Construction Phase SHEQ Management Plan

Travelodge Covent Garden

BC1972

January 2024

CONTENTS

Amendments to the Plan

The Plan will be reviewed monthly by the Site Team as part of the Internal Review Meeting. If there are any amendments to the plan these will be listed below.

Monthly Review			
Section(s)	**Amendments**	**Initials of the reviewer**	**Date**

1. INTRODUCTION

This Construction Phase SHEQ Management Plan is part of the Integrated Management System for the Company. It is the first strategic step in defining the arrangements necessary to achieve the statutory, regulatory and customer requirements of this project. It also provides a strategic assessment of the risks to achieving a successful project outcome and meeting the objectives set out in this plan.

It is thus the first stage in project risk assessment and planning to identify the significant hazards for which appropriate controls are necessary to reduce risk.

The Construction Phase SHEQ Management Plan:

- Incorporates the requirements of the Construction Phase SHEQ Plan and develops the content of the Pre-Construction Information provided to us in accordance with the CDM Regulations.
- Is project specific and focuses on the procedures used throughout the Company on the particular requirements of the project.
- Contains, or refers to, sufficient information to identify how the project will be managed. It defines the project specific quality control plan, procedures, and activity plans to be used to control the works, meet contract requirements, and record compliance. Because not all of these procedures can be established immediately, the plan allows some details to evolve at an appropriate time.
- Is to be reviewed and revised by the date indicated above, or before this if substantial changes make this desirable.

The project to which this plan relates is undertaken in accordance with the Barnes Construction Integrated Management System and is within the scope of activities registered to ISO 9001: *Quality Management System*, ISO 14001: *Environmental Management System* and ISO 45001: *Occupational Health and Safety Management Systems*. It demonstrates compliance with the requirements of these standards.

The extent to which this plan assists the successful outcome of the project depends on the commitment, enthusiasm, and professionalism of all those that work with it. It is considered that this plan provides the basis for an error-free performance.

Throughout this plan, the term 'Site Manager' is used to denote the manager with overall responsibility for the project, irrespective of the actual title used by that Manager.

1.1 PROJECT DESCRIPTION ON NATURE OF THE WORKS

Description:

Existing Environment: the building is currently being used as a Travelodge.

Access to the Works: The majority of deliveries will be off the A40 High Holborn, reversing into the site and exiting forwards all with the aid of a banksman. Travelodge deliveries and refuse collection for the period of the works will be via Shorts Gardens together with a limited number of construction deliveries via smaller vehicles i.e. Transit size / 3.75t. No construction traffic will access Drury Lane on a day-to-day basis and parking will not be allowed. Access to Drury Lane will be agreed with the Site Manager.

Deliveries to the site are to be carefully managed and co-ordinated to avoid peak traffic times.

Adjacent Land: the site is surrounded by buildings and Drury Lane to the front of the building.

Existing Services/Record: We have the 'as built' drawings from previous works we have undertaken on the building. We have also retained Hydrock consultants who have worked with us on previous projects on this building so have good knowledge of the building services. We are also awaiting a drainage report that has been commissioned by the Client. We will also have to

undertake a further sub scan to the front of the building as the last one was undertaken some time ago.

1.2 PROJECT PROGRAMME

The outline programme for the works is as described in table below. Whilst the anticipated completion date stated is updated as necessary in revisions to the Construction Phase SHEQ Management Plan it is indicative only and has no contractual significance.

THE PROJECT PROGRAMME	
Start on Site Date	
Anticipated Completion Date	

1.3 DISTRIBUTION AND AUTHORISATION RECORDS

This plan is authorised for use by the Contracts Manager and Project Manager/Site Manager who confirm by signature that the plan meets Barnes Construction, client, and legislative requirements. It is verified as meeting Barnes Constructions Integrated Management system requirements and the Contract Manager signs in acceptance of overall responsibility for effective operation of the plan.

	NAME	SIGNATURE	DATE
Project Manager	Alex Elliott		
Contracts Manager	Kevin Tyrrell		
Divisional Director	Mark Hart		
SHEQ Team	Joe McAlary		

1.4 INPUTS INTO THE PLAN

This plan is based on the contract documents and any pre-construction information provided by the Client and the Principal Designer.

The control measures defined within subsidiary documents to this plan (risk assessments, procedures, activity plans and inspection and test plans), are primarily based on the following information sources:

- Relevant legislation
- Barnes Construction Integrated Management System
- CITB GE 700 Construction Site Safety Manual
- HSG Guidance Documents

1.5 DISTRIBUTION

This project specific plan once approved and verified is distributed to:

COPY	ISSUED TO	CONTROLLED / UNCONTROLLED	DATE OF ISSUE
1	Project Manager/Site Manager		
2	Client/Principal Designer/CDM Advisor		

Recipients of controlled copies, sign and return a copy of this sheet in confirmation that they have received the plan and have removed/clearly marked previous issues as superseded.

2. MANAGEMENT OF THE PROJECT

2.1 PROJECT SPECIFIC OBJECTIVES AND RISK'S

Barnes Construction seeks to meet its overall objective of satisfying all stakeholders to this project. This will be achieved by fulfilling client requirements whilst avoiding harm, injury, or ill-health to anybody, preventing any damage to, and where possible enhancing, the environment, treating all people with respect, being mindful of the local community in which the project works take place, enhancing the reputation of the Company making a fair commercial profit and learning for improvement.

The specific objectives concerning production and service provision are as set out in the specification and other contract documents.

In addition, specific objectives with measurable performance indicators and targets, including those set by the client is defined for this project within table below:

Project Specific Objectives		
Objective	**Performance Indicator**	**Target**
SHEQ	Project Review	Monthly
	SHEQ Inspections	Monthly
Health and Safety	Injuries	No reportable accidents, Zero Injuries
	Safety & Health Inspections	Daily SHE Inspections
Quality	Non-Conformities	Zero Non-Conformities
Environment	Wastage	95% of waste-diverted from landfill
	Incidents	Zero environment incidents
	Environmental Inspections	Daily SHE Inspections

In this section the specific risks have been identified for the projects and the control measures that are to be employed to reduce this risk.

PROJECT SPECIFIC RISK		
Objective	**Risk**	**Controls**
Health and Safety		
Quality		
Environment		

2.2 MANAGEMENT STRUCTURE & RESPONSIBILITIES

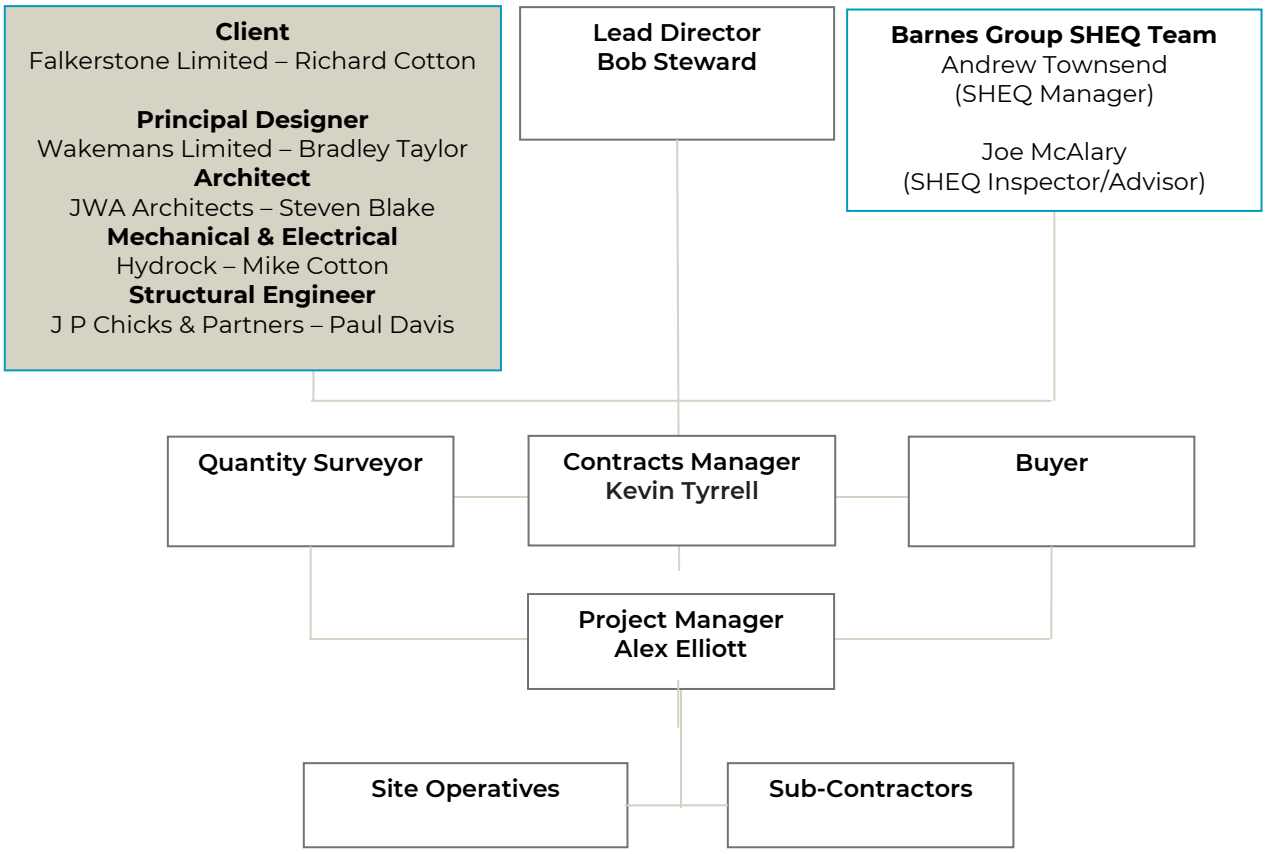
The Contracts Manager is responsible for the implementation of this plan. He ensures that:

- The requirements of this plan are communicated to the Barnes Construction Team and Subcontractors required to work in accordance with it.
- All activities are planned, implemented, and controlled.
- The activities of those working to this plan are co-ordinated and interface problems resolved.
- Progress of implementation is monitored.
- Corrective and preventative actions are controlled.

- Audit findings are reviewed and actioned as appropriate.
- This plan is reviewed monthly as a part of the Internal Project Review Meeting process.

The Contracts Manager assembles a project team of sufficient size and competence to suit the scope of project works and assigns specific duties to its members. If the project scope includes contractor designed elements by an external designer, the Contracts Manager ensures that the project team includes suitable and sufficient members to manage and deliver the design.

The organisation chart below describes the project team and their relationships. This team is constantly reviewed against changes in the scope of the work.



Personnel at every level are required to actively help to eliminate adverse effects on health and safety, quality, the environment and the business by personal example, the application of their knowledge, experience, and management skills or by bringing matters to the attention of their supervisors. Personnel are empowered to stop their work where this is essential to prevent adverse effects on health, safety, quality, or environment, and are required to notify their supervisor immediately.

2.3 SITE RULES

All operatives and visitors are to be made aware of the site rules during the site induction. A copy of the site rules will be posted in the welfare facilities on site. A copy can be found in Appendix C of this document.

2.4 CONSULTATION WITH WORKFORCE

Barnes Construction is committed to effective workforce involvement, communication, and consultation.

General information for operatives is contained in the site induction which is carried out before they commence work on the site.

The Project Manager/Site Manager ensures that all personnel are able to discuss and offer advice on matters which affect their health and safety, the environment, and other aspects of their work in one or more of the following ways:

WORKFORCE CONSULTATION METHODS
Induction
Toolbox Talks by Barnes Construction and Subcontractors
Site Managers Daily Inspections
Site Meetings
Near Miss Reporting
Subcontractors Meetings
Internal Review Meetings

The selected consultation methods are described to the operatives during induction. Feedback on consultation is provided by means of meeting notes on notice boards and/or toolbox talks as appropriate.

2.5 SELECTION AND CONTROL OF CONTRACTORS

Refer to: IMS 103.08 Evaluation of Subcontractors and Supplier

Subcontractors are managed in accordance with Barnes Construction Procedure. This procedure describes how:

- Project and Barnes Construction requirements are communicated (including this plan)
- Subcontracts are administered.
- Subcontractor risk assessments and method statements are assessed for suitability before works commence.
- The activities of subcontractors are controlled.
- Compliance with statutory obligations is assured.

In addition, Barnes Construction seeks to make payment to subcontractors and suppliers in accordance with agreed payment terms.

During the progress of the works, the performance of subcontractors is reviewed as part of the Internal Project Review Meeting and the Project Debrief Meeting at the end of the project

Subcontractors are required to submit documents, test certificates and checklists etc. to illustrate how they intend to meet the specification requirements and to demonstrate compliance. Specific requirements for the management of external designers are provided in Barnes Construction's Procedures.

CO-ORDINATION OF CONTRACTORS

On all of its projects Barnes Construction are appointed as Principal Contractor. As such, Barnes Construction acknowledges its duty to control, co-ordinate and monitor the activities of all other contractors on site.

All contractors are expected to co-operate fully with Barnes Construction and to conform to specific site rules and procedures. Similar arrangements apply to contractors who work on site but have no contractual relationship with Barnes Construction.

The Contracts Manager/Project Manager/Site Manager ensures the exchange of information necessary for the safe co-ordination of site activities and copies of this management plan, complete with site and other relevant rules, are issued to the agent of other contractors prior to their start of work on site.

2.6 SITE SECURITY

Appropriate site security arrangements are selected by the Contracts Manager and Project Manager/Site Manager following an assessment of the risks of injury to trespassers (especially children for which there is a higher duty of care), protester action, vandalism and theft of materials and plant. Outline arrangements are defined in table below:

SITE SECURITY

A daily time log of all visitors and contractors to and from site will be maintained. All operatives are required to sign in and out, including during the working day.

All visitors and contractors will wear appropriate personal protective equipment. The minimum requirement for PPE on site is safety boots, hard hat, and hi-viz vest. Appropriate PPE must be worn for site specific tasks as outlined in the subcontractor RAMS.

Site security procedures will be explained at the site induction.

2.7 SITE INDUCTION

Refer to: IMS 105.02 Site Induction and Training

Site induction training is provided for all staff, operatives, subcontractors, and others before starting work on or visiting this site. The Project Manager/Site Manager ensures that the content of the induction is appropriate to the site. A register of those inducted is maintained.

We operate a Specific Online Induction process for the site and all persons visiting the site must complete this before coming to site. Everyone will be issued with a code to allow them to access the system to undertake the induction.

Once the induction has been completed and competency cards and tests have been completed, they will be issued with a code that they are to bring with them to site. This will show the Project Manager/Site Manger that the induction has been completed and they can check the system to verify this.

Visiting workers, such as plant fitters and technical staff visiting for a specific reason, are given a short induction intended specifically to their place of work, issued with the site rules, and informed of any relevant emergency arrangements including a point of work risk assessment.

Other visitors are issued with the site rules, informed of any relevant emergency arrangements, sign the visitor's book, and are accompanied by a responsible site representative at all times.

Non-English-Speaking Personnel – Subcontractors shall always ensure that, a translator or suitable number of translators are available to the site that can instruct non-English speaking personnel in safety and other operational matters. The ratio is one translator to 5 operatives. The translator(s) shall always remain on site whilst the non-English speaking personnel are present.
The relevant subcontractors shall maintain written records countersigned by the translator confirming that he has checked that the understanding and instructions, given by him to non-English speaking personnel, have been clearly understood by each of them. Such records shall include, but not limited to, instructions for safety induction and assessment, emergency procedures, Method Statements and Safety Awareness Talks.

2.8 SHEQ NON-CONFORMITY

Refer to: 108.01 Management of Non-Conformance and Complaints

Non-conformities, complaints, and corrective action are dealt with in accordance with Company Procedures and non-conformities may be defects in work items or failures of management systems. Any person discovering a potential non-conformity reports it to the Project Manager/Site Manager so that it can be resolved immediately wherever possible.

The Project Manager/Site Manager ensures that they:

- Record the non-conformity/complaint on a register.
- Propose action to correct the non-conformity or accept it under a concession.
- Seek approval of other parties for corrective action where necessary (e.g. designers)
- Establish action to eliminate recurrence of the non-conformity by analysis of the causes and effects and monitoring of appropriate changes

HEALTH, SAFETY AND ENVIRONMENTAL NON-CONFORMITY

Non-conformity in respect of occupational health and safety is recorded as an accident or incident, i.e. reportable accident, a lost time accident, an accident book entry, a reportable dangerous occurrence, a health, and safety incident, a 'near-miss' or an inspection finding as appropriate.

Non-conformity in respect of environmental matters is recorded as an environmental incident, near miss or inspection finding.

The responsibility for reporting rests with the Project Manager/Site Manager, and the investigating of accidents will be carried out by the SHEQ Team. Barnes Construction's arrangements are designed to:

- Satisfy statutory reporting requirements.
- Provide measures of safety performance
- Prevent recurrence and promote improvement.

Reportable accidents, dangerous occurrences, near-miss and environmental incidents are reported in accordance with company procedure and also see Section 2.12 of this document. Incident Reports and SHEQ Inspection findings are recorded on the SHEQ Team database.

Investigation concentrates on identification of root causes in order that appropriate action can be taken to avoid recurrence. Periodic reviews of accidents and incidents are made and analysed by the Director of Delivery Services to ensure that all necessary action has been taken. Recurrent problems or those relevant to other projects are referred to in business unit system review meetings for the initiation of suitable longer-term actions.

2.9 SHEQ AUDIT AND INSPECTIONS

Refer to: IMS 108.02 Internal Auditing, IMS108.03 Management of SHEQ Inspections

A programme of audits and inspections in the business is set by the SHEQ Manager at Management Review meetings.

Audits and inspections are programmed to match current demands and problems and system coverage is monitored by the SHEQ Manager who advises the Director of Delivery Services as to the continuing sufficiency of the programme. The purpose of audits and inspections is to:

- Verify compliance with Barnes Construction arrangements for quality, health, safety, and environmental management at the location and to check compliance with this Construction Phase SHEQ Management Plan.
- Assess management against lS0 9001, ISO 45001 and ISO 14001 to highlight potential improvements in the system and to verify against an objective standard that good management practice is in operation (system requirements)

Audits are undertaken in accordance with Barnes Construction's Procedure by the SHEQ Team who are independent of the project. Contract Managers/Project Manager/Site Managers ensure prompt close out of actions arising from audits and inspections.

The Project Manager/Site Manager plans to accommodate internal audits/inspections, together with any external audits requested by the client or his representative or arranged by the SHEQ Manager for the registration bodies.
A Daily SHE Inspection is to be undertaken by the Site Manager and a record kept of this on site. The inspections are to be stored on the DMS under Section Q.

2.10 LOCAL COMMUNITY

The Contracts Manager investigates the local area around the site and identifies residents, businesses, facilities such as hospitals and schools, associations and other community organisations that could be adversely affected by the project works. In consultation with the client, or his representatives, and subject to any contract restrictions, the Contracts Manager communicates with those affected, explains the nature of the works, and attempts to allay any fears and concerns.

Particular attention is given to site neighbours, who are continually informed of matters affecting their property and activity.

Where the project works take place within existing client facilities, arrangements are made to ensure coordination of project activities and those currently being undertaken. Particular attention is given to site area demarcation, access and security arrangements and compliance with any relevant existing facility arrangements and rules.

Opportunities are also sought for positive action in the local community such as support to local businesses, school visits and assistance with community improvement projects.

In accordance with the Considerate Constructor's Scheme (CCS), the project is registered with the scheme unless the client restricts such membership.

Outline arrangements for community liaison and support are defined in the table below:

COMMUNITY LIAISON AND SUPPORT	
Parts of community affected by the works	**Method of liaison and/or type of support provided**
Hotel employees and guest	Regular liaison with Hotel Manager

2.11 TOOLBOX TALKS

Regular briefing sessions not exceeding four-week periods and following the Toolbox Talk programme will be held either with the subcontractors or the subcontractors will undertake these Toolbox Talks. If they are carried out, then the subcontractor will provide a copy of the Toolbox Talk given and a signed sheet to show who has attended.

During these Toolbox Talks with subcontractor's and employee's consultation may take place where they can offer advice, suggestions etc on SHEQ issues on the site.

2.12 INCIDENT REPORTING AND ARRANGEMENT

Refer to: IMS 103.10 Incident Response Planning and Reporting

INCIDENT REPORTING

We are required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to have an effective system in place for the recording, investigation and reporting of accidents and dangerous occurrences at work.

REPORTING & INVESTIGATION

Details of every incident, however minor, including those involving subcontractors on site must initially be notified to the Group SHEQ Manager **Andrew Townsend on 07525 269 442** (or the Contracts/Project Manager in Andrew Townsend's absence) and the Joint Managing Director **Mark Hart on 07971 826 595**.

The Incident Report form is then completed and sent into the SHEQ Manager by email for review.

Once reviewed, an investigation where required will be commissioned by the Director of Delivery Services and conducted by the SHEQ Team. Once the report is completed it is forwarded to the Director of Delivery Services for review and signature. Where applicable the report will be issued to the insurers to advise them of the incident.

Where incidents are required to be reported under the RIDDOR Regulations then the SHEQ Manager will liaise with the Director of Delivery Services before the form is submitted.

2.13 PROJECT REVIEW

Refer to: IMS 104.01 Pre-Construction Process, IMS 105.01 Construction Process

Reviews of the contract requirements are undertaken by the Contracts Manager to ensure that requirements are defined and documented and that queries are resolved.

Reviews are held at the start of each project by establishing the requirements specified by the client, (including programme), requirements not specified but necessary (information required), statutory and regulatory requirements and any additional requirements.

Further reviews are undertaken throughout the duration of the project at internal meetings of the project team and at meetings with the client's representative to verify that planned arrangements remain suitable and are effective in controlling the work. These meetings also review the results of audits, non-conformities and problems and establish actions to prevent recurrence and improve the system.

Reviews and the anticipated frequency, attendance and agenda for meetings are set out in table below:

REVIEW MEETINGS		
Meeting	**Frequency**	**Attendance**
Progress	Monthly	Contracts Manager, Project Manager, Site Manager, Quantity Surveyor, Client, Design Team
Internal	Monthly	Contracts Manager, Project Manager, Site Manager Quantity Surveyor, Design Manager, Buyer
Subcontractor	Weekly	Site Manager, Quantity Surveyor, Subcontractor, Design Manager

Records are maintained of all reviews in the form of meeting notes, records of actions, correspondence, and requests for information or as required by the contract.

2.14 COMPLAINTS

Refer to: IMS 108.01 Control of Non-Conformance and Complaints

Complaints will be dealt with at a local level by the Project Manager/Site Manager and communicated to the Contracts Manager as deemed appropriate. Any complaint that has potential to escalate and not be controlled locally will additionally be communicated to the Director of Delivery Services or Divisional Director.

If a complaint comes in at site level the Project Manager/Site Manager will deal with the complainant courteously and record the following pertinent information within the site diary:

- Name, address, and contact details of complainant.
- Date/time of complaint
- Nature and location of the complaint

Details of this complaint will then be passed immediately to the Contracts Manager who will be required to action an appropriate response if the Project Manager/Site Manager's response has not satisfied the complainant.

Investigation may be required to ascertain the circumstances of the complaint this will be determined by the Divisional Director responsible for the project or the Director of Delivery Services/Divisional Director and may involve an independent investigation to ascertain the issues and circumstances.

2.15 EMERGENCY SERVICES

Local addresses and contact numbers are for information; always dial 999 in an emergency.

HOSPITAL (ACCIDENT & EMERGENCY)		
	Contact Name:	University College Hospital 235 Euston Road NW1 2BU
	Telephone:	0845 155 500
FIRE BRIGADE		
	Contact Name:	London Fire Brigade Soho Fire Station
	Telephone:	999
POLICE		
	Contact Name:	West End Central Police Station
	Telephone:	999 0r 020 8721 2460

2.16 WORKING HOURS

Monday - Friday	07.30 to 18.00
Saturdays	08.00 to 13.00
Sundays & Bank Holidays	By arrangement

2.17 PRECAUTIONS TO BE TAKEN AT THE END OF THE DAY

At the end of the working day all plant should be positioned and immobilised so that it is safe and does not interfere or obstruct any other contractors. Small items of plant should be isolated and left in a safe position. Items such as compressed gas cylinders must be isolated at the cylinder valves and removed to a suitable storage area. Electrical items should be turned off and the plugs removed from the power supply. Contractors' supervisors must check their job sites to confirm the areas are safe, especially with regards to fire safety.

3.0 HEALTH SAFETY & WELFARE

3.1 WELFARE FACILITIES

Site welfare requirements are identified by the Contracts Manager/Project Manager/Site Manager in accordance with Barnes Construction's Procedure. The Contracts Manager ensures the provision of suitable facilities at all stages of the project and their maintenance to the highest possible standards of cleanliness and hygiene. Outline arrangements are defined in the table below:

WELFARE FACILITIES	
Toilets	Toilet block with male/female toilets Inc. hot/cold running water.
Washing	Toilet block with male/female toilets Inc. hot/cold running water.
Changing	Facilities available along with a drying room
Rest/Food	Canteen with chairs, tables, sink, fridge, microwave, kettle, hot/cold running water
Drinking water	Provided within the site office and canteen
Upkeep	Cleaned minimum of once daily

3.2 FIRST AID

Refer to: IMS 105.04 Provision of First Aid

Each site will have a suitably trained First Aider who will be in possession of a current first aid certificate to manage first aid. In the absence of the First Aider a qualified person employed by a subcontractor will be appointed to provide cover.

First aid facilities will be kept on site for minor injuries as well as for the purpose of preserving life and minimising the consequences of injury and illness until help from the emergency service can be obtained. The minimum provision will be a suitably stocked first aid container including eye wash. The Project Manager/Site Manager will be responsible for re-stocking the first aid box.

The location of first aid equipment and names of first aiders are prominently displayed so that assistance can be obtained in the shortest possible time.

On this project, the specific arrangements for first aid are as detailed below:

FIRST AID ARRANGEMENTS	
Materials, equipment, and facilities	**Location**
First aid boxes	Project Manager/Site Managers Office
Nearest Defibrillator	
Personnel	
First Aiders	Alex Elliott
Appointed persons	Subcontractors

3.3 FIRE

Responsibility for a formal site fire plan/risk assessment and its constant review is that of the Project Manager/Site Manager (Fire Safety Co-ordinator (FSC).

In particular, the FSC gives attention to the prevention and limitation of the effects of fire by avoiding stocks of flammable materials and provision of adequate emergency instruction and arrangements.

All personnel on site are informed of the arrangements for fire safety during induction training. This is supplemented by posters identifying emergency procedures, site layout plans showing escape routes, assembly points and fire-fighting appliances, no smoking signs and flammable material stores.
On this project, the applicable arrangements for fire safety are detailed below:

FIRE SAFETY ARRANGEMENTS	
Flammable substances	*Any substances brought to site will be by prior arrangement. Stored within a steel lockable store. Gasoil will be stored in suitable locked bunded bowser*

Hot Works Permits	*To be issued by the Project Manager/Site Manager in charge as required*
Smoking	*Smoking allowed in designated area only*
Waste	*Stored in covered skips in dedicated waste storage area*
Flammable liquids	*Petrol stored in metal cans situated in steel lockable ventilated store with fire extinguisher*
Fire points	*In various locations throughout the works as per the fire plan*
Alarm	*Howlers to be used on the site and these will be interlinked with the hotels where possible*
Security	*Fencing to be secure at all times.*

As we are working within the confines of the hotel, both internally and externally we will we liaising with the hotel to ensure that we do not impact with their fire procedures for escape etc. It is our intention, if possible, to link our fire alarm system to the hotel so we are all aware should a fire break out. If this is not possible, we will have our own system and ensure that the hotel are aware of when our alarms have been triggered by having an indicated located in the hotel i.e. concierge desk.

3.4 PRODUCTION AND APPROVAL OF RAMS

Refer to: IMS 105.07 Risk Assessments and Method Statements

The Contracts Manager and Project Manager/Site Manager identifies the risk assessments and method statements required for the project and prepares a method statement programme which is in Appendix D.

The Contracts Manager and Project Manager/Site Manager are to ensure that subcontractors provide risk assessments and method statements as required and these are prepared in good time prior to the start of the work activity. If RAMS are not received works must not commence until such time that they have been received and reviewed by the Project Manager/Site Manager.

The Project Manager/Site Manager is to review that the subcontractors risk assessments and method statements are acceptable. Comments are noted on the Method Statement Review document and this in turn is passed back to the subcontractor for agreement and amendment.

Where risk assessments and/or method statements are prepared by the Company, the Project Manager/Site Manager in conjunction with the Group SHEQ Team will, where required, prepare the document using the risk assessment and or method statement form.

The Project Manager/Site Manager is to ensure that all site personnel are aware, in receipt, have been briefed and have signed the acknowledgement for their relevant risk assessments and method statements prior to a work activity starting and that the stated controls are implemented.

3.5 PROTECTING THE PUBLIC

Appropriate arrangements are made by the Contracts Manager and Project Manager/Site Manager to ensure the health and safety of the public when adjacent to, visiting or crossing the site. Outline arrangements are defined below:

PUBLIC PROTECTION ARRANGEMENTS	
The following interface areas have been identified	**Control Measures**
General Public, Visitors to Hotel	The scaffolding on Drury Lane will be protected by solid hoarding that is designed and installed by our subcontractor Steton. Where applicable lighting will be installed to the hoarding and will be decorated in our corporate colours.

Interface areas are identified, and appropriate measures introduced to control any risk to the public as part of detailed assessment and preparation of activity plans.
Access to the site office is designed so as to offer free and safe access to site visitors and the public at all times, including those with disabilities. Where this is not practicable, a suitable call point is placed at the nearest public access point and signage provided to explain its use. Suitable ad-hoc arrangements are then made if necessary.

3.6 ACCESS AND EGRESS ARRANGEMENTS

The risk of slips, trips and low-level falls is reduced by the use of level, clean and suitably surfaced parking areas and pedestrian walkways between offices, stores, welfare facilities and work areas, free from material, plant, and debris obstructions.

The Project Manager/Site Manager ensures the tidy stacking of materials in designated areas and develops a culture of tidiness and the timely disposal of rubbish and debris by providing adequate waste bins/skips.

Access to and egress from work areas is described within specific risk assessments and activity plans so as to control the risk of slips, trips, and low-level falls.

3.7 WORKPLACE TRANSPORT

The majority of deliveries will be off the A40 High Holborn, reversing into the site and exiting forwards all with the aid of a banksman. Travelodge deliveries and refuse collection for the period of the works will be via Shorts Gardens together with a limited number of construction deliveries via smaller vehicles i.e. Transit size / 3.75t. No construction traffic will access Drury Lane on a day-to-day basis and parking will not be allowed. Access to Drury Lane will be agreed with the Site Manager

Deliveries to the site are to be carefully managed and co-ordinated to avoid peak traffic times.

Signage will be erected at the road entrance to inform all drivers reporting to the construction site to proceed with extreme caution. All material, plant and subcontract orders will carry a note attached stating the above.

Parking for contractor vehicles will be accommodated within the site compound and all work areas will be fenced to prevent unauthorised access.

Additionally, we would seek to ensure that deliveries are timed to avoid the peak hours of other site users, once known, and that strict 5mph speed limits are adhered to. On arrival at the main site entrance the driver reports to the site office where a member of the site management team will discuss and explain the traffic management on the site to vehicle drivers and pedestrians alike. Details of delivery constraints will be communicated to suppliers and subcontractors within their orders and during pre-start meetings on site.

The member of the Site Team will communicate via radio or phone to contact the relevant subcontractor on site, advising them of their deliveries.

Only when instructed by the site management team will the vehicle be allowed to enter the main site area and proceed to load/unload delivery under the instruction of both the Site Team and the relevant sub-contractors.

Prime attention is given to the separation of vehicles and pedestrians on site and the control of reversing vehicles.

The layout of access to and egress from the site, traffic routes, parking and loading/unloading areas and pedestrian segregation are prominently displayed on a Traffic Management Plan and are planned in such a way that, so far as is reasonably practicable, pedestrians and vehicles are segregated.

Vehicles are not permitted to reverse without a designated vehicle banksman unless within designated pedestrian-free areas in accordance with site arrangements.

Where a task involves local vehicle movements, e.g. use of tipper or mixer trucks, particular arrangements for access and workplace transport are described in risk assessments and method statements.

Due to the hours being worked and the timing of the works, lighting is necessary within the site area. During winter periods additional lighting will be provided in the unloading area

Operatives are informed of the rules for workplace transport at induction training. Specific rules for workplace transport are as detailed below:

WORKPLACE TRANSPORT ARRANGEMENTS	
Site Specific Rules	There will be no parking on site.
	Car/ van sharing is encouraged.
	Public transport to be used to get to site.
	Traffic Management plan to be adhered to at all times

3.8 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Refer to: IMS 108.05 Personal Protective Equipment

Personal protective equipment (PPE) and Respiratory Protective Equipment is issued where risks exist which cannot be removed completely or reduced to an insignificant level.

On this project, the items of PPE listed in below are also mandatory.

PERSONAL PROTECTIVE EQUIPMENT (PPE)	
Items of PPE mandatory on this project	**Area of site in which stated item of PPE is mandatory**
Safety helmets	Throughout site
Safety Footwear (including steel midsoles)	Throughout site
Hi visibility vest or coat	Throughout site

Task Specific	
Eye Protection	Throughout site – task specific
Gloves	Throughout site – task specific
Hearing Protection	Throughout site – task specific
Respiratory Protective Equipment	Throughout site – task specific

The need for additional PPE is identified by risk assessment/method statement and is defined as a control measure.

Those operatives who are required to wear RPE must have been 'face fitted' and provide evidence of this along with having the correct RPE for which they have been tested before they commence work on the site.

The Project Manager/Site Manager ensures that protective clothing and equipment selected for use by Barnes Construction employees and agency staff is suitable for the protection needed and conforms to the relevant standards.

3.9 ELECTRICAL SAFETY

Refer to: IMS 108.14 Electrical Safety

Electricity and all electrical installations on site (this include temporary) must always be treated with the utmost care and be under control and supervision of experienced and competent persons. Installation, maintenance, and repair of electrical services must only be carried out by a qualified electrician. Test certificates to be provided as appropriate and these are checked every three months.

The company operates and maintains testing equipment to undertake PAT testing on all electrical tools and equipment within its own hire fleet. Subcontractors' equipment must come to site with the required PAT certificates in place and provide copies to the Project Manager/Site Manager.

3.10 PROVISION AND USE OF WORK EQUIPMENT

Refer to: IMS 105.17 Plant and Equipment

Barnes Construction will ensure that only competent and trained persons who hold current certificates are permitted to operate on-site equipment. All certificates will be uploaded, reviewed, checked, and held on record as part of the Online Induction process. Only equipment with current test certificates will be allowed on site and these will be reviewed by the Project Manager/Site Manager, checked, and held on record.

3.11 CONFINED SPACES

Refer to: IMS 105.12 Confined Spaces

Where work in a confined space is proposed, the Project Manager/Site Manager/Subcontractor should first consider if the work can be done another way so that entry or work in the space is avoided. Better work planning or a different approach may reduce the need for confined space working.

If entry is unavoidable into a confined space, a safe system for working inside the space is identified based on a thorough risk assessment.

The assessment includes consideration of:

- The task
- The working environment
- Working materials and tools
- The suitability of those carrying out the task
- Personal protective equipment
- Arrangements for emergency rescue

Personnel involved in confined space work are to be trained, copies of their cards/certificates are to be uploaded as part of the Online Induction Process. They will then be instructed as to the safe system of work to be adopted. A permit will also be issued before the works commence on site and this will check all the items above i.e. RAMS in place, competency certificates of operatives etc. are in place.

Confined spaces have been identified as listed below:

CONFINED SPACES
Operations involving confined space working

3.12 DEMOLITION

Refer to: IMS 105.12 Demolition

Prior to any demolition work taking place, the site is surveyed, and the extent and complexity of the work assessed. If demolition is high risk or specialised, a subcontractor with the relevant competence and experience is appointed to do the work.

In all cases, the sequence of demolition is carefully planned, an activity plan prepared, and a competent person nominated to supervise the demolition.

When preparing the RAMS, consideration is given to:

- Exclusion of people not directly involved in the work.
- Health hazards such as asbestos, lead and dust
- The use of remote methods where possible, e.g. long reach equipment or crane and ball
- Protection of machine cabs from falling materials
- Temporary support of the structure itself or adjoining structures
- The capacity of walls intermediate floors to support debris and the weight of equipment used to clear them
- The presence of services and disconnection of them.

Operations involving demolition on this project are listed below:

OPERATIONS INVOLVING DEMOLITION ACTIVITIES
Concrete staircase

3.13 TEMPORARY WORKS

Refer to: IMS 105.18 Control of Temporary Works

We will ensure that any temporary works required on site are designed by a competent person, constructed in accordance with the design and regularly inspected, particularly before loading or striking in accordance with our company procedure.

Barnes Construction will appoint a Temporary Works Coordinator(s) for the project, and these are listed below. They will comply with the company procedure and maintain a file on site covering all the temporary works on the site.

TEMPORARY WORKS COORDINATOR	
Name	**Company**
Kevin Tyrrell	Barnes Construction

3.14 HAZARDOUS SUBSTANCES

Refer to: IMS 105.06 Control of Substance Hazardous to Health

The storage and use of substances which may be hazardous to health will be in accordance with the COSHH Regulations. Written assessments will be requested from the subcontractors and require approval prior to bringing any such material on to the site. Storage and use by subcontractors will be agreed with the Project Manager/Site Manager.

A COSHH Register will be maintained relevant to the substances to be used and stored on site.

3.15 UTILITIES SERVICES – UNDERGROUND AND OVERHEAD

Refer to: IMS 105.15 Excavations

Responsibility for ensuring arrangements in the vicinity of buried services is carried out in accordance with company procedure, is that of the Contracts Manager/ Project Manager/Site Manager.

ELECTRICITY		
	Contact Name:	UK Power Networks
	Telephone:	
	Email:	

WATER		
	Contact Name:	Thames Water
	Telephone:	
	Email:	
GAS		
	Contact Name:	
	Telephone:	
	Email:	
TELECOMMUNICATIONS		
	Contact Name:	
	Telephone:	
	Email:	

Buried services are identified on drawings or in pre-construction information. The Contracts Manager/ Project Manager/Site Manager must verify that services are as described and that no others exist:

- By contacting service providers directly to confirm the validity of drawings and, as appropriate, mark services physically on site.
- From drawings, other data, surface examinations, and, if appropriate, trial pits
- By conducting cable detection surveys such as CAT and Genny, magnetic and ground radar investigations

In addition, reference is made to www.linesearch.org for major underground assets. Any known to exist in the vicinity of the site are listed below:

MAJOR UNDERGROUND ASSETS		
Identified major underground assets	**Location**	**Activity affected**

Surveys using cable detection equipment on site by Barnes Construction staff or Subcontractors must have received appropriate training. They must also have a current calibration certificate for the equipment and a copy must be provided to the Project Manager/Site Manager. Once identified, services are marked on the ground.

A risk assessment/method statement for work in the vicinity of buried services will also incorporate Permit to Dig – Breaking Ground Part A & B. The permit defines the specific control measures needed

to avoid striking the service and is issued to the person in charge of the work. The precautions and control measures arising from risk assessment/method statements will be communicated in a briefing to those involved prior to the start of work.

All workers are informed of the rules governing work near underground services at induction training.

OVERHEAD SERVICES
Responsibility for ensuring arrangements in the vicinity of overhead services is carried out in accordance with company procedure is that of the Contracts Manager/Project Manager/Site Manager.

Work is only carried out under or near overhead power lines after:

- Investigation as to whether the work can be avoided altogether or, if not possible
- Diversion of overhead lines clear of the work area or, if not practicable
- Making lines dead while work is in progress or if this cannot be done
- Introducing strict precautions

The precautions to be introduced depend on the nature of the work, i.e. work areas where:

- There is no scheduled work or passage of plant under the lines but merely adjacent to them
- Plant passes under the lines.
- Work is carried out under the lines.
- Consultation with asset owner (GS6 survey)

For the first, barriers are erected to prevent close approach, for the second defined passageways are made and for the third, further precautions are taken in addition to the erection of barriers with passageways. The safe clearance required beneath the overhead lines is ascertained from the owner of the service.

Work activities affected by overhead services have been identified as indicated below:

OVERHEAD SERVICES	
Activity affected	**Nature of the work**

3.16 WORKING AT HEIGHT

Refer to: IMS 105.19 Working at Height

At every place within the site boundary where there is a risk of injury because of people working at height, a risk assessment/method statement is undertaken, and suitable arrangements are put in place for:

- Eliminating or minimising risks from working at height.
- Safe systems of work for organising and performing work at height
- Safe systems for selecting suitable work equipment to perform work at height
- Safe systems for protecting people from the consequences of work at height.

Unauthorised removal of, or interference with, scaffolding or edge protection is a serious matter and is dealt with by the Contracts Manager/Project Manager/Site Manager.

The table below lists activities that have been identified as involving work at height, together with an initial strategy for prevention of injury, based on risk assessment. Subsequently each work activity is reviewed, requirements for work at height re-assessed and detailed controls included in the risk assessment and/or activity plan for the work.

WORKING AT HEIGHT	
Activity involving work at height	**Initial strategy to control risk**

3.17 LIFTING OPERATIONS

Refer to: IMS 105.16 Lifting Operations

All lifting operations are subject to a lift plan that describes a safe system of work.

Responsibility for ensuring the establishment of this lifting plan is that of an appointed person (lifting) who ensures that attention is given to:

- Planning the operation.
- Selection, provision, and use of equipment.
- Maintenance, examination and, where necessary, testing of equipment.
- The provision of competent personnel
- Adequate supervision by competent personnel
- Ensuring that test certificates and other documents are available.
- Preventing unauthorised movement or use
- The safety of persons not involved in the lifting operation.

The appointed person (lifting) categorises lifts as basic, intermediate, or complex. Documentation and responsibility for planning, organising, and controlling the lifting operation is dependent on this categorisation as set out in the procedures.

The appointed person (lifting) is also responsible for ensuring the adequacy of safe systems of work for contract lifts of subcontractors.

All appointed persons (lifting), crane supervisors, slinger/signallers and plant operators hold an appropriate and valid CPCS card or equivalent and these are uploaded as part of the Online Induction process.

Lifting operations have been identified as indicated below, together with an initial assessment as to category of lift. This category is subsequently confirmed or revised by the appointed person (lifting).

LIFTING OPERATIONS	BASIC, STANDARD, COMPLEX OR CONTRACT LIFT (SUBJECT TO LATER CONFIRMATION BY THE APPOINTED PERSON

3.18 EXCAVATION

Refer to: IMS 105.15 Excavations

Excavation work is always subject to a detailed risk assessment/method statement. These ensure that hazards and control measures are identified dealing with the associated hazards including:

- Plant

- Temporary work
- Access and egress
- Stability
- Buried services.
- Groundwater
- Edge protection
- Contamination

Those doing the work are properly instructed and the work is effectively supervised. Where ground support is required, its installation, dismantling or alteration is done only under the supervision of a competent individual who has sufficient experience and training. A Permit to Dig – Breaking Ground Part A & B will need to be raised before the works commence on site.

3.19 FRAGILE MATERIALS

A three-step hierarchy applies to work near or upon fragile surfaces. If it is possible, work on, from or near, or passage across or near a fragile surface should be avoided. If this is not possible, as far as reasonably practicable, the subcontractor must provide sufficient platforms, coverings, guardrails or similar means of support or protection and ensure that they are used, so that any foreseeable load is supported. If the risk of falling remains, the employer must take suitable and sufficient measures to minimise the distance and consequences of any fall. Where any person at work may pass across, or near, or work on or near a fragile surface, every employer must warn of the risk by putting up prominent warning notices at the approach to the fragile surface or where this is not reasonably practicable, warn by other means.

3.20 MANUAL HANDLING

Refer to: IMS 105.08 Manual Handling

Exposure to manual handling and the associated risk of injury, particularly back injury, is controlled with the following actions taken to avoid or reduce the need for manual handling:

- Arranging for goods to be delivered to the point of use so avoiding double handling.
- Using bagged materials in easily handled sizes.
- Storing materials within easy reach and at a proper height
- Handling by mechanical means
- Making use of lifting/carrying aids
- Load sharing of heavy or awkward loads

Where manual handling cannot be reduced or eliminated, a risk assessment is undertaken for the activity. This assessment considers the nature and frequency of the task, the weight, size, shape and stability of the load, the work environment and the individual's capability based on strength, fitness, skill, and experience.

Manual handling training is given to all persons at risk and the results of assessments are notified to those involved in the activity.

3.21 DRUGS AND ALCOHOL

Refer to: Alcohol and Drugs Policy Statement

Barnes Construction expects employees and subcontractors to take a responsible approach to alcohol. They must ensure that their level of alcohol consumption will not affect their ability to work.

Barnes Construction takes disciplinary action, including dismissal or removal from site, for the following serious offences:

- Possessing, using, or selling illicit drugs

- Possessing, using, or selling alcohol during working hours.
- Being impaired through substance abuse during working hours

Barnes Construction reserves the right to carry out random tests for alcohol and drug use and to test employees and subcontractors who are involved in incidents on site or where a manager believes that substance abuse has contributed to an incident, changed behaviour, or affected work performance.

Personnel who refuse to take a test are subject to disciplinary action, including possible dismissal, or in the case of subcontractors, removal from site.

3.22 DERMATITIS

Barnes Construction employees and subcontractors encountering substances that cause dermatitis will comply with the requirements of the COSHH Regulations.

Where exposure cannot be prevented, the following controls are introduced:

- Provision of appropriate gloves
- Regular inspection to identify skin problems.
- Provision of face shields and protective coveralls if the face and neck are vulnerable.
- Promotion of high standards of personal cleanliness and hygiene
- Maintenance of a clean and tidy workplace
- Provision of advice on the use of moisturising creams before and after work

3.23 ASBESTOS

Refer to: IMS 105.23 Management of Asbestos and Asbestos Management Plan

Barnes Construction will not undertake any work with asbestos.

Work involving asbestos insulation, asbestos coating or asbestos insulating board is subcontracted to licensed asbestos removal contractors. Whilst work involving other forms of asbestos need not be undertaken by a licensed contractor, it is undertaken only by specialists with the expertise, equipment, and appropriate insurance.
Barnes Construction manages those who undertake work with asbestos on its premises or sites in accordance with Company Procedure.

Details of asbestos anticipated on this project are provided within the Asbestos Management Plan which is in the appendix to this plan.

3.24 RESPIRATORY DISEASE

Barnes Construction employees, and subcontractors encountering substances that cause respiratory diseases, will comply with the requirements of the COSHH Regulations. Where practicable the production of dust or fume is avoided or suppressed, and protective equipment is used only as a last resort.

Where exposure cannot be prevented, all or some of the following controls are introduced, based on risk assessment:

- Provision of appropriate respiratory protection
- Dry sweeping is prohibited on all sites.
- Water spraying haul roads and stockpiles.
- Health surveillance
- Atmospheric monitoring
- Installation of local exhaust ventilation
- Encapsulation of work areas
- Appropriate welfare facilities
- Promotion of high standards of personal cleanliness and hygiene

- Maintenance of a clean and tidy workplace

3.25 EXPOSURE TO UV RADIATION

Information is given to the workforce and subcontractors by means of toolbox talks, briefings and posters concerning the health risks associated with exposure to UV radiation from the sun. The correct wearing of appropriate PPE is always enforced.

To protect operatives and subcontractors on site the minimum clothing to be worn are trousers and shirt or T shirt. This will reduce the exposure to UV.

3.26 NOISE

Refer to: IMS 105.22 Management of Pollution, Noise, Vibration & Other Nuisance

Sources of noise likely to exceed occupational action levels will be assessed prior to commencement of works. The SHEQ Manager/Inspector will assist the Site Team in this regard and any details regarding the assessment and control of noise shall be included in the site filing system.

Choose plant and machinery to minimise noise emissions consistent with the technical requirements of the works. Use noise suppression equipment if practicable. Adhere to any working hour restrictions that have been placed on the project.

Noisy activities relating to the removal of the steps will take place between the hours of 09.00 to 16.00 Monday thru Friday. The main activity creating noise will be the removal of the steps which will take place using a saw cutting method which is a less noisy options. To protect the public the area will be hoarded off and dust will be reduced with a wet cutting method and also if required we will use a misting machine to keep the dust levels down even further.

3.27 HAND ARM VIBRATION

Where prolonged use of vibrating tools or where vibration exposure is likely to regularly exceed the action level for tool/activity, the items listed below should be considered and implemented:

- Tool selection and condition
- Vibration control
- Maintain blood circulation.
- Selection of operatives
- Training and awareness
- Exposure monitoring and recording, where required.
- Health surveillance

The use of tools and the vibration levels that the operatives are being exposed to will be calculated and recorded.

3.28 OCCUPATIONAL HEALTH

Requirements for occupational hygiene monitoring will be assessed on a task specific basis. Monitoring will be undertaken in accordance with the relevant method or approved protocol. Barnes Construction possesses the capability to undertake and evaluate a range of monitoring methods, such as respirable and total dust in air.

Risk assessments will identify circumstances when health surveillance is required (unless already identified by existing legislation) and should it be deemed necessary, an Occupational Health Surveillance for individuals undertaking high risk activities will include screening for any or all the following:

- Hand Arm Vibration Syndrome (HAVS)
- Noise induction hearing loss
- Manual handling
- Dermatitis from on-site operations
- Repetitive Strain Injuries

3.29 DUST

Dust control measures are applicable to any construction site where there is a potential for air and water pollution from dust travelling across the landscape or through the air. Dust control includes practices used to reduce or prevent the surface and air transport of dust during the construction.

Dust control is an important part of any construction process. Control measures need to be in place such as:

- Providing damping down methods of any operations that may generate dust, these may include such activities as:
  - Removal of the steps
    - Wet cutting method
    - Misting to reduce the dust further if required.
    - Wear correct RPE and have 'face fitting' carried out.

4. ENVIRONMENTAL

4.1 ARCHAEOLOGY AND LISTED STRUCTURES

Refer to: IMS 105.20 Management of Archaeology and Heritage

Arrangements are made for the identification and protection of areas of archaeological interest or listed structures and buildings. Any such areas identified during the undertaking of the project works are immediately brought to the attention of the client and instructions sought.

Arrangements for dealing with known archaeological areas or listed structures are defined below:

AREAS OF SITE SUBJECT TO ARCHAEOLOGICAL INTEREST OR WITH LISTED STRUCTURES	NATURE OF INTEREST, METHOD OF PROTECTION OR OTHER ARRANGEMENTS
None anticipated at this moment	

4.2 WATER MANAGEMENT AND POLLUTION

Refer to: IMS 105.28 Management of Pollution Incidents

A comprehensive assessment of the potential risks of water pollution as a result of work activities is made by the Contracts Manager/Project Manager/Site Manager before each activity is carried out. Surface, ground, and coastal waters are considered where appropriate.

Control measures are selected in accordance with our CEMP that has been produced for the project and included in the appendices at the rear of this document.

Particular attention is given to the following matters:

- Activity related refuelling; these must be conducted in the site compound area
- Discharge from new drainage
- Concrete washout

4.3 CONTAMINATED LAND

Refer to: IMS 105.22 Management of Contaminated Land

Work on contaminated land involves primarily the remediation of ground contaminated with chemical, radioactive and biological materials. However, it can also include demolition, tank removal both above and below ground and dealing with water-borne and air-borne contaminants.

Due to the variable nature of the hazards related to this type of work a risk assessment is required to detail the controls required. This involves in house or consultant expertise.

The controls cover:

- Site set up and security.
- Personal protective equipment
- Health surveillance
- Sampling regime
- Training
- Monitoring of controls

OPERATIONS INVOLVING CONTAMINATED SOILS
None anticipated at this point

4.4 ENVIRONMENTAL CONSENTS

Consents, licences, or permissions are required from a number of organisations including the Environment Agency, DEFRA, local water companies, local authority environmental health departments, local authority planning departments and Natural England.

These cover matters relating to work near water, disposal of waste, noise, vibration, and ecology, among others. Guidance on when a consent, licence or permission is needed and how it is obtained is provided in Barnes Construction environment guidance.

Activities on this project assessed as requiring consent, licence or permission are listed below:

OPERATIONS INVOLVING CONSENT, LICENCE OR PERMISSION
Not required

4.5 WASTE MANAGEMENT & DISPOSAL

Refer to: IMS 105.20 Management of Waste

Take active steps to ensure that Barnes responsibilities under the Waste Management Licensing Regulations and the Duty of Care for Waste are properly discharged, particularly in the accurate completion, and secure retention, of waste transfer notes. Consider possibilities for segregation of waste into different mainstream material types (wood, metals, etc.) for possible recycling.

Waste shall be stored appropriately depending on type and classification, i.e. controlled waste or special waste. In any event, waste storage shall be kept to a minimum and in suitable containers or locations for disposal. Wherever possible the segregation shall be applied to allow for recycling of material on site. Where hazardous waste is identified, it shall only be stored following approved methods from the Environment Agency.

The disposal of waste presents a significant hazard to the business in view of the regulatory requirements and the necessity of exercising appropriate Duty of Care. Disposing of waste, particularly hazardous waste, is also very expensive. By reducing waste generated and managing waste materials effectively, impact on the environment is minimised and the cost of waste disposal reduced.

Compliance with Barnes Construction procedures and guidance ensures:

- Compliance with relevant waste management legislation
- Application of industry best practice
- Identification of opportunities in waste minimisation

4.6 ECOLOGY

Refer to: IMS 105.25 Flora, Fauna, and Ecology

Where the project work disturbs, or has the potential to disturb, species of plants or wildlife, certain conditions may apply concerning timing of activities, exclusion areas and protective measures.

In addition to removal of vegetation being carried out only at certain times of the year, work to remove hedgerows are always subject to consent, as are trees on which there is a Tree Preservation Order.

Activities restricted for ecological reasons are listed in below together with details of the restriction.

ACTIVITY	DETAILS OF RESTRICTIONS
None	

4.7 NUISANCE

Construction activity has the potential to cause nuisance within the site-to-site personnel, to local residents, site neighbours and the general public in the form of noise, dust, mud, vibration smoke light and odour.

Activities likely to cause nuisance are identified in accordance with Barnes Construction's environment procedure. Where the extent of that nuisance is significant, the Project Manager/Site Manager selects appropriate control measures to avoid the nuisance or mitigate the effects if avoidance is impracticable.

Activities likely to cause nuisance are listed below, together with appropriate control measures.

ACTIVITY	POTENTIAL NUISANCE	CONTROL MEASURES
General Construction	Noise, dust, vibration	Dust extraction systems. Do not start work until the allotted time.

Following identification of potential nuisance, and prior to the works commencing, the Project Manager/Site Manager contacts the relevant regulatory body (usually the local authority Environmental Health Officer) to notify them of the works and agree the selected control measures. Communication with the regulatory body is maintained throughout the duration of the activity.

4.8 ASPECT & IMPACTS REGISTER

The company has identified the significant aspects and impacts associated with the core activities undertaken on a project. This will enable the Project Team to identify which activities they will be required to focus on in developing the most appropriate control measures to mitigate the environmental risks associated with the project.

SIGNIFICANT ASPECT AND IMPACTS ON THE PROJECT		
Aspect	**Impacts**	**Control Measures**

4.9 POLLUTION INCIDENT RESPONSE PLAN

Refer to: IMS 105.28 Management of Pollution Incidents

In accordance with the Company Procedure, the Contracts Manager or nominee will develop a Pollution Incident Response Plan (PIRP) see Appendix B of this plan. The Contracts Manager should contact the SHEQ Team for further support and assistance in completing the PIRP. The PIRP must be approved for implementation by the SHEQ Team prior to the plan's implementation.

A summary of the Pollution Incident Response Plan, together with a list of Environmental contact numbers and the location of Spill Kits etc. must be displayed on the Site Notice Boards.

4.10 SITE RESTORATION

At the end of the contract, those areas of natural habitat affected by construction activities, but not permanently lost to development shall be left to regenerate naturally or be replanted in accordance with the contract requirements. If there is any 'waste' or surplus material after construction has been completed, it shall be removed from the site, including any potential contaminants, such as cement, concrete, diesel, formwork oils etc. This is to maximise the chances of natural regeneration of the plant and animal species on the site and to minimise the chances of long-term pollution.

4.11 NATURAL ENVIRONMENT

Wildlife and natural features are a valuable asset in terms of quality of life and a healthy environment, they are highly valued by the public. The level of legal protection afforded to these types of areas is increasing. It is usual for developers to have the responsibility for investigating the ecological constraints and sensitivities of a site and for defining them for the contractor; this however is not always the case. Failure to adequately protect sensitive sites can result in prosecution, disruption to programme and associated cost penalties and bad publicity.

The Barnes Construction Environmental Policy states that we will comply with all legal requirements as a minimum standard, and that we will consider environmental impacts and sustainable options at all stages of the construction process.

It is an offence to wilfully kill, injure, take, or disturb wildlife, so specialist advice should be sought if they are discovered or thought to exist on site.

5. QUALITY

5.1 KEY STAGE CHECKLIST

Refer to: IMS 105.01 Contracts Procedure

A Key Stage Checklist shall be produced and maintained within Appendix H of the Construction Phase SHEQ Management Plan using the contract documents, which shall identify the inspection and test requirements, including any hold points required.

Inspection of the works shall be recorded as necessary using proformas identified within the checklist. Where a formal inspection is required by the Client or representative, as defined within the contract documents, agreed inspection proforma shall be used for this purpose.

Company Procedure provides detailed control measures, which include but limited to: -

- Non-Conformance Reports
- Drawings and specification
- Quality Checklists
- Checks carried out; photos taken etc. to be retained on the DMS.

5.2 PROJECT RECORDS

Records will be kept on the DMS under Section O Quality and can be accessed via the Project Manager/Site Manager, to demonstrate compliance with the specified requirements.

5.3 PROJECT DOCUMENT MANAGEMENT

Refer to: IMS 103.20 Document Control – Correspondence, Filing & Archives

Details for document and data control are given within the company procedure which include but not limited to:

- Drawing Register
- Request for Information
- Confirmation of Verbal Instruction
- Correspondence
- Construction Phase SHEQ Management Plan
- Quality Inspections/Checklists

5.4 DESIGN CONTROL AND CHANGES

Refer to: IMS 107.01 Design Management – Design & Construct Tender Process
IMS 107.02 Design Management – On Award of Contract

The designer(s) where applicable, are detailed in the contract directory, Section 2.2 of the SHEQ Management Plan.

Design will be controlled in accordance with Company Procedure, which include but not limited to: -

- Design Review Meeting Minutes
- Design Management Procedures
- Design Managers workbook
- Risk Assessments

Design meetings between the respective organisations will take place to review the design process. Calculations and drawings will be forwarded to the client or their representative for comment / approval prior to relevant construction works taking place.

5.5 MEASURING AND TEST EQUIPMENT

Refer to: IMS 103.06 Calibration and Measuring Equipment

The site maintains details of measure and testing equipment. The information recorded includes identification, calibration, date on/off site together with a full record of calibrations during the contract.

Survey stations and datum's used for control will be safeguarded during the works. All equipment used for measuring and testing will be checked for tolerance in accordance with Company Procedure, which include but not limited to: -

- Plant and Equipment Maintenance Programme
- Plant and Equipment Maintenance Plans
- Calibration Register
- Plant Management Database

Equipment that is hired from the Barnes Group Plant Department will be controlled by the calibration recall process. All records of calibration will be held by the Barnes Group Plant Manager with copies of certificate supplied to site as required. Where equipment is withdrawn from use for calibration purposes, suitable replacement equipment will be supplied from Group Plant Department.

Records of equipment hired from other external suppliers (e.g. Speedy Hire, A Plant etc.) will be held by the Site Team. These records will detail unique serial number, description of equipment, calibration status and expiry date. Inspection, test, and recalibration of externally hired equipment will be in accordance with the supplier recommendations.

5.6 SUSTAINABLE PRODUCTS AND MATERIALS

Refer to: IMS 106.01 Material Procurement

Where approval of any item is specified, submit samples. Retain approved samples on site for comparison with those used in the works. Ensure that delivered materials match approved samples.

Where samples of finished work are specified, obtain approval before proceeding with the works.

The Project Manager/Site Manager is to ensure that all materials comply fully with the specifications and drawings.

Where materials are specified to a British Standard the Site Manager is to obtain certificates of compliance from manufacturer.

DELIVERY

- The Buyer must ensure that all materials are issued with clear details of access and site location and all orders require having the Project Manager/Site Manager's name attached.
- The test status of an item will be implemented throughout the project by way of maintained records comprising of checklists and site inspection proforma.
- The procedure detailing Inspection and Test Status is Company Procedure, which include
    - Delivery Tickets
    - Inspection and Test Records as detailed within Construction Phase SHEQ Management Plan
    - Quality Checklists

HANDLING

- All materials are to be handled with care and in a manner, which maintains their integrity for their purpose, also handling to be in accordance with manufacturers recommendation.

STORAGE

- Storage for materials requiring waterproof protection and security will be provided using secure type container units, also storage to be in accordance with manufacturer's recommendations.

PRESERVATION AND SEGREGATION OF MATERIALS

- The Project Manager/Site Manager is to ensure that on delivery all materials are checked against the order (on receipt of orders the PM/SM is to double check the specification of ordered materials). If any materials are found to be sub-standard or non-compliant, the PM/SM is to ensure that these are returned to the source of origin. Records of such transits are to be kept in the site diary and the buyer notified, as necessary.
- Non-conforming materials will be recorded and corrected in accordance with Company Procedure, which include: -
  - Non-Conformance Reports
  - Non-Conformance Register

CLIENTS SUPPLY ITEMS

- The Project Manager/Site Manager is to ensure that on delivery all materials are checked. If any materials are found to be sub-standard or non-compliant, the PM/SM is to ensure that these are not used. A record of such issues to be kept in the site diary and the client's direct supplier notified, as necessary.
- The Project Manager/Site Manager is to ensure that the Clients supply products and existing fixtures and fittings are protected in a manner which maintains their integrity for purpose.
- Where any Client supplied items are to be incorporated into the project, Company Procedure shall apply to: -
  - Non-Conformance Report (NCR)
  - Delivery Ticket

PRESERVATION OF CLIENTS PRODUCTS

- Company Procedure details the company's proposals for handling, storage, packaging, preservation, and delivery of materials generally to: -
  - Method Statements / SHEQ Management Plans
  - Material Registers
- Special requirements shall be detailed within method statements maintained in the site office.

5.7 PURCHASING

Refer to: IMS 106.01 Material Procurement, IMS 108.01 Quantity Surveying Procedure

Products and services are only provided by Suppliers and Subcontractors who can demonstrate their ability to comply with the specified requirements. A database is maintained of acceptable Suppliers and Subcontractors. Company Procedures shall apply, which include but are not limited to: -

- Computerised Database
- Contract Meeting Notes
- Subcontract Procurement Schedule
- Material Procurement Schedule
- Purchase Orders
- Tender Review Meeting

6. HEALTH & SAFETY FILE

6.1 LAYOUT AND FORMAT

The health and safety file shall be appropriate to the characteristics of the project, containing relevant health and safety information to be considered during any subsequent project such as maintenance, cleaning, refurbishment, or demolition.

At present, the format of the health and safety file will be as follows:

PART 1 **INTRODUCTION**

- 1.1 General
- 1.2 Purpose of File
- 1.3 Statutory Implications of File
- 1.4 Future Alterations, etc.
- 1.5 Removal of Health & Safety File Documents
- 1.6 General Site Specifics

PART 2 **RECORD DRAWINGS**

- 2.1 Architectural Drawings – Final Issue
- 2.2 Structural Drawings – Final Issue
- 2.3 Electrical Drawings – Final Issue
- 2.4 Mechanical Drawings – Final Issue
- 2.5 Consultant & Specialist Drawings – Final Issue

PART 3.0 **CONSTRUCTION/DESIGN INFORMATION**

- 3.1 Construction Methods
- 3.2 Removal / Demolition
- 3.3 Specific Hazards
- 3.4 External Works
- 3.5 Notification/Approvals/Reports/Certificates

PART 4.0 **MAINTENANCE**

- 4.1 Maintenance Procedures
- 4.2 Operation & Maintenance Manuals

PART 5.0 **STRUCTURAL/FINISHES**

- 5.1 Element / Materials
- 5.2 Data/COSHH Sheets
- 5.3 Key Schedule
- 5.4 Warranties/Guarantees

PART 6.0 **PARTIES INVOLVED WITH PROJECT**

- 6.1 Public Utilities & Other Suppliers
- 6.2 Design Team
- 6.3 Main Contractor & Sub-Contractors
- 6.4 Suppliers Involved with Project

PART 7.0 **TEST CERTIFICATES**

- 7.1 Electrical
- 7.2 Mechanical & Air Conditioning
- 7.3 Plumbing
- 7.4 Fire Alarm
- 7.5 Other

APPENDIX A

REMOVAL OF INFORMATION LOG SHEET

ALTERATION / NEW WORK LOG SHEET

Volume Contents

Volume One	-	Sections 1 to 2.5
Volume Two	-	Sections 3 to 4.2
Volume Three	-	Sections 5 to 7.5

6.2 ARRANGEMENT FOR COLLECTION AND GATHERING OF INFORMATION

The Principal Designer shall develop and prepare the Health and Safety File in accordance with 5.1 above and Appendix 4 of the CDM Regulations. The Contracts Manager will be responsible for the gathering of the information required for the file from the subcontractors and supplier who will be asked to submit their relevant information once their works packages are complete.

6.3 STORAGE OF INFORMATION

All information included in the Health and Safety File will be submitted to the client upon completion of the project. The client shall be responsible for retaining and amending as necessary, to present to other contractors working on the site or to be handed over to any new owner/occupier of the building.

7. APPENDICES

A – Fire Plan and Risk Assessment

B – Pollution Incident Response Plan

C – Site Information and Rules

D – Method Statement Programme

E – Traffic Management Plan

F – Asbestos Management Plan

G – Aspects and Impacts Register

H – Key Stage Checklist

APPENDIX A: FIRE PLAN AND RISK ASSESSMENT

Barnes CONSTRUCTION	Fire Plan

INTRODUCTION

Regulatory Reform (Fire Safety) Order 2005

This order amended or replaced a number of pieces of legislation which were repealed as part of this order.

The cornerstone of the Order is the Fire Risk Assessment, this must be reviewed regularly and if necessary amended.

The occupier of the premises and the employer of those working in there are responsible for complying with the requirements of this order. In shared premises the landlord or managing agent is responsible for shared parts of the building and shared fire safety equipment.

The Order requires that the responsible person(s) takes ownership of the management of any risk in their premises and reasonable steps must be made to minimise the risk from fire and to ensure that, if a fire is started, everyone can quickly and safely evacuate to a place of safety. It applies to all premises except private residencies.

This fire safety plan provides a detail of the site procedures applied to ensure that the risk of fire is identified and controlled as far as is reasonably practicable. In **ALL** circumstances a fire risk assessment to be made and additional control measures applied.

Contract covered by this plan:	Travelodge Convent Garden
Project Manager/Site Manager:	Alex Elliot
Date of Fire Risk Assessment:	
Person who conducted the assessment:	

Site Description		
Brief description of construction:		
Building Name:	Travelodge Drury lane	
Number of floors:		
Appromate floor area:	**Location**	**Floor ares m2**
Total floor area:		
Person who conducted the assessment:		

Occupancy	
Approximate maximum number (incl. client's occupants):	
Approximate maximum number of site personnel:	
Approximate number of members of the public:	

Occupants at Special Risk	
Disabled occupants	
Occupants in remote areas:	
Others	

Other relevant information e.g. Site Plan, this should include fire points, alarm points, fire exits, routes of escape and assembly point specific to the premises being assessed.

THE CLIENT

- To fully brief the Project Team on the standards required both during construction and in the completed building and provide them with all relevant information, including details of the fire protection, alarm system, sprinklers, smoke extract, escape routes and exits, emergency procedures, client rules etc., To liaise with all parties involved, and to advise and seek advice from their insurers / specialist advisors, as appropriate.
- To actively support all of those involved to achieve the necessary standards.

DESIGNERS

- To consider as part of the design considerations, the risk of fire both during construction and in the completed building.
- To ensure that the finished building complies with all the statutory requirements and the Loss Prevention Council's Code of Practice for the Construction of Buildings, as appropriate to their design disciplines.

PRINCIPAL CONTRACTOR - BARNES CONSTRUCTION

- To prepare the Construction Phase Site Fire Safety Plan (this document)
- To comply with HSG 168 Fire on Construction Sites *and the 16 Steps to Fire Safety on Timber Frames*
- To appoint a Fire Safety Co-ordinator (FSC) who will be responsible for assessing the degree of fire risk and for formulating and regularly updating this plan as construction proceeds.
- To ensure that all procedures, precautionary measures, and safety standards as laid down in this plan are clearly understood and complied with by all those working on the project.
- To liaise with the client, the design team, subcontractors, and the Emergency Services

FIRE SAFETY CO-ORDINATOR (FSC) –BE FULLY CONVERSANT WITH THE CODE OF PRACTICE AND THE REQUIREMENTS OF THIS PLAN.

- Ensure that all procedures, precautionary measures, and safety standards as laid down in this plan are clearly understood and complied with by all on site.
- Ensure that the Hot Work Permit system is established and monitored.
- Ensure and / or carry out the necessary inspections, tests, and drills.
- Liaise with, the fire brigade, site security and all other parties, as necessary.
- Always Promote a "fire safe working environment."
- Provide adequate training to the Fire Marshall to enable him to undertake his duties.

The FSC will explain the full details of this Construction Phase SHEQ Management Plan and the Fire Marshall's responsibilities such that he may undertake his duties. On completion of training the Fire Marshall must complete and sign a Record of Training Form.

FIRE MARSHALL (FM) –

- The Fire Marshall appointed and trained by the company, will be the Project Manager/Site Manager.
- The FM will be identifiable by the words **'Fire Marshall'** written on his high visibility vest.

Their responsibilities include:

- To ensure all necessary fire-fighting equipment is on site, located correctly and maintained in good working order via weekly fire safety inspections. These inspections and their findings must be recorded.
- To ensure others on site abide by the site fire safety plan, and other legal requirements.
- To assist designated persons in co-ordinating activities during a fire emergency.
- To advise the building occupants when the area is safe to return to following an emergency.
- To arrange for a person to deputise for any of the required duties in the event of absence and assist during an evacuation.
- If the alarm sounds, ensure that all personnel in their work area leave the building immediately.
- Check all their designated areas (including toilets) for persons and escort them to the muster point.
- Ensure the action to be taken in the event of a fire is known to persons on site and displayed at strategic locations.

SUBCONTRACTORS

- To support, liaise with and co-operate with Barnes Construction site staff.

All parties are to be familiar with and comply with, as appropriate, the specific responsibilities and requirements of The Joint Code of Practice.

SITE SET UP

Barnes Construction permanent site accommodation being on site, and we will be set up with all appropriate safety and fire signage displayed. Cabins are to be to Barnes minimum standard and be lockable secure units.

Fire safety signage will include: -

- Appointments for Health and Safety including the names of the Site Fire Safety Co-ordinator and Fire Marshall.
- Fire Safety Management document and Construction Phase SHEQ Management Plan included with the Appended Site Fire Safety Plan Layout (this document).
- Reference to site fire safety issues in the Site Rules.
- Assembly point signage.
- Fire Safety Points (Call Points)
- Hazardous Storage Signage (e.g. fuel storage, LPG storage etc)
- No smoking signs in all areas except those designated as such.
- Fire Action Poster.

Cabins will if possible be set up *at over 20m* from any building and so sit outside the radiant heat zone.

FIRE PROTECTION

All construction work will be designed, planned, and sequenced to achieve the early installation and operation of: -

- Compartment walls, including fire doors and fire stopping.
- Permanent fire escape stairs.
- Fire protection to structural members
- Lightning protection if applicable.
- Temporary fire detection / alarm systems.
- Fixed fire-fighting equipment

Elements of work which are required for fire protection will be completed as work progresses, e.g. fire stopping must not be left for completion later.

No perforations through fire walls, alterations or perforation of fire protection etc. will be carried out without the written consent of Barnes Construction.

Any damage caused to fire protection is to be reported immediately to Barnes site staff by the trade contractor's site operatives.

During construction, the company may have to remove structural protection. Where any temporary structure is installed, it must be of the same integrity and fire separation standard as the existing element of the structure.

As we are working within the confines of the hotel, both internally and externally we will we liaising with the hotel to ensure that we do not impact with their fire procedures for escape etc. It is our intention, if possible, to link our fire alarm system to the hotel so we are all aware should a fire break out. If this is not possible, we will have our own system and ensure that the hotel is aware of when our alarms have been triggered by having an indicated located in the hotel i.e. concierge desk.

PORTABLE FIRE EXTINGUISHERS

All fire alarms, smoke detectors and firefighting equipment provided shall be regularly inspected, maintained, tested and records kept of these. Portable fire extinguishers will be located at various points throughout the project, as shown on the Site Fire Plan Layout. The portable fire extinguisher should have a fixing board on which to attach fire action notices; this will usually comprise the general site plan detailing the assembly point and site offices, in addition to the area specific fire plan detailing the fire extinguisher position and escape doors. Both these drawings can be found in the Site Fire Safety Plan Layout. A fire alarm call point will also be fitted to the fire point.

Fire points will be provided in sufficient numbers in accordance with BS5306-3. The fire points must always be in easily accessible positions and access maintained. Fire points must also be compatible with the hazards associated in the area.

All fire extinguishers are to be annually serviced and visually inspected by the Project Manager/Site Manager (FM) weekly and the inspection recorded.

All persons working on the site must familiarise themselves with the identification, operation, use and location of the fire extinguishers. Subcontractors must ensure that all their personnel are familiar with the use of portable fire extinguishers. Such training and instruction will be verifiable and records capable of audit.

All subcontractors site accommodation will have appropriate fire extinguishers installed.

Barnes Construction and Subcontractors employees will be expected to tackle a fire if it is safe to do so but without putting themselves at risk.

MEANS OF ESCAPE THROUGH CONSTRUCTION SITE

During construction, defined escape routes in the building will always be effectively maintained and available. The temporary removal of a means of escape might be acceptable subject to its location and the number of persons in the building at the time. Approval by the Approved Inspector and Fire Officer should be sought in writing prior to implementation, and only considered as a last resort.

When directing a means of escape through the works, consideration will include the need of an effective escape route that may be safely used by all site operatives, by the following:

- Maintain effective escape widths i.e. the width of the existing door, and escape routes during each phase of the works.
    - Routes and exits must lead as directly as possible to a place of safety.
    - Detail how the route will be protected from falling objects where overhead work is envisaged or confirm that overhead works will not take place during operating hours.
    - Extend fire alarm call point provision i.e. if the fire alarm call point on an existing door will be hoarded off and a temporary door placed in front of the existing the fire alarm call point must be relocated onto the temporary hoarding adjacent to the temporary door.

- Install fire safety signage i.e. locate above temporary doors to indicate escape routes.
- Always delineate routes i.e. adequate directional signage to direct escapees outside the building and fencing to maintain the route and prevent blockage by materials etc.
- Maintain emergency lighting, this includes temporary emergency lighting along temporary means of escape and above temporary fire exit doors in hoardings. Emergency lighting will meet all legal requirements.
- Install emergency fastenings i.e. push bars on temporary fire exit doors not bolts or any other locking device. Emergency doors **must not** be locked during working hours.
- Maintain a durable, level, and compacted route with no trip hazards.

The Fire Plan and Site Fire Safety Plan Layout will be submitted to the local Fire Officer.

INSPECTIONS, TESTS AND DRILLS

Inspections:

The following inspections shall be carried out: -

- The Project Manager/Site Manager (FM) or approved delegated person shall inspect all escape routes, fire exits, fire point locations, alarm systems, fire detection, fire extinguishers, fire signage, and Fire Brigade access daily.
- The Project Manager/Site Manager (FM) or approved delegated person shall inspect all areas where Hot Work is carried out, prior to the work and 1 hour after completion of work. Storage areas to be checked daily.

All site operatives having access to or use of the site, including all company employees, shall always keep a look out for general and specific fire hazards and report such hazards to the Project Manager/Site Manager (FM).

The Project Manager/Site Manager (FM) or his approved delegated person will complete the relevant Daily SHE Inspection and store this on the DMS.

If works are found to be unsatisfactory the Project Manager/Site Manager (FM) will issue a Non-Conformance Report. Subcontractors will be required to rectify any deficiencies immediately.

TESTING

The following tests shall be carried out: -

- All temporary electrical installations shall be tested to the satisfaction of the FSC prior to use.
- Fire Alarms including break glass points installed are tested weekly by the Project Manager/Site Manager (FM), this takes place every *Tuesday at 15.00hrs* and is recorded. Any faults identified shall also be recorded along with the remedial action taken.
- All fire extinguishers/firefighting equipment shall be inspected on a weekly basis, inspections are to be recorded.
- All portable equipment shall be tested prior to being used on site and shall be visually inspected thereafter as detailed above.

FIRE DRILLS

A full fire and evacuation drill shall be carried out at least every *6 months* or following significant change, this is to be organised by the FSC in liaison with the Project Manager/Site Manager (FM)

The FSC shall arrange suitable meetings with all relevant subcontractors to discuss the execution of this drill and any problems arising thereafter. The FSC shall meet with the emergency authorities to discuss and agree this procedure.

On discovering a fire in the construction area, the Fire Marshall will: -

- Sound the alarm on the nearest fire point as detailed on the Site Fire Safety Plan Layout.
- Determine the extent of the fire.
- Call the fire brigade.
- Attempt to extinguish the fire but at no risk to themselves.

- Ensure the area is evacuated and personnel assemble at the muster point.
- Notify the FSC.
- Inform the Client's Representative advising on the status of the fire.

Written emergency procedures are displayed in the company offices, in the site canteen and welfare facilities, and at all alarm call points. Clear access to the site and the buildings for Fire Brigade access and evacuation, as shown on the Site Fire Safety Plan Layout, must always be maintained.

HOT WORKS

All hot work will be subject to Barnes Construction Permit to Work System and will include any operation that may produce a spark, heat, flame, or smoke. In addition, any operation that may produce significant dust is subject to a permit.

In the unlikely event that no other alternative can be found other than using hot works, then a separate RAMS will be sought by the subcontractor and approved by Barnes Construction Permit to Work System outlined below.

The procedure for obtaining a Hot Works permit is: -

- Contractor to approach company and complete company permit.
- On completion of the work the subcontractor to complete the latter half of the permit to verify that the work is complete and that he has checked the area an hour after completion.

Each subcontractor must request a Hot Works Permit, even if all the hot works are taking place in the same area. The permit also relates to the work activity and not the subcontractor, so a subcontractor carrying out two hot work activities in the same area will require two permits. Each permit must be for no longer than one day.

The Project Manager/Site Manager (FM) and the subcontractor undertaking the work must thoroughly examine the work area prior to the start and one hour after the work has finished.

Prior to starting any Hot Work, the subcontractor must ensure that the personnel carrying out the work are fully familiar with the conditions of the Permit to Work procedures to be followed and the precautions to be taken. Where hot work is to be carried out, all the combustible materials must be cleared from the area or fully protected with non-combustible materials. Suitable, dedicated fire extinguisher(s) must be to hand when any hot work is to be carried out.

ARSON AND SITE SECURITY

The site is to be securely fenced and gated around the perimeter, and the windows and doors to the basement are to be always fully maintained and inspected daily by the Project Manager/Site Manager or his approved delegated person. Access ladders and stairs to upper levels to be made secure at the end of each day. Windows and doors at basement level will also be made secure as early as practical in the construction programme.

Where practicable, skips will be located away from fence lines to mitigate the risk from arson, if this is not possible then covered/enclosed skips will be utilised.

The company operates a signing in and out procedure for all site operatives and visitors attending the site.

The Project Manager/Site Manager (FM) or his approved delegated person will carry out a fire check every two hours. Site security personnel (if employed) will always carry out regular fire checks when work is not being carried out. Particular attention is to be given to areas where any Hot Work has been carried out.

TEMPORARY BUILDINGS

The locations of temporary buildings are shown on the Site Set up Plan.

Temporary buildings shall not be located anywhere on the site without the written consent of the company. All temporary buildings, including those of trade contractors shall comply with the requirements of The Joint Code of Practice and the HSE guidance on General Precautions at Temporary Accommodation Units.

Cabins will be set up at a distance preferably greater than 10m but not less than 6m from the building under construction or existing buildings. Materials shall not be stored under any temporary buildings.

Flammable liquids or gases, or any other combustible materials must not be stored in temporary buildings.

Good housekeeping must always be maintained to keep potential fire risks to a minimum.

FLAMMABLE LIQUIDS AND LPG

Highly flammable liquids, LPG and other similar products will be securely stored in the open, with an adequate number of suitable fire extinguishers located nearby. Different types of products must be stored separately.

Only the minimum quantities of such products are to be taken into any building and are to be removed and securely stored at the end of every working day in secure cages and appropriately signed – both on the cage, and if the cage is against hoarding, on the outside face such that the fire brigade will know there is LPG within the compound.

The storage and use of such products will be subject to the company Permit to Work system.

ELECTRICITY AND GAS SUPPLIES

All electrical and gas supply installations, both temporary and permanent, must be installed and tested by a competent approved person.

Temporary installations must be inspected regularly and tested at intervals not greater than three months. The results of the inspections and tests must be recorded in the company register.

Gas supplies to appliances must be located outside buildings with a control tap inside the building.

The electrical installation in any temporary building must be tested and certified as satisfactory by a competent person, and the certificate provided before any connection will be made to the site temporary electrical supply. All electrical equipment, including portable tools, transformers, cables etc. must be maintained and tested in accordance with the HSE's guidelines. No such equipment will be allowed to be used on site unless evidence of such maintenance and testing has been provided.

WASTE MATERIAL

Waste material, if allowed to accumulate, provides an excellent starting point for a fire, so good housekeeping is therefore essential. All waste, packing materials, wood, shavings etc. must be removed to the rubbish skips provided at least daily, and more often where necessary. Oily rags and other similar highly combustible waste must be disposed of into separate metal bins, with close fitting lids.

Rubbish skips will be located a minimum of 6m away from temporary and permanent buildings, stores, equipment etc. and will be changed regularly.

Rubbish clearance sheets will be issued daily to persistent offenders and failure to remove rubbish immediately will result in contra-charges for additional labour employed.

TEMPORARY COVERING MATERIALS

Where finished surfaces or fittings incorporated into a building are to be temporarily protected during construction then a protective fire retardant covering material should be installed.

Where flexible protective coverings are to be used, they must be marked with the relevant approval mark and manufacturer's certificate number printed on the material.

- Temporary Flexible Protection – LPS 1207 or Technical Schedule 63 (Certifire Product Certification Scheme)
- Scaffolding Sheeting or Netting – LPS 1215 or Technical Schedule 62 (Certifire Product Certification Scheme)

In no circumstances should non-fire rated polythene be used on this project.

PLANT AND VEHICLES

All internal combustion engine plant or equipment should, where possible, be positioned in the open air. Where this is not possible the use of the plant will be subject to the company Permit to Work system, which will require either the plant to be in a well-ventilated area or a force ventilated enclosure.

Mobile plant located on site will be fitted with fire extinguishers for use in emergencies.

Where plant is operated near any combustible materials, structures etc. the Trade subcontractor is to take all necessary precautions to ensure that ignition of the combustible materials cannot occur. Fuel tanks must not be filled whilst engines are running.

SMOKING

This construction site is a **'No Smoking Site.'** Smoking is completely banned on this site. No smoking material will be allowed to be brought onto site. This ban will be vigorously enforced by the Project Manager/Site Manager. The exception to this is a smoking area within the site set up area, which will be the only place smoking is permitted on site. Failure to comply will result in removal from site.

STORED MATERIALS

Safe and efficient materials storage depends on good co-operation and co-ordination between everyone involved including, Barnes Construction, client, subcontractors, and suppliers. Arrangements for materials storage will be discussed and agreed between the parties and the Project Manager/Site Manager.

- **Storage areas** - designated storage areas will be allowed for plant, materials, waste, flammable substances e.g. foam plastics, flammable liquids, and gases such as propane and hazardous substances e.g. chemicals.
- **Pedestrian routes** - storage will not be allowed to 'spread' in an uncontrolled manner on to footpaths and other walkways. We will not store materials where they obstruct access routes or where they could interfere with emergency escape.
- **Flammable materials** - will be stored away from other materials and protected from accidental ignition. Highly combustible materials will not be allowed to be stored within the building.
- **Storage at height** - if materials are stored at height e.g. on top of a container, we will make sure that necessary guard rails are in place where people could fall when stacking or collecting materials or equipment
- **Tidiness** – will keep all storage areas tidy, whether in the main compound or within the building itself.
- **Deliveries** – deliveries will be planned to keep the amount of materials on site to a minimum.

NON-COMPLIANCE / CORRECTIVE ACTION AND RECORDS

In cases of non-compliance with the issues set out in this Fire Safety Plan the issue should be recorded in writing and raised with the FSC. The reason for non-compliance should be discussed with the FSC and the agreed corrective action recorded.

Both the reason for non-compliance and the corrective action agreed should be recorded on a 'Non-compliance' form to be kept by the FSC. All records shall be kept by the Project Manager/Site Manager, but the responsibility for maintaining them shall lay with the FSC.

Records shall be kept in the following categories:

- Organisation and responsibilities.
- Emergency procedures and telephone numbers.
- Site security personnel.

- Daily Occurrence book.
- Temporary buildings and storage areas.
- Non-compliance and corrective action reports.
- Inspection and testing reports.
- Review and Audit reports.

The records must be available to the emergency authorities, the Fire Marshalls, and all Subcontractors.

REVIEW AND AUDIT

The FSC shall arrange a meeting with the Project Manager/Site Manager as and when required. The meeting shall review, amend, add to the plan as needs require.

The Site Fire Assessment should be reviewed if any of the following apply: -

- The fabric, structure or layout of the building is changed.
- The persons in control of the premises changes
- The use of the premises changes
- The number of personnel employed dramatically changes (increase or decrease)
- If none of the above applies then a review must be undertaken in accordance with The Construction Phase Health and Safety Plan review, once a month

Any incidents not covered within these procedures being relevant to fire, health or safety should be reported to the FSC, FM's site security and entered in the Project Manager/Site Managers Site Diary. This diary shall be reviewed at the meeting noted above.

Barnes CONSTRUCTION	Fire Risk Assessment

The Fire Risk Assessment will be reviewed at least on a monthly basis, the frequency may need to be increased according to any significant changes made to the construction process e.g. design changes, complexity of contract or speed of contract.
The findings from the Fire Risk Assessment should be utilised to complete or update the Fire Plan for your Site.

Assessment Areas:		**Date of Assessment:**	
Occupancy Times:	08.00 to 170.00	**Reviewing Period:**	Monthly
Work Activity/Stage of Poject			
Approx. Max Number of Occupants at Special Risk:			
Approx. Max. Number of Occupants			

1 - Sources of fuel identified

Flammable Liquids				**Flammable Solids**				**Flammable Gases**	
Paints	☐	Diesel	☐	Wood	☐	Packaging	☐	Butane	☐
Thinners	☐	Petrol	☐	Paper	☐	Wheeled Bins	☐	Propane	☐
White spirits	☐	Chemicals	☐	Plastics	☐	Scaffold sheeting	☐	Acetylene	☐
Paraffin	☐	Aerosols	☐	Rubber	☐	Protective coverings	☐	Hydrogen	☐
Toluene	☐	Acetone	☐	Textiles	☐	Fall arrest bags/nets	☐	Natural gas	☐
Varnish	☐	Methylated spirits	☐		☐	Building materials	☐		☐
	☐		☐		☐	Waste materials	☐		☐

		Yes	No	N/A	Comments
2	Is combustible waste allowed to accumulate?	☐	☐	☐	
3	Are excessive quantities of combustible materials / fluids/ gases displayed or stored in the workplace?	☐	☐	☐	
4	Are there any highly flammable substances in the premises e.g. Paints, thinners, flammable gases etc, flammable chemicals, plastics, rubber, foams?	☐	☐	☐	
5	Are there damaged items of construction material or furniture with flammable content exposed?	☐	☐	☐	
6	Is a Waste Disposal Program in place?	☐	☐	☐	
7	Are there any other readily combustible hazards. e.g. significant quantities of aerosols?	☐	☐	☐	
If **YES**. is storage in accordance with current legislation/guidance?		☐	☐	☐	

Required Control Measures relating to sources of fuel:

8 - Sources of Heat and Ignition Identified							
Naked Flame	☐	Engines	☐	Electrical tools	☐	Mechanical Equipment	☐
Electrical	☐	Cooking	☐	Lighting	☐	Electrical heaters	☐

Mechanical sparks	☐	Internal sparks	☐	Arson	☐	Chemical reaction	☐
Smoker's materials	☐	Hot works	☐	Hot Surfaces	☐	Temp. electrical system	☐
Plant/Equipment	☐	Static	☐		☐	Explosive caps Hilti etc.	☐

		Yes	No	N/A	Comments
9	Does the work activity involve processes such as welding. flame cutting or frictional heat?	☐	☐	☐	
10	Is smoking permitted – are designated areas provided?	☐	☐	☐	
11	Does the workplace have gas or oil burning equipment?	☐	☐	☐	
12	Is electrical equipment or wiring faulty or damaged?	☐	☐	☐	
13	Does all electrical equipment have evidence of a recent Portable Appliance test?	☐	☐	☐	
14	Is there evidence of periodic inspections and testing of the fixed electrical installation within the premises?	☐	☐	☐	
15	Does the electrical equipment have heat generating extension leads?	☐	☐	☐	
16	Are portable heaters in use in canteens, welfare units, drying rooms and offices?	☐	☐	☐	
16	Does this work process require a (Hot Work Permit) Safe System of Work. Method Statement. Controlled Work Process.	☐	☐	☐	
18	Is arson a potential problem?	☐	☐	☐	
19	Are there any other sources of heat in the workplace?	☐	☐	☐	
If **YES**. is storage in accordance with current legislation / guidance?		☐	☐	☐	
Required Control Measures relating to sources of heat:					

20 - Sources of Oxygen Identified									
Oxidisers	☐	Natural Air	☐	Piped systems	☐	A/C Units	☐	Oxygen cylinder storage	☐
Required Control Measures:									

21 - Has a Radiant Heat Assessment been carried out?	Yes	☐	No	☐	N/A	☒
Who compiled the report:		**Report Reference:**				

22 – Identity People at Risk				
	Identify the types of people at significant risk in case of fire:	Yes	No	Comments
	Barnes Employees	☒	☐	
	Visitors	☒	☐	
	Sub-Contractors	☒	☐	
	Delivery Personnel	☐	☐	
	Agency Staff	☐	☐	
	General Public	☒	☐	
	Disabled or People with Learning Difficulties	☐	☐	
	Elderly (over 65 years)	☐	☐	
	New Starters	☐	☐	
	Lone Workers	☐	☐	

	Young Persons (under 18 years)	☐	☐	
	People working above/below ground level	☐	☐	

		Yes	No	N/A	Comments
23	Are there any groups of people at increased risk from fire i.e. remote areas, lone working, sleeping?	☐	☐	☐	
24	Are there people present who may be unable to react quickly to a fire due to safety critical work process?	☐	☐	☐	
25	Are there adequate fire safety provisions for people who may have disabilities or special needs?	☐	☐	☐	
26	Are visitors or members of the public likely to be unfamiliar with the escape routes?	☐	☐	☐	
Required Control Measures					

Mean of Escape					
		Yes	No	N/A	Comments
27	Except in small, single-story premises, is an alternative means of escape available, if another becomes cut off by smoke / fire?	☐	☐	☐	
28	In the event of fire can everyone safely escape from the premises/work location?	☐	☐	☐	
29	Can doors on escape routes, where necessary, open in the direction of travel?	☐	☐	☐	
30	Are all gangways and routes to exits kept free from obstruction and trip hazards?	☐	☐	☐	
31	Do employees know what action to take on hearing the alarm?	☐	☐	☐	
32	Are all exit routes exits clearly marked with suitable signage?	☐	☐	☐	
33	Are door fastenings on exit routes and final exits easily operable, without the use of a key?	☐	☐	☐	
34	Are fire exits / fire doors / evacuation routes /direction signs suitable and maintained in good condition?	☐	☐	☐	
35	Does the premises have an emergency lighting system, which is regularly tested?	☐	☐	☐	
Required Control Measures:					

Fire Fighting Equipment					
		Yes	No	N/A	Comments
36	Are portable fire extinguishers suitably located, available for use and clearly highlighted? *NB: No-one should have to travel more than 30m to reach an extinguisher*	☐	☐	☐	
37	Are the extinguishers suitable for the fire hazards present and of sufficient capacity?	☐	☐	☐	
38	Have all Staff/Operatives been given Information, Instruction and Training on Fire Fighting Appliances?	☐	☐	☐	
39	Has each extinguisher been serviced within the last twelve months?	☐	☐	☐	
40	Specify types of fire extinguishers required for each fire point:				
41	List extinguisher types and location				
FP1					
FP2					

FP3		
FP4		
FP5		
FP6		
FP7		
FP8		
FP9		
FP10		
Required Control Measures:		

Fire Alarm					
		Yes	No	N/A	Comments
42	In the event of fire are there suitable arrangements for giving warning, including where necessary automatic fire detection?	☐	☐	☐	
43	Is a fire alarm provided and tested at least weekly?	☐	☐	☐	
44	Do electrically powered fire detection and warning systems have a back-up power supply?	☐	☐	☐	
45	Are fire alarm call-points clearly visible, unobstructed, and suitably highlighted?	☐	☐	☐	
Required Control Measures:					

Fire Action					
		Yes	No	N/A	Comments
46	Is there a nominated 'Fire Marshall(s)' responsible for ensuring everyone leaves the premises quickly once the alarm is raised?	☐	☐	☐	
47	Is the Fire Assembly Point clearly identified?	☐	☐	☐	
48	Has a fire drill been undertaken and recorded within the last 6 months?	☐	☐	☐	
		☐	☐	☐	
Required Control Measures:					

Post Assessment Action Plan	**Action By**	**Date Completed**

	Name ***(printed)***	**Signature**		
Assessment Completed by:			**Date of Plan:**	
Assessment Checked by:			**Date of Approval:**	

Rev	Comments	Review Date	Initials
A			
B			
C			

APPENDIX B: POLLUTION INCIDENT RESPONSE PLAN

Barnes CONSTRUCTION	**Pollution Incident Response Plan**

Plan Completed by:	Andrew Townsend	**Date of Plan**	
Plan Approved by:	Kevin Tyrrell	**Date of Approval**	

Company Contacts (Out of Hours)		
Company	**Contact Name**	**Out of Hours Number**
Barnes Construction	Kevin Tyrrell	
Barnes Construction	Alex Elliott	
Barnes Group	Andrew Townsend (SHEQ Manager)	07525 269 442

Principal Environmental Issues

Possible environmental issues identified from the Aspects and Impacts Register that require an incident response are:

Light Pollution	☐	Concrete Wash Out	☐	Noise Pollution	☒	Air pollution	☒
Dust Pollution	☒	Contaminated Land	☐	Fuel Spill	☐		☐
	☐		☐		☐		☐

Emergency Contact Details

In the event of a pollution incident or a suspected pollution incident, the Chief Buyer will assume control of the situation and direct the immediate response through delegation, if necessary.

Organisation	**Office Hours**	**Out of Hours**
Emergency Services	999	999
Local Police	999	999
Environment Agency	0800 771881	0800 771881
Local EA Office	0370 850 6506	0370 850 6506

Oil, Chemical and Product Inventor

Refer to Site Plan for location of Storage Area

ACTION TO BE TAKEN IN THE EVENT OF AN ENVIRONMENTAL EMERGENCY

In the event of an actual or suspected pollution incident involving:

- Spillage of oil or chemicals.
- Discharge of silty water or other pollutant into a watercourse.
- Flood.
- Fire (emissions to air) firewater runoff.
- Discovery of contaminated land

Report Immediately

- To a member of the Barnes Construction Site Team or
- To your manager or supervisor who should then report to a member of the Barnes Site Management

Barnes Site Management will then put into action the Pollution Incident Response Plan and report to the Environment Agency or others as appropriate. Barnes Construction will maintain a proactive stance on reporting of pollution incidents to the appropriate authorities.

Try to Identify the Source of the Pollution and Stop the Flow Immediately

- Switch off sources of ignition
- Identify the material which may be burning and, if it can be done safely, extinguish with an appropriate fire extinguisher

Avoid the Spillage or Fire Water Runoff Spreading

- Check the site drainage plan – where will the spillage go?
- Stop the flow if possible.
- Dam the flow with earth/sand/polythene/absorbent material.
- Divert the flow from drains/watercourses where possible.
- Use drain covers if available

Obtain a Spill Kit

- Use absorbent material if appropriate.
- Place a boom across watercourse if applicable

Do Not Wash Spillage or Fire Water Runoff into Drainage System

- Never use detergents.
- Use sand or absorbent pads to mop it up and dispose of as Hazardous Waste.

If the spill has already entered the drains – blocks the drains off as soon as possible to stop further liquids entering the system

Seek Specialist Advice or Seek Authorisation from the SHEQ Team before moving Contaminated Material

An investigation will be carried out by the SHEQ Team to ascertain why the incident occurred

It should be noted that risk assessments must be undertaken when dealing with any sufficient risks arising from an environmental incident.

APPENDIX C: SITE INFORMATION AND RULES

SITE INFORMATION AND RULES

To be explained by Site Management and given to all on site with the Safety Helmet Sticker

- All persons having any business on site must attend an induction and receive and understand a copy of the site rules, together with an identity pass for access into the site area. These passes must always be carried and displayed.
- All persons, whether operatives or visitors to the site, will report to the site office and sign the Contractors/Visitors Signing in Book before entering and on leaving the site.
- All operatives are always to remain suitably dressed. All persons on site must always wear a safety helmet and high visibility vest except: -
    - when inside cab of a vehicle
    - when inside site office, canteen, toilet etc.
- Protective footwear must always be worn. Trainers will not be permitted at any time. Visitors shall be made aware of rules regarding protective footwear.
- The correct Personal Protective Equipment must always be worn, e.g. high visibility vests, gloves, goggles, masks etc. Additional PPE will be required in accordance with individual Method Statements and COSHH recommendations (always check your company's method statement prior to starting a new task.
- No building operations will be permitted if there is any risk of hazard to the site staff, visitors the public and other contractors. Method Statements must be prepared, agreed by all parties, and issued to the operatives who are to execute the works. If these are not available, then no works will be permitted.
- Waste is to be deposited in bins or skips located around the site.
- Dry sweeping with a broom is not allowed on any of our sites.
- The playing of radios or other electronic devices, use of abusive language or making excessive noise is prohibited. Racial and sexual harassment will also not be tolerated.
- Unauthorised interference with scaffolding or other equipment by personnel is forbidden.
- Personnel operating vehicles, plant or machinery including fitting of abrasive wheels and erecting, or dismantling scaffolding must be suitably qualified and be in possession of a current certification e.g. CITB or similar.
- Defective vehicles, plant or machinery must not be used at any time and the defect(s) should be brought to the attention of the Site Management Team immediately.
- Anyone believed to be under the under the influence of drugs or alcohol will be removed from site.
- You are responsible for clearing up after yourself and always leaving the welfare facilities clean and tidy.
- Fire Exits must be kept clear of vehicles, materials & waste at all times, this includes all the pedestrian access and egress routes around the site.
- All accidents and dangerous occurrences must be reported to the site management, and all injuries however minor (including near misses) must be entered in the accident book, located in the site office.
- Hot Works Permits are operated for all operatives using any equipment producing a naked flame/spark and must have within arm's reach a suitable fire extinguisher.
- A Permit is required for any person entering a confined space, working in ceilings with live electricity, working in plant rooms, and working in electric intake rooms, working at height and in the ground.
- Only certified and authorised personnel will be allowed to sling loads or direct cranes.
- All reversing vehicles and excavators must be supervised by a banksman.
- It is incumbent upon all operatives to work in a safe manner and not to endanger themselves or other persons by their actions. All working/warning signs should always be obeyed. Ensure any doors or gates are closed firmly behind you.
- Portable electric tools and equipment shall only operate at 110-volt power or lower. Where this is not possible use RCD protection. Barnes will require copy of PAT test certificates.

- All persons must understand the Emergency Evacuation Procedures as described in the induction. See site noticeboard and fire points for location plans.
- The Site First Aider is the Project Manager – Alex Elliott. A qualified named person will be appointed by Barnes Construction to provide cover.
- The First Aid Box is located within the Site Office.

  Operatives must comply with Environmental Legislation, including storage of fuels, waste transfer etc. All hazardous waste to be deposited within a skip located within designated area clearly marked 'Hazardous Waste' – this includes.

  - Paint Tins
  - Mastic Tubes
  - Oil Spillage
  - Fluorescent Luminaires

  NOTE: If in doubt about what is Hazardous Waste then contact the Site Team for guidance and advice.
- All fuel and chemicals including that of bituthene etc. must be stored within suitably bunded areas
- All fuel bowsers to be double lined and always locked to prevent unauthorised use.
- All generators and other portable plant must have drip trays.
- Refuelling must only be carried out within designated area. See Environmental Plan
- All operatives must take responsibility for disposal of their rubbish and general litter by use of the bins distributed around the site - if the bin is full, please advise the site team who will get it replaced.
- Should subcontractors supply their own skips, Barnes require proof of skip license together with transfer notices and the waste management licence.
- Any type of wash out must only be carried out in designated area. See environmental plan.
- The site working hours are:
  - Monday to Friday: 08:00 to 17:00 hours – Deliveries between 09.00 and 15.00
  - Saturday: By arrangement with site management (08:00 to 13:00 hours)
  - No working Sunday or Bank Holidays
- This is a **NO SMOKING** site. Smoking will **NOT** be permitted within the building being constructed and the welfare facilities.
- Welfare facilities are available in the compound, consumption of food and beverages are to be confined to this area alone. Site personnel must not abuse welfare facilities including toilets, failure to observe this rule will result in costs for repairs being deducted from subcontract payments.
- Vehicle parking on site is only available in the designated car park. It is requested that the number of vehicles is kept to a minimum.

  Vehicles and mobile construction plant must never be left unattended with engine running.
- Barnes operates Management Polices which must be adhered to either by use of your own Company Procedures or by adapting that of Barnes Construction. Please familiarise yourself with these polices.
- All deliveries of materials to site must be programmed between *09:00 – 15:00 hours*.

DUE RESPECT SHOULD BE ACCORDED TO ALL, VISITORS, GENERAL PUBLIC AND OTHER CONTRACTORS AT
ALL TIMES DURING THE CONSTRUCTION PERIOD ON SITE

PLEASE NOTE: Barnes Construction is committed to a policy of **ZERO TOLERANCE.**

Any form of anti-social behaviour which includes theft, abusive language, derogatory, racial, or sexual remarks, or the use of drugs/alcohol by any person working on this project will not be tolerated and may result in removal from site and possible criminal prosecution.

APPENDIX D: METHOD STATEMENT PROGRAMME

Barnes CONSTRUCTION	Method Statement Programme	CP004

Method Statement Title	Responsibility to Prepare	Date Required	Remarks

APPENDIX E: TRAFFIC MANAGEMENT PLAN

Barnes CONSTRUCTION	Traffic Management Plan

VEHICLE ACCESS & EGRESS

Access to the works is indicated on the site set up plans included within this document. Signage will be erected at the site entrance to inform all drivers reporting to the construction site to proceed with extreme caution. All material, plant and subcontract orders will carry a note attached stating the above.

All work areas will be fenced to prevent unauthorised access.

Additionally, we would seek to ensure that deliveries are timed to avoid the peak hours of other site users once known, and that strict speed limits are adhered to.

On arrival at the main site entrance the driver reports to the site office where a member of the site management team will discuss and explain the Traffic Management Procedures to vehicle drivers and pedestrians alike. By signing the register book, the operative confirms that they understand the Traffic Plan.

The member of the Site Team will communicate by phone or via radio to contact the relevant subcontractor on site, advising them of their deliveries.

The majority of deliveries will be off the A40 High Holborn, reversing into the site and exiting forwards all with the aid of a banksman. Travelodge deliveries and refuse collection for the period of the works will be via Shorts Gardens together with a limited number of construction deliveries via smaller vehicles i.e. Transit size / 3.75t. No construction traffic will access Drury Lane on a day-to-day basis and parking will not be allowed. Access to Drury Lane will be agreed with the Site Manager

Deliveries to the site are to be carefully managed and co-ordinated to avoid peak traffic times.

Only when instructed by the Site Team will the vehicle be allowed to enter the site and proceed to load/unload delivery under the instruction of both the site management team and the relevant subcontractors.

SITE RULES

All vehicles entering site are to be regularly maintained. Drivers must always obey all Safety and Traffic signage and beware of pedestrians and site operatives. They must not block any entrances and exits from the retail units or to stop or impede deliveries to theses retail units.

No Entry to site area permitted unless:

- Driver has reported to the Site office and completed the register.
- Be made aware of other vehicles on site.
- Be considerate and polite to all road users and pedestrians.
- Subcontractors attend all times to ensure that their Banksman accompanies moving vehicles.
- Drivers are aware of the 5-mph speed limit to all vehicles on site.
- Drivers are aware that no reversing is allowed on site without a Banksman in attendance.

Having loaded or unloaded the vehicle, the following procedure will apply:

- The driver will ensure that the load is secure, and that wheels are clean.

VEHICLE AND PEDESTRIAN CONTROLS

The following measures will be put in place to protect pedestrians from construction vehicle traffic:

- Signage will be erected to inform both drivers and pedestrians. The impact on vehicle traffic will be minimal and co-ordinated by the site management team and well signposted.

VEHICLE LOADING, SECURING LOADS AND UNLOADING

Vehicle Loading

Loading of vehicles will be via, crane or hiabs, loading lorries, i.e. “muck away” or imported material will be via 360 excavators. All methods will be detailed subcontract Method Statements.

Securing loads

All vehicles are to be checked prior to leaving the construction area to confirm the security of all loads. When necessary, loads will be secured using ropes, straps, netting or tarpaulins.

Vehicle unloading

The Site Team will be issued with a schedule of deliveries from Subcontractors. The team will hold the latest Traffic Management Plan which will reflect the current situation on site. This will be updated regularly. Methods of unloading will be via crane or hiab and are to be covered in the Method Statements, with a competent person, plant authorisation, vehicle certificates, valid holder of certificate, to be issued to Barnes prior to any lifting takes place.

VEHICLE MOVEMENTS

A Banksman will, always, accompany all reversing delivery vehicles moving around the site area. He will guide every vehicle until they leave the site.

SIGNAGE

The following signage will be deployed entering the site and within the grounds:

- *Speed limit*
- *No reversing without Banksman in attendance.*
- *Caution moving traffic.*
- *No unauthorised plant past this point*
- *Restricted area signs*
- *Keep clear.*
- *No parking*
- *Vehicle Access Gate and Vehicle Egress Gate*
- *Traffic Management signage in road / footway when required.*

LIGHTING

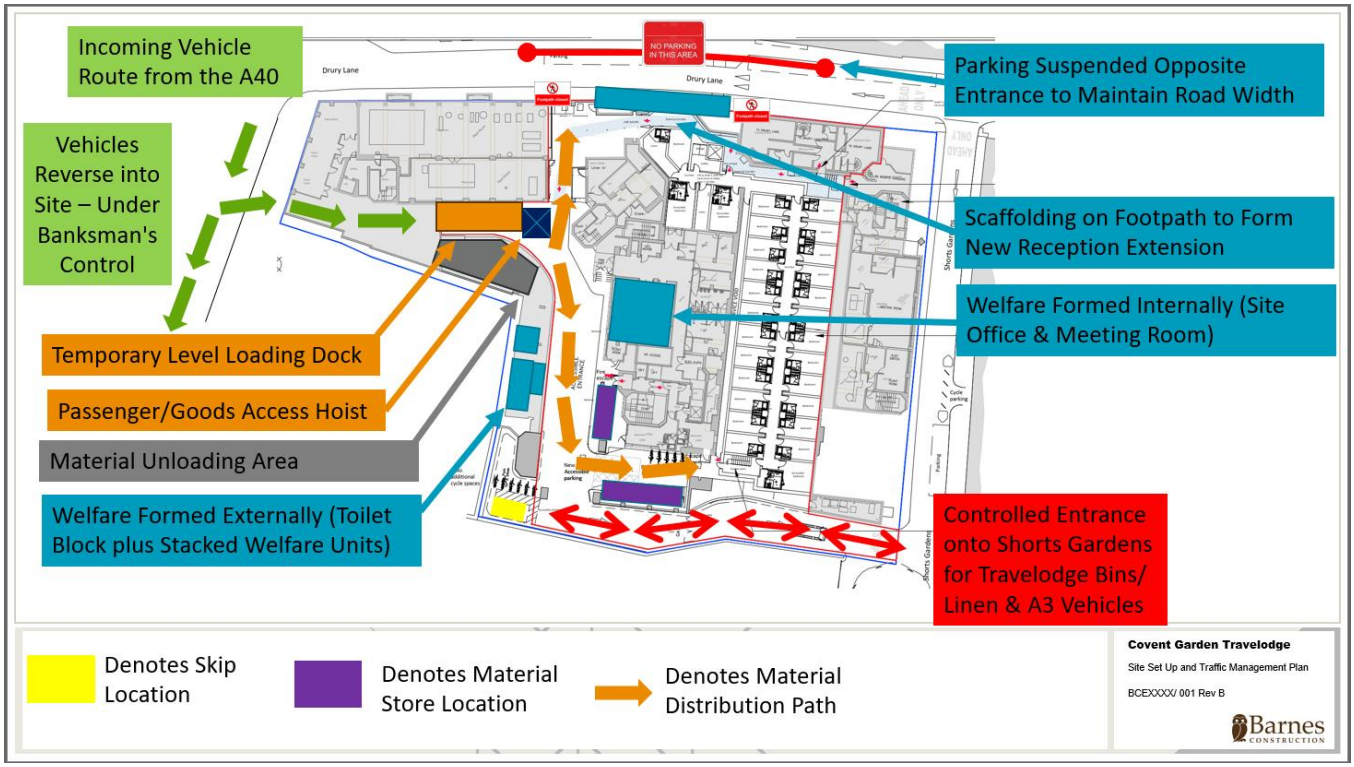
Due to the hours being worked and the timing of the works, lighting is necessary within the site area. During winter periods additional lighting will be provided in the unloading areas.

TIMING OF DELIVERIES

Deliveries to the site will be from the A40 High Holborn. Barnes Construction’s vehicle and delivery areas are marked on the Temporary Site Plan. These are physically segregated from the current site operations with appropriate signage. Access to the site will be between 08:00 – 18:00 hours Monday to Friday and 08:00 – 13:00 hours on Saturday when agreed with site management.

MARKED UP DRAWING

See attached marked-up drawings (Site Set Up and Traffic Management Plan a copy of which will be in the site office


Incoming Vehicle Route from the A40
Vehicles Reverse into Site – Under Banksman's Control
Temporary Level Loading Dock
Passenger/Goods Access Hoist
Material Unloading Area
Welfare Formed Externally (Toilet Block plus Stacked Welfare Units)
Parking Suspended Opposite Entrance to Maintain Road Width
Scaffolding on Footpath to Form New Reception Extension
Welfare Formed Internally (Site Office & Meeting Room)
Controlled Entrance onto Shorts Gardens for Travelodge Bins/ Linen & A3 Vehicles
NO PARKING IN THIS AREA
Drury Lane
Denotes Skip Location
Denotes Material Store Location
Denotes Material Distribution Path
Covent Garden Travelodge
Site Set Up and Traffic Management Plan
BCEXXXX/ 001 Rev B
Barnes CONSTRUCTION

Barnes CONSTRUCTION	RISK ASSESSMENT	No	BC/RA/001	Issue	
		Date		Page	1 of 2

Task:	Traffic Management		
Prepared by:	Name	Sign:	

Hazard	Who might be harmed	Controls Required	Action by who?
Traffic movement on and off site	• BC Staff • Visitors to site • Cleaners • Contractors • Drivers	**Contactors Vehicles:** No parking will be available on site. Clear and concise signage will be displayed to ensure that site operatives and visitors to the site are well advised in respect of access/egress and parking arrangements. No signage, other than finger boards will be erected on the public highway. Subcontractors and delivery companies will be issued with a copy of this CMP and made aware of delivery and site opening timings. **All Delivery Vehicles:** No Contractors or Delivery Vehicles will be allowed to park /stop on the road outside the site. Deliveries will be avoided at busy times of the day: • 08.00 to 09.00 • 15.00 to 16.00 • **Plant** All plant on site is to be operated by trained and certificated operators and copies of these will be held by the Site Manager. All plant on site will be well maintained and inspection undertaken on the equipment and recorded. Copies will be maintained in the Site Managers office.	Contractors/ Suppliers Contractors Contractors/ Site Manager Site Manager

		General Items When approaching or walking near any plant you must ensure that the operator has seen you. Give each other the 'thumbs up' before you are moving any closer to the machine. All operatives working on the site will wear hi-vis vest/jackets/coats so that they are visible to plant operators and vehicles coming on to site. Vehicle gates will be controlled by a banksman and will be locked when not in use. **Signage:** To advise local traffic and our neighbours of the possibility of vehicles accessing and egressing the site. Signage will be in place on the road to advise that there is a construction site access point ahead. These signs are to be maintained to ensure that they can be seen and are kept clean. **Segregation:** There will be a pedestrian access gate provided at the front of the site to allow all safe access to the site office/accommodation and welfare facilities on the site. There will then be a pedestrian route provided and maintained from the site offices to the main working area and this is to be used by all operatives gaining access to the site. The route will be included as part of the induction onto the site and may change as the project progresses. If this occurs there will be a Toolbox Talk given to the operatives on the changes.	Site Manager Site Manager

APPENDIX F: ASBESTOS MANAGEMENT PLAN

Barnes CONSTRUCTION	ASBESTOs MANAGEMENT PLAN

The information contained within this plan refers to KNOWN Asbestos Containing Materials (ACM's) that have been identified from the surveys listed below.
Due to Asbestos being used in the construction of this building there is a high risk that further ACMs could still be present in other areas. ALL works are to proceed with caution

The Management of Asbestos Containing Materials (ACM's) for Employees, Contractors, and Maintenance Personnel

The aim of this document is to communicate the location of ACMs within your site and to outline the procedures that you should follow when undertaking building or maintenance works.

Employees & Subcontractors.
The contents of the Asbestos Management Plan and related Action Plan must be communicated to, and signed by, all members of staff and employees in recognition of awareness to both documents. This plan must then be prominently available on site for reference by site staff and contractors carrying out works on our site.

In the event of planned works:
During the lead-in period the asbestos register should be consulted and shared with the consultant/contractors due to work on site. Any asbestos or suspected asbestos occurrences must be included within the specification and tender documents before submitting to potential contractors.

If the works constitute any destructive/intrusive elements that that require disturbing the fabric of the building an R&D asbestos survey **will** be required and **must** be obtained prior to works commencing.

This is because a Management (sampling survey) which has already been carried out may not have identified parts of the premises that could not be accessed at the time of the survey or there may be further asbestos containing materials within the fabric of the building.

In the event of a contractor coming to your site to carry out ANY works, including maintenance or repair works, on completion of your normal induction procedure, you should ensure that: -

- It is the responsibility of the Project Manager/Site Manager for your site to ensure that all contractors and maintenance personnel are shown the asbestos management plan and if required, the asbestos survey before any repair works commence.
- The operatives MUST read and be made aware of the contents of this plan prior to commencing works.
- If it is identified that ACMs could be disturbed during their works, then they must not be allowed to proceed until this has been removed/made safe.
- They MUST complete and sign **"the management of ACMs for contractors & maintenance personnel"** form attached to this Management Plan. Contractors who do not complete the form will be refused authority to proceed.

Management in-situ:
In some instances, the management of asbestos on site will involve leaving the material "in-situ." It will be a requirement of the site manager via the Asbestos Management Plan to monitor the condition of asbestos containing materials (ACM's) on a regular basis, to ensure that no damage or deterioration is evident.

The frequency of these checks will be project specific, but the period should not be any longer than every 4 weeks. These checks should be recorded using the periodic review form attached to this Management Plan.

The asbestos register is a “live” document. On completion of any works carried out that results in a change to the asbestos register (i.e. asbestos removed, encapsulated, or sealed), **OR** if any further ACMs are uncovered you **must** update the register.

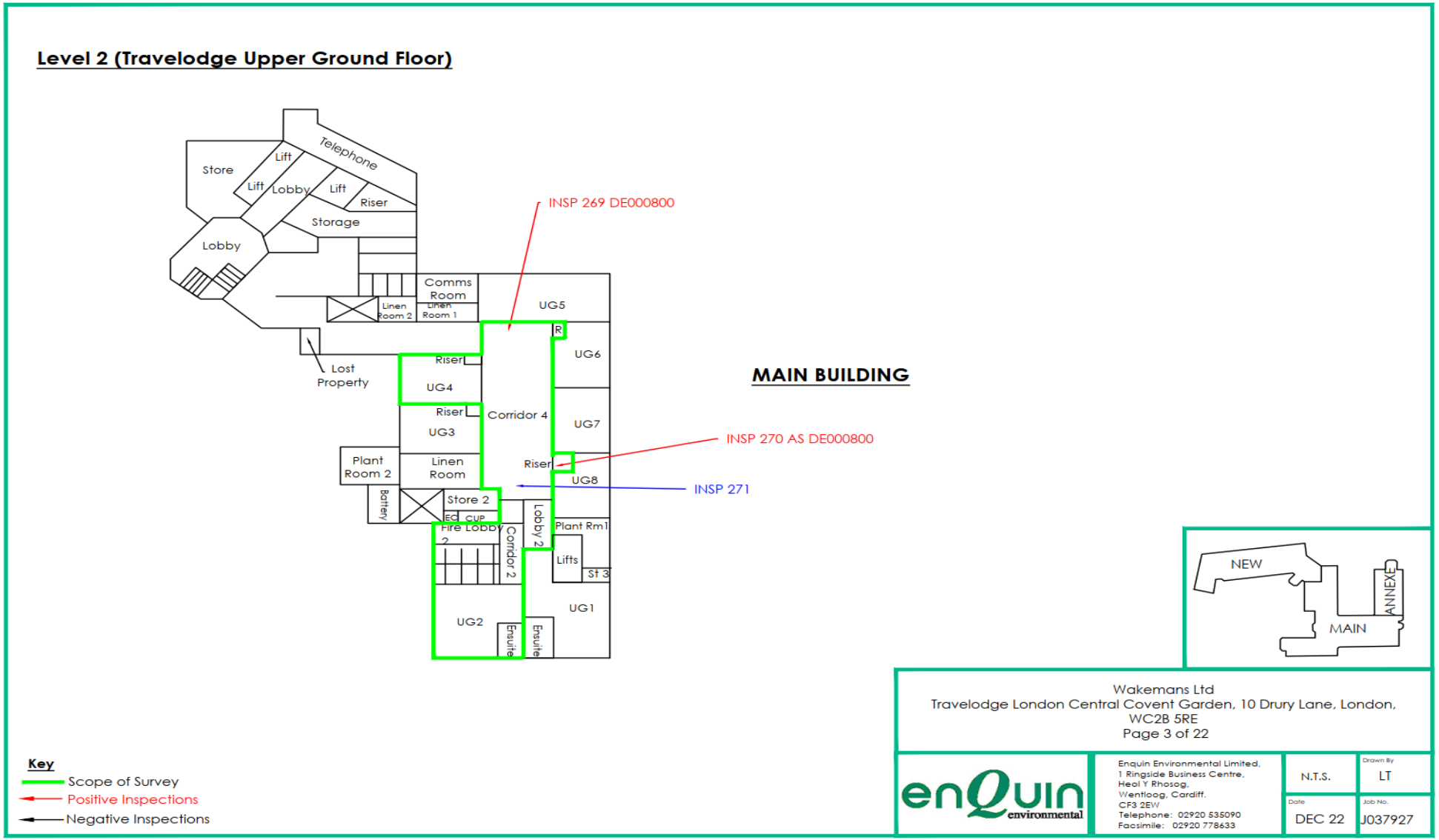
This Asbestos Management Plan has been generated using results provided by the Asbestos Surveys listed below:

Type of Survey	Date of Survey	Producer of Survey:	Survey Ref No:
Refurbishment Survey	December 2022	Enquin	J037927

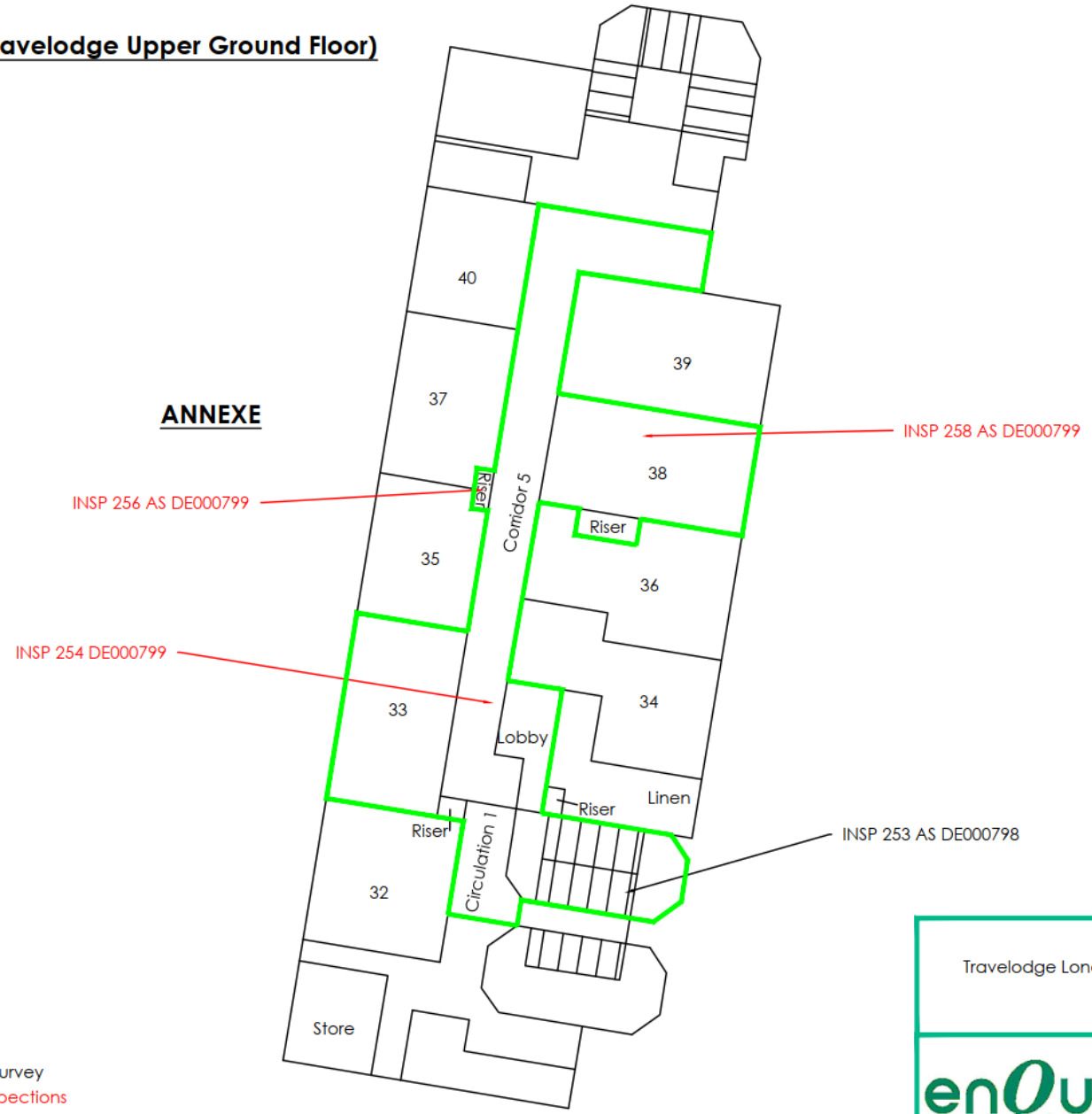
	Name *(printed)*	Signature		
Plan Completed by:	Andrew Townsend		**Date of Plan:**	February 2023

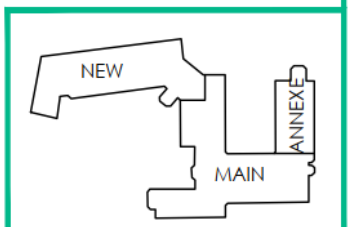
Rev	Comments	Review Date	Initials
A			
B			
C			
D			
E			
F			
G			

Site Plan


Level 2 (Travelodge Upper Ground Floor)
Telephone
Store
Lift
Lift
Lobby
Lift
Riser
Storage
Lobby
Comms Room
Linen Room 2
Linen Room 1
UG5
R
UG6
Lost Property
Riser
UG4
Riser
Corridor 4
UG7
UG3
Plant Room 2
Linen Room
Riser
UG8
Battery
Store 2
EC
CUP
Fire Lobby 2
Corridor 2
Lobby 2
Plant Rm1
Lifts
St 3
UG1
UG2
Ensuite
Ensuite
INSP 269 DE000800
INSP 270 AS DE000800
INSP 271
MAIN BUILDING
NEW
ANNEXE
MAIN
Key
Scope of Survey
Positive Inspections
Negative Inspections
Wakemans Ltd
Travelodge London Central Covent Garden, 10 Drury Lane, London, WC2B 5RE
Page 3 of 22
enQuin environmental
Enquin Environmental Limited,
1 Ringside Business Centre,
Heol Y Rhosog,
Wentloog, Cardiff.
CF3 2EW
Telephone: 02920 535090
Facsimile: 02920 778633
N.T.S.
Drawn By
LT
Date
DEC 22
Job No.
J037927

Level 2 (Travelodge Upper Ground Floor)





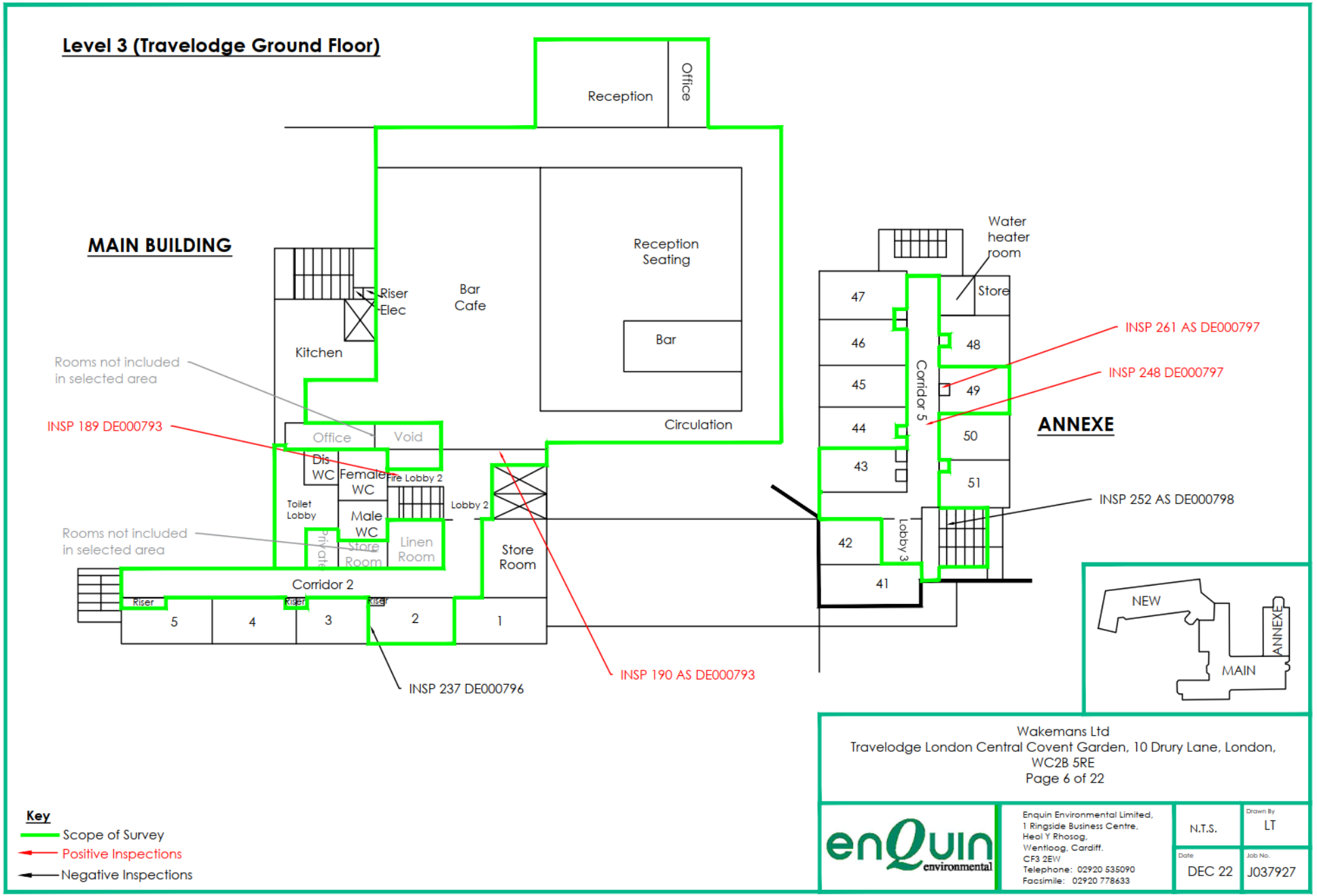
Key

- Scope of Survey
- Positive Inspections
- Negative Inspections

Wakemans Ltd
Travelodge London Central Covent Garden, 10 Drury Lane, London, WC2B 5RE
Page 4 of 22

enQuin environmental
Enquin Environmental Limited,
1 Ringside Business Centre,
Heol Y Rhosog,
Wentloog, Cardiff.
CF3 2EW
Telephone: 02920 535090
Facsimile: 02920 778633

N.T.S.	Drawn By: LT
Date: DEC 22	Job No.: J037927


Level 3 (Travelodge Ground Floor)
MAIN BUILDING
Reception
Office
Reception Seating
Bar
Bar Cafe
Riser
Elec
Kitchen
Circulation
Rooms not included in selected area
INSP 189 DE000793
Office
Void
Dis WC
Female WC
Male WC
Fire Lobby 2
Lobby 2
Toilet Lobby
Private
Store Room
Linen Room
Store Room
Corridor 2
Riser
5
4
3
2
1
INSP 237 DE000796
INSP 190 AS DE000793
Water heater room
Store
47
46
45
44
43
42
41
48
49
50
51
Corridor 5
Lobby 3
ANNEXE
INSP 261 AS DE000797
INSP 248 DE000797
INSP 252 AS DE000798
NEW
ANNEXE
MAIN
Key
Scope of Survey
Positive Inspections
Negative Inspections
Wakemans Ltd
Travelodge London Central Covent Garden, 10 Drury Lane, London, WC2B 5RE
Page 6 of 22
enQuin environmental
Enquin Environmental Limited,
1 Ringside Business Centre,
Heol Y Rhosog,
Wentloog, Cardiff.
CF3 2EW
Telephone: 02920 535090
Facsimile: 02920 778633
N.T.S.
Drawn By
LT
Date
DEC 22
Job No.
J037927

Asbestos Identified within the Survey/Plan

Please be Aware – The information contained within this plan refers to KNOWN Asbestos Containing Materials (ACM's) that have been identified from the surveys listed. Due to Asbestos being used in the construction of this building there is a high risk that Asbestos could still be present in other areas. All works are to proceed with caution!

5. MATERIALS CONTAINING / STRONGLY PRESUMED / PRESUMED TO CONTAIN ASBESTOS REQUIRING REMOVAL (if likely to be disturbed)

Inspection Number	Location, position and description	Product	Extent, condition, surface treatment and other comments	Material Risk Rating		Priority Risk Rating		Advised Action	Photograph
Inspection 174 DE000792	Level 4 (1st Floor), Corridor 2, Insulating board boxing in ceiling void, adjacent to Stair 6	Insulating board	Approximately 1m² Medium Damage Unsealed, localised impact damage	2 2 2 2 Total Risk = 13 Medium	8 Medium	1 2 1 1	5 Low	Restrict access into void until removed	
Inspection 189 DE000793	Level 3 (GF), Fire fighting lobby 2, Insulating board debris fixed to timber framework in ceiling void	Insulating board	Approximately 1.5m High Damage Unsealed. Remnants of old bulkhead	2 3 2 2 Total Risk = 14 Medium	9 Medium	1 2 1 1	5 Low	Restrict access into void until removed	
Inspection 190 Strongly Presumed Same As DE000793	Level 3 (GF), Lobby 2, Insulating board upstand above vending machines	Insulating board	Approximately 1m² Low Damage Unsealed in ceiling void	2 1 2 2 Total Risk = 12 Medium	7 Medium	1 2 1 1	5 Low	Encapsulate	

Inspection Number	Location, position and description	Product	Extent, condition, surface treatment and other comments	Material Risk Rating		Priority Risk Rating		Advised Action	Photograph
Inspection 208 Strongly Presumed Same As DE000790	Level 4 (1st Floor), Riser off Corridor 5, Cream vinyl floor tiles with bitumen adhesive	Vinyl and bitumen	Approximately 0.2m² Low Damage Reinforced composite material	1 1 0 1	3 Very Low	0 1 0 1	2 Very Low	Manage ACM in place	
				Total Risk = 5 Low					
Inspection 248 DE000797	Level 3 (GF), Corridor 5, Bitumen adhesive beneath carpet	Bitumen	Approximately 28m² Low Damage Reinforced composite material	1 1 0 1	3 Very Low	1 2 1 1	5 Low	Manage ACM in place	
				Total Risk = 8 Low					
Inspection 254 DE000799	Level 2 (UGF), Corridor 5, Bitumen adhesive beneath carpet	Bitumen	Approximately 20m² Low Damage Reinforced composite material	1 1 0 1	3 Very Low	1 2 1 1	5 Low	Manage ACM in place	
				Total Risk = 8 Low					

Inspection Number	Location, position and description	Product	Extent, condition, surface treatment and other comments	Material Risk Rating		Priority Risk Rating		Advised Action	Photograph
Inspection 256 Strongly Presumed Same As DE000799	Level 2 (UGF), Riser off Corridor 5, Bitumen adhesive on concrete floor	Bitumen	Approximately 1m² Low Damage Reinforced composite material	1 1 0 1 Total Risk = 5 Low	3 Very Low	0 1 0 1	2 Very Low	Manage ACM in place	
Inspection 258 Strongly Presumed Same As DE000799	Level 2 (UGF), Room 38, Bitumen adhesive beneath floor coverings	Bitumen	Approximately 15m² Low Damage Reinforced composite material	1 1 0 1 Total Risk = 10 Medium	3 Very Low	1 2 3 1	7 Medium	Manage ACM in place	
Inspection 261 Strongly Presumed Same As DE000797	Level 3 (GF), Risers off Corridor 5, Bitumen adhesive onto concrete	Bitumen	Approximately 6m² Low Damage Reinforced composite material	1 1 0 1 Total Risk = 5 Low	3 Very Low	0 1 0 1	2 Very Low	Manage ACM in place	

Inspection Number	Location, position and description	Product	Extent, condition, surface treatment and other comments	Material Risk Rating		Priority Risk Rating		Advised Action	Photograph
Inspection 269 DE000800	Level 2 (UGF), Corridor 4, Bitumen adhesive beneath carpet, outside Room UG05	Bitumen	Approximately 1m² Low Damage Reinforced composite material	1 1 0 1 Total Risk = 7 Low	3 Very Low	1 1 1 1	4 Very Low	Manage ACM in place	
Inspection 270 Strongly Presumed Same As DE000800	Level 2 (UGF), Riser outside Room UG08, Bitumen adhesive onto concrete	Bitumen	Approximately 4m² Low Damage Reinforced composite material	1 1 0 1 Total Risk = 5 Low	3 Very Low	0 1 0 1	2 Very Low	Manage ACM in place	

Asbestos Register

No access areas/areas not surveyed (Caveated Areas): -

Access was not made to the following areas of this property and samples have not been taken. Asbestos should be strongly presumed in these locations:

1.2 Areas not accessed

Inspection Number	Location/Description	Comments	Advised Action
Inspection 34 Presumed	Level 10 (7th Floor), Corridor 3, Limited access gained within ceiling void	Services prevent full access	Survey prior to works
Inspection 45 Presumed	Level 8 (5th Floor), Corridor 1, Limited access gained within ceiling void	Services prevent full access	Survey prior to works
Inspection 133 Presumed	Level 3 (GF), Corridor 1, Limited access gained within ceiling void	Services prevent full access	Survey prior to works
Inspection 173 Presumed	Level 5 (2nd Floor), Corridor 4, Limited access gained within ceiling void	Services prevent full access	Survey prior to works
Inspection 175 Presumed	Level 4 (1st Floor), Corridor 2, Limited access gained within ceiling void	Services prevent full access	Survey prior to works
Inspection 181 Presumed	Level 4 (1st Floor), Corridor 4, Limited access gained within ceiling void	Services prevent full access	Survey prior to works
Inspection 271 Presumed	Level 2 (UGF), Corridor 4, Limited access gained within ceiling void	Services prevent full access	Survey prior to works

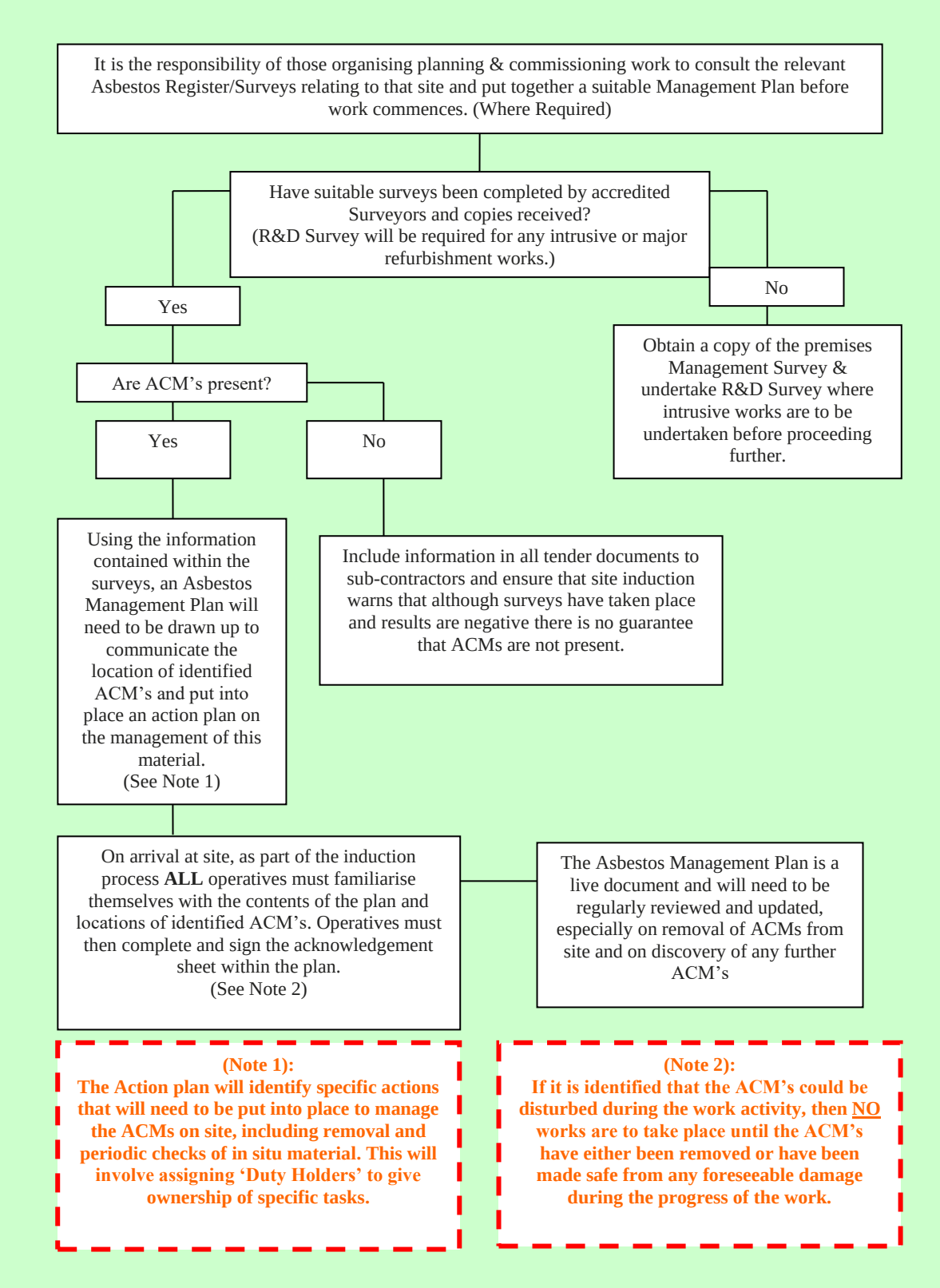
Asbestos Action Plan

Sample Ref:	Location of Material?	Type of Material?	Action Required?	By Whom?	Date Actioned	Consignment Note/Air Test Cert Ref?	Action Sign Off
External							
SP1	*Roof*	*Asbestos Cement corrugated sheeting*	*Removal by licenced contractor*	*Contracts Manager/Site Manager*	*15th August 2022*		*F. Bloggs – Site Mgr*

The Management of Asbestos Containing Materials (ACM's) for Contractors			
Operatives Name:		**Company:**	
Exact location of the work *(block, floor, room area)*:			
Nature of the work:			
Have you read and check the asbestos register?	☐	*Proceed to next question*	
Are there known or suspected Asbestos Containing Materials (ACM's) present in the area of work?	☐	No – Work can proceed. **However it must be understood that there may still be asbestos present & caution must be taken.**	
	☐	Yes – Contractor to make assessment as to whether the ACM's will be disturbed whilst undertaking the work.	
Is there likelihood that ACM's will be disturbed whilst undertaking the work?	☐	No – Work can proceed. **However it must be understood that there may still be asbestos present & caution must be taken.**	
	☐	Yes – Contractor to make assessment as to whether the ACM's will be disturbed whilst undertaking the work.	
Is there a likelihood that ACM's will be disturbed whilst undertaking the work?	☐	No - Work can proceed. **However it must be understood that **there is/may still be* asbestos present & caution must be taken.**	
	☐	Yes – Work is <u>not</u> to be undertaken. Sign below stating that the work cannot be carried out & state the reason. Bring to the attention of the premises/site manager.	
I have read the above in conjunction with the asbestos register & will fully abide by the criteria laid down:			
Name: ***(printed)***		**Signature:**	**Date:**

I have read the above in conjunction with the asbestos register and <u>cannot</u> undertake this work for the following reasons			
Name: ***(printed)***		**Signature:**	**Date:**

Asbestos Management Plan – Flow Chart



Periodic Review Form

This form is to manage the periodic checks required of the identified asbestos containing materials (ACM's), on these premises. The location of ACM's to be checked will be found in the Asbestos Survey Report and MUST be used to complete this form.

Any removals of ACMs between date of check and date of next review MUST be recorded and updated in the Asbestos Survey Report and 'yes' action completed' box above.

Location	Item Number	Lab reference number or Vis ID	Frequency of check? (Monthly)	Has ACM shown signs of deterioration/disturbance? Yes/No	If Yes. Action required: Repair, Seal, Remove.	If No. Action required: Maintain, monitor.	Date 'Yes' action completed

Review Date:	Next Review Date:	Reviewed By:	Position:	Comments

APPENDIX G ASPECTS AND IMPACTS REGISTER

Barnes CONSTRUCTION	Site Aspects and Impacts Register		PC008 (E)
		Contract No:	
		Contract Name:	

Notes: To be completed by the Estimator at tender stage to identify the items applicable to the project. Contract Team to review and develop and add any further control measure as deemed necessary

Applicable	Environmental Aspect	Environmental Impact	Risk L/M/H	Control Measures	RR L/M/H
Site Specific Aspects					
☒	**Demolition** – disposal, recycling, and reuse of the materials from the site	Emissions of dust, noise and other polluting materials annoying neighbours and damage to ecology plus possible pollution of ground or water courses	**H**	Ensure all services and drains are sealed if required. Review disposal options for materials Consider local environment and community issues Dampen down if required. Reuse/recycle materials on site or off. Waste carriers and waste management licences required and kept on site Waste transfer notes to be issued and completed correctly and retained for three years	**L**
☒	**Asbestos** – disturbing or removal of asbestos from the site.	Fibres released into the atmosphere and careless disposal of the material	**H**	Asbestos Report, Management Plan and R&D survey must be available for the project Licenced contractor to remove the waste and a copy retained on site Licenced waste management site to receive the waste Waste carriers licence required and kept on site Consignment notes to be issued and completed correctly and retained for three years	**L**
☐	**Hazardous Waste** – disposal of material on site i.e. AC units, fluorescent lamps etc	Release of the hazardous materials into the atmospheric into the air, ground, or water courses	**M**	Licenced contractor to remove the waste Licenced waste management site to receive the waste, obtain a copy of their licence Consignment notes to be issued and completed correctly and retained for three years	**L**
☒	**Neighbours** – General construction activities, plant, and equipment, piling operations etc.	Dust released into the atmosphere. Noise and vibration from plant, equipment, transport or piling	**M**	Traffic Management plan to be put in place Comply with planning conditions – hours of work Newsletter to neighbours	**L**

Applicable	Environmental Aspect	Environmental Impact	Risk L/M/H	Control Measures	RR L/M/H
Site Specific Aspects					
☐	**Excavation –** substances in the ground, i.e. chemicals, asbestos etc. Underground structures. Bones or skeleton fragments	Materials released during excavation works can pollute the air, water courses, land. It could also be harmful operatives, plants, and species.	**M**	Soil Investigation report is available to highlight any contamination on the site. Licenced waste management site to receive the waste and obtain a copy of their licence. Consignment notes or waste transfer note to be issues and completed correctly and retained for three years. Archaeology report available and will they be in attendance during the work.	**L**
☐	**Flora/Fauna** – Removal or damage to trees and hedges and the landscape	Disturbance of habitat causing reduction in the population of species. Poor water or air quality.	**H**	TPO's on any trees on the site Tree protection to be put in place around the tress Works to be carried outside breeding season for animal Plant and machinery are not to run over the roots of the trees Materials must not be stored under trees. Dampen down to ensure plants are not covered in dust	**L**
☐	**Ecology** – damage to habitats	May harm the species residing in these areas and may frighten them away from their habitats	**H**	Ensure fuel and chemical are contained and spill kit to be provided in the area they are stored Carry out drills to ensure that spillages are controlled Drainage drawings have been obtained Store fuel/chemicals >10 m from water courses and drains	**L**
☒	**General Waste** – disposal of unwanted construction materials from site. Storage of waste containers. Waste from welfare facilities	Contamination to the land or water courses. Destruction of habitat and odour to the air	**M**	Use drip tray for the storage of fuels, chemical etc. Licenced contractors to remove skips off site Spill kit to be provided Site receiving the waste to be licenced. Waste transfer notes to be completed correctly and retained copies for 3 years	**L**
☐	**Archaeology** – excavation works that may be undertaken in the ground	Damage to historical artefacts in the ground	**M**	Report from client on the archaeology on the site. Included in the PCI document Archaeology unit must be in attendance during excavation works Anything suspicious found in the ground, works to stop immediately	**L**

Applicable	Environmental Aspect	Environmental Impact	Risk L/M/H	Control Measures	RR L/M/H
Site Specific Aspects					
Emissions to Air					
☒	Movement and operation of equipment and plant	Excessive airborne ground dust from plant movement / wind. Excessive dust / fumes and noise from use of plant and tools e.g. disc cutter	**H**	Ensure all plant is correctly maintained. Net skips and wagons leaving site Instigate dust suppression measures when required e.g. dampening down, enforcing speed limits.	**L**
☒	Demolition	Emissions of dust, noise and other polluting materials annoying neighbours and damage to ecology plus possible pollution of ground or water courses	**H**	Ensure all services and drains are sealed if required. Review disposal options for materials Consider local environment and community issues. Dampen down if required	**L**
Applicable	Environmental Aspect	Environmental Impact	Risk L/M/H	Control Measures	RR L/M/H
☒	Operations using abrasive cutting	Dust and noise nuisance	**M**	Use wet cutting techniques where possible Consider erecting noise or dust screens	**L**
☒	Storage of materials, spoil, aggregates etc	Emissions of dust or windblown debris. Spillage of aggregates etc.	**M**	Dampen down if required. Fence off storage area if required Consider enclosed skips etc	**L**
Releases to water or land					
☐	Storage of materials, spoil, aggregates etc Topsoil strip / reduced dig / excavations	Site run off polluting ground, roads, or controlled waters. Removal and reinstatement of vegetation Effects on local habitats by altering ground conditions.	**M**	Keep areas of hard standing clean Minimise the area stripped of vegetation and topsoil. Construct silt traps, fences, straw bales, or grips to control the flows of surface run-off and settle out suspended solids. Vegetation stops silt build up by protecting the soil and acting as a filter.	**L**

Applicable	Environmental Aspect	Environmental Impact	Risk L/M/H	Control Measures	RR L/M/H
Site Specific Aspects					
☐	Refuelling	Direct pollution of watercourses/groundwater by spillages	**M**	Position tanks or take other steps to minimise the risk of damage by vehicle impact Ensure those refuelling know what to do in the event of a spill. Provide spill kits that are suitable for the potential incident If possible, do not refuel in significant risk locations (these can include within 10metres of a watercourse/drain/sewer or 50metres of a spring or borehole	**L**
☐	Oil & chemical & fuel storage	Direct pollution of watercourses/groundwater	**M**	If possible, do not store oil in significant risk locations (these can include within 10metres of a watercourse/drain/sewer or 50metres of a spring or borehole) Protect from vandalism and theft Site drums and containers on drip trays	**L**
☐	Vehicle Washing & maintenance (including wheel wash's)	Direct pollution of watercourses/groundwater Discharges with high suspended solid load	**M**	Check with the Environment Agency if a discharge consent is needed to dispose of wastewater or an abstraction license if taking water from a watercourse, or Statutory undertaker if disposing in to foul sewer Where possible use an enclosed water system or wash in a bunded area	**L**
☐	Dewatering, abstraction, or discharge	Changes of flow, level, or temperature of water in controlled waters and water levels in surrounding land Discharges with high suspended solid load.	**M**	An abstraction licence required (not needed for less than 20m³ / day but always check with EA first) Where practicable ensure localised dewatering is discharged to vegetated areas at least 10m away from a watercourse, you may only discharge clean water in this manner. Only discharge direct to a watercourse or drain if permitted by the EA and have consent in writing	
☐	Concreting	Direct pollution of watercourses/groundwater	**M**	Wash out concrete lorries, equipment, mortar bins etc in a suitably contained designated area Locate designated washout areas away from drains and watercourses – ideally at least 10m Remove arising from site using as licenced waste carrier and disposed of at a licenced waste management site. Obtain copies of the licences and retain on site. Complete waste transfer note with the correct EWC & SIC Codes and retain for 3 years	**L**

Applicable	Environmental Aspect	Environmental Impact	Risk L/M/H	Control Measures	RR L/M/H
Site Specific Aspects					
Waste Management					
☒	Storage of Waste on site	Unauthorised / unlicensed storage or departure from project's planning permission or constraints Incorrect disposal of waste	**M**	Above 90 cubic metres, a waste management license (or exemption) will be required to store arisings on site in accordance with the Waste Management Licensing Regulations Ensure stored waste does not leach into ground or blow away	**L**
☒	Waste disposal	Reduction of natural disposal Pollution Harmful to wildlife Pollution to ground	**M**	Only use licensed waste carriers Ensure waste destination has a waste management license or an exemption Always ensure hazardous waste is kept separate from general waste Complete waste transfer/consignment notes with the correct EWC & SIC codes and retain for 3 years	**L**
☐	Disposal of road sweepings	Direct pollution of watercourses or / groundwater / ground Discharges with high suspended solid load	**M**	Do not empty any road or gulley sweeper arisings on to site unless the site has the approval of the EA as it can be considered as waste	**L**
☐	Wastewater disposal – offices and other facilities	Direct pollution of watercourses/groundwater or unauthorised discharge to foul or surface water drain	**M**	Discharge to foul sewer wherever possible Install septic tank (in ground or under facilities) Note:' human septic' waste is not classed as hazardous waste for disposal purposes.	
Local environment and community issues					
☒	Movement and operation of equipment, plant, and vehicles	Excessive noise & exhaust emissions	**M**	Ensure all plant and equipment is well maintained and not overdue a service Switch of plant when not in use Working hours	**L**

Applicable	Environmental Aspect	Environmental Impact	Risk L/M/H	Control Measures	RR L/M/H
Site Specific Aspects					
☐	Vegetation clearance	Disturbance of ecology, habitats, nesting birds etc Unauthorised / illegal clearance of flora (hedgerows, trees etc	**M**	Check contract documents for any environmental constraints and comply Check for nesting birds etc Check if existing trees have any Tree Preservation Orders (TPO's)	**L**
☐	Building activities and use of plant and equipment, noisy operations, Out of hours working	Excessive noise, vibration, or light pollution	**M**	Minimise noise by using silencers, baffles, alternative methods etc Keep light sources from shining directly at occupied premises Consider letter drops etc to neighbours to warn of any foreseen out of hours work that may cause nuisance	**L**
Use of raw materials and natural resources					
☐	Procurement of materials	Depletion of finite resources, non-local materials - impact of unnecessary haulage	**M**	Consider feasibility of using recycled or reclaimed materials Ethical procurement in accordance with group purchasing protocol Option to purchase materials locally to minimise haulage costs and impact	**L**
☐	Crushing and screening of materials	Unauthorised use, dust, and noise	**M**	Under the Environmental protection Act authorisation is needed to operate a crusher and screener on site Crush away from sensitive receptors Ensure screens are erected and dust suppression is used around crushers to minimise impacts of dust and noise Prevent dust arising from stockpiles	**L**
☒	Use of materials	Unnecessary wastage of materials through incorrect use, unprotected storage, or theft	**M**	Create designated storage areas, which include protection from weather, mud etc Store securely to avoid theft / vandalism Consider disposal costs of 'over ordering' material at purchase stage Consider setting waste targets for certain materials	**L**

Applicable	Environmental Aspect	Environmental Impact	Risk L/M/H	Control Measures	RR L/M/H
Communication					
☐	Level of managers environmental awareness	Poor planning, control, or improvement of impacts.	**M**	Ensure any clients requirements or environmental considerations are included in the production of the Construction Phase SHEQ Management Plan	**L**
☐	Level of employee's environmental awareness	Deviating from agreed method of work. Not appreciating consequences or impacts	**M**	Ensure common environmental controls above form part of the induction process. Produce and display emergency preparedness and response action	**L**
Life Cycle					
☐	Product, building operation and use	Once the building is handed over it will continue to have most if not all the aforementioned impacts on the environment through periodic decoration, repairs etc. Barnes Construction is sometimes able to influence the full life cycle particularly when the contracts are of a design and build nature. Accordingly, full consideration should be given in the design stage to the full life cycle effects	**M**	To be considered by the Design team where we can influence the design. Ensure products are low maintenance	**L**
☐	Product, building demolition	Upon decommissioning there will be opportunities to reuse or recycle building materials and components. Material selection & construction techniques can influence the demolition process.	**M**	To be considered by the Design team where we can influence the design Use products that will have a long life when used in the building	**L**

Table of Legislation		Revision	First Issue Date	Revision Date	Initials
Construction (Design & Management) Regulations	Control of Pollution Act 1974	A			
Clean Air Act 1983	Environmental Protection Act 1990	B			
Contaminated Land (England) Regulations 2012	Waste Electrical Equipment Regulations 2018	C			
Control of Substances to Health Regulations	Finance Act 2018 – Landfill Tax	D			
Control of Pollution (Oil Storage) Regulations	Water Industry Act 1991	E			
Wildlife and Countryside Act	Health & Safety at Work Act	F			
Control of Asbestos Regulation 2012	Control of Noise Regulations	G			
Pollution Prevention and Control Act 1999	The Fluorinated Greenhouse Gases Regulations	H			
Environmental Permitting (England & Wales) Regulations	Hazardous Waste Regulation 2015	I			
Water Resources Act 1991	The Treasure Act	J			
		K			

Revision	Comments
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	

APPENDIX H KEY STAGE CHECKLIST

Barnes CONSTRUCTION	Key Stage Checklist		CP002 (C)
		Contract No:	
		Contract Name:	

Section 1 – Guidance in Preparing the Key Stage Checklist

- Review all the activities on the project to guide areas for inspection and test. The programme is a good starting point as it breaks the project down into identifiable elements. These, along with the defined split of sub-contract works help to identify natural breaks for quality checking.
- Consider the level of risk attached to the failure of complete areas of work to meet the required standards. Where this is, or may be, significant to the company in terms of cost, re-working, programme etc. a more comprehensive inspection and test regime should be implemented in those areas (e.g. roofing works).
- Consider the introduction of staged inspections to elements of work. For example, introduce masonry inspections at each lift, prior to raising scaffold lifts rather than a single inspection on completion.
- Subcontractors must implement measures to quality inspect their works; discuss this at pre-let and pre-start meetings and check/approve their proposed inspection reports. Where subcontractors' systems are inadequate seek guidance from our SHEQ teams on suitable inspection formats. The Subcontractor should have activity-specific form which he has developed over time.
- Think about the most appropriate document to be produced as a record; this could include photographs rather than always using standard forms.
- Maintain 'marked-up' record drawings as an effective means of clearly defining which areas of inspection have been covered by a record. Cross-reference the inspection forms to the marked-up drawing by using a suitable numbering system.
- Review the standard against which the inspection will take place. This may include:
    - Drawings/specification
    - Specific approved panel or similar – such as a brick panel
    - An agreed area of workmanship on the project which is used as the standard for subsequent work.
- Determine which records are to be provided by the Subcontractors. These may include.
    - Quality records for the steel used by the steel frame erectors, confirming quality of steel, sign-off for the erection process, and confirmation of paint thickness etc.
    - Quality records for pre-cast concrete units (floor units, staircases etc.) provided by a supplier.
    - M&E commissioning records
- Discuss quality with all relevant stakeholders (clients/designers etc.) to establish whether they have any specific requirements in relation to material samples, subcontract design information, quality inspections, records or hold points. Incorporate these into the checklist as an aide memoire for the delivery team during the works.
- The items below will be replicated in the filing system on the DMS under Section O – Quality. If you click on this section, you will see a tab called O1 – Key Stage Checklist and there will be subfolders for each of these sections underneath. This is where you will be able to store/save any relevant information with regards to specific section. You can also add additional sub-sections to this list.

Section 2 - Codes
H = Hold Point: Defines a point beyond which work may not proceed without the authorisation of the Contract Manager/ Site Manager or Third Party i.e. Structural Engineer. Examples: layout of foundation, formwork
W = Witness Point: Is a point in a construction activity where an inspection(s) must take place. Example: testing of drains or pressure testing on pipework
S = Surveillance Point: Intermittent monitoring of any stage of the works in progress whether by Barnes Construction or a Third Party
IR = Inspection Records This could be the handover of a particular item or phase of works. Example: handover of a steel frame
Section 3 – Purpose of this Document
The purpose of this Key Stage Checklist is to compile and record the activities necessary to verify that the specified project quality requirements have been met. This checklist covers all activities relating to the *enter project title.*

Prog. Ref	Activity/Description	Control Document	Inspection			Verifying Documentation	Signature	Date
			Frequency	Inspector	Code			
	Asbestos Removal							
	Demolition							
	Piling Mat							
	Piling							
	Foundations – pile caps & ground beams							
	Drainage – under slab							
	Concrete Slab							
	Piling Mat							
	Steel Frame							

Prog. Ref	Activity/Description	Control Document	Inspection			Verifying Documentation	Signature	Date
			Frequency	Inspector	Code			
	Install metal decking							
	Roof Structure & Finishes							
	Wall Cladding							
	Drainage - Storm							
	Drainage - Foul							
	Structural Steelwork							
	Structural Concrete							
	Floors - Timber							
	Floors - Precast							
	Floors – Insitu Concrete							
	Brickwork							
	Blockwork							
	Cladding							
	Curtain Walling							
	Roof Structure							
	Roof Covering							
	Windows							
	Fire Protection							
	Insulation							

Prog. Ref	Activity/Description	Control Document	Inspection			Verifying Documentation	Signature	Date
			Frequency	Inspector	Code			
	Plastering, Dot & Dab							
	Partitions							
	Screeding							
	Lift Installation							
	Electrical 1st & 2nd Fix							
	Mechanical 1st & 2nd Fix							
	Fire Alarms							
	Decorations							
	Floor Coverings							
	Air Test							
	Hard Landscaping							
	Soft Landscaping							
	Roads/footpaths							