



working on
behalf of



A20 Improvement Scheme, Dover

Site Information Booklet



Registered site
www.ccscheme.org.uk

GOOD WORKS

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A20 Improvement Scheme, Dover

Project description:

The aim of this key road scheme is to improve traffic flows through identified congestion points along the A20. This work will be conducted in phases to minimise disruption in the immediate vicinity.

The works will comprise of two junction improvements on the A20 at the Prince of Wales and York Street roundabouts with Mova Smart system traffic lighted junctions and improved access to Union Street. The traffic light control system for Woolcomber Street is also being upgraded.

Considerable planning and traffic modelling has gone into finding the best way to implement these improvement works to ensure that traffic utilising the ferry ports and the local community are able to continue with minimal disruption.

Access to all local businesses and residences will be maintained throughout the works. It is anticipated that works will be completed by the end of 2016.

Key Phases:

Phase 1 – Prince of Wales Roundabout : The initial phase will start on 20th February at the Prince of Wales roundabout and is anticipated to be completed by September. Access to all local businesses and residences will be maintained throughout this time.

Phase 2 – York Street Roundabout : The next phase, the York Street roundabout, will only start once these improvements are complete.

The Visitor Centre situated in the site compound is open on Wednesday's between 10:00 – 14:00 or by appointment Monday to Friday.

Jackson Civil Engineering Site Compound and Visitor Centre.

101-102 Snargate Street, Dover, Kent, CT17 9DA

Helpline number: 07813 520878 Email: A20Feedback@jackson-civils.co.uk



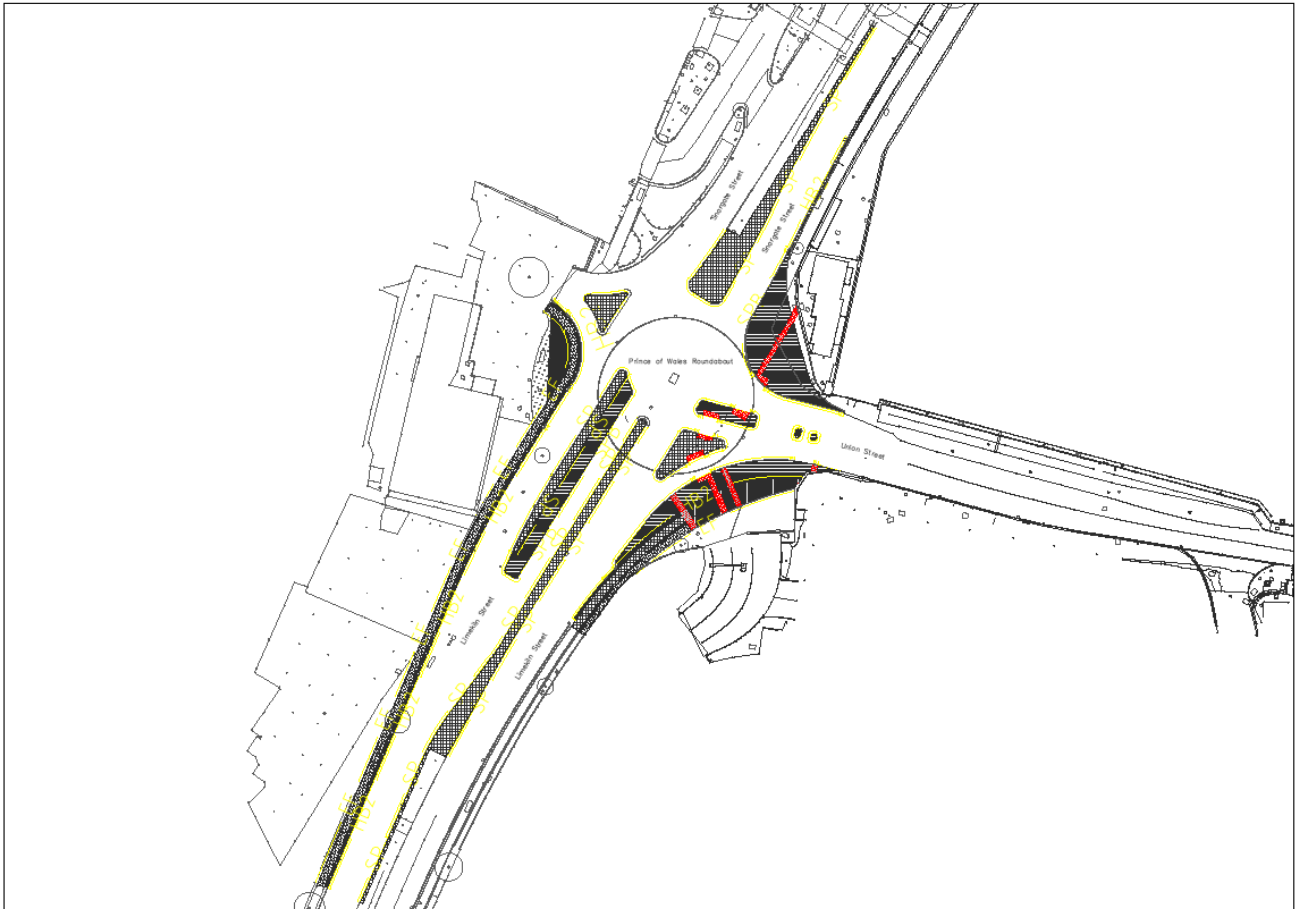
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A20 Improvement Scheme

Proposed changes to Prince of Wales Roundabout



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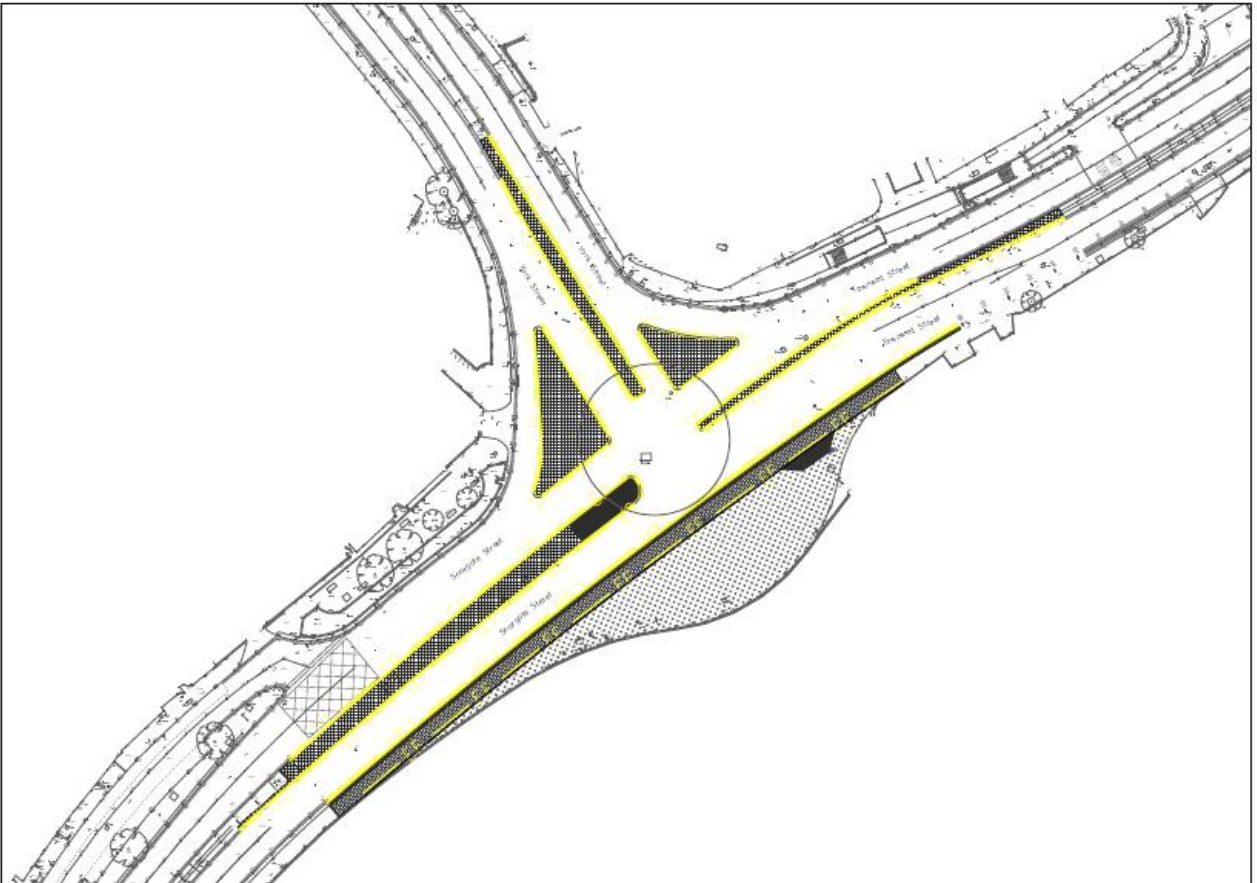
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A20 Improvement Scheme

Proposed changes to York Street Roundabout



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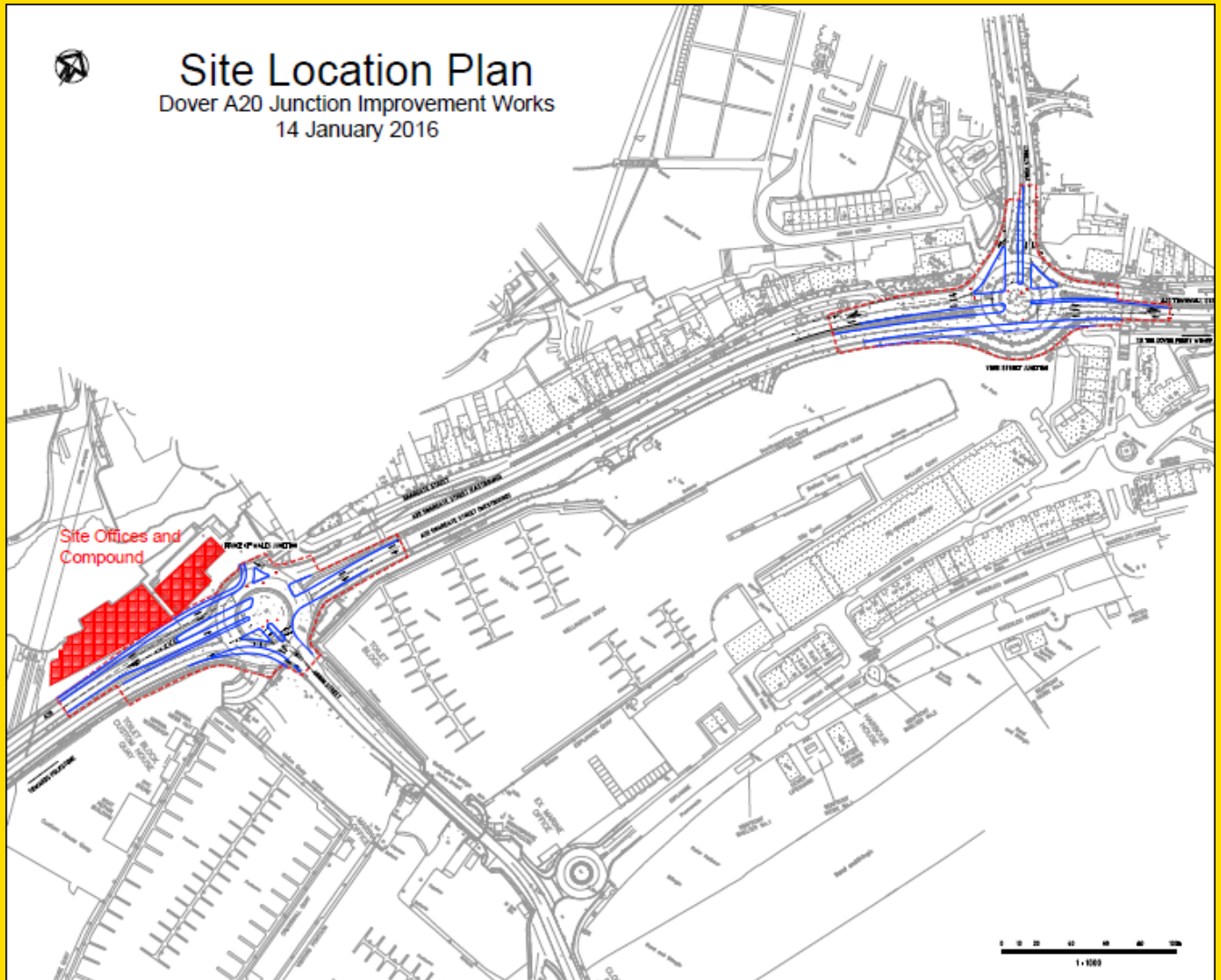
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Site Compound



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Meet the Site Team



Name: Jon Edwards

Role: Project Manager

Organisation: Jackson Civil Engineering

Mob: 07891 267466



Name: Shaun Croucher

Role: Sub-Agent

Organisation: Jackson Civil Engineering

Mob: 07812 540532



Name: Alex Markwick

Role: Quantity Surveyor

Organisation: Jackson Civil Engineering

Mob: 07875 395759



Name: Andy Fright

Role: General Foreman

Organisation: Jackson Civil Engineering

Mob: 07718 809751



Name: Shane Neal

Role: Site Engineer

Organisation: Jackson Civil Engineering

Mob: 07773 068647



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Meet the Site Team cont...



Name: James Rickman

Role: Trainee Engineer

Organisation: Jackson Civil Engineering

Mob: 07854 323221



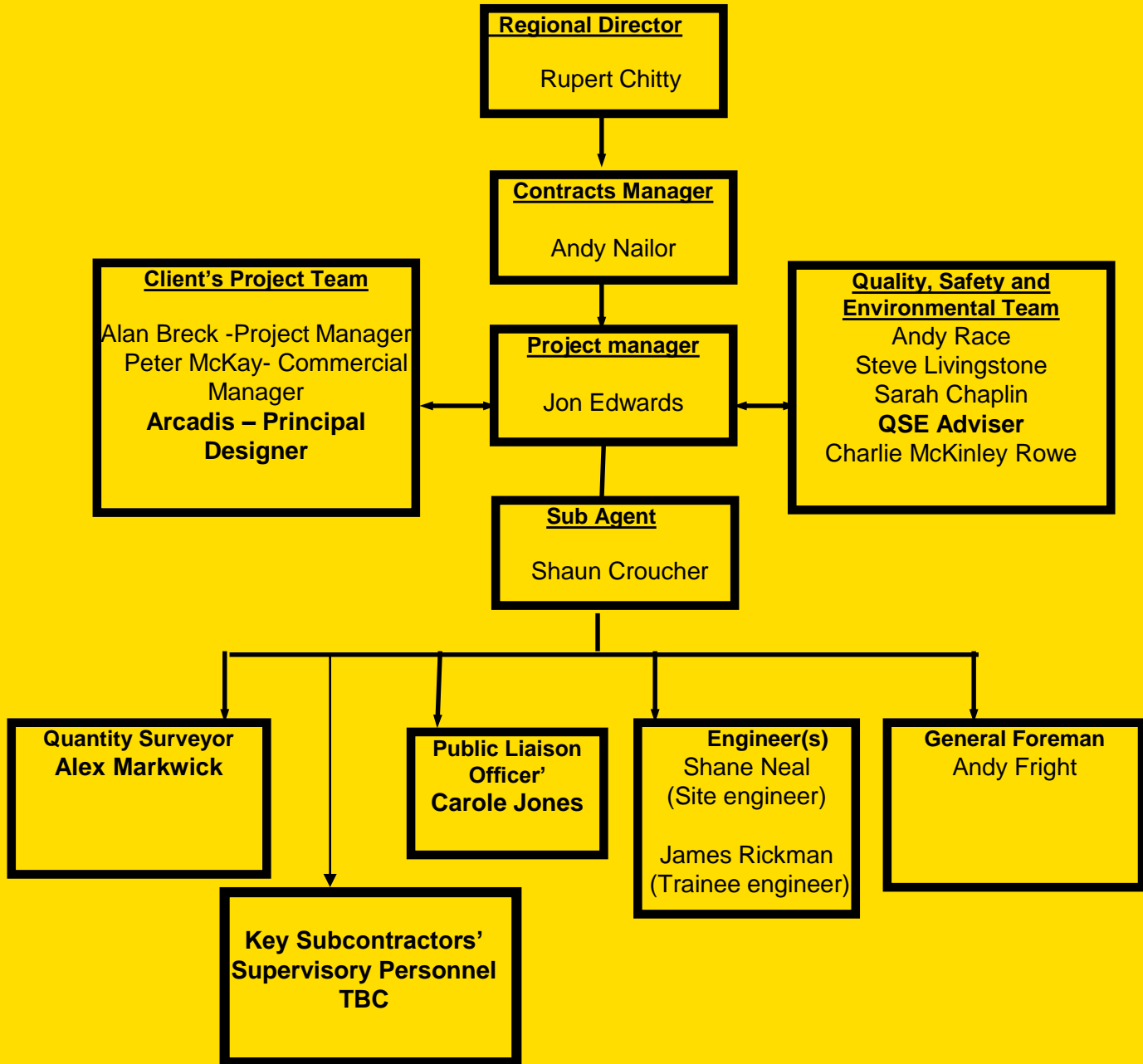
Name: Carole Jones

Role: Public Liaison Officer

Organisation: Jackson Civil Engineering

Mob: 07813 520878

Management structure



Public Liaison Officer



My name is Carole Jones and I am the Public Liaison Officer for the A20 Improvement Scheme. My role is to keep the local community updated and engaged with the scheme. I regularly communicate with the local businesses and residents through visits, telephone calls and written communications.

If you'd like to find out more about the scheme or have any questions you are welcome to visit the Visitor centre which is open every Wednesday between 10:00 – 14:00 or by appointment Monday to Friday.

You are welcome to contact me on: **07813 520878**
or via email at: A20Feedback@jackson-civils.co.uk

Site Rules

- PPE- Wear your safety helmet, safety footwear/gloves and hi-vis clothing whilst outside the confines of the site office at all times, Safety glasses are task specific. Ensure safety boots conform to EN20345- toe & mid sole protection. Any other additional PPE required will be stated in the task specific method statement, Shorts and vests are prohibited on site.
- Be aware of JCE's quality, safety and environmental policy. Conduct your work in a quality, safety and environmentally conscious manner. Do not hinder the work of others and refrain from horseplay.
- You will be excluded from site if you fail to comply with any written or verbally instructed safe systems of work, or you abuse any facilities provided in the interests of safety, welfare or the environment.
- Do not smoke in the site office or any other prohibited areas. Smoking will not be permitted whilst operating mobile plant and equipment, No smoking in any enclosed or semi-enclosed areas. Smoking only in designated smoking areas.
- Do not use a mobile phone whilst operating plant or equipment, or undertaking other site activities.

Site Rules cont...

- Be aware of JCE's alcohol and drugs policy. Do not bring any alcohol or drugs onto site. You will be excluded from the site if you appear to be under the influence of alcohol or drugs.
- Inform the site manager if at any time you are suffering from a medical condition or taking medication that could affect your own safety or that of others.
- Be aware of JCE's worksafe policy: If it's not safe or not environmentally acceptable - don't do it.
- Follow good housekeeping practice. Keep the office and site tidy, and clear up any litter. Do not leave materials or debris in a position that creates a hazard to yourself, others or the environment.
- Be aware of the arrangements for managing and segregating waste, set out in the site waste management plan (SWMP), and your responsibility to comply with them
- Be aware of the risks associated with any hazardous materials used on site, eg chemicals, additives, etc. Familiarise yourself with the COSHH assessment sheet displayed in the site office.

Site Rules cont...

- Do not carry out any excavation without with a permit to break ground, this must be authorised by the supervisor before each working shift. Similarly do not carry out any lifting operation without a permit to lift.
- When hand digging to locate HV cables, always wear flash-proof PPE as instructed by the supervisor. Only fully insulated tools to be used when locating services.
- Do not enter the operating area of any machine capable of slewing without the permission of the machine driver or operator (minimum distance 600 mm). Attract the driver's attention and do not approach on the blind side of the machine.
- Do not operate any plant or equipment unless you are trained and hold a valid CPCS card or other recognised certification.
- Inform the site manager if at any time you are suffering from a medical condition or taking medication that could affect your own safety or that of others.
- Be aware of JCE's worksafe policy: If it's not safe or not environmentally acceptable - don't do it.

Site Rules cont...

- Follow good housekeeping practice. Keep the office and site tidy, and clear up any litter. Do not leave materials or debris in a position that creates a hazard to yourself, others or the environment.
- Be aware of the arrangements for managing and segregating waste, set out in the site waste management plan (SWMP), and your responsibility to comply with them
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- Do not carry out any excavation without with a permit to break ground, this must be authorised by the supervisor before each working shift. Similarly do not carry out any lifting operation without a permit to lift.
- When hand digging to locate HV cables, always wear flash-proof PPE as instructed by the supervisor. Only fully insulated tools to be used when locating services.
- Do not enter the operating area of any machine capable of slewing without the permission of the machine driver or operator (minimum distance 600 mm). Attract the driver's attention and do not approach on the blind side of the machine.

Site Rules cont...

- Do not operate any plant or equipment unless you are trained and hold a valid CPCS card or other recognised certification.
- Do not operate any ride-on plant covered by JCE's insurance unless you have a valid driving licence and are authorised to do so by the site manager. Ensure before driving JCE site vehicles you have been authorised to do so under JCE QAF 142 – authorised drivers application
- Remove the ignition keys from all plant and equipment when it is not in use or left unattended.
- Report any defective plant or equipment to your supervisor.
- Prevent fuel and oil spills. Ensure drip trays or absorbent mats are provided for all static plant and equipment. Report any spillages or leaks to the supervisor.
- Only undertake fuel and oil filling in designated areas with spill protection in place. Keep fuel bowsers locked when not in use.
- Only store fuels, oils, gas bottles and other chemicals in their proper containers in the designated secure storage areas.

Site Rules cont...

- Beware of the risks associated with working in the proximity of drains - potential for leptospirosis.
- Attend 'toolbox talks' and other briefing sessions as directed by the site manager or supervisor.
- Ensure all delivery tickets are handed in to the site office. A SWMP is being incorporated into the works with regards to all materials.
- The proposed works area's are heavily trafficked by members of the public, ensure segregation fencing is in place at all times to protect members of the public from the immediate works
- All site vehicles/plant must have orange flashing beacons and be in use at all times, all plant and vehicles should give way to pedestrians at all times. 5MPH max whilst on site.
- Workforce are to be respectful to the public whilst gaining access to the working area's. Abide by the speed limits on public roads. Traffic marshal men to be in use at all times when plant movements are required outside the confines of the immediate working area.

Site Rules cont...

- No lone working at any time - All personnel are too briefed on the emergency response plans
- Working at height- no access to the back of trailer/truck beds/cabins ect - unless fall arrest system is in place by means of air bags or fall arrest system.
- When working in direct areas where residential/public access is required to properties or businesses it should be noted that access should be re-routed before work commences and all arrangements are in place to prevent the public gaining access to the working areas. Ensure dust levels are monitored, if dust becomes an issue the works must stop immediately until mitigation measures have been implemented e.g wet cuts blocks Access – all site personnel must abide by the traffic management and site set up location plans.
- The workforce are to report and promote near misses.

Site Rules cont...

- There are several services present within the formation levels which must be highlighted to the workforce
- Services stated below:
- Overhead BT cable/phone lines within adjacent areas
- telecommunications
- Existing manholes and drainage runs
- Electricity - HV/LV cables
- Gas
- Water
- Southern water
- Street lighting
- Ground lighting within materials storage area

First Aid

Site First Aiders are as follows:

- Andy Fright - 07718 809751
- Alex Markwick - 07817 012565
- Shane Neal - 07773 068647
- James Rickman - 07854 323221



First Aid facilities are provided at the following locations:

- Main Site Office
- Welfare unit

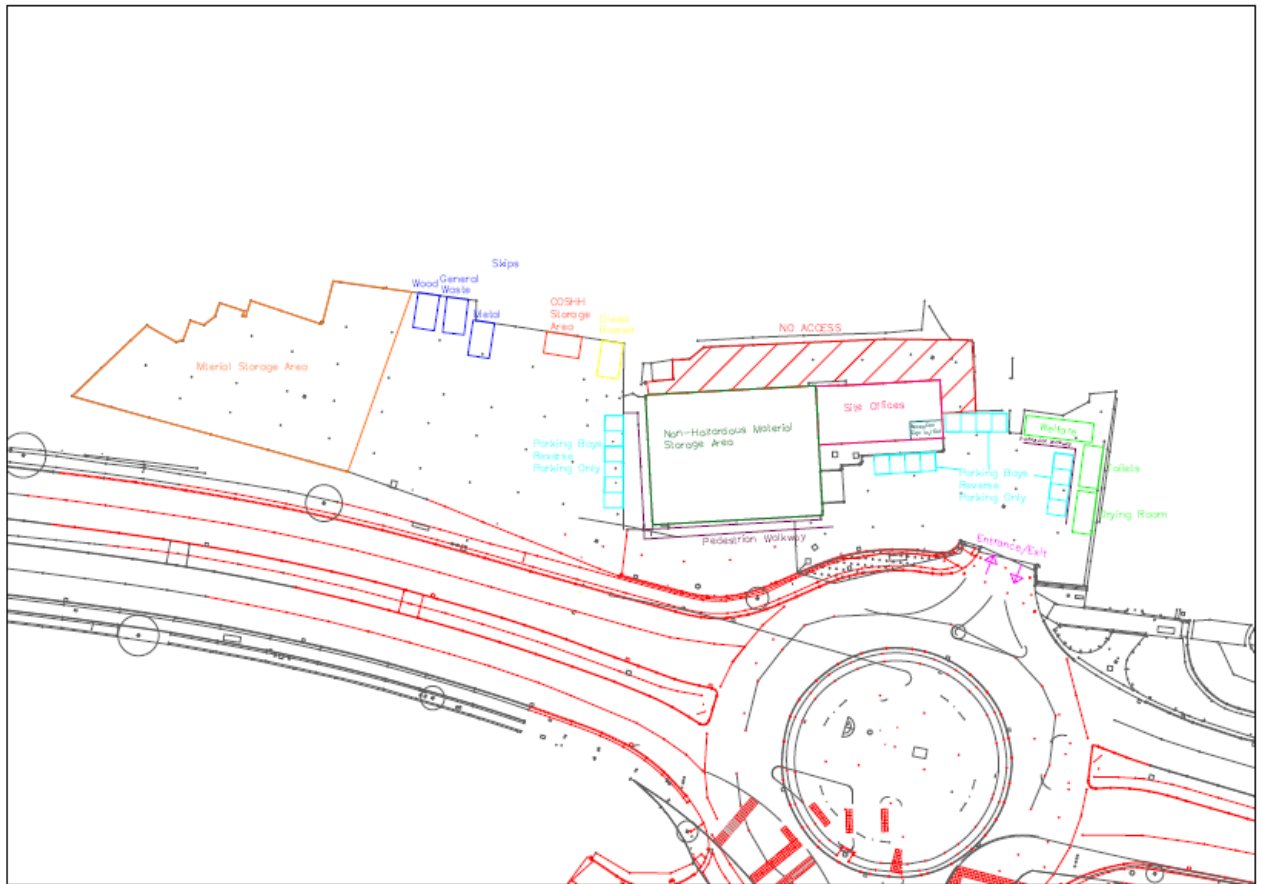
Please ensure that all accidents, however minor, are reported to a member of the site supervisory team and recorded in the Accident Report.
Please ensure that details of all injuries are entered into the accident book.

Similarly, please ensure that all incidents which have the potential to cause harm are reported to a member of the site supervisory team – even if no injury was caused. This will enable a Near Miss Report to be produced and the incident investigated. Remember – next time it might be you that is injured by something that could have been prevented.

The Accident Book and Accident Report Forms are kept in the main Site Office.

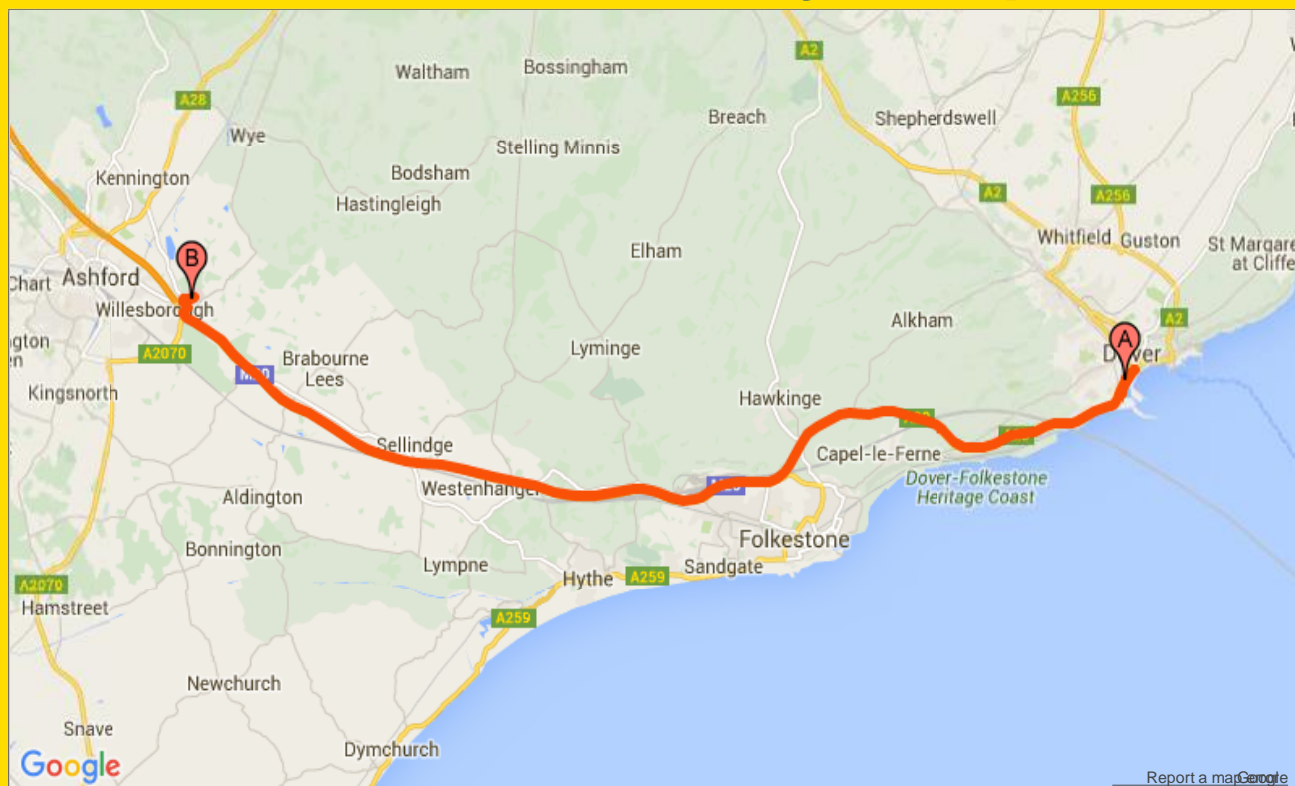
Thank you for your co-operation

Site Compound Layout



Site Address :
101-102 Snargate Street, Dover, Kent CT17 9DA

Route to William Harvey Hospital



Directions (driving) from (A) Snargate Street Dover , Kent CT17 9DA

Total journey distance: 20.53 ml

Total journey time : 24 mins

Head northeast on Snargate Street towards A20

At the roundabout, take 3rd exit onto Snargate Street /A20

At Prince of Wales roundabout take 3rd exit onto A20

At the roundabout take the 3rd exit onto Limekiln Street A20

At the roundabout take the 1st exit onto Archcliffe Road A20

Continue onto M20 (signs for London/Channel Tnl/Ashford)

At junction 10 take A2070/a292 exit to Ashford/Hastings

At the roundabout take the 3rd exit onto Kennington Road/A2070

At the roundabout take 3rd exit

Turn right

(B) o/s William Harvey Hospital, Willesborough, Ashford, TN24

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Health & Safety Incident Reporting

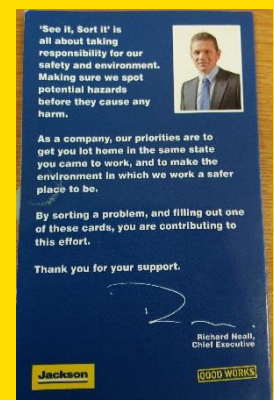
Accidents, safety and environmental incidents and near misses are reported using JCE's prescribed standard forms. Refer to CP 302.07 - Accident and Incident Management.

JCE's 'Share-It' cards are also used for reporting near misses.

All injuries, dangerous occurrences and industrial diseases are reported in accordance with RIDDOR.

Details of all injuries are entered into the Accident Book, which is located in the Site Office.

Subcontractors are required to comply with these requirements and inform JCE of any accident or incident.

A form titled "See it, Sort it" with a yellow eye graphic. It contains fields for Site, Date, Location, Name (optional), Time, and Contract No. (optional). There is a section for "Brief description of observation:" and a large area for "Action taken:". At the bottom, there is a line for "Verified (Manager's signature):" and a note "Please forward completed copies to the GSE Team." The Jackson and GOOD WORKS logos are at the bottom.




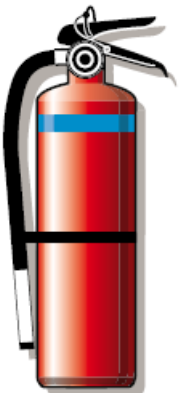


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James Rickman – Fire Marshall

Fire Safety

1. In the event of a fire take a moment to properly assess the situation and think clearly about it before acting. Stay Calm!
2. Do not put yourself or any other persons at risk in dealing with the fire.
3. Raise the alarm and call the fire brigade immediately.
4. Fire extinguishers are only provided to assist fire escape. Only trained personnel should use them to fight a fire.
5. Proceed to the nearest muster point and stay there until instructed otherwise.
6. Inform the site manager as soon as possible, he will report the incident to the company safety department. The safety department will report the incident to the HSE if appropriate.
7. Enter the details of any injuries into the accident book, as soon as possible.
8. Only recommence work when instructed to do so by the site manager.

WATER	POWDER	FOAM	CARBON DIOXIDE (CO2)
For wood, paper, textile and solid material fires	For liquid and electrical fires	For use on liquid fires	For liquid and electrical fires
			
DO NOT USE on liquid, electrical or metal fires	DO NOT USE on metal fires	DO NOT USE on electrical or metal fires	DO NOT USE on metal fires

*The contents of an extinguisher is indicated by a zone of colour on the red body.
Halon extinguishers are not shown since no new Halon production is permitted in the UK.*



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Spill Response

1. In the event of a spillage stop work immediately.
2. If spillage is flammable extinguish all possible ignitions.
3. Ensure suitable protective clothing is worn when dealing with oil/fuel spills.
4. Identify the source of the spillage and rectify the problem.
5. Contain the spillage – on land use earth/sand to construct a bund around the spill and prevent it spreading. Use booms to contain oil spills that have already entered a water course. Block drains using Dammit mats provided within the spill kits.
6. Inform the site manager of the spillage as soon as possible.
7. Clean up the spill – For minor incidents use the absorbent granules/pads to mop up spills. For large incidents the specialist clean up contractor should be contacted.
8. Place all contaminated absorbent materials within the disposal drum provided.
9. Do not use detergents to disperse any spillage.
10. Seek first aid if any substances have affected the eyes or skin, or have been swallowed or inhaled.
11. Notify the site manager of all actions taken.
12. Follow ERP S0005/ERP/001.

Hand Arm Vibration

Advice for employees

What is handarm vibration?

Handarm vibration is vibration transmitted into your hands and arms when you use handheld powered work equipment. Too much exposure to handarm vibration can cause handarm vibration syndrome (HAVS) and carpal tunnel syndrome.

What is handarm vibration syndrome?

- HAVS affects the nerves, blood vessels, muscles and joints of the hand, wrist and arm.
- It can become severely disabling if ignored.
- It includes vibration white finger, which can cause severe pain in the affected fingers.

What is carpal tunnel syndrome?

Carpal tunnel syndrome is a nerve disorder which may involve pain, tingling, numbness and weakness in parts of the hand, and can be caused by, among other things, exposure to vibration.

What are the early signs and symptoms to look out for?

- Tingling and numbness in the fingers (which can cause sleep disturbance).
- Not being able to feel things with your fingers.
- Loss of strength in your hands (you may be less able to pick up or hold heavy objects).
- In the cold and wet, the tips of your fingers going white then red and being painful on recovery (vibration white finger).

If you continue to use high vibration tools these symptoms will probably get worse, for example:

- the numbness in your hands could become permanent and you won't be able to feel things at all;
- you will have difficulty picking up small objects such as screws or nails;
- the vibration white finger could happen more frequently and affect more of your fingers.

Hand Arm Vibration Cont...

When am I at risk?

You are at risk if you regularly use handheld or handguided power tools and machines such as:

- concrete breakers, concrete pokers;
- sanders, grinders, disc cutters;
- hammer drills;
- chipping hammers;
- chainsaws, brush cutters, hedge trimmers, powered mowers;
- scabblers or needle guns.

You are also at risk if you hold workpieces which vibrate while being processed by powered machinery such as pedestal grinders.

How can I help reduce the risks?

It is your employer's responsibility to protect you against HAVS and carpal tunnel syndrome, but you should help by asking your employer if your job could be done in a different way without using vibrating tools and machines. If this cannot happen:

- Ask to use suitable lowvibration tools.
- Always use the right tool for each job (to do the job more quickly and expose you to less handarm vibration).
- Check tools before using them to make sure they have been properly maintained and repaired to avoid increased vibration caused by faults or general wear.
- Make sure cutting tools are kept sharp so that they remain efficient.
- Reduce the amount of time you use a tool in one go, by doing other jobs in between.
- Avoid gripping or forcing a tool or workpiece more than you have to.
- Store tools so that they do not have very cold handles when next used.
- Encourage good blood circulation by:
 - keeping warm and dry (when necessary, wear gloves, a hat, waterproofs and use heating pads if available);
 - giving up or cutting down on smoking because smoking reduces blood flow; and
 - massaging and exercising your fingers during work breaks.

What else can I do?

- Learn to recognise the early signs and symptoms of HAVS.
 - Report any symptoms promptly to your employer or the person who does your health checks.
 - Use any control measures your employer has put in place to reduce the risk of HAVS.
 - Ask your trade union safety representative or employee representative for advice.
- Help your employer to stop HAVS and carpal tunnel syndrome before they become a problem for you.

Noise



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What is the problem with noise?

Noise is part of everyday life, but too much noise can cause permanent and disabling hearing damage. This can be hearing loss that gets worse over time, damage caused by sudden, extremely loud noises, or tinnitus (permanent ringing in the ears).

With hearing damage, conversation becomes difficult or impossible, your family complains about the television being too loud, you have trouble using the telephone, and you may be unable to sleep. By the time you notice, it is probably too late.

However, there is no need for your hearing to be damaged by your work – your employer has a duty to protect you and should be working on measures to reduce the risk. You can play a part in helping your employer to protect you.

Is there a noise problem where I work?

If any of the following apply, your employer would be expected to be doing something about noise:

- the noise is intrusive – like a busy street, a vacuum cleaner or a crowded restaurant – or worse, for most of the working day;
- you have to raise your voice to have a normal conversation when about 2 m apart, for at least part of the day;
- you use noisy powered tools or machinery for over half an hour a day;
- the type of work is known to have noisy tasks, eg construction, demolition or road repair; woodworking; plastics processing; engineering; textile manufacture; general fabrication; forging or stamping; paper or board making; canning or bottling; foundries; waste and recycling;
- there are noises because of impacts (such as hammering, drop forging, pneumatic impact tools etc), explosive sources such as cartridge-operated tools or detonators, or guns.

Another sign that something should be done about the noise is having muffled hearing at the end of the day, even if it is better by the next morning. If you have any ear or hearing trouble, let your employer know.



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Noise Cont...



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What does my employer have to do?

Your employer should be looking at:

- using quieter equipment or a different, quieter process;
- engineering/technical changes to reduce the noise at source;
- using screens, barriers, enclosures or absorbent materials;
- laying out of the workplace to create quiet workstations;
- improved ways of working to reduce noise levels;
- limiting the time you spend in noisy areas.

Your employer should be consulting you or your workplace representatives on these things.

What do I have to do?

Co-operate Help your employer to do what is needed to protect your hearing. Make sure you use properly any noise-control devices (eg noise enclosures), and follow any working methods that are put in place.

Wear any hearing protection you are given Wear it properly (you should be trained how to do this), and make sure you wear it all the time when you are doing noisy work, and when you are in hearing protection zones. Taking it off even for a short while really reduces the overall protection you get, meaning your hearing could still be damaged.

Look after your hearing protection Your employer should tell you how to look after it and where you can get it from. Make sure you understand what you need to do.

Attend for your hearing checks It is in your interest that any signs of damage to your hearing are detected as soon as possible, and certainly before the damage becomes disabling.

Report any problems Report any problems with noise-control devices or your hearing protection straight away. Let your employer and any workplace representative know.

Note: all of the above are legal duties on you.

Noise Cont...



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Personal hearing protection

Hearing protection such as earmuffs and earplugs is your last line of defence against damage. Your employer should provide it, and train you how to use it and how to get replacements. There are many different types and designs available, and your employer should consult you and offer a choice. **Earmuffs** They should totally cover your ears, fit tightly and have no gaps around the seals. Don't let hair, jewellery, glasses, hats etc interfere with the seal. Keep the seals and the insides clean. Don't stretch the headband – the tension is crucial to protection. Helmet-mounted earmuffs can need particular care to get a good seal around your ears.

Earplugs They go right in the ear canal, not just across it. Practise fitting them and get help if you are having trouble. Clean your hands before you fit earplugs, and don't share them. Some types you use only once, others can be re-used and even washed – make sure you know which type you have.

Semi-inserts/canal caps These are held in or across the ear canal by a band, usually plastic. Check for a good seal, every time you put them on. Follow the same general advice as for earplugs and make sure any band keeps its tension.



This sign indicates an area where you must wear hearing protection.



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Emergency reporting procedure – site incident

- Be aware of the *Emergency Response Plans* displayed in the site office and welfare facilities.
- Be aware of the instructions on the *First Aid*, *Fire Action* and *Oil & Fuel Spillage* posters.
- Report all accidents, environmental incidents and near misses to the site manager or supervisor immediately. Follow JCE site incident reporting procedure if a event occurs.
- Enter details of all injuries in the *Accident Book*.

• The Scheme is owned by the Construction Umbrella Bodies (Holdings) Ltd (made up of the Construction Products Association and the Construction Industry Council)

- The Scheme is concerned about any area of construction activity that may have a direct or indirect impact on the image of the industry as a whole.
- The main areas of concern fall into three categories: general public, workforce and the environment



- The Considerate Constructors Scheme is the national initiative set up by the construction industry to improve its image.
- Sites and companies that register with the Scheme are monitored against a Code of Considerate Practice, designed to encourage best practice beyond statutory requirements.
- The Scheme has achieved extraordinary success in transforming UK construction into an ever more considerate industry. As such, the industry now leads the world for standards of neighbourliness, cleanliness, environmental care and staff welfare. It is a self-financing independent organisation

Jackson

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**This site is registered with
the Considerate Constructors Scheme**

0800 783 1423
www.ccscheme.org.uk

The Considerate Constructors Scheme is a non-profit-making, independent organisation set up to improve the image of construction. The Scheme has no legislative powers but encourages participating construction sites to perform beyond legal requirements.

Participation is voluntary and those who choose to register with the Considerate Constructors Scheme must adhere to the Code of Considerate Practice. This Code is designed to encourage sites to work with the greatest care and consideration for the neighbourhood and general public, the workforce and the environment.

The neighbourhood and general public

Registered sites should do all they can to reduce the impact of construction activity on anyone affected by their work and should aim to leave a positive impression on their neighbours.

The workforce

Companies managing registered sites should do all they can to be a considerate employer. They should provide clean and appropriate facilities for all those who work for them, and treat every employee with respect.

The environment

Registered sites should do all they can to reduce any negative impact they may have on the environment, and should work in an environmentally-conscious and sustainable manner.

Every registered site is visited by one of the Scheme's experienced Monitors who assesses its performance and scores it against the Code of Considerate Practice. The highest standards of considerate construction are encouraged and recognised each year through the Scheme's National Site Awards.

The Code of Considerate Practice and more information about the Scheme can be found by visiting www.ccscheme.org.uk. If you would like to comment on how considerate this site is, please call the site contact using the details on this poster. Alternatively, you can call the Considerate Constructors Scheme on the freephone number above.

Site Details:

Project

**Dover A20 Junction
Improvements**

Principal Contractor

Jackson Civil Engineering

Project Manager

**Jonathan Edwards
07891 267466**

Client

Dover Harbour Board

Local Authority

Kent County Council



Registration Number: 94405

Improving the image of construction



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