

HSWA 1974 s.3: the site is run so that people who are not at work — the school run, the shop's customers, the ward on the floor above — are not exposed to its risks. CDM 2015 reg 13 puts that on the principal contractor; reg 18(2) requires the perimeter to be identified by signs and/or fenced off where necessary, in accordance with the level of risk; reg 13(4)(b) requires reasonable steps to prevent unauthorised access; HSG151 is the guidance and it treats children as the test case. This plan is the arrangements where the public and the site meet: the gates, the times, the escorts, the deliveries, the noise, and who answers the phone. The weekly check that the arrangements are holding is KD-INS-PP-018; the site's own traffic is KD-TM-TP-001; the neighbours' noise and dust record is KD-SITE-NM-023.

1 SITE AND NEIGHBOURS

PROJECT / SITE REF	SITE	DATE	PLAN PREPARED BY
PLAN REVISION	BOUNDARY DRAWING REF	PHASE COVERED	IN FORCE FROM
WHO IS NEXT DOOR, AND WHO IS INSIDE			

2 THE BOUNDARY AND THE GATES

BOUNDARY	GATES	GATE CONTROL
HOARDING, PAVEMENT AND SCAFFOLD ARRANGEMENTS ON THE HIGHWAY		PEDESTRIAN DIVERSIONS
Nothing can fall, roll or reach outside the boundary: fans, netting, brick guards, tools tethered above public areas The boundary is checked at the end of every day: no gaps, no climbable points, gates locked, ladders removed or boarded Plant immobilised and keys out; fuel, gas and chemicals locked away; excavations near the boundary fenced and covered Site contact number, out-of-hours number and the emergency notice displayed on the boundary, readable from the pavement		

3 SENSITIVE TIMES — WHAT THE SITE DOES NOT DO, AND WHEN

NEIGHBOUR	TIMES (DAYS / HOURS)	WHAT THE SITE DOES NOT DO THEN	WHAT HAPPENS INSTEAD	AGREED WITH

4 DELIVERIES AND THE STREET

WHERE VEHICLES WAIT	MARSHAL ON THE PAVEMENT	DELIVERY WINDOW HERE
No vehicle reverses across the footway or on the street without a marshal holding the pavement No offloading onto the pavement, except where section 2 records a licensed arrangement and a marshal holds the footway; no material, skip or plant left on a public route without that arrangement Crane and lorry-loader lifts do not pass over a public area unless the area is closed and the lifting plan says so		

5 OCCUPIED BUILDINGS — WHERE THE WORKS SHARE A BUILDING WITH THE PUBLIC OR THE OCCUPIER

THE SHARED SPACES AND THE ARRANGEMENT FOR EACH
Site staff use the site entrance only; nobody walks through the occupied part in site PPE without an escort and a reason Occupier staff, patients, pupils or customers do not enter the works area; where an occupier must, they are escorted and signed in (KD-SITE-VR-002)

- Shared entrances, corridors, lifts and stairs: the arrangement for each is written below and the occupier has agreed it
- The occupier's fire escape routes and alarm are maintained throughout; the fire plan shows the interface and the occupier has a copy
- Dust, noise and fume separated from the occupied area — sealed screens, negative pressure, hours — and the screens checked daily
- No unsupervised contact between site personnel and pupils, patients or residents; the occupier's safeguarding rules are briefed at induction
- Signs at the interface are in plain language and where needed in pictograms, facing the occupier's side

6 KEEPING PEOPLE INFORMED, AND COMPLAINTS

NEIGHBOUR LETTER OR NOTICE ISSUED	COMPLAINTS LINE	RESPONSE TIME	LIAISON MEETINGS

Every complaint is logged on KD-SITE-NM-023 with the response and who gave it. Noise and working hours are subject to the local authority's powers under the Control of Pollution Act 1974 ss.60 and 61 and to the planning consent; the hours written in section 3 are the site's, taken from those.

7 SIGNATURES

The occupier's signature records that the arrangements were agreed with them, not that the occupier has taken on the principal contractor's duty.

Plan prepared by:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Agreed with (the occupier, the school, the client's representative):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.