

CONSTRUCTION MANAGEMENT PLAN



PROJECT:

33 Nightingale Lane, N8 7RA

CONSTRUCTION MANAGEMENT PLAN

REVISION NO.	DETAILS OF REVISION	DATE
0	ORIGINAL SUBMISSION	25.05.2023

Authored by: Mr Ricardo Negri

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1. Project Overview



The existing property is a terraced townhouse circa early 1900s, sited with the London Borough of Haringey. The proposed development consists of two new windows at low level in existing bay at front of house. Excavation of existing basement. Internal partitions at lower ground level. New openings to the rear of property.

2. Preliminary Programme

It is envisaged that the duration of works described will be 12 weeks.

3. Schedule of Works

- Site setup.
- Reinforced concrete underpinning.
- Reinforced concrete walls to form lightwells
- Full basement excavation and removal of spoil from site.
- All structural steel supports both temporary and permanent.
- Formation of front bay
- Modular Drainage for cavity drain membrane.
- New reinforced concrete basement slab.

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- Delta Cavity drain membrane waterproofing system to walls and floor in keeping with BS8102:2022.
- Floor Insulation and sand and cement screed, over membrane, to basement slab.
- Delta dual V3 Sump & 2 pump system for ground water and back up alarm.

4. Roles & Responsibilities

Contractor

Basement Consulting Ltd – Contact 0208 443 7099

- Contract Manager – Marian Marchevici – To oversee project.
- Site Supervisor– Raul Ianc – To manage site operatives.
- Operations Manager – Ricardo Negri - To administer project.

Employer Client

- Ms Alice Lockspeiser and Mr Billy Adams

Architect

ARCHITECTURE AND CONSTRUCTION

- Mr Billy Adams

Structural Engineer

PACA GEOTECHNICAL ENGINEERING LTD

- Mr Paolo Pitasi CEng MICE

5. Site Establishment

On taking possession of the site, the area must be made secure and set up as a safe working environment. Timber/metal Hoardings will be placed around the main front garden area prior to our starting the works. A conveyor will be sited from within the basement and extended across the garden and pavement supported by designed structural scaffold gantry, to a suspended parking bay directly outside of the property which will be enclosed with hoarding.

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A skip will be located within the hoarding for the discharge of the spoils; excavated soil will be removed by grab lorry and transported to designated waste disposal site. Delivery of goods will be by HIAB off load onto scaffold gantry for storage.

Construction site safety signs will be displayed as well as personal protective equipment requirements. Before Commencement of any work, we will carry out a CAT scan survey to note the location and routing of any services. Should any utilities pipe work or cables be found within the areas of our work, these will be reported to and dealt with by the appropriate bodies.

A temporary site electrical and water supply will be installed for the duration of the works. A fixed datum should be given before the works commences and that level transferred around the site, for the purpose of accurate setting out. At intervals, levels should be checked from this datum.

6. Access & Material Storage

Access to site will be through door marked 'Site Entrance' fitted as part of perimeter hoarding. A doorbell will be fitted to alert the site team.

Visitors to site will be by appointment only.

Any visitors wishing to access site without an appointment will only be provided access at the site managers discretion.

Visitors to site shall be required to wear sensible levels of PPE having regard to the tasks they shall perform and the locations they will be in and shall be escorted at all times unless they have undergone the induction process.

Reasonable efforts shall be made to see that the site shall be secure against ingress from those who are not authorised to be on site and in accordance with the contract specification.

Material Storage, goods will be placed on the designed structural scaffold gantry.

7. Neighborhood Liaison

The contractor will understand the sensitive nature of the site and recognise the importance of the neighbourhood liaison role in ensuring the smooth running of site activities and their relation to the local residents and general public's welfare.

During the excavation and construction works he will ensure that all works are carried out safely and in such a manner that it will not inconvenience pedestrians or other road users and with a positive consideration to the needs of the local residents, site personnel and visitors as well as the general public.

Footways and carriageways will be kept tidy and in a safe condition. Hoardings, safety barriers, lights and other features will be maintained in a safe and tidy condition. The site is to be kept clean and in good order at all times, with surplus materials and rubbish controlled within the site and not allowed to spill over into the surroundings.

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Disturbance from site operations due to the effects of noise and dust emissions will be minimised by the use of plant and equipment fitted with suitable noise suppression facilities in accordance with the manufacturer's recommendation.

8. Traffic Management

It is proposed to set up a site compound by suspending one parking bay directly in front of the property enclosed by hoarding. There will be a static skip placed in the compound for excavated spoil and the scaffold gantry will be used for material storage.

Actions:

- Parking: Site operatives will commute to work, all other visitors to site will be required to utilise local authority parking facilities.
- Deliveries and spoil removal operations to low traffic volume times, between 9:30am and 15:00pm.
- Positioning banksman and traffic marshals to give local traffic the option of using alternative routes.
- Moving the delivery or collection vehicle when local traffic wants to pass.
- Using grabs lorries for spoil removal from skip.
- Coordinating deliveries and collection with any nearby construction sites.
- Organising the site efficiency to minimise traffic disturbance.
- All public areas affected by the works will be kept clean at all times.

At present we are not aware of any significant road works, events or other construction sites that will impact on the project but will continually monitor the situation.

9. Health & Safety

THE PROJECT SAFETY STATEMENT

SAFETY OBJECTIVES

So far as is reasonably practicable, to prevent injury to persons whether employed by BASEMENT CONSULTING or simply affected by the activities of BASEMENT CONSULTING, dangerous occurrences and damage to plant, equipment and premises.

1. To provide and maintain safe plant equipment and machines, safe and healthy places of work, and safe systems of work.
2. To identify potential hazards so that proactive safety measures may be taken.

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3. To undertake all activities in a manner which, so far as is reasonably practicable, meets current statutory requirements and embodies BASEMENT CONSULTING high standard of safety management.
4. To maintain all places of work, points of access and egress from work sites so that, so far as is reasonably practicable, they are safe and without risk to staff, contractors, sub-contractors and others.
5. To provide and maintain adequate site security to keep plant, equipment and premises in a safe condition and exclude those who are unauthorised from site.
6. To provide sufficient information, instruction, training and supervision to ensure the health and safety and welfare of all staff and Trade Contractors.
7. To operate an effective system of communication between BASEMENT CONSULTING Management and Trade contractors to promote health, safety and welfare thus restricting injuries accidents and dangerous occurrences. In first instance this will be a verbal system followed by written confirmation if necessary
8. To review, amend, update and monitor the effectiveness of the safety plan, to keep up to date with new technical and legislative standards and to take account of any relevant incidents or changes in the scope and methods of work.

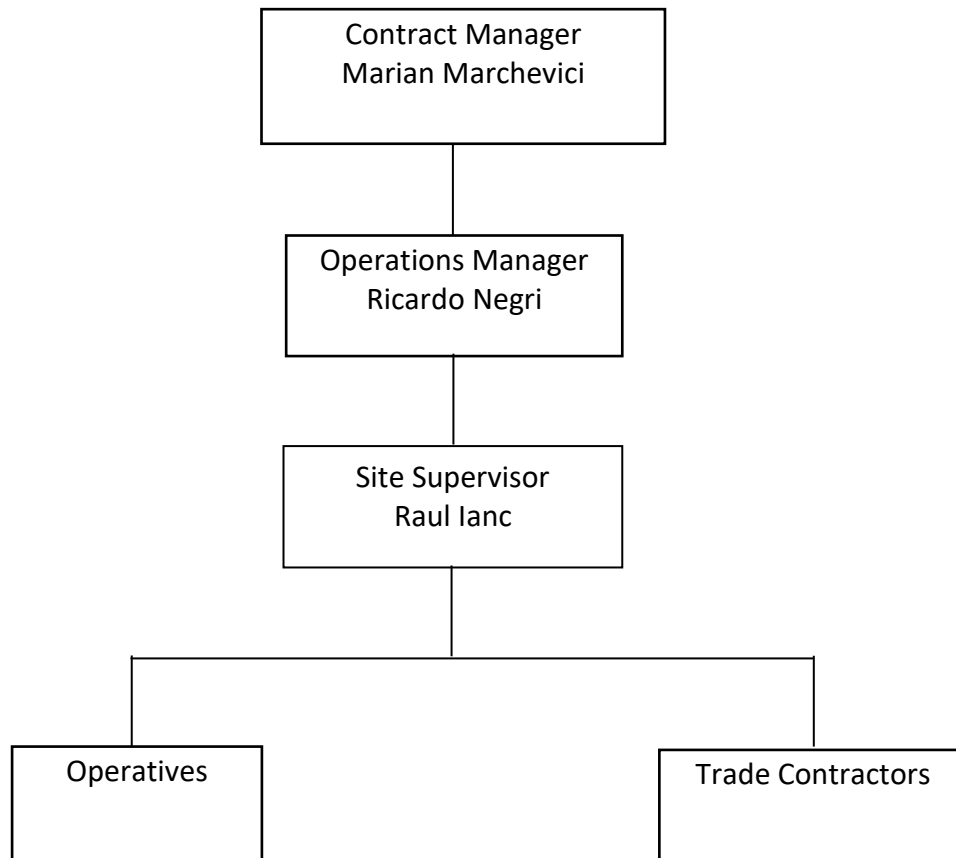
ORGANISATION AND RESPONSIBILITIES

In pursuit of the above objectives BASEMENT CONSULTING has defined the organisation for health, safety and welfare. This includes the delegation of duties and responsibilities throughout the management of every project.

The General Manager reminds all project staff and contractors of their statutory responsibility whilst at work to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. They must also co-operate with others.

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MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY ON THE PROJECT



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HEALTH AND SAFETY RESPONSIBILITIES

CONTRACTS MANAGER

The General Manager responsible for this contract is **Mr Marian Marchevici**

The General Managers Health and Safety responsibilities are to ensure that:

- 1) All levels of management and employees understand the requirements placed upon them by the Company's policy for the prevention of injury, ill health and damage.
- 2) All levels of employees receive adequate and appropriate training in their tasks.
- 3) The relevant legislation is complied with in all the Company's areas of operation.
- 4) Sound working practices are observed.
- 5) Allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill health and damage.
- 6) Health and safety activities are co-ordinated between all Contractors working on the same site.
- 7) All accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident.
- 8) Disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents.
- 9) Liaison with external safety and health organisations is instigated.
- 10) Pertinent information is distributed throughout the Company.
- 11) Adequate funds are made available to meet the requirements of the policy.
- 12) The appropriate insurance cover is provided and maintained.
- 13) Provision is made at all meetings, including board meetings, for discussing health and safety.
- 14) He sets a good example by using the appropriate personal protective equipment whilst on site.

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OPERATIONS MANAGER

The Operations Manager responsible for this contract is **Mr Ricardo Negri**.

The Operations Managers Health and Safety responsibilities are to ensure that:

- 1) He understands the Company's Health and Safety Policy and appreciates the allocated responsibilities.
- 2) The following are determined at the planning stage:
 - i) The most appropriate order and method of work.
 - ii) The provision of adequate lighting.
 - iii) Allocation of responsibilities with other Contractors on site.
 - iv) The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site.
 - v) Facilities for sanitation and welfare.
 - vi) The provision of fire precautions.
 - vii) The provision of first aid facilities.
- 3) Written method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- 4) All financial decisions contain sufficient funds to allow for safe methods of work and the provision of sufficient welfare facilities.
- 5) Tasks/packages are only let to companies/organisations who have been assessed and are able to demonstrate health and safety competence.
- 6) All materials purchased are accompanied by health and safety data sheets.
- 7) The precautions and work methods are checked with Trade Contractors prior to commencing work.
- 8) Work is carried out as planned and the relevant legislation is complied with on site.
- 9) All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- 10) He sets a good example by using the appropriate personal protective equipment whilst on site.

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SITE SUPERVISOR

The Site Supervisor responsible for this contract is **Mr Raul Ianc.**

The Site Supervisor's Health and Safety responsibilities are to ensure that:

- 1) He understands the Company's Health and Safety Policy and appreciates the allocated responsibilities.
- 2) The requirements of this safety plan are adhered to and the documentation system is properly administered.
- 3) Written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- 4) The site is so organised that work is carried out to the required standard with the minimum risk to personnel, equipment and materials.
- 5) Responsibilities are correctly assigned and accepted.
- 6) First aid facilities are available at all times.
- 7) The work methods and precautions are checked with Trade Contractors prior to commencing work.
- 8) The legal requirements are observed on site and that all registers, records and reports are in order.
- 9) Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- 10) All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- 11) The electricity supply is installed and maintained so as not to present a risk to men and equipment.
- 12) The site is kept tidy.
- 13) Arrangements are implemented with other Contractors to avoid any confusion about areas of responsibility.
- 14) All materials purchased are accompanied by health and safety data sheets.
- 15) All hazardous materials are correctly marked, stored, handled and used.
- 16) He sets a good example by using the appropriate personal protective equipment whilst on site.

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OPERATIVES

The Operatives' Health and Safety responsibilities are to ensure that they:-

- a) Use the correct tools and equipment for the task.
- b) Use the protective equipment provided.
- c) Only use tools which are in good condition.
- d) Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
- e) Do not endanger themselves or other persons through their actions or failures to act.
- f) Avoid improvisation.
- g) Warn new employees of known hazards.
- h) Refrain from horseplay.
- i) Do not abuse the welfare facilities.
- j) Co-operate with the Company on all aspects of health, safety and welfare.
- k) Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
- l) Comply with the requirements of the Company's Safety Policy.
- m) Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

TRADE CONTRACTORS

Trade Contractors are to comply with all the requirements of this Safety Plan and are to provide copies of their Safety Policies and any other documentation appertaining to health and safety that may be requested by the Company or their Safety Advisers.

Failure to do so will render the Trade Contractor liable to suspension from the site and any financial penalties will be charged to that Trade Contractor.

Trade Contractors whose works package includes a design function will present those designs to the Principal Contractor for onward transmission to the Principal Designer in sufficient time to allow those designs to be considered by the design team prior to work commencing.

Labour only Sub-Contractors shall, for the purposes of health and safety only, be considered as employees of the Company.

SELECTION PROCEDURES

All potential subcontractors are vetted by BASEMENT CONSULTING Management for competence and compliance with Health and Safety Regulations. In general, contractors are selected from our in-house database of contractors having previously carried out work for BASEMENT CONSULTING.

On completion of each contract a contractor's performance review is carried out by the Contracts Manager, Site Supervisor, and Operations Manager.

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Any poor or unacceptable performance is recorded and is taken into Consideration in future selection of contractors. New contractors are interviewed and provide references which are followed up and vetted by visits to current contracts or workshops being made to assess competence. All contractors are assessed for competence in meeting the requirements of CDM regulations and requested to confirm awareness of responsibilities formally demonstrating their capability and conformity of current legislation and BASEMENT CONSULTING site rules and standards of quality.

HEALTH AND SAFETY CONSIDERATIONS

Health and Safety is the responsibility of the Management Team, Operatives, Sub-Contractors, Visitors and other third parties. It is the responsibility of the Site Supervisor and all other employees to be mutually aware of hazards and notify the relevant persons immediately as our Health and Safety Policy documents.

Common sense, awareness and good housekeeping in keeping the site clean are key elements in contributing to a safe environment. A review of Health and safety issues would be undertaken weekly on site by the Management Team and implemented as necessary.

Fire Marshal

The Fire Marshal for this contract is the Site Supervisor and his Health and Safety responsibilities are to ensure that:

1. He carries out routine checking of fire exit routes to ensure that they remain clear at all times.
2. He carries out routine inspections of the firefighting equipment to ensure that it is serviceable, i.e. not damaged or discharged;
3. In the event of a fire, all personnel in the area that he is responsible for are out of the building and reporting this to the senior fire officer present.
4. He liaises with the person with overall responsibility for fire protection at work.
5. He enforces the no smoking policy.

SAFETY PROCEDURES

1. All of the works are to be carried out in accordance with the Health & Safety Work Act 1974 and all current legislation will apply.
2. As Principal Contractor, BASEMENT CONSULTING Health and Safety Policy shall be adhered to and all personnel on site shall be aware of and comply with the contents.
3. All statutory registers shall be kept on site and maintained in accordance with the regulation (i.e. scaffold/lifting equipment registers, welfare arrangements, appointed persons etc.).
4. BASEMENT CONSULTING Site Supervisor will ensure that all activities are carried out in accordance with the company's "Safe Systems of Work manual and that all operatives are aware of these.

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5. Where specific training is required for activities or use of equipment all operatives must provide valid training certificates (e.g. scaffolding, abrasive wheels etc.). Copies of certificates will be added to the Safety Plan.
6. A list of current regulations is included in BASEMENT CONSULTING Health and Safety Policy, which forms part of this Health and Safety Plan.
7. Risk Assessments and COSHH Assessments will be added to this Safety Plan as activity dictates will be prepared prior to activity taking place.
8. A designated area with a lockable container will be available within the main contract works for storage of materials. All contractors will comply with recommended storage procedures and COSHH statements.
9. Access to the works area will be limited to authorised persons only. Adequate warning signs, barriers etc. will be positioned to ensure this.
10. Control of persons visiting the area will be effected by site management using signing in/out register and issue of ID badges to operatives and visitors.
11. Areas immediately adjacent to the works will be protected and closed to unauthorised persons. The use of warning notices and barriers will be used to effect this segregation. Alternative routes will be sign-posted. In emergency all routes will be identified for easy egress.
12. It is not intended to use any other areas for storage or unloading than those already stated. Should the case arise that this is necessary, agreement with client will be obtained prior to undertaking.

REPORTING/INVESTIGATION OF INCIDENTS

All accidents and potentially dangerous incidents will be investigated as soon as is reasonably practicable. All details will be recorded, witnesses interviewed and, if necessary, photographs taken, by the Contracts Manager.

Sufficient action will be taken to make the area safe but nothing will be moved unnecessarily before the Director responsible for Safety has been informed.

At his discretion, the Director may delegate control from that point on.

In all cases an accident report is to be completed by the Contracts Manager and the Director responsible for Safety and the information held on the site file, with copies made available to the HSE.

The requirements of the RIDDOR Regulations will be met. The F2508 will be completed by the Director responsible for Safety of the Trade Contractor(s) involved or his delegate. Copies of any F2508s issued shall be held on site on the site file and by the Contracts Manager.

The Director responsible for Safety will ensure that the Accident Book BI510 is filled in.

PLANT AND EQUIPMENT

All plant and equipment shall be fit for the use to which it will be put.

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Trade Contractors' senior persons on site will hold detailed maintenance registers. All plant maintenance procedures will be carried out under a permit to work. The policy is prevention rather than cure.

No plant/equipment is to be used by untrained staff. Documentation of training is to be available in the Trade Contractor's site file.

Any lifting equipment will have been tested/inspected within the statutory requirements and the evidence held by the senior site representative.

Appointed banksmen will be used whenever plant or vehicles are moved in the vicinity of other personnel or where there is the possibility of personnel moving and the driver does not have full vision.

The use of petrol and gas powered equipment is to be restricted. Petrol and gas powered tools may only be brought onto site with written permission of the Project Manager. There will be no storage facilities for such fuels. Any operative using such fuels must be trained in how to carry out his task and avoid fire, be attended by a fire watcher, firefighting equipment and follow the other requirements of the hot work permit which will be necessary to operate such equipment.

Toolbox

Tools and general items of plant shall be kept on site in metal strong box location TBC.

SITE SET UP/WELFARE FACILITIES

The following welfare facilities will be provided on site and are considered the minimum.

1. A temporary office
2. Mess room
3. Toilets and washing facilities
4. Drying space
5. First aid facilities

Due to the restrictive size of the site these may be satisfied as follows:

1. Use company Van
2. Use company Van
3. Use of Portable Toilet
4. Use company Van
5. Located on site and also in company Van

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LIAISON ON DESIGN CHANGE

All contractors design proposals will be presented to the Principal Designer with sufficient time for these to be considered by the design team before those works commence.

The Principal Designer shall be informed immediately upon an event happening which creates a significant hazard to people or the adjacent premises or which would require a major change to the design and resource requirement to complete the work.

Mr Ricardo Negri shall be the hub of all communications between the various parties. In his absence the contracts manager and the foreman shall ensure that each party involved is made aware of any change thus minimising delay and reducing any exposure to risk.

All operatives on site will be consulted individually about health and safety and their own functions on a regular basis. This will require the principle contractor's foreman talking to them specifically about safety at least weekly.

HAZARDS

General hazards of construction are present by virtue of the work and its location. Also present are hazards associated with working in a site in such close proximity to other undertakings.

They and all hazards specific to the works shall be identified by the risk assessment Procedure which shall recommend adequate and suitable control measures.

These risk assessments shall be held on site and the finding of these assessments shall be communicated to the operatives involved prior to them undertaking the specific tasks. A copy of Risk and COSHH assessments will be kept on the Health and Safety file. The Health and Safety file will be updated accordingly with new assessments should the need arise.

These assessments shall include the following activities:

1. Access and working places
2. Control and storage of hazardous substances (in compliance with the COSHH Regulations)
3. Manual handling
4. Movements of contractor's vehicles both within and gaining access to the site
5. Safety of third parties including the public.
6. Removal of spoil from site
7. Working from heights >2m

WORKING AT HEIGHTS

The requirements of the Construction (Health, Safety and Welfare) Regulations 2005 regarding working at heights shall be satisfied.

Suitable and sufficient steps are to be taken to prevent any person falling through two metres or more. (It will be required to protect people both at their work place and in using the access system to get to their workplace).

Steps must be taken to prevent, so far as is reasonably practicable, materials or objects from falling and causing injury.

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A ladder may be used as a place of work providing that a suitable and sufficient risk assessment has been carried out.

The installation of any scaffold or equipment provided to use for working at heights must be supervised by a competent person.

PROCEDURES FOR DEALING WITH THE DISCOVERY OF SUSPICIOUS MATERIALS DURING THE CONSTRUCTION PHASE

During the alterations there is a possibility of discovering asbestos. On discovery of any suspicious material the following procedure must be followed:

1. Cease work.
2. Do not disturb the material.
3. Inform others locally not to disturb the material.
4. Inform both the Trade Contractor's senior person on site and the Site Forman, who will call for advice and assistance from the Contracts Manager.
5. Do not return to that task until the Contracts Manager has confirmed that it is safe to do so.

PERMITS TO WORK

A strict Permit to Work system shall be imposed for work in hazardous areas/circumstance. This shall be administered by the Contracts Manager or his delegate.

This system shall cover:

1. Hot works
2. Confined space working
3. Testing and commissioning of systems
4. Electrical switch gear working
5. Plant maintenance
6. Toxic substance work
7. Any other operation which presents similar hazards.

The operative carrying out the hot works must be in possession of the permit.

Hot works include:

1. Open flame
2. Hot air or arc welding
3. Use of gas cutting equipment
4. Brazing or soldering
5. Heat producing equipment
6. Equipment producing any sparks
7. Blow lamps/torches with exposed flame
8. Bitumen boilers.

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SITE RULES

Site rules will be made by BASEMENT CONSULTING, all construction and demolition processes will be in accordance with the Considerate Constructors Scheme standards. Breach of the site rules by a trade contractor will be construed as a breach of contract. Breach of the site rules by an operative will be a disciplinary matter. The site rules are further defined as follows:

SMOKING IS NOT PERMITTED ON SITE.

DRUGS ARE NOT PERMITTED ON SITE.

OPERATIVES SHALL NOT BE PERMITTED TO WORK HAVING CONSUMED ANY ALCOHOL.

Working Hours: Monday - Friday: 8am – 5pm
 Saturday: 8am – 1pm
 Sundays and Bank Holidays - No noisy work

WORKING PRACTICES

1. No machine, item of plant or equipment is to be operated by any person, unless they have been trained/competent and are authorised to do so.
2. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
3. Any fault, defect (including damage) or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
4. No machine, plant or equipment is to be left unattended or cleaned whilst in motion, unless you are authorised to do so.
5. No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
6. All substances are only to be used in accordance with the written instructions.
7. All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
8. All hazard notices or warning signs displayed on the premises are to be obeyed.
9. All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
10. All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
11. The work area is to be kept clean and tidy at all times.
12. All waste is to be disposed of in the correct container.
13. All liquid spills are to be cleaned up immediately.
14. All emergency procedures relevant to your work area are to be obeyed.
15. Emergency exits and equipment are not to be obstructed.
16. Any use of or damage to fire fighting equipment is to be reported immediately.
17. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.

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MISCONDUCT

Any person on site, found to have acted in any one of the following ways, shall be liable to the site disciplinary procedure:

1. Wilfully breaching the safety rules or Safety Policy.
2. Removing any guard or protective device without permission.
3. Operating any machine, plant or equipment without authority.
4. Misusing items provided for first aid.
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
6. Defacing or removing notices, signs, labels or any other warning device.
7. Misusing any chemical, flammable substance, toxic material, etc.
8. Smoking in designated "No Smoking" areas or whilst using flammable substances.
9. Taking part in horseplay or practical jokes.
10. Making false declarations or interfering with evidence following an accident or dangerous occurrence.
11. Misusing compressed air, electric or pneumatic equipment.
12. Overloading lifting equipment.

PERSONAL PROTECTIVE EQUIPMENT

All personnel must abide by the Health and Safety Plan. Hard hats and suitable protective footwear are to be worn by operatives and visitors as well as ear, eye and hand protection where necessary and when directed. Personal Protective Equipment will be issued and must be worn as appropriate for the task in hand.

Selection:

- Choose products which are CE marked in accordance with the Personal Protective Equipment (Enforcement) Regulations 2018 – suppliers can advise you
- Choose equipment that suits the user – consider the size, fit and weight of the PPE. If the users help choose it, they will be more likely to use it.

- If more than one item of PPE is worn at the same time, make sure they can be used together, eg wearing safety glasses may disturb the seal of a respirator, causing air leaks
- Instruct and train people how to use it, eg train people to remove gloves without contaminating their skin. Tell them why it is needed, when to use it and what its limitations are.

Maintenance:

PPE must be properly looked after and stored when not in use, eg in a dry, clean cupboard. If it is reusable, it must be cleaned and kept in good condition.

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- The right replacement parts which match the original will only be used.
- A stock of replacement PPE should be made available.
- It is the responsibility of issuing supervisor and end user to make proper use of PPE and report its loss or destruction or any fault in it to Quality Manager.
- A supply of appropriate disposable suits which are useful for dirty jobs and water-resistant clothing will be made available.

10. Environmental Control: Noise & Vibration, Air Quality & Dust Control

ENVIRONMENTAL CONSIDERATIONS

will be controlled by employing Best Practicable Means (BPM) as prescribed in the following legislative documents and approved codes of practice:

- The Health & Safety at Work Act 1974
- The Environmental Protection Act 1990
- Construction (Design and Management) Regulations 2015
- The Clean Air Act 1993
- Chemicals (Hazard Information and Packaging) Regulations 1994
- Control of Pollution (Special Waste) Regulations 1980
- Control of Pollution act 1974
- Environmental Protection Act 1990

Trade Contractors' responsibilities, once on site, will relate mostly to the disposal of waste materials, either in their original form or in some altered state (such as cured or gone off) and their packaging. The disposal procedures detailed there are to be observed, If in any doubt report to site supervisor.

Where a material requires special disposal then that information is to be transferred to the Site Supervisor and the Supervising Officer. That disposal is to be arranged via a licensed Waste Contractor. The producer of the waste will receive a copy of the waste transfer note. A copy of this note will be given to the General Manager.

Waste which requires special disposal shall not be disposed of through the site skip system. No waste shall be allowed to contaminate the water/drain system on site.

Dusts generated on site shall be considered under the COSHH Regulations and kept to a minimum.

All Trade Contractors are to implement best practicable means to minimise noise in accordance with local authority regulations. Trade Contractors will provide, with their proposed method statement, a noise assessment that states how they will mitigate noise

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General measures to be adopted by the Contractor to reduce noise, dust and vibration include:

- Site hoarding should encapsulate property boundary and be of acceptable height to ensure they act as visual screens within the rear and front garden spaces to keep work 'separated' from daily activity of inhabitants of neighbouring properties and to ensure necessary measures are put in place to protect neighbouring properties for the duration of the works.
- Erection of site hoarding to act as minor acoustic screen.
- Use of super silenced plant where feasible.
- Use of well-maintained modern plant.
- Site operatives to be well trained to ensure that noise minimisation and BPM's are implemented.
- Effective noise and vibration monitoring to be implemented.
- Reducing the need to adopt percussive and vibrating machinery.
- Vehicles not to be left idling.
- Vehicles to be washed and cleaned effectively before leaving site.
- All loads entering and leaving the site to be covered.
- Measures to be adopted to prevent site runoff of water or mud.
- Water to be used as a dust suppressant.
- Cutting equipment to use water as suppressant or suitable local exhaust ventilation system.
- Skips to be covered
- Set up and monitor effective site monitoring of dust emissions.
- Working hours to be restricted as required by the Local Authority.

Dust – The following documents will be referred to 'Control of Dust from Construction and Demolition Activities' 2006, HSE CI36 rev2 guidance on the control of dust. Stock piles will be minimised and covered/damped down. A water supply/stand pipe will be available on site for dust suppression purposes. Vehicle movements: Any loads likely to produce dust shall be covered and wheel wash facilities where necessary will be provided at the exit to the site to prevent tracking of material off site. The contractor will monitor on a daily basis the areas immediately surrounding the site to ensure dust and dirt is minimised. All personnel working in a dusty area shall, where necessary, wear a dust mask deemed suitable by the HSE (Health and Safety Executive) General dust extraction will be used if required and local extraction used whilst wall chasing.

Noise - The Control of Noise (Codes of Practice for Construction and Open Site) Order 1984 gives legal approval for BS 5228, parts 1 & 2, 1984. This provides information on noise and noise control on Construction Sites. Every attempt shall be made to control noise at source. On sites where construction works are in progress everyone has a responsibility to see that activities are carried out in the quietest practicable manner.

Where noisy activities are unavoidable the disturbance will be minimised/attenuated by choice of technique, timing, shielding or protection as appropriate. Where any person is liable to be exposed to noise levels greater than 80 dB (A), they will be informed and

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provided with suitable ear protection. The most likely protection, in ascending order of attenuation is ear plugs, ear muffs and noise attenuation helmets. Noise will be kept to a minimum at all times and any further restrictions imposed under the terms of the construction contract will be strictly adhered to.

Vibration - All works involving vibration will be minimized, where possible eradicated by design and the use of controlled mechanical equipment. Any operation involving vibration will have a HAVS risk assessment and procedures put into place to minimize the effects on personnel

Conclusion - it is our opinion that the proposed works can be carried out within a safe manner by a suitable contractor and that noise, dust and vibration can be sufficiently mitigated.

11. Emergency Planning & Response Procedures

Local Hospital:	Whittington Hospital Emergency 8 Magdala Ave London N19 5NF	Tel: 020 7272 3070
Local Police station:	Wood Green Police Station 347 High Rd London N22 8JA	Tel: 020 7230 1212
Local Fire Station:	Hornsey Fire Station 108 Park Ave S London N8 8LS	Tel: 020 8555 1200

EMERGENCY EVACUATION PROCEDURE

The location of the Muster point is: **THE CORNER OF RECTORY ROAD AND NIGHTINGALE LANE** All personnel on site including visitors are to report to the Site Supervisor on hearing the evacuation signal at the Muster point and must not re-enter the site until instructed to do so. All gas cylinders and machinery etc. must be turned off before evacuating the site if it is safe to do so.

Fire Marshal

The Fire Marshal for this contract is the Site Supervisor and his Health and Safety responsibilities are to ensure that:

1. He carries out routine checking of fire exit routes to ensure that they remain clear at all times.

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2. He carries out routine inspections of the fire fighting equipment to ensure that it is serviceable, i.e. not damaged or discharged;
3. In the event of a fire, all personnel in the area that he is responsible for are out of the building and reporting this to the senior fire officer present.
4. He liaises with the person with overall responsibility for fire protection at work.
5. He enforces the no smoking policy.

FIRE PLAN:

Escape routes on the site are to be a major consideration. They will be defined by the Site Supervisor, kept clear and regularly checked. The fire procedures will be overseen by the Site Supervisor and will be an integral part of the site induction training, which will be formally recorded.

The following action is to be taken in the event of a fire or explosion occurring on site:-

1. The supervisor will sound an air horn/verbally shout, to notify operatives.
2. Buildings are to be evacuated.
3. The fire brigade are to be summoned immediately.
4. Portable fire extinguishers are to be used in an attempt to put the fire out or to contain it. This is only to be undertaken if there is not risk to personnel.
5. Staff are to report their presence to the senior person at the assembly point.
6. The supervisor is to explain to assembled operatives that under no circumstance must the building be re-entered until the relevant authorities have declared the site safe.
7. The Loss Prevention Council document "Fire Prevention on Construction Sites" shall provide guidance for fire prevention measures.
8. Names and locations of first aiders and introduction to them and position of first aid boxes and rules for their use shall be part of the induction training.

Medical Emergency:

In the event of an injury or sudden illness on site the following action is to be taken:-

1. First Aid assistance is to be obtained, if appropriate.
2. The injured or ill person is to be conveyed to hospital, by the quickest possible means, or
3. An ambulance is to be summoned, ensuring that the address is given accurately. The full details of the person injured or ill and the details of the injuries or illness are to be passed to the managing director as soon as possible.

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FIRST AID

The First Aider is: TBC

In the event of an emergency or unforeseen occurrence report to the Site Supervisor.

Bomb (Real or Hoax)

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:-

1. The area is to be evacuated.
2. The police are to be summoned and the Site Supervisor is to be alerted
3. Staff are to report their presence to the senior person at the muster point **THE CORNER OF RECTORY ROAD AND NIGHTINGALE LANE**
4. Full details of the incident are to be passed to the senior management as soon as practical.

12. Waste management

The following procedures will be established to ensure that waste construction materials are correctly separated and stored prior to collection and follow industry protocols.

The procedures will:

- Take all reasonable steps to ensure that waste management controls are observed including a Duty of Care.
- Minimize the amount of waste generated and maximize the amount of waste reused and recycled.
- Reuse as much waste as possible on-site. Where reuse on-site is not possible to identify the most appropriate waste management option in line with the waste hierarchy.
- Manage waste as close as possible to the site location.
- Due to the site constraints, waste material taken from the site by skip will be segregated off site and recorded.
- All waste in vehicle leaving site will be secured and skips will be covered.

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- Waste transfer will be accompanied by a full description of the waste and a waste transfer note and be disposed of lawfully. Overall, the waste management for the site is likely to comprise of the following:
 - Soft Strip. As the materials are stripped, they will be removed to ground level. The material will then be deposited into skips within the loading area for removal from site.
 - Demolition. Debris will be cleared by hand and deposited into skips for processing off site.
 - Excavation. Arisings will be loaded directly into skips for collection by grab lorries for processing off-site.

13. Cultural Heritage & Archaeology

The property is not an Architecturally significant building or are any of the adjoining properties. The building is not listed or within a conservation area.

14. Monitoring Movement

The property at 33 Nightingale Lane shares adjoining party walls with 35 to the right and 31 to the left.

The risk of excessive movement has been assessed and it has been accepted that minor movement will occur thus It is not expected to exceed 1mm crack (referring to Burland Category 1, Table 1) width of existing structure during construction process therefore, the requirement for monitoring movement will be as follows:

Preconstruction condition surveys will be obtained of all properties which are to be included within the party wall award.

The structural design and construction methodology are the control measures.

Further control measures will be in place, the structural engineer will conduct periodic site visits as well as statutory checks by BCO to ensure compliance. Visual monitoring will take place to the party walls, front and rear elevations every week by the site supervisor and if any cracking hair line or greater is observed, they will be measured using a crack width meter, crack monitoring gauges will be installed and the project engineer and party wall surveyors will be informed. Target monitoring regime will be implemented.

The precise movement monitoring should be undertaken weekly throughout the period during which the basement walls and slab are constructed, with three sets of initial readings taken before excavation of the basement starts in order to assess the degree of existing

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movement. Readings may revert to fortnightly once the basement structure has been completed.

This monitoring should be undertaken with a total station instrument and targets attached at a minimum of two levels. Target locations to be agreed prior to construction. The accuracy of this system of monitoring is usually quoted as $\pm 2\text{mm}$. Thus, if recorded movements in either direction reach 5mm, then the frequency of readings should be increased as appropriate to the severity of the movement, and consideration should be given to installing additional targets. If the recorded movements in either direction reach 8mm, then work should stop until new method statements have been prepared and approved by the appointed structural engineer. If any structural cracks appear in the main loadbearing walls, then those cracks should be monitored using the Demec system (or similar) on the same frequency as the target monitoring.

The proposed basement under the existing property will be formed using an underpinning method, constructed in sections each no wider than 1000mm. The sequence of the placing of the underpinning will ensure that a minimum 48 hours will elapse before an adjacent bay is excavated and by using good working practice in accordance with the structural design and following all agreed method statements, risk assessments and installing all necessary temporary works.

This method of construction deals with the potential risks and ensures the excavation and construction of the proposed basement will not affect the structural integrity of the adjoining properties.

In practice some constructional settlement is possible but if these conditions are met, any settlement that occurs will be minimal and will be accommodated in the elasticity of the superstructure.