	<p>Fixed scaffolding is the most widely used method for accessing the exterior of a building during construction, it can also be used internally.</p> <p>It comes in two types: 'tube and fitting' and 'system':</p>
	<div style="display: flex; align-items: center;">  <div style="border: 1px solid black; padding: 5px; margin-left: 10px;"> <p>Tube and fitting: with removable 'couplers' connecting the poles</p> </div> </div>
	<div style="display: flex; align-items: center;">  <div style="border: 1px solid black; padding: 5px; margin-left: 10px;"> <p>System: fixed pieces that fit only that design</p> </div> </div>
	<div style="display: flex; align-items: center;">  <div style="border: 1px solid black; padding: 5px; margin-left: 10px;"> <p>Tube and fitting</p> </div> </div>



		<div style="border: 1px solid black; padding: 5px; width: fit-content;">System Scaffold</div>
<p>2.</p>	<p>What is the difference between the two types?</p>	
	<ul style="list-style-type: none"> ➤ System Scaffold – this is a simpler and quicker system to assemble. There are several manufacturers of system scaffolds, but the scaffold parts are not interchangeable between manufacturers. ➤ Tube and fitting scaffold - this is still the most widely used professionally and has more flexibility to handle more difficult shapes. <p>Both types <u>do require training to erect and certify as safe.</u></p> <p>For use at Graven Hill our requirements under the Development Rules are identical for both types.</p>	
<p>3.</p>	<p>What are Graven Hill's requirements?</p>	
	<p>A scaffold collapse could have very serious consequences to property and people on and off a plot.</p> <p>Therefore, Graven Hill Village Development Company (GHVDC) require for any type of scaffold to:</p> <ul style="list-style-type: none"> ➤ Be procured in accordance with National Access & Scaffolding Confederation (NASC) scaffold specification. ➤ Be designed according to TG20 (NASC Technical Guide 20) industry standards or as per system manufacturer's user manual. ➤ Be erected and dismantled by persons with the necessary skills. 	



	<ul style="list-style-type: none"> ➤ Be checked and certified every 7 days when in use by a person who is competent to inspect. <p>Please refer to the Development Rules for all requirements.</p>
4.	How can GHVDC's Requirements be met?
	<p>There are two possible 2 routes:</p> <ol style="list-style-type: none"> 1. Engage a professional scaffolding company, <li style="text-align: center;">or 2. Undertake necessary training and pass examination to demonstrate competency.
5.	How do I know a scaffold company or scaffolder is suitably qualified?
	<p>Scaffold providers may be members of a trade body, such as NASC (National access and scaffolding confederation) or the Scaffolding Association.</p> <p>Scaffold providers should work to Health and Safety Executive recognised industry practice set out in NASC documentation such as 'TG20:13'.</p> <p>Individual scaffolders gain qualifications usually through the Construction Industry Scaffolder Register Scheme (CISRS) and will hold the necessary skills card to undertake the work.</p>
6.	Can I as Self-Builder use my own scaffold?
	<p>Yes, provided:</p> <ul style="list-style-type: none"> ➤ The scaffold is either tube and fitting or a System from a recognised supplier compliant to UK & EU standards. ➤ You have the necessary training and have passed examinations to demonstrate necessary competency. <p><i>In no circumstances will non-compliant scaffolding or unskilled scaffolders be allowed at Graven Hill</i></p>
7.	What are the rules on erection, dismantling, certifying and inspection of Scaffolds?



You must:

- Have a scaffold erected, altered and dismantled only by suitably qualified persons.
- Have it inspected before use and obtain a 'handover' certificate detailing the type and loadings the scaffold can accommodate.
- If the scaffold is altered in any substantial way have the alterations inspected by a competent person and obtain a new certificate.
- Have the completed scaffold inspected when in use, at intervals of no more than 7 days, by a competent inspector and the outcome recorded. It is common to use some form of tag or a record sheet.
- Retain all handover certificates and scaffold inspection records for the duration of your Build.
- Reinspect the scaffold if there has been an event that could compromise it e.g. severe storm, movement in the ground or struck by a vehicle.

Example of a scaffold record:



8. What are the requirements to use mobile tower scaffolds?

The requirements to be competent in their erection and use are similar to scaffolding in general.

The inspection requirements before first use and at subsequent 7- day intervals are the same.





	See further reading here: Tower scaffolds: http://www.hse.gov.uk/construction/safetytopics/scaffold.htm
9.	Further reading:
	http://www.hse.gov.uk/construction/safetytopics/scaffoldinginfo.htm



GN 8 – Work at Height

1.	What is Work at Height?
	Any work activity which takes place at a height where, if no precautions are taken, a fall is liable to cause injury. For example, from a ladder or from a place where it is possible to fall off an edge or through a roof.
2.	How high is high?
	There is no statutory definition. Injury could occur from falls of any height. Low falls of under 1.5m account for most falls that cause injury. You must take appropriate precautions when undertaking work at any height.
3.	Will there be work at height on my Self-Build?
	Yes. It is virtually impossible your home could be constructed without some work at height.
4.	Is work at height a major safety risk?
	Yes. It is a leading cause of death and injury in the construction industry, with over 24 persons killed and hundreds seriously injured every year in preventable falls.
5.	Do I need to take managing work at height seriously on my Self-Build?
	Yes, as a leading cause of death and injury it is a key safety risk that must be managed according to the law and best practice. GHVDC hold Health and Safety as paramount, successful management of work at height is crucial.
6.	Is work at height subject to legal controls?
	Yes. All work at height on a construction site by those legally at work is regulated by the Work Regulations 2005 (WAHR). Whilst Self Builders who choose to undertake work at height in person are not subject to WAHR, they should implement the same safety measures, as the risk is the same to them.



	A fall is a fall no matter who falls, with a death or serious injury possible.
7.	How does a Self-Builder successfully manage work at height?
	<ul style="list-style-type: none"> ➤ At the design stage <p>When the building is being designed it should be possible for much work at height to be identified, designed out or minimised if possible, or if necessary, planned for, well in advance.</p> ➤ Through your Construction Phase Plan (CPP). <p>The CPP must identify if work at height will take place during the build and how in general terms, the risks will be controlled. For example, by using a properly designed and erected scaffold to access the outside of the building.</p> ➤ Through individual Risk Assessment and Method Statements (RAMS). <p>Through RAMS, those planning and organising a particular work at height activity will have considered the risk and applied the hierarchy of control principles (see sections 9 & 10) to it to identify the necessary measures to control the risk. Those in control of the work then make sure the identified measures are put into effect. This includes arrangements for monitoring the work at height when it is taking place.</p> <p>These RAMS should be submitted to your Nominated Person in advance for them to understand what is planned and require changes if necessary.</p> <p>For example, a roofer may have identified the roof's pitch is too steep to work on safely, and that a fall restraint system should be put in place.</p> ➤ Competent Supervision <p>By competent supervision of any workers and oversight by your On Site Controller. By understanding, pre-checking and supervising work at height, the planned work is more likely to be carried out safely, or any problems are identified before anyone is placed at risk.</p> ➤ Be prepared to challenge. <p>Be willing to challenge what may be said to you on site as being acceptable practice. Try to learn current acceptable industry methods and standards.</p>



8.	That sounds complex, can a Self-Builder successfully manage it?
	Yes. All areas of safety can be competently managed by a Self-Builder provided they have gained the necessary knowledge and then consistently apply it, throughout the build process.
9.	What is the 'hierarchy of control'?
	The hierarchy of control applies the use of the safest method of work at height first, if practicable, before moving on to the next most safe, but not as safe, method. If that second method is also not practicable, move on the next most safe and so on.
10.	How does the hierarchy work in practice?
	<p style="text-align: center;">1. Eliminate work at height if possible</p> <p>If the work can be done from the ground, then do it. For example, roof trusses can be prefabricated and then brought to site and craned into position instead of assembling them at height. Elimination requires good design practices. Remember that this option 1 is the required method if reasonably practicable.</p> <p style="text-align: center;">2. Collective Fall Prevention Measures</p> <p>If work at height cannot be prevented, install measures that prevent everyone working at height from falling, without the user having to do anything. Scaffolding, mobile towers and podiums are all examples: Guardrails prevent a fall without the user having to do anything.</p> <p style="text-align: center;">3. Personal Fall Prevention Measures</p> <p>If collective measures are not practicable, personal ones prevent the particular user from being able to fall. A fall restraint system typically consists of the user wearing a harness and clipped on to a solid anchor point by a fixed length lanyard. The lanyard is of a length so that the user cannot fall.</p> <p style="text-align: center;">4. Collective Fall Mitigation Measures</p>



If fall cannot be prevented, these measures mean anyone who does fall will have the fall arrested which should mitigate (limit) the fall distance or reduce the likelihood of injury. Examples are safety nets and airbags.

5. Personal Fall Mitigation Measures

These require a particular user to be wearing the necessary safety equipment. They do not prevent a fall, they reduce the distance of the fall and limit potential injury to the user. A safety harness operated by inertia reel is an example. However, the user may end up suspended in mid-air and require prompt rescue.

Any measures which require the wearing of personal equipment (as opposed to collective measures which are generally better) are generally the least desirable approach.

Examples of these systems are illustrated below:

Collective Fall Prevention Measure - Temporary floor.



This will cover entire existing floor and eliminate the work at height entirely and risk of fall onto existing floor.

Collective Fall Prevention Measure - Temporary floor.





Elimination of fall risk by temporary false floor.

Collective Prevention.



Traditional scaffolding with double guardrails and wooden toeboards to prevent person using from being able to fall.

Collective Fall Prevention:



Temporary guardrails around roof.

Collective Fall Prevention:





Mobile tower scaffold/double guardrails.

Collective Fall Prevention:



Podium. User protected on all sides by guardrails and cannot fall.



Collective Fall Restraint System:



Wearer cannot reach edge to fall.

Collective Fall Mitigation Measure:



Net will catch everyone who falls. Nets do prevent falls and injury may still occur.

Collective Fall Mitigation Measure:



Air bags minimise the fall distance and consequences of a fall.

Personal Fall Mitigation:





If the user falls through the roof, the shock absorbing extending lanyard will limit the fall length. However, the user may be injured by the fall and will be suspended in mid-air requiring prompt rescue to avoid potentially fatal suspension trauma.

11. How do I work at height if none of the hierarchy control methods are practicable?

If it is genuinely not practicable, you must use the safest equipment for the minimum period of time possible.

Typically, this means the use of ordinary ladders, stepladders, trestles and similar.

12. How do I decide which equipment to use?

Often this is a balancing act between practicability, cost and risk. For example, it is not reasonable to put up a scaffold to replace/fit a single roof tile both on cost grounds **and** it would place the scaffolder at more risk in assembling, dismantling the scaffold than the tiler would be working off a ladder.

A risk assessment should apply industry and HSE guidance. It is not a “get out” clause to use ladders or other less safe equipment rather than safer equipment.

13. When can I use an ordinary ladder?

Ordinary ladders are permissible if:

- They are supported by a risk assessment to confirm that no other safer method is reasonably practicable.



- Work off ladder does not exceed 30 minutes in duration.
- Ladder is not used multiple times for the same work.
- Ladder is appropriate for task – if necessary, industrial rated.

14. How do you use a ladder safely?

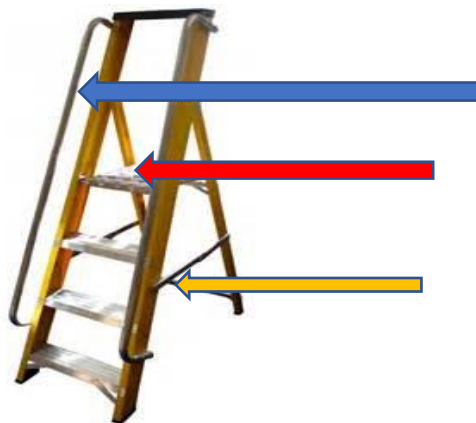
- The Ladder must be in good condition - not bent, warped, damaged stiles (rungs).
- Either footed by a person or use a ladder stability device to ensure it will not slip.

Those using a ladder must:

- Generally, maintain 3 points of contact i.e. 2 hands & 1 foot, 2 feet & 1 hand.
- Not carry excessive amounts in hands or on back – use tool belts.
- Not undertake work that involves excessive reaching – overbalancing is a major cause of falls.
- Ensure the ladder is the right one for the job – there are different types of ladders.
- Place it at the correct angle. Refer to further guidance section: Ladder Safety for details of this.

Ladder usage has a high accident rate, therefore good practice is to have a specific **ladder use policy** and may have a **written permit system** to allow their use.

Step Ladders are safer provided they are of the more modern type that have side handles:



Handles help but do not eliminate the risk

Top platform is for materials, not standing on

Electricians use electrically insulated type

Important strut connecting the 2 halves must be undamaged



Use a step ladder instead of an ordinary ladder if possible.

15. Low level access equipment



Step ups/hop ups & Trestles can be suitable for very low-level work e.g. painting or taping plasterboard seams, where a very small height may be required. If possible, use a podium (see picture in section 10) as they offer protection on 3 sides – they will always be safer.

Step up



Beware of height adjustable equipment, using at higher setting may make it unsafe compared with other alternatives.



Trestle. These are normally wider and taller than hop ups

You must ensure sides are guarded if required by risk assessment.

Properly Guarded Trestles:



Work at height is a key risk and is a priority for inspection by HSE. All Self-Builders must be continually vigilant against complacency over work at height, particularly low heights where the risk may not be immediately obvious or regarded as significant. In recognition of the importance of this risk, reference to the Further Guidance section is strongly advised.



16.	Further Guidance
	<p>WAIT online risk assessment tool: http://www.hse.gov.uk/work-at-height/wait/wait-tool.htm</p> <p>General HSE advice: http://www.hse.gov.uk/toolbox/height.htm</p> <p>Ladder safety: http://www.hse.gov.uk/work-at-height/using-ladders-safely.htm</p> <p>Brief guide to work at height: http://www.hse.gov.uk/pubns/indg401.pdf</p> <p>Safety in Roof work: http://www.hse.gov.uk/pUbn/ priced/hsg33.pdf</p>



GN 9 – Health Risks in Construction

1.	What are Health Risks?
	Health risks result from any construction activity that could adversely affect the health of a person working or any other person, for example; a visitor. The severity of health risks covers from minor, for example a temporary skin irritation, to serious and permanent illness such as lung cancer, or stress induced mental illness.
2.	Will there be health risks during my Build?
	Yes. Many of the risks to health are likely to present during your Build. The exact type and potential risk will be dependent on both the type of materials and construction methods used.
3.	Will the risks be small as a single house Build?
	No. For some health risks, a short exposure can have a very severe impact. Most ill-health is, however, due to repeated exposure to a substance or activity and the cumulative effect contributes to future ill-health, including potentially to the Self-Builder who personally undertakes construction work.
4.	How seriously do I need to take managing health risks?
	Extremely seriously. All construction sites have both Safety and Health risks. The number of people affected and the cost (both in money and decrease in quality of life) of work-related ill health is substantially greater than workplace safety related injuries. The cost of all work related ill health is nearly £10 billion annually and affects 1.3 million people. Self-Builders and their family who are personally undertaking construction work are equally at risk as those at work.
5.	What are the hazards that could cause a risk to health on my Build?



	A hazard is the source of the risk. Chemicals and dusts, manual handling, noise, vibration and stress are the most likely hazards to cause a risk to health.
6.	What work on my Build could cause exposure to these Health Risks?
	<p>The most likely activities which present a risk to health are:</p> <ul style="list-style-type: none"> ➤ Manual handling of load. ➤ Use of glues and sealants. ➤ Cutting materials and using power tools that are noisy and/vibrate. ➤ Poor planning resulting in stress. <p>But there may be many other activities which may also present a risk to health.</p>
7.	What are the consequences, if Health Risks are not properly controlled?
	<p>Consequences are: Potentially life impacting irreversible medical conditions such as skin dermatitis, lung disease, loss of mobility and hearing and disabling mental conditions.</p> <p>HSE statistics report that 13,000 people a year die from disease caused by their workplace, some 60 times the number who die in fatal workplace accidents.</p> <p>Self-Builders and their family who are personally undertaking construction work are equally at risk.</p>
8.	Are any documents required?
	Yes. The CPP for a Self-Build will identify the main health risks and the steps necessary to control them.
9.	Who on a self-build has responsibility to manage Health Risks?
	<p>Many People. The level of responsibility is dependent on their role:</p> <ul style="list-style-type: none"> ➤ Nominated Person - who must monitor work to ensure the CPP measures to control risk are being implemented and are effective.



	<ul style="list-style-type: none"> ➤ On Site Controller - who should check the risk control measures are being implemented on a day to day basis on your Build. ➤ Employers - must have undertaken Risk Assessments covering the health risks to their workers and have then provided the appropriate equipment, training and other identified measures to protect them. ➤ All workers - must work according to safe methods and use all the measures provided to control risks to health. ➤ Self-Builders - who personally undertake construction work should act in the same manner as a worker since the risk is the same, including compliance with Construction Phase Plan requirements.
10.	What must I do as a Self-Builder?
	<p>You must:</p> <ul style="list-style-type: none"> ➤ Take the risks to health very seriously. ➤ Support your NP in implementing the CPP. ➤ Set a good personal example if undertaking construction work.
11.	Will a Risk Assessment be required?
	<p>Yes. Health Risks must be assessed as detailed below, to ensure compliance with the requirements of the Development Rules and legal Regulations. The main health risks should be included in your CPP.</p> <p>Contractors and Employers must by law undertake one in compliance with the particular legal requirements.</p>
12.	What guidance can you provide on the main likely Health Risks?
	Guidance on specific risks follows. See section 13 onwards

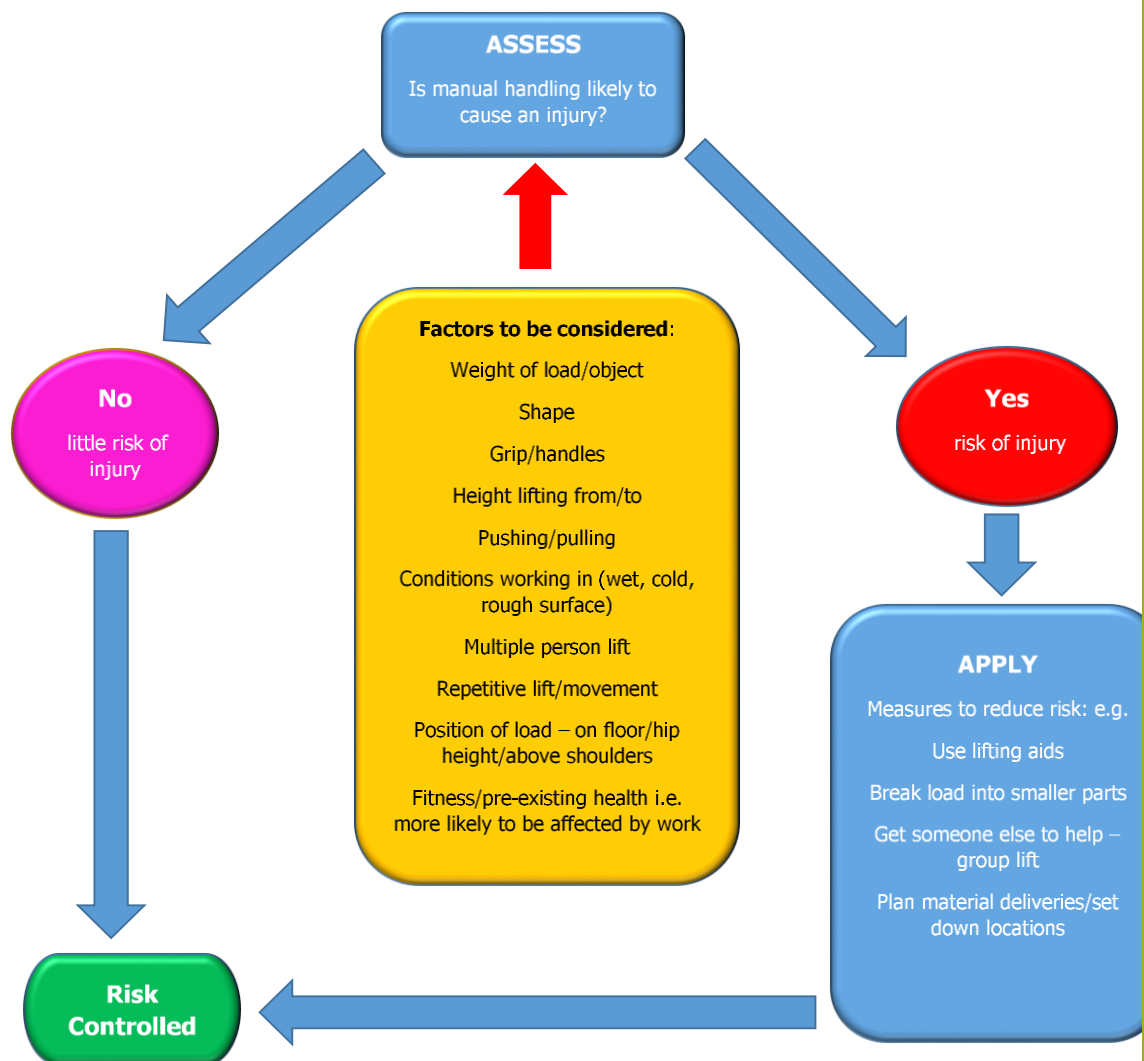


	<p>Control of all risks on your Build is always the Self-Builder's and your Construction Team's responsibility through compliance with the Development Rules and legislation. No responsibility rests with GHVDC.</p> <p>Although a Self-Builder personally undertaking work will not have to comply with Legislation, it is expected they do so in order to protect their own health, which is as important as those who come to legally work on the Build.</p>
13.	Specific hazards covered by this Guidance
	<p>The following sections provide guidance on health risks caused by:</p> <ol style="list-style-type: none"> 1. Manual Handling 2. Hazardous substances 3. Noise 4. Vibrating hand tools 5. Environment <p>This is intended only as basic Guidance for a Self-Builder and further research or professional advice may be required for any individual Build.</p>
13.1	Manual Handling
	<p>The Manual Handling Operations Regulations 1992 apply.</p> <p>Risk: Inappropriate manual lifting, carrying, pushing, moving or placing of construction materials or tools can damage muscles and joints resulting in Muscular Skeletal Disorders (MSD).</p> <p>This could be the greatest single health risk on your Self-Build, including to the Self-Builder who undertakes actual construction work.</p> <p>Risk Mitigation - by using Mechanised lifting by e.g. using a crane, fork lift or telehandler, is always the first option if practicable.</p> <p>There are now available a great many non-mechanised aids to assist with manual handling. It is important the Self-Builder undertakes the necessary research/receives advice in advance. It is all too easy when presented with a load to just try and</p>



carry/push/pull it: the long-term consequences of so doing could be disastrous for health. Advance planning is critical.

However, it may not always be practical or possible to apply mechanised lifting. If this is the case, you should undertake a risk assessment to identify the necessary risk controls. The following risk assessment flow chart can be used when it is not practicable to mechanise moving a load:



Helpful tip 1

Weight is important but is only one factor to consider. For example, a 10kg weight can be more dangerous to move than a 20kg weight depending on interaction of other factors:



- Shape – awkward to carry places greater strain on limbs/ligaments
- Grip - lack of Carrying handles/ difficult to get good hold
- Ground conditions: uneven, wet, icy increase risk of trip/fall
- Position of load: where lift from / place to can increase risk
- Whether pushing/pulling or lifting: each have different risks
- Frequency of movement: more lifts, more risk

Note no person should carry more than 25kg.

Helpful tip 2

- Group lifts need to be properly planned.

In theory, more hands to share a load lessen the risk, however, in reality that is often not the case. A badly planned group lift can result in an uneven load distribution, overloading some people, or the load being dropped, both potentially injuring some or all of the carrying group.

Helpful tip 3

- Manual handling is more than just lifting.
- Moving loads for example covers use of a wheelbarrow, hoist, sack barrow and pulling loads
- Pulling must not be underestimated as a potential source of MSDs.

Helpful tip 4

Use a lifting aid if possible, a wide variety are available for most situations. Many aids are inexpensive and simple to use. Examples are illustrated below:



Sack Barrow

Trolley

Materials Hoist





Panel tool to extend reach safely



Vacuum gripper



Carrying straps

Helpful tip 5

Effective pre-planning before commencing a task can eliminate much manual handling.

This may require ordering and locating your materials at different times/places than would otherwise be intended.

Materials should be:

- As close to location of intended use as possible e.g. up onto scaffolding.
- Delivered to maximise the opportunity to place in required location by safest means e.g. upper floor plasterboard/ sanitary fitting/ internal fittings lifted in mechanically before exterior openings closed. Struggling with awkward/heavy materials up internal stairs is a sign of poor planning and a heightened risk.
- Stacked in an accessible manner e.g. Place materials at waist height to eliminate bend to ground.
- Delivered to avoid the need to move again.

Helpful tip 6



	<p>Unexpected manual handling still requires to be assessed.</p> <p>Should an unexpected lifting situation arise, it is essential that the On Site Controller and those faced with the unexpected handling understand they must stop and properly assess before continuing.</p> <p>Manual handling undertaken to quickly resolve an 'issue' is much more likely to use inappropriate methods that may harm health.</p> <p>Helpful tip 7</p> <p>Self-Builders should consider undertaking a manual handling training course.</p> <p>Those at work must be trained in necessary manual handling techniques. Since the risk to Self-Builders is high, undertaking suitable training is likely to reduce their risk of injury.</p> <p>Further Free Guidance information with assessment toolkits:</p> <p>Legal Regulations: http://www.hse.gov.uk/pubns/priced/l23.pdf</p> <p>General Guidance leaflet: http://www.hse.gov.uk/pubns/indg143.htm</p> <p>HSE website: http://www.hse.gov.uk/msd/index.htm</p> <p>Frequently asked questions: http://www.hse.gov.uk/construction/faq-manual.htm</p> <p>Assessment toolkits: http://www.hse.gov.uk/msd/toolkit.htm</p>
<p>13.2</p>	<p>Substances Hazardous to Health</p>
	<p>All substances potentially harmful to human health are Regulated by the Control of Substances Hazardous to Health Regulations 2002, known as COSHH. Examples are dusts, chemicals and their vapours, biological agents.</p> <p>Q: What must I do to control the risk from hazardous substances?</p> <p><i>A: Undertake a COSHH risk assessment for your Build and implement the outcomes.</i></p> <p>Q: What does the COSHH assessment do?</p> <p>A: It must: (please refer to the links below to assist in undertaking a COSHH assessment)</p> <ul style="list-style-type: none"> ➤ Identify all potentially hazardous substances to be used.



- Prevent exposure to hazardous substances unless not reasonably practical.
- Ensure exposure is always adequately controlled by reference to good practice principles.
- Ensure that if a hazardous substance has a Workplace Exposure Limit (WEL), this must not be exceeded.
- Require exposure to any designated carcinogens and substances with certain risks be reduced to the lowest level reasonably practicable.

Very few hazardous substances on a Self-Build will be new, almost all will have well-established control measures. However, it is essential to ensure all potentially harmful substances are identified and assessed. HSE provide tools to undertake COSHH assessments, see the Free information section.

To assist with the above assessment process, when supplied commercially, substances must come with a Material Data Sheet (MDS).

The MDS will provide the following information:

- Name of substance.
- If hazardous.
- Nature of hazard.
- If carcinogen or has Risk Phase (R number).
- When hazardous.
- The value of any WEL.
- Usual control measures for the hazardous substance.

The MDS must be checked for any hazardous substance used.

Note that some work processes will generate harmful substances from materials that in themselves are not harmful, or not harmful in their normally supplied state. For example, a paving slab is harmless as supplied but when cut releases harmful silica dust.

Dusts generated from cutting the following are harmful:

- Masonry
- General construction materials



	<ul style="list-style-type: none"> ➤ Wood, especially hardwoods ➤ Possible novel construction materials <p>Exposure to these can or could cause lung disease or respiratory sensitisation and asthma.</p> <p>Further free information:</p> <p>General: http://www.hse.gov.uk/coshh/</p> <p>Brief Guide: http://www.hse.gov.uk/pubns/indg136.pdf</p> <p>Advice on what to do: http://www.hse.gov.uk/coshh/basics/whatdo.htm</p> <p>COSHH essentials guides: http://www.hse.gov.uk/coshh/essentials/index.htm</p> <p>COSHH e-tool http://coshh-tool.hse.gov.uk/</p> <p>COSHH Regulations http://www.hse.gov.uk/pubns/priced/15.pdf</p>
<p>13.3</p>	<p>Guidance on specific COSHH controlled hazards likely to be encountered on a self-build.</p>
	<p>Although hazards such as chemicals and vapours fall under COSHH, they are considered to be less likely to be encountered on your Self-Build. For this reason, they are not covered in detail in the following sections. However, it is always site specific if a particular health hazard will occur, and you should apply the COSHH process outlined above for any potentially hazardous substance to be used on your build.</p> <p>However, GHVDC consider it almost certain that potentially hazardous dusts will be encountered in the construction process. These, along with allergens & sensitisers are covered in the following sections but are not a substitute for your own COSHH assessment.</p>
<p>13.3.1</p>	<p>Silica Dust</p>
	<p>Massive amounts of hazardous breathable dust, known as Respirable Crystalline Silica (RCS) will be generated during cutting operations on most masonry, if preventative measures are not in place.</p> <p>RCS is particularly hazardous as most of the harmful dust is in an invisible dust cloud many times the size of any visible cloud, extending large distances from the source, with only a tiny amount necessary to be harmful.</p>



Silica is present in most natural and reconstituted stone and brick.

To cut silica containing material you must:

- Avoid on-site cutting if possible, if the material must be cut on site, use as the first option a low-dust method e.g. mechanical brick/block splitter rather than a powered saw.
- Fit a powered saw with a water feed to wet dust during cutting to create a wet slurry that falls to ground and can then be collected.
- Fit a powered saw with an on-tool vacuum attachment to collect dust at source.
- Ensure any person operating the saw and those who may be affected wear Respiratory Protective equipment (RPE). Usually this will be a FFP3 rated mask (printed on it, with 2 straps) and the user must have had a 'face fit test'. The 'fit test' is to ensure the mask will properly fit user's face to form a good seal – otherwise the mask is not only useless but dangerous – by allowing wearer to think they are safe when not and continue work in high-dust environment. Work of a short duration without proper controls could irreversibly harm health.

Illustration of controls necessary when cutting silica materials

Ear defenders
Gloves & glasses
Proper mask face fitted to worker
Water supply from mains or pressurised bottle to suppress dust
Wet brick slurry created falls to ground and removed before dries out.



No Ear defen
No glove
No glasse
No Mask
No water suppression/va
Massive ri
Illegal
Potential prose
of employer
Nominated Pe

Further Information:

COSHH guide:

<http://www.hse.gov.uk/coshh/essentials/direct-advice/construction-silica.htm>

13.3.2 General Construction Dust



	<p>General dusts may consist of other harmful dusts.</p> <p>Unless your COSHH assessment finds there is no risk. you must:</p> <ul style="list-style-type: none"> ➤ Dampen down any dust before sweeping up. ➤ Placing all sweepings in a container that has a cover. ➤ Use a 'type H' rated vacuum cleaner- not a domestic one - to prevent dust being blown back into air, particularly important once your home is nearing completion as without any or few external openings airborne dust will remain available to breathe. <p>Further information: http://www.hse.gov.uk/pubns/cis36.pdf</p>
13.3.3	Wood Dusts
	<p>Softwoods (e.g. pine) and hardwoods have a Workplace Exposure Limit (WEL). This means exposure must not exceed the prescribed levels.</p> <p>For wood cutting, if the COSHH assessment requires you must:</p> <ul style="list-style-type: none"> ➤ Use tools with dust capture extraction system. ➤ Cut outside if possible. ➤ Wear an effective FFP2/3 mask. <p>Further reading: http://www.hse.gov.uk/pubns/wis30.pdf</p>
13.3.4	Allergens and Sensitisers
	<p>Some dusts, vapours and substances can cause allergic reactions that lead to skin dermatitis or lung sensitisation and asthma, often irreversible. These can be very serious conditions. Glues and sealants frequently contain such chemicals.</p> <p>You must:</p>



	<ul style="list-style-type: none"> ➤ Know which chemicals are present in the material being used. ➤ Wear appropriate gloves/overalls when handling hazardous materials. ➤ Have adequate ventilation. ➤ Wear appropriate mask if necessary. ➤ Have a face fit test to ensure mask will have a good seal if worn properly.
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13.3.5 Protecting yourself from harm - Selecting and using a Disposable Mask

	<p>It is not always possible or reasonably practical to engineer out some exposure to potentially harmful dusts or substances. Masks, a type of Respiratory Protective Equipment (RPE), are the last line of defence to reduce any exposure to levels not harmful to health.</p> <p>In many situations likely to be found on a Self-Build site, masks may be required to protect against both hazardous and nuisance dust and it is essential to correctly select and use them.</p> <p>Protection against vapours, which can include some allergens and sensitisers, may require a different type of mask not covered in this Guidance Note.</p> <p>Dust protection masks come in 2 styles:</p> <ol style="list-style-type: none"> 1) Full face masks cover wearer’s entire face. 2) Half masks cover just round the face and mouth. <p>Whether for Hazardous or nuisance (non-hazardous) dust, a Self-Builder is likely to only need a disposable half-mask made of a paper like material and the guidance below relates only to that type.</p> <p>It is vital the correct mask is selected and used properly. Serious long term ill health could result from use of incorrect/ improperly fitted masks.</p>
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For hazardous dust you must use a disposable mask which protects by filtering out particles and are called 'Filtering Face Pieces'. The FFP rating measures how much protection the mask offers, 3 being highest. In many situations a rating of 2 is likely to be sufficient.


These masks only work by being tight-fitting around the face creating a seal so that air is drawn through the filtering material on taking a breath and then exhaled through a one-way valve. The tight fit can make them uncomfortable, but unless tight fitting they do not work, and the wearer will be unprotected.

To protect against hazardous dusts (as against nuisance dusts), a 'face fit test' must be carried out by a qualified person to identify masks that will be a proper fit with the user. Without such a test, any mask chosen may well not fit and be useless. This is because face shapes vary, and one size does not fit all.

- To be protected by a mask against hazardous dusts you must:
- Use an effective mask of the right protection rating as required by COSHH assessment.
 - Have a current valid face fit test that covers the mask to be used.
 - Know how to put on and wear the mask so it is effective.
 - Use the mask only against its effective range of dusts and concentration levels.
 - Change it as required or when it becomes damaged or dirty.

Helpful Tip 1: Know your masks

To identify a mask that is for use against hazardous dusts it will have:



- A FFP rating 1, 2 or 3 marked on it.
- A respirator valve
- 2 straps
- Proper nose shape



Mask against nuisance dust only will have:



- No FFP markings
- No valve
- Probably no shaped nose piece
- Probably only 1 strap

Helpful tip 2

Men **must** be clean shaven to use any mask otherwise it will be ineffective. Even with a face fit test to ensure the proper mask for the user’s face shape, a day’s stubble growth will prevent the mask from sealing and it is unlikely to function properly if at all. Men with beards require a full-face mask instead to ensure protection.

Helpful Tip 3

If breathing through a FFP rated mask is the same as ordinary breathing, something is likely to be wrong with the mask or the seal with user’s face and you should stop work and investigate. There should be some resistance to both draw air through filter and exhale through valve.

Further Information

HSE Practical Guidance:

<http://www.hse.gov.uk/pubns/priced/hsg53.pdf>

RPE basics:

<http://www.hse.gov.uk/respiratory-protective-equipment/basics.htm>

RPE FAQs:

<http://www.hse.gov.uk/respiratory-protectiveequipment/faq.htm>

List of face fit testers

http://fit2fit.org/?page_id=4

Under fit2fit scheme



13.3.6	Noise
	<p>Potential matters of nuisance noise (noise from whatever source coming from a plot e.g. from construction work, music, parties etc) which affects occupants of completed homes at Graven Hill falls exclusively under Environmental Health Legislation enforced by Local Authority Environmental Health Officers. Graven Hill have no role in nuisance noise control.</p> <p>Self-Builders must be sensitive to the legitimate expectations on noise levels of Graven Hill residents. In due course you will wish them to have the same consideration for you. All effort should be made to ensure noise creating activities are confined to normal working hours, or to discuss with neighbours in advance any desire to undertake noisy activity at weekends or evenings.</p> <p>The guidance below is purely in relation to control of noise generated by construction work due to its potential health effects.</p> <p>For those at work, The Noise at Work Regulations 2005 apply, however the risk is the same to self-builders.</p> <p>As with other health risks, an assessment of the risk from site activities must be carried out.</p> <p>Noise is measured in decibels (dB.).</p>
	<p>You must:</p> <ul style="list-style-type: none"> ➤ Assess the risk to workers from noisy work. ➤ If work exposure averaged over working day/ week exceeds 80dB, take action to reduce it. ➤ Not exceed a threshold of 87dB as an average. ➤ Take action if peak noise (loud) events exceed 130 dB. ➤ Not exceed peak action noise level of 140dB. <p>Employers and if necessary the NP must make an assessment, guessing noise levels is not acceptable. This requires equipment or work activity noise output to be known, along with projected usage to calculate exposure. Assessing levels of noise exposure over a working day or week may be difficult. To assist the HSE have produced a series of ready reckoner charts available on their website.</p>



	<p>Equipment bought or hired will have its noise output stated.</p> <p>If assessment requires ear protection to be worn the appropriate type must be selected and properly worn. Hearing loss is irreversible, correct selection and wearing of ear protection is essential. Even a slight misfit/damage to ear defenders or ear plugs could make them almost useless, and in fact dangerous as the wearer believes they are protected and remains in the noisy environment.</p> <p>Employers must have a system for checking and replacing ear protection. The Nominated Person must monitor to be satisfied that the system works.</p>
	<p>Further information: Introductory Guidance: http://www.hse.gov.uk/pubns/indg363.htm Exposure calculators: http://www.hse.gov.uk/noise/calculator.htm - (detailed version requires EXCEL) NAW Regulations: http://www.hse.gov.uk/pubns/priced/l108.pdf</p>
<p>13.3.7</p>	<p>The Elements & Biological Hazards</p>
	<p>Sunlight, wind, rain, snow and temperate extremes can cause not only discomfort but real harm.</p> <p>You must assess the risk and take appropriate measures. Please use the following links to assist you:</p> <p>Temperature: http://www.hse.gov.uk/temperature/outdoor.htm Sun: http://www.hse.gov.uk/pubns/indg147.pdf Poor weather: http://www.hse.gov.uk/logistics/slips-trips-bad-weather.htm</p> <p>Construction sites can attract a number of biological hazards, animal urine and faeces being prominent. Good housekeeping is the most effective control measure, along with personal hygiene.</p> <p>For more guidance: http://www.hse.gov.uk/construction/faq-biological.htm</p>
<p>13.3.8</p>	<p>Vibrating Hand Tools</p>
	<p>This is regulated by the Control of Vibration at Work Regulations 2005 (CVWR) for those at work, but the same risk also applies to self-builders.</p>



Many hand held power tools vibrate. Tools known to produce higher levels of vibration are percussion drills, concrete scrubbers and whacker plates. However, a tool producing lower levels will still harm if there is sufficient length of exposure. An assessment of the risk must be carried out.

To control the risk, you must:

- Identify if any vibrating hand tool are to be used.
- Identify actual if known, or approximate if not, each tool's vibration output.
- Identify the amount such tools will be used and the pattern of usage (e.g. breaks).
- Calculate from information whether there is a risk to person using tools.
- If there is a risk, identify and implement measures to control the risk.

Modern bought or hired equipment have vibration values supplied. When combined with the intended pattern of tool use total vibration exposure can be calculated. It is suggested the online calculator on HSE's website be used.

Excessive exposure to vibration results in a reduction in blood supply to hands, nerve damage, reduction in grip strength and pain. In severe cases the finger tips turning white from disruption of their blood supply.



Further information:

Introductory guidance leaflet: <http://www.hse.gov.uk/pubns/indg175.pdf>



	<p>Hand-arm vibration guide: http://www.hse.gov.uk/vibration/hav/index.htm</p> <p>vibration level reckoners: http://www.hse.gov.uk/vibration/hav/calculator.htm</p> <p>CVAWR 2005: http://www.hse.gov.uk/pUbns/priced/l140.pdf</p>
13.3.9	Stress
	<p>Employers have a legal duty to manage stress in the workplace. A Self-Builder's construction site is a workplace for employees of companies you may hire. The Self-Builder does not have to manage stress for those employees or the self-employed. However, as a major source of ill health your NP will have to monitor arrangements for stress management.</p> <p>Stress is when a person feels they cannot cope with work pressures and other issues.</p> <p>Stress affects people differently – what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect whether an employee can cope. If employee cannot cope they may become unwell with anxiety and depression. 50% of all work related ill health is stress related.</p>
	<p>Who must take steps manage Stress?</p> <p>The main responsibility rests with the employer, and in part with the Nominated Person to make sure there are arrangements and they are monitored by an employer. Self-Builders as the client can help by not making unrealistic demands on their construction team.</p> <p>HSE has produced management standards for stress.</p>
	<p>Further Reading:</p> <p>Suite of documents by HSE: http://www.hse.gov.uk/stress/resources.htm</p>



GN10 – Basements

C.	What do I need to know about construction work in a basement?
	<p>Your basement will be structurally complete as part of the Golden Brick works.</p> <p>In considering work in a basement, you must undertake a risk assessment to cover:</p> <ul style="list-style-type: none"> ➤ If objects, including part of the structure being erected above it, could fall into the basement when people are working in it. ➤ Protection against people falling into basement. ➤ Whether it is a confined space requiring a rescue plan for persons working there. ➤ Emergency arrangements, including fire, take into account, basement work. ➤ There are sufficient means of entry and exit from the basement.
D.	Further Information
	HSE guidance sheet: http://www.hse.gov.uk/pubns/cis66.pdf



Section 4: Glossary

Term	Definition
Access Protocol	"Access Protocol" means protocol for accessing/exiting communal areas of the Development controlled by us or an Appointed Contractor.
Adequate Welfare	"Adequate Welfare" means welfare facilities of type and capacity compliant with current legal requirements. Refer to HSE guidance sheet CIS 59 for reference.
Appointed Contractor	"Appointed Contractor" means any contractor appointed by us undertaking work on the Development and any subcontractor of the Appointed Contractor.
Auditor	"Auditor" means our employees or any person instructed by us to undertake an audit in fulfilment of rule 2.33.
Authority	"Authority" means any Body or Organisation, public or private, that has obligations and powers invested by law. Examples of Authorities relevant for your build would be the Health and Safety Executive, Environment Agency, Local Authority.
Build and "the Build"	"build" and "the build" refers to construction activity on or associated with Self-Builder's plot not carried on by us or any Appointed Contractor.
CDM	"CDM" is the Construction (Design and Management) Regulations 2015, as amended.
Communal Area	"Communal areas" refers to Highways and any communal welfare facilities (together the Communal Areas) to which the Self-Builders and any company or person acting for or on their behalf is allowed access in accordance with the rules as shown on the Designated Communal Area plan.
COSHH	"COSHH" means the Control of Substances Hazardous to Health Regulations 2002, as amended.
Contamination	Any material or substance, chemical, biological or radiological, which is or may be potentially harmful to human, animal or plant life or general environment.
Competent Person	Means any person who has or is in the process of obtaining, the necessary skills knowledge, training and experience to carry out their task safely and without creating risk to others. Possession of relevant industry skill cards will be evidence. GHVDC will decide if any person is competent if doubt should arise.



Contractor	"Contractor" refers to any person/organisation who is at work as defined by the Health and Safety at Work Act 1974 or other applicable legislation. For the avoidance of doubt this includes the self-employed, sub-contractor, principal contractor and construction professional (e.g. surveyor, quantity surveyor, architect). Appointed Contractors are excluded. A Self-Builder is not a contractor.
CPP	"CPP" is a Construction Phase Plan as defined in CDM Regulation 12, compliant with CDM guidance paragraphs 111-113,161 and appendix 3.
Dangerous Material	"Dangerous Material" is anything, whether solid, liquid, vapour or in any other physical state, that may either intrinsically or in combination with any other substance or physical event (e.g. heat), present a foreseeable real danger to human health, safety or the environment. It includes hazardous substances as defined by COSHH and any other relevant laws applicable in the UK. It includes any Material whose manufacture, supply or use in UK is restricted or prohibited by law or Convention.
Datascope System	Such electronic system for submission of a request to allow a notifiable delivery as GHVDC from time to time provide.
Deliveries Protocol	Protocol of conditions relating to any request to make a notifiable delivery to the Development.
Development	"Development" refers to all areas (including Plots) where construction will take or has taken place at Graven Hill, Bicester.
DLM	"DLM" is Development Liaison Manager.
Explosive	Any substance which will detonate with explosive force.
F10	Form by which notification is made to the HSE of required construction work containing information laid out in CDM 2015 schedule 1.
FRCP	Your plan to demonstrate control of fire associated risks and emergency arrangements. It must implement all measures necessary to comply with the Joint Code and good practice in HSE publication HSE 168.
GHVDC, We, Us	"Graven Hill", "we" and "us" is Graven Hill Village Development Company Ltd (GHVDC), it's employees, officers and agents.
He / She	"he" includes she.
Highways	"Highways" means roads and where applicable associated footways which are constructed to be offered for adoption to the highways authority or otherwise to be transferred to a management company.
HSE	"HSE" is the Health and Safety Executive.
LOLER	"LOLER" means Lifting Operations and Lifting Equipment Regulations 1998 as amended.



Mobile Access Tower	A free-standing structure that can be moved, typically on wheels, that includes a work platform situated at above ground level to enable work at height.
NP	"Nominated Person" and "NP" is person or organisation at any point in time in control of and managing your build, including Health and Safety.
OSC	"On-site Controller "OSC" is the person present on a plot and in actual control of construction activities taking place including responsibility for coordination of site Health and Safety including inductions and emergency arrangements.
Parking Permit Scheme	Protocol on parking arrangements at the Development, specifically covering use of GHVDC provided car parks.
Plot	"plot" refers to the area of land which has been transferred by way of a legal conveyance to a Self-Builder.
Potentially Hazardous Substances	"potentially hazardous substances" is a substance of whatever type that may be harmful to human health as more fully defined in COSHH.
Principal Designer	'Principal Designer' means the person as defined by CDM Regulation 2(1) with the duties stated in Regulation 11 & 12(3) as interpreted by CDM Guidance paragraphs 94-109.
PUWER	"PUWER" means Provision and Use of Work Equipment Regulations 1998 as amended.
RIDDOR	"RIDDOR" means Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations set out what, how and when should be reported the HSE.
Risk Assessment / RAMS	"Risk Assessment" & "RAMS" are a Risk Assessment or Risk Assessment Method Statement that is suitable and sufficient for purposes of Management of Health and Safety at Work Regulations 1999 Regulation 3 and any other law applicable to the specific assessed work activity.
Rules	"rules", "Development Rules" is these Rules, its forms and guidance notes and any subsequent amendments.
Site	"site" refers to the area of land which has been transferred by way of a legal conveyance to a Self-Builder.
Security Deposit	As defined within agreement for Sale and Build out
Self-Builder	"Self-Builder" refers to the person(s) who own the freehold title to a plot no matter whether they undertake any construction work personally. It includes the family and others associated or connected with him who are not at work as defined by the Health and Safety at Work Act 1974 or other applicable legislation (i.e. family and friends).



Temporary Accommodation	Any form of structure or vehicle that can be used for sleeping in, whether overnight or daytime. Examples are tents, motorhomes, caravans. It excludes structures provided for the exclusive use as welfare facilities.
Temporary Works	Any works the purpose of which is to provide temporary structural support to any part of any structure during its erection or dismantling. Examples are props and falsework.
Third Party	“Third Party” means any Body or Organisation, public or private, that has obligations and powers invested by law. Examples of Authorities relevant for your build would be the Health and Safety Executive, Environment Agency, Local Authority.
Vulnerable people	Any person who due to age, infirmity or other attribute has a lowered ability to perceive or react quickly and appropriately to a physical risk. Examples are the elderly, children or mental/physical attribute.
WAH	“WAH” is Work at Height 2005 Regulations.
Working day	“working day” refers to Monday to Friday.
You	“you”, “your” is any Self-Builder, Nominated Person, On-Site Controller or contractor, including sub-contractor, undertaking construction related activity (including provision of professional or management services) on or for your plot build. Thus “You” is all persons associated with self-build, not just the Self-Builder. Appointed Contractors are excluded.



FORM	VERSION
CPP	02



Section 5: Appendices

Appendix A – Construction Phase Plan (CPP)

Construction Phase Plan for Plot xxxx

Key Contact Details			
Person	Name	Phone number	Email
Nominated Person			
Plot Owner			
Emergency Contact			



DECLARATIONS

I, the above Nominated Person, confirm I will implement this CPP fully at all times:

Signature:	Date:
-------------------	--------------

On behalf of GDHVC, I confirm this Plan is sufficiently well developed for construction to proceed.

Title:	Date:
---------------	--------------

Signature:	
-------------------	--



FORM	VERSION
CPP	02



The Construction Phase Plan (CPP) at Graven Hill

The Construction (Design and Management) Regulations 2015 (CDM 2015) for most construction work requires a CPP which covers how Health and Safety will be managed to successfully control risk and prevent damage to health. Self-Builders will, in most cases be exempt from this requirement if undertaking the work in person. However, Self-Builders who control the construction themselves may acquire, whether they intended it or not, legal duties under CDM 2015.

To protect the Health and Safety of Self-Builders, their families and all others who may be affected by their construction work, GHVDC require a sufficiently well-developed CPP to be produced by all Self-Builders, no matter their level of personal involvement in the actual construction work. If the Self-Builder appoints another party to produce the plan on their behalf, it remains the self-builder's responsibility to ensure it is completed fully and submitted to GHVDC in line with the required timescales.

This is the Self-Builder's plan, and it is the sole responsibility of the Self-Builder or their Nominated Person and any other person who is given responsibilities under the plan, to implement it at all times.

The plan is the key management document, along with the Fire Risk Control Plan (FRCP), in the safe completion of your journey embarked upon at Graven Hill:

Imagine Create Build Live

Your obligation is to:

- **Comply:** Ensure that the GHVDC Development Rules and CDM 2015 are fully considered in the preparation of your CPP.
- **Plan:** Prepare a concise CPP specific to your plot and build process that is an effective, living document to ensure work is planned so that it can be carried out without risk to health or safety.
- **Manage:** Implement the plan, to ensure co-operation and co-ordination between contractors and all others involved in the project.
- **Monitor:** Review, revise and check the plan is being implemented and work carried out safely without risk to Health and Safety.
- **Provide:** Anything required by the plan, such as; a secure site, suitable welfare facilities, suitable site inductions, procedures to appoint an On Site Controller.
- **Liase:** With contractors, the Principal Designer, GHVDC, workers, neighbours or anyone else who could be affected by the construction work or could affect your construction.



FORM	VERSION
CPP	02



Section 1: Description of Project		
Single House Build at Plot: <i>[Add address]</i>		
Construction Method: <i>Provide details of types of materials and basic construction methods to be used:</i>		
1.1	Construction Commencement Date:	
1.2	Anticipated Completion Date:	
1.3	Brief Description of Construction Plan: <i>(basic outline of main stages of construction with dates, e.g. when/ by whom to watertight shell, first fix, second fix etc)</i>	
Section 2: Key Project Persons		
2.0	WHO	Name, Address Telephone and Email
2.1	Plot Owner (Self- Builder)	
2.2	Nominated Person	
2.3	Principal Designer	
2.4	Principal Contractor	
2.5	Architect	



FORM	VERSION
CPP	02



2.6	Structural Engineer	
2.7	Quantity Surveyor	
2.8	Other (e.g. Project Manager, H&S Advisor)	

Section 3: Construction Trades & Self-Builder Involvement

List here known trades appointed or to be appointed. State what the Self-Builder is proposing to do, if applicable.

Trade / Self-Builder	Who, When and Contact Details



FORM	VERSION
CPP	02



Section 4: Management of Work

In this section, set out how the project will be managed to ensure the risks to Health and Safety are properly controlled. Be clear and concise.

Note: Orange Text is mandatory and must remain.

4.1 Objectives

- To ensure that risk to the Health or Safety of any persons on or off plot are properly controlled.
- To have no accidents or near misses.
- *Add any further Health and Safety objectives below:*
-

4.2 Management Structure and Responsibilities

Key Personnel

Their Responsibilities

Nominated Person ('NP')

- Prepare this Plan, monitor its implementation, review it monthly and update as required to ensure it is relevant and effective.
- Ensure all other persons required to implement this plan are appointed, competent and sufficiently resourced.
- Keep the Self-Builder informed of anything that could adversely affect achieving the objectives set out section 4.1 above.
- Liaise with GHVDC promptly on any matters of Health and Safety.
- Liaise with all other necessary persons, for example; the Principal Designer, and in particular with neighbouring plots, to minimise risk and maximise Co-operation concerning Health, Safety and logistics.
- Set a good personal example by their attitude and behaviour and encourage a culture of Health and Safety as the paramount consideration.



FORM	VERSION
CPP	02



	<ul style="list-style-type: none"> ➤ Ensure site inductions are undertaken. ➤ Ensure site rules (for your specific plot) are developed and adhered to at all times. ➤ Ensure GHVDC Rules and notification/consent application procedures are followed throughout the build process by all connected with the build. ➤ Ensure effective arrangements are in place so that an On Site Controller (OSC) is always appointed and present when there is work on site. ➤ Prepare, implement, monitor and review monthly the Fire Risk Control Plan. ➤ <i>List any other responsibilities for your NP below:</i> ➤
<p>Principal Designer</p>	<ul style="list-style-type: none"> ➤ Provide full pre-construction Health and Safety information to the Nominated Person. ➤ Liaise with the NP on any design changes made after commencement of construction. ➤ <i>List any other responsibilities for your Principal Designer below:</i> ➤
<p>On Site Controller (OSC)</p>	<ul style="list-style-type: none"> ➤ Monitor and supervise construction work being undertaken to ensure it is carried out safely in accordance with this plan, industry standards and Risk Assessments/Method Statements of contractors. ➤ Coordinate work to control on-site risk. ➤ Ensure a replacement OSC is appointed whenever the current OSC is absent from site, regardless of duration.



FORM	VERSION
CPP	02



	<ul style="list-style-type: none"> ➤ Undertake site inductions. ➤ Ensure site rules (for your specific plot) are developed and adhered to at all times ➤ Implement any emergency arrangements and requirements of the Fire Risk Control Plan. ➤ Liaise with the Nominated Person, GHVDC and any other person, including neighbouring plots, regarding Health, Safety and logistics. ➤ Ensure GHVDC Rules and logistical procedures are implemented. ➤ Ensure any matters of importance which help to maintain or improve Health and Safety on plot, are brought promptly to the Nominated Person's attention. ➤ Wear the OSC High Visibility vest provided by GHVDC or such other high visibility clothing as will clearly identify the OSC as the person in control of the site. ➤ <i>List here any other responsibilities of your OSC below:</i> ➤
<p>Workers</p> <p><i>Excludes Self-Builder or family/friends</i></p>	<ul style="list-style-type: none"> ➤ Work safely and in accordance with any method statements. ➤ Know who the OSC is at all times. ➤ Follow management instructions. ➤ Understand emergency arrangements. ➤ Bring any concerns to the attention of the OSC. ➤ <i>Add any others below:</i> ➤



FORM	VERSION
CPP	02



<p>Self-Builder, family or friends</p>	<ul style="list-style-type: none"> ➤ If working on the plot, responsibilities as per workers above ➤ If visiting, follow the site rules for visitors ➤ Set a personal best example to others on the project ➤ <i>Add any others below:</i>
<p><i>Add below any other people:</i></p>	



FORM	VERSION
CPP	02



Section 5: Communication and Co-operation

In this section, set out how communication and co-operation between the construction team members will be achieved. This includes; the exchange of any relevant information between contractors and consultation with any workers on Health and Safety matters. Be clear and concise.

Examples are: weekly site meeting, daily worker briefings, weekly written reports from the OSC to the NP etc. These arrangements must be effective to ensure clarity and communication of the relevant Health & Safety information to those who require it.

Who From	Purpose	How it will be Achieved

Section 6: Management of Risk

Note: Orange text is mandatory and must remain

In this section, set out in general terms, how the risks from planned work activities will be effectively controlled. Greater detail will be contained in a contractor method statement which is often supplied separately and should not be included or repeated here. Be clear and concise.

6.1 Main Site Risks and their Control

	Risk	Control Measures
A.	Risk of: Fire	See Fire Risk Control Plan
B.	Risk from: Work at Height	➤ Most work at height will be off an external scaffold that should be erected / dismantled by a competent person, with a recognised industry



FORM	VERSION
CPP	02



		<p>qualification and to NASC standards. It should be inspected by a competent person, every 7 days when in use.</p> <ul style="list-style-type: none"> ➤ Internal work at height will be carried out from either a podium or tower scaffold except where impracticable. ➤ <i>List your other general controls below:</i> ➤
C.	Risk of: Person/object or vehicle being struck by another vehicle	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
D.	Risks arising: From site deliveries	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
E.	Risk from: A falling object	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
F.	Risk from: Manual Handling. This includes; lifting, pushing, pulling, materials or equipment.	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
G.	Risk of: Slips, trips and falls	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
H.	Risk from: Dust exposure	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
I.	Risks from: Work involved in the assembly or dismantling of heavy prefabricated components. E.g. Pre-fabricated trusses, panel component systems	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤
J.	Risk from: Work within confined spaces. e.g. basements or lofts	<ul style="list-style-type: none"> ➤ <i>List your general controls:</i> ➤



FORM	VERSION
CPP	02



K.	<p>List any other risks associated with your build:</p> <ul style="list-style-type: none"> ➤ Risk 1: ➤ Risk 2: ➤ Risk 3: 	<ul style="list-style-type: none"> ➤ <i>List your controls for each risk identified:</i> ➤
	<p>In addition, you must state below any risks that are applicable to your site as listed within Schedule 3 of CDM 2015 which is available here:</p> <p>http://www.hse.gov.uk/pUbns/priced/l153.pdf</p> <ul style="list-style-type: none"> ➤ Risk 1: ➤ Risk 2: ➤ Risk 3: 	<ul style="list-style-type: none"> ➤ <i>List your controls for each risk identified:</i> ➤

6.2 Risk Assessment Verification

Contractors with 5 or more employees are required to produce written Risk Assessments and Method Statements (RAMS) demonstrating how they will undertake the work safely and provide these to the NP and OSC. It is usual to require RAMS to be submitted well in advance to the NP. It is not good practice to have written RAMS submitted on the day of work.

Contractors with fewer than 5 employees must, as a minimum, verbally explain to the NP or OSC how they will undertake the work safely. Ideally this should also be done in advance of the proposed works.

The NP and or OSC will need to use this information (the RAMS) in order to plan and coordinate site safety.

Self-Builders acting as NP must have sufficient understanding of the risk assessment process and principles to carry out this role.

The NP/OSC is not expected to be expert in the details of the contractor's work, but, have sufficient knowledge to be satisfied the RAMs have applied the principles of risk prevention. These principles can be found in Appendix 1 of this document: <http://www.hse.gov.uk/pUbns/priced/l153.pdf>

A Self-Builder does not have to submit a RAMS for their own work if they are acting as NP. However, if the Self-Builder is not the NP, the Self-Builder may be required to submit RAMS for their work, if requested by the NP.



FORM	VERSION
CPP	02



Where a Self-Builder is not required by the NP to submit RAMS they are still required to liaise with the NP and OSC and work in safe manner.

It is always the responsibility of the contractor to have safe systems of work.

➤ *Set out here, your procedures on how and when RAMS will be obtained, reviewed and recorded:*



Section 7: Site Arrangements

Note: Orange text is mandatory and must remain

In this section, set out arrangements for welfare, induction, security, first aid and emergency response.

<p>7.1</p>	<p style="text-align: center;">Induction</p> <p>A typical site induction would include as a minimum:</p> <ul style="list-style-type: none"> ➤ emergencies and first aid arrangements. ➤ The main site risks 	<ul style="list-style-type: none"> ➤ An induction briefing sheet covering the briefing contents will be created by the NP or other person to be used during inductions. ➤ Every person visiting the site will receive an induction appropriate to their reason for being on the site. ➤ A written record will be kept of the date, time and name of all persons inducted or re-inducted. ➤ Persons who revisit site will require re-induction if; <ul style="list-style-type: none"> ➤ It is more than two months since visited or ➤ There has been a significant change on site (e.g. layout) that requires a revised induction ➤ <i>Add here any other of your induction requirements:</i> ➤
<p>7.2</p>	<p style="text-align: center;">Site Security</p>	<ul style="list-style-type: none"> ➤ The site will be kept secure at all times. ➤ When no one is present it will be locked with a padlock. ➤ Boundary fence panels will be double clipped together. ➤ All boundary fencing will be checked weekly to ensure secure and stable.



FORM	VERSION
CPP	02



		<ul style="list-style-type: none"> ➤ Damaged panels will be replaced without delay. ➤ Any appropriate steps will be taken if there is an increased risk identified (e.g. notification or evidence of unauthorised entry to this or other plots, children becoming resident nearby) ➤ Add here any additional requirements for your plot: ➤
7.3	Site Rules	<ul style="list-style-type: none"> ➤ Set out in Appendix 2 to this document, your site rules. These rules must also be displayed visibly on a board at the front of your plot.
7.4	Welfare	<ul style="list-style-type: none"> ➤ Adequate welfare facilities will be available at all times to meet standards set out in CDM 2015 Schedule 2 available here: http://www.hse.gov.uk/pUbn/ priced/ l153.pdf. HSE Construction Information Sheets 59 & 62 also provide more guidance on this: http://www.hse.gov.uk/pubns/cis59.htm http://www.hse.gov.uk/pubns/cis62.pdf ➤ Explain here, your welfare arrangements:
7.5	First Aid	<ul style="list-style-type: none"> ➤ An adequately stocked First Aid Box will be kept at a suitable marked location. ➤ List here any additional first aid requirements that may be appropriate for your site or as required to comply with the Health and Safety (First Aid) Regulations 1981 which can be found here: http://www.hse.gov.uk/pUbn/ priced/ l74.pdf
7.6	Emergency Arrangements	<ul style="list-style-type: none"> ➤ A single page of your site emergency procedures must be prepared using the template provided at appendix 1 of this plan: ➤ It will incorporate measures that form part of the Fire Risk Control Plan and incident reporting procedure so there is a single, clear set of information and instructions available on site.



FORM	VERSION
CPP	02



7.7	Incident Reporting	<ul style="list-style-type: none"> ➤ Suitable arrangements must be in place to ensure any incident is reported to the NP and, if appropriate, GHVDC and other authorities. ➤ These arrangements will form part of Emergency Arrangements sheet at Appendix 1 of this plan. ➤ The requirements of RIDDOR 2013 Regulations must be complied with. Refer to the following guidance sheet: http://www.hse.gov.uk/pubns/indg453.pdf ➤ GHVDC will be informed immediately of any incident that results in: ➤ The request for attendance, or attendance by: <ul style="list-style-type: none"> (1) any public body (e.g. fire, police, ambulance, Health and Safety Executive, local authority), <p>or</p> <ul style="list-style-type: none"> (2) Any other person or organisation to undertake repairs/investigations or mitigation (e.g. repair gas leak)



FORM	VERSION
CPP	02



Appendix A1: Site Emergency Arrangements

State below the emergency arrangements for your site. The information below is purely a guide for your assistance as to what should be covered in this section and may be adopted or amended to suit your own specific site.

1. Stop, Think and Act

Any person on site shall immediately bring to the OSC's attention anything that has or could lead to a major event. For example; death or serious injury, escape or spillage of dangerous gases or liquids, fire, actual or potential collapse of all or parts of any structure on site and near misses of a serious nature.

IF IN DOUBT, REPORT IT TO THE ON SITE CONTROLLER

The OSC, or if the OSC is unavailable, any person on site must:

- Assess situation, and decide whether to do any of the following:
 - a. Apply First Aid to casualty (if qualified to do so).
 - b. Evacuate the site to a place of safety.
 - c. Call the relevant emergency services.
 - d. Advise neighbouring plots of any risk to them.
 - e. Call the Health and Safety Executive if required by RIDDOR (see item 4 below).
 - f. Call GHVDC and the NP to advise them of the event.
 - g. List any other actions

If in any doubt always contact the emergency services on 999

Add any additional requirements:

2. Medical Emergency

In the case of a medical emergency, if there is a First Aider, they should administer appropriate First Aid. Alternatively, in the case of clearly minor injuries, it may be appropriate to call the local GP surgery.

In serious cases, the OSC should call the emergency services by dialling **999**.

Be aware that the full extent of injuries may not always be apparent, such as in the case of a head injury. If in any doubt call the emergency services by dialling **999**.

Site First Aiders are: xxxxxxxxxxxxxxxxxxxxxxxx (or state there is no first aider)



FORM	VERSION
CPP	02



Nearest GP Surgery:

The Health Centre, Coker Close, Bicester OX26 6AT Tel: 01869 249333

Nearest Hospital:

John Radcliffe Hospital Headley Way Headington, Oxford, OX3 9DU Tel: 0300 3047777

Add any additional requirements / information:

3. Fire

Insert here, the emergency arrangements included within your FRCP.

4. Incident Reporting

The RIDDOR 2013 Regulations require certain incidents to be reported to the Health and Safety Executive by the person in control of a construction site. This should be the NP or OSC.

Some incidents must be reported by telephone to the HSE (see number below) as soon as possible. These include: fatalities, serious injuries and structural collapses.

RIDDOR requires other specific events to be reported to the HSE online. See: <http://www.hse.gov.uk/riddor/report.htm>

The first priority in any emergency will be to manage the incident and then decide if HSE need be informed.

5. Emergency Contacts List

Organisation	Emergency	Telephone Details
Ambulance	Medical	999
Environment Agency	Environmental	0800 80 70 60
Fire	Fire	999
Police	Fatality	999
Health and Safety Executive	RIDDOR incident which needs to be immediately reported to the HSE.	0345 300 9923 (Mon-Fri 8.30-5pm)



FORM	VERSION
CPP	02



	To check if it needs to be reported see: http://www.hse.gov.uk/riddor/report/htm	
Gas	Gas leak	0800 111 999 If this fails, call 999
Electrical	Dangerous Electric Supply (not power cut)	0800 072 7282 If this fails, call 999
Nominated Person	To inform if any of the above incidents occur on site.	(add)
GHVDC	To inform if any of the above incidents occur on site.	01869 396070



FORM	VERSION
CPP	02



Appendix A2: Site Rules

Number	Rule
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	



FORM	VERSION
FRCP	02



Appendix B – Fire Risk Control Plan (FRCP)

Plot Number:	<i>Nominated Person to complete</i>																										
Plot Owner:	<i>Nominated Person to complete</i>																										
Postal Address:	<i>Nominated Person to complete</i>																										
Nominated Person: (this is the person you have identified within your Construction Phase Plan)	<i>Nominated Person to complete</i>																										
Date Submitted GHVDC:	<i>Nominated Person to complete</i>																										
Date FRCP deemed sufficiently developed to commence on site	<i>GHVDC to complete</i>																										
<p>DOCUMENT HISTORY</p> <p>As your project develops, revisions to the FRCP will occur.</p> <p>List here new versions and the date they take effect from.</p> <p>New versions must be provided to GHVDC</p>	<table border="1"> <thead> <tr> <th>Version</th> <th>Date</th> <th>Changes</th> <th>GHVDC Acceptance</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Version	Date	Changes	GHVDC Acceptance																					<p>[list here main changes from the previous version]</p> <p>➤</p> <p><i>Nominated Person to complete</i></p>	
	Version	Date	Changes	GHVDC Acceptance																							
<p><i>Nominated Person to complete</i></p>																											



FORM	VERSION
FRCP	02



FRCP Completion Notes	
1.	What is the purpose of FRCP?
	<ul style="list-style-type: none"> ➤ To record the actions you will undertake to minimise the risk of fire breaking out on your plot. ➤ To set out the actions you will undertake if a fire was to occur on your plot. ➤ It is required to provide evidence to the insurers who provide the insurance cover for your plot, to ensure that the risk of fire is being appropriately managed.
2.	What are you required to do?
	<ul style="list-style-type: none"> ➤ Control potential sources of ignition. For example: Naked flames, electrical equipment. ➤ Minimise quantities of flammable materials (e.g. wood, plastic, petrol for power tools) stored on your plot. ➤ Set out how you will store flammable materials (e.g. wood, plastic, petrol for power tools) safely on your plot. ➤ Set out how you plan to prevent a fire spreading to your neighbour's plots or the communal areas. ➤ Put in place effective measures for maintaining good housekeeping, raising the alarm, safe evacuation and firefighting in the event of a fire. ➤ Set out your arrangements for implementing and reviewing this plan.
3.	Who should prepare the FRCP and when?
	<p>The Nominated Person (NP) (see Site Development Rules) or Principal Contractor, (PC) if you are appointing one, should prepare the FRCP and submit it to GHVDC to review at least one month before works are due to commence on site. (see question 6)</p> <p>GHVDC must confirm in writing to you that your FRCP is sufficiently developed before you commence your works on site, in order to comply with the insurance requirements.</p>



FORM	VERSION
FRCP	02



4.	Who is responsible for ensuring compliance with the FRCP?
	Everyone who comes on to your site must comply with this FRCP. Specifically, the Nominated Person and OSC must ensure compliance with the FRCP at all times throughout the duration of your build.
5.	Updating and modifying the FRCP
	<p>The likelihood of a fire occurring may change as your build progresses e.g. through increased amounts of flammable materials, or by undertaking hot works. This is called the “fire risk profile”.</p> <p>As the build progresses, the NP should continually review the fire risk profile and the measures contained within this plan to ensure that they remain appropriate and effective.</p> <p>In the event of a reassessment that results in changes to this Plan, the NP shall submit a revised version to GHVDC Head of H & S (see section 6) as soon as the plan is changed. Note that you will need to update the front cover of the plan to advise the changes that you have made.</p> <p>The current version must be relevant to the actual risk present on site at that time.</p> <p>GHVDC may require amendments to the plan at any time to reflect the current fire risk profile or, if a revised version has been submitted and is deemed not sufficiently developed to cover the changed fire risk profile on site.</p> <p>You must update your plan if requested to do so by GHVDC.</p>
6.	Where do I submit my FRCP?
	<p>You should submit your FRCP to:</p> <ul style="list-style-type: none"> ➤ GHVDC Head of Health and Safety; Peter.Nickerson@gravenhill.co.uk AND ➤ your DLM with whom you have been working through your Customer Journey.
7.	Application of Legislation and Guidance



FORM	VERSION
FRCP	02



	<p>In preparing this plan, you should refer to relevant guidance which is available online.</p> <p>This includes:</p> <ul style="list-style-type: none"> ➤ GHVDC site development rules require you to comply with the Fire Protection Association’s “Fire prevention on Construction sites”: the Joint Code of Practice, currently 9th Edition, which can be found here: http://www.thefpa.co.uk/shop/shop_product_details.EAC93171-BAEA-45D1-95784B50DCA27065.html?shop_category=DEC2ADFB-B816-4043-B83BB310703D36B8 ➤ HSE guidance in HSG 168 ‘Fire safety in construction’ which can be found here: http://www.hse.gov.uk/pubns/books/hsg168.htm ➤ ‘16 Steps to fire safety’ 3rd Edition, Structural Timber Association which can be found here: https://www.thenbs.com/PublicationIndex/documents/details?Pub=STAS&DocID=315419
<p>8.</p>	<p>How do I fill in this plan?</p>
	<p>Orange Text is for your guidance and assistance</p> <p>Green text is mandatory and must be implemented by you in addition to your own specific details.</p>



FORM	VERSION
FRCP	02



1. MANAGEMENT ARRANGEMENTS

1.1.	Person responsible for preparing & reviewing the FRCP.	<p>Guidance: State Who. Normally this should be the Nominated Person.</p> <p>Your description:</p>
1.2.	Person(s) responsible for implementing the FRCP.	<p>Guidance: State who. Normally this should be the NP and OSC.</p> <p>Anyone who comes on to your site is required to follow the FRCP and inform NP or OSC of anything that concerns them.</p> <p>Your description:</p>
1.3.	Persons Monitoring the implementation of the FRCP.	<p>Guidance: The NP (or someone you have appointed for this purpose e.g. a Health and Safety Advisor) shall undertake sufficiently regular monitoring visits, ideally at least once per fortnight, to ensure the FRCP remains relevant and is being implemented.</p> <p>OSC must report anything important relevant to the FRCP to the NP.</p> <p>Your description:</p>
1.4.	FRCP Review Frequency.	<p>Guidance: It is recommended that the FRCP will be reviewed monthly or on any change of circumstance that would materially affect the fire risk profile e.g. change of site layout, structure becoming sealed, advice from GHVDC / new guidance from external bodies or an incident has occurred.</p> <p>Note that you only need to issue an updated FRCP to GHVDC if a review results in changes to your FRCP.</p> <p>Your description:</p>



FORM	VERSION
FRCP	02



2. INDUCTION ARRANGEMENTS

2.1.	Person responsible for ensuring all people visiting or working on your plot are inducted on the fire emergency response arrangements set out in this FRCP.	<p>Guidance: This is normally the OSC</p> <p>Your description:</p>
2.2	Person responsible for Keeping a record of all inductions undertaken	<p>Guidance: This is normally the OSC</p> <p>Your description:</p>
2.3	Person responsible for updating induction.	<p>Guidance: If the induction needs to be updated as a result of changes to this FRCP, this should be undertaken by either NP or OSC.</p> <p>Note the NP or OSC may need to re-induct persons who have been previously inducted with the updated induction.</p> <p>Your description:</p>



FORM	VERSION
FRCP	02



3. EMERGENCY ARRANGEMENTS		What do you need to provide/put in place?
3.1.	Alarm arrangements	<p>Guidance: State here any alarm equipment which you will install on site.</p> <p>A non-flammable gas powered air horn will be provided and kept on site in the designated location (show location on plan in appendix A)</p> <p>Your alarm equipment:</p>
3.2.	A charged, unlocked, mobile phone with reception to be on site at all times with location known to all on site.	<ol style="list-style-type: none"> 1. Provide a phone/ make a phone available. 2. Confirm the standard location the phone can be found in. 3. If phone has a PIN, ensure all on site know it.
3.3.	Alarm and evacuation drills	<p>Guidance: State here what you will put in place in relation to alarm evacuation drills and how often these will take place.</p> <p>Practice evacuations must be held at least every 6 months.</p> <p>No practice which involves testing of an audible alarm may take place without GHVDC and approval being given.</p> <p>Your arrangements:</p>
3.4.	Fire Fighting Equipment	<p>Guidance: You need to designate "fire points" for your plot. These are where firefighting and alarm raising equipment is located.</p> <p>State here any firefighting equipment deemed necessary. E.g. buckets of dry sand. A higher risk structure, e.g. timber frame, may require additional fire points. Once the structure is erected an additional fire point is almost certainly necessary for the upper floor(s).</p>



FORM	VERSION
FRCP	02



		<ul style="list-style-type: none"> ➤ You shall keep on site a minimum of two 13A rated extinguishers at a designated fire point. ➤ Of these, one must be type A (for wood fires) and one must be type B (for electrical fires). ➤ These must either be new, or, accompanied by evidence that they have been tested by a competent person. More details are contained in the GHVDC Guidance Sheet included within the Development Rules. ➤ The position of all alarm, firefighting equipment and designated fire points are to be marked on the site plan at Appendix A to this FRCP. ➤ All persons shall have sufficient training on operation and use of fire extinguishers. <p>Your arrangements:</p>
3.5.	Emergency Exit routes	<ul style="list-style-type: none"> ➤ You must maintain sufficient emergency exit routes at all times. These should be marked with appropriate clear signage, and if applicable, emergency lighting. ➤ The OSC must, at all times, ensure all escape routes are safe to use, accessible, free from obstruction and clearly marked. ➤ These shall be marked on the site plan at Appendix A ➤ The site must not be locked when persons are present on it. <p>Your emergency exit routes – are to be marked on the plan at Appendix A</p>
3.6.	Muster Points	<ul style="list-style-type: none"> ➤ You must identify a muster point outside of your plot to muster all persons who are on your plot in the event of evacuation due to fire and mark it on the site plan at Appendix A and inform everyone of the location. <p>Identify the location of your muster point - and mark on the site plan at appendix A.</p>
3.7.	Site Plan Note that this plan may require to be regularly updated	<ul style="list-style-type: none"> ➤ You must prepare a site plan showing the plot and location of all matters relevant to this plan including: material storage & waste storage areas, emergency exit routes, alarm, extinguishers and fire points, position of proposed and actual structures. The plan should be attached at Appendix A.

4. What do you need to do in the event of a fire?



EMERGENCY ARRANGEMENTS		Responsible Person	Action to be taken
4.1.	What to do if a fire is discovered on your plot.	<p>Person discovering fire</p> <p>OSC</p> <p>OSC</p>	<ol style="list-style-type: none"> 1. Immediately inform OSC unless already extinguished by person discovering, then inform OSC. 2. Immediately assess whether fire can be extinguished promptly and safely without risk to persons on site. If so use extinguishers. 3. If there is any doubt on ability to extinguish the fire promptly and safely, commence evacuation immediately by the designated emergency exit routes to muster point (see 4.5).
4.2.	If the Fire cannot be extinguished or tackled safely and promptly.	OSC	<ol style="list-style-type: none"> 1. Sound the alarm and evacuate the plot immediately by designated emergency exit routes to muster point. 2. Roll call to ensure all persons on site accounted for. 3. Call emergency services on 999.
4.3.	Inform your neighbours of fire.	OSC	Inform OSC of all neighbouring plots of fire if safe to do so and have not evacuated already.
4.4.	Informing GHVDC of a fire.	OSC	As soon as possible, inform Graven Hill main office on 01869 396070 of the incident.
4.5.	What to do if there is a Fire or alarm raised on another plot.	OSC	<p>If a fire alarm is heard, or OSC is informed of a fire nearby, OSC to assess if it is necessary to evacuate the plot to a place of safety and undertake a roll call.</p> <p>Any directions given by the emergency services shall be followed.</p>



5. HAZARDS AND CONTROL MEASURES

5.1.	Hazard	Control Measures to be implemented by you:
5.1.	Hot Works.	<ul style="list-style-type: none"> ➤ The OSC or PC must complete a hot works permit prior to commencing any hot works on your plot. ➤ The hot works permit will set out the control measures for the specific hot works activity to be undertaken and these must be implemented.
5.2.	Combustible storage (Storage of flammable materials e.g. liquid gas, wood, plastic, fuel).	<ul style="list-style-type: none"> ➤ You should designate a safe area on your plot for the safe storage of flammable /combustible materials. You should attempt to maximise the distance from your structure and boundaries and potential ignition sources. Whilst this will be difficult to achieve at times you should seek to achieve 6 metres. ➤ Timber should be stored packed, so as to minimise surface area, wherever possible. ➤ Storage will be as far from access and exit routes/points as possible. ➤ Mark your location for combustible storage on the plan at Appendix A.
5.3.	Temporary coverings. This includes any covering of temporary structures, materials, plant or equipment within the curtilage of your plot, including within the property as required by the Joint Code of Practice.	<ul style="list-style-type: none"> ➤ All temporary coverings must be LPCB (Loss Prevention Control Board) approved. (Refer to the fire guidance note within the Site Development Rules for more details on this)
5.4.	Waste storage.	<ul style="list-style-type: none"> ➤ Solid waste (including timber) will be stored in either small quantities or in a non-flammable container with a non-flammable (typically metal) cover. Any storage not in container will be exceptional and removed as soon as possible.
5.5.	Housekeeping (keeping your site well organised and tidy).	<p>Good housekeeping will prevent a build-up of flammable materials:</p> <p>The OSC must:</p> <ul style="list-style-type: none"> ➤ conduct regular twice daily inspections and organise collection of flammable waste from around the plot. ➤ arrange for daily waste collected to be stored safely on site. ➤ review waste levels on at least a weekly basis and liaise with Nominated Person to have excess waste removed.



FORM	VERSION
FRCP	02



		<ul style="list-style-type: none"> ➤ ensure storage of non-waste is in compliance with arrangements in section 5.2. ➤ Flammable wrappings and pallets should be removed as soon as possible after delivery to site and if necessary replaced by LPCB compliant coverings.
5.6.	Ignition Sources	<p>Guidance: once structure is more complete You could consider fitting a temporary fire detection system</p> <ul style="list-style-type: none"> ➤ No smoking is permitted ➤ No fires will be lit ➤ No burning of waste is permitted ➤ Only properly serviced equipment will be used in hot works <p>Add any other restrictions you wish to implement here:</p>
5.7.	Timber Frame considerations [if applicable]	<p>Outline any special measures that will be taken here (see your supplier for assistance):</p>
5.8.	Other considerations not already covered	<p>Outline any specialities and how the risk will be controlled here:</p>



FORM	VERSION
FRCP	02



Site Plan

Attach here, your site plan. Check that you have included the following as a minimum:

Item	Provided?
Fire Alarm Location	
Muster Point Location	
Emergency Escape Routes	
Material Storage Location	
Waste Storage Location	
Mobile Phone Location	
Site Plan / FRCP location	



FORM	VERSION
DNF	02



Appendix C – Delivery Notification Form (DNF)

Section 1: Notification

All notifiable deliveries to anywhere in the Development must be booked in compliance with all conditions contained in the Deliveries Protocol (DP) located at [Appendix M](#). A non-exhaustive summary is provided in Section 3 to this form. Reference must be made to the DP full conditions.

In the first instance, bookings should be made using the Datascope System, unless this is not possible due to difficulty accessing the online system or in the case of cranes and crane lifts.

This form to be used for notifying GHVDC of:

- any notifiable deliveries to site - see section 2.26 of the Development Rules and the Deliveries Protocol.
- for Cranes and Crane lifts - to notify GHVDC of your intention to bring a crane to site, park it on the communal area (anywhere other than your plot) and to use it to offload materials into your plot. Note that ordinary materials deliveries are exempt e.g. a vehicle mounted with a HIAB or boom not exceeding 8m in length or utilising a telehandler to unload materials/bricks.

NP/OSC to complete Section 1 and note delivery conditions at Section 3.

Submit completed form to: Deliveries@gravenhill.co.uk

1	GHVDC Reference:		
2	Plot Number and Postal Address:		
3	Contact Person:		
	Phone Number:		
	Email Address:		
4	Type of Delivery:	Notifiable delivery?	
		Crane?	



FORM	VERSION
DNF	02



5	Date of Proposed Delivery:				
6	Approximate Arrival and Departure times:	<i>Arrive:</i>		<i>Depart:</i>	

Part A – Notifiable Deliveries (see Part B for Cranes)

7	Reason (s) Notifiable: <i>Mark with an X as applicable and give details</i>	<i>Length</i>	<i>8+ Metres</i>	
		<i>Width</i>	<i>2.5+ Metres</i>	
		<i>Weight</i>	<i>7+ Tons</i>	

8	Explain how this delivery may impact access to any other neighbouring plots including the extent, plots to be affected, duration and any other relevant information. <i>Provide Full Details:</i>	<i>Extent of Impact:</i>	
		<i>Other Plots Affected:</i>	
		<i>Duration of Impact:</i>	
		<i>Other relevant Information:</i>	

9	Confirm that you have suitably Notified and	
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FORM	VERSION
DNF	02



	Discussed as necessary this Delivery with all Persons that may be Affected by this Delivery.	
Part B – Cranes		
10	Lifting Operation from Communal Area/Highway	<i>A copy of the LOLER¹ compliant lift plan must be attached along with this form. Brief details of proposed lift to be included here.</i>
11	Lifting Operation based within Self-Build Plot that can foreseeably affect outside Plot Boundaries or where the Load will Oversail (pass above) any Communal Areas/Highways	<i>A copy of the LOLER compliant lift plan must be attached along with this form along with documents required by the Deliveries Protocol. Full details of proposed lift to be included here.</i>

¹ LOLER – Lifting Operations and Lifting Equipment Regulations 1998



FORM	VERSION
DNF	02



Section 2: GHVDC Authorisation

GHVDC to complete, NP / OSC to comply with conditions:

1	GHVDC Reference:		
2	Plot Number and Postal Address:		
3	Date DNF Received:		
4	GHVDC Representative:		
5	GHVDC Decision:	Approved	
		Approved with conditions	
		Rejected	
		Reason for rejection	
6	GHVDC Decision Comments / Conditions:	<p>NP/OSC to comply with these additional conditions:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 	
7	Date and Time Decision Returned:		



FORM	VERSION
DNF	02



Section 3: Delivery Conditions

1.	Background				
	<p>These conditions apply to all notifiable deliveries and relevant cranes.</p> <p>GHVDC reserve the right to impose additional conditions omit standard conditions as may be required dependant on circumstances, as detailed in Section 2: "GHVDC Authorisation" of the delivery notification form.</p> <p>It is your responsibility as Plot Owner/NP/OSC to ensure that any company undertaking a delivery to your plot, of whatever nature, have been notified in advance of these conditions and adhere to them.</p> <p>Arrival of the delivery at the Development is deemed to be acceptance by all parties of all these conditions.</p>				
2.	GHVDC Contact Details				
	<p>If difficulties are encountered with deliveries on the Development, please contact the following GHVDC representatives:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Peter Nickerson, Head of Health and Safety</td> <td style="text-align: right;">07753 273384</td> </tr> <tr> <td>Ralph Driver, Customer Liaison Manager</td> <td style="text-align: right;">07734 603824</td> </tr> </table>	Peter Nickerson, Head of Health and Safety	07753 273384	Ralph Driver, Customer Liaison Manager	07734 603824
Peter Nickerson, Head of Health and Safety	07753 273384				
Ralph Driver, Customer Liaison Manager	07734 603824				
3.	Conditions				
	<p>The conditions below summarise key requirements of the Deliveries Protocol. The full Protocol provisions apply to all deliveries.</p>				
3.1	<p>You must provide one delivery form per delivery, for each day of any delivery.</p>				
3.2	<p>The maximum speed allowed on any area of the Development in a forward direction is 20 mph.</p> <p>Please note there is an underpass approximately half a mile along the access road (Phase 0 only) which is used by cyclists and pedestrians.</p>				
3.3	<p>The maximum reversing speed on any area of the Development is 5 mph.</p>				
3.4	<p>No articulated lorries are permitted, unless specifically authorised in advance by GHVDC.</p>				



FORM	VERSION
DNF	02



3.5	Vehicles exceeding 12m in length may only be permitted in certain areas that can accommodate them.
3.6	Delivery vehicles will access any plot by driving straight along the access road past the front of plots 1-9. They may not turn right past plot 2. (Phase 0 only)
3.7	Unless the vehicle has sufficient turning circle to negotiate the road layout without mounting kerbs or landscaping or leaving the road carriageway, vehicles must not attempt to drive around the development and exit in a forward direction.
3.8	<p>No vehicle is permitted to mount kerbs, street furniture or landscaping during access/exit from the Development.</p> <p>If there is insufficient clear road way for whatever reason (e.g. vehicle, material obstruction) GHVDC must be contacted to discuss unless it can be resolved simply and without risk or disruption to others by the delivery driver, plot owner or On Site Controller, liaising with persons present.</p> <p>If required, contact should be made with GHVDC representatives, detailed above.</p>
3.9	<p>Any costs of reinstating damage caused by a breach of any delivery condition, to any property which GHVDC own, or for which it has repairing responsibility, will be chargeable to the plot owner and recoverable from them.</p> <p>GHVDC also reserve the right to seek recovery of costs directly from the deliverer.</p>
3.10	<p>Plot Owners and their NP (if different) warrant that any person or company delivering to Development:</p> <ul style="list-style-type: none"> ➤ Have been informed of these conditions ➤ Have agreed to all conditions, including any additional conditions ➤ Are liable for any losses sustained by GHVDC or anyone working on, or delivering to, the Development resulting from any failure by you to communicate these conditions and any consequent breach by your deliverer.
3.11	Any directives given by GHVDC employees or agents at the date and time of the delivery, to facilitate logistics or ensure safety, must be obeyed by any person to whom they are addressed.
3.12	<p>In the interests of logistics or safety, GHVDC may curtail, amend timings or refuse entry to the Development, of any delivery vehicle at any time.</p> <p>Any losses sustained by our actions in respect of this Condition 11 rest solely with you and your deliverer.</p>



FORM	VERSION
DNF	02



3.13	Suppliers and/or drivers who fail to comply with these conditions may be temporarily or permanently refused future entry onto the Graven Hill Development.



FORM	VERSION
WARF	02



Appendix D – Work Authorisation Request Form (WARF)

Section 1: Authorisation Request

NP/OSC to complete Section 1. Submit completed form to: Notifications@gravenhill.co.uk

1	Plot Number and Postal Address:		
2	Contact Person:		
	Phone Number:		
	Email Address:		
3	Date(s) of Proposed Work Activity:	<i>Start:</i>	<i>Finish:</i>
4	Approximate Daily Arrival and Departure Times:	<i>Arrive:</i>	<i>Depart:</i>
5	Person/Organisation undertaking requested Activity:		
	Their Contact Details:		
6	Reason for Request:	<i>Provide Full Details – note, if insufficient information provided here, form may be rejected</i>	
7	Any Work Activity of any Duration to be undertaken from Communal Area including Highway	<i>Provide full details. A copy of RAMS for planned Work must be attached. Note, form may be rejected if RAMS insufficiently developed.</i>	



FORM	VERSION
WARF	02



Section 2: GHVDC Authorisation

GHVDC to complete, NP/OSC to comply with conditions:

1	GHVDC Reference:		
2	Plot Number and Postal Address:		
3	Date WARF Received:		
4	GHVDC Representative:		
5	GHVDC Decision:	Approved	
		Approved with conditions	
		Rejected	
		Reason for rejection	
6	GHVDC Decision Comments/Conditions:	<p>NP/OSC to comply with these additional conditions:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 	
7	Date and Time Decision Returned:		



Section 3: WARF Completion Notes

1.	What do I need to use this form for?
	<ul style="list-style-type: none"> ➤ Works outside of your plot – should you consider it necessary to undertake any works outside of your plot boundary e.g. Service connections in the road. ➤ Occupation of any area outside of your plot boundary – e.g. if you wish to move your Herras fencing beyond the boundary of your plot or would like to site materials, waste facilities or equipment anywhere other than your plot. If agreed, you may be granted a licence for which there is a fee. ➤ Works taking place on your plot - but which could affect your neighbours or the communal area e.g. a crane, mobile elevated work platform (cherry picker) ➤ Operating plant - outside the boundary of your plot. ➤ Any other activity - which is planned to take place in the communal area or could affect your neighbours or the communal area.
2.	What is the purpose of this form?
	<ul style="list-style-type: none"> ➤ To allow us to properly consider in good time any activity by you that will have health, safety or logistical implications to us or others and avoid unnecessary delays. ➤ To allow communication of activities which may otherwise interfere with or prevent you from undertaking work on your plot. ➤ To allow GHVDC, in good time, seek such permits or licences from others that may be necessary, or to advise you where to obtain a required consent.
3.	When do I need to submit this form?
	<p>You or your Nominated Person need to submit this form at least 5 full working days in advance of your planned works.</p> <p>If you submit your form later than this timescale, it may be possible to accommodate your request, however these cannot be guaranteed.</p>



FORM	VERSION
WARF	02



	<p>It is your obligation and, in your interests, to discuss your proposals in advance with both your neighbours and GHVDC and then make a notification <u>as early as possible</u>.</p> <p>Note that if consultation or consent from an external body is required, you must submit your application in sufficient time for such consultation or consent to be given. In this instance the timescales of the external body apply, over which GHVDC have no jurisdiction. GHVDC cannot be held responsible for delays incurred as a result of the need to consult with external bodies.</p>
4.	Where do I submit this form?
	<p>Submit your form by email to: Notifications@gravenhill.co.uk</p> <div style="background-color: #808000; color: white; padding: 10px; text-align: center;"> <p>The Subject heading of your email must state: Work Authorisation Request for Plot XXX on XXX date</p> </div>
5.	What do I need to submit?
	<ul style="list-style-type: none"> ➤ Your completed form – only one work request per form <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ➤ Works – written Risk Assessment and Method Statement (RAMS)
6.	How do I know if I have authorisation to proceed?
	<p>You must ensure that you have received your form back from GHVDC with the authorisation section completed. We will endeavour provide this form back to you not later than 24 hours before your works are due to commence.</p> <p>It is your responsibility to secure authorisation from GHVDC in advance of your works. If you do not have a written authorisation from GHVDC, works or lifting may not commence and will be stopped at any time.</p> <p>You must comply with any and all conditions included in your authorisation, and you must ensure that:</p> <ol style="list-style-type: none"> 1) You pass these conditions on to delivery companies or contractors undertaking works on your behalf <p style="text-align: center;">and</p>



FORM	VERSION
WARF	02



	<p>2) they must also comply with the conditions set.</p> <p>Once authorisation has been provided, GHVDC may at any time amend the approval terms or withdraw authorisation, if in their judgement this is necessary for safety or logistical reasons.</p>
7.	What happens if my plans change?
	<p>Any change of circumstances should be notified to the above email address on a new form as soon as possible in line with the following:</p> <div style="background-color: #808000; color: white; padding: 10px; text-align: center;"> <p>The Subject heading of your email must state:</p> <p>URGENT: AMENDED - Work Authorisation Request for Plot XXX on XXX date</p> <p>and include the date of your original request</p> </div>



FORM	VERSION
NCF	02



Appendix E – Non-Conformance Form (NCF)

Section 1: Notice

- 1.1 This document is written notification that GHVDC consider you are not in compliance with your obligations as detailed in Section 2.
- 1.2 **YOU MUST ACT NOW: DO NOT DELAY.**

Section 2: Details of Non-Conformances

Part A		General Details	
1.	Notice Date:		Reference:
2.	Plot Number, or other Location:		
3.	Nominated Person:		
4.	GHVDC Representative:		
Part B		Details of Non-Conformance	
5.	Details of Non-Conformance:		
6.	Source of Obligation:	<i>(e.g. CPP, FRCP)</i>	
7.	If Applicable, Person(s) already spoken to or emailed:	<i>Date:</i>	<i>Time:</i>
		<i>Name of Person:</i>	
		<i>Position:</i>	
8.	Details of Immediate Action Taken and Why:	<i>(e.g. asked NP to stop activity, or GHVDC action taken)</i>	



FORM	VERSION
NCF	02



9.	Costs Incurred:	<i>(Explain what costs have been incurred by GHVDC and why)</i>
Part C		Remedial Measures
10.	Remedial Measures to be undertaken by Nominated Person:	
11.	Date by When Remedial Measures are to be taken:	
Part D		Close out
12.	Date of Re-inspection:	
13.	GHVDC Representative:	
14.	Action Taken?	<i>Yes:</i> <input type="checkbox"/> <i>No:</i> <input type="checkbox"/>
15.	Further Action:	



FORM	VERSION
NCF	02



Section 3: Completion Notes - Non-Conformance Form (NCF)

- 3.1 You must take such steps as necessary to comply within the stipulated time.
- 3.2 You must immediately inform GHVDC if either (a) Full compliance will not be achieved in timespan stipulated, or (b) you wish to discuss any matter relating to this Notice.
- 3.3 GHVDC will exercise their powers in the Development Rules should any non-conformance not be rectified within time to our satisfaction.
- 3.4 Health, safety and maintaining logistical control are paramount at Graven Hill. It is your sole responsibility to ensure compliance with your Construction Phase Plan (CPP), Fire Risk Control Plan (FRCP), Development Rules and any statutory or other legal requirements. GHVDC provide guidance only, seek professional advice if necessary to advise on how to comply with this Notice



FORM	VERSION
HWNF	02



Appendix F – Hot Works Notification Form (HWNF)

Section 1: Notification

NP/OSC to complete Section 1. Submit a copy of this form to Notifications@gravenhill.co.uk

1.	Plot Number and Postal Address:	
2.	Contact Person:	
	Phone Number:	
	Email Address:	
3.	Date of Planned Hot Work:	
4.	Description of Planned Work:	<i>Provide brief description of planned work:</i>
5.	Location of Planned Work:	

**Note: This form to be submitted to GHVDC only.
GHVDC will not provide a response to this form but will acknowledge receipt.**

Section 2: Internal Use only

GHVDC to complete

Plot Number and Postal Address:	
Date HWNF Received:	
GHVDC Representative:	
GHVDC Comments:	



FORM	VERSION
HWP	02



Appendix G – Hot Works Permit (HWP)

Section 1: General Details

1	Plot Number and Postal Address:	
2	Person Issuing Permit:	
3	Position: <i>(e.g. Nominated Person, Supervisor)</i>	
4	Name of Company: <i>(if applicable)</i>	
5	Permit Number: <i>(This is your own reference number)</i>	

Section 2: Hot Work Details

1	Description of Hot Work: <i>(include materials and tools/equipment to be used):</i>		
2	Exact Location:		
3	Date to be undertaken: <i>N.B: A permit is valid for one day only</i>		
	Time of Day:		Duration:

Section 3: Precautions

1	Detail the precautions to be implemented to prevent against ignition and potential spread of fire. You should include any agreements with neighbouring properties.



FORM	VERSION
HWP	02



2	Detail the fire alarm and fire-fighting equipment that will be located at the point of works:

Section 4: Statement of Permit Issuer

I certify that:

A.	This permit complies with all conditions and requirements contained in Section 8 of this document.
B.	Neighbours have been informed and consulted if required.
C.	The precautions outlined in this permit will be implemented.
Signature of Permit Issuer:	
Date and Time:	
Name in Block Capitals:	



FORM	VERSION
HWP	02



Hot Work Permit Number:	
--------------------------------	--

Section 5: Fire Watch Recording

Duration <i>Mark with 'X' whether or ordinary or high risk applies:</i>	Ordinary <i>Watch to be 60 continuous minutes</i>	High Risk <i>Watch to be 60 continuous minutes followed by 60 minutes checking at 10-minute intervals</i>	
Ordinary Works and High Risk works	Time Watch Commenced	Time Watch Completed	
High Risk Works only	Recording Table for monitoring of High Risk Works		
	Time since Hot Works completed in minutes	Safe? <i>Y/N</i>	Signature
	60		
	70		
	80		
	90		
	100		
	110		
	120		

Section 6: Permit sign-off *(this section to be completed by the Permit Issuer)*

I certify the correct fire watch period has been completed and all areas which could have been subject to sparks or heat (such as floors or walls above, below or on the reverse side) from the work area, are free from smouldering materials and flames.

All work equipment involved including flammable materials, bottled gases or liquids, have been removed/ returned to a place of safe storage.

Signature:	
Date and Time:	



FORM	VERSION
HWP	02



Name in Capitals:	
--------------------------	--

Section 7: Permit Sign off – Counter Signatory

All permits should be countersigned, usually by the OSC. If there is no Counter Signatory, the reason why must be explained in the box below:

I confirm that the Permit conditions, including fire watch, have been complied with and the work area is free from smouldering materials and flames.

Signature:	
Time:	
Name in Capitals:	
Position:	
If no counter signatory available, explain why here:	



Section 8: Guidance Note for completion of the Hot Works Permit and undertaking Hot Work.

1.	Why do GHVDC have a Hot Works Permit system?
	<ul style="list-style-type: none"> ➤ Fire is the greatest single risk to property during construction and hot works provide an ignition source. ➤ It is a requirement of the Development fire insurance that this risk is properly controlled by a written hot works permit system in accordance with the current edition of 'Fire prevention on construction sites', the Joint Code ('Joint Code') and to take into account the special features of the multi-build environment at Graven Hill.
2.	What is Hot Work?
	<ul style="list-style-type: none"> ➤ All work that requires the operation of an open flame, grinding, welding, the local application of heat or generates sparks.
3.	What happens if I do not follow the Permit system?
	<ul style="list-style-type: none"> ➤ GHVDC will issue a Non-Conformance Notice and may take action in accordance with the Development Rules which may result ➤ In the event of a fire, an insurance claim by you may be adversely affected by non-compliance with the Joint Code requirements.
4.	What role does GHVDC have in the completion of a Hot Work Permit?
	<ul style="list-style-type: none"> ➤ None. It is the responsibility of the person issuing the permit to ensure it is completed correctly.
5.	Do I need to submit my Permit to GHVDC?
	<ul style="list-style-type: none"> ➤ No, you do not need to submit your Permit to GHVDC prior to carrying out your Hot Work, however, you must provide a copy of your completed permit to GHVDC no later than 5 days after the completion of your Hot Work. Submit your completed permit to Notifications@gravenhill.co.uk.



6.	What do I need to do if I am planning to carry out Hot Work?
	<p>You must carry out the following process:</p> <ol style="list-style-type: none"> 1. Ensure there are no reasonable alternatives to Hot Working. 2. If there are no reasonable alternatives, you must refer to the Joint Code, in particular paragraph 16 (Hot Work) to ensure Hot Work is correctly planned. 3. If necessary, consult with neighbouring plots on the proposed Hot Works to establish what, if any, precautions need to be implemented by either plot to allow the Hot Work to be carried out safely. 4. If consultation with any neighbours results in a dispute, you will need to inform GHVDC who will act as Arbiter. All parties must abide by and if necessary, implement the Arbiter's decisions. 5. On successful conclusion of neighbour consultation or GHVDC Arbitration, you must complete a Hot Works Notification Form (HWNF) and submit it to GHVDC at Notifications@gravenhill.co.uk a minimum of one day before the planned work. 6. Establish who will be the Permit Issuer and Counter Signatory. These are usually the person undertaking the Hot Work and OSC. Except in exceptional circumstances, these 2 persons must be present throughout the duration Hot Work is undertaken. 7. Complete the Hot Work Permit using form HWP, excluding the sign off sections (6 & 7). You do not need to submit this Permit to GHVDC at this stage. 8. Prior to undertaking the work ensure that all precautionary measures are in place then undertake the work. 9. After Hot Works have taken place complete the sign-off sections of the Permit. 10. Within 5 days of completion of the Hot Work, send a copy of the completed Permit to GHVDC at Notifications@gravenhill.co.uk. Original fully completed Permits must be retained on site for the duration of the Build.



FORM	VERSION
RETS	02



Appendix H – Request to Erect a Temporary Structure (RETS) Form

Section 1:

NP to complete Section 1. Submit the completed form to: Notifications@gravenhill.co.uk

1	Plot Number and Postal Address:		
2	Contact Person:		
	Phone Number:		
	Email:		
3	Details of Structure:	<i>Purpose:</i>	
		<i>Dimensions:</i>	
		<i>Construction Materials:</i>	
		<i>Location: (attach a plan giving dimension from boundaries/other structures)</i>	
		<i>Evidence of Structural Suitability:</i>	
4	Duration:	<i>Provide Dates:</i>	



FORM	VERSION
RETS	02



Section 2: GHVDC Authorisation

GHVDC to complete, NP/OSC to comply with conditions:

1	GHVDC Reference:		
2	Plot Number and Postal Address:		
3	Date RETS Received:		
4	GHVDC Representative:		
5	GHVDC Decision:	Approved	
		Approved with conditions	
		Rejected	
		Reason for rejection	
6	GHVDC Decision Comments/Conditions: <i>(if applicable)</i>	<p>NP/OSC to comply with these conditions:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 	
7	Date and Time Decision Returned:		



Section 3: RETS Completion Notes

1.	What is a Temporary Structure?
	<p>GHVDC recognise for some self-builders a temporary structure will be beneficial during construction.</p> <p>A workshop is a typical temporary structure. This includes solid structures and those made of fabric.</p> <p>Proprietary ready built welfare units and toilets are exempt. Non-proprietary ones are <u>not</u> exempt for which approval must be sought and obtained using this form.</p>
2.	Why is Consent needed?
	Development Rule 2.15.1 prohibits such structures without our consent.
3.	Conditions
3.1	No structure shall:
	<ul style="list-style-type: none"> (1) exceed 2.5m high (2) Be more than 10m in width (3) Exceed 50m² in area (4) remain for longer than necessary for its purpose (5) Have Hot Works take place within it unless suitable precautions are taken (6) Be used for a purpose prohibited by Development rules or law (7) Be used as temporary accommodation
3.2	Any structure shall be:
	<ul style="list-style-type: none"> (1) included in Construction Phase and Fire Risk Control Plans. These must be updated to include your structure if the structure is added later during your build. (2) suitable for its intended purpose (3) Professionally designed unless it is a proprietary unit (3) Erected in a safe manner and properly maintained (4) Of such strength to withstand expected weather conditions (5) Of non-flammable materials if reasonably practicable (6) Of minimal flammability if (6) not possible (7) Sheeting/coverings shall be to Loss Protection Control Board fire retardant standard (8) If a tent/marquee, made of fire retardant material



FORM	VERSION
OBS	02



Appendix I – Observation (OBS) Form

Note: This form is to provide you with a record of observations of your site made by GHVDC. These observations are to assist in the management of Health and Safety on site.

1	Date & Time of Observation(s):	
2	Location, or Plot Number and Postal Address:	
3	GHVDC Representative:	
	Was the OSC informed of these observations?	
4	Observations:	
	A	
	B	
	C	
	D	
	E	
	F	



FORM	VERSION
BMAF	02



Appendix J – Building Materials Licence Application Form (BMAF)

Application for a Licence to Deposit Building Materials / Plant on Communal (GHVDC) Land

You should use this form to notify GHVDC of your request to deposit any materials anywhere on the development other than within your plot.

Submission of this form is not authorisation in and of itself. You must receive a response from GHVDC before proceeding.

Submit the completed form to: Notifications@gravenhill.co.uk no later than 28 working days before the intended deposition. Note that land may not always be within GHVDC's control and may require submission of an application to the Local Highways authority whose timescales may be longer. GHVDC recommend that you make enquiries as to ownership of the proposed land well in advance.

A	Applicant Details				
1	Plot Number and Postal Address:				
2	Contact Person:				
	Phone Number:				
	Email Address:				
B	Location of Building Materials / Plant				
3	Proposed Location: Provide accompanying plan to advise location				
4	Dates Required:	<i>From:</i>		<i>To:</i>	
C	Fees				
5	Licence Fee:	<i>£100 plus VAT (this includes licence fee and admin fee)</i>			



FORM	VERSION
BMAF	02



6	Refundable Bond Fee:		<i>£100 per m2 of communal land occupied</i>	
			<i>Fee to be paid (VAT Zero rated):</i> <i>£100x.....M2</i>	<i>Total Bond fee:</i>
7	Payment Method:		<i>Bank Transfer</i>	Account Name: Graven Hill Village Development Company Bank Name – Nat West Bank Sort Code: 60-01-35 Account Number: 53150724 IBAN: GB94NWBK60013553150724 BIC: NWBKGB2L
	Total Fees to be Paid:		<i>Yes / No</i>	
	Licence Fee+ Bond Fee	£100+.....	<i>Cheque</i>	Payable to: Graven Hill Village Development Company
		<i>Yes/ No</i>		
8	Any Additional Comments by Applicant:			
9	Signature:			
10	Print Name:			
11	Date:			



FORM	VERSION
BMAF	02



1.0 BMAF Standard Licence Conditions

- 1.1 Applicant is responsible for any and all loss or damage that may be caused to any person (natural or legal, including GHVDC) or animal during the licence.
- 1.2 No materials other than those specified in the application may be stored without express written GHVDC consent.
- 1.3 GHVDC or its agents may require access to any or all of the land subject to the licence. In that event as much notice as possible will be given. Free unencumbered access will be given by applicant.
- 1.4 GHVDC may due to circumstances require to withdraw, shorten or place other conditions on the licence after it has been granted at a minimum of 24 hours' notice. The applicant will comply with any alteration without delay, or alternatively cancel the licence and remove immediately from the land. In the event of cancellation/shortening of the licence a pro-rata refund of the fee will be made. If after 48 hours the materials are not removed GHVDC or its agents may remove it and the costs will be recoverable from the applicant.
- 1.5 All costs associated with in a legal manner placing and removing materials from the licence area are solely the applicant's, including in the event condition 1.4 is exercised.



FORM	VERSION
HIAF	02



Appendix K – Hoarding Licence Application Form (HIAF)

Application for a Licence to place Hoarding on Communal (GHVDC) Land

You should use this form to notify GHVDC of your request to deposit any materials anywhere on the development other than within your plot.

Submission of this form is not authorisation in and of itself. You must receive a response from GHVDC before proceeding.

Submit the completed form to: Notifications@gravenhill.co.uk no later than 28 working days before the intended deposition. Note that land may not always be within GHVDC's control and may require submission of an application to the Local Highways authority whose timescales may be longer. GHVDC recommend that you make enquiries as to ownership of the proposed land well in advance.

A	Applicant Details				
1	Plot Number and Postal Address:				
2	Contact Person:				
	Phone Number:				
	Email Address:				
B	Location of Hoarding				
3	Proposed Location: (to include relevant plot numbers) Provide accompanying plan to advise location				
4	Dates Required:	<i>From:</i>		<i>To:</i>	



FORM	VERSION
HAF	02



C	Fees		
5	Licence Fee:	<i>£100 plus VAT (this includes licence fee and admin fee)</i>	
6	Refundable Bond Fee:	<i>£100 per m2 of communal land occupied</i>	
		<i>Fee to be paid (VAT Zero rated):</i> <i>£100x.....M2</i>	<i>Total Bond Fee:</i>
7	Payment Method:	<i>Bank Transfer</i>	Account Name: Graven Hill Village Development Company Bank Name – Nat West Bank Sort Code: 60-01-35 Account Number: 53150724 IBAN: GB94NWBK60013553150724 BIC: NWBKGB2L
	Total Fees to be Paid:	<i>Yes / No</i>	
	Licence Fee+ Bond Fee =	£100+.....	<i>Cheque</i> <i>Yes/ No</i>
8	Any Additional Comments by Applicant:		
9	Signature:		
10	Print Name:		
11	Date:		



FORM	VERSION
HAF	02



1.0 HAF Standard Licence Conditions

- 1.1 Applicant is responsible for any and all loss or damage that may be caused to any person (natural or legal, including GHVDC) or animal during the licence.
- 1.2 No materials other than those specified in the application may be stored without express written GHVDC consent.
- 1.3 GHVDC or its agents may require access to any or all of the land subject to the licence. In that event as much notice as possible will be given. Free unencumbered access will be given by applicant.
- 1.4 GHVDC may due to circumstances require to withdraw, shorten or place other conditions on the licence after it has been granted at a minimum of 24 hours' notice. The applicant will comply with any alteration without delay, or alternatively cancel the licence and remove immediately from the land. In the event of cancellation/shortening of the licence a pro-rata refund of the fee will be made. If after 48 hours the materials are not removed GHVDC or its agents may remove it and the costs will be recoverable from the applicant.
- 1.5 All costs associated with in a legal manner placing and removing materials from the licence area are solely the applicant's, including in the event condition 4 is exercised.



FORM	VERSION
DP	02



Appendix L – Principal Designer Appointment Form (PDAF)

1.0 INTRODUCTION

- 1.1 GHVDC require evidence that a Principal Designer (PD) has been appointed for every Self-Build project. This needs to cover the Pre-construction phase for both Golden Brick & Superstructure. More than one PD can be appointed consecutively, so long as there is always a PD for the project and the duration of each PD's appointment is clear.
- 1.2 The Construction (Design and Management) Regulations 2015 (CDM) set out the legal requirements as to who can be a PD, their role and their appointment.
- 1.3 Key regulations are:
- 2(1) defines a PD as a designer appointed under regulation 5(1)(b) to perform the duties in regulations 11 & 12.
 - 2(1) defines a designer as any person who in the course or furtherance of a business (a) prepares or modifies a design, or (b) arranges for, or instructs any person under their control to do so.
 - 8(1) requires the PD to have the necessary skills, knowledge and experience to undertake role.
 - 8(2) requires a designer not to accept the PD role unless they have the necessary skills, knowledge and experience.
 - 8(3) does not require a Self-Builder to check the potential PD has the necessary skills, knowledge and experience.
 - 7(2) operates in the event a self-builder either (a) fails to appoint a PD (GHVDC require an appointment to be made) or (b) makes an invalid appointment of a person who cannot act as PD (i.e. person not acting in course or furtherance of a business/ do not have necessary skills knowledge or experience), to make as PD 'the designer in control of the pre-construction phase of the project'.
- 1.4 It is for those acting on behalf of or instructed by a Self-Builder to be satisfied they understand their potential and actual legal obligations.
- 1.5 GHVDC's position in respect of the Self-Builder and appointment of a PD is:
- Self-Builders are unlikely to meet the CDM requirements to be PD.
 - Designers must be satisfied that they have the skills, knowledge and experience to act as PD before accepting appointment.
 - The Designer in control of the pre-construction phase of project is the statutory PD if no valid appointment is made by the Self-Builder.
 - The duration of PD's appointed by the Self-Builder must be clear.



FORM	VERSION
DP	02



- The pre-construction phase for Golden Brick and superstructure works must be covered by a PD, whether by one or more than one consecutive appointment being made.

2.0 CONFIRMATION TO GHVDC ON APPOINTMENT AS PRINCIPAL DESIGNER

2.1 I Confirm that:

- I have read and understood the Introduction section overleaf.
- I have read and understood the CDM provisions relating to Principal Designer.
- I understand the PD role will cover both Golden Brick and superstructure elements unless the terms of my appointment have stated otherwise.
- I have the necessary skills, knowledge and experience to be a PD.
- I will discharge fully the role of Principal Designer according to CDM requirements, including by reference to the guidance notes contained in HSE publication L153 'Managing Health and Safety in Construction' (Free from HSE at: <http://www.hse.gov.uk/pubns/books/l153.htm>)
- I understand that if my appointment should be terminated before conclusion of the project, CDM regulation 7(2) will apply if I remain the designer in control of the pre-construction phase.

I (full name/company name)

.....

Have been appointed as Principal Designer by (name of client)

.....

For plot (number).....

For the following duration: (delete which **does not** apply)

(a) entire project, or

(b) from (date)..... until (date)

(c) from (stage)until (Stage).....

Signature:	
Full Name:	
Company Name and Address: (if applicable)	

A copy by email of this completed confirmation must be sent your Development Liaison Manager (DLM) within 1 week of the appointment.



FORM	VERSION
DP	02



Appendix M – Deliveries Protocol

Deliveries at Graven Hill

1.0 INTRODUCTION

1.1 GHVDC ('Graven Hill'), through the Site Development Rules and requirements on their own contractors, must manage access to the Development in the interests of safety and logistics. This protocol contains the conditions by which **all** the specified Deliveries are to be booked and made. By making a booking you agree to all standard conditions and that Graven Hill may impose additional conditions, modify or cancel any booking made, as they see fit, in the interests of safety and logistics. Any loss or inconvenience that may arise from the operation of, or your failure to properly use or comply with, any aspect of the Deliveries Protocol rests solely on the person or organisation seeking to make a booking. Examples include: failure to book within the specified time or cancellation of the slot by Graven Hill. It must be noted that the Development has residents, children and members of the public present and any Delivery must take that into proper consideration when planning the Delivery and its unloading.

2.0 RELEVANT DELIVERIES

- 2.1 The following deliveries require to be booked via the online Datascope system:
- A. Vehicles greater in length than 7m, or
 - B. Excess of 7.5 tons, or
 - C. Wider than 2.5m, or
 - D. None of the above but in the intended parked position will obstruct passage of another vehicle up to articulated lorry size.
 - E. All mobile cranes (delivery vehicles with integral cranes with a boom length not exceeding 8 metres are exempt).
 - F. Ordinary stretched vans are therefore exempt, **all** rigid lorries require notification.
- 2.2 Please refer to Online Delivery Booking Guide for further details.
- 2.3 The following must be arranged directly with GHVDC:
- G. Any Drag trailers. Email Deliveries@gravenhill.co.uk at least 5 working days in advance with the vehicle dimensions, plot, date, time, slot duration sought. Most areas are unlikely to be suitable for such trailers.



FORM	VERSION
DP	02



H. Requests from Self-Build plots to undertake work activities from areas controlled by Graven Hill. These are to be submitted at least 5 working days in advance on the WARF form in the Development Rules to Notifications@gravenhill.co.uk and **not** via the online system.

3.0 STANDARD CONDITIONS – ALL DELIVERIES

- 3.1 The Plot Owner, Nominated Person or contractor, whichever is applicable, has ensured that any company undertaking the Delivery to the plot, of whatever nature, have been notified in advance of these conditions and have agreed to adhere to them. Only deliveries that have been correctly booked will be permitted onto the Development.
- 3.2 Prior to booking neighbouring properties that may be affected by a Delivery must be consulted.
- 3.3 Entry of the Delivery onto any part the Development is deemed to be acceptance by those booking and undertaking the Delivery of all Deliveries Protocol conditions.
- 3.4 Maximum speed allowed on any area of the Development in a forward direction is **20 mph** and **5mph** in reverse.
- 3.5 Establishing whether a particular delivery vehicle can access its intended destination on the Development is the sole responsibility of those making the booking. The Delivery organisation should refer to the Plot Owner or Nominated Person in advance of making the booking to confirm safe access by road. No vehicle is permitted to mount kerbs, street furniture or landscaping during access, transit through, or exit from the Development.
- 3.6 If after entry onto the Development there is insufficient clear road for whatever reason (e.g. vehicle, material obstruction) Graven Hill **must** be contacted to discuss **unless** it can be resolved simply and without risk, or disruption, to others by the delivery driver, Plot Owner or On-Site Controller, liaising with persons present, who may be in control of the obstruction or able to contact those who can. Graven Hill have no liability for any losses that may result from an obstruction to any delivery.
- 3.7 A delivery slot time commences at the delivery location, not arrival at the entrance gate. Deliveries should arrive at least 5 minutes prior to the slot commencement.
- 3.8 The slot booked should so far as possible accurately reflect the actual delivery time and duration.
- 3.9 All deliveries must stop and check in at the Main Gate. The Gateman, or Graven Hill representative, may provide route information or give specific route or other logistical or



FORM	VERSION
DP	02



safety related instructions. For whatever reason, it may be necessary, at any time, to curtail or cancel the delivery, or otherwise rearrange it, and the directions must be followed without delay.

- 3.10 If the delivery does, or will reasonably foreseeably, overrun its allotted time the Gateman must in all circumstances be contacted no later than 10 minutes after expiry of the allotted delivery slot time. The Gateman, or other Graven Hill representative, will be able to advise if the vehicle can remain and if so on what conditions, which must be followed by the Deliverer.
- 3.11 The person/organisation undertaking the Delivery ('Deliverer') has sole responsibility for ensuring the Delivery is safely unloaded in compliance with all legal requirements and good practice. This may, for example require use of barriers, cones or tape. Note children and members of the public may, and are likely to, be present.
- 3.12 The Deliverer shall ensure at conclusion of the Delivery that no materials are deposited on the road or pavement unless written permission has been obtained from Graven Hill. The Deliverer agrees that in the event of materials being left in breach of this condition Graven Hill may arrange their removal and the cost will be recoverable from the Deliverer.
- 3.13 All reversing maneuvers will be banksman controlled.
- 3.14 Repeated, or, in our opinion, a single serious, breach of any of these requirements, may result in restriction or suspension of deliveries: (1) Book accurate times/durations, (2) Notify the Gateman as per para 8, (3) Cancel in good time bookings no longer required, (4) follow any Graven Hill instructions or these conditions.
- 3.15 Any costs of reinstating damage caused by a breach of any delivery condition, to any property which Graven Hill own or for which it has repairing responsibility, will be chargeable to the plot owner and recoverable from them, in addition to para 12.
- 3.16 The Deliverer is responsible for any loss or damage they may cause to any other person/organisation during an attempted Delivery.
- 3.17 Suppliers and/or drivers who fail to comply with these conditions may be temporarily or permanently refused future entry onto the Graven Hill Development.

4.0 STANDARD ADDITIONAL CONDITIONS – MOBILE CRANE LIFTS

- 4.1 All Lifts must be undertaken by suitably qualified persons using appropriate equipment in compliance with legislation, best practice guidance and relevant current British and European standards.



FORM	VERSION
DP	02



- 4.2 Applications must be made at least 5 working days in advance. No Lift may take place without Graven Hill direct approval in writing. Submitting a booking is not approval. Preparations made for a Lift which has not received approval from Graven Hill are at your sole risk.
- 4.3 An application cannot be submitted without providing, at the time of application, (1) a suitable and sufficient lift plan in compliance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), (2) a Risk Assessment and Method Statement, and (3) the other information required by Section 4 of this Protocol.
- 4.4 If, after submission of an application (whether approved or in the process of approval) there is a material change of circumstances, this will render the original application null and void. The applicant must bring the change directly to the attention of Graven Hill by:
- (1) if at least 3 clear days before lift date, email to Notifications@gravenhill.co.uk, or
 - (2) if less than 3 clear days, by email and telephone.
- No Lift can proceed without further information/clarification being submitted and considered by Graven Hill and a new consent given in writing. Should a previously approved Lift proceed without the applicant having disclosed the material change and Graven Hill subsequently, at any time, become aware, the crane company may be excluded from the Development temporarily or permanently.
- 4.5 Responsibility for meeting all legal requirements rests with those planning and carrying out the Lift. Graven Hill, by this approval procedure, do not warrant the requested Lift is in compliance with legislation or that it will be properly and safely carried out. Graven Hill do not in any way supervise any Lift. Those obligations are to remain solely with those organising and carrying out the Lift.
- 4.6 Should, at any time after an application has been approved, Graven Hill have concerns as to the sufficiency or accuracy of information supplied or the way the Lift is being carried out, Graven Hill may, at no liability to themselves: (1) suspend the approval pending receipt and consideration of such further information/clarification as Graven Hill, in their sole discretion, consider necessary, (2) cancel the approval, including if a Lift has commenced. No liability attaches to Graven Hill for refusal to grant permission for a Lift or the withdrawal of granted consent.
- 4.7 If approval is withdrawn after commencement of the Lift it must cease as soon as it safely can, and the crane must leave the Development immediately, unless any delay is agreed with Graven Hill in writing.
- 4.8 The Lift plan must reference compliance with current relevant legislation, specifically LOLER and the Health and Safety at Work Act 1974.



FORM	VERSION
DP	02



- 4.9 The Lift plan must reference to being planned and carried out to requirements & best practice of current BS 7121, including as at 6/2018 minimum:

[BS 7121-3:2017. Code of practice for safe use of cranes. Mobile cranes](#)

[BS 7121-1:2016. Code of practice for safe use of cranes. General](#)

[BS 7121-2-3:2012. Code of practice for the safe use of cranes. Inspection, maintenance and thorough examination. Mobile cranes.](#)

[BS 7121-2-1:2012. Code of practice for the safe use of cranes. Inspection, maintenance and thorough examination. General](#)

It is acceptable if the plan instead makes a general statement as follows:

'This plan has been prepared to the standards of, and will be implemented in accordance with, all current relevant parts of BS 7121'

- 4.10 The Lift plan must refer, in diagram form, to the proposed position of the crane and how this relates to any underground services.
- 4.11 If the thorough examinations of plant/accessories are done in-house, the Lift plan must include a statement from the crane company on compliance with LOLER ACOP paras 296-300. Acceptable wording:
- 'It is certified that the in-house arrangements for ensuring the competence, independence and impartiality of the examiner(s) and their recommendations are carried out in compliance with LOLER ACOP para 296-300 requirements'.
- 4.12 The Lift plan must also include a copy of the current competence certifications for those involved in planning and carrying out the Lift.
- 4.13 The Lift plan must also include a copy of in date thorough inspection certificates for the plant/accessories to be used on the dates the Lift is planned.
- 4.14 The Lift plan must also include a copy of the crane company's current public liability insurance to a minimum value of £5 million.
- 4.15 A copy of the plan and all certification shall be brought to site each day of the Lift.
- 4.16 The crane area **must** be segregated by crowd barriers. Cones and tape are **not** sufficient but may be used in conjunction with barriers. Note: the presence of public and children should be anticipated.



FORM	VERSION
DP	02



- 4.17 Point outrigger loading shall not exceed the following limits expressed as ton/m2: ordinary road 26, private road 18, footpath 5. These point loads shall not exceed 30 minutes in duration.
- 4.18 Footpaths must not be used unless there is no alternative.
- 4.19 All roads can be assumed to be of Oxfordshire County Council (OCC) adoptable standard.
- 4.20 Underground and overhead services must be fully accounted for in planning. Underground service diagrams are attached.



GH_SERVICES 1.pdf



GH_SERVICES 2.pdf



GH_SERVICES 3.pdf



FORM	VERSION
DP	02



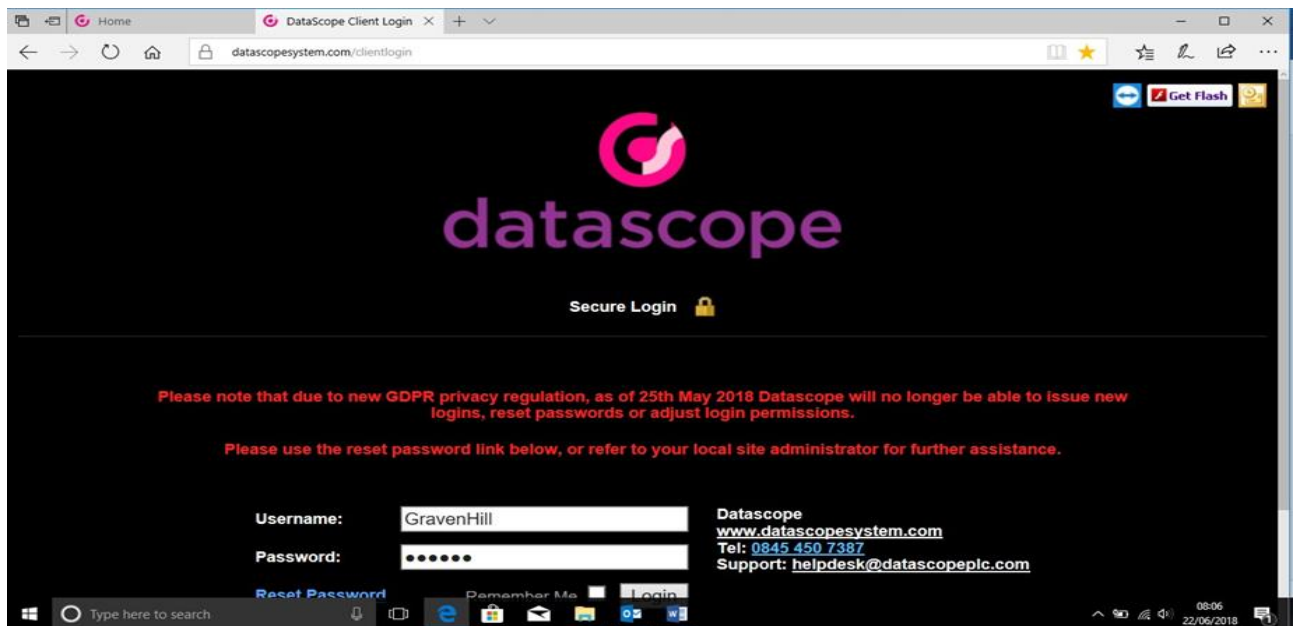
Appendix M1 - Online Delivery Booking Guide

1.0 Key User Information:

- 1.1 Bookings accepted by the Datascope hosted system for deliveries **more than 5 days** in advance are automatically approved. If GHVDC subsequently become aware of a logistical/safety reason that requires it be amended or cancelled, you will be advised as soon as possible. All deliveries, no matter when booked, may be amended or cancelled at any time by GHVDC.
- 1.2 Certain deliveries, **no matter how far in advance they are booked**, are treated as 'pending' i.e. they **require GHVDC approval** as they have more complex logistical or safety implications; Articulated lorries, vehicles over 12m long, cranes and trailers. Once such a booking is made, GHVDC will advise you normally within 2 working days if it is approved.
- 1.3 The online system is intuitive: A booking cannot be made without the relevant information input.

2.0 Steps for Booking an Online Delivery – Illustrative Example:

- 2.1 Login at <https://www.datascopeplc.com/clientlogin/> with your Username / Password



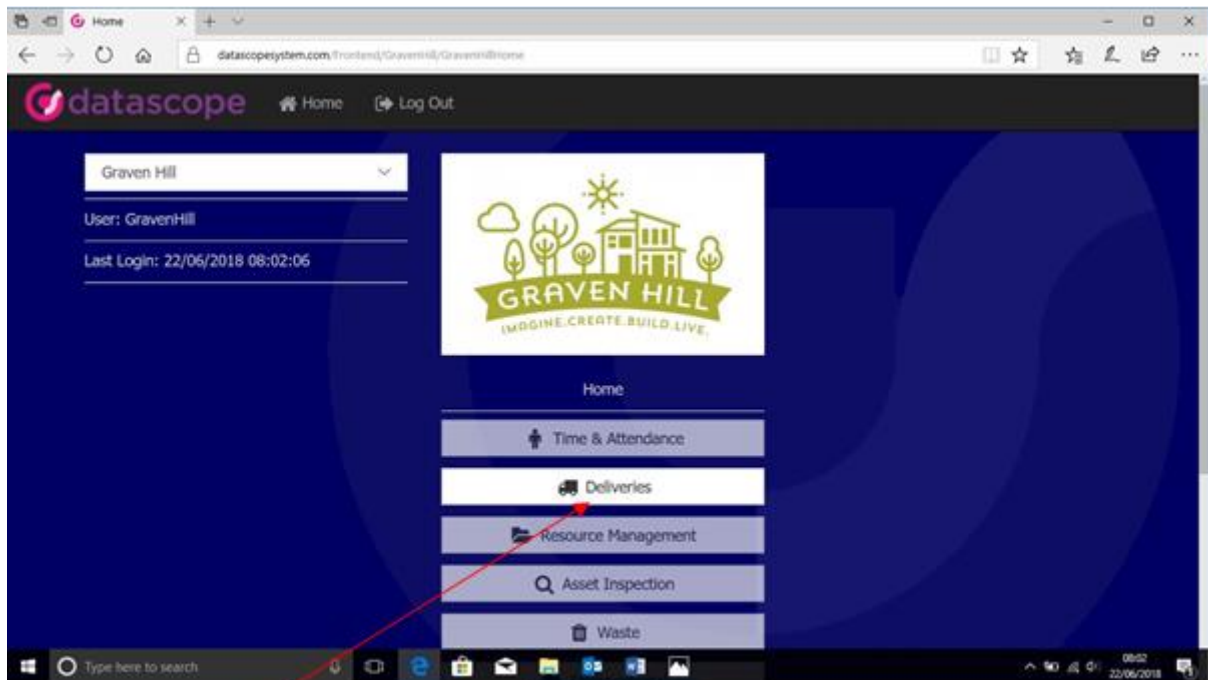
- 2.2 If difficulties are experienced or your log-in details are forgotten please contact the Datascope helpdesk only on 0845 450 7387.



FORM	VERSION
DP	02

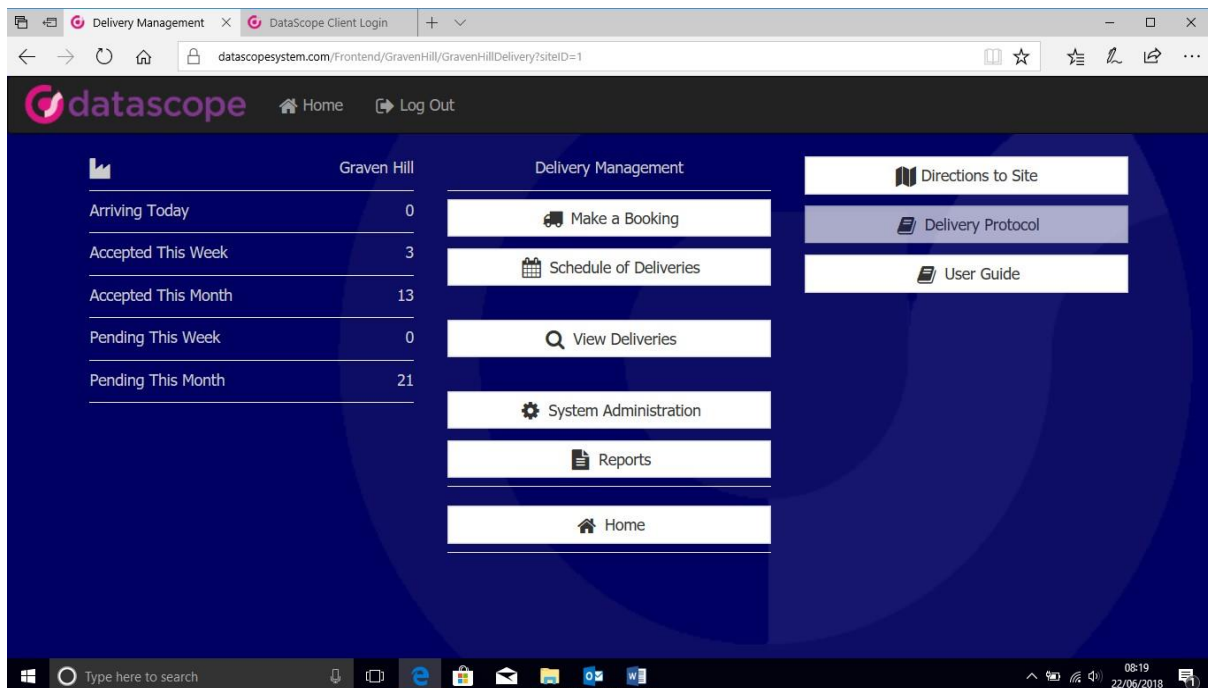


3.0 Home Screen



3.1 Click on 'Deliveries' – no other button is live.

4.0 Booking Screen



4.1 Click on 'Make a Booking'.

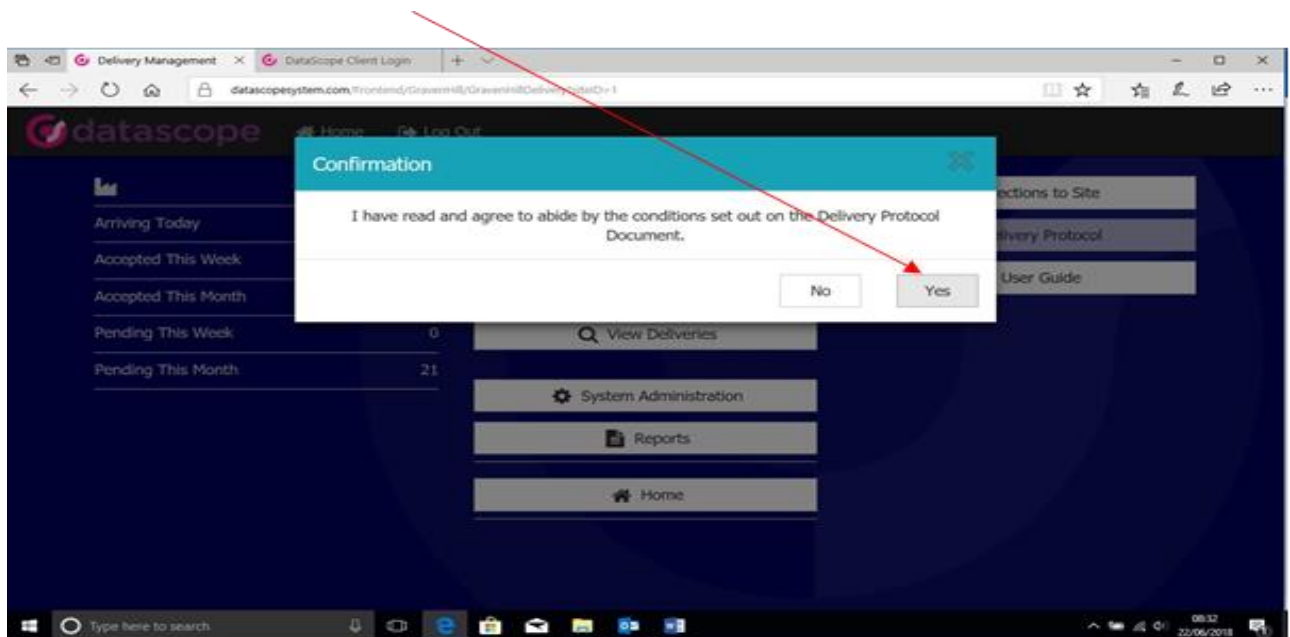
4.2 The Deliveries Protocol can be viewed beforehand.



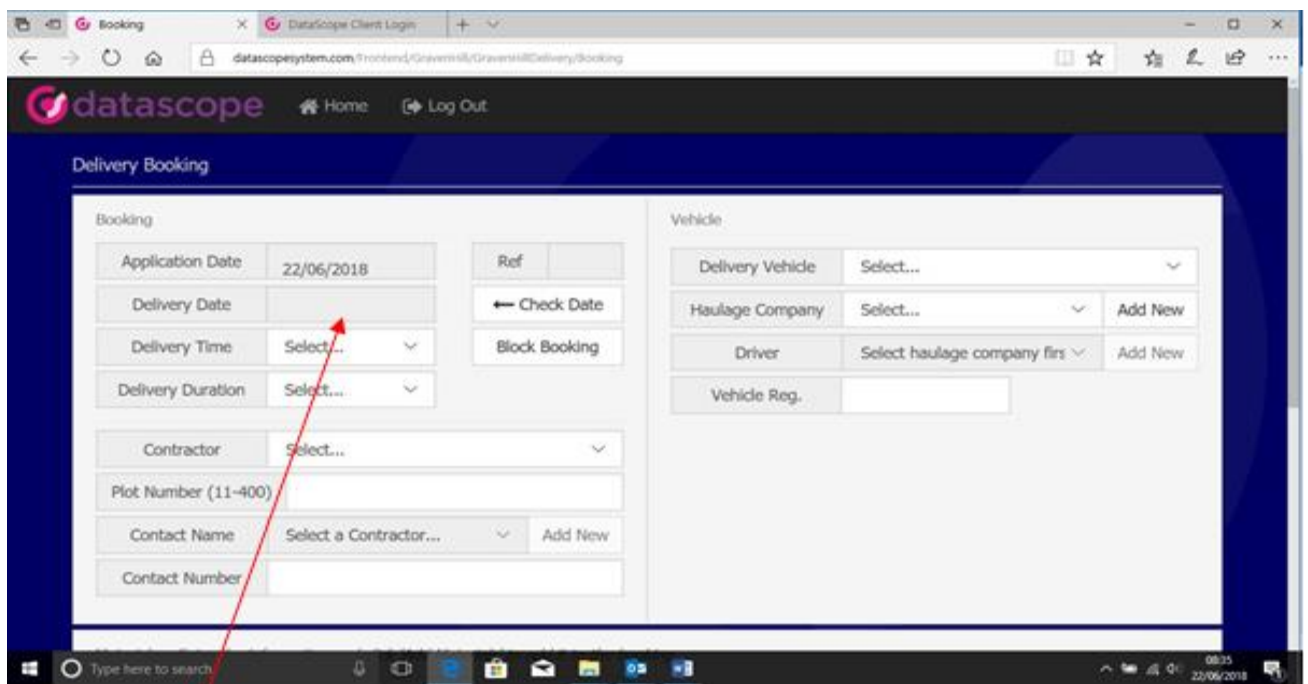
FORM	VERSION
DP	02



5.0 Accept the Protocol conditions. This is **mandatory**.



6.0 Booking Screen



6.1 Click on Delivery Date.

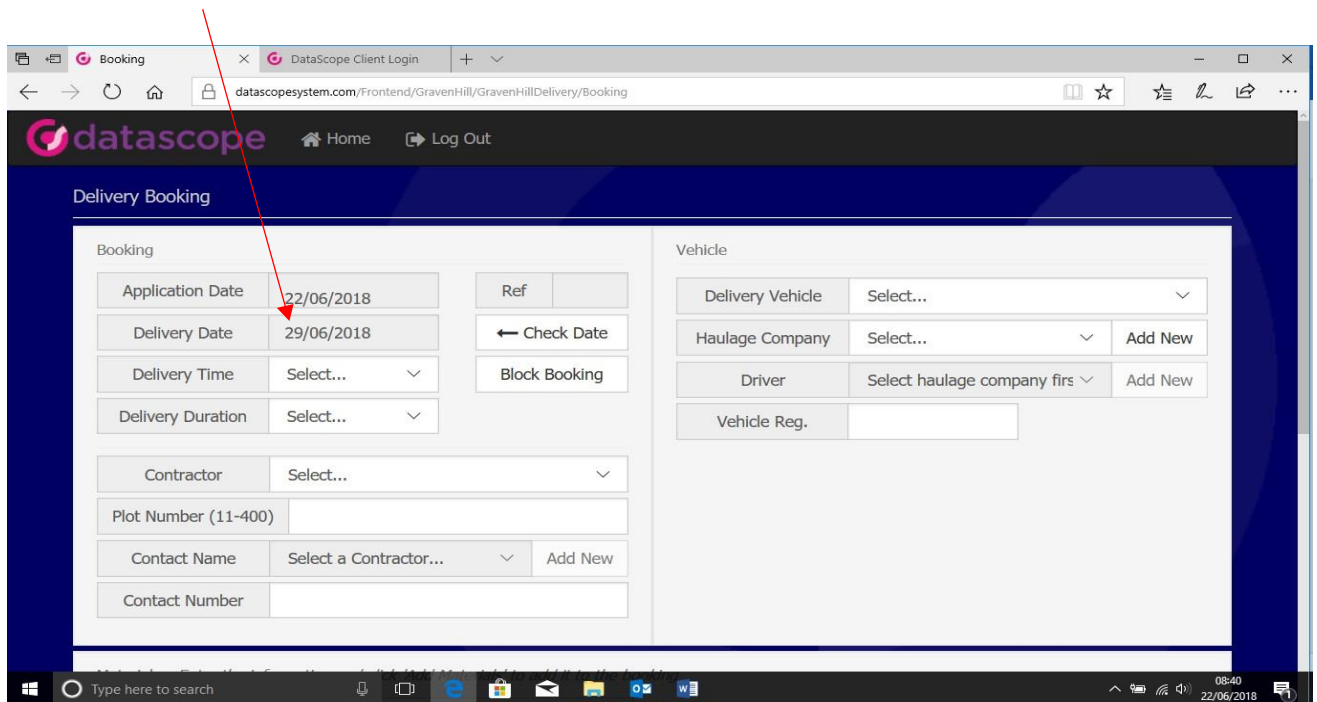
6.2 N.B. 'Block bookings' are not permitted without prior agreement from GHVDC.



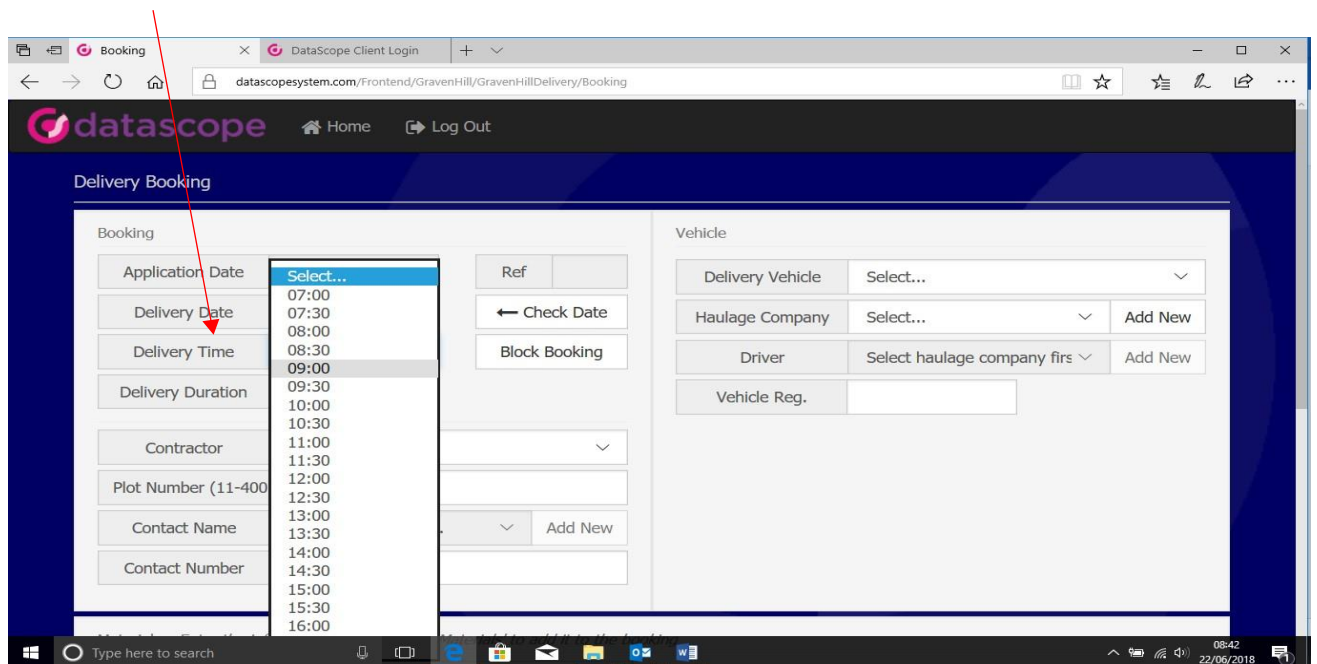
FORM	VERSION
DP	02



7.0 Select Delivery Date.



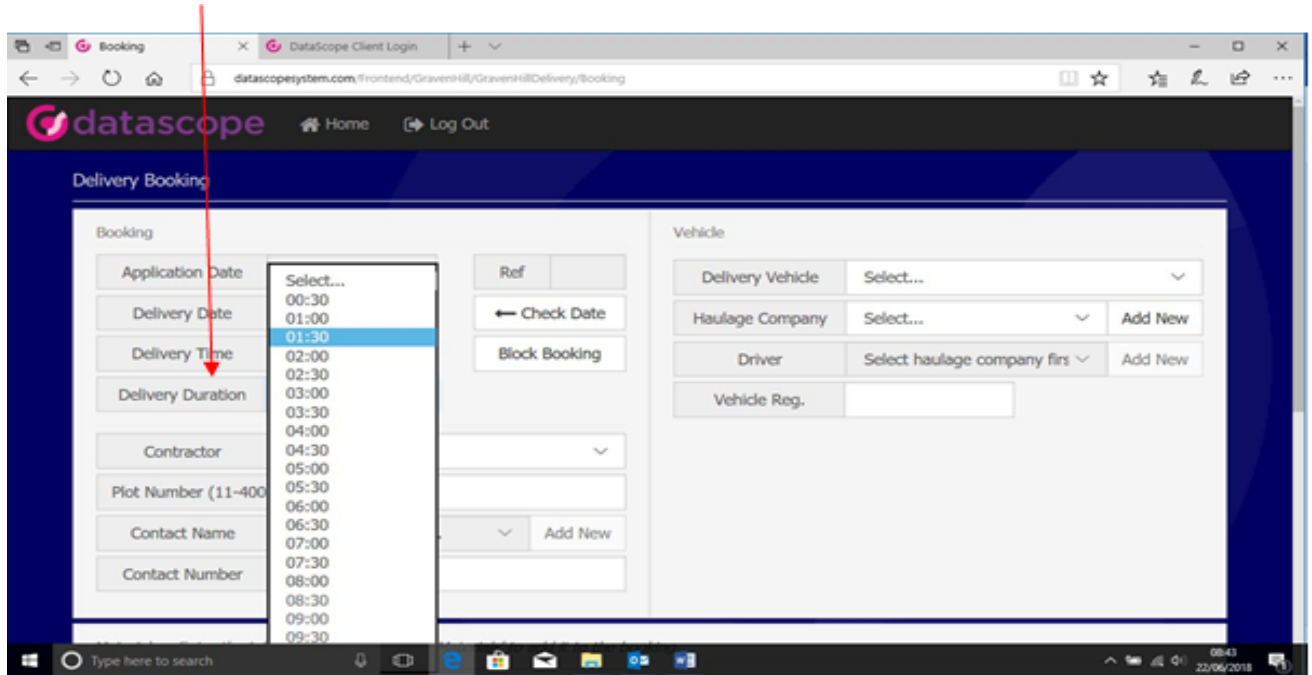
8.0 Select Delivery Time drop down menu, then select time for delivery to commence at plot.



FORM	VERSION
DP	02



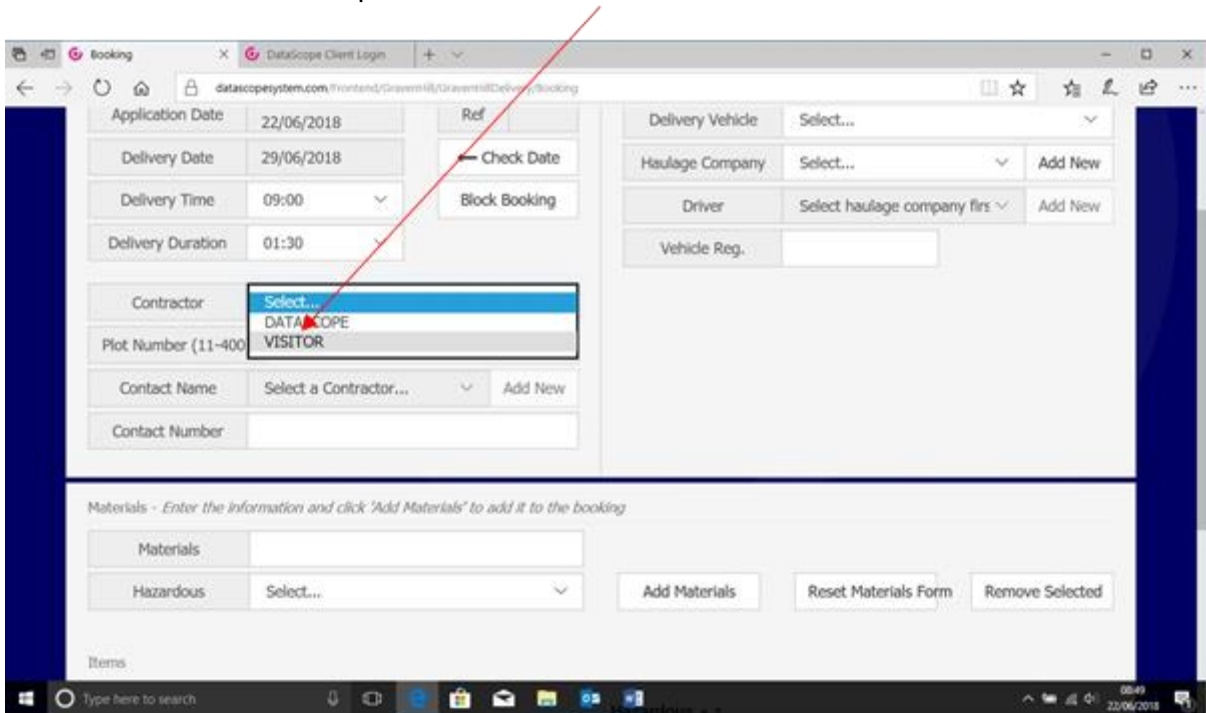
9.0 Select Delivery Duration and highlight desired duration of delivery slot. **Be realistic, but do not book speculative times. It is your responsibility to have agreed delivery times with suppliers, which should exit by 5pm.**



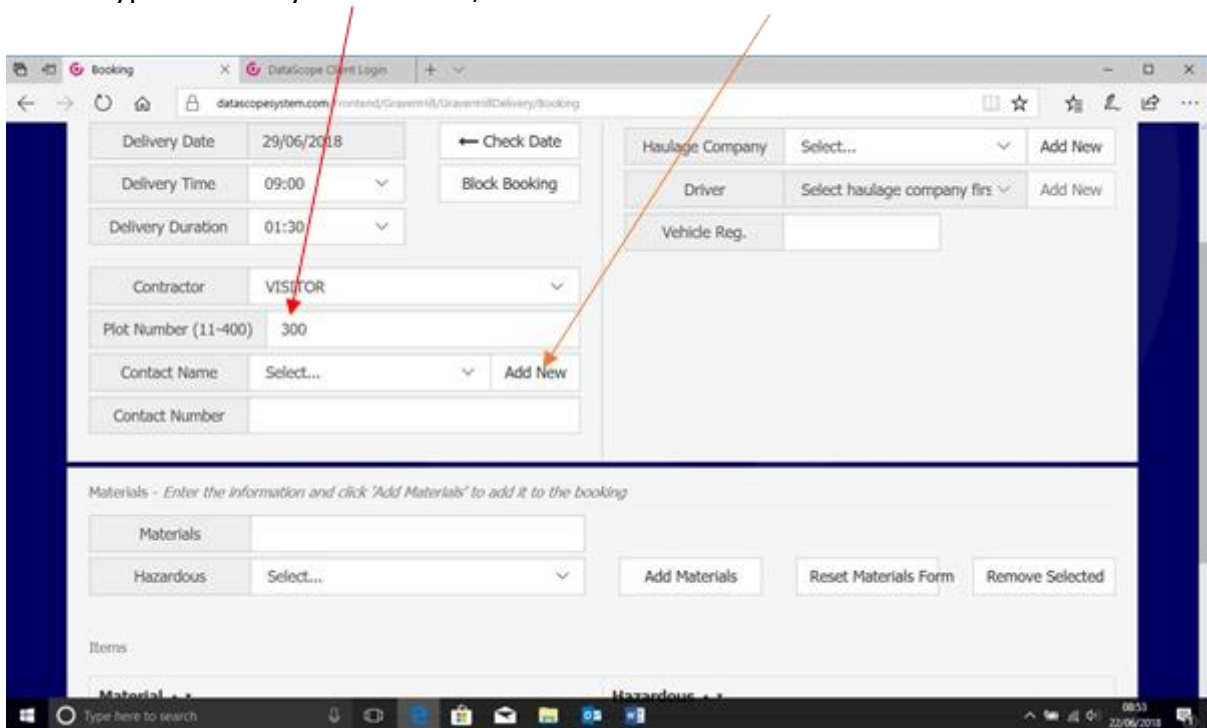
9.1 In this example seeking to book 90-minute slot from 9:00 am to 10:30 am. Realistic time slots must be booked, as overrun permission to remain must be obtained from Gateman or GHVDC representative.



10.0 From Contractor drop down menu select 'Visitor'.



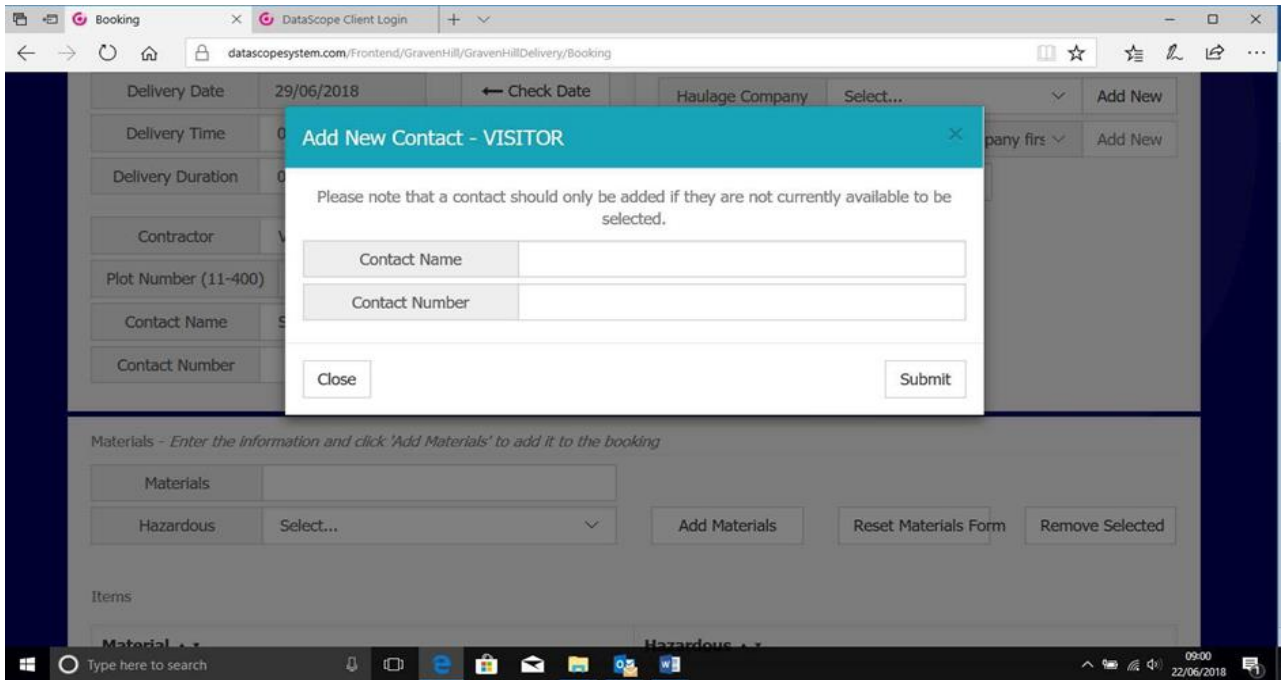
11.0 Type in Delivery Plot Number, then click on 'Add New' Contract Name.



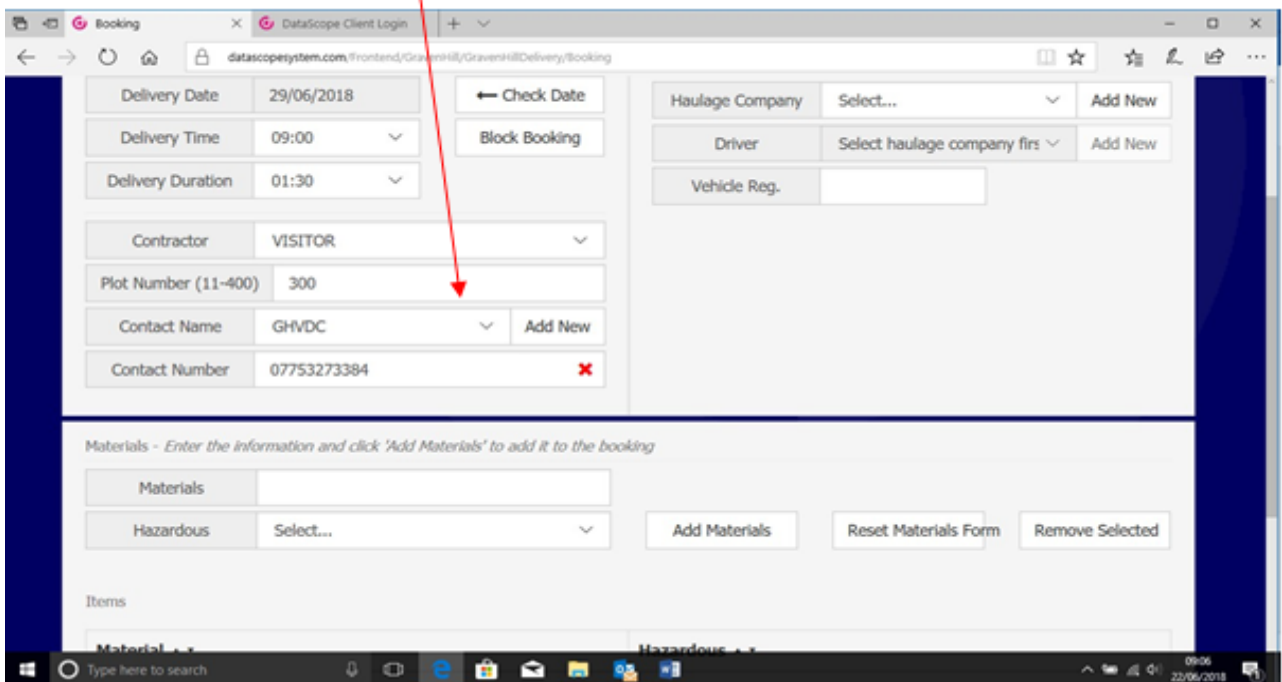
FORM	VERSION
DP	02



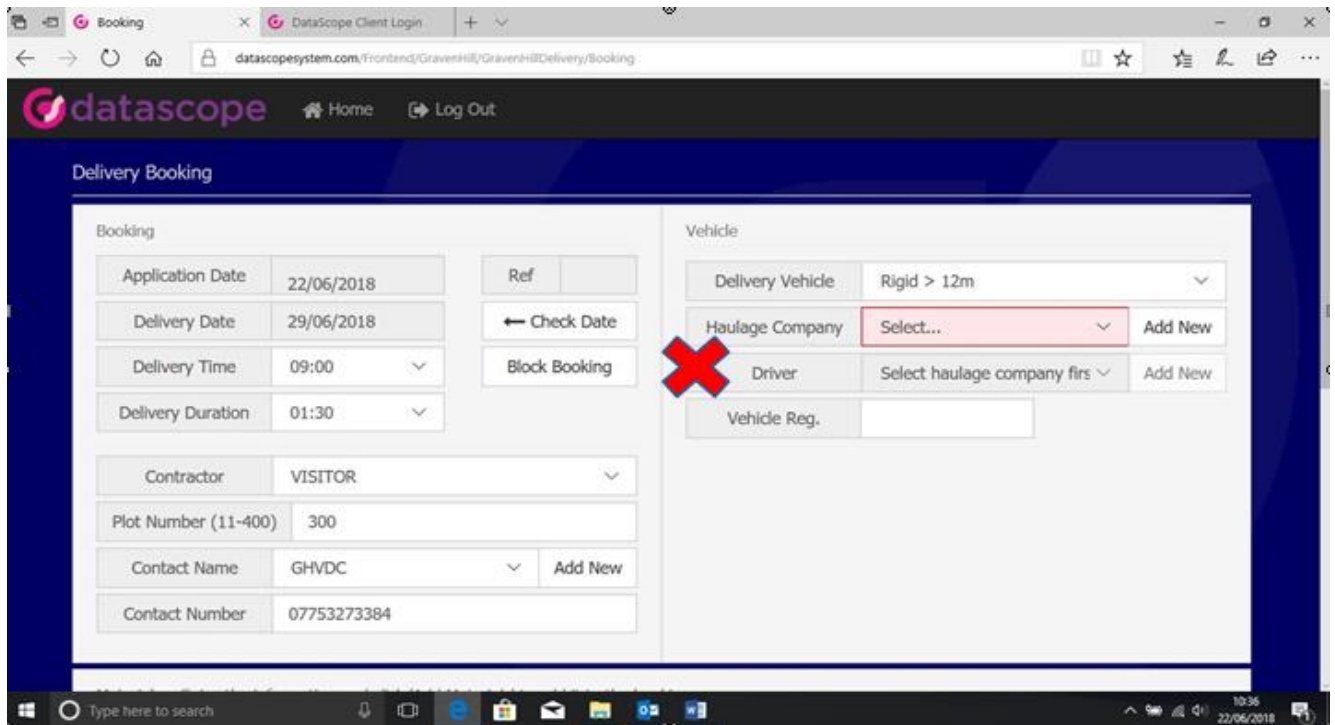
12.0 Add New Contact details: This could either be the particular delivery company or, typically, your Nominated Person, then click 'Submit'. Once added, it will be available from the dropdown list in the future.



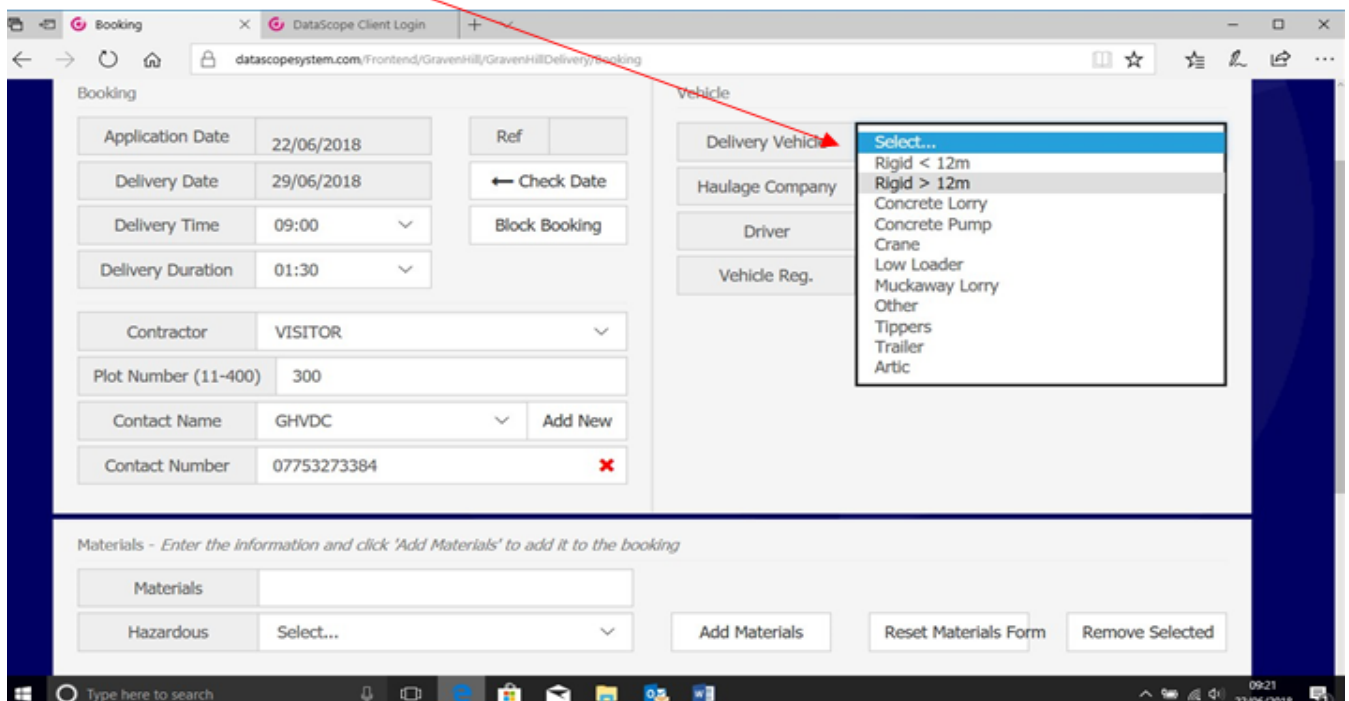
13.0 Select the Contact Name from the drop-down menu.



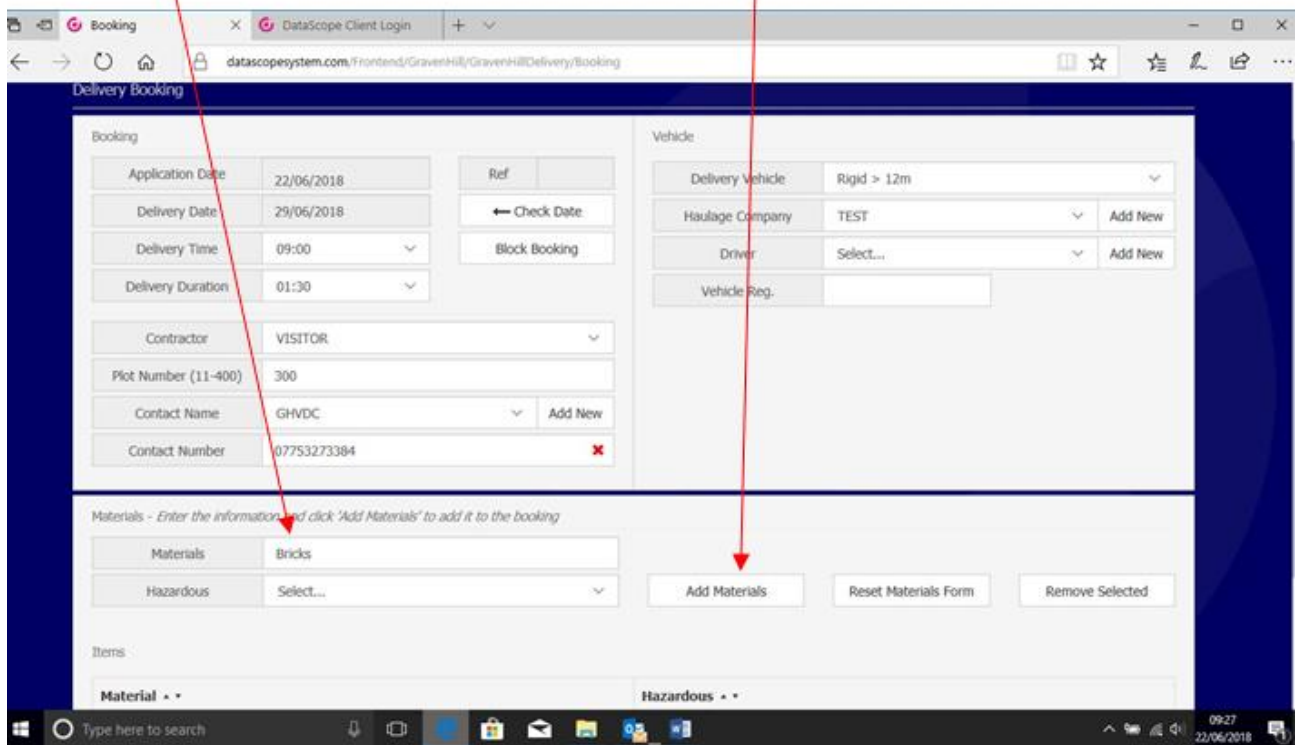
14.0 There **is no need** to add details on the Haulage Company, Driver or Vehicle Registration **and these should be left unaltered.**



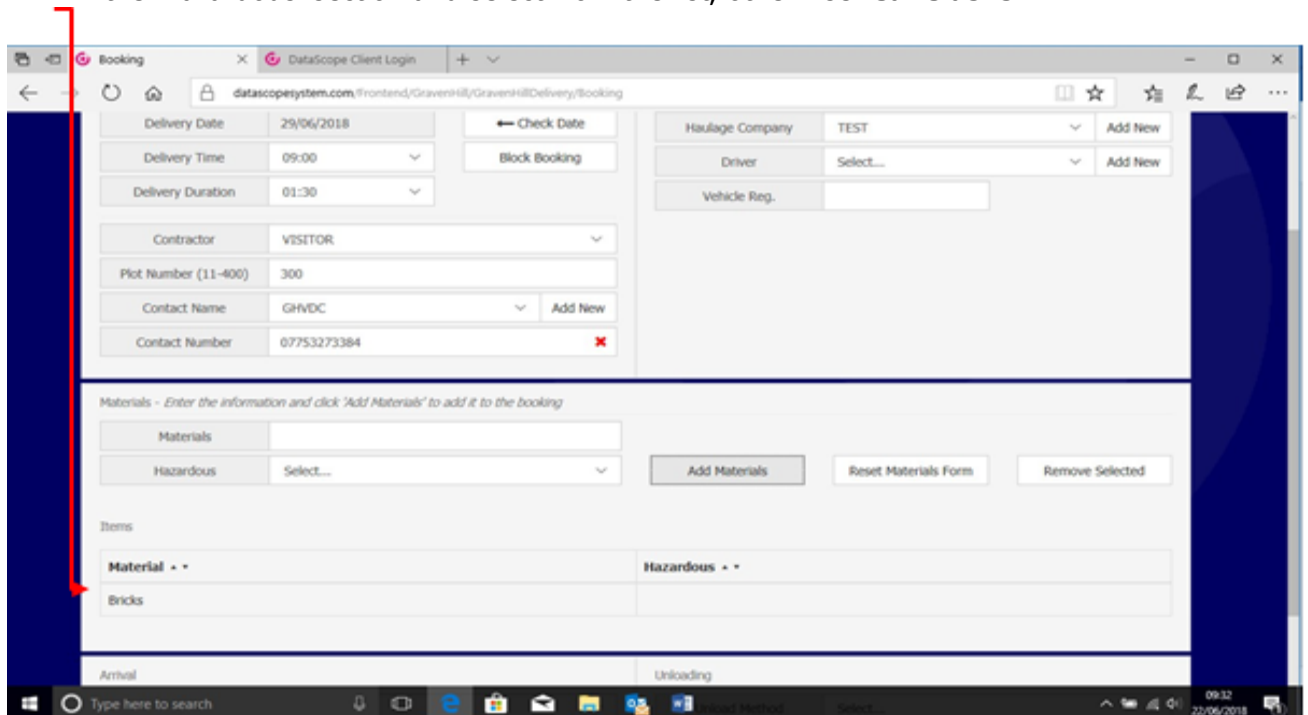
15.0 Select Delivery Vehicle type. **For Cranes go to step 26.**



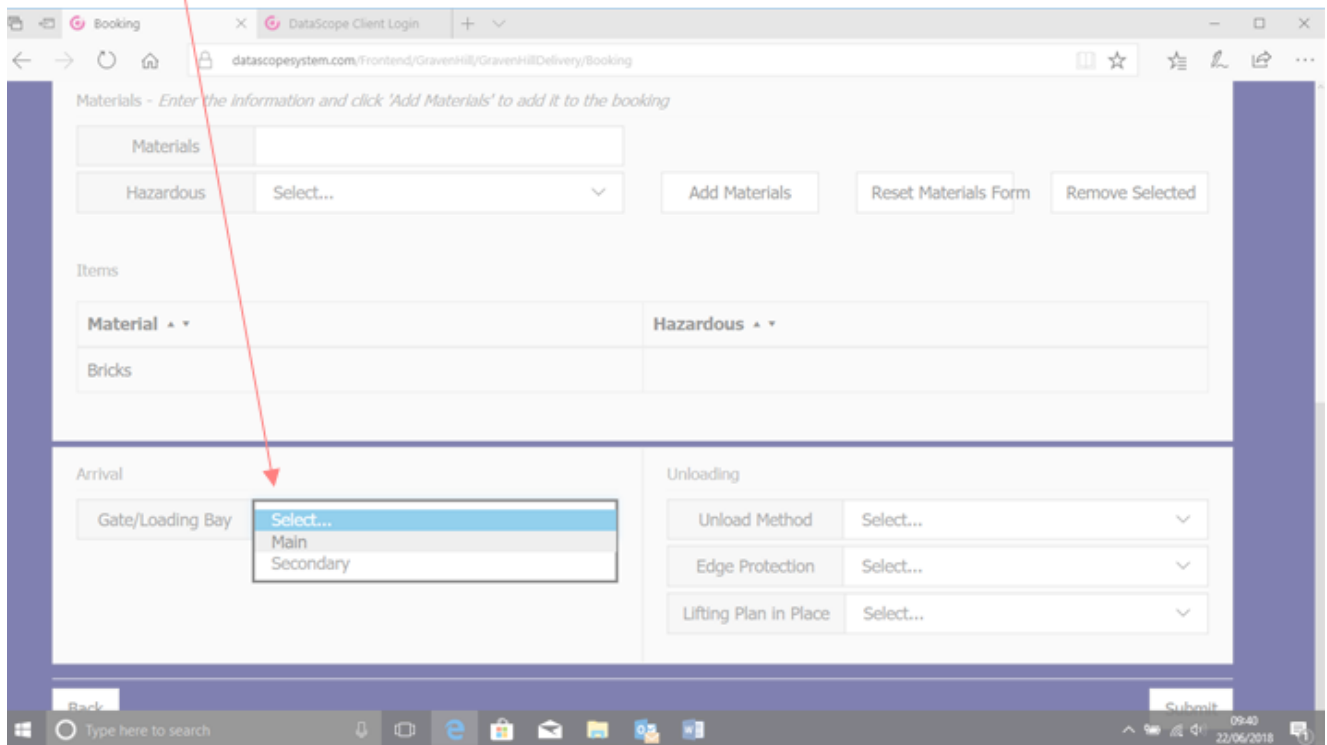
16.0 In 'Materials' type what is being delivered then click 'Add Materials'.



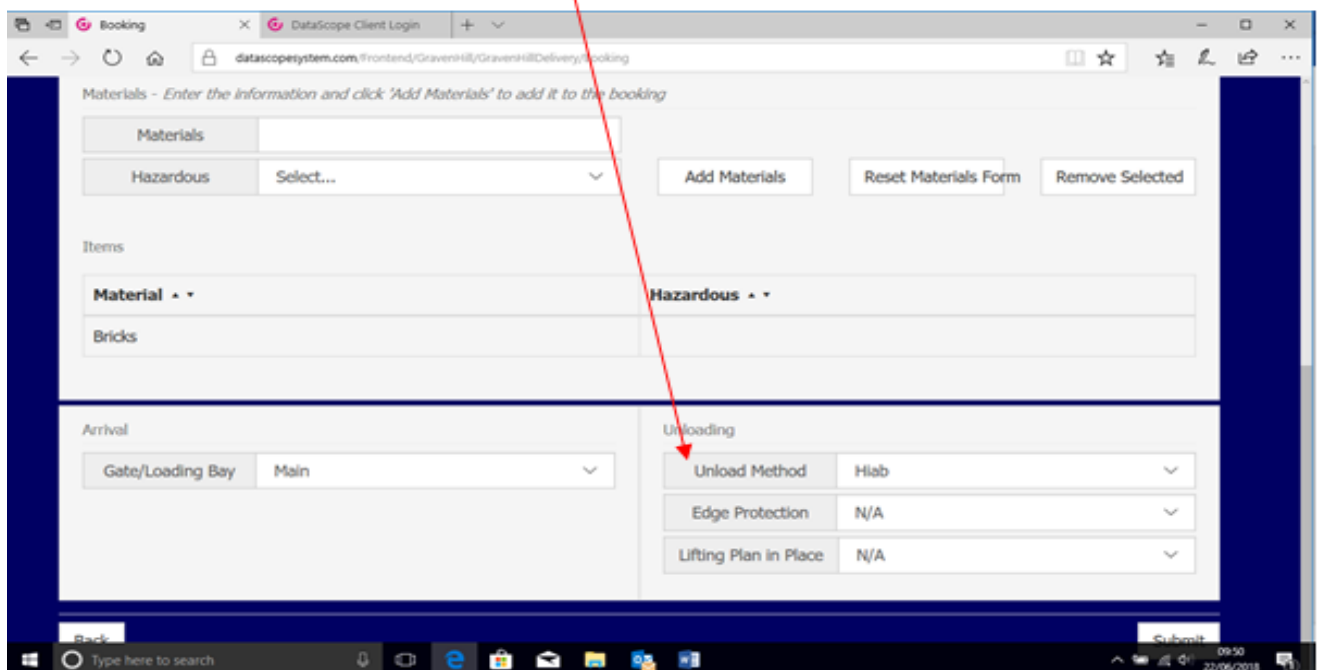
17.0 Material Type will transfer to lower screen. **Only if the material is hazardous** go into the 'Hazardous' section and select from the list, otherwise **leave as is**.



18.0 Select the Gate: Phase 1 = **Main**, Phase 0 = **Secondary**



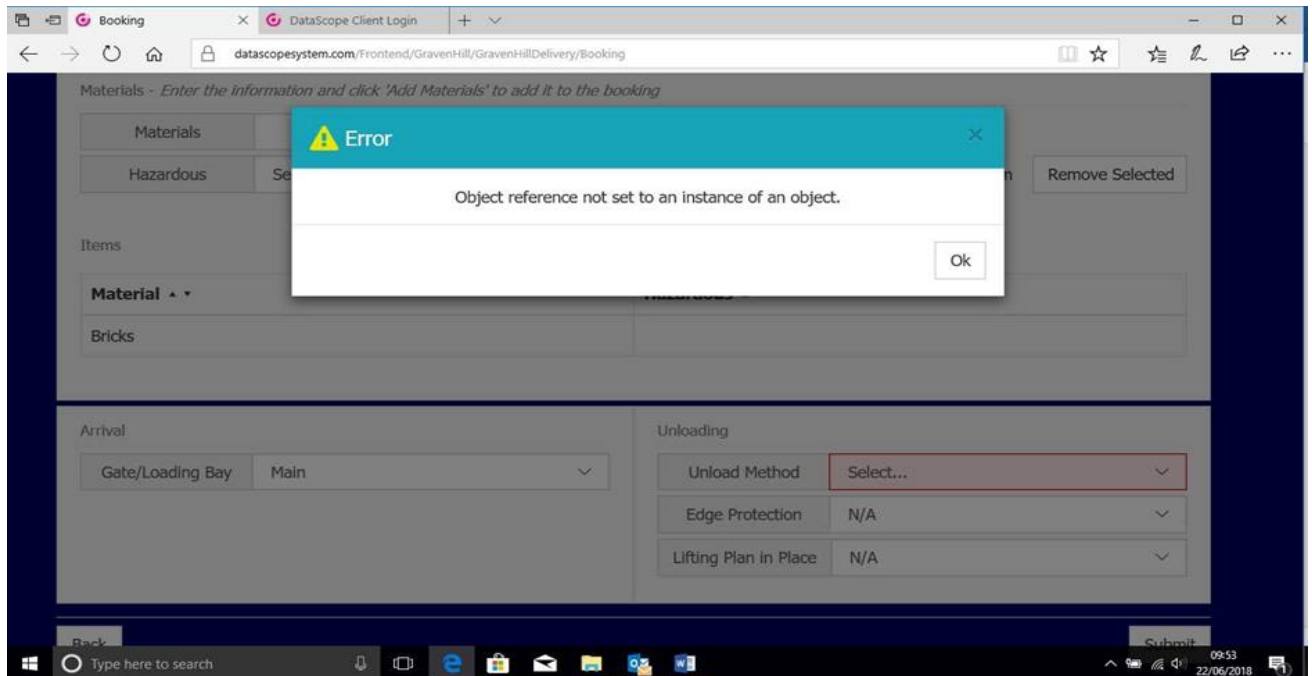
19.0 Select Unload Method and populate the Edge Protection controls and Lifting Plan in Place from the menus.



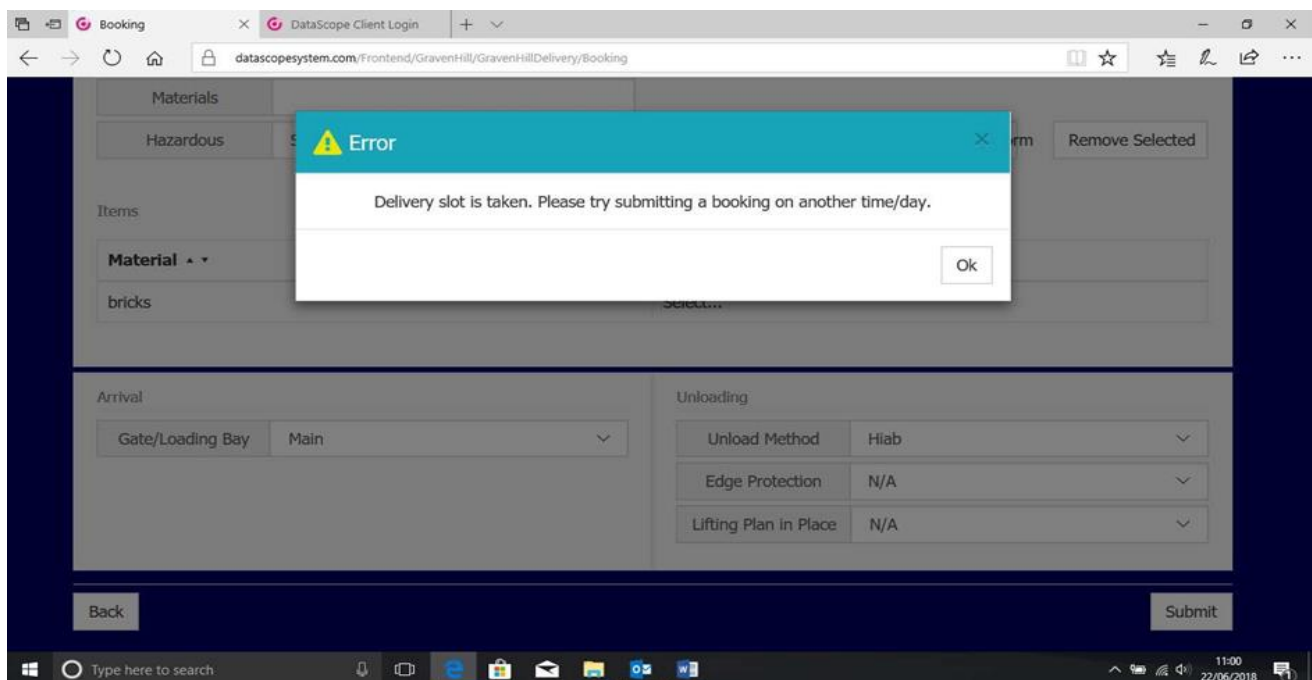
FORM	VERSION
DP	02



20.0 Press 'Submit' button. If there has been information omitted an error message will be received, press 'Ok' and complete the omitted information.



20.1 If your requested slot is already taken a booking cannot be made, and another slot will need to be selected.

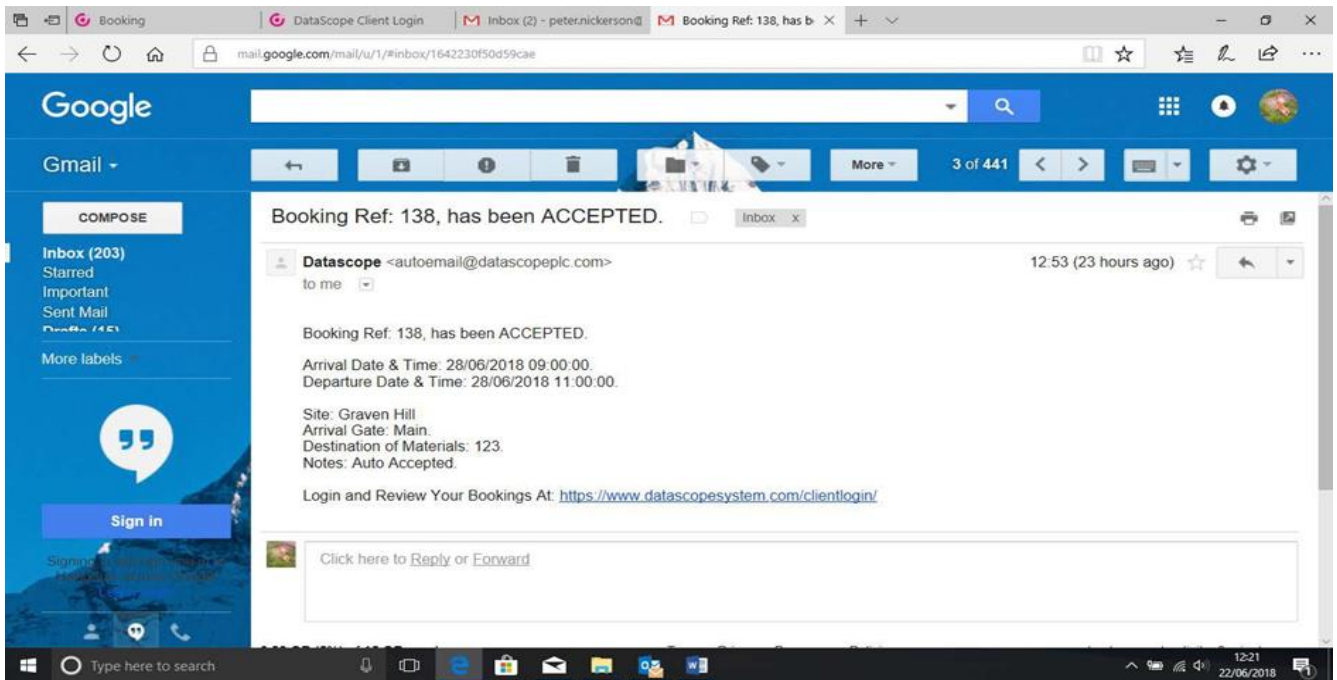


FORM	VERSION
DP	02

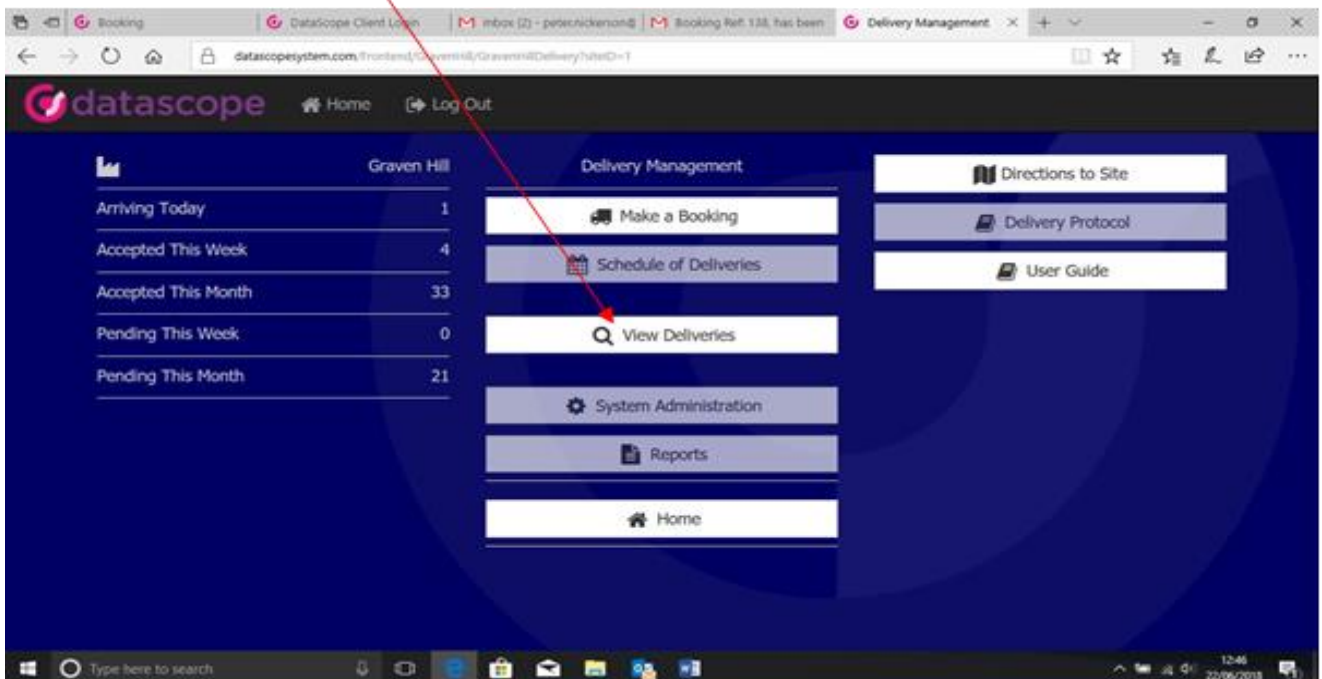


21.0 For successful bookings, an acknowledgement email will be sent.

21.1 **It is your responsibility to ensure the details are correct, and to cancel a booking if not required or incorrect. Bookings cannot be amended.**



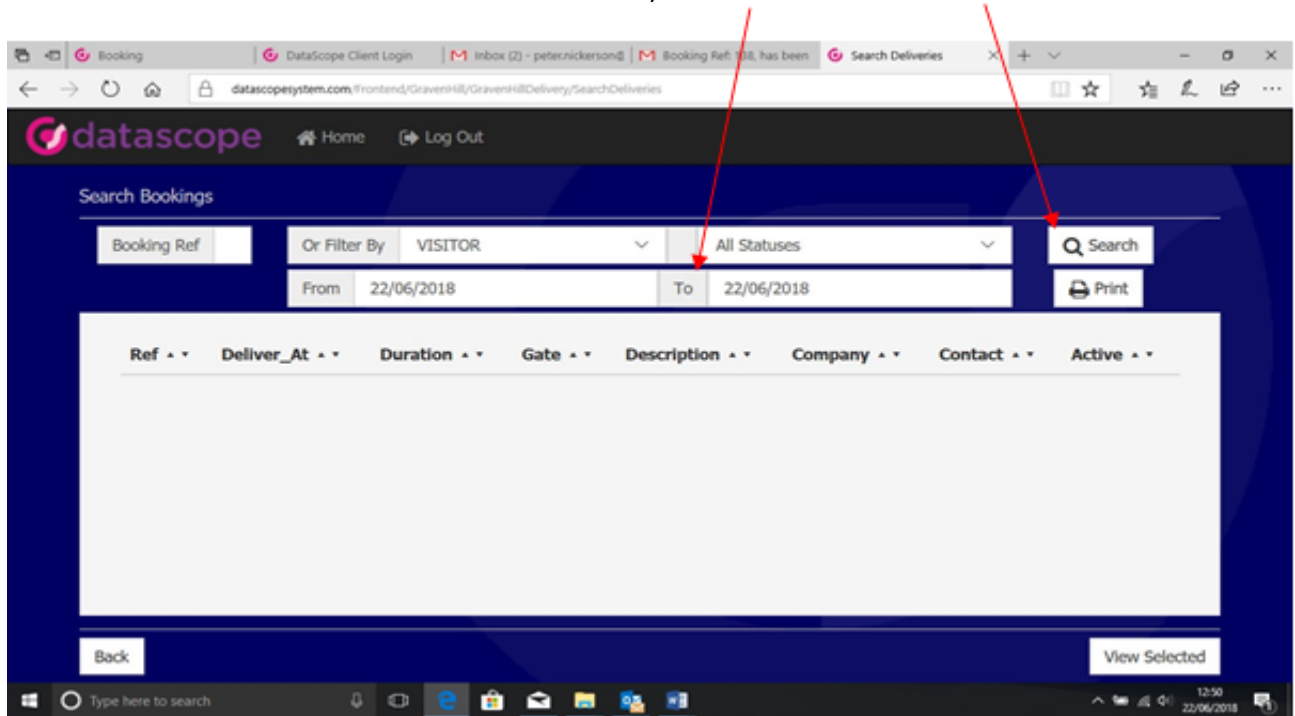
22.0 Viewing and amending your bookings.



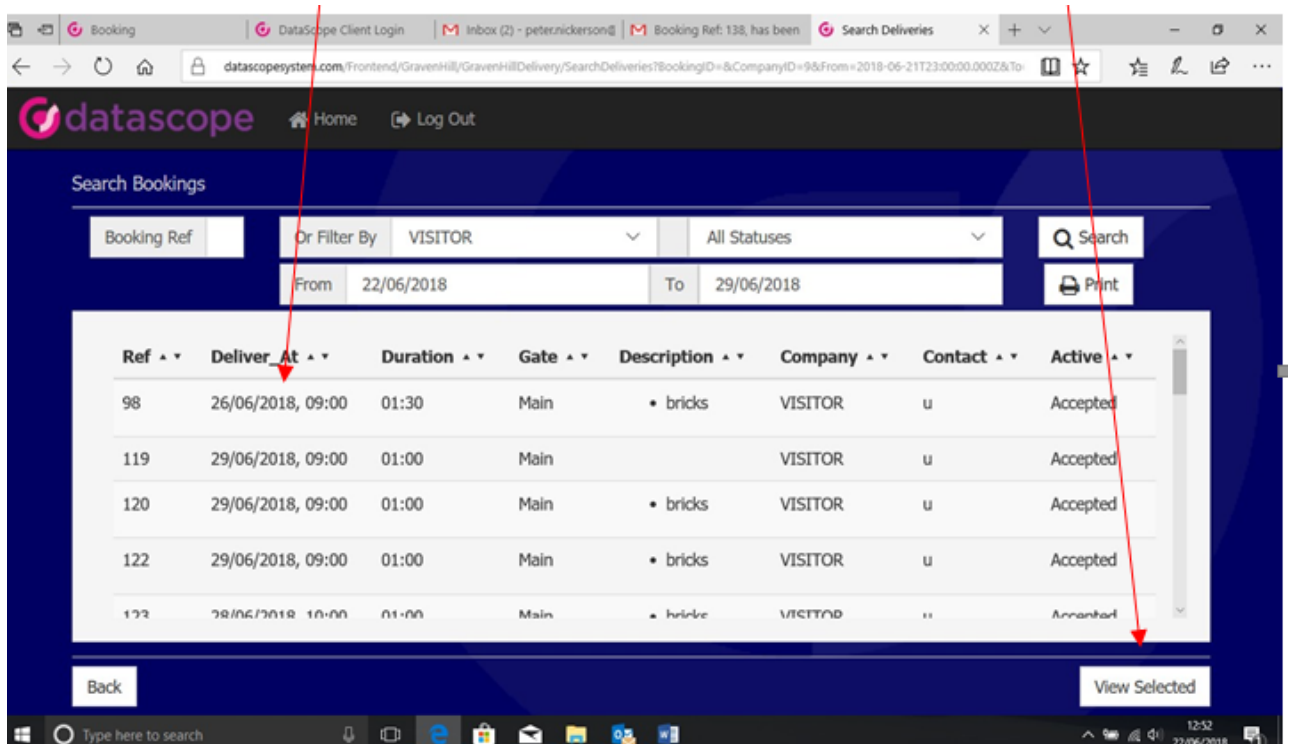
FORM	VERSION
DP	02



23.0 Search Screen is defaulted to current date, amend 'To' date then search.



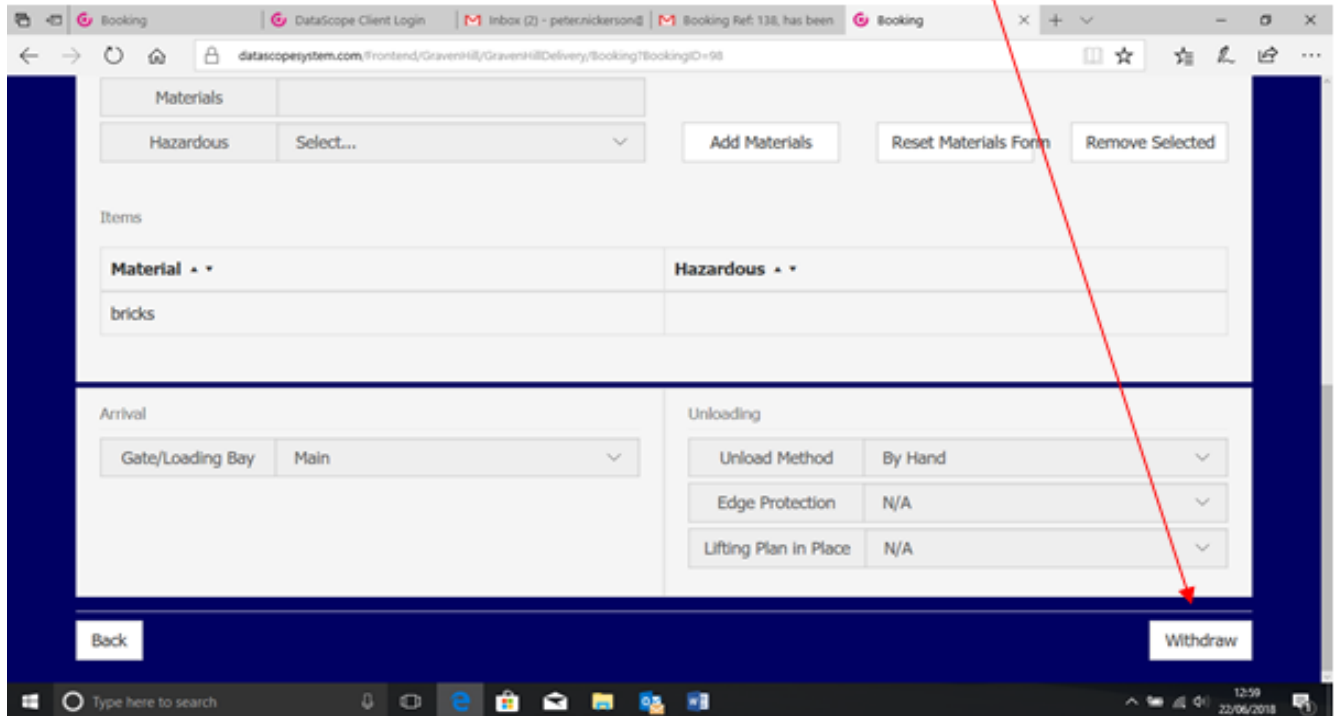
24.0 Your booked deliveries list - select one to be amended and then 'View Selected'.



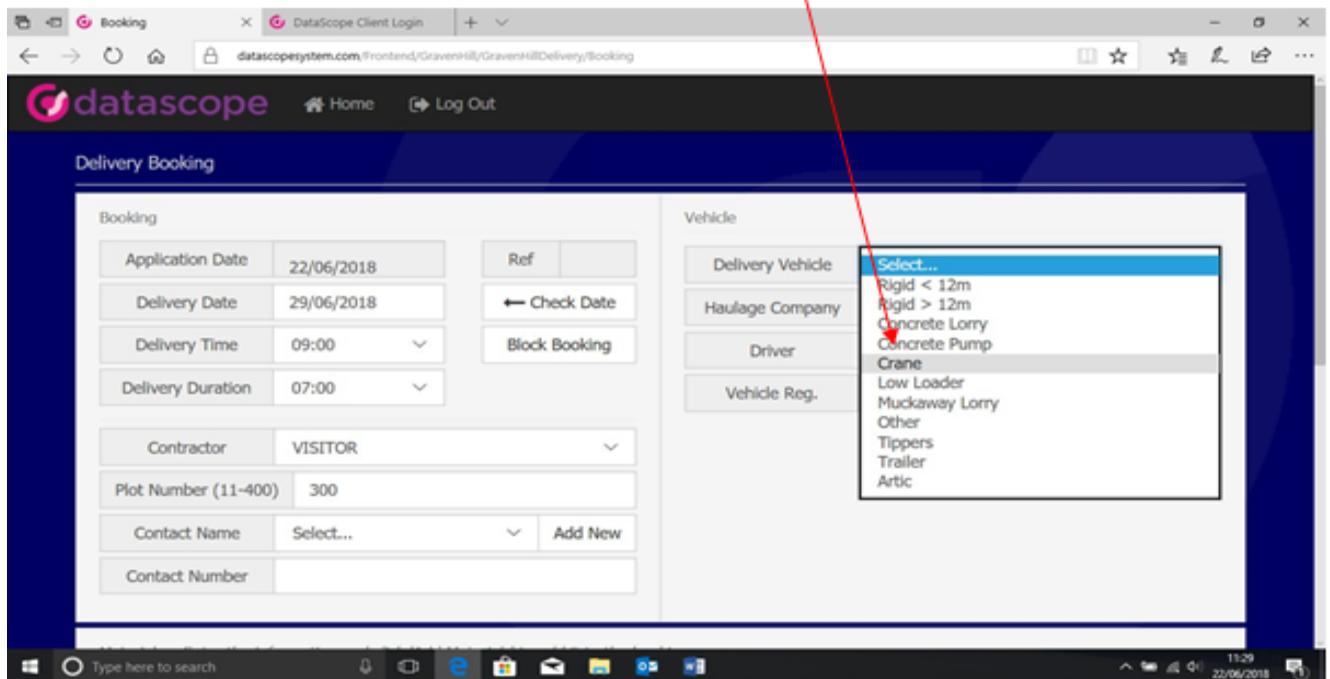
FORM	VERSION
DP	02



25.0 The selected booking details will appear, scroll to bottom and 'Withdraw'.



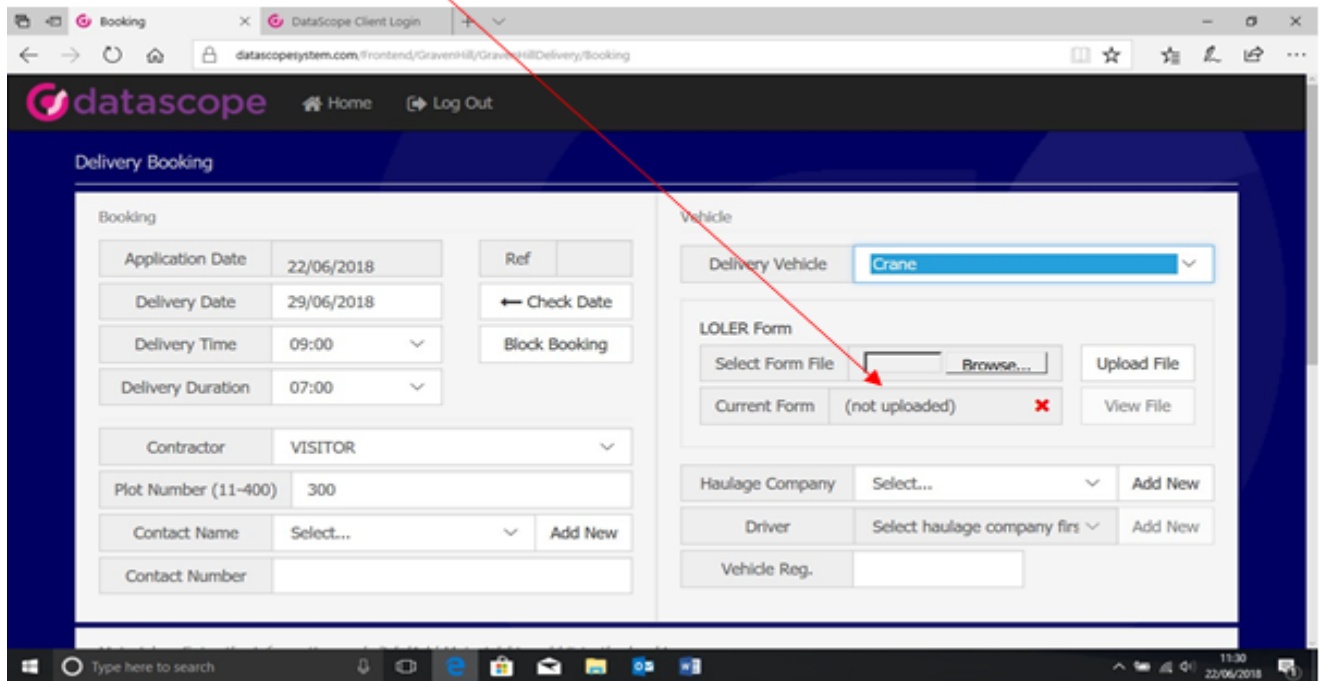
26.0 Mobile Crain. For crane booking, when at 'Select Delivery Vehicle, select 'Crane'.



FORM	VERSION
DP	02



27.0 Prompt to upload the LOLER documents required in the Deliveries Protocol.



27.1 After uploading, continue with application as per previous instructions.



FORM	VERSION
AP	06



Appendix N – Access Protocol

1.0 INTRODUCTION

- 1.1 Once you have taken legal completion of your self-build plot or your finished (completed) dwelling (both described below as 'Home') then you, your visitors, your deliveries and your contractors will be able to access the Graven Hill development by the roads and footways which provide access routes to your Home, although these routes may be varied from time to time.
- 1.2 Graven Hill is a unique development and the first large scale self-build community in the United Kingdom, therefore it will be different to a more traditional development. It will be the case that more deliveries are evident as Self-Builders deliver their Homes, but these will be subject to certain controls as set out below.
- 1.3 These access arrangements apply to both Self-Builders and Occupiers of finished dwellings. However:
- **If you are an Occupier of a Completed Home**
You are required to comply with this Access Protocol but with the exception of moving in you will be unlikely to have deliveries that would require to be notified and you are not required to comply with the Development Rules.
 - **If you are a Self-Builder**
You are required to comply with this Access Protocol and you are also required to comply with the Development Rules.
 - **Areas Subject to Graven Hill Village Management Company Control**
In addition to the above you may also be required to comply with rules imposed by the Graven Hill Village Management Company.
- 1.4 In order that Home owners can safely access their land it is important that access for notifiable deliveries (as defined below) be properly regulated. Therefore, all notifiable deliveries must be notified in writing, at least full working 5 days in advance and comply with requirements within the Development Rules. Please note these requirements apply to homes under construction and homes which are occupied. Therefore, home moving vehicles or deliveries of landscaping materials are likely to require to be notified.

Notifiable Deliveries are those which are:

- Larger than 7.5 tons in weight.
- 7m long or over.



FORM	VERSION
AP	06



- 2.5m wide or over.
- Smaller than any of the above criteria, but, are planned to be stationary on the highway and would in the proposed location prevent passage of a standard size HGV.
- all mobile crane lifting operations whether on or off your plot (excludes delivery vehicles with integral cranes with a boom length not exceeding 8 metres).

- 1.5 The Graven Hill Village Development Company (GHVDC) are the point of contact for all matters relating to the logistics of site access. Notifiable deliveries as defined above are to be requested via the Online Delivery System, or if necessary, the 'Delivery Notification Form' specified in the Development Rules using the e-mail address Deliveries@gravenhill.co.uk.
- 1.6 Should you have any specific queries contact Peter Nickerson on 07753273384/Office Manager at GHVDC on 01869 396066 and they will ensure your request is acknowledged and provide a full response within 2 business days. Please do not contact any contractor working for GHVDC directly unless specifically requested to do so.
- 1.7 It is the intention to maintain, so far as is reasonably practical, continuous vehicular access to your Home. However, there may be occasions when this may be interrupted or access by alternative routes is necessary, to accommodate large deliveries and cranes. Self-Builders seeking to arrange deliveries or crane access should consider that it may not be possible to accommodate a specific date or time due to potentially conflicting requirements with adjoining Home owners. Such conflicts will be managed fairly and in good faith. Nevertheless, there will be occasions when it will not be possible to accommodate a delivery or activity (e.g. a Crane) on a desired date.
- 1.8 Self-Builders can minimise the potential for disappointment and disruption by discussion with their neighbours first and only then notifying their deliveries, crane requirements and any work activities outside their plot as far in advance as possible. It is recognised there will be occasions when less time than specified in the Development Rules is available to give notice. However, these should be exceptional and are far less likely to be able to be accommodated.
- 1.9 It is the Home owner's responsibility to ensure all your visitors, contractors and suppliers comply with this Access Protocol: serious or repeated breaches could result in that person or company being refused vehicular access. Graven Hill is a unique community and for the benefit of all in that community following the Development Rules is necessary.
- 1.10 Between 0700 and 1700 hours, Monday to Friday, the access gate to the Site will be manned by GHVDC to regulate and direct notifiable deliveries, other deliveries, Home owners, their visitors and their contractors. Outside of these hours, security on the access



FORM	VERSION
AP	06



gate will be provided by our contractor. Notifiable deliveries will not be allowed access out of hours. Your cooperation is expected in being able to identify you and your visitors as legitimate. This can best be achieved by the Home owner providing a photograph and mobile contact number to us, for use by the person on the gate and by Carey for use by their security personnel. If you provide such information, it is on that consent basis. Please comply with any guidance or information provided by the gate person.

- 1.11 To assist Self-Builders two parking areas are provided for their use, their visitors use and their contractors. No parking in these areas is permitted by the general public or those whose homes are completed, their visitors or contractors. The detailed conditions of use are contained in Appendix 1 'Parking Protocol: Car parks at Graven Hill, Conditions of use'.
- 1.12 It should be understood **that many areas of Graven Hill remain construction sites or have not yet been cleared for access for reasons of safety or ecology.** Access to Homes must only be made over the designated roads and footways which do not remain as construction areas.

Event	Requirements			Timescale
	Who	When	Action	
Persons wishing to access the Development (by foot or vehicle)	Home owner and their accompanied visitors	Monday -Friday 0700 - 1700	<p>Turn up at the gate.</p> <p>Either follow the vehicle route directions or use the designated walkways.</p> <p>Park only in accordance with Rule 2.25:</p> <p>On your plot In public bays. Your car must display a visible notice of your Plot number and a contact name and mobile phone number of the driver. In GHVDC provided areas according to the Parking Protocol</p> <p><i>Note:</i> There will be NO ENTRY to any areas or land belonging to GHVDC without prior agreement.</p>	No notice required



FORM	VERSION
AP	06



	Home owner and their accompanied visitors	All other times	Check in with security at the gate	No notice required
Deliveries	<p>All notifiable deliveries must arrive and exit during working hours (Mon-Fri 0700 - 1700). Bank and public holidays excluded.</p> <p>Notification arrangements to be as per GHVDC Development Rules, using the specified forms/ Online Delivery Management System.</p> <p>5 working days' notice is required for all notifiable deliveries. Where this is not possible, you must notify GHVDC as soon as possible. Unnotified deliveries will be turned away. However, should the Home owner be on their plot and contactable, it may be possible for them to validate a delivery which has not been properly notified.</p>			Minimum 5 working days
Event	Requirements			Timescale
Contractors	<p>As per plot owners.</p> <p>Park only in accordance with Rule 2.25:</p> <p>On the Home owner's plot In public bays. Vehicle must display a visible notice of the Plot number and a contact name and mobile phone number of the driver. In GHVDC provided areas according to the Parking Protocol</p>			No notice required
Any person who is outside their plot/Home e.g. accessing Home/ transiting to car park	<p>Access by public walkways only.</p> <p>Do not access without permission:</p> <p>Any GHVDC land, fenced or unfenced Contractor areas, Self-Build plots</p>			N/A



FORM	VERSION
CPP	03



Appendix O – Car Parking Protocol

1.0 INTRODUCTION

1.1 The Graven Hill Development Rules apply to Self-Builders and all their contractors, family, visitors or others associated with their build. Parking of any vehicle is by Rule 2.25.1 restricted to the Self- Builder plot and designated parking areas. To assist the Self-Builder, Graven Hill Village Development Company Limited will make parking areas available at no cost where private and trade vehicles may be parked, subject to Permit scheme rules 'Conditions of Use' detailed in section B below. **By use of the parking provided Self-Builders and all others who use the facilities are deemed to accept the Conditions of Use. It is the Self-Builder's responsibility to ensure these terms are communicated to those associated with their Build who may seek to Park in the Car Parks provided. Use of the Car Park is deemed acceptance of the Conditions of Use.**

The location of the additional, temporary, designated car parking areas is indicated at Appendix O1.

1.2 CONDITIONS OF USE

1.21 "us", "we" and "our" means Graven Hill Village Development Limited. "you" means the Self-Builder, vehicle driver / contractor organisation / registered keeper of any vehicle using the Car Park.

1.22 "Car Park" means the parking facilities at Graven Hill managed by (or on behalf of) us and designated for parking vehicles.

1.23 "vehicle" means any vehicle used to convey passengers or items that enters the Car Park, including any mechanical device on wheels or tracks, its equipment and accessories with a maximum loaded weight of 3.5 tons and length not exceeding 6 metres. All vehicles designed or equipped to lift materials are excluded e.g. lift trucks.

1.24 VRM means Vehicle Registration Mark.

1.25 The provision of parking facilities is entirely at our sole discretion and may be modified, restricted or withdrawn at any time without notice.

1.26 No charge is made for parking in the car park, subject to condition 1.21. Use is on a first come first served basis unless we direct otherwise.

1.27 Self-Builders have the sole responsibility for ensuring all those associated with their Build who wish to make use of the parking are informed and comply with the Conditions of Use.

1.28 The Car Park is for sole use by a vehicle as defined in 1.23 and such use is deemed to be acceptance by you of these Conditions of Use.

1.29 Abuse of the facilities or breach of the Conditions of Use may result at our sole discretion



FORM	VERSION
CPP	03



in the exclusion of the vehicle, person or organisation, or any of the foregoing, from future use of the Parking facilities. We may withdraw the Permit authorisation for all those associated with any Self-Build. By parking your vehicle in the Car Park, you consent to us capturing, using and processing your VRM and personal details for enforcement purposes to recover any outstanding Parking Charge should it be incurred. This includes our right to request and obtain the details of a vehicle's registered keeper from the DVLA.

- 1.30 We have no liability for any loss, damage or injury to any vehicle, possessions, property or person from use or attempted use of the Car Park save that imposed by law.
- 1.31 No parking by the General Public is permitted. We authorise only: Self-Builders, their family, visitors and contractors solely for the duration of the Self-Build home construction provided they comply with the Conditions of Use. We may authorise such others for such duration as we in our discretion choose.
- 1.32 No use of the Car Park or activity except parking of a vehicle is permitted. For avoidance of doubt prohibited are: the loading/unloading or trans shipping of any materials, work related or commercial activity of any kind, deposit or storage of materials or substances, discarding of any substance or material, erection of any structure of any nature, social activities, racing or sleeping.
- 1.33 No overnight parking between 2100 & 0700 is permitted. A parking charge of £75 plus Value Added Tax is payable for overnight parking of any duration.
- 1.34 Should your vehicle break down or become otherwise immobilized in the car park you must arrange for its immediate repair/removal. If it has become a danger or obstruction we should be contacted immediately.
- 1.35 Any vehicle present for more than 3 consecutive days without our agreement may at our discretion be (a) removed from the car park and the expense of removal and, if applicable, subsequent disposal/storage, be recoverable from you at cost/storage of £50 day plus Value Added Tax, and/or (b) the vehicle be regarded as abandoned and reported to the Local Government Authority.
- 1.36 No liability attaches to us for the removal, storage or disposal of any vehicle under condition 1.25.
- 1.37 No dangerous, explosive or otherwise hazardous to health substance or material shall be brought into the Car Park, whether in a vehicle or by other means.
- 1.38 All vehicles shall display on their dashboard a clearly visible notice stating the plot number and postal address of the Self-Builder the vehicle is connected to and the name of the vehicle driver. Any vehicle not displaying such a notice complete in all respects is Parked without authorisation and liable for payment of a parking charge in accordance with condition 1.21.
- 1.39 Vehicles must not be parked to obstruct any access/exit to the Car park, vehicular or pedestrian, or obstruct any other vehicle.
- 1.40 Should your vehicle be obstructed by another vehicle it is your sole responsibility to have



FORM	VERSION
CPP	03



the obstruction removed.

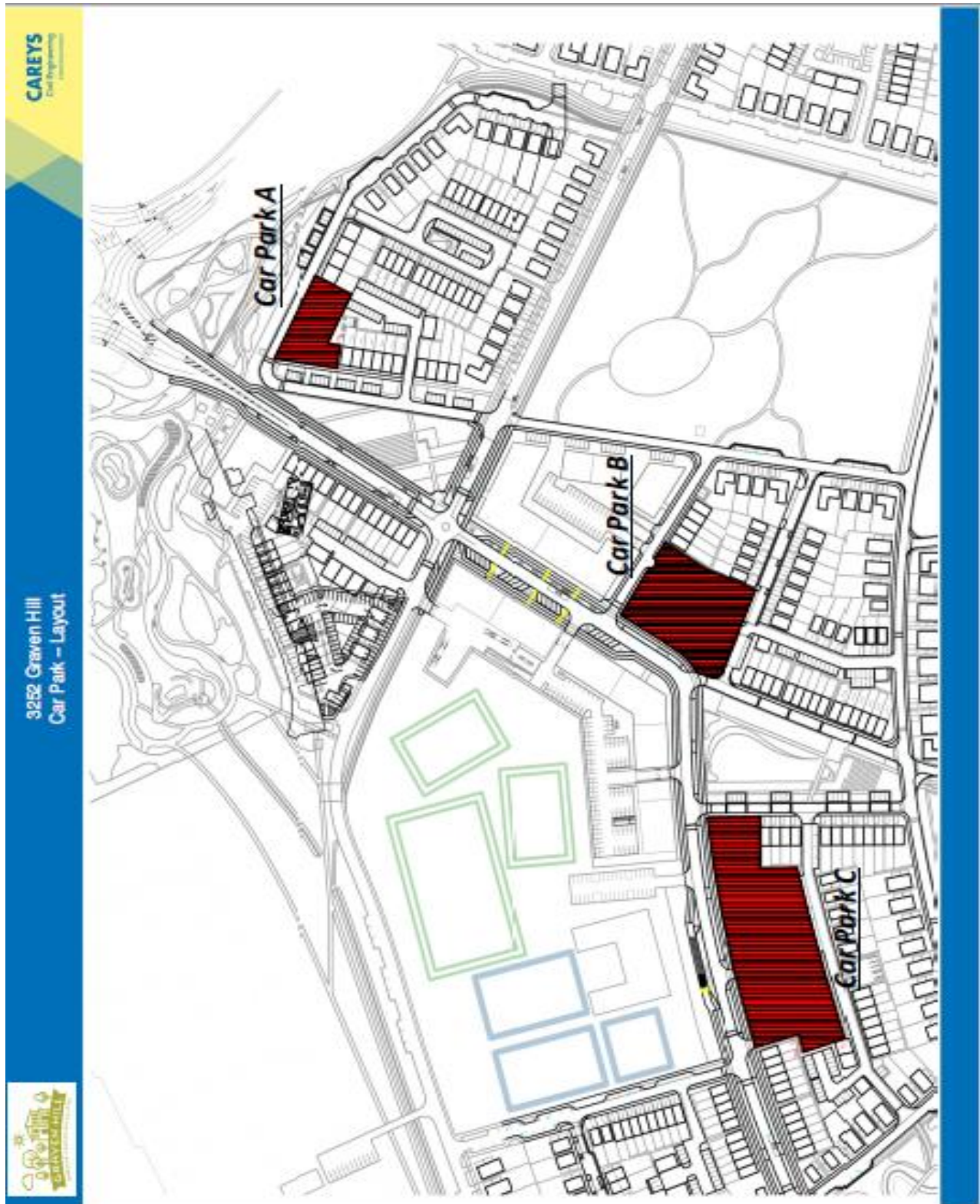
- 1.41 For a parked vehicle not authorised per para 1.21, or in breach of 1.28 we may issue you with a Parking Charge Notice for parking in the sum of £75 per day plus Value Added Tax, or any part of a day. The VRM will be noted and we or our agents will seek recovery of the sum due, and any incidental costs in tracing you and enforcing payment.
- 1.42 When within the car park drive at 20mph maximum forward, 5 mph in reverse and have due regard to conditions including other vehicles and pedestrians. The driver of any vehicle is solely responsible for maneuvering their vehicle safely in the Car Park.
- 1.43 Any damage caused by you or your passengers to the car park, including all barriers, however caused, must be reported immediately to us by telephone on 01869 396062 and email to Notifications@gravenhill.co.uk.
- 1.44 You are liable to pay us the full amount of any repairs and associated costs or losses caused by any damage by you, your passenger or your vehicle to the Car Park.
- 1.45 We are not liable for loss resulting from any circumstances that may arise after your entry onto the Car Park that delay or prevent your departure.
- 1.46 You must obey immediately any directions given at any time by us or any representative or agent in respect of your vehicle using or seeking to use the Car Park. Such directions may include to adjust vehicle position or remove it entirely from the Car park.
- 1.47 You are not allowed to pour petrol, diesel or any other fuel, into your vehicle whilst it is in the Car Park. You are also not allowed to take petrol, or any other fuel, out of your vehicle whilst it is in the Car Park.
- 1.48 Smoking and any type of naked flame is forbidden within the Car Park.

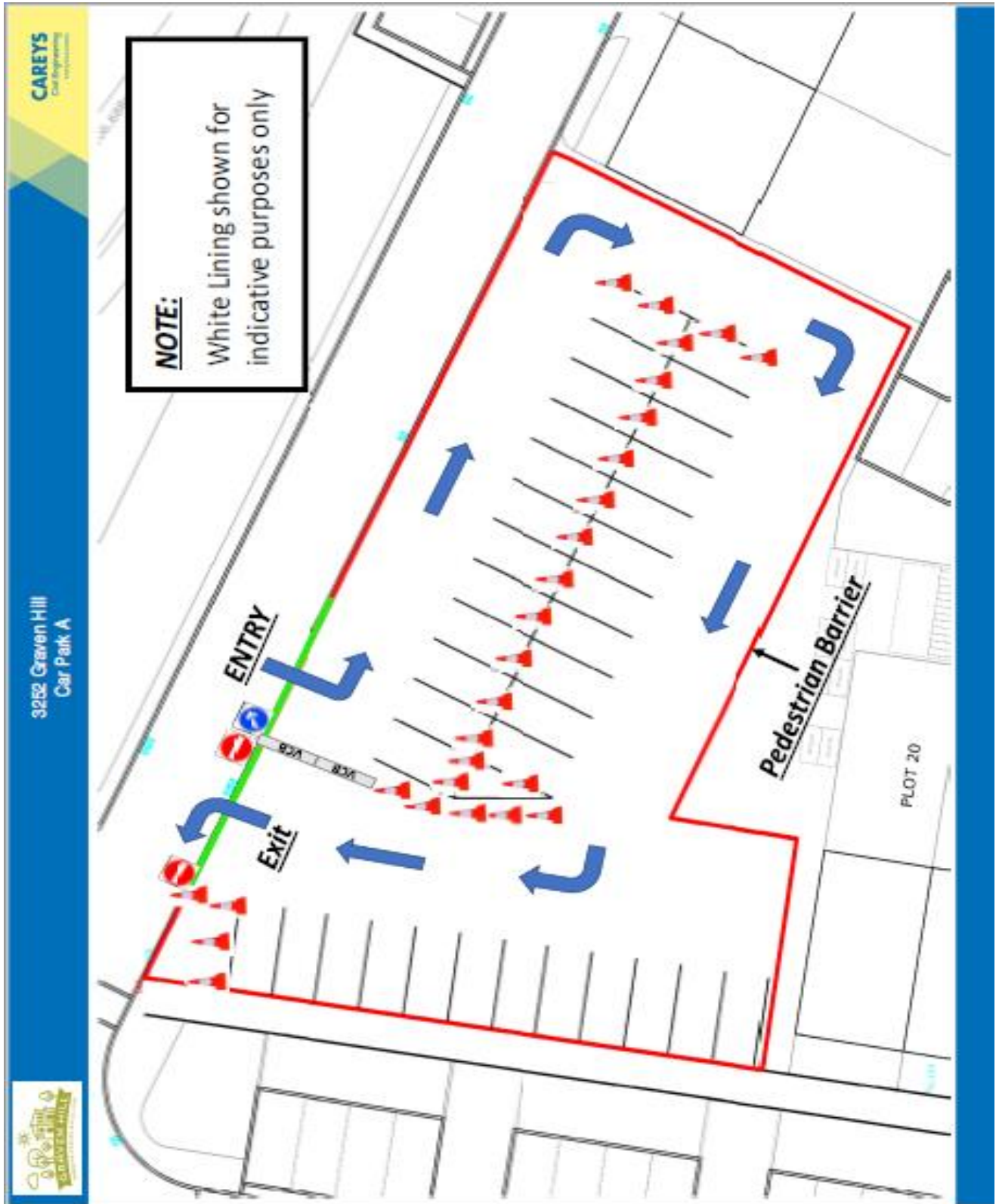


FORM	VERSION
CPP	03

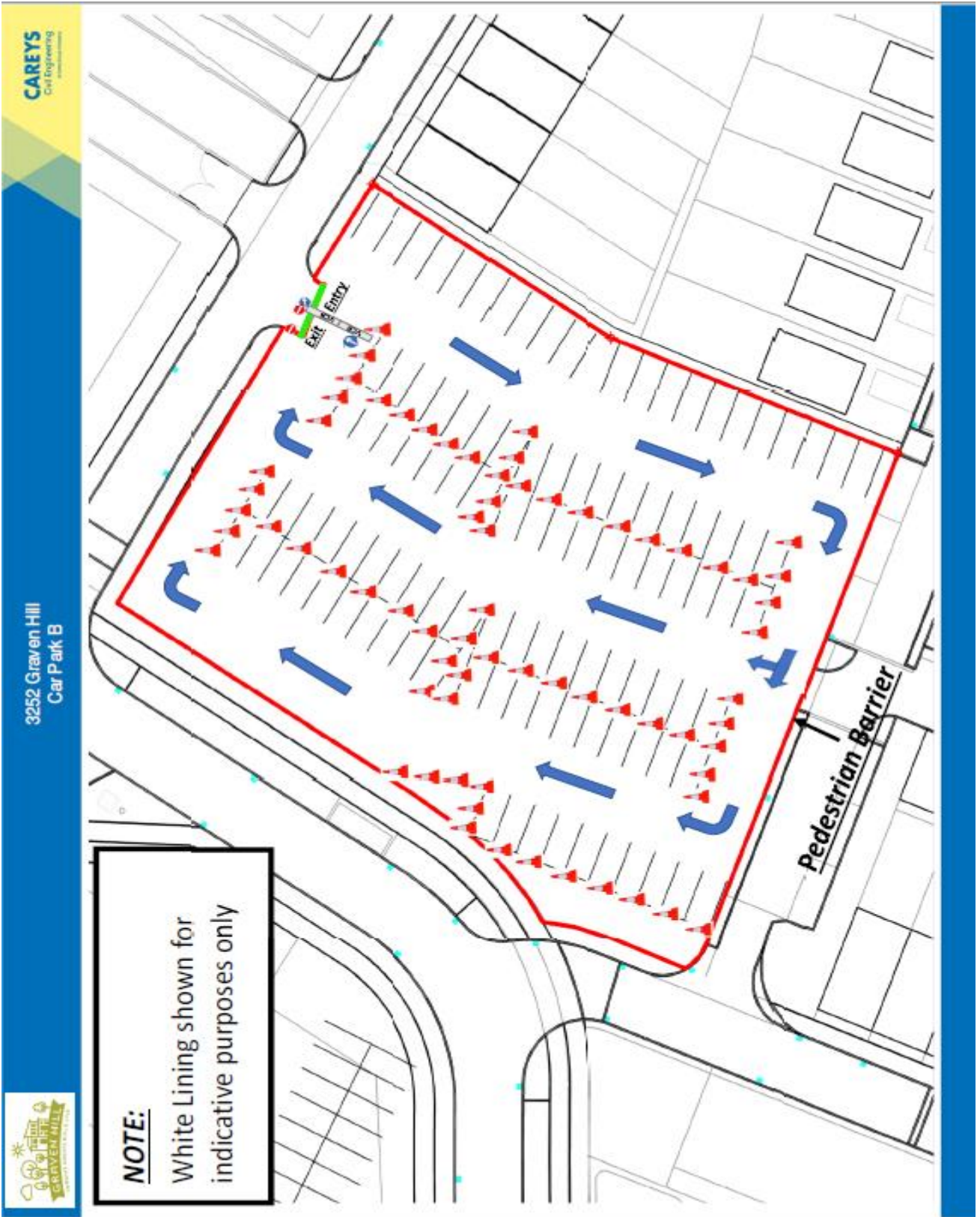


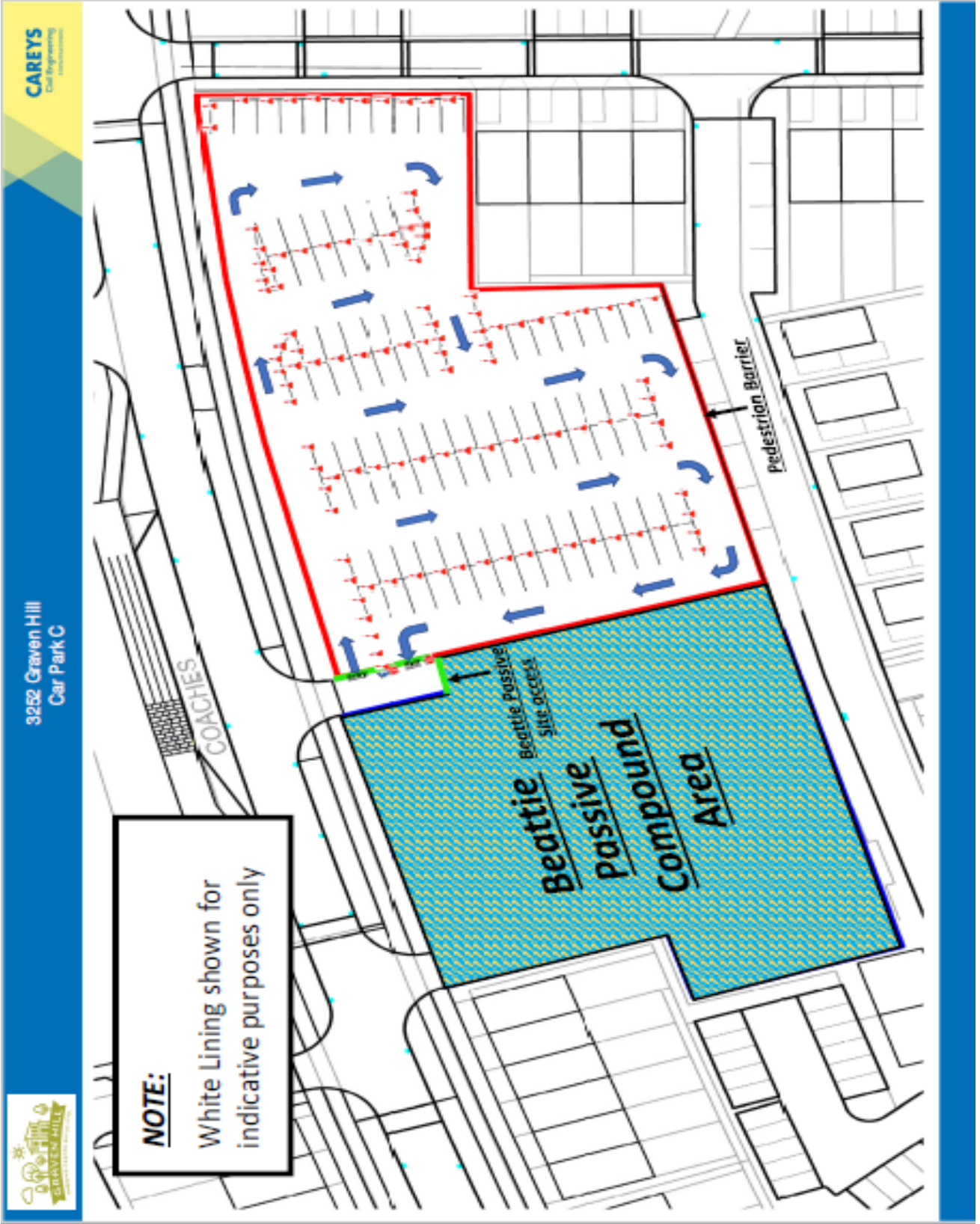
Appendix O1 – Site Car Parking Arrangements





FORM	VERSION
CPP	03





FORM	VERSION
GLAF	03



Appendix P – General Licence Application Form (GLAF)

Application for a License to Cover an Activity on Communal (GHVDC) Land not covered by BMAF/HLAF Forms

You should use this form to request a licence from GHVDC to undertake activities anywhere on the development, including your plot prior to legal completion. For example, a site survey. Normally, a completed WARF form (Appendix D) will be required to support this application.

Submission of this form is not authorisation in and of itself. You must receive a response from GHVDC before proceeding. An additional bond may be required.

All Licenses are granted subject to the General Conditions stated in this form and any Special Conditions contained in the licence. Commencing work is acceptance of all conditions.

Submit the completed form to your Development Liaison Manager and Notifications@gravenhill.co.uk as soon as possible and no later than 5 working days before the desired date. Note that land may not always be within GHVDC's control and may require submission of an application to third parties whose timescales may be longer. GHVDC recommend that you make enquiries as to ownership of the proposed land well in advance.

A	Applicant Details	
1	Plot Number and Postal Address:	
2	Contact Person:	
	Phone Number:	
	Email Address:	
B	Details and Location of Proposed Activity	
3	Details of Proposed Activity:	
	Proposed Location (to include relevant plot numbers):	



FORM	VERSION
GLAF	03



	Provide Accompanying Plan to Advise Location:				
4	Dates Required:	<i>From:</i>		<i>To:</i>	
C	Fees				
5	Licence Fee:	<i>£100 plus VAT (this includes Licence fee and admin fees)</i>			
6	Refundable Bond Fee:	<i>£100 per m2 of communal land occupied</i>			
		<i>Fee to be paid (VAT Zero rated):</i>	<i>Total Bond fee:</i>		
		<i>£100xM2</i>			
7	Payment Method:	<i>Bank Transfer</i>	Account Name: Graven Hill Village Development Company Bank Name: Nat West Bank Sort Code: 60-01-35 Account Number: 53150724 IBAN: GB94NWBK60013553150724 BIC: NWBKGB2L		
	Total Fees to be Paid:	<i>Yes / No</i>			
	Licence Fee + Bond Fee=	£100+.....	<i>Cheque</i>	Payable to: Graven Hill Village Development Company	
8	Any Additional Comments by Applicant:				
9	Signature:				
10	Print Name:				
11	Date:				



FORM	VERSION
GLAF	03



1.0 GLAF Standard Licence Conditions:

- 1.1 Applicant is responsible for any and all loss or damage that may be caused by their activities, or omissions, to any person (natural or legal, including GHVDC) or animal during the licence.
- 1.2 No activity or activities other than those specified in the licence application may be undertaken without express written GHVDC consent and must be carried out in accordance with the conditions contained in any approved WARF form and method statements submitted (and approved) in support of the licence application.
- 1.3 GHVDC or its agents may require access to any or all of the land subject to the licence. In that event as much notice as possible will be given. Free unencumbered access will be given by applicant or those instructed by applicant at all times.
- 1.4 GHVDC may due to circumstances require to withdraw, shorten or place other conditions on the licence after it has been granted. As much notice as possible will be given. The applicant will comply with any alteration without delay, or alternatively cancel the licence and remove immediately from the land. In the event of cancellation/shortening of the licence a pro-rata refund of the fee will be made. If after 24 hours (or such shorter time as deemed necessary in urgent circumstances), equipment or materials are not removed, GHVDC or its agents may remove it/them and any costs, including future storage, will be recoverable from the applicant. No liability rests on GHVDC for any loss or inconvenience occasioned by the exercise of any rights under this condition.
- 1.5 All costs associated with in a legal manner placing and removing equipment or materials from the licence area are solely the applicant's, including in the event condition 1.4 is exercised. If the licence expires without agreement on an extension GHVDC may remove them in the manner specified in condition 1.4. In the event equipment or materials require to be removed in exercise of this or condition 1.4 and remain in storage GHVDC may after 30 days from termination of licence and on 5 days' notice to applicant's last known email address dispose of such items.

