



CONSTRUCTION MANAGEMENT PLAN (CMP)

For

**Ashwood Care Home, 43 Spalding
Common, Spalding, PE11 3AU**



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CONSTRUCTION MANAGEMENT PLAN

1 Introduction

1.1 Background

This Construction Management Plan has been prepared in respect of the proposed extension works as Ashwood Care Home, 43 Spalding Common, PE11 3AU, the purpose of the document is to ensure potential impacts that may arise from the construction works approved by South Holland District Council in relation to this project are actively identified, managed, and minimised in accordance with the Planning Discharge Schedule.

This document, once submitted to and approved by the Council will strictly be adhered to. Any necessary amendments that need to be made as the project progresses must firstly be agreed with the Council. The Principal Contractor will be responsible for implementing the CMP.

Planning Discharge Schedule – Conditions

13 The Development hereby permitted shall be undertaken in accordance with a Construction Management Plan and Method Statement that shall first be approved in writing by the Local Planning Authority. The Plan and Statement shall indicate measures to mitigate the adverse impacts of vehicle activity and the means to manage the drainage of the site during the construction stage of the permitted development. It shall include;

- The phasing of the development to include access construction;
- The on-site parking of all vehicles of site operatives and visitors;
- The on-site loading and unloading of all plant and equipment;
- The on-site storage of all plant and materials used in constructing the development;
- Wheel wash facilities;
- The routes of construction traffic to and from the site including any off-site routes for the disposal of excavated material;
- Strategy stating how surface water run off on and from the development will be managed during construction and protection measures for any sustainable drainage features. This should include drawing(s) showing how the drainage systems (temporary or permanent) connect to an outfall (temporary or permanent) during construction.

Reason: In the interests of the safety and free passage of those using the adjacent public highway and to ensure that the permitted development is adequately drained without creating or increasing flood risk to land or property adjacent to, or downstream of, the permitted development during construction.

Description

2.1 Purpose of the Works

The work includes the construction of a two-storey rear extension to provide additional bedrooms, day space, storage, nurses station, assisted bathrooms and additional car parking spaces.

2.2 Main Components of the Works

The works shall comprise:

- New entrance works
- Excavation works
- Drainage installation
- Groundworks
- Brick and blockwork
- Roof works
- Mechanical and electrical works
- Service installation
- Joinery works
- Decoration works
- Landscaping works

2.3 Hours of Work

The working hours for the project will be:

- 08:00 – 18:00 hours - Monday - Friday
- 08:00 – 17:00 hours - Saturday
- Sundays and Bank Holidays – No Working

No deliveries shall be received or dispatched from the site outside the hours of Monday to Friday 08:00 to 18.00hrs, Saturday 08.00 to 17.00 hrs nor at any time on Sundays and Bank Holidays.

Deliveries will not be arranged during peak times between 8 -9am and 2-3pm.

Any work to take place outside of these periods will be subject to agreement with South Holland District Council and notifications of any other relevant parties. Certain activities may need to be completed outside normal hours to assist with minimising disruption.

2.4 Construction Programme

Construction activities are planned to commence in 2025 and are to be completed in following phases;

- Phase 1 – construction of the new entrance and additional parking spaces.
- Phase 2 – construction of the rear extension along with internal upgrade works to the existing care home.

As the construction site is situated within an existing operational care home, it will be secured and segregated with the use of double clipped Heras fencing to the site perimeter and health and safety signage displayed at all times. Both vehicular and pedestrian gates will be kept shut at all times throughout the day and locked out of hours. Construction access will be from the newly constructed entrance located on the Eastern boundary of the site.

2.5 Regulatory Requirements

2.5.1 Statutory Requirements

- The relevant statutory requirements are listed below:
- Control of Pollution Act
- Environmental Protection Act
- Environmental Protection (Duty of Care) Regulations
- Special Waste Regulations
- Pollution Prevention Control Act
- Pollution Prevention and Control Regulations
- Control of Pollution (Oil Storage) (England) Regulations
- The Control of Noise (Codes of Practice for Construction and Open Sites) (England) Order 2002
- Building Act

All sub-contractors that work on the project are expected to have a working knowledge of all relevant Acts and Regulations (some of which are listed below) and so be able to promote and encourage a high standard of health and safety during their work:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Manual handling Operation Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design & Management) Regulations 2015
- Personal Protective Equipment at Work Regulations 2022
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- Control of Substances Hazardous to Health (COSHH) Regulations 2002

These lists are not exhaustive.

2.6 Health and Safety Guidance

The Client will ensure that the appointed principal contractor will have the necessary skills, knowledge and experience to undertake the project without unnecessary risk to themselves and other third parties who may be affected. The appointed principal contractor will maintain an updated copy of 'Construction Site Safety – Safety Notes GE-700' (CITB Publication) and 'Health and safety in Construction' (HSE Publication) which provides guidance on construction activities, use of plant and equipment and PPE, etc. This publication shall be readily referred to by the Site Manager as and when additional information is required in respect of associated activities. Specific health and safety issues relating to the site shall be dealt with via the Construction Phase Health and Safety Plan which shall be maintained throughout the project and shall be updated as required.

A Construction Health and Safety File shall be prepared and submitted upon the completion of the construction phase in accordance with the CDM Regulations 2015 by the project principal designer.

2.6.1 Health and Safety Information

The Client will be responsible for the appointment of the project principal contractor in writing before works commence on site. All principal contractors tendering for the work will need to show evidence of their skills, knowledge and experience to demonstrate their competence as a principal contractor. Tendering principal contractors shall submit to the Client the following as a minimum prior to work commencement, under the SHEQ Approval System:

- A copy of the company's safety policy document
- The name and CV of the company's Safety Officer and details of any other duties they have.
- A Safety Plan for the work being tendered for and a Risk Assessment (as required by the Management of Health and Safety at Works Regulations) and job specific safety statement, which identifies the principal hazards likely to be encountered, assesses the risk from these hazards and details the means by which they will be removed or controlled.
- Safe systems of work for their scope of works to be undertaken on this project taking into consideration the findings of their risk assessment process and project pre-construction information provided.
- Fatal and major incident statistics for the organisation over the last three years.
- Disclosure of Health, Safety and Environmental enforcement action (notices, prosecutions etc.) taken against the sub-contractor in the previous three years
- Responses to the queries raised in the Pre-Tender Construction H&S pack.
- A Clear specification of resources and timescale to carry out the work safely and in accordance with the Health and Safety Plan.

- Evidence that they have the necessary skills, knowledge and experience to undertake their scope of works safely.
- Evidence of undertaking similar size projects.
- Contractor approval procedure.

2.6.2 Risk Assessment & Method Statements

The appointed principal contractor will implement robust procedures for the management of contractors work activities to include provision and review of risk assessments and safe systems of work. All Subcontractors shall submit to the principal contractor safe system of work and associated risk assessments describing the proposed works. Once appointed the Subcontractor shall provide a full Risk Assessment and Method Statement supported by any drawings, temporary works and calculations where required by the project principal contractor.

The Client's Health and Safety advisors and the project management team shall undertake safety audits of the principal contractor's health and safety arrangements for the management of proposed risk assessments and method statement, audits will be unannounced to ensure a true reflection of site arrangements on any given day.

2.6.3 Emergency Procedures

The Client will liaise with the principal contractor and emergency services and always maintain emergency access routes, for the duration of the works to the following locations:

- The delivery and collection area
- Site accommodation
- Access and egress routes to the project

The Client and the appointed principal contractor will liaise with South Holland District Council and maintain a Health & Safety plan, Emergency Plan and Fire Plan for the duration of the works. The site-specific emergency arrangements will be developed by the appointed principal contractor and be provided to all contractors and be communicated to all project workers during their site induction, they will also be displayed within the site office and canteen.

2.7 Environmental Considerations

2.7.1 Dust Suppression

Dust arising from any construction activities will be suppressed by several methods, to include:

- Design management, where the need for onsite cutting etc. is designed out.
- Means of dust extraction fitted to timber and MDF working tooling. Type M or H industrial vacuum to be used. The practice of dry sweeping in internal areas is to be avoided where possible / practicable.
- The cutting of construction materials such as concrete, brick, blocks and tiles with abrasive wheels will be undertaken always using water mist dust suppression in a designated area away from other site workers. Where possible block splitters will be used to avoid the need for cutting with abrasive wheels.
- Compliance with the site speed limit to reduce nuisance dust by vehicle movements.
- Use of water spray to control site dust in dry conditions.
- Site management team will be responsible for monitoring dust conditions on site for the duration of the project.

2.7.2 Road Contamination

Control measures will be implemented to ensure the roads surrounding the site are not contaminated with mud / debris from site activities. A wheel wash station will be set up at the construction site entrance to clean vehicle wheels before they access the public highway.

The appointed principal contractor will appoint an operative to always monitor the site entrance with regards to contamination of the immediate area of road & footpaths to avoid any build-up of dust and debris from site vehicles. This operative/s will also be responsible for inspecting lorry's wheels and cleaning, if required before the vehicle leaves site. The Client will review the condition of the roads and surrounding area of the site on a regular basis as part of their client H&S monitoring responsibilities to ensure that any dirt arising does not cause any additional risk or inconvenience to the adjacent highways, staff and nearby residents.

It will be a requirement that the appointed principal contractor has the above arrangements in place from the commencement of construction works on site and that they are maintained for the duration of the project and outlined within their project construction phase plan.

2.7.3 Management of Noise and Vibration

The working hours will be restricted to reduce nuisance to the care home and neighbouring residents.

The working hours will be adhered to, to ensure that no construction noise or vibration will be generated during unsociable hours and have an impact on the neighbouring community. Further to that, noise levels will be monitored during construction phases to ensure they fall within the recommended levels.

The project client and their appointed principal contractor will require contractors to ensure that their method statements are prepared with noise and vibration minimisation in mind.

Monitoring of noise and vibration levels will be undertaken during site visits by the client and the principal contractor's health and safety advisors when requested as construction progresses.

Vibration nuisance to adjoining neighbours and the wider community will be reduced to the lowest level by designing out the need for site activities that generate a significant level of vibration. Where there is a need for activities to be undertaken on site that generate vibration levels that pose a nuisance risk to the adjoining residents and wider community these activities will be planned to ensure they are kept to the shortest time possible and the lowest vibration levels. No works creating high levels of vibration will be undertaken before 09.00hrs and after 15.00hrs Monday to Friday only.

Prior notification in the form of letter drops to the neighbouring community and regular meetings with the care home manager will be carried out by the principal contractor to inform of any proposed vibration or noisy works to be carried out in the imminent future of the project.

2.7.4 Mobile and fixed plant

Mobile plant on site will be maintained in good order to ensure noise levels are as low as possible. The principal contractor will be advised of the requirements to reduce noise pollution to the lowest level possible and ensure that all mobile plant on site is as new as possible and well maintained. Daily pre-use inspections will be required of all mobile plant on site to ensure it remains in good order.

Plant will be stored within the designated compound area (as shown on the site plan) when not in use and plant nappy's will be used to prevent ground contamination.

2.7.5 Waste Management

Waste will be kept to minimum where possible and the client working with the principal contractor and contractors on site will continuously seek opportunities to re-use and recycle waste where practical. Any waste shall be sorted and recorded before it leaves site. Consideration will be given to developing a waste management plan so waste generated can be monitored and updated as required during the works.

All construction activities will apply the principles of the 'waste hierarchy', which is to reduce waste where possible, to re-use any waste where possible and only if the previous two options are exhausted, recycle the waste. This philosophy is enforced to all site staff through site induction training on material wastage and the need to reuse and recycle where possible and in addition to this waste procedures and through Toolbox Talks and information guidelines.

All waste contractors are vetted through a SHEQ approval process before being appointed. Copies of waste carrier's licenses will be obtained and maintained on site for reference as necessary.

If necessary, a hazardous waste company will handle all hazardous waste removal and provide the Duty of Care documentation, such as asbestos waste or contaminated soil.

Duty of care documentation will be maintained for a minimum of two years for general waste (Waste transfer note) and a minimum of three years for hazardous waste (Hazardous waste consignment notes) post completion of the project.

Continual monitoring of the site will be undertaken to control the amount of debris around the site. Good housekeeping practices will be adopted to control waste and ensure debris is disposed of appropriately. In addition to this construction materials will be suitably stored on site to prevent accidental damage by plant / vehicles and contamination / spoiling through weather damage or other contaminations.

2.7.6 Recycling

All arising's from construction works will be processed as the works proceeds.

Including:

- Spoil
- Bricks & block work
- Concrete
- General waste.
- Hazardous waste.

During the construction phase separate skips will be provided to segregate waste into categories such as general waste, and brick / block. If required a separate skip will be provided for any hazardous waste generated on the project.

We will work closely with our licensed waste contractors to manage any waste generated and closely monitor the recycled content and tonnages of waste removed. During the project, the principal contractor will encourage recycling amongst the site staff and operatives and provide adequate recycling facilities as part of the welfare accommodation.

2.7.7 Construction Material, Plant and Hazardous Substance Storage

Construction materials shall be stored in appropriate conditions to prevent damage by mobile plant / vehicles on site and contamination / damage by weather and spoiling other activities on site. A designated site compound will be established on site and secured with suitable fencing such as Heras.

Liquids stored on site will be stored within designated storage areas and containers sited away from drains, water courses, trees and unsurfaced areas. Storage containers shall be fit for purpose, labelled, regularly inspected and maintained, and shall all have secondary containment (such as a bund) to contain any leaks or spills. Fuels shall be stored in compliance with the Control of Pollution (Oil Storage) Regulations. Where possible, a dedicated plant refuelling station will be provided on site to reduce the need for fuel to be moved around site to different areas. A suitable sized spill kit and drip trays will be provided for the refuelling of plant both fixed and mobile. All double bunded fuel bowsers will be lockable and secured when not in use.

Arrangements for materials storage shall be set out in detail within the principal contractor's construction phase plan, the plan will be reviewed on a regular basis as the construction work progress. A specific area within the site will be designated as storage areas for plant, materials and waste. The project traffic management plan will be updated as necessary taking into consideration any changes in the location of the site compound or fuel storage areas to ensure that pedestrians and visitors are not placed at risk.

No hazardous materials or liquids will be stored near to any water course, protected vegetation, trees, shrubs or other sensitive area on site.

When not in use mobile plant will be stored in the secure site compound, to help reduce damage and theft from plant such as diesel.

2.8 Neighbouring Properties / Communities

As construction works progress updates will be issued to the local community via direct contact and information posters to keep them informed about current progress and forthcoming works.

Feedback will be requested from the care home staff and affected neighbours throughout the project and where complaints are made to the site, we will endeavour to respond sympathetically. We will maintain a designated complaints/incidents logbook or register covering:

- The nature of the complaint;
- The cause; and, where appropriate,
- Remedial action taken

A display board shall be erected outside the site identifying key personnel, contact addresses and telephone numbers along with information concerning details of the scheme and its progress.

2.9 Interface with adjoining sites

The Principal Contractor will ensure the construction works are securely segregated at all times, with the use of Heras fencing in order to prevent unauthorised access and where necessary works stopped to allow access for the public. Both the vehicular and pedestrian access gates will be closed at all times during the day and locked out of hours.

3 The Site

3.1 The Site and its surroundings

Access to the site will be via Spalding Common. Spalding Common has a speed limit of 60mph in place and this will be observed at all times. The site is surrounded by residential properties to the Northern and Eastern Boundaries, existing Ashwood care home to the West and agricultural fields to the South.



3.2 Traffic Management

The project's objectives are to minimise any disruption to the existing care home, local residents and the wider community and traffic passing the site. Construction vehicles will operate within any parameters agreed with the local council, the highways authority and any other relevant authorities.

Signs will be displayed requiring all visitors and deliveries to report to the Site Office. The site office will be suitably signed with directional signage.

Vehicle access and egress to the site for the duration of the project will be via the existing site entrance on Spalding Common. Once site is accessed the speed limit of 10mph will be adhered to.

All movement of vehicles on site will be in accordance with the site traffic management plan and the working / delivery hours. The need for vehicles to reverse will be eliminated wherever possible, however where there is the need for a vehicle to reverse this will be done under the control of a competent banksman at all times. All deliveries and collections to and from site will be within the agreed working hours of the site and always observing the site speed limits.

Daily inspections shall be carried out on protective fencing/barriers, storage areas and site traffic/access management arrangements to ensure adequacy.

Vehicles leaving the construction site will be cleaned on site with a wheel wash, if necessary, before joining Spalding Common to minimise the spreading of mud and dust onto the surrounding roads, ensuring the soiled water is contained on site. Highway cleaning operations will be undertaken where necessary to ensure public highways are kept clean of any debris/spoil emanating from the site.

The site management team will ensure that regular inspections of the surrounding roadways and footpaths are undertaken by the appointed principal contractor to ensure that they are maintained in a good condition.

3.2.1 Monitoring of Traffic Management Issues

During the construction, all matters relating to traffic management will be implemented and monitored by the appointed principal contractor and should any unforeseen issues arise, they will be addressed by changes to the plan as necessary. These revisions will be communicated to all concerned parties under provisions made in the CDM Regulations 2015.

The site management team will have knowledge of the Health and Safety Guidance Note HSG144 "Safe Use of Vehicles on Construction Sites".

Site HSE compliance monitoring audits will be undertaken by external HSE consultants, who will review compliance with the site traffic management plan and driving standards on / around site as necessary.

To ensure there is no waiting vehicles on the highway adjacent to the site, all deliveries will be pre-arranged and escorted onto site by the site manager and wait off Spalding Common. Departures from

site will be coordinated to ensure the access road is used by a single vehicle at any one time. It is noted that Spalding Common has a moderate volume of vehicle traffic and deliveries and collections will be planned to avoid peak traffic times in the morning and early evening.

3.2.2 Delivery Vehicle Controls

The Client and our appointed principal contractor will encourage material suppliers to make as few deliveries as is feasibly possible, by consolidating deliveries in order to reduce the delivery frequencies. The project principal contractor will be encouraged to specify that material suppliers are members of such best practice organisations such as the FORS to ensure that the delivery methods used are managed correctly and carried out more efficiently.

To prevent the queuing of vehicles on Spalding Common, it will be necessary for the project principal contractor to effectively manage the timings of deliveries to and from the site. By creating a vehicle booking register, it will be possible to reduce the number of failed deliveries and prevent deliveries arriving simultaneously, therefore, all vehicles must be booked in prior to arrival on site with times and dates agreed. The site manager will direct the vehicle to the site-specific material storage area.

The principal contractor will be responsible for the development of a detailed traffic management plan for the project which will be reviewed and updated as the project progresses. A copy of the project traffic management plan will be made readily available to all on site.

Vehicles will be guided by a banksman/signaller at all times. Under no circumstances are site workers vehicles to park or wait outside of the site. Heavy plant and vehicles will not be allowed to park or build up on Spalding Common.

Generally, and unless prior permission has been granted, no deliveries will be made outside the following hours:

- 8am – 4pm Monday to Friday
- 8am – 1pm Saturday
- Never on Sunday and or Bank/Public Holidays.

Where abnormal loads require to be delivered these may be arranged, with the prior permission of the local authority, outside of the standard hours of work.

3.2.3 Loading/Unloading of Lorries

Loading and unloading of Lorries will take place within the site in a designated area away from construction activities and the existing care home. This zone will be strictly segregated for loading activities and no pedestrians will be permitted to pass through when deliveries / collections are in place. These arrangements will be outlined in the principal contractors detailed site traffic management plan and construction phase plan.

All loading / unloading of materials and plant will be undertaken within the boundary of the construction site only.

3.2.4 Wheel Wash

Site vehicles will be washed down prior to leaving the site, when necessary, to reduce unwanted debris spreading onto Spalding Common and the wider local road network. A high-pressure water spray unit will be located within the compound area for the duration of the project, if required.

Waste water from the wheel wash, and from general site operations such as damping down and concrete delivery washout, will be stored in temporary 'Silt Buster' holding and separation tank on site, the level of which will be monitored by the principal contractor to ensure that any discharge to the public sewer complies with the water bylaws. When full, the tank will be emptied by a registered water disposal contractor using a vacuum tanker and transported to a local depot for processing prior to disposal. The tank will be emptied at regular intervals during the project, this operation will be controlled by a consignment note to allow full traceability of all material removed from site.

These wheel washing facilities will be available on site from the commencement of construction works and will remain on site for the duration of the project.

3.3 Arrangements for Site Security

All work areas will be suitably signed at the access / egress point to the site, warning persons of construction activity, such as 'construction site – keep out' and 'visitors/deliveries to report to site office'. HSE Guidance Note HSG 151 'Protecting the public – your next move' will be followed.

The site entrance gates will be closed and monitored during working hours. Entry to the site will be controlled by means of signing in/out system to inducted personnel and visitors. The site boundary will be made secure by Heras type fence double clipped and braced as necessary, the fencing will be a minimum of 2m high. The site access / egress point will be via the newly constructed entrance and will be secured by lockable gates.

The site security fencing will be inspected daily and maintained on a regular basis by the site manager, to ensure it is safe and secure, the site entrance will be supervised during working hours.

The appointed principal contractor will be responsible outlining how the construction site will be made secure within their construction phase plan for the project taking into consideration all the above information. Site security will be reviewed by the Client and their external H&S advisors on a regular basis.

3.4 Site Office and Welfare Facilities

Welfare facilities provided will be suitable and sufficient for the maximum number of construction workers to be present on site at any one time, complying with Schedule 2 of the Construction (Design and Management) Regulations 2015.

The welfare facilities will consist of Toilets, Canteen and Office.

The Principal Contractor will ensure the welfare facilities are monitored to ensure they are cleaned and sanitised on a regular basis and that regular checks are undertaken to ensure they are kept in a tidy condition.

Please see site set up plan.

3.5 Parking

All site traffic will access the site from the newly constructed entrance on the eastern boundary and there will be designated on-site parking available for both site operatives and visitors.

Parking shall not be permitted outside of the construction site boundary on public roads and the wider community. Under no circumstances will parked vehicles obstruct access and egress for emergency services or neighbouring properties. No vehicles other than those authorised to do so shall be permitted to access beyond the site boundary.

Signs will be displayed requiring all visitors and deliveries to report to the Site Office.

3.6 Storage of Materials

Materials will be stored within the designated area (site compound) within the site boundary in accordance with the site set up plan.

Hazardous materials will be securely stored to prevent access by unauthorised persons, quantities of hazardous materials will be kept to a minimum at all times on site. Other materials will be stored/stacked in a safe and secure manner ensuring their stability and in such a manner so they do not obstruct the vision of any vehicle, plant drivers and pedestrians on site.

Continual monitoring of the site will be undertaken to control the amount of debris around the site. Good housekeeping practices will be adopted to control waste and ensure debris is disposed of appropriately.

Any hazardous materials / substances on site will be stored in suitable locations to ensure there is minimal risk to the site being contaminated in the event of a spillage.

Facilities will be available on site from the commencement of the project to swiftly deal with any spillage of hazardous materials / substances. These arrangements will be communicated to all project workers during their site induction on to the project. The safe storage of construction materials / substances will be monitored on a daily basis by the principal contractor.

Site Set Up Plan and Traffic Management Plan

	Welfare facilities
	Contractor/Visitor Parking
	Material and Plant storage Area
	Loading/unloading & Waiting Area
	Pedestrian Route
	Care Home Staff/ Visitor Access
	Wheel Wash
	Construction Vehicle access route
	Site Boundary Fencing
	Temporary Kitchen



Ashwood Care Home, Spalding Common
Construction Management Plan