




## Site Development Rules


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<b>Introduction to the Site Development Rules</b>		
	<p><b>Graven Hill is a beautiful new self-build development with extensive open space including woodland, allotments, a network of cycle paths, sports pitches and footpaths. Graven Hill will have 1,900 new homes, its own primary school, nursery unit, community centre, local shops and a local pub.</b></p> <p><b>This is the largest site in the UK for people who want to build their own home and will be for households of all sizes and will include opportunities for people to build as a group and as individuals.</b></p> <p><b>Hundreds of self-build projects will get underway and the whole site will get very busy. To build a house normally entails ten to fifteen different trades and we need to manage the overall site to make sure that everyone is safe.</b></p>	
1.1	The Graven Hill Village Development Company Limited are committed to a healthy and safe working environment we have put together some rules that must be adhered to. These rules enable construction work and ancillary activities to be carried out safely and without risk to health and safety at the Graven Hill Village Development.	
1.2	Prior to their adoption by the County Council or transfer to a management company. Graven Hill Village Development Company are responsible for communal areas (all areas outside of the self-builder's own plot) and have the legal obligation to manage any activity that could affect them. This means we must set requirements on how a self-builder or any other person carries out certain construction activities on your plot and in communal areas. We must further as necessary control access to and parking on communal Highways (roads) within the Development to ensure emergency service access and free flow of deliveries. It is vital that you and your contractors take responsibility to coordinate your activities with your self-build neighbours to allow this objective to be continuously achieved.	
1.3	Responsibility for managing building work on your plot rests with you and your team. You must be aware of the current version of the rules and conform to their requirements. Please ensure that the rules and any updates are communicated to your Design and Construction Team and any other person attending your site at any time.	

1.4	We will amend the rules as and when necessary to ensure remain relevant and current with evolution of the Development, legal requirements and best practice. Any amendments that we make are effective once they are published and any party that is connected with your self-build must be aware of the current rules.	
1.5	Your compliance with these rules is essential. Any cost associated with compliance is at your own cost. We are not responsible for any costs that you may incur as a result of an Incident or Accident that may occur on the Development that may prohibit or restrict your access or egress to the site.	
1.6	It is important you and any contractors understand and apply these rules fully. Our Development Liasion Manager will guide you and refer to him if in any doubt.	
1.7	Responsibility for damage within communal areas to the curtilage of your plot will be deemed to be your responsibility and rectification costs will become your responsibility.	
1.8	Access to your plot is to be made from the frontage of your plot on which the vehicular access is positioned. Access from other sides is strictly prohibited unless prior approval is granted by a Development Liaison Manager in writing.	
1.9	This document applies to Plots 35-145	


2	Legislation	
	<p><b>There is much legislation that you need to comply with as you will be running a construction site. There is so much information on the HSE website that will help you along the way. You have to comply with all of the following legislation, we cannot provide you with technical advice on this but we are happy to point you in the right direction. A lot of your suppliers and trade contractors will be familiar with these rules already but do check with them before they (or you) start on site.</b></p>	
2.1	<p><b>Building Regulations</b> are minimum standards for design, construction and alterations to virtually every building. They are developed by the government and approved by Parliament. Building regulations approval is different from planning permission you need both for your self-build project at Graven Hill. Any matter relating to Building Regulations will be dealt with by Premier Guarantee, 2 Shore Lines Building, Shore Road, Birkenhead, Wirral CH41 1AU.</p>	
2.2	<p><b>The Construction Design and Management Regulations 2015</b>, also known as CDM Regulations or CDM 2015, are regulations governing the way construction projects of all sizes and types are planned and carried out. You should note that the CDM Regulations apply to self builders as domestic clients.</p>	
2.3	<p>COSHH stands for 'Control of Substances Hazardous to Health' and under the <b>Control of Substances Hazardous to Health Regulations 2002</b> they will direct you as to what you need to do to either prevent or reduce your workers' exposure to substances that are hazardous to their health.</p>	


2.4	<p><b>The Lifting Operations Lifting Equipment Regulations 1998 (LOLER)</b> are set of regulations created under the Health and Safety at Work etc. Act 1974 which came into force in Great Britain on 5 December 1998 and replaced a number of other pieces of legislation which covered the use of lifting equipment. The purpose of the regulations was to reduce the risk of injury from lifting equipment used at work.</p> <p>Areas covered in the regulations include the requirement for lifting equipment to be strong and stable enough for safe use and to be marked to indicate safe working loads; ensuring that any equipment is positioned and installed so as to minimise risks; that the equipment is used safely ensuring that work is planned, organised and performed by a competent person; that equipment is subject to ongoing thorough examination and where appropriate, inspection by competent people.</p>	
2.5	<p><b>The Management of Health and Safety at Work Regulations 1999.</b> The Regulations were introduced to reinforce the Health and Safety at Work etc Act 1974. The MHSWR places duties on employers and employees including those who are clients, designers, principal contractors or other contractors.</p>	
2.6	<p>The <b>Personal Protective Equipment at Work Regulations 1992</b> place a duty on every employer to ensure that suitable personal protective equipment is provided to employees who may be exposed to a risk to their health or safety while at work.</p>	
2.7	<p><b>PUWER stands for the Provision and Use of Work Equipment Regulations 1998.</b> The regulations deal with the work equipment and machinery used every day in workplaces and aims to keep people safe wherever equipment and machinery is used at work.</p>	
2.8	<p>The <b>Working at Height Regulations 2005 (WAHR)</b> have no minimum height requirement for work at height. They include all work activities where there is a need to control a risk of falling a distance liable to cause personal injury.</p>	
2.9	<p><b>The Control of Asbestos Regulations 2012</b> still applies if material is found whilst working on site or material is brought to site that contains Asbestos.</p>	

3	Working Together & Co-Operation	
	<p><b>Full cooperation with all parties is essential to ensure construction of the community can progress safely and efficiently. So much will be going on with Golden Bricks being built and people building their homes. Graven Hill Village Development Company will be very busy too building roads, drainage and infrastructure such as mains services and community facilities. We will do all we can to work with you in a positive and pro-active way, you must work with us and each other to ensure everyone can progress with their build safely and efficiently. We are here to help wherever we can.</b></p>	
3.1	<p>We have appointed a Development Liaison Management Team to liaise with you and make the process of Self-Build or Custom Build easier for you. We have picked our team especially for their knowledge of self-build construction and a detailed knowledge of Health and Safety.</p>	
3.2	<p>At times that will require us to balance competing individual claims in the wider community interest. We will do this fairly, impartially and promptly. You must proactively engage with other self-builders to identify your common needs, for example on deliveries, to ensure safety and efficiency.</p>	
3.3	<p>Maximum co-operation and co-ordination between all parties is expected and a specific requirement of these rules.</p>	
3.4	<p>We ask you to provide promptly, in line with timescales set out later in this document in a manner requested by the Development Liaison copies and/or sight of documentation that we deem relevant to health and safety such as:</p> <ol style="list-style-type: none"> <li>1. Risk assessments and method statements</li> <li>2. Lift plans,</li> <li>3. Construction phase plans,</li> <li>4. Permits to work and competence certificates.</li> </ol>	


3.5	Please ensure your visitors and contractors comply with these rules and any directions given by Development Liaison Team, Appointed Contractors or other Authority.	
3.6	You must advise the Development Liaison Manager as soon as possible of any matter that could reasonably be expected to affect the health or safety or property of persons or organisations outside your plot, this helps all of us to make Graven Hill a safe place to work	
3.7	<p>Please inform the Development Liaison Manager of the following events relating to your plot as soon as possible:</p> <ol style="list-style-type: none"> <li>1. any accident, incident or near miss</li> <li>2. any unstable scaffold that may be damaged or could collapse,</li> <li>3. a leak of dangerous or flammable materials,</li> <li>4. permits to work and competence certificates.</li> </ol>	
3.8	Please advise the Development Liaison Manager of any visit or communication from any Authority concerning safety, health, environment, noise, statutory or common law nuisances of any type, with full details, including copies of all correspondence to and from the Authority including any statutory or other Notices issued/served,	
3.9	We believe that by working with you we can avoid accidents and near misses. Third party intervention by external authorities such as the HSE is not always a pleasant experience. The HSE will be interested in what we are doing at Graven Hill, but we don't want anyone at the Graven Hill site to be in trouble over something that could have been so easily avoided.	
3.10	<p>We welcome and appreciate feedback on any matter and if you have something to say that will help all of us on the Graven Hill development please do let us know – we will be pleased to hear from you.</p> <p>Feel free to contact Roger Ward, Head of Development Liaison  <a href="mailto:roger.ward@gravenhill.co.uk">roger.ward@gravenhill.co.uk</a> 07803 576305</p>	





4	<b>Interface with Appointed Contractors</b>	
	<b>Some of Graven Hill's Appointed Contractors will be undertaking work on the Development infrastructure, Golden Brick foundations, commercial and residential buildings and other work such as Mains Services. The work that they are carrying out may be concurrent with, or subsequent to, your build.</b>	
4.2	Where the Appointed Contractor has responsibility (for whatever period) whether by contract or by law for the control or safety of any areas in the Development, within which you have been granted the ability to access the highway, you must in addition to these rules comply fully and promptly with all the rules, requirements, directions and prohibitions that the Appointed Contractor may impose.	
4.3	Non-compliance with the Appointed Contractor rules may result in your restricted access to, or exclusion by them, from part or all areas under their control for such period as they determine even if your Plot is accessed from within areas that are under the Appointed Contractor's control. The Appointed Contractor's rules for areas under their control take precedence over the Graven Hill Village Development Company rules.	


5	<b>Nominated Persons</b>	
	<b>It is a requirement of the Construction (Design and Management) Regulations for construction work that there is a person or organisation in overall charge of your build. This section sets out the requirements and duties of the Nominated persons to comply the Graven Hill Development Company rules, which will also ensure you are compliant with the CDM Regulations.</b>	
5.1	<b><u>Nominated Person and On Site Controller's</u></b>	
5.1.1	It is vital to successful health and safety management in construction that the person or organisation in overall charge of the build is clearly identified at all times and that there is always a designated person in charge on your plot when work is taking place. This is a requirement of the Construction (Design and Management) Regulations for construction work. Given the special features of a self-build at Graven Hill, you must appoint both a Nominated Person and an On Site Controller before you start work on site.	
5.2	<b><u>Nominated Person requirements:</u></b>	
5.2.1	1 month prior to commencement of construction work on your build you must appoint a Nominated Person to have overall control of the build including management of health and safety and compliance with these rules, any Appointed Contractor rules and any other legal requirements.	
5.2.2	<p>We will in the first instance communicate with your Nominated Person regarding the build. Generally, any communication you need to have with Graven Hill Village Development Company, should also come from your Nominated person.</p> <p>As plot owners, the self-builder will be the Nominated Person until notified otherwise. Some self-builders will choose to appoint a main contractor for some or all of their build, and may wish to appoint the main contractor as the nominated person. In this instance, self-builders should ensure that their contractor is aware of the requirement for a nominated person, and provide them with a copy of these rules.</p>	


5.2.3	Changes to the Nominated Person must be notified in advance to the Development Liasion Manager, including their contact details and date appointment takes effect.	
5.2.4	The Nominated Person must be only one person or corporate organisation connected with the build or a provider of professional construction management services. When the Nominated Person is not the self-builder, we will in addition liaise with self-builder on any matters relating to the build as we in our discretion see fit.	

6	<b>Construction Phase Plan</b>	
	<b>Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a construction phase plan is required for every construction project. Any Contractors/Sub-Contractors need to produce risk assessment and method statements for acceptance by the Client before any work commences. The Construction Phase Plan is written to ensure that health and safety risks are controlled by planning, monitoring and co-ordinating the construction phase.</b>	
6.1	No construction activities by you may commence on your build unless a fully completed Construction Phase Plan has been submitted to the Development Liaison Manager one calendar month before you start on site. You are entirely responsible for your Construction Phase Plan and you must obtain written confirmation from the Development Liaison Manager that the Construction Phase Plan is sufficiently developed before you can commence your build on site.	
6.2	<b><u>Graven Hill Village Development Company requires that the self-builder is responsible for the following duties:</u></b>	
	<ol style="list-style-type: none"> <li>1. ensuring that a construction phase plan is produced that demonstrates the work is carried out without risk to health or safety and securing confirmation from GHVDC that the plan is sufficiently developed to commence on site.</li> <li>2. ensuring that the construction phase plan facilitates co-operation and co-ordination between contractors</li> <li>3. the self-builder is responsible for reviewing, revising and refining the construction phase plan during the build as necessary and providing updated plans to the Development Liaison Manager as well as checking work is being carried out safely and without risks to health or safety.</li> <li>4. responsible for securing the site and setting out within the construction phase plan how you will prevent unauthorised access to the site by using fencing and other controls.</li> <li>5. responsible for making sure that welfare facilities are provided and remain adequate throughout the construction phase</li> </ol>	


	<p>6. responsible for making sure a site induction is provided: giving workers, visitors and others information about risks and rules that are relevant to the site work and their work before accessing the site for the first time and at any time that there are significant changes to activities on site</p> <p>7. responsible for ensuring that there is liaison on design and discussing with the principal designer any design or change to a design, including any changes that may materialize during construction</p>	
<b>7</b>	<b>Personal Protective Equipment</b>	
	<b>Personal Protective Equipment is equipment that will protect the user against health or safety risk at work. It should be used as a last resort. Graven Hill Village Development Company want to promote a safe working culture and recommend that all people working on or visiting the site wear steel toe capped boots, hi-visibility jackets, site safety helmets, gloves and eye protection.</b>	
7.1	You, or as appropriate the Nominated Person/On Site Controller must ensure that Contractors wear Personal Protective Equipment specified by their Risk Assessment. Personal Protective Equipment can be vital to ensuring either safety (for example high visibility jackets), or health (for example, correct mask against dust).	
7.2	The On Site Controller and Nominated Person must ensure that relevant Personal Protective needs are identified, supplied and then correctly worn.	
7.3	In areas controlled by an Appointed Contractor, all persons must comply with the Approved Contractor Personal Protective Equipment requirements.	
7.4	All hard hats must be BS EN 397 standard and should be replaced as soon as they become damaged.	



7.5	You must if required by the Development Liaison Manager source at your own expense and wear PPE he specifies in communal areas for whatever duration. This is for your own protection.	
<b>8</b>	<b>Asbestos</b>	
	<b>The supply and use of Asbestos Containing Materials has been completely prohibited since 1999. This rule is to cover eventualities in the event that Asbestos Containing Materials are brought to or discovered on your plot. Asbestos Containing Materials are potentially both extremely dangerous and very expensive to manage and dispose of. It is in the self-builder's interest to be satisfied that no Asbestos Containing Materials are present particularly in reclaimed materials or those whose source is outside the EU.</b>	
8.1	No asbestos containing materials are to be brought to the Development nor used in your build.	
8.2	In the event that you become aware of Asbestos Containing Materials's on your plot, you must immediately inform the Development Liaison Manager giving as much information available as to Asbestos Containing Materials type, condition, quantity and location.	
8.3	Except in an emergency where it would not be reasonably practicable, discuss and agree with the Development Liaison Manager a process for Asbestos Containing Materials's immediate safe removal and disposal, or if that is not possible, safe containment in compliance with law and best practice pending removal. Containment includes preventing spread of Asbestos Containing Materials's within your plot, to other plots or communal areas.	
8.4	Failure to manage, prevent spread of, or properly dispose of Asbestos Containing Materials is likely to be a <b>criminal offence</b> under the Control of Asbestos Regulations 2012. Removal by a Licensed contractor and disposal at a licensed facility, may be necessary.	


8.5	In an emergency, or when we are unable to contact you or your representatives within a reasonable time period (reasonable being dependent on level and nature of potential contamination and our assessment of risk on information available), we may instruct the removal of Asbestos Containing Materials from your plot and the costs will be recoverable from you.	
8.6	No access by us or persons instructed to your plot for such purposes will be regarded as Trespass and no liability falls to us or any persons acting reasonably on our behalf during the removal process.	
8.7	Should contamination of communal areas by Asbestos Containing Materials be brought to the Development by you, your suppliers or contractors, all costs incurred by us or our Appointed Contractors to manage, remove and dispose of the contamination will be recoverable from you.	
<b>9</b>	<b>Dangerous Materials and Explosives</b>	
	<b>Dangerous substances can put peoples' safety at risk from fire, explosion and corrosion of metal. The Dangerous Substances and Explosive Atmospheres Regulations 2002 puts duties on self-builders to protect people from these risks to their safety in the workplace, and to members of the public who may be put at risk by work activity.</b>	
9.1	No Dangerous Materials save those necessary for the construction and subject to a documented Risk Assessment and Method Statement may be brought to your plot. No materials prohibited by law from supply or use may be brought to your plot or used in the build.	
9.2	Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion or corrosion of metal. They could include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding operations, pressurised gases and substances corrosive to metal. Self-builders	


	must put control measures in place to either remove those risks or, where this is not possible, control them	
9.3	Explosives are prohibited from the Development without our written consent and subject to such conditions as we require.	
<b>10</b>	<b>Construction Waste</b>	
	<b>Construction waste consists of unwanted material produced directly or incidentally by your build. This includes packaging, building materials such as insulation, nails, electrical wiring, shingle, and roofing as well as waste originating from site preparation such as , tree stumps, and rubble. Construction waste may contain lead, asbestos, or other hazardous substances. Care should be taken to properly dispose of your waste. Good housekeeping, that works in conjunction withon site minimises the risk of accidents and any .</b>	
10.1	All waste generated by your build must be safely stored, in a tidy condition within the curtilage of your plot. The waste on your site must not become a risk. No waste shall be brought to your plot or communal areas	
10.2	Flammable waste or dangerous materials must be stored appropriately pending disposal. A build up of flammable material presents risks not only to your Health & Safety, but others as well. We, or our Insurers may ask you to remove the build-up of flammable material. Your co-operation is required.	
10.4	The Development Liasion Manager may in the interests of safety, health or environment require you at your sole expense to relocate the waste within your plot or remove it in whole or part from your plot.	
10.5	In an emergency or when we are unable to contact you or your representatives or if you and your representatives fail to respond fully and promptly to our communications within a reasonable time period (reasonable being dependant on level and nature of potential risk based only on our assessment on information available), then we may	





	<p>instruct the removal of waste from your plot and the costs will be recoverable from you.</p> <p>No access by us or persons instructed to your plot for such purposes will be regarded as Trespass and no liability falls to us or any persons acting reasonably on our behalf during the removal process.</p>	
<b>11</b>	<b>Fire, Flood &amp; Asphyxiation</b>	
	<p><b>Fire is the biggest single risk to your, your neighbours and our property during your build. As by its nature fire spreads prevention is critical. Preventing a fuel build up on plot is an essential element in fire prevention and mitigation strategy. We must control the risk to communal areas and this rule is an essential element.</b></p>	
11.1	You must complete a Fire Risk Control Plan for your plot and implement it.	
11.2	Your Fire Risk Control Plan must comply with the requirements of CDM regulations 29,30,31 & 32 and the best practice risk control procedures in HSE publication HSG 168 "Fire safety in Construction" and the Fire Protection Association "Fire Prevention on Construction Sites: The joint code of practice" 9 <sup>th</sup> Edition.	
11.3	For a high fuel loading construction, such as timber frame, the Fire Risk Control Plan must comply with UKTFA "16 steps to fire safety", 4 <sup>th</sup> Edition and any other relevant guidance to the particular risk.	
11.4	You must not light a fire within the curtilage of your site or on any other part of the site and whilst you are constructing your new home you must not light Barbeques.	
11.5	Suitable and sufficient steps shall be taken at all times to prevent, so far as is reasonably practicable, the risk of injury to any person during the carrying out of construction work arising from fire or explosion, flood and asphyxiation.	

<b>12</b>	<b>First Aid</b>	
	<b>The nominated person is responsible for ensuring first aid facilities are provided within your plot and are suitable and sufficient. They must be available as soon as the work starts and remain until the construction work is completed.</b>	
12.1	An adequate first aid kit must be kept on your plot.	
12.2	Graven Hill Village Development Company do not provide first aid facilities and in the event of a medical emergency the emergency services must be contacted by the Nominated Person or any other person on your site.	
<b>13</b>	<b>Lighting</b>	
13.1	You must provide any artificial lighting necessary for your construction activities.	
13.2	Lighting used on plot must be either low voltage or 110v supply and meet requirements of CDM Regulation 35, in particular if emergency lighting is required and to illuminate emergency exits.	
13.3	No work by anyone must take place in the absence of adequate lighting.	


14	Structural Stability & Temporary Works	
	<b>Collapse of a part or the whole of a structure under construction is a real risk. It is very likely should collapse occur it will overspill to communal areas or other plots. We must be satisfied risk will be controlled.</b>	
14.1	To prevent collapse of any partially completed structure on your plot you must at all times ensure the build remains structurally stable with any temporary works in compliance with CDM Regulation 19 and applicable British Standards, including BS5975 & PAS 8812:2016, and any other applicable standard.	
14.2	On request by the Development Liaison Manager, provide promptly any material, written or otherwise, to prove proper structural stability is being and will be maintained.	
14.3	Temporary works relates to work to support a structure in a manner which is not that by which the final structure will be supported (e.g. propping). This requires necessary skill, knowledge and experience and must not be undertaken on an amateur basis. Often it will require involvement of a structural engineer or other trained professional.	
14.4	Immediately on notification by us or an Authority of concerns regarding structural stability of your build, consult at your sole expense with your professional advisors regarding the concerns and communicate fully and expeditiously with both us and if applicable, the Authority on all matters connected with structural stability.	
14.5	Any identified remedial measures, including temporary, must be undertaken promptly.	
14.6	You must inform immediately the Development Liaison Manager by telephone and email of any instance of loss of structural stability on your build however temporary and whether resulting in any degree of collapse or not, we will need to understand the full details of structure and the extent of stability loss.	

	<p>We will need you to provide if available, professional opinion on whether a collapse could foreseeably affect your plot, another plot or communal areas. Please ensure that you provide any information reasonably requested by Graven Hill Village Development Company. We will also need to know when your structure will become stable again and the likelihood of this happening again.</p> <p>Unfortunately we are unable to meet the costs of such an eventuality and as part of these rules you accept that any costs in this regard will be met by you.</p>	
<b>15</b>	<b>Substances hazardous to health</b>	
	<p><b>We want you to ensure any persons coming to site have their health safeguarded. Essential to that that is to ensure substances that may harm health are used appropriately. The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) explains how to control hazardous substances at work.</b></p>	
15.1	All construction activities that may use or generate potentially hazardous substances, such as dusts or vapours, must be risk assessed in compliance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended).	
15.2	HSE guidance in publication L5 "Control of Substances Hazardous to Health" must be applied when undertaking assessments	
15.3	A record of all COSHH assessments will be kept for the duration of build and be available to Development Liaison Manager on request.	
15.4	An assessment will clearly demonstrate the activity will not result in any person outside of your plot potentially receiving a hazardous level of exposure.	
15.5	If the assessed substance has a Workplace Exposure Limit, any person's exposure must not exceed it.	


15.6	Should the Development Liaison Manager have concerns that a construction activity associated with your build could result in persons outside your plot potentially receiving either hazardous exposure or exposure above the Workplace Exposure Limit, he will inform you of his concerns.	
15.7	The Development Liaison Manager may ask you to not undertake/cease the activity until satisfied by you that this will not occur.	
<b>16</b>	<b>Electricity &amp; Power Tools</b>	
	<b>You should make sure that electrical equipment used for work is safe. In addition to the risk of electric shock, dangerous electrical installations, and power tools are a substantial fire risk. On your plot passport you will see that your plot is supplied with the means to install a temporary power supply which you should connect before you commence work on site.</b>	
16.1	All temporary power supplies must be safe and in compliance with IEE standards and have the appropriate IP (Ingress Protection) rating for their environment.	
16.2	110v centre tapped supplies must be used on site. 230/240v tools must have a Residual Current Device (RCD) either on the tool's supply or in the power distribution board.	
16.3	Where batteries are used, including Lithium or other high energy density batteries, suitable arrangements must be taken to ensure during use, storage or charging the risk of fire or explosion is properly controlled.	
16.4	Generators must not be used unless there has been a failure in the mains supply to your plot or the supply is unable to meet your demands at that time during construction. Generators shall be properly	


	maintained, sited away from flammable materials and refuelled only when stopped.	
16.5	Electrical distribution installations installed by you or your contractors during the build must comply with CDM regulation 25	
16.6	Electrical work must comply with HSE document HSR 25 "Electricity at Work Regulations 1989"	
<b>17</b>	<b>Work at Height</b>	
	<b>Falls from height are one of the biggest causes of death and serious injury during construction. Managing work at height follows a hierarchy of controls – avoid, prevent, arrest – which begins with the question – can the work be done safely from the ground? Fall restraints and safety netting should only be considered as a last resort if other safety equipment cannot be used.</b>	
17.1	All work at height by anyone on site must comply with Work at Height 2005 Regulations and guidance in HSE publication INDG 401(rev2).	
17.2	Contractors must undertake a risk assessment for work at height.	
	<b><u>Scaffolding</u></b>	
17.3	All fixed access scaffolding must be procured and managed in full accordance with the National Access and Scaffolding Confederation (NASC) publication "Scaffold Specification Template".	
17.4	Tube and fitting scaffolding must be assessed/erected/dismantled to relevant NASC Safety Guidance (SG) standards by competent persons who should have the appropriate level of membership under the Construction Industry Scaffolders Register Scheme (CISRS) or equivalent.	


17.5	On first completion of any scaffold, a competent person must be engaged by you to provide a written scaffold handover certificate containing information to current industry good practice.	
17.6	The competent person must either hold or have equivalent qualifications and experience to a CISRS qualified inspector of basic scaffolds, or in the case of system scaffold, competence to inspect the particular system in use.	
17.7	All inspections must be recorded with information to current industry best practice and retained throughout duration of the build.	
17.8	The Development Liaison Manager must be provided with evidence of inspections or competence on request.	
	<b><u>Specialist Access Equipment</u></b>	
17.9	Mobile access towers, that is working platforms that can be moved around once assembled, are subject to the same requirements as scaffolds in terms of competency to erect and handover/inspection.	
17.10	Low level Access Equipment (under 2.5m maximum working height) access platforms used must be British Standards Institute PAS 250:2012 compliant, or its successor standard.	
17.11	Powered Work Access Equipment, whether mobile or fixed (e.g. Mobile Elevating Work Platforms MEWPS) must only be used on any plot or communal area if their selection and use comply with current version of HSE guidance sheet GIS 6 and all guidance/standards referenced	
17.12	A recorded Risk Assessment and Method Statement has been undertaken before use of Specialist Access Equipment and must be available to the Development Liaison Manager or Appointed Contractor on request. The Development Liaison Manager and/or Appointed Contractor can require revision of the RAMS or impose such conditions as they see fit to ensure safety, including refusal to allow the work activity to proceed.	


17.13	Where Powered Access Equipment use would be in a location or manner within your own or an adjoining plot whereby overturn, collapse or other adverse event could reasonably foreseeably affect outside your or the adjoining plot, and in all circumstances where it is sought to place the equipment on communal areas, then Written approval of the Development Liaison Manager or Appointed Contractor must be sought at least 5 working days in advance by submission of a suitable Risk Assessment and Method Statement applying GIS 6.	
<b>18</b>	<b>Parking</b>	
	<b>You must coordinate and cooperate with other self-builders and their contractors to ensure parking arrangements are to your mutual benefit and in particular do not obstruct access to any other plot or communal part of the Development without agreement.</b>	
18.1	Ensure that there is means of access for Emergency Services into the development at all times so that they may effect rescue and fight fire. You should ensure that you and your contractors park so as not to prevent or obstruct access to their plots.	
18.2	We will provide information on the locations and conditions by which parking is permitted in communal areas over the course of the Development. This may change at any time.	
18.3	You, your Nominated Person and On Site Controller must ensure that any vehicle parked other than on your plot displays at all times on the dashboard or otherwise visible a clearly legible sheet containing the following information: <ol style="list-style-type: none"> <li>1. Contact name of vehicle driver, who must remain contactable</li> <li>2. Which plot they are working on,</li> <li>3. Mobile telephone number by which the driver can be contacted.</li> </ol>	





18.4	In order to ensure efficiency or maintain safe and full access to all parts of the Development, we may at any time set up a parking permit procedure administered by the Development Liaison Manager, and you must comply with its requirements.	
18.5	Non-compliance with the parking rules is inconsiderate to other self-builders and may lead to Graven Hill Development Company Ltd restricting access and egress to the site to those vehicles that do not comply with any reasonable request. We want to ensure that we manage parking matters without having to refer to a third party such as Thames Valley Police.	
<b>19</b>	<b>Deliveries</b>	
	<b>For Graven Hill to be a safe, efficient and an environmentally friendly construction Development it is necessary for you to fully cooperate and coordinate your activities with other self-builders regarding in particular deliveries to your site and any construction activity. We do this to ensure that access to the other parts of the Development do not become restricted or blocked – which can cause inconvenience to other parties.</b>	
19.1	You must notify in writing to the Development Liaison Manager or Appointed Contractor at least 3 working days in advance all intended deliveries in vehicles that are: <ol style="list-style-type: none"> <li>1. larger than 7.5 tons weight, 8 metres long, or 2.5m wide,</li> <li>2. Smaller in any dimension that if intended to be stationary on the Highway, would at that stationary location restrict the Highway such as to prevent passage of a standard size HGV.</li> <li>3. The intended arrival and departure times</li> </ol>	
19.2	Notifiable deliveries must not take place without the Development Liaison Manager or Appointed Contractor's consent.	


19.3	The Development Liaison Manager will seek to accommodate requests. However, due to competing demands, physical restrictions and the interests of safety or efficiency, Development Liaison Manager (or if applicable, Appointed Contractor), may refuse or impose such restrictions as deemed necessary on any delivery (i.e. by a vehicle of any size or weight) passing through or stopping on communal areas.	
19.4	If you do not co-operate with us it may affect other parties and cause unnecessary inconvenience which will mean that we have to review what arrangements we make for you on future deliveries.	
19.5	As the site is under construction there could be hazards on the site that may affect the balance of vehicles making deliveries. We cannot be held responsible for the safety of vehicles or the loads that they carry. In the event of vehicles requiring recovery from the site this does is the sole responsibility of the haulier/self-builder. It is the responsibility of the nominated person to satisfy themselves that deliveries and delivery vehicles can access the site without obstruction or damage to the infrastructure, before deliveries come to site. Please request additional information from the Development Liaison Manager if in doubt.	
<b>20</b>	<b>Notification of Works</b>	
	<b>We control health and safety in communal areas and any work in these areas requires our approval.</b>	
20.1	You must notify by email the Development Liaison Manager at least 5 working days in advance of any intended works that will involve working from or over communal areas.	
20.2	The notification must contain a completed risk assessments and method statements for the works along with details of proposed time, location, duration.	


20.3	The Development Liaison Manager will confirm whether the proposal is acceptable or whether alterations in respect of any aspect are required.	
20.4	An activity that will involve presence of vehicles or work from areas within our control must not proceed without approval from the Development Liaison Manager.	
20.5	Failure to comply with this requirement may result in your exclusion temporarily or permanently from communal areas.	
<b>21</b>	<b>Emergency arrangements</b>	
	<b>Workplaces need a plan for emergencies such as serious injuries, explosion, flood, poisoning, electrocution, fire and chemical spills. Quick and effective action may help to ease the situation and reduce the consequences of injury.</b>	
21.1	At the time of site inductions the inductee's attention should be drawn to a notice placed in a prominent position on site advising of the nearest hospital. You or your nominated person must display this information before commencing on site.	
21.2	If a mains gas leak is suspected, you should call 0800 111 999.	
21.3	Non-imminently dangerous concerns about any matter on the Development should be raised with the Development Liaison Manager to allow us to investigate.	
21.4	You must become familiar with any more specific emergency arrangements in force from time to time issued by us or an Appointed Contractor.	

21.5	If you become concerned about a dangerous work activity or another plot is in imminent danger of collapse or risk to others please contact the Development Liaison Manager	
21.6	As soon as possible after an emergency you must contact the Development Liaison Manager in order that we may understand how the emergency situation arose in order to identify any lessons and apply them promptly.	
<b>22</b>	<b>Lifting Operations</b>	
	<b>All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner. All lifting equipment must comply with LOLER and PUWER Regulations and must also comply with statutory inspection requirements.</b>	
22.1	The Lifting Operations Lifting Equipment Regulations 1998 (LOLER) Regulations place duties on people and companies who own, operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or not. In most cases, lifting equipment is also work equipment so the Provision and Use of Work Equipment Regulations (PUWER) will also apply (including inspection and maintenance).	
22.2	The self-builder or their nominated person must ensure that lifting equipment is strong and stable enough for safe use and to be marked to indicate safe working loads; ensuring that any equipment is positioned and installed so as to minimise risks; that the equipment is used safely ensuring that work is planned, organised and performed by a competent person; that equipment is subject to ongoing thorough examination and where appropriate, inspection by competent people.	
22.3	Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.	



22.4	It is recommended that Self-builders work to LOLER in the interests of safety. Given the risk to others outside your plot all lifts, including by the self-builder, must comply with our requirements on notification, planning and competence.	
22.3	No matter where your lifting equipment is situated we must be satisfied you are taking measures to control risk from the lift to persons and property outside your plot. This includes lifts undertaken or organised by self-builders. You must set out requirements for notification eg 5 days before, with a lifting plan etc	
<b>23</b>	<b>Vehicle and Pedestrian routes</b>	
23.1	Where vehicular routes, including one way systems and/or pedestrian routes are laid out by us or an Appointed Contractor you must use them.	
23.2	A General Development speed limit of 20mph shall be observed at all times. This may be altered at our discretion for all or part of the Development for such periods as we deem necessary.	

24	Competence and Certification	
	<p><b>Competence is more than just training or qualifications. It's about knowing how to do your job safely - having the right skills, knowledge, training, experience and attitude to make sure that you won't be harmed, and that no-one else will be harmed, by your work. It also means that you understand your limitations. You know what you can and can't do safely, and you know if, when and how to get the help that you need. It means that you know the standards for the work that you do. Finally, it's about knowing how your work affects others on site - whether the work you are doing will create a hazard during or after you work, and making sure you let the right people on site know about it.</b></p>	
24.1	You must ensure any organisation or person using work equipment of any type (including mobile/powered equipment) or taking part in a work activity is competent within the confines of your plot.	
24.2	You must provide to the Development Liaison Manager or Appointed Contractor, on request, evidence of competence in respect of an organisation, self-builder or person.	


25	Security & Access	
	<p><b>You or your nominated person must ensure that reasonable steps are taken to prevent unauthorised access to your site at any time. You must leave the site in a safe and secure condition at the end of the day. You must ensure that reasonable steps are taken to prevent unauthorised access to the site. The site boundaries should be clearly marked out using suitable means depending upon the risk, such as signage or fencing</b></p>	
25.1	<p>We or our Appointed Contractors may provide appropriate physical security for communal areas of the Development during active construction. You must not enter these areas or interfere with any communal area security</p>	
25.2	<p>Your plot and its contents need to be kept secure at all times and locked when no one present. GHVDC are not responsible for any loss of materials, plant, equipment or damage occurring on your plot however caused.</p>	
25.3	<p>Should at any point during construction your plot need to be accessed via a secure gate or similar from communal areas under the control of an Appointed Contractor a detailed procedure entitled "Access Protocols" will be issued by the Development Liaison Manager and/or Appointed Contractor, which must be adhered to by you. Your plot may become a building site within a wider building site which itself will be secure. Accordingly access to your plot may be by a gate with formal access arrangements that must be applied to ensure security is maintained.</p>	
25.4	<p>In all circumstances the self-builder and their Nominated Person/On Site Controller are solely responsible for ensuring all persons connected with you (including contractors):</p> <ol style="list-style-type: none"> <li>1. understand Access Protocol requirements,</li> <li>2. have left Development safely, and</li> <li>3. Should they become locked in, arrange release per Access Protocol arrangements.</li> </ol>	

26	Vulnerable Persons	
	<p><b>Construction areas are highly hazardous and potentially vulnerable persons such as children, elderly, infirm, pregnant or disabled must not visit or work on your plot unless you or your representatives can safeguard their health and safety. You are solely responsible for visitor safety. Simply using your existing arrangements for assessing and managing risks may not be appropriate.</b></p>	
26.1	<p>In the interests of health or safety or where required by law, the Development Liaison Manager or an Appointed Contractor may in their sole discretion place such conditions on the presence on, or transit through, communal areas by any vulnerable person, including not permitting or restricting access to the site.</p>	
26.2	<p>You must always take all reasonable steps to safeguard a vulnerable person associated with you when on the Development. Children must not be unaccompanied outside your plot.</p>	
26.3	<p>You must ensure all vulnerable persons are supplied with and wear required correctly sized Personal Protective Equipment wherever it is required by us or an Appointed Contractor.</p>	
26.4	<p>The self-builder must not knowingly support or deal with any business involved in slavery or human trafficking. If in doubt the self-builder must ensure that they review original passports, visa, taxation and other documentation.</p>	



26	<b>Noise &amp; Dust</b>	
	<b>The local authority will monitor construction work to minimise pollution caused by noise, dust and other nuisances. They can also regulate hours of operation of construction sites using the provisions of the Control of Pollution Act 1974. Please always consider the effects of noise and dust on your neighbours. Cherwell District Council can give advice to builders as to best practice.</b>	
26.1	You must obey any restrictions that we may impose, including on the level of noise and the times at which it may be generated, either before or after a property has been completed. Such restrictions and freedoms are subject to the application of legal requirements by others such as the local authority or the HSE.	
27	<b>Temporary accommodation &amp; sleeping on Site</b>	
	<b>Graven Hill Village Development Company prohibit any sleeping on site before homes reach Completion as defined by your Contract. The HSE sometimes carry out unannounced joint inspections with Oxfordshire Fire and Rescue Service and will look for any failings on site.</b>	
27.1	No temporary accommodation (as distinct from welfare facility) of any nature must be brought to or used on the Development. This includes tents, caravans, motor homes, vehicles with sleeping accommodation, portacabins or any other temporary structure. The Development is a building site and sleeping is permitted only in completed homes.	
27.2	No overnight sleeping, or daytime sleeping when overnight working has occurred, is permitted on the Development by you. For avoidance of doubt sleeping is not permitted in private or trade vehicles, nor in the partially completed build.	

28	<b>Site Welfare Facilities</b>	
	<p><b>You are responsible for ensuring welfare facilities are provided and are suitable and sufficient.</b></p> <p><b>They must be available as soon as the work starts and remain until the construction work is completed.</b></p>	
28.1	<p>Welfare facilities include:</p> <ol style="list-style-type: none"> <li>1. lit and ventilated toilets</li> <li>2. lit and ventilated washing facilities next to the toilets, including hot, cold or warm running water, soap or hand cleaner, towels or means of drying hands</li> <li>3. supply of drinking water and cups</li> <li>4. facilities for rest (tables and chairs)</li> <li>5. The facilities must be regularly cleaned and cater for the expected number of workers on site.</li> </ol>	

<b>Annexe 1: Glossary</b>		
	<b>This glossary defines various terms used in these Development rules that have a special or restricted meaning.</b>	
A1	"At Work" refers to activities as part of the build not undertaken by a self-builder.	
A2	"Access Protocol" means protocol for accessing/exiting communal areas of the Development controlled by us or an Appointed Contractor.	
A3	"Adequate Welfare" means welfare facilities of type and capacity compliant with current legal requirements, being the workplace (Health, safety and welfare) Regulations 1992 and CDM 2015 Regulations.	
A4	"Appointed Contractor" means any contractor appointed by us undertaking work on the Development and any subcontractor of the Appointed Contractor. Appointed Contractors will be undertaking work on the Development infrastructure, Golden Brick foundations, commercial and residential building and all other such work as we instruct them to do.	
A5	"Authority" means any Body or Organisation, public or private, that has obligations and powers invested by law. This could be the Health and Safety Executive, Environment Agency or the Local Authority.	
A6	"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.	

A7	"Communal areas" refers to Highways, footways, cyclepaths, landscaping, amenity space and any other area (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 Communal Area Plan (to be issued).	
A8	"Contract Lift" is a form of crane hire contract whereby the Hire company has responsibility for providing the crane, lift plan and all competent persons to execute the lift safely in compliance with legal requirements.	
A9	"Non-contract lift "and "Crane Hire only" contracts are forms of crane lift whereby the client/hirer is responsible for all or most matters that are hire company's responsibility under a Contract Lift.	

**Roger Ward FRSA FCABE MCIQB**

Head of Development Liaison

T: 07557 803676

E: roger.ward@gravenhill.co.uk

**Graven Hill Village Development Company Ltd**

Pioneer Square

Bicester

Oxfordshire

OX26 6JU

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