

44/46 Hampstead Lane

Construction Management Plan

**Prepared by
ACSL for
Harrison Varma Projects Ltd**

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INTRODUCTION

This Plan describes how we manage Health, Safety and Environment on this Project. I expect everyone working on the project to comply with its requirements and work to maintain the standards it has set.

Name:
(print)

Signed:

Date:

To be signed by project manager

CONTENTS**1 DESCRIPTION OF PROJECT****1.1 PROJECT DESCRIPTION & PROGRAMME DETAILS**

1.1.1 Project Description

1.1.2 Programme Details

**1.2 CLIENT, PRINCIPAL DESIGNER,
PRINCIPAL CONTRACTOR & OTHER CONSULTANTS DETAILS**

1.2.1 Details of Client

1.2.2 Details of Principal Designer

1.2.3 Details of Principal Contractor

1.2.4 Details of Designers (Including Key Contractors)

1.2.5 Details of Other Consultants

**1.3 EXTENT AND LOCATION OF EXISTING RECORDS, PLANS
AND RESTRICTIONS THAT MAY AFFECT THE WORK**

1.3.1 Pre-Tender & Associated Information

1.3.2 Existing Issues or Restrictions That May Affect The Work

1.3.3 Security

1.3.4 Welfare

1.4 MANAGEMENT STRUCTURE AND APPOINTMENTS

1.4.1 Management Structure

1.4.2 Management Responsibilities / Health, Safety and Environmental
Appointments

1.4.3 Supervision Standards

1.5 ARRANGEMENTS FOR COMMUNICATION

1.5.1 The Project Team

1.5.2 The Client

1.5.3 The Principal Designer

1.5.4 Designers

1.5.5 Contractors

1.5.6 Site Workforce

1.5.7 Others that may be affected

1.6 HEALTH & SAFETY GOALS FOR THE PROJECT

2 HEALTH & SAFETY MANAGEMENT STRATEGY**2.1 ARRANGEMENTS FOR MONITORING HS&E PERFORMANCE**

- 2.1.1 Routine Inspections
- 2.1.2 Workplace Safety Inspections
- 2.1.3 Compliance Monitoring
- 2.1.4 HS&E Adviser Monitoring
- 2.1.5 Operations Director / Manager Review
- 2.1.6 HS&E Inspections and Audits

2.2 INFORMATION AND TRAINING FOR PEOPLE ON SITE

- 2.2.1 Inductions
- 2.2.2 Site Rules
- 2.2.3 **HVP** Mandatory Standards
- 2.2.4 Training Registration Schemes Recognised by **HVP**

2.3 FIRE AND EMERGENCY PROCEDURES**2.4 SELECTION & CONTROL OF CONSULTANTS, DESIGNERS & CONTRACTORS**

- 2.4.1 Selection of Consultants and Designers
- 2.4.2 Selection of Contractors
- 2.4.3 Suppliers of Materials
- 2.4.4 Selection of Plant
- 2.4.5 Shared Use Work Equipment

2.5 FIRST AID**2.6 ACCIDENT & INCIDENT REPORTING**

- 2.6.1 Immediate Reporting of All Incidents
- 2.6.2 Arrangements by **HVP**
- 2.6.3 Arrangements for Others to Inform **HVP**

2.7 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

- 2.7.1 Production of Method Statements
- 2.7.2 Risk Assessment & Method statement approval
- 2.7.3 Initial Planning Risk Assessment by **HVP**
- 2.7.4 Task Specific Risk Assessment

2.8 THE HEALTH AND SAFETY FILE

- 2.8.1 Information For Inclusion
- 2.8.2 Method Of Providing Information

3. ENVIRONMENTAL MANAGEMENT STRATEGY

- 3.1 HVP ENVIRONMENTAL POLICY**
- 3.2 ENVIRONMENTAL APPOINTMENTS**
- 3.3 INITIAL PROJECT ASSESSMENT**
- 3.4 ASPECTS & IMPACTS CONTROL REGISTER**
- 3.5 WASTE MANAGEMENT PLANNING**
- 3.6 OBJECTIVES & TARGETS**
- 3.7 ENVIRONMENTAL EMERGENCY RESPONSE PLANS**
- 3.8 CONSULTATION RECORDS**
- 3.9 INDUCTION, TOOLBOX TALKS & TRAINING**
- 3.10 ENVIRONMENTAL MONITORING, MEASUREMENT,
INSPECTION & AUDIT**
- 3.11 ENVIRONMENTAL INCIDENT & INVESTIGATION REPORTING**
- 3.12 ENVIRONMENTAL RECORDS**

Tab APPENDICES

1. **Appendix A1**
Pre-Construction Programme Sequence Phasing Plan
Appendix A2
Enabling Programme
Appendix A3
Construction Programme

2. **Appendix B1**
Planning Permission
Appendix B2
Water Asset Search Maps
Appendix B3
BT Asset Search Maps
Appendix B4
EDF Asset Search Maps
Appendix B5
Cadent Gas search
Appendix B6
National Grid Asset Search Map

3. **Appendix C: Traffic Management Plan**
4. **Appendix D: Welfare**
5. **Appendix E: Lifting Plan**
6. **Appendix F: Site Induction Form**
7. **Appendix G: Fire and Emergency Plan**
8. **Appendix H: Emergency Services Location Plan**
9. **Appendix I: Emergency Escape Routes & Muster Point**
11. **Appendix J: Design Risk Assessments**
12. **Appendix K/L: Blank**
13. **Appendix M: Initial Environmental Assessment**
14. **Appendix N: Aspects and Impacts Control Register Template**
15. **Appendix O: Schedule of Consent and Licences**

16. Appendix P: Site Waste Management Plan
17. Appendix Q: H&S Inspection Report & Monthly Monitoring
18. Appendix R: Environmental Management Systems Audit
19. Appendix S: Non - Conformance Report
20. Appendix T: Environmental Management File
21. Traffic and travel plan

1.0 DESCRIPTION OF PROJECT

1.1 PROJECT DESCRIPTION & PROGRAMME DETAILS

1.1.1 Project Description

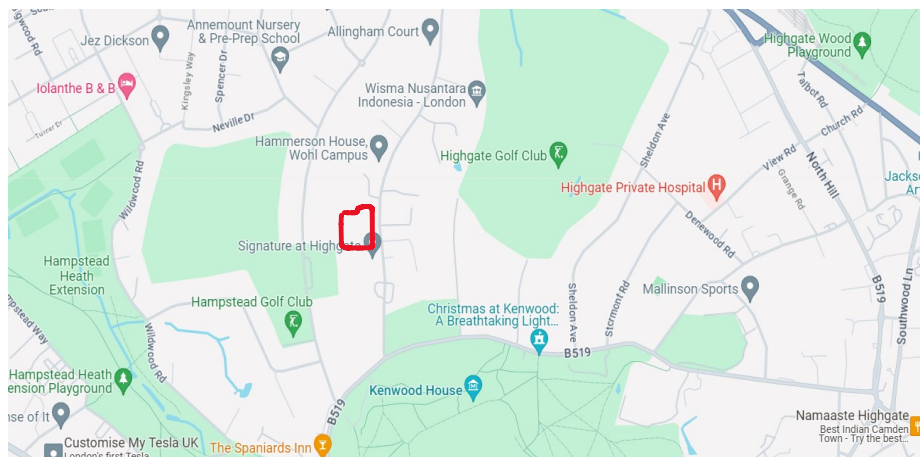
Project Title

44/46 Hampstead Lane

The project involves the demolition of two detached properties and the construction of a residential care home with basement and landscaping.

Address

44/46 Hampstead Lane, London, N2



Contact details

TBA – Construction Manager

Construction Details

The Project can be broken down into main sections of work.

- Demolition
- Substructure works
- Superstructure and envelope
- Interior fit out and services

Demolition

Demolition will not commence until a site hoarding is erected with lockable gates to prevent unauthorised access and to protect members of the public. Demolition will be carried out in a controlled manner from the top down with material segregation to assist in off site recycling, all the works will be carried out with correctly implemented environmental controls. The incoming services are to be made safe by the relevant statutory undertakers with certificates issued and made available for inspection by any interested party. Drains and sewers are to be disconnected at the boundary, or the point at which they connect to an adopted or common/shared run and capped to prevent egress by rodents. Transport movements will be in accordance with the Traffic Management Plan.

Substructure

The substructure will be a piled perimeter with insitu concrete floor and Columns with insitu walls with cavity drain water proofing applied.

The main substructure works will be carried out by installing the piles, excavating to the lowest level and then building back up in the traditional manner.

Block 1

Once the substructure reaches the ground floor slab level the superstructure will Commence. The wall construction will be RC columns with SFS infill and external hand set brickwork and features. This construction method generates

considerably less waste and is more cost efficient than a traditional masonry/masonry construction.

This solution is also much more efficient and reduces the overall labour required on site as well as providing easier insulation and acoustic details to meet the new energy conservation targets.

Once the façade is weathertight the internal fit out of the building will commence, Services installation will run concurrently and will include installation of renewable energy equipment.

1.1.2 Programme Details

See Appendix A for the construction program. The periods below are indicative and will in part run concurrently

Key dates are; Piling Duration: 12 weeks

Substructure: 40 weeks

Superstructure: 32 weeks

Fit out: 36 weeks

Commissioning: 8 weeks

Landscaping: 18 weeks

1.2 APPOINTMENTS & OTHER KEY CONSULTANT DETAILS

1.2.1 Details of Client

Harrison Varma Projects

Harrison Varma Projects
15 Ballards Lane
London N3 1XW

1.2.2 Details of Principal Contractor

Harrison Varma Projects Ltd

Landmark Trees	Caneparo Associates
20 Broadwick Street,	21 little Portland
London	Fitrovia
W1F 8HT	London W1W 8BT

1.3 EXTENT & LOCATION OF EXISTING RECORDS, PLANS OR RESTRICTIONS THAT MAY AFFECT THE WORK

Key existing Issues conditions and restrictions

- Tree & root protection requirements
- Residential neighbours to north and east
- Existing Services on site
- Traffic conditions and parking on highway
- Site Security.

1.3.1 - Existing Trees

The site has some existing trees that are to be protected throughout the construction process.

To ensure this is carried out correctly an Arboriculturalist Specialist Consultant has surveyed the site and compiled a detail assessment of each tree and the recommended actions.

They have also compiled a detailed method statement for the tree and root protection works as well as the recommended tree works.

Prior to any work commencing on site the work detailed in the method statement will be carried out by a Specialist Contractor under the supervision of the arboriculturalist.

The tree and root protection will be inspected daily by a designated person and any maintenance will be carried out immediately. These records will be kept in the project environmental file.

1.3.2 - Existing Neighbours to North, east and wider community.

During large construction projects communication with neighbours can ease tension and avoid complaints. **HV** will notify residents of any unusual operations likely to cause problems with access or those which need to occur out of hours. In such cases the site project manager will contact residents at the earliest opportunity and provide details of the site phone number and office address details so that any concerns can be addressed and dealt with swiftly at site level.

Throughout the demolition and construction phase noise, dust and traffic will have the potential to cause annoyance. Demolition can give rise to dust and noise nuisance, but by using watering down, screens and observing working hour restrictions the nuisance will be controlled to acceptable levels. During the main works excavation and cart away of spoil and waste will be monitored to ensure

noise and dust levels are within recognised limits. As soon as the frames of the new build elements are at the roof level the infill cladding and glazing will be installed. This will envelope the building and provides an enclosure for the interior fit out, effectively forming a barrier to drastically reduce noise from the fitout activities.

No contractor parking will be allowed on site during the construction phase. No construction work shall be carried out on the premises at any time on Sunday, Bank or Public Holidays, before 8.00am or after 1.00pm on Saturday, or before 8.00am or after 6.00pm on other days unless previously approved by the local planning authority.

1.3.4 Security

Security and protecting the public are key headings and identify risks to children, vulnerable groups and members of the public. Public interface at the boundary between site operatives and especially vehicles will be controlled by specific set procedures, the Traffic Management Plan (Appendix C) and implemented by the gate marshals.

General site security whilst protecting the material and plant on the site will also protect members of the public. The site hoarding will be erected prior to any demolition activities and will remain in place until the final stages of the build, fit-out and landscaping. It will be maintained to high standards and feature visible CCTV guarding the site to help deter undesirables typically associated with construction sites with a poor front of house. A turnstile will be installed prior to the construction phase for all personal entering and leaving the site, this will record all entry/exit times as well as preventing unauthorised access.

All deliveries will have to be signed-in by the gate men using the delivery booking system, the route to and from site and correct procedure for entering site will be included as part of the order during the procurement process. Deliveries will have to be booked in and no deliveries will be permitted to set-down outside the site. Inside the site pedestrian walkways will be clearly marked and separated from vehicle roadways.

The entrance and exit will be guarded by traffic marshals, see the Traffic Plan, during the site working hours and locked at all other times. Out of hours a security team will man the site and/or there will be a high-tech camera system linked to a central station to provide response within minutes of notification.

1.3.5 Welfare

HV will ensure that appropriate welfare facilities are provided and maintained according to the size of the workforce and nature of the work.

An assessment will be carried out to determine specific welfare requirements and arrangements throughout the project, from day one to the last day persons are on site. Consideration will be given to any requirements for male / female / them changing, showers or disabled facilities, etc.

A temporary start-up unit may be required for the beginning of work on site. **HV** will provide and operate, via bona fide sub-contractor, both the temporary start-up unit and the temporary accommodation that it uses, the main contractor will be responsible for maintaining the facilities.

Cleaning of the facilities will be on a thrice daily bases as a minimum. There will be a daily and weekly checklist on all the temporary facilities.

1.4 COMMUNICATION AND MANAGEMENT OF THE WORK

1.4.1 Management Structure

Senior off-site personnel responsible for the project include:

Names TBC.....

On-site Personnel and off-site support:

Names TBC.....

1.4.2 Management Responsibilities / Safety Appointments

The key 'Golden' H&S appointments and their deputies will be made by the Project Leader. *Additional key appointments may be added to this list.*

Appointment	Name	Deputy
HS&E Adviser (Visiting)	TBC	TBC
Site Environmental Co-ordinator	TBC	TBC
Temporary Works Co-ordinator (For TW Inspectors refer to TW Plan)	TBC	TBC
Appointed Person (Lifting Operations)	TBC	TBC
Crane Supervisor (For Slinger/Signallers refer to Lifting Plan Appendix E)	TBC	TBC
Crane Co-ordinator (If Applicable)	TBC	TBC
Lead First Aider	TBC	TBC
First Aiders	TBC	TBC
Fire Safety Co-ordinator	TBC	TBC
Emergency Co-ordinator	TBC	TBC
Public Protection Co-ordinator	TBC	TBC
Welfare / Compound Co-ordinator	TBC	TBC
Access & Egress Co-ordinator	TBC	TBC
On Site Logistics Co-ordinator	TBC	TBC
Hole Protection Co-ordinator	TBC	TBC
Abrasive Wheels Co-ordinator	TBC	TBC
Temp Electrics, Lighting & Hand Tools Co-ordinator	TBC	TBC
COSHH Co-ordinator	TBC	TBC

1.4.2 Management Responsibilities / Safety Appointments (Cont.)

Appointed Permit Issuer:	Name	Photo
EXCAVATE/ DIG	TBC	
WORK ON HIGH VOLTAGE	TBC	
WORK IN CONFINED SPACES	TBC	
ISOLATION OF SERVICES	TBC	
WORK ON OR NEAR LIVE SERVICES	TBC	
PRESSURE TEST WORK	TBC	
HOTWORKS	TBC	
ACCESS TO RESTRICTED AREAS	TBC	

(Other specific responsibilities for inspection are recorded in section 2.1.1 of this plan)

1.4.3 Supervision Standards:

Standards of supervision levels on projects will be determined according to the level of risk involved in the specific tasks and the competence of those undertaking the task.

The Project Leader will determine the levels of supervision required by on-site personnel and record these on the project organogram.

For subcontracted work, the Project Leader and the subcontractor will agree supervision levels prior to award of subcontract and these will be recorded.

1.5 ARRANGEMENTS FOR COMMUNICATION**1.5.1 With the Project Team.**

- Project Health & Safety Launch
- Weekly team meetings.
- Daily Activity Briefings.
- Formal correspondence (e.g. Appointment Letters).
- Management by Walking About (MBWA)
- Daily Communication Meetings
- Safety Committee
- Toolbox Talks

1.5.2 With the Client

- Monthly meeting.
- Monthly report issued prior to meeting.
- Formal correspondence. (Document transmittal, RFI's, Etc.)

1.5.3 With the principal designer

- Monthly meeting.
- Formal correspondence. (Document transmittal, RFI's, Etc.)
- Design and project HS risk review

1.5.4 With Designers

- Appointment of a Design manager.
- Design co-ordination meetings.
- Weekly meetings.
- Formal correspondence. (Document transmittal, RFI's, Etc.)

1.5 ARRANGEMENTS FOR COMMUNICATION (CONT'D)

1.5.5 With Contractors

Method	Frequency	By whom?
Pre-start meetings	Minimum once prior to commencement	Senior site manager Manager with direct control
Progress meetings (inc. Health, Safety Env)	Once per week (minimum)	Manager with direct control
Safety meetings	Once per month (minimum)	Project Leader and Manager with direct control
Health and Safety Committee	At least Weekly	Project Leader and workforce representation
Emergency meetings	As required	Manager with direct control
Written instructions	As necessary	Manager with direct control
Verbal instructions	As necessary	Manager with direct control
Walk about	Daily	Manager with direct control
Design Co-ordination Meetings	To be agreed by senior site manager	Senior site manager Design Coordinator
Co-ordination meetings	Once per day – High risk Once per week – Medium risk Once per month – Low risk	Manager with direct control

1.5.6 With Site Workers

- Health and safety induction at commencement on site.
- Health and safety induction sheet;
- Daily contact on site;
- Weekly toolbox talks;
- The designated project safety notice board is in the welfare compound.
- Signs & posters;
- Safety Committee meetings.

1.5.7 With Others Who May Be Affected

As works progress an emergency team notice board will be displayed at the front of site with out of hours contact details and showing the layout and access routes

2.0 HEALTH & SAFETY MANAGEMENT STRATEGY

2.1 ARRANGEMENTS FOR MONITORING H&S PERFORMANCE

The following techniques in this section will be used for monitoring compliance with:

- Legal requirements
- The health and safety rules contained within the plan
- The procedures for contractor selection and management of trades
- Special requirements for public interfaces

2.1.1 Routine Inspections

A routine inspection of every workplace will be carried out at least once a week and the 'Supervisor Inspection Report' or Project Leader Safety Report will be used to record the observations made and the remedial actions to be taken. This will be updated as the construction process progresses.

The following persons are responsible for carrying out routine inspections on a weekly basis: (This will be developed and added to as the Project progresses.

Area to be Inspected	Inspected by Whom	Template form
Location / level details required.	TBC	
TBC	TBC	
TBC	TBC	
TBC	TBC	

2.1.2 Work Place Safety Inspections

Hourly workplace inspection as work progresses will be carried out by the person in control of the specific workplace, whether HV or sub-contractor.

Where subcontractors are required to carry out such inspections, the responsible HV manager must have a system of ensuring the adequacy of the inspection process. Inspections carried out by HV will be recorded on the Inspection Form 11A.

Inspections of temporary works will be carried out and recorded as described in the company procedure 'Management of Temporary Works'.

- Inspections of any Working platform/Scaffold (or part thereof) or Personal Suspension Equipment
- Excavation stability and physical barriers around
- Hired in plant, MEWPS etc
- Propping and shoring equipment
- Air extraction/supply equipment other than PPE
- Gas/air monitoring equipment

The Temporary Works Coordinator will keep a list of TW Inspectors

The Project Leader will also maintain an up to date list of who carries out these inspections.

2.1.3 Compliance Monitoring

Compliance monitoring will be carried out to verify that agreed procedures and methods are being implemented and are producing the required results.

Compliance monitoring will be carried out by:

The manager/supervisor controlling the area in which work takes place.

Visiting personnel e.g. allocated Safety Advisor, Operations Manager & Directors.

Observations or actions arising from monitoring will be tabled at the planning meetings.

2.1.4 Health Safety & Environmental Advisers Monitoring

The HS&E Adviser / Leader allocated to the project will monitor at monthly intervals and produce a written report

2.1.5 Operations Director / Manager Review

The HV Operations Director / Manager will carry out a health and safety review at least quarterly. The adequacy of this H&S Plan will be assessed as part of this review.

Any significant findings from the reviews will be included in this HSP as an amendment and distributed to the relevant parties.

2.1.6 Health Safety and Environment Inspection and Audits

Health and Safety inspections will be completed, reviewed and actioned as defined in the HV Safety Program, held by the Project Leader.

HV Group Safety Auditing will carry out independent health and safety audits at the request of the HV Operations Directors.

2.2 INFORMATION AND TRAINING FOR PEOPLE ON SITE

2.2.1 Inductions

Detail the methods by which the project leader will check that people on site have been satisfactorily inducted. Consider:-

- *Arrangements for delivery – i.e. who does the induction?*
- *Arrangements by which HV site management are informed of new starters;*
- *Arrangements for recording of inductions*
- *Any passes, or other identification issued after induction*
- *Arrangements for re-induction or safety updating as the contract enters a new phase or persons are transferred to a different section.*

All new starts will be booked onto an induction using the site induction form (see appendix F) This form is submitted to security who will check attendees against these forms. No form – No Induction. This controls all personal onto site. The security guard will show all new starters to the induction room where they will be given the site specific induction. No new start will be allowed on site without a valid CSCS card and have passed the short induction test.

Inductions will be carried out by a HV Health and Safety Officer or a competent trained member of staff. All new starters must report to their relevant supervisors/managers before starting work on site.

Copies of all inductions will be stored safely on site. The files will be in order of the inductee's surname and will include a copy of there CSCS card, induction test, medical details, contact details and next to kin. It will also include a signed copy of their method statement and risk assessment.

There will be a safety board displayed on site with safety information and up-dates of access routes changing and neighbourly issues. Any operatives deemed to be breaching Health and Safety on site will be re-inducted, retrained or removed from site depending on the severity of the breach.

2.2.2 Site Safety Rules

HV GROUP – SITE RULES

Any disciplinary action must comply with current Industrial Relations policy.

Rules Applicable to All Persons on Site:

- **Drug & Alcohol Testing** may be carried out at any time. Positive results for drugs or excess alcohol, or refusal to take a test could result in termination of contract or refusal of entry to site. If you use any medication that could affect your ability to work safely, notify your employer
- **Safety Inductions** must be satisfactorily completed by all persons before starting work

HV Disciplinary Code is operated on site and a Behavioural Incident Notice may be issued and recorded. Persons receiving a 3rd warning or a warning for gross misconduct will be removed from site and further formal disciplinary action may be taken

Persons Working On Site:

- Safety helmets, High Vis vests, safety footwear, eye Protection and gloves are mandatory on site
- You must wear additional Personal Protective Equipment where this has been identified as required following a risk assessment or as determined by your line manager of HV site team
- Make sure your supervisor has briefed you prior to starting work – if not, stop and ask
- Strictly follow the details of the agreed method statements, task briefing or daily activity briefing
- Stop working if unsafe or unhealthy conditions develop and inform your supervisor immediately
- No alcohol, drugs, radios or headsets connected to mobile phones are allowed on site
- Only eat, drink or smoke in areas designated by management
- Racial or sexual harassment on site or directed at the public is illegal and will not be tolerated
- Anyone connected with defacing or vandalising anything on site, will be removed from site

Work Areas:

- Keep your area tidy by keeping rubbish in piles or in bins
- Keep all accesses clear of materials, cables or other obstructions
- Fully comply with all health and safety signs – do not cross barriers or enter no-go areas

- If you notice unsafe areas or uncovered holes, take immediate action and report them immediately
- Never pour oil or other pollutants down drains – know your COSHH materials, use and dispose of them safely

Unplanned Events:

- Report all accidents and near misses to allow us all to learn by our mistakes
- Know the best means of escape from your work area and your assembly point
- Unsafe working will not be tolerated

Plant & Equipment:

All plant will comply with NRMM regulations and the site will be registered on the website so that all machines can be registered. There will be a site register available for inspection in case of audit.

To operate plant or machines, you must be authorised and hold the appropriate certification

- Scaffolding (incl. proprietary systems) may only be erected, dismantled or altered by scaffolders suitably trained, supervised, equipped and in accordance with a specific temporary works design. All boards, tubes and fittings will be fit for purpose.
- Mobile towers can only be erected or modified by approved erectors with appropriate instructions, equipment and supervision. All equipment to be fit for purpose.
- Only trained and approved slinger signallers may sling, bank or receive slung loads in accordance the Lift Plan and the instructions of the Appointed Person or Lift Supervisor.

Rules for Drivers on Site:

- All persons must wear safety helmets, hi-vis, eye protection & safety footwear when not protected by their cab
- Drivers who have not had a site specific induction must remain with their vehicles unless escorted other than to release or attach a load to their vehicle.

Rules for Visitors:

- Visitors to the site must be escorted at all times by a fully inducted person and obey all instructions.

Tree Protection:

- Anyone found tampering with tree protection measures will be removed from site.

2.2.3 Competence Standards

HV seeks to ensure that all people working on site are competent to carry out their particular duties and tasks. Competence will be achieved through a combination of training and experience.

HV Mandatory Standards.

- The HV Health, Safety and Environmental Management System.
- This Project Health, Safety & Environmental Plan, including the site rules.
- All crane operators to be CPCS certificated.
- All slinger / signallers to be CPCS certificate
- All MEWP operators must hold either a CPCS card or an IPAF card.
- Persons, other than scaffolders, erecting mobile towers must hold a certificate demonstrating they have been trained to PASMA standards.
- All scaffolders to be appropriately certificated by CISRS scheme affiliated to CITB.**
- All operators of plant and equipment that are covered by the CPCS schemes must be appropriately certificated under that scheme.

**** Note:** For non CITB levy paying non construction companies, certificates to an equivalent industry wide certification scheme, (e.g. ECITB) may be acceptable on provision of the appropriate documentation to the project Health, Safety & Environmental Adviser well in advance of the works commencing.

2.2.4 Training Registration Schemes Recognised by HV

CSCS & AFFILIATED SCHEMES:		Tel.:
1.	CSCS – Construction Skills Certification Scheme – Green, Red, Blue, Gold, Platinum, Black, (White & Blue)	01485 578777
2.	CPCS – Construction Plant Competence Scheme	01485 577877
3.	CISRS – Construction Industry Scaffolder Record Scheme	01485 577875
4.	(NI)CSR – Northern Ireland Construction Skills Register	028 9087 7143
5.	CCDO – Certificate of Competence of Demolition Operatives	01485 577467
6.	SKILLcard – (Engineering Services in Mechanical Sector)	01768 860406
7.	ECS – Joint Industry Board Electrotechnical Certification Scheme	020 8302 0031
8.	JIB - PMES – Plumbing & Mechanical Engineering Services scheme	01480 476925
9.	SNI JIB Plumbing – Joint Industry Board for Plumbing in Scotland and NI	01312 252255
Potentially Affiliated Schemes:		
10.	Gas Safe Register (previously CORGI)	0800 408 5500
11.	BES – Building Engineering Services (Electrics, gas, water, steam etc)	01485 577700
12.	BT Safety Passport (for BT direct employees only)	
13.	SCORE – Scottish Construction Operatives Registration Executive (NOT Scaffolders. For cards with CSCS hologram/logo only & issue prior to dec05)	
14.	NRSA – New Roads and Street Works Act (Supervisor & Operative)	0141 242 2239
15.	FASET – Fall Arrest Safety Equipment Training	01485 578333
16.	IRATA – Industrial Rope Access Trade Association	01252 3363318
17.	EMTA – Engineering & Marine Training Authority Lift Maintenance Installation Engineering	020 7222 0464
18.	IPAF – International Powered Access Federation	01539 562444
19.	RTITB – Road Transport Industry Training Board	01952 520200
20.	AITT – Association of Industrial Truck Trainers	024 7646 9027
(You may check the above list of Schemes Affiliated to CSCS on www.citb-constructionskills.co.uk/cardschemes) :		

Other Standards of Training

Where HV has no overriding standards, those represented by the requirements of:

- Relevant British Standards.
- Published advice and guidance from the Health and safety Executive will apply.

2.3 FIRE AND EMERGENCY PROCEDURES FOR INITIAL PHASE OF PROJECT.

This is a large development spread across a congested site and the emergency procedure will be updated through the life of the project to ensure they remain correct.

The main phases and hold points for review are;

- Commence and Complete Demolition
- Piling Completion
- Substructure commencement and completion
- Superstructure commencement and completion
- Fit out commencement
- Test and commissioning commencement.

These are only the main points and the procedures, especially the escape route will be reviewed at least monthly and updated as required during the works.

2.3.1 HV Emergency Controller

The initial point of contact and emergency controller will be the Project Leader TBC. they will be responsible for developing and maintaining emergency procedures and taking control in emergency situations.

2.3.2 First Aid Station/ Nurse

The first aid station is highlighted in Appendix G (The Fire and Emergency Plan). There will be a minimum of one trained First-Aider on site at all times. All accidents will be recorded in the accident book while all incidents and near misses will be recorded on impact.

2.3.3 Site Security

During normal working hours there will be a gateman on both entrance and exit gates controlling the traffic and pedestrian access and egress. During out of hours there will be manned security and CCTV of the site.

2.3.4 Emergency Services Location Plan,

detailing A&E Hospital and other relevant services

For emergency services including A&E Hospital, Fire station and Police station please see Appendix H.

2.3.5 General Instructions in the Case of an Emergency

In the case of an Emergency you will hear a bell ringing or a loud siren or an air-horn. When you hear this leave the site by the emergency escape routes and assemble at the muster point. Do not try and gather personal belongings or equipment. A supervisor will carry out a roll call at the muster point.

2.3.6 Emergency Escape Routes and Muster Points

Please see Appendix I.

2.3.7 Special Instructions for specific equipment or roles in the case of an Emergency

If you are the first on the scene of an emergency, you should raise the alarm (See appendix I) for emergency alarm positions) and report it immediately to your supervisor and/or the emergency controller. In the case of a fire the fire marshals will evacuate the site and take a roll call at the muster point.

2.3.8 Training – Provide duty holders with appropriate instruction and training

The site will have fully trained First Aiders and Fire Marshals which can be identified by stickers on their helmet and/or it printed on their hi-viz vest.

2.3.9 Ensure that any emergency procedures required by the Fire Plan are reflected in the procedures above.

2.4 SELECTION AND CONTROL OF CONSULTANTS, DESIGNERS AND CONTRACTORS

2.4.1 Selection of Consultants and Designers

At project level the Consultant or Designer will ensure through review that the designers employed on any project are suitably qualified and experienced.

2.4.2 Selection of Contractors

CDM 2015 requires that all Contractors inform the Principal Contractor of any appointments made; therefore this will include details of all sub contractors or designers prior to commencement on site.

The following procedure will be used to manage the trade contractors engaged on TBA.

The larger packages will have a specific manager to assigned to them to manage them through the design and implementation of their packages. These packages would typically be;

- Piling
- Sub-structure
- Super-structure
- Panelised façade
- M&E Services
- Interior walling/flooring
- Joinery
- Kitchens
- Stonework

All trade contractors will have a pre-start meeting (see appendix J for agenda) prior to commencing on site.

All trade contractors will have a formal weekly meeting to review H&S/Progress/Quality/Design

All Trade Contractors will be required to carry out inspections to all scaffolds/towers/podium steps and use the scaffolding system to ensure they are erected correctly and fit for purpose.

RFI's/Site Instructions/Drawings & formal correspondence as well as regular on site meetings & briefings will all be used.

2.4.3 Suppliers of Materials.

The orders will require all suppliers of materials to supply relevant Health & Safety Information to the project for use in COSHH assessments and the Health and Safety File.

State how this information will be collated, by whom and how it will be processed.

In most cases suppliers will be picked from our preferred suppliers list that will already have the relevant Health & Safety Information. All new suppliers will be assessed by the procurement manager and passed by the Health & Safety officer.

All COSHH data/specification sheets will be retained by the relevant Trade Contractors.

2.4.4 Selection of Plant

Contractor's plant and equipment – state what standard/condition is required on site.

2.4.5 Shared use work equipment supplied for sub-contractor use.

Shared use equipment must comply with the same requirements as all other site equipment.

Suppliers of shared use work equipment for the project will be selected, and the equipment used and maintained in accordance with the relevant standards.

Scaffolding is an example.

2.5 FIRST AID

Detail the sites First Aid arrangements, for example:

- First Aid boxes will be located in the contractor's offices as well as the first aid room.
- First Aiders will be identified on their Hi Vis jackets and helmets and will have their name and picture posted on the health and safety notice board.
- Each contractor will provide at least one first aider in their team.

2.6 ACCIDENT AND INCIDENT REPORTING

Definition

RIDDOR injuries and Incidents are those defined in the Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

2.6.1 Immediate Reporting of all Incidents

The HV Project Leader must be informed of any incidents on site by the quickest possible means.

The relevant sub-contractor or HV supervisor will report all incidents within 24hrs to the Project Leader using the Initial Incident Report form.

2.6.2 Arrangements by HV

HV will report all RIDDOR information to the HSE via the internet portal

The HV Project Leader will ensure that the relevant contractor reports all reportable injuries and diseases to the Health and Safety Executive (HSE). Any dangerous occurrence on site will be reported to the HSE directly by HV.

All accidents will be recorded in the HV Site Accident Book. Sub-contractors may hold their own additional books, but **all** accidents are to be recorded in the HV Site Accident Book.

If a RIDDOR incident should occur, is suspected of occurring, to a member of the clients' team or a member of the public, etc. HV will investigate the incident and ensure that the HSE are notified by the relevant methods.

2.6.3 Arrangements for Others to Inform HV

Contractors are required to inform the HV Project Leader of any incidents on site by the quickest possible means.

Formal notification will be made to the HV Project Leader on the same day and without exception within 24 hrs, this will be formally acknowledged, such receipt of acknowledgement is to be sought by the contractor or their agent/person/s notifying.

The employing contractor will be copied to the report to the Health & Safety Executive (HSE) with Reportable injury, Disease or Dangerous Occurrence, information and must also provide the following information to HV –

- A copy of the relevant page of the contractor's accident book;
- Full details and nature of injuries or the occurrence;
- Accurate details of the treatment received, both on and off site;
- A copy of the completed F2508 form issued to the HSE;
- Results of in-depth incident investigations undertaken by the contractor's Safety Team detailing the:
 - ❑ Full details and nature of the incident;
 - ❑ Circumstances of the incident;
 - ❑ Direct reasons for the incident;
 - ❑ Indirect reasons for the incident (lack of supervision, training; etc.);
 - ❑ Copies of statements from any witnesses
 - ❑ Copies of statements from injured party or owners of damaged property;
 - ❑ Measures taken to prevent a re-occurrence of the incident; and
 - ❑ Details of how these measures will be communicated to those potentially affected

Contractors are obliged to keep HV informed of the subsequent developments of injury, such as long-term injuries, diseases etc. In the event of the contractor becoming aware of a claim or likely claim they should notify HV formally with as much information is reasonably available.

2.7 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

2.7.1 Production of Method Statements

All operations must always have method statements. The need for these and other specific method statements are identified on Risk Assessment sheets.

2.7.2 Risk Assessments and Method Statement Approvals

Much of the work carried out on this contract is of a standard nature within the industry. Where job specific method statements are not required for standard or routine operations, a risk assessment must already have been provided incorporating control measures within standard operating procedures or site rules and must be enforced.

The Risk Assessments undertaken by HV and its sub-contractors must identify particular risks, the required management processes and other control measures.

HV requires for any normal operations a method statement with a minimum 7 working day commenting period prior to the commencement of works, but for more complex operations HV will require a longer period, it should be noted that whilst reasonable efforts will be made to revert regarding any inadequacies the sub-contractor should not expect an approval at 7 working days, it may take longer as the process often requires response from both parties to questions raised in commenting.

The package managers/section managers will be responsible for reviewing the method statements of the individual packages they are responsible for. The method statements will then reach a “no comments” status following a review by the construction manager or project manager if they are the construction manager’s packages. HV’s internally generated documents will be formally approved. External contractor documents will be “Acknowledged” and “Commented on”. There must be a frequent review of the relevance of all current Risk Assessments and method statements, but these must be undertaken at least every three months

The pre-start meeting will be the first formal opportunity to record and pass on comments regarding the trade Method Statements. Each sub-contractor will be given the HV MS check sheet to ensure they know what is required. Each revised method statement will be recorded with the additional comments by the package manager. Tracking of the MS approval through multiple reviewers either in parallel or consecutively may be recorded on the acceptance/approval sheet.

Agreed methods, procedures and controls defined in risk assessments and method statements must be clearly briefed prior to work commencing. If briefing has not taken place, work cannot be permitted to commence.

The briefing will normally come via the Task Sheet Briefing system. The delivery mechanism must be closely matched to the competence and language skills of the recipients to ensure that there is a true understanding of the work method. For many tasks a practical demonstration or trial run through the work method is appropriate. Briefing will be recorded on signed Task Sheet Briefing sheets. For sub-contracted work we require copies of sub-contractors briefing records.

Refresher briefing may need to be carried out more than once, especially where there are changes to the workforce. These may be delivered as part of the daily activity briefing process. Feedback from the workforce must be encouraged during briefing, toolbox talks, DABs,

2.7.3 Initial Planning Risk Assessment by HV

Significant project H&S risks have been identified at the initial H&S Planning Meeting. The results of the Initial Risk Identification and subsequent reviews are contained in Appendix K of this Plan.

Legislation states all risks are considered before work commences and significant findings recorded. However, for the avoidance of doubt, a written record of all assessments should be kept.

Risk assessment is a continuous process and must be carried out for all work at all establishments under the immediate control of HV at all phases, from concept to post contract works and in permanent establishments.

Particular attention must be paid to risks to members of the public and any special risks such as young persons, lone working, night working etc.

Initial planning risk assessment review will be formally undertaken at an HS&E planning meeting prior to project starts, chaired by the Project Leader. Hazards, risks, controls, competencies and other HS&E issues will be identified, debated and agreed and output recorded on a form similar to Appendix L.

The first phase will deal with broad issues such as procurement details, specific staff requirements, future method statements and other “up front” actions required for the project by allocating actions to appropriate departments or individuals.

2.7.4 Task Specific Risk Assessment

HV sub contractor operations:

Risks arising from specific HV subcontractor operations during the contract will be addressed in detail

Sub-contractor Activities:

The persons responsible for reviewing Sub-contractor's risk assessments are the appropriate section manager/ package manager/ section engineer, *construction manager or project leader*.

2.8 HEALTH AND SAFETY FILE

2.8.1 Information for inclusion in the Health and Safety File (HSF).

The HV construction team will collate information which can be supplied by the sub-contractors or in turn their Contractors and submit this to the Principal Designer. This will normally include:

1. Brief description of the work carried out
2. Any residual hazards which remain and how they have been dealt with (for example, surveys, or other information on asbestos, contaminated land, water bearing strata, buried services etc)
3. Key structural principles (e.g. bracing, post tensioned units), safe working loads for floors and roofs etc.
4. Hazardous materials such as paints, special coatings etc
5. Information regarding removal or dismantling of plant or equipment
6. Health and Safety equipment for cleaning or planned maintenance
7. Nature, location and markings of significant services including underground cables, gas supplies, fire fighting or emergency services etc
8. Information and 'As Built' Drawings including safe access to and from service voids, fire doors and compartmentalisation etc

HV will agree the information required for inclusion in the HSF with the CDM Co-ordinator at the earliest opportunity.

Individual contractors will be notified, as far as is practicable, by HV of the specific type of information required for inclusion in the HSF, at the pre-let stage.

2.8.2 Method of providing information

Contractors will provide information for inclusion in the HSF to HV. The HV Project Leader will ensure that all the HSF information is provided to the CDM Co-ordinator at the end of the project.

3.0 WASTE MANAGEMENT PLANNING

HV will manage the environment at a project level.

3.1 HV ENVIRONMENTAL POLICY:

The HV Environmental Policy will be displayed where appropriate and communicated through the site induction and briefings.

3.2 ENVIRONMENTAL APPOINTMENTS:

Environmental Representative:

The Environmental Representative will be appointed in writing by the Project Leader, referring to the need to have read and understood the Environmental system and being willing to accept the role. Their competence and experience for fulfilling this role will be formally assessed, by the Project Leader. If this role is not formally delegated, it remains with the Project Leader.

Visiting Environmental Coordinator:

The Environmental Coordinator will be either the allocated visiting Safety and Environmental Adviser or a specific environmental appointment who would carry out inspection and audit, offering advice and support on environmental matters.

3.3 INITIAL PROJECT ASSESSMENT.

We will carry out a Project Assessment which classifies all Environmental Aspects and will be recorded on the Initial Project Environmental Assessment (see appendix M) considering anticipated site operations and both the workplace and surrounding environment.

3.4 ASPECTS & IMPACTS CONTROL REGISTER

The Aspects and Impacts Control Register Template (see appendix N) identifies all environmental aspects and impacts and identifies mitigation measures will be delivered e.g. Toolbox Talks, Progress Meetings, Inductions, Subcontractor training, etc. This Register will also identify specific responsibilities for individual mitigation measures. This is maintained in the Environmental Management Plan.

The Register will also identify environmental control documents and legislation (permits, licences, Section 61, Local Authority communications etc) to ensure all environmental requirements are achieved. A Schedule of Consents and Licenses should be maintained Appendix L alongside the Aspect and Impact Control Register. The Aspects

and Impacts Control Register and Schedule of Consents and Licences are maintained within the Project Environmental Management File as Appendix T to this Plan.

3.5 WASTE MANAGEMENT PLANNING

In England and Wales all sites producing hazardous waste must be registered with the Environment Agency.

The Project Site Waste Management Plan will detail the Project waste types and quantities including waste management actions and responsibilities for waste disposal. All waste transfer documentation e.g. transfer notes / consignment notes will include the appropriate six-digit code from the List of Waste Codes.

A list of waste permits / consents / exemptions and licences (e.g. waste carriers, receiving tips, and exemption certificates), will also be maintained in Section 10 of the Site Waste Management Plan.

The Project Site Waste Management Plan (Appendix P) is maintained within the Project Environmental Management File as Appendix T to this Plan.

3.6 OBJECTIVES AND TARGETS

Project Objectives and targets will be considered and formally agreed at the start of all new projects including any associated KPI's and client requirements. The Project Environmental Targets should be defined in the Table below:

Requirement / Objective	Targets	KPI's
Waste	e.g. SWMP Section 3 Quantity or other benchmark	e.g. M ³ /100K Turnover e.g. % Landfill
Water	e.g. Constructing Excellence Benchmark	e.g. M ³ /100K Turnover
Carbon	e.g. CR Challenge Targets	e.g. Tones CO ₂ / 100K Turnover
Code for Sustainable Homes	e.g. Code Level 3	Achieve Assessment Score
BREEAM	e.g. BREEAM Excellent	Achieve Assessment Score
CEEQUAL	e.g. CEEQUAL Very good	Achieve Assessment Score
Considerate Constructor Scheme	e.g. Score 35.	Achieve Assessment Score
Other	TBC	TBC
Other	TBC	TBC

3.7 ENVIRONMENTAL EMERGENCY RESPONSE / ACTION PLANS

The HV project team will identify potential environmental emergency situations or accidents with appropriate action plans prepared, communicated and periodically tested, reviewed and modified as appropriate.

3.8 CONSULTATION RECORDS

The Consultation Record Sheet is used for recording consultations, formal, informal discussions and meetings. Records of consultations may be recorded in other formats as agreed at project level.

3.9 INDUCTION, TOOLBOX TALKS & TRAINING

The project / site induction will ensure that all relevant Environmental aspects are included. Regular Toolbox Talks should be given to all site operatives including subcontractors. A register of all attendees will be maintained within the site Safety and Environment filing system (see below).

3.10 ENVIRONMENTAL MONITORING, MEASURING, INSPECTION AND AUDIT

Specific monitoring arrangements, where appropriate, should be identified within the Environmental Management Plan (e.g. water quality sampling, dust monitoring etc.). A regular review of all applicable permits / licences e.g. waste carrier / management licences should be made for legal compliance.

Weekly inspections should be completed on the standard Health, Safety and Environmental template forms. These each include a short environmental section which will allow regular recording of environmental issues.

- Supervisors Inspection Report (See Appendix Q)

Audits:

Audits may include system audits or audits at project level. An example checklist can be found in Appendix R.

Safety Programme:

Appendix M is a specific check sheet which reviews general environmental issues.

Non-conformance, Corrective & Preventive Actions:

Non-conformance report in Appendix S is used to record non conformances.

3.11 ENVIRONMENT INCIDENT & INVESTIGATION REPORTING

HV standard forms should be used to record any unplanned event that harmed the environment, breached environmental legislation / requirement or possessed that potential.

3.12 ENVIRONMENTAL RECORDS

On each project, an Environmental Management File (EMF) will be established to hold all appropriate environmental records as Appendix T of this Plan

The content for each file may vary from project to project since the issues may vary considerably.

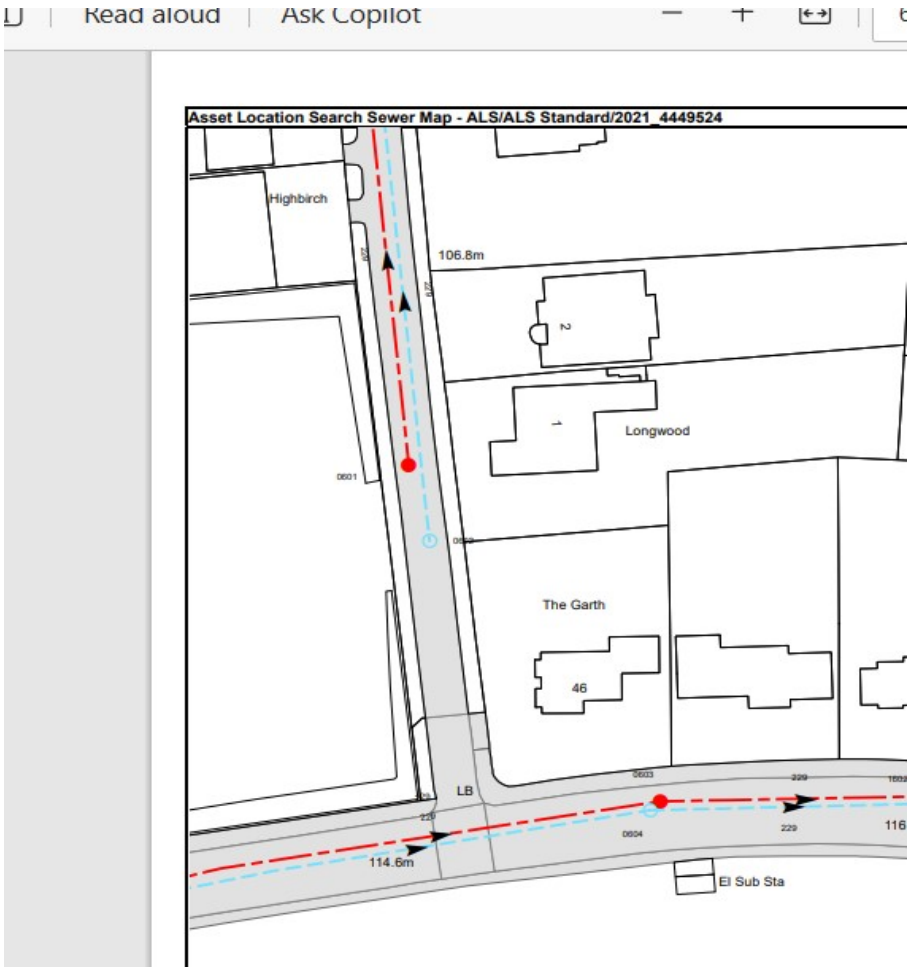
APPENDIX A1

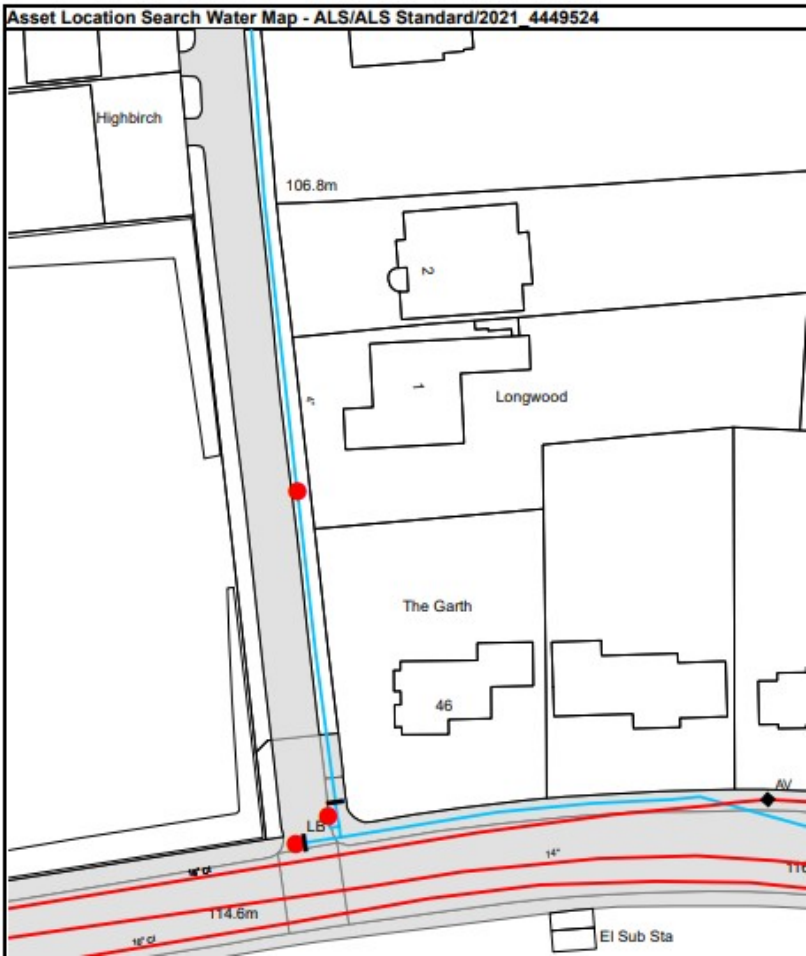
PRE - CONSTRUCTION PROGRAMME SEQUENCE PHASING PLAN

APPENDIX A3

CONSTRUCTION PROGRAMME

THAMES WATER ASSET SEARCH MAPS



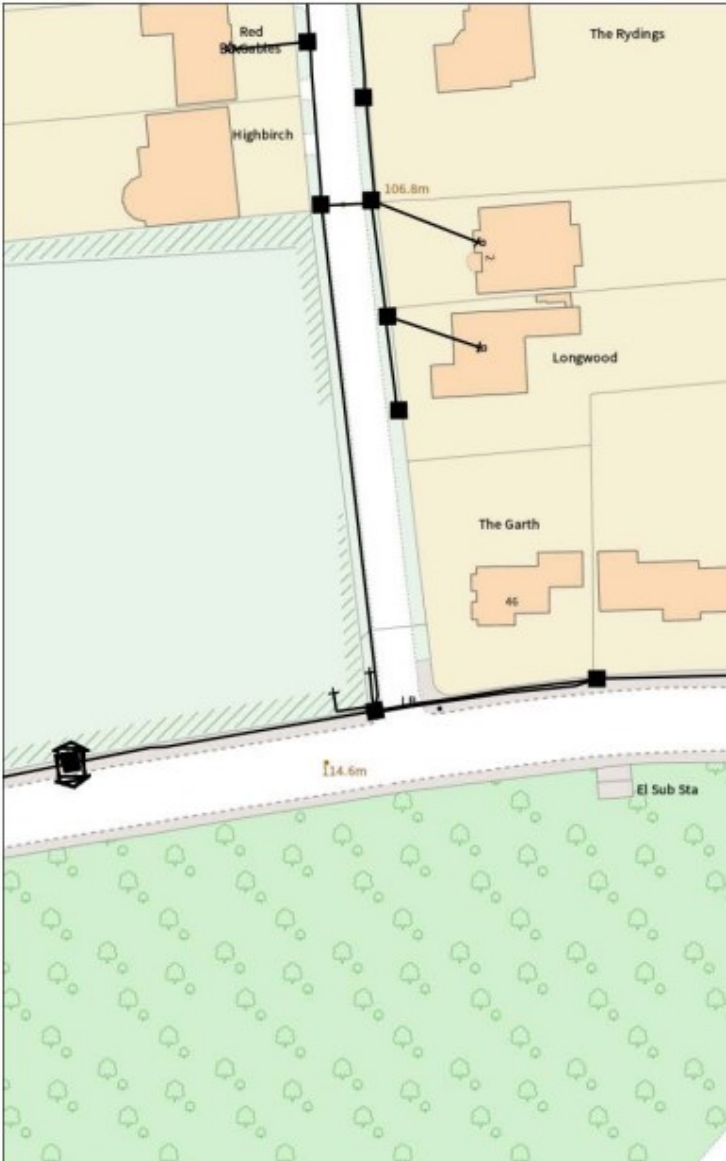


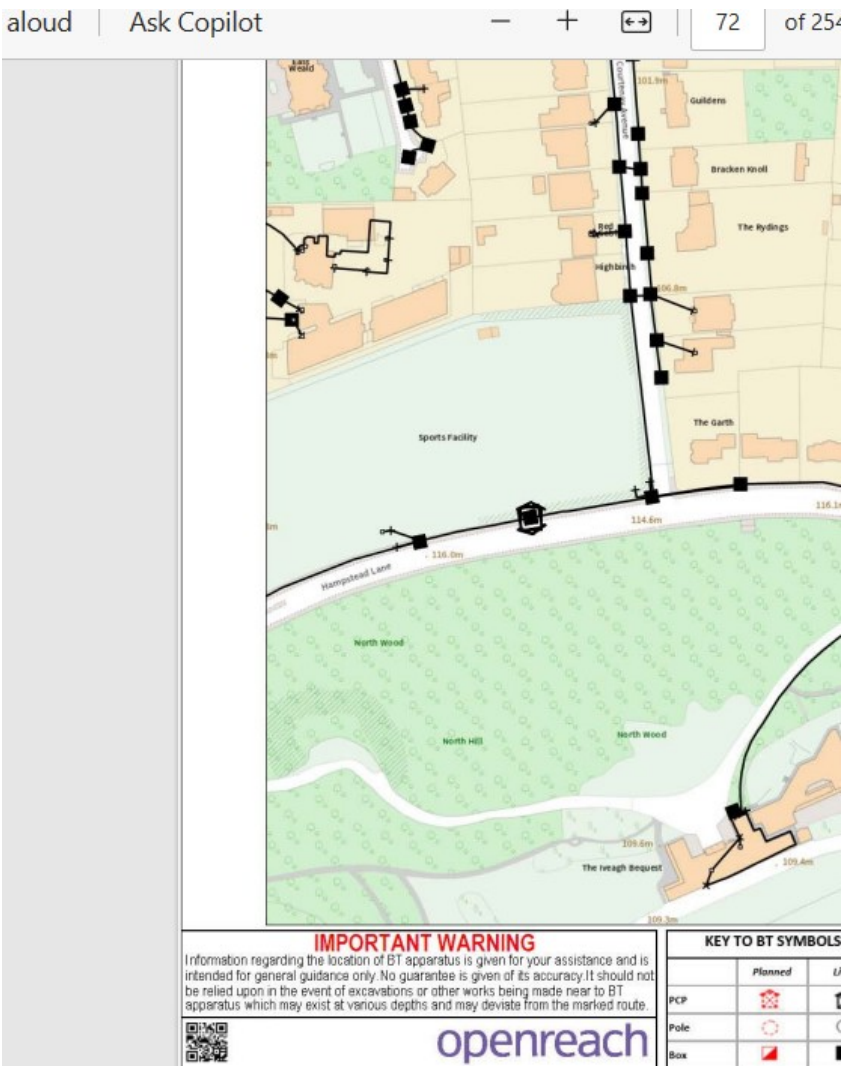
APPENDIX B3

BT ASSET SEARCH MAPS



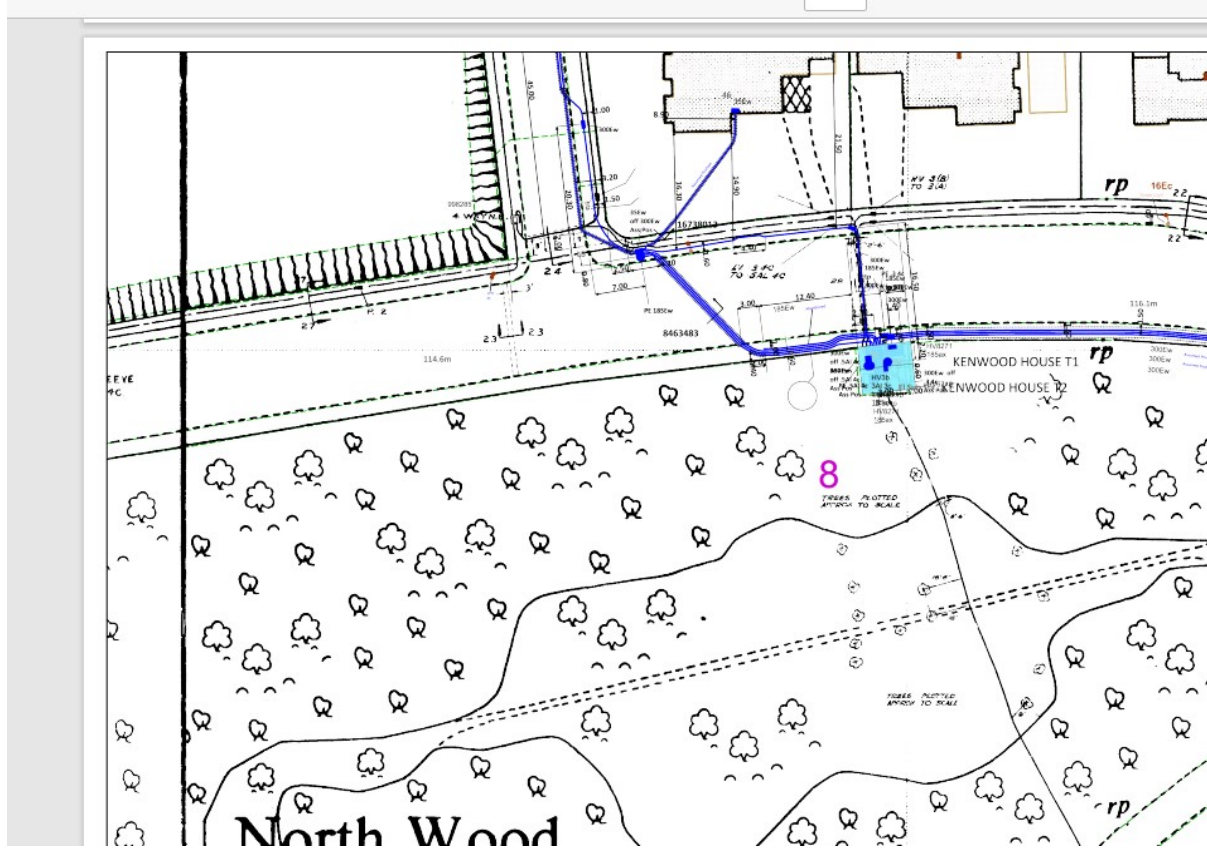
Maps by email Plant Inform





APPENDIX B4

EDF ASSET SEARCH MAPS



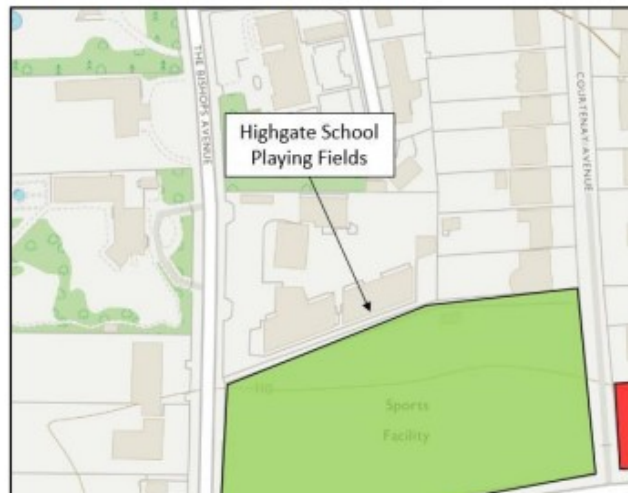
Cadent Gas search report



APPENDIX C

Traffic management Plan

Figure 2.2: Local Context Plan



Location of site

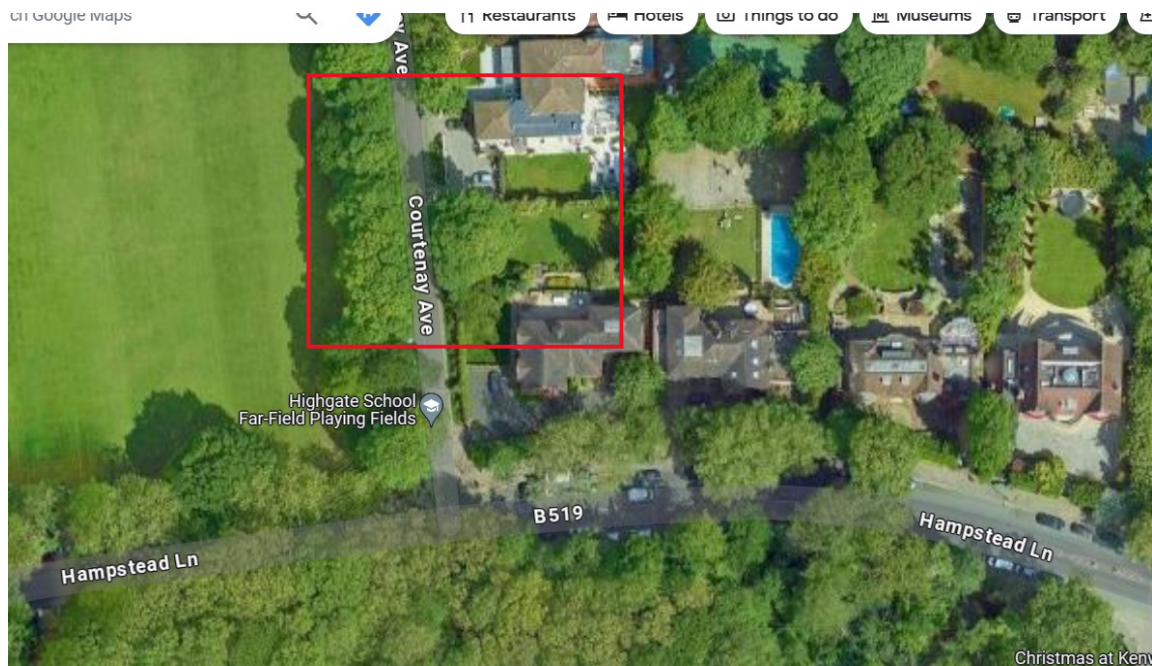
The Caneparo document, August '21 has been referenced in preparation of this document. The routing has been altered for HGVs exiting site, see map, as the proposed Sheldon Avenue route is unsuitable for HGVs to join at the A1 junction. The dotted red line shows route to and from A1 and site.

44/46 Hampstead lane ACSL CONSTRUCTION TRAFFIC MANAGEMENT PLAN [Ref: AC.44/46.CTMP]		
Harrison Varma Projects	Issued: 15/01/24	Rev A

1.	Introduction
2.	Description
3.	Program
4.	Key principles
5.	Access
6.	Safety and the public
7.	Estimate number of vehicles
8.	Environmental controls
9.	NRMM
10.	Delivery vehicles
11.	Waiting/holding areas
12.	Lorry/HGV route map
13.	Site operatives commuting
14.	Site plan showing proposed layout/access
15.	Summary

Introduction

This document sets out the control measures to be utilised by Harrison Varma Projects to control to acceptable levels the impact from construction traffic generated by the proposed site at 44/46 Hampstead Lane, Highgate. N6 4LL.



Plan showing boundary (apx) in red.

Description

The proposed works involve demolition of existing buildings of standard masonry construction and construction of a new build residential care home, the works are to be executed simultaneously. The site is situated on Hampstead Lane and has a wide frontage with generally good access onto a straight stretch of the road. With construction projects of this nature it is vital that sensible planning and control measures are in place from the outset to control the impact from the construction activities. Construction planning needs to consider the environment to a similar level as the building life design. Noise, dust and traffic are key headings but pollution and waste can easily be controlled with some simple measures that are now common practice on construction sites where reputable contractors are engaged. This document deals specifically with the highways and the methods used to control the impact to acceptable levels to avoid nuisance and complaints from neighbours. Please refer to the Community Strategy for details of how the site team will communicate with the neighbours.

Program

Works on site are expected to take up to 2 years. Enabling and demolition will take around 2 months, groundworks 4 months, superstructure 6 months, fit out 10 months, landscaping 4.

Normal working hours on site during this time will be;

Monday – Friday 8:00AM – 6:00PM, Saturday 8:00AM – 1:00PM.

Deliveries will be scheduled and only accepted between;

Monday - Friday 08:00AM – 17:30PM, Saturday 08:00AM – 12:30PM

Key principles

Building new does not mean throw away and start again. The areas of demolition will produce hard core and concrete. This can be used for the formation of hardstanding and piling mats. The advantage is not exporting waste and not importing all the aggregate needed for subbases. This dramatically saves on vehicle movements as it is recycling at source. With careful planning the base can stay permanently beneath parts of the new development. During the construction phase the site roadway will need continual maintenance to keep level and stay as a drained base, by avoiding vehicles driving through mud and with careful cleaning of the road wheel washing is not necessary. The benefit of not exporting and importing could show an expected reduction of traffic movements in the order of 30% to 40% in the early stages of the project.

Back loading will be adopted wherever possible as deliveries of bulk loads will inevitably be required. By scheduling some of these with licensed waste carriers the return trip can be made with a waste load. This will be useful in the early stages where traffic movements are potentially higher than later in the build.

Waste segregation procedures will be covered in the detailed CMP, this will identify waste streams for recycling and will mean better control of waste volume by compaction and grading of certain waste streams for transport to local transfer stations for recycling, this will reduce the number of vehicle movements associated with the site.

Access

Manned access gates will be used for all vehicle access to and from the site, during the construction phase these will be in the same location as the existing crossovers, a separate pedestrian entrance will be formed for staff and visitors to the site. The traffic generated by the development will be controlled by the implemented plan. This plan is designed to reduce the impact of construction traffic on the local highways by ensuring that deliveries enter and exit the site in a coordinated, respectful and controlled manner throughout the day, and where possible to avoid peak times to avoid causing delay and disruption to other road users. A travel plan based on local knowledge will be issued to all suppliers and contractors to inform drivers without local knowledge of the best route to avoid the common scenario of large vehicles attempting to turn into unsuitable roads. The route from the A1 trunk road to site is clearly marked on a map that will be issued to all hauliers and suppliers.

Strict instructions outlining the procedure for minimum disruption deliveries, including details of financial penalties for non-conforming suppliers, will be issued as part of the contract documentation to contractors. This will include map with route, no go areas for vehicles of a certain size, times, behavioural code and a copy of the delivery acceptance procedure.



View of site looking towards The Bishops Avenue

Safety and the public

Members of the public will be warned of the risk of vehicles by prominent signage in an industry standard format, the entrance gate ways will be profiled to afford the drivers a good view of the footpath and roadway when exiting the site. Trained traffic marshals will be employed an hour before site opens to avoid vehicles queuing and causing obstructions, during working hours they will direct and control traffic in and out of the site onto the site roadway which will be designed to enable vehicles to drive in, unload/load and drive out to avoid vehicles reversing in or out of site. Some marshals will be retained throughout the duration of the contract, previously where this has happened, they have become known to locals, dog walkers and neighbours who walk the same route. This prominence and familiarity results in a pride in the workplace, in this case the front of the site, with a positive result for all.



View of site looking towards Highgate

Estimated number of HGV vehicles

Excavated inert material	200 (20 t loads)
Soft strip from demolition	10 (skip load)
Imported aggregate	40
Concrete	150 (ready mix)
Miscellaneous	650

Total 1050 /520 (days on site) = 2 per day. (peak expected at 20 per day)

The peak will occur in the early stages where the site traffic could approach one vehicle every 15 minutes. Considering the average traffic flow in Hampstead Lane there will be little noticeable impact. As the site has a wide frontage and broad entrance it is expected there will not be any congestion caused by vehicles waiting on Bishops Avenue, traffic marshals controlling the vehicle movements will ensure the vehicles leave site without traffic flow disruption.

Environmental controls

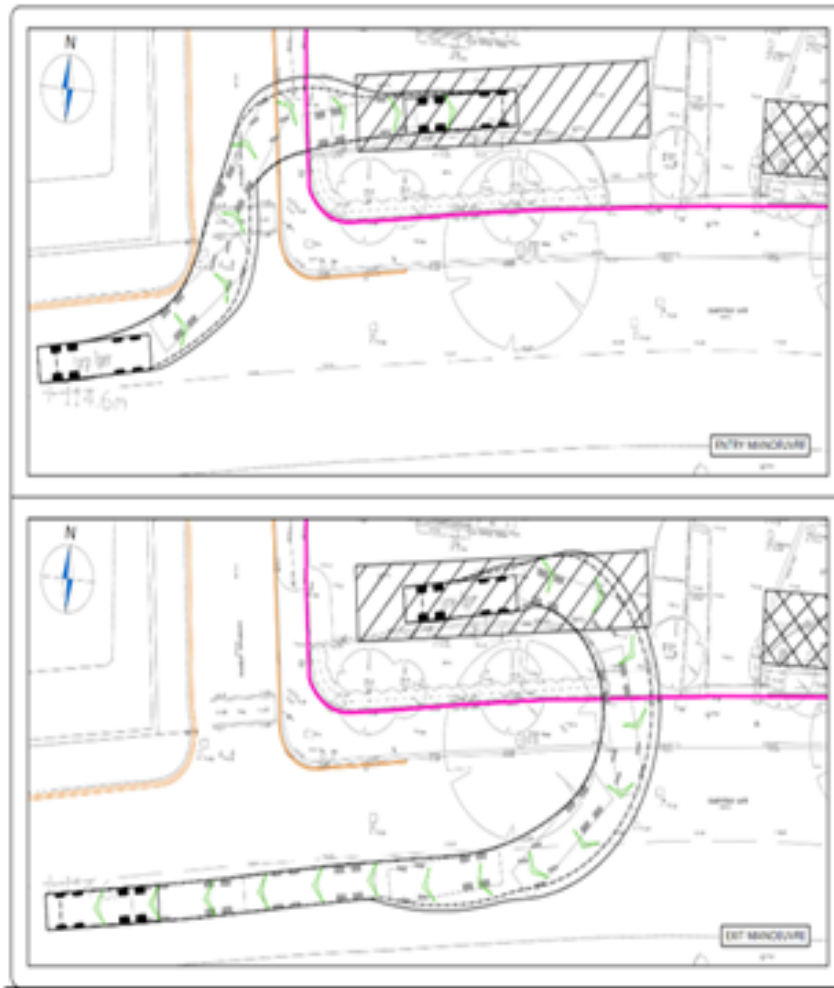
Mud on roads, where not expected, can cause a major hazard for motorists, cyclists and pedestrians and washing the highway down with water only results in the blocking of drain gullies. During the groundworks stage mud and other contaminants can easily become transferred onto the highway and footpath via the wheels of exiting vehicles, control of mud is most effective at source although provision of a wheel wash station is often considered as an option where tight site constraints negate the option of a crushed haul road and loading area.

The issue arises when a breakdown or maintenance overrun occurs meaning the site cannot import or export any product or waste, these are therefore considered as a second choice. The traditional site roadway formed using compactable material, often from demolition spoil, is the best method passive method of mud pollution control, in addition the front of site benefits from concrete based driveways that present as being on good order. Where required wheel washing will be implemented and should it be required a Local lorry mounted road sweeper will be implemented, this will be able to attend site with three hours.

The map below shows the track out zone. Best efforts will be made to zero the impact, as noted above.



Taken from Air Quality Consultants report, August '21. The plans on next page show tracking for 4 axle tipper.



NRMM

The GLA has set limits on the polluting emissions created by site non road moving machinery (NRMM) and single speed engines used in construction activities, such as generators. The standards are prescriptive.

The Non-Road Mobile Machinery (Emission of Gaseous and Particulate Pollutants) Regulations 1999, as amended, and the various GLA publications have been used in preparation of document.

The current emission standards for Hampstead Lane are set as class 111B. The area is not noted as being in one the various Development Zones within Greater London. In January 2025 the standard will change to IV and will apply to all NRMM variable speed equipment used on site and that class V will apply to all fixed speed (generators etc.). The site is to registered on the NRMM London website with details of machinery to be added as they are available. It should be noted that variable speed equipment will be selected to meet the stricter 111A as a minimum.

The requirements are statutory and enforceable by law, this document is produced only to remind those responsible for running site of that fact.

The site/s are to be registered on the NRMM website, as construction machinery is brought to site it will be registered.

Delivery vehicles

Deliveries must be made using compliant vehicles, see the list and images that follow for details and the rules for delivery that will be issued to hauliers and enforced by Harrison Varma.

1. Hiab/self-unloading vehicles require appropriate verifiable test certs with serial number of machine being clear and untampered with. Proof of operator competence required on the day, evidenced by holding current and verifiable training certificate required otherwise no powered/mechanical lifting self-unloading permitted. LOLER 98 compliance required.
2. Tail lifts that are open acceptable up to 3.5T GVW, beyond this hand rails/side rails required unless the Traffic Manager notifies otherwise due to height of bed or size of lift vs. load size.
3. No Mountys or Moffetts to be used on or in the environs of site.
4. Vehicles must meet requirements in force at the time of delivery of the LEZ
5. Vehicles not meeting Euro class V (M, P, G 4) will not be permitted to unload on site.
6. Vehicles will be required to meet FORS Silver class or better, CLOCS accredited and SLS standards, this is statutory. (Class VI mirrors and side guards mandatory) see images below of a compliant vehicle. Most are now meeting this standard but any that are non-compliant will be turned away.
7. Hand rails required to all lorry beds unless load is pre-slung with certified strops for remote attachment not requiring bed access.
8. No queuing or parking in The Bishops Avenue or any other part of the public highway.
9. Vehicles will only enter site under the direction of a traffic marshal



Above shows side indicator warning when blind spot turning, below a close up of the sounder





Above shows mirrors required, below full side rails





Above is the illuminated cyclist warning sign on the LHS. Note the FORS silver class signage on the RHS. Below the different mirror classes are explained



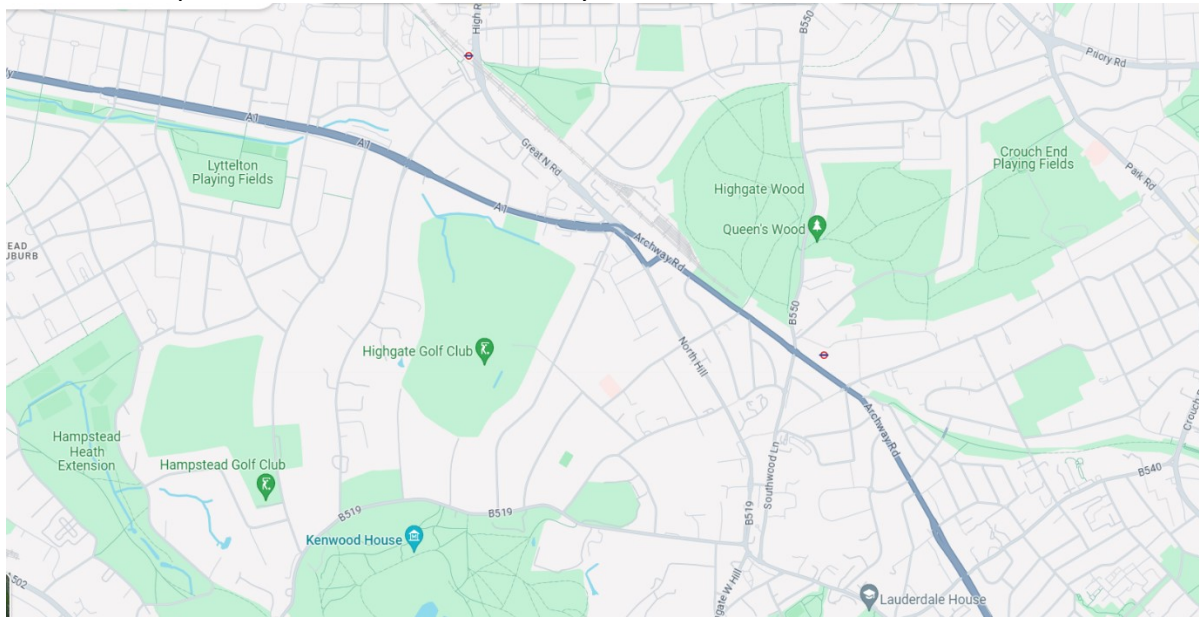
Below are images of FORS gold class vehicles, NS cyclist and pedestrian protection is enhanced.





Lorry/HGV route map

Route shown from M1/A406/A41 and A1 to site (shown from A406/A1 junction) . No other access routes are expected or allowed to be used by site traffic.

**Waiting/holding area**

Peak time deliveries are to be avoided where possible, this will require the booking in of deliveries and the “calling on” of loads into site, to assist in the process the relevant hauliers will be advised to use one of the following vehicle parks should their vehicles be ahead of the allotted time for delivery or if they have missed a slot, thereby allowing them to await call on at the next available time

South Mimms Services

Prince Charles Drive Hendon NW4 3 FP

M S Car Park Ltd London N4 2 DD

Parking-Here.Com London NW3 5EJ

Hale Parking London N17 6PG

Site operatives commuting

It is intended to offer free tea and coffee to all operatives who commute to site using public transport or who cycle to work as well as lockers being made available to these groups so they have secure storage on site for their personal belongings. There will be secure cycle storage on site for the free use of site operatives who choose to cycle. Van share will be encouraged where trades cannot travel by public transport, due to the need to carry extensive tools etc.

Site plan showing proposed layout/access

As per tracking plan for traffic. Site layout TBC

Summary

The methods described are tried and tested, despite this constant monitoring by a section manager to produce a report for the senior site management will result in early detection of any issues likely to cause concern. Safety and the environment have been considered and impact controlled to acceptable levels. Past experience has shown the methods used to be robust and unlikely to cause complaint.

APPENDIX E

LIFTING PLAN

LIFTING OPERATIONS PLAN

Project:

Ref:

Introduction and Scope

This Lifting Operations Plan details the project specific organisation and arrangements for the management of lifting operations on all Laing O'Rourke projects and establishments.

Craneage is defined as mobile, crawler, tower and overhead gantry cranes, This will include piling rigs and their service cranes, boom operated MEWPS, concrete pumping booms, excavators used as cranes, lorry loader type devices and forklifts / telehandlers used with a lifting attachment and any other such equipment when being used as a crane to lift or lower loads.

The responsibility for compiling, updating and reviewing this document rests with the 'Appointed Person' as defined in the Group Standard "The Safe Operation of Cranes " and who is also named in the Project HS&E Plan.

The development and complexity of the Lifting Plan will be dependant on the types and numbers of lifting equipment to be used on the project.

Occasional visiting mobiles may only require the completion of the Lifting Operations Assessment Forms (LOAF's) by the Appointed Person; where as, a site with several different types of cranes on a permanent basis will require a full plan to be developed.

Lifting operations involving cranes will always require the following resources and be in accordance with the Group Standard "The Safe Operation of Cranes " and "The Guide to Safe Slings and Signalling": -

- I. Appointed Person (who may also be the Crane Supervisor in some circumstances)*
- II. Crane Supervisor*
- III. Crane Operator*
- IV. Slinger / Signaller*

All documentation associated with the lifting operations that is generated during the project must be retained in an orderly manner within a referenced filing system.

*This document uses the terminology currently used in “The Lifting Operations and Lifting Equipment Regulations 1998” i.e.: **Accessories for Lifting** in place of Lifting Gear*

CONTENTS

- 1. Lifting Strategy Outline**
- 2. Authorised Crane Team Organisation Chart**
- 3. Authorisation of Slinger / Signallers**
- 4. Identification and Initial Assessment of Lifting Operations**
- 5. Schedule Basic Lifts**
- 6. Index of Non Basic Lifts & Method Statements for Complex Lifts**
- 7. Lifting Operation Assessment Forms (LOAF's)**
- 8. Project Arrangements for Procurement of Lifting Equipment**
- 9. Communication & Consents**
- 10. Specific Arrangement for Avoidance of Lifting Over People**
- 11. Procedures for Avoiding Craneage Clash**
- 12. References**

APPENDICES

- 1. Typical letter of appointment for Appointed Person***
- 2. Typical letter of appointment for Crane Supervisor***
- 3. Site Layout & Crane Location Drawings (where applicable).**
- 4. Crane Team Meeting Agenda**
- 5. Register of 'On Site' Lifting Equipment**
- 6. Schedule of Common Lifts (Example)**
- 7. Template LOAF Forms**

Note: * indicates typical examples. These documents need not be included within the actual Project HS&E Plan, but may be filed elsewhere on site.

1. Lifting Strategy Outline

The purpose of the lifting strategy is for the project to detail the lifting equipment that will be required during the project and at what stage/time they will be needed. The strategy should also take into account the requirements of the sub-contractors while undertaking their work.

Prompt Box

Details to be added should include: –

- Types of lifting equipment required i.e. Mobile and tower cranes, forklifts etc
- Approximate dates equipment will be required.
- Works to be undertaken.
- Specialist equipment required.
- Lead in times to order equipment. (Contact Select Plant)

2. THE AUTHORISED CRANE TEAM MEMBERS

Project:

Ref:

Position	Name:	Company	Areas of Responsibility	CPCS Registration Number & Expiry	"Safe Op Cranes" issued? (Signature & Date)
Appointed Person* (Lifting Operations)					
Crane Coordinator					
Crane Supervisors*					
Crane Operators*					
Signallers/Slings*	See separate sheet, section 3				

(For duties and responsibilities refer to the Group Standard for The Safe Operation of Cranes)

Date:

3. AUTHORISATION OF SLINGER / SIGNALLERS

CITB CPCS CARD DETAILS					
NAME	COMPANY	CITB CPCS CARD REGISTRATION No	EXPIRY DATE	AUTHORISED BY (Name and Date)	GUIDE TO SAFE SLINGING & SIGNALLING ISSUED? (Signature and Date)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

4. IDENTIFICATION AND INITIAL ASSESSMENT OF LIFTING OPERATIONS

Project:

Operation	Items to be lifted	Max wt.	Crane to be used	Lifting Accessories to be used	Location on Site Load lifted from – to	M/S required? yes /no	Comments (i.e. basic, standard or complex lift)

(Refer to section 7 of the “SMS” (Safety Management System) for the Risk Assessment and Method Statement process and forms)

Date:

5. SCHEDULE OF BASIC LIFTS

Project name:

Ref:

Load	Method

Note: -

1. Refer also to 'The Guide to Safe Slings & Signalling'
2. For the above basic lifts, only the stated methods are to be used unless the Appointed Person has authorised alternative methods.
3. Methods
for other lifts: -
 - Shutters and table forms - see method statement ref No.....
 - Pre-fabricated reinforcement cages - see engineers sketch No.....
 - Structural steel works assemble - as per subcontractors detailed method statement.

Date:

**6. SCHEDULE / INDEX OF 'NON BASIC' LIFTS COMMON TO THE PROJECT
RISK ASSESSMENTS / METHOD STATEMENTS**

Complex or Standard Lifting Operations	Action by: (add contractor or persons name)	Method Statement Date required by:
REFER ALSO TO SAMPLE SCHEDULE OF COMMON LIFTS TEMPLATE WHICH SHOULD BE DEVELOPED TO COVER COMMON BASIC and STANDARD LIFTS		

Notes:

The table above is to list those lifting operations for which full risk assessments and method statements must be produced and allocate responsibility for production of these documents.
(see sect.3 for lifts already identified as requiring method statements).

This table will include all “Complex Lifts” and some standard lifts where additional hazards have been identified or when designated by the Sites Appointed Person..

- **“Complex lifts”** are any lifts that requires more than one crane, involves “superlift” attachments or where there are exceptional hazards
i.e. in petrochemical plant.
For very large complex lifts the method statement could run to several volumes of very detailed planning and engineering studies.
- **“Standard lifts”** are those not covered in the “Guide to Slings & Signalling” or section 4 of this Lifting Operations Plan but are defined in Group Standard: “The Safe Operation of Cranes”.

The additional controls required for standard lifts may vary from use of the crane control forms only to specific task sheets or Method Statements.

7. LIFTING OPERATIONS ASSESSMENT FORM (LOAF)

The form consists of two parts. Part 1 covers the documentation and details of the crane being used, and must be completed when the crane arrives on site. Part 2 details the use of the crane. There must be a valid Part 2 form for every lift (see below). However, a Part 2 form may cover more than one lift if all the circumstances are the same.

These forms may also be useful in planning the use of plant such as concrete pumps, aerial platforms and lorry loaders. (Refer to Appendix 7 for copies of LOAF forms, parts 1 & 2)

Part 1

A person familiar with crane certification must fill in part 1. The Appointed Person will nominate this person.

The crane supplier will provide information relating to the crane, but the certification must be checked to ensure that it relates to the crane and lifting tackle, and that it is current.

The 'valid until' date will be the earliest of:

- The earliest expiry date of any of thorough examination reports/test certificates
- When any anticipated re-rigging of the crane will take place;
- When the crane will leave site.

The nominated person will then sign the form, and give a copy to the crane operator. This must remain in the crane at all times, as it will be inspected each time Part 2 is filled out. A copy must also go to the Appointed Person.

Note: Part 1 forms may need to be periodically updated whilst the crane is on site, for example, after a change in rig configuration, after a re-test, after each thorough examination. A part 1 form will be completed by the Appointed person for each tower crane before use.

Part 2

Part 1 will be re-checked when Part 2 is filled in to ensure that it is valid.

Part 2 forms relate to the use of the crane and are intended to provide a convenient way of recording the planned method of lifting, i.e. the method statement. They can be completed to cover a range of lifts (provided conditions are similar) or for individually identified lifts.

The repeated use of Part 2 forms is not required for identified Basic Lifts where the method of lifting has already been specified, where the weight of the load is known to be well within the capabilities of the equipment and where there are no hazards or obstructions within the area of operation. However, at least one Part 2 form should be completed to record the above findings.

There may be occasions when the Part 2 form is not considered to provide an adequate method statement e.g. for complex or high risk standard lifts. In such cases, more detailed lifting studies and more comprehensive method statements will be required.

Whilst it is the responsibility of the Appointed Person to ensure that Part 2 forms are produced to a satisfactory standard, it is also the responsibility of every manager who puts a crane to work, including all crane supervisors, to ensure that lifts are not carried out unless there is a pre-determined safe method of work in place.

8. PROJECT ARRANGEMENTS FOR PROCUREMENT OF LIFTING EQUIPMENT

The purpose of this element of the Plan is to detail the arrangements made by the project for direct procurement (as opposed to subcontractor procurement) of lifting equipment

Refer to appendix 7 of Group Standard “Safe Operation of Cranes” acquisition procedures

Prompt Box – Details to be added should include: –
Who is authorised to obtain them
Record all information on the form in Appendix 4 Register of on Site Lifting Equipment
Copies of relevant certification must be obtained for each item and an appropriate file maintained by the Appointed Person.

9. ARRANGEMENTS FOR COMMUNICATING INFORMATION

This section should set out project specific arrangements for both formal and informal methods of communication within the crane team itself, between the crane team and site management and between Appointed Person and Temporary Works Coordinator when considering ground capacity, outrigger loads and spreader beam requirements.

Prompt Box – Details to include:
For large contracts with numerous cranes team meetings may be necessary – if so state frequency and agenda (see appendix 1 for proposed agenda)

Briefing sessions including Tool Box Talks – who will carry them out

Types of signalling systems and radio Systems
Means of identification for Slinger Signallers – e.g. H.V orange helmet covers

CONSENTS

Contact must be made with any property holder that may be affected.

Network Rail to be contacted wherever there is risk of overturning or collapse of equipment onto their property.

BAA to be contacted re airspace and radar interference at airports

10. SPECIFIC ARRANGEMENT FOR AVOIDANCE OF LIFTING OVER PEOPLE

Prompt Box – Details to include:

Arrangements made at initial planning stage to select and locate craneage to minimise lifting over people.

Arrangements made to protect access routes.

Arrangements made to protect working areas or notify workforce lifting is taking place.

Daily briefings should include the planning of low risk aerial transit routes for loads, to minimise risks in lifting over unprotected workers.

11. PROCEDURES FOR AVOIDING CRANAGE CLASH

Prompt Box – Details to include:

Consideration given to anti collision systems integrated into cranes.

Arrangements for managing interfaces between adjacent lifting operations or between cranes and concrete pumps, MEWPS etc.

Communications and emergency channels

12. REFERENCES:

- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Construction (Health Safety and Welfare Regulations) (CHSWR) 1996
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- BS 7121 – Code of Practice for Safe use of Cranes Part 1 General 1989
- Group Standard – The Safe Operation of Cranes
- Guide to Safe Slings and Signalling
- Working At Heights Regulations 2005
- The Safe Use of Hoists

APPENDIX 1

*Typical Letter of Appointment for a Harrison Varma Appointed Person for Lifting Operations.
- Action by project manager*

Project name:

Address:

Date:

Dear.....

Re: (Project Name) - **Appointment**

You are hereby appointed as the "Appointed Person" for lifting operations on the above project, as defined in the Group Standard "The Safe Operation of Cranes" a copy of which is attached.

This appointment is effective from/...../..... (*insert date*)

Accordingly, you are responsible for devising and implementing a safe system of work, and for having overall control of all lifting operations associated with the project. Your specific duties and responsibilities are detailed within the above mentioned document.

In order that you are able to discharge your responsibilities effectively you are authorised to:-

- lead the project crane team(s)
- delegate duties to suitably competent individuals or organisations
- consult with others having specialist knowledge
- devote time and other resources to the role, as approved in each case by the Project Manager.
- stop all or any lifting operations if there is any doubt or concern over the safety of such operations.

Before accepting this appointment you must have attended the approved "Appointed Person" course, hold a current CPCS Appointed Persons Card and have received an element of practical training in Slings / Signalling.

In the event of your scheduled and prolonged absence from site you are to discuss appropriate cover or deputising arrangements with the Project Manager.

The Project Manager will formally review your appointment at suitable intervals.

.....
(Signed Project Manager)

APPENDIX 2

Typical Letter of Appointment for a Harrison Varma Crane Supervisor *- Action by the Project Manager*

Project name:

Address:

Date:

Dear.....

Re: (Project Name) - Appointment

You are hereby appointed as a 'Crane Supervisor' for lifting operations on the above project, as defined in the Group Standard " The Safe Operation of Cranes" a copy of which is attached.

This appointment is effective from/...../..... (*insert date*)

You are responsible for supervising all lifting operations associated with the general work which you supervise and for which you will be briefed by(*insert name*), the Appointed Person for the project.

Your over-riding duty is to ensure that those lifting operations for which you are responsible are carried out in accordance with an agreed safe system of work. This may include reference to:-

- The Group Standard " The Safe Operation of Cranes"
- The Guide to Safe Slings and Signalling (copy attached)
- Any schedule of common lifts, Lifting Operations Assessment Forms and method statements with which the Appointed Person may provide you.

You are hereby given authority to stop any lifting operations if: -

- There is any doubt or concern over the safety of such operations, or
- The behaviour of persons involved is not in accordance with the safe systems of work, *or*
- Circumstances change from those anticipated when the lift was planned.

Before accepting this appointment you must have attended the approved "Crane Supervisor" course and hold current CPCS Crane Supervisor and Slinger Signaller cards.

The Project Manager will formally review your appointment at suitable intervals.

.....
(Signed Project Manager)

APPENDIX 3

SITE LAYOUT & CRANE LOCATION DRAWINGS

APPENDIX 4

CRANE TEAM MEETING (Agenda)

Project:

Date:

Crane Team Meeting

Proposed agenda for meeting:

Attendees:

<i>Name:</i>	<i>Company</i>	<i>Position in Team</i>

1. *Review of yesterday's / last week's lifting operations*

2. *Incidents / Problems*

3. *Revised Methods*

4. *Future Lifts*

5. *Future Cranes on Site*

6. *New Methods*

7. *Lifting Equipment Issues:-*

Results of routine inspections, any defects noted?

New / replacement equipment needed?

Thorough examination / testing requirements

8. *Any Other Business*

9. *Date of Next Meeting*

10. *Distribution:*

Register of on Site Lifting Equipment

[illegible]

Date:

APPENDIX 6

SCHEDULE OF COMMON LIFTS (Example)

Project name:

A “Schedule of Common Lifts” identifies those items that are regularly lifted on construction sites and the standard method by which they are to be attached to the crane.

Refer to the PowerPoint file [Schedule Common Lifts Template](#) which should be adapted by site to cover all lifts common to the project or establishment.

This document can be used as the basis of toolbox talks and briefings to the crane team.

Refer to the ‘Guide to Slinging and Signalling’ for other very basic lifts

Date:

.....

Lifting Operations Assessment Form – Part 1 – Documentation

Project:

Date:

THE CRANE/ LIFTING DEVICE

Owners Name, Address, Phone No.		
Technical Representative:		
Crane / Equipment Make & Model:		
Registration and/or Plant No.:		
Rig Configuration(s):		
Special Ballast Required?	•YES / NO – Details:	
Site Testing Required:	•YES / NO – Details:	
Crane Driver Name (1):		
CITB CPCS card details:	Reg. No:	Expiry date:
Crane Drivers Name (1):		
CITB CPCS card details:	Reg. No:	Expiry date:
4 yr test & thorough examination	Reg. No:	Certificate expiry date:
12 monthly thorough examination (6 mth if crane lifting persons)	Reg. No:	Examination report expiry date:
Weekly crane inspection	YES/NO•	•Details

LIFTING ACCESSORIES CARRIED

Item	Identification No	S.W.L.	6 monthly thorough examination – Expiry date

ACCEPTANCE SIGNATURE

I have checked the above items as indicated and confirm that to the best of my knowledge, they are in good order and that this form is therefore valid until the prescribed date.

Sign:	Date:	Form valid until:
Print Name:		

☐ Copy to Appointed Person
in crane cab at all times)

☐ Copy to Crane Operator (to be kept

Lifting Operations Assessment Form – Part 2 - Use

Project:

Date:

THE JOB

Brief Description of Work:		Crane Location:
Load Wt.:	Max. Height of Lift:	Max. Radius Lift:
Lifting Accessories:		
Obstructions (O/Head Cables, Existing Buildings, etc.):		
Ground Conditions:	Voids & Traps:	Underground Services:
Road Closure: Y / N *	Access:	Public Interface:

THE SPECIFYING TEAM (Named Individuals)

Appointed Person:	Crane Specifier:
Foundation Specifier:	Lifting Accessory Specifier:
Will Crane be HIRED AND MANAGED on site YES / NO* or FULLY SUBCONTRACTED? YES / NO*	

THE CRANE

Make & Model:	Registration/Plant No.:
Part 1 Form checked YES/NO* and valid until:	
Weekly crane inspection – rechecked and up to date YES/NO*	

RADIO COMMUNICATIONS

Crane to Crane Radios Required? YES / NO	Crane to S/S Radios? YES / NO
--	-------------------------------

THE TEMPORARY WORKS (Crane Base & Outrigger Supports)

Standard Solution (TIN42) i.e. Outrigger Pad Size?	
Special Design? By Whom?	Checked to Comply? By Whom?

THE LIFTING ACCESSORIES (If not as per Part 1 form)

Item	Identification No	S.W.L.	6 monthly thorough exam'n – Expiry date

THE CRANE TEAM

Appointed Person:	
Crane Driver:	

ACCEPTANCE SIGNATURES (Distribution of copies to these persons, plus Slinger/Signallers)

Appointed Person	I have checked all the above items, and confirm that to the best of my knowledge the crane is capable of carrying out the lifts described within the limits specified.	Sign	Date
Crane Supervisor	I am aware of the lifts for which the use of this crane is authorised & any limitations imposed & will ensure to the best of my ability the crane is not used outside these limits. I have informed crane operator & slinger/signaller(s) accordingly.	Sign	Date
Crane Driver (s)	I am aware of the lifts for which the use of this crane is authorised and any limitations imposed & will ensure that to the best of my ability the crane is not used outside these limits.	Sign 1. 2.	Date

APPENDIX F

Site Induction Form

APPENDIX 3-B STANDARD SITE INDUCTION

Name of Project:

Principal Contractor:

Description of works:

**Expected No. staff /
employees:**

Sub-contractors on site:

Site address:

The Person leading the induction must cover the following:

MANAGEMENT RESPONSIBILITIES

- Safe method of work, with safe equipment } this is also covered
- Safe place to work and Safe access to the place of work } in the induction
- Enforce systems, standards and controls } -see later.

EMPLOYEE RESPONSIBILITIES

Duty to take care of themselves, *and others*, to report problems and hazards

Check their own tools and issued equipment

Co-operate and comply with rules, equipment and permit restrictions

Duty to act or inform and not to omit or conceal

Everybody should play a part to encourage a positive safety & environmental culture

(Management of Health and Safety Regulations 1999 and the Health and Safety at Work etc Act 1974 refers.)

We want you to go home as healthy as you arrived this morning - or better

SAFETY PERSONNEL:

Complete the boxes below.

Project Manager/Leader

Construction Manager

Site Safety Representative

Visiting Safety Adviser

- | | |
|---------------------|--|
| Competence | We must check your competencies e.g. CPCS / CSCS card or other accreditation |
| | We may need to ensure you are trained for a new job or skill |
| Consultation | We have an “open door” policy where you can speak to Management |
| | We have a Site Safety Committee that meets every |
| | Minutes of the meeting are posted on the site notice boards. |

Hazards and Safe Systems of Work	You will be briefed before you commence work on the content of the: Method Statements, Task sheets, Sequence, Risks, Hazard, Controls, & Sketches These briefings will be formally recorded Make sure you understand the task before starting work. If in any doubt – ASK. Tool box talks to be delivered at least once a week. Please attend promptly
Horseplay	Don't play practical jokes or misuse any equipment on site – horseplay is strictly prohibited. It usually backfires and someone gets hurt
Welfare Describe the location and type of facilities.	Toilets: Don't abuse them, report any problems or deficiencies; Using the site as a toilet will lead to instant dismissal Canteen: Please keep it clean and tidy. Rubbish & old food must be removed promptly to discourage rats – use waste bins Drying Room – keep the minimum amount of kit on site and look after it Don't bring expensive clothes to site as you will not be compensated for any loss.
Health	For your own good, we encourage good personal hygiene, exercise and healthy eating. Don't eat or smoke on site. Smoking area provided at..... You must advise us of any previous injury, medical condition or medication – we need to know to avoid putting you or others at risk – you can tell us in confidence Alcohol and illegal/non prescription drugs are prohibited – you will put you or your workmates at risk, and damage your health. We operate a strict drug and alcohol policy and carry out random checks.
COSHH	Substances with icon of black on an orange background are CoSHH substances. They can be hazardous to health so are subject to strict controls. The issue and use of such substances must be recorded by the storeman. READ THE LABEL You must wear the correct PPE as you will be instructed by your supervisor
PPE (Describe your system for obtaining PPE)	All PPE is provided by your company according to assessed need PPE must be kept in good condition – it may protect you from injury If it becomes damaged or lost, you must inform your supervisor immediately. Items will generally be exchanged on a one for one basis. This is a hard hat, safety boots, gloves, glasses and hi-vis site.

Site Tidiness & Housekeeping	Is very important – over half our accidents are trips over debris & materials at the workplace or just walking about. Keep all accesses clear; follow the marked routes, especially to the canteen. Organise and keep your work area tidy, clear up debris, de-nail as you strike; Stack materials neatly, ready for use;
Signs /Barriers	Observe all safety signs and barriers, they are there for your protection.
Traffic (Describe the segregation used)	We have tried to segregate traffic where possible as people come of worst. Watch out for the public – they're very impatient and unpredictable Keep your distance – If you can't see the driver in the mirror, he can't see you.
Tools	Use the correct tools – Don't improvise or bodge; If tools are worn, it may slip – the job will take longer. Change, sharpen or renew it. Check your own tools (and stores issued equipment) before use,
Defective Plant or equipment	Remove defective plant, equipment or leads, repair or report them to your supervisor, but please do not just ignore them. Do not leave it for someone to deal with – it may be too late
Dumpers	If you operate a dumper, get off when loading and switch off when not in the seat. Take special care when tipping, reversing, driving on uneven or inclined ground.
Manual Handling	Avoid if possible, but if you have to lift, the correct way is: Assess weight – 25kg max or 20 kg max for repeated operations e.g. blocklaying Position yourself so you don't need to twist your body when placing the load Get in close, check for weight & grip. Take a deep breath, keep your head up, Lift with the thigh muscles, keep the back straight; Lift smoothly, don't jerk; hold the load in close. Check your route and look where you are going; If it's too heavy or awkwardly shaped, get assistance.
Services Describe your permit system	Overhead and underground Services may be present on the site. They could harm you if you come into contact. At the very least, considerable cost will be incurred to repair them; You will need a permit to dig; Even fence posts could hit a buried

	cable Check the Stats drawing posted in the canteen, and ask before you dig.
Excavations	Always ask about buried services, cables, pipes before digging.
Describe permit system	Is there another Permit required? Is there a scan and sign off required? Excavations must be battered back, stepped, or sheeted in accordance with the agreed Method Statement, Make sure the support materials are there before work starts All excavations must have barriers around them and vehicle stop blocks. You must ensure they are replaced, if moved to allow works to take place.
Ladders	Always tie ladders with rope or the red cam-locks, not tying wire and nails.
Describe the restrictions on the use of ladders/steps	Avoid working off ladders unless it's a quick simple job and their use is approved. If you are permitted to use a ladder, then it must be footed or tied. To move materials use the stairs. Hands can only grip or carry, not both. Fit trap-doors if a ladder hole is in a working platform. Use a ladder for access, use a scaffold to work from
Scaffolding	Only scaffolders erect, alter or dismantle scaffolds Alloy towers PASMA trained
	If you need scaffold changed, ask your foreman to arrange it. Never overload or obstruct scaffold or loading bay. Min. 600mm access routes
Heights	Falls of men or materials from height are the biggest killer in the industry, <i>so:</i>
Describe the controls used on the site.	Where practicable always have double guard rails and toeboards in place; If not, e.g. on leading edges, as a last resort use a harness (not a belt) and clip on securely to an <u>agreed</u> anchor point. Follow the Supervisors instructions and sequence of work; Be aware of unprotected holes. Holes must be covered & marked 'Hole Below' in black on a yellow background; Don't leave 'traps', (overhanging scaffold boards) Tell your supervisor if you spot a problem, and protect or guard until it's fixed When operating MEWPS / Scissor Lifts, always wear a fall or restraint harness
Slinger Signaller	Only authorised, competent personnel with CPCS cards may sling or signal,

This means both slinging and receiving loads. Check your slingers handbook
All slinger / signallers must wear an orange hi viz. vest or agreed alternative.

Specific risks See site specific sheet (to be attached by site).

Fire Fires cost money and time – and can kill;
Describe Clear up all rubbish and refrain from smoking.
emergency If generating sparks or hot cutting, make sure the sparks are not landing
alarm and on combustible material; All welding and burning, heating must have an
assembly extinguisher nearby;
points Check one hour after you finish for signs of smouldering;
You will require a hot works permit –ensure you have been issued with one..

Emergencies Your first aider's are;
The emergency procedure and assembly point for your section is;
Describe how to summon assistance e.g. nearest telephone and 999 etc;
Describe the emergency signs and routes;
Don't abuse extinguishers: Inform us if equipment missing, discharged or faulty;
The nearest hospital is

Telephone Emergency Site No:.....
Nos. Other Key Telephone Nos:.....

Accident If you have an accident or injury, report it to your supervisor and get 1st
Reporting aid;
Ensure it is in the accident book, even if you have to ring the site to record it.
If you are away from site due to an accident or illness – ring in and tell us,
We're not going to blame people, we just want to stop it happening again

Get a doctors release note to enable you to return to work;
Near Misses (Describe types of near misses to be reported)
Report them, they were almost accidents – don't put yourself or others at risk from a repetition in the future. We can learn from these incidents as well.

Environment	Control noise at source, as well as using ear plugs or defenders yourself; Damp down dusty areas, as well as using an appropriate mask; Don't light fires or pollute drains with oils and diesel. Only put waste in skips that have the correct sign attached Fuel, Oil and chemical drums must be banded Switch off unattended plant, lights and heaters, Keep drying room doors closed Anticipate problems so you don't waste time, effort and materials You can be individually fined for pollution offences, as well as the company
Disciplinary Procedures	HV operate a formal disciplinary process for their own employees and a parallel process for contractors not in HV employment

Remember : – Please set a personal example for others to follow

Most of the above is backed up by the law; the remainder is HV Policy.

Report problems to your supervisor and do not put yourself or your workmates at risk.

IF IN DOUBT ASK – Do you have any questions for me?

Please sign attendance sheet *or* Tear off slip below and hand to your manager

Name	Signature:
(Print):	
Date:	Trade:
	Company:

Optional Part B – To be handed in to HV

Please tick the boxes where required, complete the information, sign and date.

DECLARATIONS BY NEW STARTER

(Tick)

I have read and Understood the Site Induction and the Site Rules

☐☐

I have been informed about Harrison Varma's disciplinary procedures

☐

I have a skills CSCS / CPCS card or other trade related proof of competence and have given a copy of this to HV

☐

I have advised HV about any medical conditions or disabilities, (including medication) that may be relevant to my safety and the safety of others

(You may approach HV in confidence after induction. Please advise us if circumstances change)

☐

Name

(Print) : _____ Signature: _____

Company: _____

Trade: _____ Date: _____

NOTES:

APPENDIX G

FIRE AND EMERGENCY PLAN

SITE FIRE & EMERGENCY PLAN

Project:

Introduction

On all sites where Harrison Varma is appointed as Principal Contractor or is controller of the premises, a Fire and Emergency Plan will be developed and will comply with the requirements of the Health and Safety Executive document entitled 'Fire Safety in Construction Work' (HSG 168). It will also comply with the current edition of the Joint Code of Practice entitled 'Fire Prevention on Construction Sites' published by the 'Builders Employers Confederation', the 'Loss Prevention Council' and the National Contractors Group. The Site Fire and Emergency Plan will also identify appropriate measures for dealing with environmental emergencies and incidents in line with current legislation and industry best practice.

The Project Manager will ensure that a suitably trained and competent Fire Safety Co-ordinator is appointed for the project with trained and competent fire marshals where appropriate. The Project Manager will also appoint a suitably competent Environmental Co-ordinator to ensure that potential environmental risks are identified and mitigated. These appointments are to be recorded in the Site H&S plan.

This purpose of this Fire and Emergency Plan template is to set down the format for recording the arrangements for the fire prevention, action and control including the means of escape to be in place during the construction works of a project and also appropriate action in the event of environmental incidents.

The development of this template is to be based upon an assessment of the potential risk of fire arising from the methods employed, the surrounding environment and the scope of the project. (see Workplace Fire Risk Assessment proforma [App.17D](#)) which should be used for recording the assessment). This assessment must be reviewed and updated as necessary to accommodate any changes in the risks.

The responsibility for compiling and updating the Fire and Emergency Plan rests with the 'Fire Safety Co-ordinator' who can call upon assistance from the allocated Environmental Co-ordinator, HS&E Manager and others as may be appropriate.

The developed Fire and Emergency Plan will either be part of the Site HS&E Plan, an appendix to the HS&E Plan or held outside the HS&E Plan depending on the size or complexity of the document. Similarly, the Office Fire Plan

section may be integrated or kept as a separate Plan, depending on the layout of the project and the distribution of duties.

The Project Leader / Manager is responsible for ensuring that a current copy of the Fire and Emergency Plan is displayed and that relevant sections are communicated / distributed to all site personnel.

Contents of Fire & Emergency Plan

- 1. Organisation***
- 2. Fire Prevention***
- 3. General Fire Precautions***
- 4. Environmental Incident Response***
- 5. Emergency Procedures***
- 6. Temporary Accommodation***

APPENDICES

App. 1 Fire and Emergency Plan Drawing(s)

App. 2 Fire Equipment Inspection Schedule & Inspection Records

App. 3 Evacuation Practice and Fire Service Liaison Records

App. 4 Emergency Procedures

App. 5 Fire Safety Coordinators and Fire Marshals Responsibilities

1.0 ORGANISATION

Appointments:-

<i>Fire Safety Co-ordinator:</i>	
<i>Deputies:</i> <i>Fire Marshals (if required):</i>	
<i>Environmental Co-ordinator:</i>	

Prompt box:

- Project Manager to make these appointments
- Project Manager to ensure those appointed have received appropriate training and that Fire Safety Co-ordinator has access to copies of Fire Safety in Construction Work (HSG 168) and Joint Code of Practice for Fire Prevention on Construction Sites latest edition

2.0 FIRE PREVENTION

2.1 Information abstracted from Pre-tender Health & Safety Plan; particularly relating to client requirements:-

Prompt box:

- What arrangements are there for the Fire Safety Co-ordinator to liaise with the Planning Supervisor in order to draw out the following sorts of issues:-
- Early construction of fire fighting shafts & fire escape stairs including compartment walls
- Early application of fire protective materials to structural steelwork
- Early installation of fire fighting, detection, alarm & fire quench systems
- Provision of adequate water supplies for fire fighting during the construction phase

2.2 Combustible Waste

Prompt box:

- How will combustible rubbish be cleared, who will do it and at what frequency.
- In what & where will rubbish be stored and who will provide
- How often will skips be emptied

2.3 Flammable substances

Prompt box:

- What flammable substances will be brought onto site in significant quantity
- Who will bring them onto site
- When will they be brought onto site
- How & where will they be stored
- Show bulk storage positions on drawing at Appendix 1

2.4 Highly Flammable Liquids (HFL's) & LPG

Prompt box:

- What HFL's & LPG flammable substances to be brought onto site in significant quantity
- Who will bring them onto site
- When will they be brought onto site
- How & where will they be stored
- Show designated storage areas on drawing at Appendix 1

2.5 Temporary Protective Coverings

Prompt box:

- Can we delay elements that require protecting until later on in the programme
- What elements require protecting with LPS1207 materials
- Who provides and maintains the protective materials
- When does it need installing/removal

2.6 Ignition sources

Prompt box:

- *In which areas of the project is smoking permitted*
- *Deliberate burning of any waste material should not be allowed*
- Do you wish to restrict the use of halogen lights
- Is intrinsically safe electrical equipment required in certain areas e.g. confined spaces
- What arrangements are to be made to ensure against overloading of electrical equipment or non-authorized adaptations
- What limitations are placed on the use of naked flame equipment & tools e.g. space heaters and blow torches
- What limitations are placed on the use of spark producing equipment & tools or other hot work e.g. grinders, cartridge hammers etc
- What security arrangements are to be put into place to prevent arson

Example of Typical ‘No Smoking’ notice:-

Project :

In the interests of safety, health and welfare, this project has designated the following areas where smoking is allowed:-

- 1.....*
- 2.....*
- 3.....*

Other areas are therefore strictly ‘No Smoking’.

Any person found contravening this site rule will be subject to disciplinary action, which may include removal from the project.

The Project Manager

2.7 Hot work procedures

Prompt box:

- Is it necessary to establish one
- What is the procedure
- When is it required to be implemented
- Where does the procedure apply
- Who do the procedures apply to
- Will the procedure require the use of hot work permits
- Who will produces, implements & monitors

3.0 GENERAL FIRE PRECAUTIONS

3.1 Information abstracted from the pre-tender health & safety plan:-

Prompt box:

Insert any relevant information from the pre-tender health & safety plan.

3.2 Fire Points

Prompt box:

- Where are the fire points
- What do fire points consist of
- When are they to be installed/removed
- Include positions of fire points on the drawing at Appendix 1

3.3 Inspection & maintenance of Fire Fighting Equipment

Prompt box:

- What different equipment is there
- Who will inspect and at what frequency
- Who will service and at what frequency
- Example record at Appendix 2

3.4 Means of raising alarm

Prompt box:

- What type of alarm is to be used
- Where applicable the type of alarms to be installed will be in accordance with BS 5839
- When will they be installed/removed
- Who will provide, install, adapt & remove
- How will checks on effectiveness be made & by whom
- Example record at Appendix 2
- Emergency action notices to be prominently displayed at all exit points

3.5 Emergency lighting

Prompt box:

- How will emergency lighting be provided
(Where applicable emergency lighting to be provided in accordance with BS 5266 - ensure copies of installation certificate are received from the installer.)
- How will checks on effectiveness be made & by whom

3.6 Escape routes

Prompt box:

- Where are they
- Are protected routes necessary
- How is the integrity of any protected routes to be maintained
- How will escape routes be kept clear
- How will escape routes be revised to suit construction operations
- How will correct signage of escape routes be provided

Prompt box:

Consider inclusion of rules relating to:-

- No horseplay with fire fighting equipment
- Informing management if extinguishers are used
- Keeping means of escape clear

4.0 Environmental Incident Response

Site procedures for reporting, dealing and investigating environmental incidents

Prompt box:

- Any specific training requirements for dealing with environmental incidents
- Arrangements for marking and isolating drainage systems if appropriate
- Arrangements for reporting environmental incidents
- What type of spill kits will be required?
- Where will spill kits be located
- Who will be responsible for checking the contents of spill kit equipment / how often
- Where will contaminated spill kits / materials be disposed
- What are the arrangements for containing leaks to specific plant i.e. drip trays, nappies etc
- Who is responsible for investigating / recording environmental incidents?

5.0 EMERGENCY PROCEDURES

5.1 Central Point of Contact

A central point of contact and emergency controller must be appointed.

In the event of an emergency contact must be immediately with:

Emergency Controller:

Deputy:

In the event of a serious incident, after the emergency services have been contacted, the Emergency Controller will contact the following:

Project Manager:

HS&E Adviser:

5.2 Emergency Procedures

1. **Contact the Emergency Service required by: Dialling 999 or 0800 80 70 60 (Environment Agency or SEPA)**
2. **State clearly the service required giving the site address as:**
Enter Site Address:
3. **Inform the service required of the nearest site entrance to the incident,**
4. **Inform security and post lookouts to direct the services to the incident**
5. **Inform the HV Emergency Controller**
6. **The First Aider is:**

In an evacuation emergency (i.e. serious fire, chemical spill etc.)

On hearing the alarm you must go to the designated Assembly Points

Do not return to workplace until the Emergency Controller permits

See attached Emergency Services Plan

Address:

6.0 TEMPORARY ACCOMODATION

6.1 Restrictions abstracted from the pre-tender Health & Safety Plan:-

Prompt: Enter any special restrictions on use or requirements here.

6.2 Facilities

Prompt box:

- What is required?
- Where is it to be sited?
- What standards does it need to meet?
- Who is responsible for providing & maintaining?
- What fire precautions are needed – see section 3 of this plan
- Is a Fire Certificate necessary?
- What restrictions are applicable e.g. smoking, sleeping, eating?
- Are you going to ban the use of chip pans, deep fat fryers, and naked flame gas ring, heaters that do not emit black heat?
- What limits are placed on the storage of materials e.g. petrol, paints, gases?
- How will the accumulation of combustible or flammable materials in or under the facilities be prevented?
- Is there a safer means of energy than using bottled gas?

FIRE & EMERGENCY PLAN – APPENDIX 1

FIRE & EMERGENCY PLAN DRAWINGS

FIRE & EMERGENCY PLAN - APPENDIX 2

***FIRE EQUIPMENT INSPECTION SCHEDULE
&
INSPECTION RECORDS***

FIRE & EMERGENCY PLAN – APPENDIX 2

FIRE EQUIPMENT INSPECTION SHEET

Zone or Floor No. _____

Site Location _____

Date of Inspection: _____

Inspected By: _____

Location												
	Y / N	Action	Y / N	Action	Y / N	Action	Y / N	Action	Y / N	Action	Y / N	Action
9L Water												
6L Water												
CO ²												
9L Foam												
9L Powder												
Fire Blanket												

Annual Service Due:

Notes/Action required:

	Period	Satisfactory Y / N? Comments	Next Check Due
Fire Escape Routes	Weekly		
Assembly Points Identified & Clear	Weekly		
Emergency Vehicle Access	Weekly		
Fire Alarm Test	Monthly		
Fire Drill / Evacuation	6 Months		
Potential Fire Loading (Materials etc)	Weekly		
Hot Work Permit System Satisfactory?			
Waste Material Accumulation	Weekly		

Signed: _____

Date: _____

Note: The precise format and frequency of inspection, and responsibility for completion of this form to be specified by the Fire Safety Co-ordinator under section 3.3 of this Plan.

FIRE & EMERGENCY PLAN - APPENDIX 3

***EVACUATION PRACTICE
&
FIRE SERVICE LIAISON RECORDS***

Fire & Emergency Plan – Appendix 3

EVACUATION PRACTICE & FIRE SERVICE LIAISON RECORD

Fire Evacuation Practice		
Date :	Evacuation Time :	Signature :
Fire Service Liaison		
Date :	Signature :	Comments :

FIRE & EMERGENCY PLAN – APPENDIX 4

EMERGENCY PROCEDURES

(Add Copy of Emergency Procedures)

FIRE & EMERGENCY PLAN – APPENDIX 5

**FIRE SAFETY CO-ORDINATOR
&
FIRE MARSHALS' RESPONSIBILITY**

FIRE & EMERGENCY PLAN - APPENDIX 5

Duties of the Office / Establishment Fire Co-ordinator

- 1. To ensure the Fire/Emergency Plan is kept available and up to date**
- 2. To ensure that the requirements of the plan are implemented.**
- 3. To ensure that all fire fighting equipment is checked and serviced and that Fire Exits and Escape Routes are checked to ensure they are kept clear at all times.**
- 4. To ensure that nominated fire personnel are adequately trained and details recorded.**
- 5. To ensure emergency procedures are displayed and fire exit routes clearly marked.**
- 6. To arrange an establishment fire drill at least every six months.**
7. In the event of a fire or other emergency evacuation, to assume overall control of an evacuation of the establishment, with Fire Marshals reporting to them at the assembly point.
- 8. To Liaise with the local fire brigade, reviewing the status of the fire certificate and the requirement for carrying out mandatory Fire Risk Assessments.**

Duties of the Fire Marshals

1. To assist the fire safety co-ordinator in fire drills
2. On discovering a fire, ensure the fire alarm is sounded, then alert reception or the central point of contact to ensure the emergency services are called.
3. On hearing a fire alarm, ensure that the floor is completely evacuated (including checking toilets, storerooms or any other special areas in your zone of responsibility) and that employees and visitors proceed in an orderly manner to the assembly point.
4. Tell persons evacuating building to use the closest fire exit and NOT TO USE THE LIFT.
5. Only if it is safe to do so, tackle the fire using the appropriate extinguisher but DO NOT take any personal risk. The evacuation of building/structure is of paramount importance.
6. Only if it is safe to do so, check and ensure all windows and doors are closed to limit fire spread.
7. Once outside at the assembly point, remind your charges not to re-enter the building. Contact the establishment Fire Co-ordinator to advise that all occupants have been evacuated and give any further relevant information on the status of the fire.
8. Obey all instructions given by the establishment Fire Co-ordinator

References:

The Construction (Design and Management) Regulations 2015

The Management of Health and Safety at Work Regulations 1999

The Workplace (Health Safety and Welfare) Regulations 1992

HSG 168 – Fire Safety in Construction Work

Joint Code of Practice – Fire Prevention on Construction Sites (current edition)

CIP Health & Safety Manual Section 5 (Available via TI through iGate)

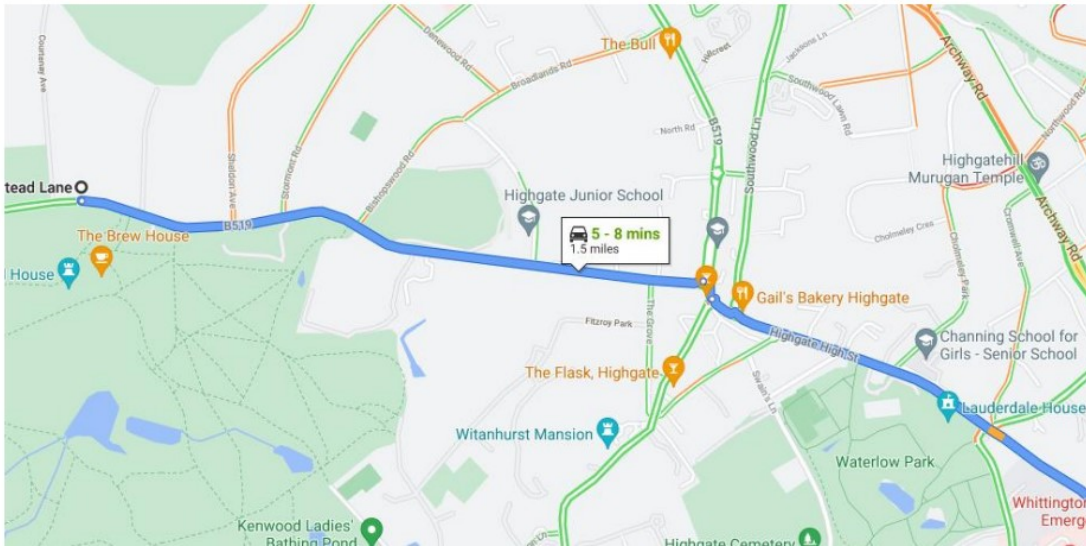
National Contractors Group

Environmental Management Guidance Note 06 (envogu06.pdf)

APPENDIX H

EMERGENCY SERVICES LOCATION PLAN

Route to Hospital.



APPENDIX I

EMERGENCY ESCAPE ROUTES & MUSTER POINT

APPENDIX J

DESIGN RISK ASSESSMENTS

(Pending)

APPENDIX M

INITIAL ENVIRONMENTAL ASSESSMENT

For details see the following documents in the project file.

- Construction Ecological Management Plan by Eight Versa. Issued 8th Jan 24.
CEMP 2401 08
- Demolition Environmental management Plan by ACG Ltd. Issued 12th Jan 24.
- Arboricultural Impact Assessment And Method Statement by Landmark Trees.
Issued 15th July 22.
- Construction Phase Impact Assessment (pt of Air Quality Assessment by Air
Quality Consultants Ltd)

INITIAL PROJECT ENVIRONMENTAL ASSESSMENT

Project:

Completed by:

Date:

[illegible]

Finishings													
Hard Landscape													
Soft Landscape													

* 'Water impacts' should include risks of spillages

Guidance for Use

1. Consider which operations (left hand column) are applicable to the project then
2. Tick which aspects (top row) must be considered for a particular operation.
3. Use this form as an aide-memoir for the completion of the Environmental Aspects & Impacts Register (envosf02.doc).

APPENDIX N

ASPECTS AND IMPACTS CONTROL REGISTER TEMPLATE

Environmental Aspects and
Impacts Control Register

HV

Revision:
Date of Last
Review:

Project / Location:			Prepared by: Position:		Approved by: Position:	
Issue / Activity	Aspects Consider resources, waste and emissions to air, water, and land	Impact(s) Consider normal and emergency conditions	Significance e.g. RAG Score or High / Medium / Low	Site Specific Control Measures Include Monitoring Arrangements	References Legislation / LOR Documents	Action by Named Individual for Significant Aspects

APPENDIX O

SCHEDULE OF CONSENT AND LICENCES

This schedule is to be reviewed by the Environmental Co-ordinator quarterly:

[illegible]

APPENDIX P

SITE WASTE MANAGEMENT PLAN

2.0 Project Details

Project Title:	Client:	Estimated Value:	Gross Floor Area:
----------------	---------	------------------	-------------------

Bishops Avenue	Harrison and Varma		
Short Description of Project: (e.g. type and size, summary of structure type(s), principal materials, any unusual features – unusual features should be given special consideration with respect to waste reduction in Sections 3 and 4)			
The project involves the construction of luxury accommodation on a large site at 56 The Bishops Avenue, with demolition of an existing building. The target project duration is two years. Major ground works with the construction of large earth retaining structures feature on the project. Protection of trees and environmental constraints will require the works to be scheduled in a sensitive manner. Specialist advice is to be sought to design the best method of tree protection, typically exclusion zones are set up around the noted trees comprising no go zones			
Site Waste Champion			
Person directly responsible for ensuring waste licences are up to date (Sections 4.0 and 10.0)			
Person directly responsible for recording project waste arisings in LOR waste data system (Waste Tracker):	TBA		
Project team members likely to have responsibility for delivering project's waste objectives: (This list needs to be updated at bid and construction phases, and when other team changes are made):			
Project Leader: Design Manager: Design Consultants: Commercial Manager: Environment Co-ordinator: Procurement Manager: Construction Manager: Planning and Resources: Engineering: Logistics Manager:			
Other: Other name(s) and role(s) key to the plan:			

This section includes scope for recording any decisions on waste minimisation and waste management made before the plan was started in accordance with Regulation 6(3) of the Site Waste Management Plan Regulations 2008. These measures should be put in italics to highlight that they were pre-plan measures.

3.0a Bid and Design Stage Planning for Waste Minimisation

Design feature/ activity/ package	Decisions taken to reduce waste	Impact on waste reduction (which materials, and estimate quantities if possible)
Concrete walls (precast)	Off site manufacture such as twin wall construction	Reduced vehicle movements, reduces waste on site
Windows	off-site manufacture and installation	avoids off-cuts, stillages, glass protection materials
Concrete walls (precast)	Off site manufacture such as twin wall construction	Reduced vehicle movements, reduces waste on site
Use of as dug material	Excavated material is suitable fill material for trenches	Less traffic movements
Twin Walls	Fair faced concrete finish	Saving on plaster raw material and waste
Permanent shutters	Omnia Deck structural solution - permanent shutter	No timber required, no waste/off cuts
Founding level	Design allows for new building at exisitng ground level	Less bulk dig, less vehicle movements.
Elevations	Large areas off site manufacture self-finish	Reduced waste and less traffic movement.
Uniformity	Standard design approach to many elements	Less waste.
Use of supply chain	Knowing what to expect, agreeing spec's samples	Less waste from unacceptable samples by many suppliers

APPENDIX Q

H&S INSPECTION REPORT & MONTHLY MONITORING PROGRAMME

Project Name: Area Inspected:	Distribution:	Project Manager: File Copy	
SUPERVISOR'S HS&E INSPECTION REPORT	Inspected by:	Date:	Page: 1 of
List of Principal Operations:			

Item		Y / N	Report Ref.
1.	HOUSEKEEPING/GENERAL ACCESS		
1.1	Are any walkways, accesses, or workplaces obstructed with rubbish, leads, equipment or material?		
1.2	Are there any openings left uncovered or unguarded?		
1.3	Are there any timbers lying around with nails left in?		
1.4	Are there any materials stacked/stored unsafely?		

1.5	Can you see any overloading to scaffolds, edges of excavations, slabs etc.?		
1.6	Are there any gangways, staircases or work areas with insufficient lighting?		
1.7	Would you prefer your client not to use your operative's welfare facilities?		
1.8	Are there any places where people are working which do not have safe access?		
1.9	Are there edges that can be accessed which are not properly barriered off?		
1.10	Can people access dangerous areas? e.g. beneath overhead work or to confined spaces?		
2.	ACCESS TO HEIGHTS		
2.1	Are any ladders: - Too short? - Untied or not footed? - Defective? - Being used unsafely?		
2.2	Are mobile towers wrongly erected or used incorrectly? (ie unbraked or outriggers not set?)		
2.3	Are any MEWP operators not in possession of CITB / CTA or IPAF certificates?		
3.	SCAFFOLDING		
3.1	Are there any scaffold boards, toe boards, rails, and brickguards missing from working platforms?		
3.2	Are any boards poorly supported or restrained. (i.e. forming 'traps', oversailing or overspanning)		
3.4	Are there any gaps between the scaffold and the structure through which persons can fall		
3.5	Are there any gaps in the working platform through which bolts, tools or brickbats etc. could fall?		
3.6	Are barriers or warning signs missing from incomplete scaffolds?		
4.	PUBLIC INTERFACES		
4.1	Are the public at any immediate risk from current operations on site? e.g. falling materials		
4.2	Is segregation of the public inadequate or poorly maintained? e.g. poor barriers, signage, lighting		
4.3	Could the condition of roads or pavement pose a trip hazard or inconvenience any of the public?		

Item		Y / N	Report Ref.
5.	PLANT & EQUIPMENT		
5.1	Is plant operated or parked where it can fall into adjacent excavations or over edges?		
5.2	Is plant being driven too fast, with unsecured loads or with illegal passengers?		
5.3	Is any plant (including hoists and small plant) being operated unsafely?		
5.4	Do cranes appear to be set up incorrectly, particularly the outriggers and pads?		
5.5	Are cranes being operated without completed lifting assessment forms?		
5.6	Are Slinger / Signallers disregarding approved methods of slinging?		
5.7	Does plant appear in poor condition or badly maintained (oil leaks, noisy, rust, excessive exhaust)?		
5.8	Are there any moving parts of plant not suitably protected?		
5.9	Is there a lack of suitable equipment immediately available to support excavations you are digging?		
6.	PPE (PERSONAL PROTECTIVE EQUIPMENT)		
6.1	Are any persons on site not wearing the eye protection required for the task?		
6.2	Are any persons in noisy areas not wearing ear protection or in dusty conditions without masks?		
6.3	Are any persons on site not wearing gloves or safety footwear with toe and mid sole protection?		

6.4	Are any persons not wearing appropriate clothing or equipment eg overalls, high viz., harnesses?		
7.	SITE SERVICES		
7.1	Can you see any 240V equipment being used on site? (including radios with step up transformers?)		
7.2	Can you see damaged electrical connections/fittings or vulnerable electric cables?		
7.3	Is there a lack of identification or protection to overhead or underground services?		
8.	FIRE		
8.1	Do any combustible materials pose a significant fire risk? e.g. LPG, paints, timber,etc.		
8.2	Is there a lack of suitable fire points or are they obstructed?		
8.3	Are hot works procedures being disregarded?		
8.4	Are site smoking rules being disregarded?		
9.	MATERIALS		
9.1	Are hazardous materials being used with disregard to the instructions on the labels?		
9.2	Should manual handling be done mechanically? (if greater than 20kg per person)		
10.	KEY ENVIRONMENTAL MATTERS		
10.1	Does waste remain uncollected with no facility for sorting into categories?		
10.2	Is control of distribution and collection of COSHH materials inadequate?		
10.3	Is there a risk of contaminating waterways or drains with silt or other pollutants from pumping?		
10.4	Are there drip trays missing under static plant and in refuelling areas?		
10.5	Are spill kits unavailable where they should be provided?		
10.6	Are noise or dust levels high enough to cause complaint?		
10.7	Are all mitigating measures identified in the Project Environmental Aspects Register being implemented?		

HV SUPERVISORS H&S INSPECTION REPORT SHEET			
Project Name:	By:	Date:	
Area inspected:	Accompanied by:		
Numbered notes, or other points requiring comment (Good & bad) including any items from previous visit			
Observations:	Actions Required, Particularly underlying management or system inadequacies:	Close Out	
Signed:	<i>Distribution:</i> Proj Manager:		
Handed to s/c:	Section Manager:		
	S/c		
	S/c		
	File:		

Month:

[illegible]

APPENDIX R

**ENVIRONMENTAL MANAGEMENT
SYSTEMS AUDIT**

EMS AUDIT REPORT- SUMMARY AND PHOTOS			
DATE AUDITED:		AUDIT REFERENCE:	
SCOPE OF AUDIT:	FULL compliance audit – Site Operations Good Practice Check		
REFERENCE DOCUMENTS AND REVISIONS:			
AUDITORS NAME	POSITION	PERSONS INTERVIEWED	POSITION
PROJECT OVERVIEW:			
GENERAL COMMENTS RELATING TO AUDIT:			
SUMMARY OF KEY ACTIONS REQUIRED:			
Audit was conducted on a <u>sample</u> basis and further non-conformities may exist which were not identified by the audit			
DISTRIBUTION:			
REPORT PREPARED BY:		DATE:	
SITE PHOTOS - Relating to Audit Findings and Site/Office Environmental Good Practice			

Text

APPENDIX S

NON-CONFORMANCE REPORT

Harrison Varma NON-CONFORMANCE REPORT		NCR Number (from register)	
PROJECT			
Date of Occurrence		Date of Record	
Recorded By			
DESCRIPTION OF NON-CONFORMANCE and REASON FOR NON-CONFORMANCE			
Reference to document when a nonconformance is raised (eg. drawing/report)			
PROPOSED CORRECTIVE ACTION			
Description of corrective action			
ACTION TO PREVENT RECURRENCE			
Complete if appropriate			
Person responsible for corrective action		Approval of corrective action (Project Manager)	
Proposed Corrective Action approval (Client's representative) Company:		Print name and signature	
Date Action Completed		Signed	
Refer to verifying document for final acceptance (if applicable)			
DISTRIBUTION:			

APPENDIX T

ENVIRONMENTAL MANAGEMENT FILE

Environmental Management File - A list of the standard contents has been reproduced below and will be developed as the project progresses.

1. Environmental Policy (for communication on site)
2. Initial Project Assessment
3. Aspects and Impacts Control Register
4. Schedule of Consents and Licenses
5. Waste Management Plan (and associated records e.g. waste transfer records, consignment notes etc.)
6. Environmental Instructions / Operational Controls
(anything not included in method statements)
7. Environmental Emergency Arrangements
(anything not included in Fire and Emergency Plan)
8. Records of consultations with environmental regulators
9. Records of Environmental Breaches, NCR's and Incidents
10. Records of Environmental Inductions, Briefings and Toolbox talks
(specific environmental inductions and briefings not included in site induction)
11. Environmental monitoring and inspection records

APPENDIX U

HV 56 BA HEALTH & SAFETY RISK ASSESSMENTS

HARRISON VARMA LIMITED RISK ASSESSMENT CONTROL CHART		
PROJECT:	PROJECT No:	DATE:
SITE PHSP APPROVED: YES / NO		

[illegible]