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CONSTRUCTION PHASE HEALTH & SAFETY PLAN

C1123: 02 Finchley Road

02 Finchley Road,
255 Finchley Road, 02,
London,
NW3 6LU

Issue 02

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Document Approval & Review Status

Author

Name	Position / Organisation	Signature	Date
James Doherty	Project Manager - Colemans		

Colemans Project Manager approved

Name	Position	Signature	Date
James Doherty	Project Manager		

Colemans HSEQ Department / Contracts Director approved

Name	Position	Signature	Date
Bryan Bradshaw	HSE Director		

Colemans Site Supervisor / Site Manager accepted

Name	Position	Signature	Date

Amendments or reviews to project specific CPHSEP

Issue	Date	Revision Details
01	27/11/2023	Initial draft for review
02	11/01/2024	Updated to address IM2's comments

This plan will be reviewed every 3 months or sooner subject to factors affecting its suitability. The review table above shall detail the nature of the document review

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Contents

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1. Project Details

1.1. Description

This plan relates to works associated with the soft strip, demolition and localised hard standing and foundations removal at the site referred to as the former Homebase retail store, located at Finchley Road, London. An overview of the site can be seen on image 1.1a below.

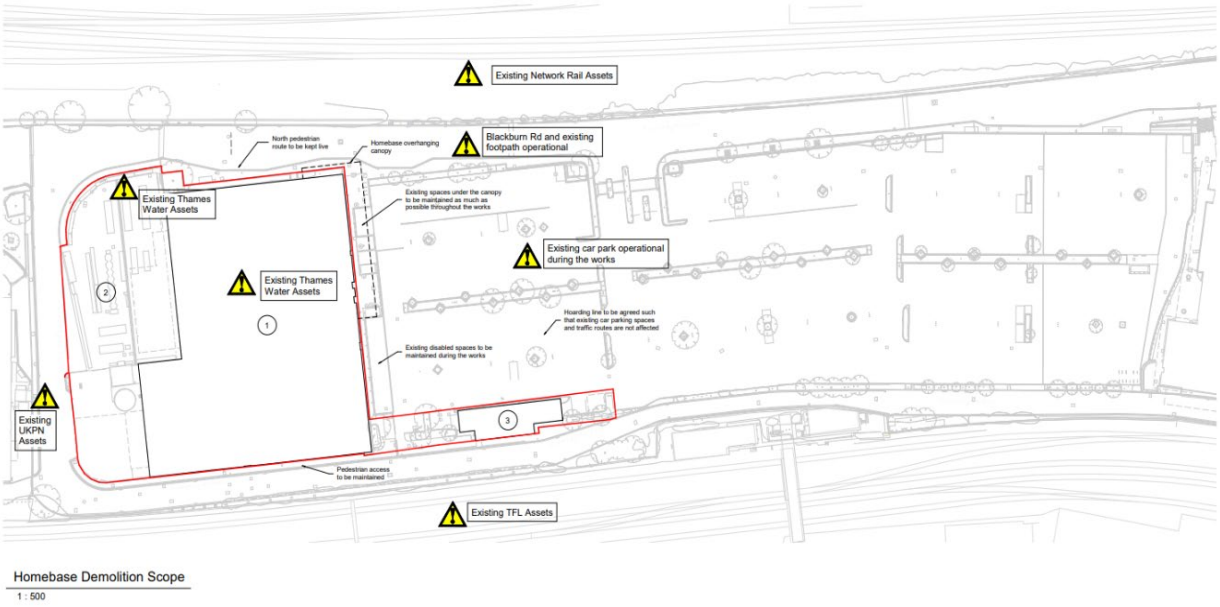


Image 1.1a – image of site

Generally, the overall works include:

<u>Initial pre-demolition enabling/investigation works</u>

- Hazardous material survey
- Refurbishment and demolition asbestos survey
- Background noise & dust monitoring

<u>Main works</u>

- Mobilisation and site establishment (include installation of welfare compound, CCTV and environmental monitoring
- Installation of monitoring/protection to drainage
- Hazardous material removal (if identified in survey)
- Asbestos removal (if identified in survey)
- Soft strip of structures back to shell
- Waste disposal
- Demolition/ dismantling of superstructures – Homebase and Car Wash

- Break out slab and foundations
- Crush hardcore arisings – backfill and grade
- Installation of hoarding

1.2. Site and area information

Located in West Hampstead within the London Borough of Camden (LBC), the Site runs between Finchley Road (A41) to the east with Billy Fury Way and a narrow section reaching West End Lane to the west. Blackburn Road forms its northern edge from Finchley Road to about halfway along its length, before culminating in a turning circle. Another spur of Blackburn Road, which does not connect to the first, runs into the Site from West End Lane.

Just beyond the northern boundary is the Thameslink Brighton Bedford rail line. The London Underground Jubilee and Metropolitan lines run above ground along the southern edge. Vehicular access to the car park and Homebase is from Finchley Road along Blackburn Road. Most pedestrians enter the site through the O2 Centre on Finchley Road, and there is an uninviting pedestrian and cycle route across the Site's southern half accessed from West End Lane and Blackburn Road West.

The centre of the Homebase store lies at grid reference TQ258847. Image 1.2a below highlights the key receptors bordering the site.

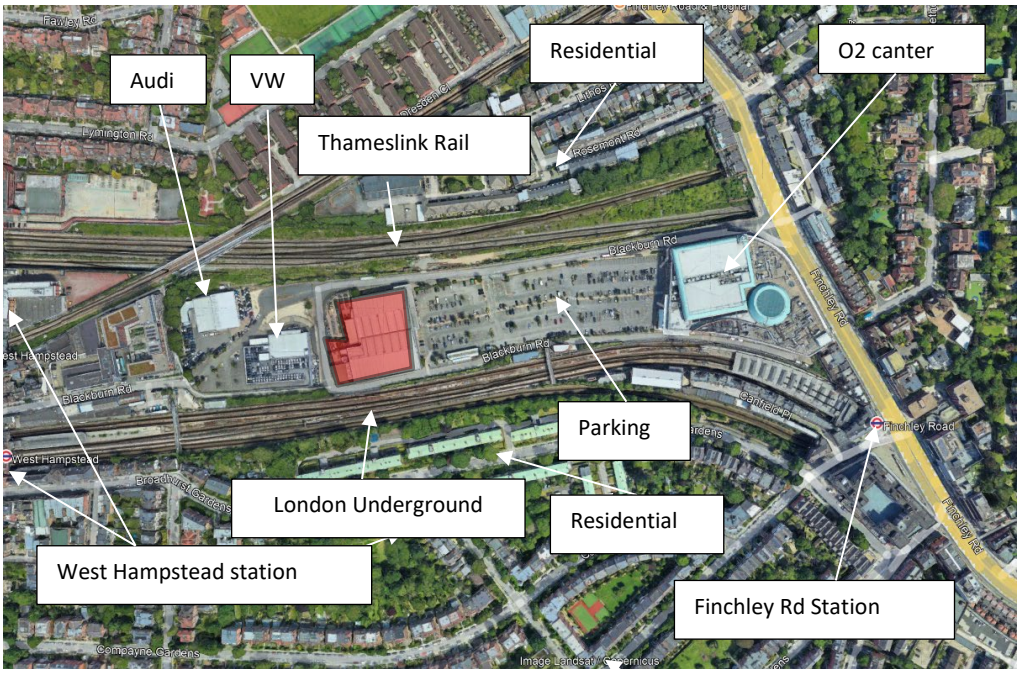


image 1.2a

1.3. Existing information

Specific formal mechanisms for communication and document sharing with the Client will likely involve telephone calls, email and agreed cloud-based information management platforms (i.e SharePoint).

All preconstruction information made available by the Client and their representatives or advisors and any subsequent relevant records, drawings, surveys and documentation relating to works undertaken by Colemans on this project will be collated and held electronically in the company SharePoint site 'C1123 – 02 Finchley Road'. Paper copies, where produced, will be kept within the physical site starter pack folders (CGMS P701) on site.

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Project Handover	CGMS F707	To document project requirements and transition arrangements from Pre-Contracts to Contracts
SSP	CGMS P701	To provide a structure for records at commencement and as project develops
Site Manager induction to SSP	CGMS F407	To evidence Project Manager handover of SSP to Site Manager

1.4. Time scale

Main works
Project mobilisation: March 2024 – Start date TBC
Project completion: June 2024 - Start date TBC
Phase duration: 12 weeks

For specific programme dates, refence should always be made to the project master programme which will be updated regularly.

1.5. Notification of works (CDM) & display of statutory documents

This project is deemed notifiable under the Construction (Design & Management) Regulations 2015. The notification of the construction project (F10) is to be completed by the principal designer.

A number of statutory documents/notices are to be displayed on site which will include; F10, H&S law poster, company insurances, waste carriers' licence, S81

The site will also be registered with the Considerate Contractors Scheme.

Prior to works comm

1.6. Working hours

Site-working hours shall be:

- Monday to Friday: 07:00 - 17:00
- Saturday: no envisaged works (by agreement with Client only)
- Sunday and bank holidays – no work permitted

Note: through Monday - Friday, we would propose to utilise the hour between 07:00 – 08:00 for non-noisy setting out activities i.e. completion of daily paperwork, team briefings and site boundary and equipment checks.

1.7. Site access

Site access for the works shall be as follows:

Vehicle Access

The site will be access from Blacburn Road via Finchley Road. Refer to site layout plan 1.7a below.

The project will adhere to the CLOCS (Construction Logistics and Community Safety) standard. All delivery companies are to be accredited to FORS (minimum of FORS Silver)

Deliveries will be off loaded into the storage compound. Heavy machinery will be offloaded on site under the control of the Site Manager and a Banksman and not on the public roads. Drivers are to offload goods from the ground and are only permitted to access the backs of trailers where dedicated edge protection and access steps/holds are provided. When collecting items, drivers are responsible for ensuring the load is secure before leaving site

Pedestrian Access

Pedestrian access will be from Blackburn Road from Finchley Road or via the public footpath/ cycle path that leads to West Hampstead Tube Station.

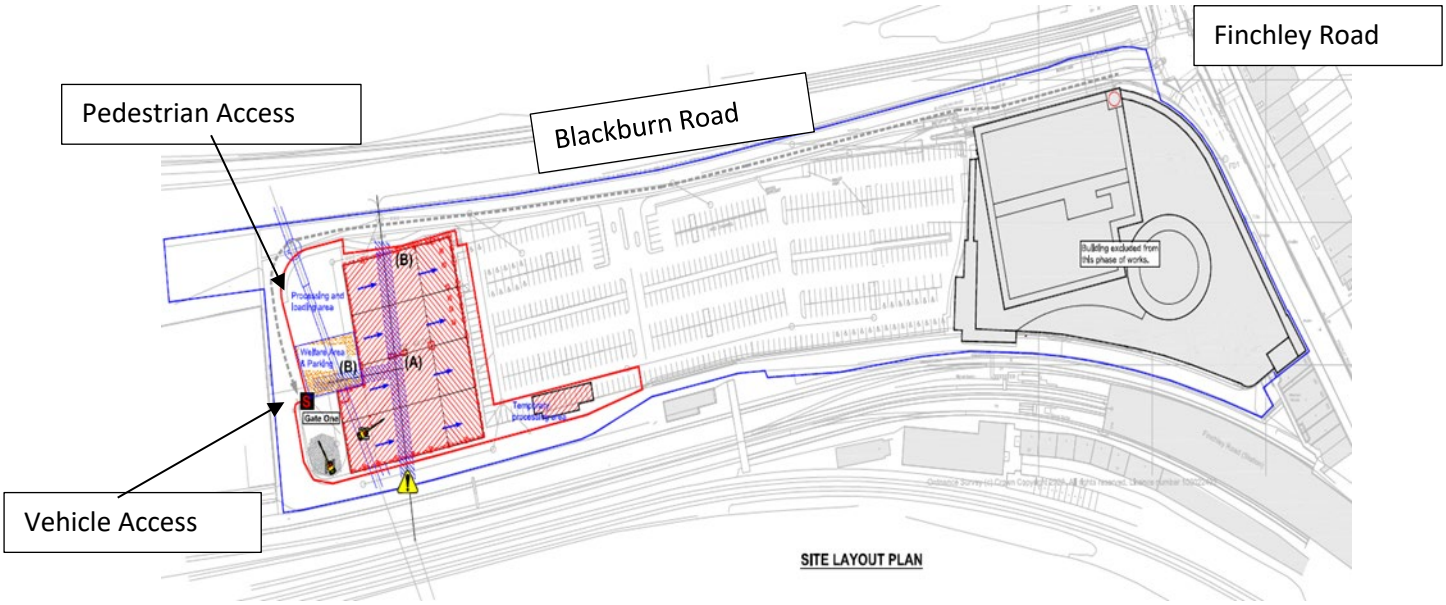


Image 1.7a – site access

Signing In

Report to the Site Manager and sign in. All persons working on site will require a full site induction, which includes providing evidence of competencies. Visitors chaperoned by management may undergo a visitor's induction. It is important to note that site inductions are scored and failure to pass the induction may result in you not being permitted to work on site.

1.8. Project objectives

Health, safety and environmental objectives have been agreed for this project and will be displayed on the site noticeboard. As part of your induction process all persons connected with the works are asked to sign the objectives as a demonstration of your commitment to maintaining health, safety and environmental excellence. The following objectives have been agreed:

- Zero cases of lost time and medical treatment accidents
- Zero validated complaints from local receptors as regards statuary nuisances
- Zero cases of unplanned disruption to local residents/businesses
- Zero cases of damage to local infrastructure
- Minimum of 95-98% non-hazardous waste recycling rate
- Use of HVO fuel to reduce associated fuel emissions by up to 90%
- Use of eco hybrid energy efficient welfare cabins
- Use of solar CCTV systems
- 100% use of FSC accredited timber only for timber based materials used

The Coleman CGMS (Coleman Group Management System) is registered to ISO 9001:2015; ISO 14001:2015; ISO 45001:2018 and PAS 99:2012. As such, this project shall adhere to the principles and assurances of these standards and Coleman CGMS, policies, procedures and strategy.

1.9. Project specific hazards/risks

As a basic guide to help you understand the main hazards you may face on this project, the following safety and health hazards have been identified as relevant to this project.

Safety		**Health**	
Work at height (leading edges)	☒	Fluorescent tubes	☒
Uneven surfaces	☒	Contamination (potential)	☒
Fragile surfaces (roofs)	☐	Drug paraphernalia (SHARPS)	☒
Hot works	☒	Insulation materials	☒
Live services	☒	Hot cutting of steel	☒
Basements	☐	Smoke detectors	☒
Structural instability (existing)	☒	Dust (silica)	☒
Coordination of works	☒	Leptospira (rats)	☒
Glazing	☒	Guano (droppings/carcasses)	☒
UXO (potential)	☐	Weather	☒
Excavation/backfilling	☒	Fuel storage	☒
Pressure vessels	☐	Manual handling	☒
Demolition (traditional & dismantling)	☒		☐
Falling materials/drop zones	☒		☐
Use of hand tools	☒		☐
Lone working	☐		☐
Public interface/occupied buildings	☒		☐
Temporary works	☒		☐
Use of local highways	☒		☐
Proximity to Network Rail/TFL/London Underground infrastructure	☒		☐
Vehicles & pedestrian interface	☒		☐
Lifting	☒		☐
Multiple trades	☒		
Confined space	☐		
Trespass	☒		

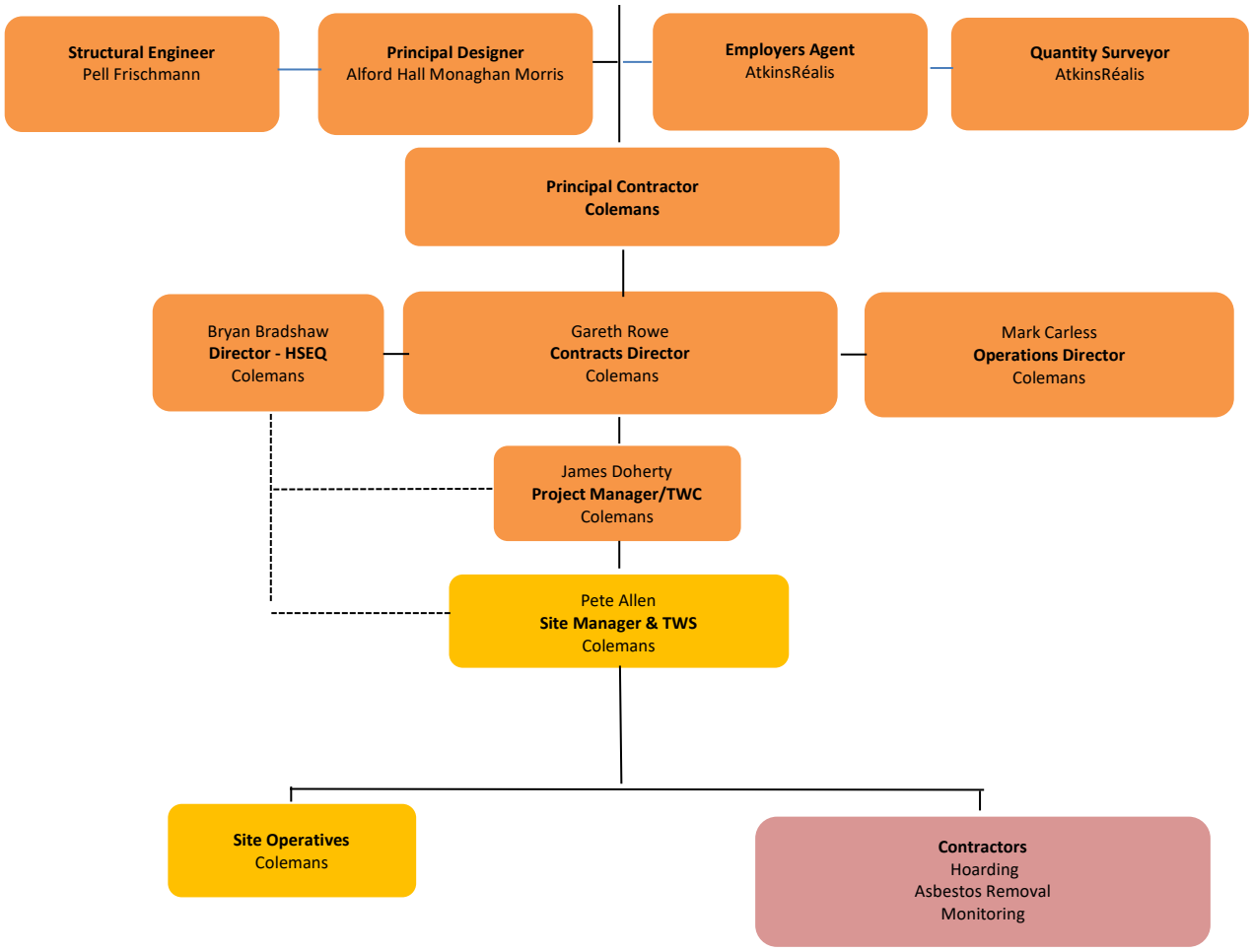
Method statements and risk assessments will be developed to control the risks posed by hazards identified in the table above.

2. Management of the Work

2.1 Project organogram

Key
Visiting support
Site based
Contractor

Client
LS Finchley Road Limited



2.2 Project contacts (including emergency contacts)

Note that this contacts list is designed for key project contacts, including emergency contacts. A wider project directory will also be made available

Role	Company	Name	Contact

Client	Landsec	Callum Robins	T: 020 7024 5216 E: Callum.Robins@landsec.com
Employers Agent	Atkins Réalis	Andrew Cracknell	T: 0778 766 7173 E: andrew.cracknell@atkinsrealis.com
Principal Designer (pre-contract)	Allford Hall Monaghan Morris	Paul Bussey	T: 020 7251 5261 E: pbussey@ahmm.co.uk
Quantity Surveyor	Atkins Réalis	Tom Kavanagh Johnny Frank	T: 0781 231 8234 E: tom.kavanagh@atkinsrealis.com T: 0750 010 6188 E: jonny.frank@atkinsrealis.com
M&E Services Engineer	Hoare Lea	David Somerset	T; 0154 806 787 E: davidsomerset@hoarlea.com
Structural Engineer	Pell Frischmann	Alexandru Dougan-Gaftea Matt Fox	T: 0207 486 3661 E: agaftea@pellfrischmann.com T: 07562 511 333 E: mfox@pellfrischmann.com
Principal Contractor	Colemans	Gareth Rowe (Ops Director) James Doherty (Project Manager) Bryan Bradshaw (Director - HSE) Pete Allen (Site Manager)	T: 0121 325 2424 E:gareth.rowe@colemanspecialistcutting.co.uk T: 07889648602 E: james.doherty@coleman-group.co.uk T: 07815054536 E: bryan.bradshaw@coleman-group.co.uk T: 07715901446 E: peter.allen@coleman-group.co.uk
Local Busses	TFL Busses	General	T: 0343 222 1234
Gas	Cadent	Emergency	T: 0800 111 999
Electric	UKPN	Emergency	T: 0800 31 63 105
Phoneline	BT Openreach	General	T: 0800 023 2023
Water & Sewerage	Thames Water	General	T: 0800 316 9800
Telecoms	BT Openreach	General	T: 0800 023 2023
Regulator	Environment Agency	Enquiries Emergency	T: 03708 506 506 T: 0800 80 70 60
Regulator	Health & Safety Executive	Fatal/specified/major incidents	T: 0345 300 9923 (M-F 08:30-17:00)
Hospital	Royal Free Hospital	A&E	Address: Pond Street, London, NW3 2QG Tel: 020 7794 0500

Emergency services	Police/Fire/ Ambulance	Emergency	T: 999 (111 for non-emergencies)

2.3 General day to day HSEQ responsibilities

Project Manager

Note this list is not exhaustive – the Project Manager has assigned responsibilities and duties under their role as detailed in 'CGMS P555 Role Profiles'.

- Ensure Client scope and specifications are met
- Ensure that sufficient resources are made available to commence site operations; this includes making sure a full time Site Manager is present
- Ensure RAMS are developed for activities on site, ensuring sufficient time is allowed for internal and external review and approval
- Ensure RAMS have been fully approved under the company CRRM process before being issued to the Site Manager
- Ensure the SSP is handed over to the Site Manager and that the Site Manager is inducted to site
- Fulfil the role of TWC
- Ensure sufficient time is allocated for on site attendance and ensuring methodology is being followed and standards maintained
- Ensuring only approved contractors are used on the project
- Review subcontractor RAMS ensuring they are sufficient before issuing to site
- Updating of project progress meeting minutes and tracking achievement of objectives
- Completion of at least one EasiApp per month and promotion of platform usage

Site Manager/Supervisor

Note this list is not exhaustive – the Site Manager/Supervisor has assigned responsibilities and duties under their role as detailed in 'CGMS P555 Role Profiles'.

- Check that suitable welfare facilities are available for the number of workers/visitors
- Ensure that all persons sign in and out
- Induction of all workers/visitors (including competency check)
- Conduct the daily task briefing (pre & post), undertake regular tool box talks on relevant subjects and keep the daily hazard boards up to date
- Check Coleman Group RAMS have been signed off correctly under CRRM and that sub-contractor RAMS have been reviewed before putting them to work
- Conduct RAMS briefings (including checking workers have signed and understood)
- Issue of permit to work and subsequently close out when finished or expired

- Check that plant and equipment inspections are completed and where faults are identified, items quarantined, and remedial action undertaken
- File paperwork and electronic documents in the SSP or electronic contract folders
- Ensure any RAMS or drawings that are superseded are withdrawn from use
- Issue 2-way radios to ensure all work groups have access to authorised comms
- Check all workers are following the safe system of work and working safely
- Promote hazard reporting and the use of HazzApp (noting Site Manager/Supervisor has a target of 1 EasiApp and 3 Hazapps per week), ensuring open items are suitably closed
- Report all accidents, incidents and near misses to the Project Team
- Keep the Site Waste Management Plan up to date
- Keep the Supervisors diary and allocation sheet up to date
- Fulfil role of the First Aider
- Fulfil role of the appointed Fire Warden
- Fulfil role of the Temporary Works Supervisor (TWS)
- Liaise with local receptors as needed

HSEQ Lead/Manager

Note this list is not exhaustive – the HSEQ Manager has assigned responsibilities and duties under their role as detailed in 'CGMS P555 Role Profiles'.

- Ensure RAMS have been approved and authorised as per company CRRM procedure for activities on site – this includes reviewing content form a HSEQ perspective
- Ensure that the project is meeting its HSEQ objectives including HazzApp and EasiApp targets
- Ensure the site is subject to frequent inspections and audits and that identified issues are addressed
- Ensure processes and works are in line with RAMS, legislative and Client requirements, and company/industry standards and exemplar standards are maintained
- Ensure accidents, incidents and near misses are investigated and lessons learnt
- Ensure complaints are investigated, escalating to a non-conformance where relevant and issuing of lessons learnt
- Review the CPHSEP, fire risk assessment and aspects & impacts register as required

Operatives/workers/visitors

Note this list is not exhaustive – Colemans employees have assigned responsibilities and duties under their role as detailed in 'CGMS P555 Role Profiles'. Generally, workers on the site are to abide by the site rules

- Do not start work until you have been inducted, briefed about the works and signed the daily briefing, RAMS and permit to work
- Only carry out work you are authorised and trained to do following the instructions of your supervisor

- Do not carry out any task that can not be completed safely
- Ensure you have the right tools for the job and complete plant and equipment pre use inspections – reporting any safety issues to the Supervisor
- Do not misuse equipment or interfere with anything provided in the interests of health & safety or environmental preservation
- Report to us any shortcomings in the site arrangements, or general SSOW controls
- Do not access areas you are not permitted to access
- Report all accidents, incidents or near misses

Note – all persons connected with this project, regardless of standing, are expected to assist all parties in meeting their statutory requirements by: cooperating on matters of HSE; working to agreed safe systems and procedures/policies;, helping maintaining a generally safe work environment; helping identify any shortcomings in procedures; reporting accidents, issues and concerns; working safely and not interfering with or misusing any equipment provided in the interests of health, safety or environmental preservation.

2.4. Monitoring of the works

The works shall be monitored primarily by the onsite team, which will consist of a full time Site Manager. The Site Manager must be onsite at all times when work is taking place, unless an authorised understudy is agreed (i.e. during periods of leave).

Contractor companies are responsible for providing competent supervision relevant to the tasks they are undertaking throughout the course of their works. This work will however be monitored routinely by the site team and Site Manager.

The Site Manager will be supported by visiting Contract support personnel and the onsite HSE lead, in addition to representatives from the Client and their consultants.

The Site Manager, Project Manager and HSE lead will all conduct inspections throughout the course of the project. The expected inspection regime is as follows:

- Site – three HazzApp hazard report submissions per week
- Site Manager – one EasiApp inspection per week
- Project Manager – one EasiApp inspection per month
- HSE Dept: HazzApp/EasiApp or audit per visit

The EasiApp and HazzApp dashboard will be monitored by the site and off-site management team. The HSE lead is responsible for checking the dashboard and ensuring open items raised are addressed in an appropriate timeframe i.e. within 7 days, but sooner or immediately if the level of risk warrants it.

Additionally, the site may be subject to audits from Colemans internal or external auditors depending on internal auditing schedules. The Client and their representatives may also undertake inspections and audits and these may take the form of joint tours.

Findings from inspections and audits across all parties will be made available upon request or where forming part of progress meetings.

Note – the site will also be covered 24/7 by CCTV that is accessible to the Colemans project team and monitored by a remote monitoring centre.

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Audit report	CGMS 409	Compliance audit
Weekly site report	CGMS F528	To ensure arrangements are and remain suitable for site
Supervisor site diary	N/A	Supervisor log of days activities
HazzApp dashboard	N/A	Recording of hazards and inspections

2.5. Public interface

This project is considered as sensitive due to its general size, proximity to public areas, and proximity to commercial/ residential dwellings. It will be important that we ensure all activities where there is public interface or environmental and planning constraints are planned and controlled effectively.

The site will be self-contained with fencing/hoarding therefore the only anticipated interfaces with members of the public are expected to be around vehicle/pedestrian access points on Blackburn Road. The site boundary will be checked regularly to ensure it remains secure. CDM warning signs will be posted at regular intervals on all elevations.

Maintaining a good relationship with the local community/ stakeholders impacted by our works is also key, therefore all persons connected with the works are expected to act in a professional manner at all times. The Site Manager will be the point of contact for any local queries from members of the public. Refer to the DEMP for management of complaints.

There will be temporary bus stop/ footpath suspensions required to facilitate the demolition work. Approval will be obtained from the local council before these are implemented.

2.6. Design changes and management of change

It is foreseeable that design schemes and sequences proposed during this project may be subject to change. This is not necessarily problematic, as long as the management of change process is stringently controlled.

This control process includes the appropriate authorisation, document control and review status, review and sign off, issue and communication of the change contained within newly developed documents or plans.

Important: Coleman RAMS grading, internal document review and sign off processes under CRRM and associated procedures must be adhered to. Refer to CGMSP554 – CRRM Policy & Procedure; CGMS G473 – Method Statement Sign Off Guidance; and CGMS P222 Grading Matrix for Sign Off.

Revoked documents or plans must be filed and removed form circulation and marked as "superseded" or "withdrawn".

Issued designs must be marked as 'for construction' or similar and not be tender or proposed concept schemes.

Design changes will be communicated through agreed cloud based work-sharing platforms, email and meetings held with the client, subcontractor and Principal Designer. Any major changes shall not be implemented until the Client, Principal Designer and relevant Designers has reviewed and approved the changes.

Important: if in doubt or circumstances change, stop and speak with your supervisor. Refer to section 2.8

2.7. Communication, coordination & consultation

Please refer to the project organogram (2.1) and contacts list (2.2) for typical supply chain contractors involved in these works. To ensure effective and regular coordination and communication involving all parties involved in this project, the following arrangements have been implemented:

- Pre-start CDM duty holder meeting
- Site Manager SSP induction
- New worker and visitor's induction
- Recorded daily pre work and post work briefings led by the Supervisor and capturing the entire workforce (includes for work coordination between different working groups)
- Use of daily hazard and 'you said we did' board to display risks and exclusion zones
- Use of 2-way hand held radios (conduct radio check before starting work)
- All Supervisors are issued with a company phone and have access to email
- Recorded weekly toolbox talks (or more frequent as directed by the Supervisor); led by the Supervisor and capturing the entire workforce
- Supervisor to Supervisor handover when reallocating areas on a temporary or permanent basis
- Regular progress and health, safety and environmental meetings involving the Client, Contractor, Principal Designer and other management parties as deemed necessary
- Letter drop for local businesses and residents impacted by the works
- Area or project hand back

- Project hand back meeting for CDM duty holders
- Health and safety file
- Notification of visit by authorities

Workers will be actively encouraged to engage, participate and provide feedback in open discussions as regards working methods and general workplace HSE matters. Worker feedback is an important part of our continued improvement and attaining a exemplar HSE culture and performance. Colemans have implemented a host of site based consultation mechanisms, which includes:

- 'You said we did' hazard boards
- Feedback section included within daily briefings
- Open hazard reporting via our HazzApp app
- Participation in RAMS briefings
- Senior leadership tours with direct workforce engagement
- Opportunities to trial and feedback on new technology or equipment
- Direct engagement during any incident investigation and opportunity to feed into subsequent learning events and best practice

The Colemans Site Manager will ensure that all persons undertaking a site induction have a sufficient understanding of written/verbal English language to pass the site induction, otherwise a suitable interpreter will have to be utilised that is assigned with parties where understanding could be a safety issue. Where practical, pictograms and universal signs will be used to highlight instructions.

The following CGMS forms apply to this section (in addition to those already listed).

Document name	CGMS ref	Purpose
Site Manager SSP induction	CGMS F710	Allows Project Manager to hand over and discuss project information to Site Manager
Site induction	CGMS F404/406	To brief persons on project requirements and details
Daily task briefing	CGMS F403	Allows Site Manager to coordinate works/risks on day to day basis with team
Tool box talk	CGMS F257	Provides information on relevant topics
Managing individuals whose first language is not English	CGMS P272	To ensure all persons on the project remain safe regardless of language/comprehension
Supervisor to Supervisor handover	CGMS F534	Provides formal mechanism for Supervisor handovers
Project progress meeting minutes	CGMS F714	Documents meeting minutes
Area Handover	CGMS F532/F530	Captures information relating to the hand back of areas

Notification of visit by authorities	CGMS F482	Records visits by regulators for wider distribution
H&S file	CGMS F707	Provides formal structure for file

2.8. Permission to work

Workers on this site are only permitted to commence works under the following conditions:

- You have been inducted (CGMS F406 induction record) by the Coleman Supervisor and provided records of competency
- You have read and signed in acknowledgement, all relevant RAMS/safe systems of work to the tasks you are performing
- You have signed and committed to the project objectives
- You have signed and understood the daily works briefing
- You have signed and understood your permit/or permits to work
- You have the appropriate PPE for the environment and work being undertaken
- You agree to participate in security searches and random, for cause and post incident drug and alcohol testing as is deemed necessary
- You agree to work safe at all times and will stop and ask if unsure, identify a failing in the safe system of work or believe the task to be unsafe

Note – all RAMS must have been reviewed and have signed authorisation and sign off before the works commence.

2.9. Work safe policy/zero harm

We actively encourage all workers and visitors to report hazards and unsafe conditions/behaviours so that we can provide a safe working environment for all. No person will be penalised for reporting unsafe conditions or refusing to work where there is a genuine concern for safety. Disregard for equipment, fellow workers, visitors, members of the public, rules and safety procedures will however not be tolerated and will result in your removal from site and/or disciplinary action.

2.10. Site rules

The site rules will be posted on the site noticeboard and discussed with you during your induction. For reference, site rules are as follows:

- All RAMS must be authorised and approved

- Below parr safety standards or attitudes that don't meet our expectations or a direct violation of the site rules, your training, industry best practice, legal requirements or your RAMS/SSOW will simply not be tolerated on this project. Please note, that we reserve the right to remove

you from site for working in an unsafe manner or without due regard to your own safety or that of your colleagues, visitors or members of the public.

- All persons working on or visiting the site will have a site induction and if applicable, a zone health, safety and environmental induction before being permitted to work on site
- ID must be carried at all times while working within the site boundaries
- All persons working within on site must hold valid competency for their role or the task they are undertaking and be able to demonstrate when requested
- Drugs and alcohol are not permitted on site with the exception of legal prescribed or over the counter medication. However, anyone using prescribed or non-prescribed medication that may affect their physical or mental functioning must notify their employer
- Drug and alcohol testing – any person on site may be asked to take a drugs and alcohol test. A positive test for drugs or excess alcohol, or a refusal to take a test will result in sanctions up to and including termination of contract or refusal of entry to site
- Personal Protective Equipment (PPE) – in general work areas not identified as PPE free zones, all persons are to wear PPE which includes a hard hat, high-visibility trousers with jacket/vest, safety gloves, light eye protection and safety footwear. RAMS are to outline task specific PPE
- Supervisors must brief their teams before commencement of work each day. You must not start work until you have received and understood your Daily Task Briefing (DTB)
- You must follow the details of your agreed method statements, risk assessments, permits to work, tool box talks and task briefings
- You must not start work if your workplace is unsafe or there are risks to your health. If unsafe or unhealthy conditions develop, then cease the activity and inform your supervisor immediately
- Health, safety and environmental signs must be compiled with
- Designated footpaths must be used to access the works where provided
- Personal music players or radios, other than approved communication devices, are not allowed on site
- Smoking on site is prohibited, except in designated locations
- Meal breaks should be taken in designated areas
- Do not remove, deface, vandalise or misuse anything on site

- Do not access areas you do not have authority to go or urinate anywhere except in the toilet facilities provide for your use
- Racial or sexual harassment on site or directed at the public will not be tolerated
- Permission must be obtained prior to any photography or video filming on site
- Mobile phone use is discouraged; however, it is permitted for safety related functions or when used in connection with work. The user must stand still and be in safe location and aware of his/her surroundings
- Cross at designated pedestrian crossing points
- Follow directions, instructions and advice given for your safety or the safety of others
- The maximum speed on site is 10mph
- Seatbelts are to be worn at all times when driving or operating plant on site
- Refuelling and wash down is only permitted at approved locations authorised by the Site Manager
- Unless within designated routes designed with one way routes and turning circles, a competent Banksman or Traffic Marshal is required for all reversing and turning manoeuvres where there is a interface with people
- Obey all traffic signage and traffic marshals
- The highway Code will apply to vehicles operating on or off site
- Mobile phones or site radios must be not used whilst operating a vehicle or item of plant/equipment

2.11. Site inductions

All persons are to report to the Site Manager (or appointed deputy) for a site induction at the date and time instructed. The induction includes a pass or fail questionnaire. You will not be permitted to work on site or walk around the site until you have passed the induction. Competency cards will be checked during your induction and must be produced as part of the induction process and before being permitted to work on site.

Note – the employer is responsible for ensuring that inductions are booked through the Site Manager as it will not be acceptable to simply turn up and expect to be inducted. It should also be noted that persons attending inductions are to have sufficient writing, comprehension and English language skills necessary to pass the test.
Inductions shall take account of the following:

- L153 'Managing health and safety in construction: Construction (Design and Management) Regulations 2015. Guidance on Regulations'

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Site induction questionnaire Site induction record	CGMS 404 CGMS 406	New starter site induction Induction topics to cover

2.12. Safe systems of work

Coleman method statements and risk assessments are to be developed and reviewed in line with:

- CGMS F472: Method statement & P473: RAMS
- CGMS G473: Method statement sign off guidance
- CGMS P222: CRRM Grading matrix for sign off; and
- CGMS F475: Risk assessment

Contractors are not required to adopt Coleman templates, but documents must be submitted to Coleman at least 2 weeks prior to commencement to allow for review. Contractor RAMS will initially be reviewed by the Project Manager and then Supervisor utilising form CGMS F479 'Assessment of Subcontractor RAMS'. This assessment will be attached to the RAMS. The H&S Manager will be invited to review asbestos RAMS, scaffolding RAMS and other RAMS equivalent to Coleman CRRM CAT3 risk grading.

Work permits will be issued by the Site Manager and issued to an activity Supervisor/lead, with those workers to whom the permit applies signing for receipt. All permit sections must be complied with and completed in full with no additions after issue unless cancelled and a new permit is raised. Permits must be handed back and closed once they have expired, or the works have completed if sooner. Coleman shall issue work permits listed in the table below.

Please also see design changes section of this plan for further information of management of change.

Safe systems of work shall take account of the following:

- L153 'Managing health and safety in construction: Construction (Design and Management) Regulations 2015. Guidance on Regulations'
- The Management of Health & Safety at Work Regulations 1999

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose

Method statement/RAMS	CGMS F472	Detailing methodology and assessment of risk
Risk assessment	CGMS F475	Assessment of risk
Assessment of subcontractor RAMS	CGMS F479	Assessment of subcontractor RAMS
Permit to work - general works	CGMS F518	Permit to work - general works (valid for 5 days)
Controlled drop zone permit	CGMS F519	Controlled drop zone permit (valid for 5 days)
Permit to crush	CGMS F417	Permit to crush (valid for 5 days and specific to crusher)
Confined space entry permit	CGMS F436	Confined space entry (valid for shift only)
Hot works permit	CGMS F485	Hot works permit (valid for shift only)
Permit to excavate	CGMS F521	Permit to excavate (valid for 5 days only)
Permit to lift	CGMS F870	Permit to lift (valid for the lift activity)
Permit to remove asbestos	CGMS F546	Permit to remove asbestos (valid for the removal activity)
Permit to load	CGMS F812	Permit to load (valid for load duration)
Permit to dismantle	CGMS F813	Permit to dismantle (valid for dismantle duration)

2.13. Security

The site and CDM boundary is to be secured at all times. Gates must be kept closed and valuable materials not left on display. Warning, security and emergency contact details signs will be erected at regular intervals along all boundaries.

A CCTV redwall system with voice command function will be connected to a 24/7 remote monitoring station. The CCTV will cover all site elevations ensuring there are no blind spots, however exact arrangement will be subject to a site assessment by our installer.

Areas inside the outer CDM perimeter that require segregation will have block and mesh fencing erected and secured to prevent access to these areas. Warning signs will be positioned accordingly.

Workers are to wear company branded PPE and sign in and out at all times. ID must be carried.

All potential or actual trespass must be reported and investigated so that potential weak spots and gaps in arrangements can be eliminated. The site boundary will be checked daily to ensure it remains secure.

The following forms apply to this section.

Document name	**CGMS ref**	**Purpose**
Site security plan	N/A	To manage install and arrangements throughout project
Security site log	N/A	Officer log of events and rounds

Incident report security and trespass	CGMS F466-2	Trespass report

2.14. Contractors

This plan applies equally to contractors as it does employees and it is the responsibility of the Site Manager for ensuring the requirements of this plan are communicated to contractors.

Contractors utilised on this project will be selected from the company approved supplier database and shall be issued with a subcontract order. Whilst contractor companies will be expected to provide their own dedicated supervision, such companies are responsible for ensuring they keep Colemans regularly informed as to progress and any safety or environmental issues that may arise.

The standards applied by all parties will be monitored by Colemans and if this falls short of our expectations then this may result in disciplinary proceedings and you or your company subsequently being removed from the project or your preferred supplier status being reviewed.

No contractor is permitted to sub-contract work unless they have themselves carried out an approval process on the sub-contractor and the sub-contract has been approved by the Coleman Project Manager.

Contractor management shall take account of the following:

- L153 'Managing health and safety in construction: Construction (Design and Management) Regulations 2015. Guidance on Regulations'
- The Health & Safety at Work Act 1974

The following CGMS forms apply to this section.

Document name	**CGMS ref**	**Purpose**
PQQ (relative to supplier status)	CGMS F038	Assessment of supply chain for approval
Assessment of Subcontractor RAMS	CGMS F479	Assessment of Subcontractor RAMS
Subcontract order	CGMS F603	To formalise orders to suppliers
Site induction	CGMS F404/406	To brief persons on project requirements and details
Daily task briefing	CGMS F403	Allows Site Manager to coordinate works/risks on day to day basis with team
Tool box talk	CGMS F257	Provides information on relevant topics
Managing individuals whose first language is not English	CGMS P272	To ensure all persons on the project remain safe regardless of language/comprehension

2.15. Accidents, incidents, near misses and hazards

2.15.1 Hazard Reporting

Everybody connected with the project is encouraged to get involved in hazard reporting. Hazard spotting should be seen as an opportunity to put things right and maintain site standards before the situation potentially escalates to something more serious. We work on the basis of 'see it, sort it, report it'.

We therefore encourage all stakeholders, employees and contractors to utilise Colemans hazard reporting app "HazzApp" for the reporting and tracking hazards on site. If you have an Apple device, the app is available free to download from the app store. If you have an android device, the app is free to download from the Google Play Store. The site HazzApp pin code will be posted on the noticeboard. Our Site Manager or HSE lead will discuss the system with you during your induction.

2.15.2 General reporting culture, notifications and investigation

All accidents, incidents and near misses regardless of how trivial they appear are to be reported to your direct Supervisor and the Site Manager as soon as it is safe to do so. This will enable the situation to be assessed, corrected and investigated.

Subsequent escalation and investigation will follow company procedures i.e. inform ASAP (within the hour) the Project Manager and HSEQ Lead who will in turn inform the Client Project Manager and company Directors but the Site Manager shall take full control of the situation on site. Emergency contacts are detailed in section 2.2 'Contacts' of this plan. Formal notification of an accident/incident is to be undertaken using CGMS F464 'Notification of accident' form.

The Site Manager will coordinate and oversee all accident investigations collating all relevant photos, statements and records. The HSE Lead will investigate the incident and complete the investigation report coordinating with all relevant persons. You are fully expected to participate in any investigation were requested to do so. The investigation will be documented on CGMS F466-1. All learnings will be shared via dedicated learning event bulletins and briefings to prevent recurrence.

Only after advising the Client & PD, The HSE Director will notify on behalf of the company, all relevant enforcing authorities where required following an accident/incident on site (i.e. RIDDOR Regulations 2013).

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Notification of incident	CGMS F464	Notification of an incident to relevant parties
Accident & Incident detailed report	CGMS F466-1	Accident investigation
Interview question template	CGMS 470	To capture event details from individuals

2.15.3. First aid

First aid arrangements will be discussed during your induction.

First aid provisions shall be located in the site office as per the site plan (please see section 1.7) but will contain as a minimum:

- *Coleman First Aider ☒ Client First Aider Present ☐*
- *No of First Aid trained persons: 1-2*
- *Small first aid kit (1-10) ☒ Med first aid kit (11-20) ☐ Large first aid kit (12-50) ☐*
- *Burns kit ☐*
- *Sterile eye wash ☒*
- *First Aid Room ☒*

The Site Manager is your first aider; his photo will be displayed on the site notice board. A first aid trained person must be present at all times during the works.

If you are injured at work you must report to the Site Manager and First Aider. You must not leave site if injured unless assessed and in agreement with the first aider. Circumstances pending, you may need to be driven to hospital by a chaperone for your own wellbeing.

First aid management shall take account of the following:

- HSE publication L74 'First aid at work: The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulations'
- L153 'Managing health and safety in construction: Construction (Design and Management) Regulations 2015. Guidance on Regulations'

The following CGMS forms apply to this section.

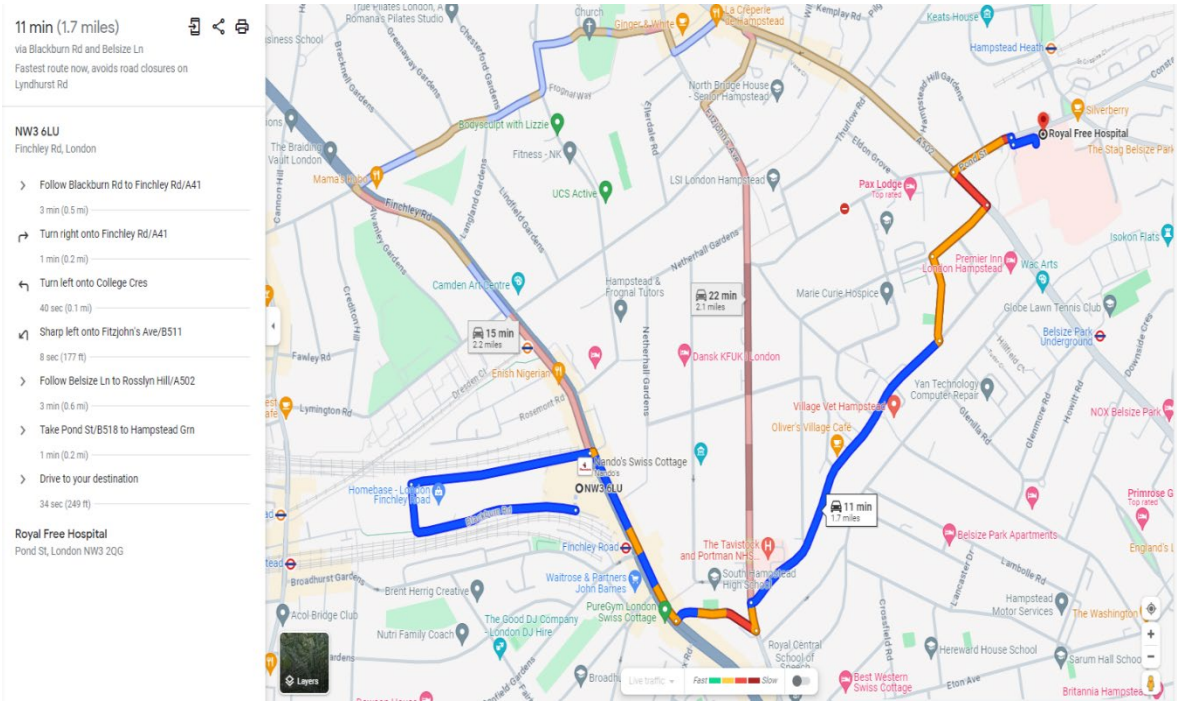
Document name	CGMS ref	Purpose
First aid check sheet	CGMS F492	To record checks on provisions

The location of your nearest A&E/Hospital and actions to take in the event of an accident will be displayed on the site noticeboard but are also identified below.

Emergency Arrangements – route to A&E

Scan QR code for Route

Royal Free Hospital, Pond Street, London, NW3 2QG



Time: 11 mins – Distance: 1.7 miles

Emergency Arrangements – accident & injury

EMERGENCY ACCIDENT & INJURY RESPONSE PLAN

02 Finchley Road, 255 Finchley Road, 02, London, NW3 6LU

What 3 words: nurse.trades.flash

THE SITE FIRST AIDER IS: Pete Allen

FIRST AIDER ROLE & RESPONSIBILITY:

- Provide local medical assistance within the capacity of their experience and resources
- Attend the scene, equipped with an emergency first aid box. Keep supplies stocked
- Ensure the scene of the accident or incident is safe, and if possible, provide local medical assistance within the capacity of their experience and resources
- Serious injuries should always be reported to the emergency services for professional care
- Report injuries to the Site Manager, of if this is the same person, notify the key contacts ASAP

FIRST AID FACILITIES:

- A medium size first aid box and sterile eye wash will be located in the Site Office.
- The Welfare cabins (office or meeting room) will act as a treatment/ rest room pending transfer to hospital or attendance of emergency responders

IF YOU WITNESS AN ACCIDENT, INCIDENT OR NEAR MISS:

- Report all injuries, however minor, immediately to the First Aider and Site Manager
- Do not put yourself at risk or attempt to deal with a situation that you are not equipped or experienced to deal with. Raise the alarm and seek help!
- If you witness an accident or incident where fortunately nobody was hurt but there was the potential to cause death or injury, you must report the matter to the Site Manager

CALLING THE AMBULANCE:

- Pete Allen will call the ambulance if the injuries warrant an emergency response
- Dial 999. Give the operator your name and telephone number and ask for: AMBULANCE
- When you get put through, stay calm and state clearly and distinctly the following…..
  - The nature of the accident and any injuries
  - What action has been taken
  - The site address (see above) and how to access the site if any special arrangements
  - Stay on the line, do not hang up until instructed

TRAVELLING TO HOSPITAL/A&E/WALK IN CENTRE:

- You must be assessed by the site First Aider before leaving site
- If the First Aider advises you should see a specialist, you must do so
- The First Aider and Site Manager will assess if you need to be driven/chaperoned, do not drive yourself if this puts you at greater risk

ACCIDENT NOTIFICATION & INVESTIGATION

- All accidents or near miss incidents must be reported ASAP using the emergency contact list displayed on the notice board (or DPHSP)
- Accident notification and investigation forms are available from the Site Manager via CGMS
- Do not interfere with or take photos of the scene of an accident unless authorised to do so
- Do not leave site without authorisation of the First Aider and Site Manager
- Witness statements are to be taken from witnesses
- Persons involved may be subject to D&A testing

2.15.4. Fire

Fire safety arrangements will be discussed during your induction. Firefighting provisions (CO2, dry powder, foam and water fire extinguishers) shall be located in the welfare area as per the site plan (please see section 1.1) and as identified in the fire risk assessment i.e. operational areas, processing areas, COSHH storage areas, building stairwells. The site muster point will be the main access gate.

The Site Manager is your Fire Marshal; his photo will be displayed on the site notice board. A Fire Marshal must be present at all times during the works.

Please always sign in and out of site. You must not leave site in the event of a fire unless authorised to do so.

The actions to take in the event of a fire will be displayed on the site noticeboard but are also identified below.

Fire management shall take account of the following:

- HSE publication L74 'First aid at work: The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulations'
- The Regulatory Reform (Fire Safety) Order 2005

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Fire risk assessment	CGMS F434	To identify fire controls
Fire extinguisher check sheet	CGMS F431	Weekly checks to ensure provisions remain satisfactory
Site fire plan sketch	CGMS F433	To visualise fire plan

Emergency Arrangements – fire

EMERGENCY FIRE SFAETY RESPONSE PLAN 02 Finchley Road, 255 Finchley Road, 02, London, NW3 6LU What 3 words: = nurse.trades.flash
FIRE SAFETY MARSHAL/MANAGER: Pete Allen
FIRE SAFETY MANAGER ROLE & RESPONSIBILITIES: • Induct all permanent and temporary workers onto site and ensure that they are aware of the fire risk assessment and emergency fire procedures • Communicate to all site visitors (including drivers) the emergency fire procedures • Ensuring that fire escape routes are clear of obstructions; fire alarms and lighting is working effectively; and fire extinguishers are accessible and working • Ensuring that the arrangements within the fire risk assessment and hot works permits are implemented and adhered to • Undertake and document weekly inspections of all site signage and fire fighting and emergency notification equipment to make sure that it is in good order • Ensure that workers sign in and out and understand who is on-site at all times • Ensure that a roll call is taken at the emergency muster point in the event of an evacuation • Call the Fire Brigade in the event of an emergency and co-ordinate with them • Notify the key contacts ASAP
FIRE ALARM: • Air Horns will be used to communicate the outbreak of a fire to the workforce and visitors. 2-way radios and mobile phones can be used to supplement this • Air Horns will be located in the Site Office, Welfare unit and on all dedicated fire action points. Air horns should be removed from packaging and ready to use
IF YOU DISCOVER A FIRE: • Immediately use an AIR HORN provided to raise the alarm or advise the Fire Safety Manager • If safe to do so, close doors and windows in the area • For small fires where you feel it is safe to do so and you hold the appropriate training, attempt to extinguish the fire using an appropriate extinguisher • For larger or higher risk fires or if in doubt, don't tackle it, just evacuate
IF YOU HEAR THE ALARM: • If safe to do so, close doors and windows in the area • If safe to do so, turn off plant, equipment and safely shut down any hot cutting equipment • Evacuate in a clam manner to the muster point; do not return to collect anything • Do not leave the muster point until instructed by the Site Manager/Fire Marshal

CALLING THE FIRE BRIGADE:
• Pete Allen will call the fire brigade immediately by dialling 999
• Give the operator your telephone number and ask for - **FIRE BRIGADE**
• When you get put through, stay calm and state clearly and distinctly the following…..
  • The nature of the accident and any injuries
  • What action has been taken
  • The site address (see above) and how to access the site if any special arrangements
  • Stay on the line, do not hang up until instructed

2.15.5. Discovery of Asbestos

Should any unexpected ACMs be discovered:

- The Site Manager must be informed
- Works are to cease and the area barriered off
- It is important that if you have been inadvertently exposed to asbestos and could be contaminated, you do not spread contamination to other areas, therefore local individual decontamination will be required before leaving the area. This can be undertaken through use of an onsite decontamination unit overseen by the onsite asbestos contractor (if on site); or by using one of the dedicated emergency decontamination boxes (guidance is included in the box in line with HSE EM8 Asbestos Essentials 'Personal Decontamination' https://www.hse.gov.uk/pubns/guidance/em8.pdf
- Sampling and assessment will then be organised and if confirmed as asbestos, a methodology and safe systems of work will then be developed for removal.
- The Site Manager/Project Manager will complete CGMSF445 'Asbestos Identification Report' and inform the HSEQ Manager/Project Manager in the first instance. The Project Manager will notify the Client and Project Director

Relevant documents within CGMS:

Document name	CGMS ref	Purpose
Asbestos identification form	CGMS F445	To record asbestos finds

2.15.6. Spills

In the event of a spill:

- Inform the Site Manager
- Without putting yourself at risk of harm, clear the area, turning off ignition sources, ventilating the space if enclosed as much as practical
- Refer to COSHH assessment and MDS for substance specific controls (this will include appropriate PPE, clean up method etc)
- Contain the spill from contaminating ground or entering drainage utilising spill provisions on site
- Clean up the spill and dispose of waste materials as per the COSHH assessment
- Any contamination must be notified to the HSE lead and Project Manager in the first instance, who will escalate based upon extent/nature/consequences of spill
- Always ensure used provisions are replaced

Relevant documents within CGMS:

Document name	CGMS ref	Purpose
Spill kit checks	CGMS F345	To record spill kit contents
Emergency spill procedure	CGMS P344	Details spill controls

2.15.7. Rescue at height

It is essential that if someone is injured or incapacitated whilst working at height, they can be treated and recovered safely without exacerbating their condition or putting others at unnecessary risk. Therefore, where work at height is undertaken on mobile elevated work platforms or scaffolding then the RAMS/safe system of work must include a specific rescue plan in the eventuality emergency rescue of workers is required. It will not be acceptable to solely rely on the emergency services. Rescue plans (CGMS F414) are to be rehearsed to ensure they can be implemented if actually required.

Relevant documents within CGMS:

Document name	CGMS ref	Purpose
Rescue plan for work at height	CGMS F414/P414	To detail rescue arrangements and plan

2.16 Health & safety file

The Client, Principal Designer/Principal Contractor have agreed that information for inclusion in the Health & Safety File will as a minimum follow Appendix 5 of HSE publication L153: Managing health and safety in construction, Construction (Design and Management) Regulations 2015, Guidance on regulations.

The file is to be developed throughout the works and submitted in full as early as possible following completion of the works (usually within 30 days).

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Health & safety file	CGMS F707	To provide documents/records for handover at project completion
SSP	CGMS P701	To provide a structure for records at commencement and as project develops

3. Safety Arrangements

3.1. Asbestos

There is currently no refurbishment and demolition asbestos survey for the former Homebase, this is to be completed as part of the enabling works.

All demolition operatives working on the project will have asbestos awareness training as a minimum.

Any ACMs identified/ need to be removed will be cross referenced with the latest asbestos survey and sprayed with a red letter 'A' for visual identification, Refer to image 3.1a below. This will then be briefed to workers during their induction. Areas that do not need to be accessed will be segregated and asbestos warning signs posted.

Image 3.1a (example of applied asbestos marker warning)

Only trained competent workers from a licensed asbestos removal contractor and under controlled conditions will be used for the removal of asbestos materials. Suitable plans of work will be developed to ensure the works are well controlled and release of fibre spread or exposure is minimised. All relevant notifications to the applicable regulator will be submitted within necessary timeframes, subject to the works being NL, NNLW, LW. All air monitoring, sample reports, clearance certificates and consignment notes will be retained on site. ACM waste will be kept in labelled and colour coded asbestos waste bags and secure containers at all times.

Should any unexpected ACMs be discovered see section 2.14.5.

All works are to be undertaken in line with:

- HSE publication HSG248 'Asbestos: The Analysts' Guide'
- HSE publication HSG247 'Asbestos: The Licensed Contractors Guide'
- HSE publication 'Asbestos Essentials'
- NFDC publication 'NNLW Asbestos: DRG103:2019'

- HSE publication L143 'Control of Asbestos Regulations 2012. Approved Code of Practice and guidance'

The following CGMS forms apply to this section.

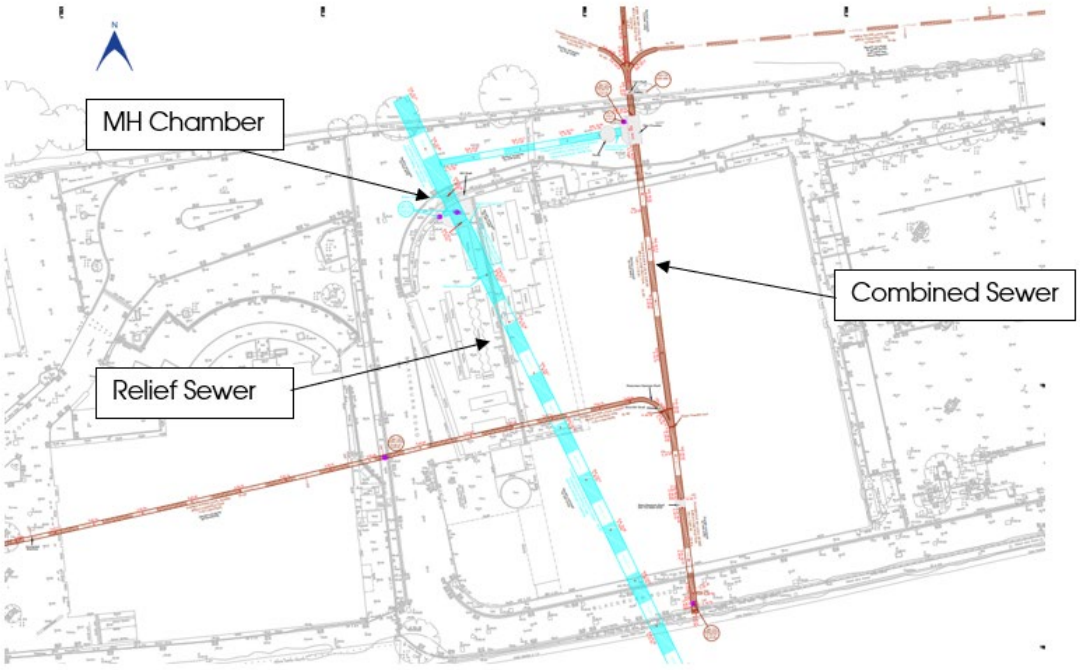
Document name	CGMS ref	Purpose
Asbestos identification report	CGMS F445	To record asbestos finds
RPE daily checks	CGMS F449	Pre use inspections
Permit to work - asbestos	CGMS F456	To control asbestos works
Non notifiable statement of reoccupation	CGMS F447	To verify satisfactory conditions following removal

3.2. Services and utilities

There are two large existing public sewers that run under site, this are to be protected and monitored during the demolition of Homebase. The assets are owned by Thames Water.

- **Combined Sewer** – Thames Water reference (8802 to 8701) runs from North to South across site and associated branch (8703) which is incoming from the West. The dimension of the sewers are a 1701mm x 11118mm and 1219mm x 737mm respectively. They have approximate lengths of 70m and 30m each/ The sewers run at a depth of approximately 4.5m below ground level.

- **Relief Sewer –** this runs beneath the site at approximate depth of 18 metres and is therefore envisaged to have no effect on the works. There is however a connected vertical access shaft that will require protection and monitoring



The pre-construction information includes the following information as regards existing services and utilities. This information has been used to formulate the reference table below.

Utility/Services	**Description** (caution – always review actual conditions)	**Status**

Electric	UKPN have confirmed that the existing supply to the homebase unit is fed from substation 23034 which is positioned in the adjacent VW dealer. A TBS will be installed for the follow on works.	Live
Gas	Record information and GPR surveys has not identified any gas supplies to the existing Homebase unit. Site team are to verify	TBC
Telecoms	BT Openreach currently supply the existing Homebase, it is part of Colemans scope to appoint, manage and coordination the disconnection of the existing Openreach assets.	Live
Water	The existing supplies to Homebase and the car wash are privately owned. Colemans are to ensure that these are disconnected prior to the demolition works commencing. A TBS will be installed to facilitate the demolition and follow on works.	Live
Drainage	There are two large existing public sewers that run under site, this are to be protected and monitored during the demolition of Homebase. The assets are owned by Thames Water.	Live

Service and utility plans are to be printed in large format i.e. A0 for ease of reference.

For all services and utilities please refer to:

Folder	**File**
C1123 – 1 – 1.03	Service records – telecoms, water, elec, gas
C1123 – 1 – 1.04	Service disconnections

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For the benefit of doubt, only services physically marked up in green (i.e. green spray paint) are to be removed. Live or retained services are to be marked as “live” with warning tape or sprayed red. Refer to image 3.2c.

Image 3.2c (example of air gapped/isolated cable sprayed green for safe to demolish)

If there is confusion over what is marked up or how it has been marked, stop and seek confirmation. The Site Manager is responsible for checking all services against the formal handover and isolation certification to verify the accuracy for the information received and works already undertaken. There are to be clear 'air gaps' in pipework and cables at incoming feeds with blanks/caps removed and valves left open to allow venting. Disconnected gas pipework will be purged by Cadent under their scope and allowed to free vent with air gaps and valves left open for at least 24 hours before removal by cold cutting (i.e. excavator attachment or recip saw – not flame cutting). Services are to be chased back to air gaps if further verification is required.

Live or retained services such as retained substations or cabinets and underground assets are to be protected from damage during the demolition works. A temporary works protective structure may be required for crossing points or to act as a debris screen (noting 24/7 access will need to be retained therefore a safe route provided). All schemes must be agreed with the asset owner.

No excavation or ground penetrations are to commence without review of the services plans, suitable RAMS developed, CAT scanning by a competent persons and completion of a permit to excavate. Refer to section 3,10 for excavation.

All works are to be undertaken in line with:

- HSE publication HSG47 'avoiding danger from underground services'
- HSE publication GS6 'avoiding danger from overhead power lines'.
- HSE publication HSR25 'The Electricity at Work Regulations 1989'
- NFDC publication 'Disconnection of Services: DRG108:2019'
- Utility asset owner guidance/instruction

3.3. Building and structural considerations

A structural assessment is to be completed by Colemans engineer prior to demolition works commencing. This will determine the methodology for the demolition works.

All works are to be undertaken in line with:

- BS6187 Code of practice for full and partial demolition
- L153 'Managing health and safety in construction: Construction (Design and Management) Regulations 2015. Guidance on Regulations'

The following CGMS forms may potentially apply to this section.

Document name	CGMS ref	Purpose
Inspection of structural fixings	CGMS F097	To check structural fixings integrity
Dilapidation survey	N/A	To monitor pre-existing defects

Building structural report template	CGMS P880	To record and assess buildings conditions
Civils structural report template	CGMS P881	To record and assess civils conditions
Design brief	CGMS F835	To formalise requirement for a design

3.4. Personal protective equipment

Minimum mandatory items of PPE in all working areas (unless your task risk assessment identifies additional items) on this project are:

Item	Standard	Required
Hard hat	EN 397	All work zones – chin strap for work at height Note – only dedicated authorised hard hat liners are to be worn under hard hats, not hoodies or hats
Light eye protection	EN 166-1-F	All work zones
Gloves	EN 388	All work zones
Safety boots	EN 20345 – S3 – lace up with reinforced toe	All work zones
High vis vest/jacket	EN 20471:2013 + A1:2016 Class 3	All work zones
High vis trousers	EN 20471:2013 + A1:2016 Class 1 / RIS-3279-TOM:2016	All work zones

Task specific PPE may include:

Item	Standard	Required
Harness Restraint lanyard	EN 361:2002 EN 354:2010/EN 358:1999	Work at height /work around leading edges
RPE – half face	EN 140 (reusable) EN 149 (disposable) Note suitable filter must be selected for the work. For dusty tasks minimum filter is P3. For hot cutting choose minimum of ABEK1P3.	Dusty works Hot cutting less than 1 hour Asbestos works
RPE – full face	EN 136 EN 12942 (powered) EN 12941 (hoods)	Dusty works Hot cutting above 1 hour Asbestos works

	See filter info above	Sludge removal
Gloves – cut resistant. Gloves – chemical resistant	EN 388 – minimum puncture level 3 & minimum cut level D EN 374-1/A	Soft strip tasks or other tasks where hands are at risk of cuts or puncture Working with COSHH
Knee pads	N/A	When kneeling
Coveralls – chemical splash resistant	EN 13982-1:2004+A1:2010 Type 5 EN 13034:2005+A1:2009 Type 6 Elasticated cuffs, ankles and hood	Potential exposure to contaminated waters/sludge
Flame retardant overalls	EN ISO 11612:2008 (A1 B1 C1) EN ISO 11611:2007 (A1 Class 1) EN 1149-5:2008	Flame cutting
Flame retardant boots Chemical resistant waterproof wellington style boots	EN ISO 20349:2010 S3 CI HI HRO Fe - Slip rating: SRC (non-laced boots) EN ISO 20345:2011 S5 FO Slip rating: SRC	Flame cutting Work in residual waters and sludge
Flame retardant hood/snood	EN ISO 11612:2015 A1, B1, C1	Hot works
Visor	EN 166:2001 1, 9, B/A	Spark generating tasks Abrasive wheels Hot cutting
Goggles	EN 166 1BT 3/4, 9	Dusty activity Risk of splashes
Ear plugs	EN 352-2:2002	Noisy works
Ear defenders	EN 352-3:2002 (helmet mounted)	Noisy works

Full arrangements will be reiterated in your site induction and SSOW.

All persons wearing RPE relying on a tight fit and seal are to be clean shaven around the seal and have valid face fit for RPE model used. For dusty tasks, a P3 filter is the standard. RPE must be worn properly with a fit check undertaken prior to use (CGMS F449). RPE must be stored in appropriate containers when not in use with daily user checks recorded.

Operatives involved in specialist operations such as asbestos removal and environmental clean will refer to specialist/specific PPE/RPE requirements within their RAMS.

All works are to be undertaken in line with:

- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- Control of Substances Hazardous to Health Regulations 2002

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
PPE & RPE policy	CGMS P442	PPE procedure
RPE pre use check sheet	CGMS F449	To record pre use checks
Harness pre use check sheet	CGMS F419	To record pre use checks
Face fit test certificate	CGMS F443	To record face fit test
PPE issue QR code	N/A	To record issue of PPE

3.5. Welfare facilities

Temporary self-contained welfare facilities will be provided throughout the duration of the works to account for the numbers of personnel projected on site. These facilities will be located within the site compound to the rear of the former Homebase. Refer to image below.

3.5a – image of typical welfare location proposed

Facilities will as a minimum include the following provisions:

- Site office including first aid provisions and laptop, printer etc
- Meeting room

- Canteen with chairs and tables (with means to heat food, make cold and hot drinks, drinking water, keep food refrigerated, wash up and dispose of waste)
- Male and female toilets (separated - including means for washing, and drying hands). For the enabling works, toilet provisions may not be separated
- Changing and drying area (with benches, hangers and heaters)
- Stores
- Powder, foam and CO2 fire extinguishers and air horn
- Spill kit
- Notice and hazard board

Welfare will be cleaned regularly, and cleaning records (CGMSF527) maintained. Maximise ventilation of the welfare space where practical and weather dependant by opening windows and doors.

Welfare is to be in line with:

- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- L153 'Managing health and safety in construction: Construction (Design and
- Management) Regulations 2015. Guidance on Regulations'
- The Workplace (Health, Safety and Welfare) Regulations 1992

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Welfare cleaning record	CGMS F527	Record of cleaning
Fire extinguisher check sheet	CGMS F431	7-day inspection

3.6. Designated smoking area

A designated smoking area will be located in the following areas only:

- External area adjacent to welfare

Persons opting to vape are to adhere to the same rules for smokers; the only exception is that vapers are to make use of a separate designated vaping area that does not expose them to cigarette smoke. Vaping is not permitted in flammable areas.

The smoking area will contain dedicated cigarette receptacles or water/sand filled metal bucket. A separate bin will be provided for general rubbish that is flammable i.e. packaging which should not be put in the cigarette bin. Cigarettes must not be discarded on the floor or dropped under cabins or in vegetation. The welfare fire extinguishers will be sufficient to cover this area if needed.

Please note smoking facilities will be removed if misused.

3.7. Hot works

Hot works, typically oxy-prone cutting, will only be permitted where cold cutting techniques prove not to be effective or practical. Please note that for the benefit of any doubt, spark generating activities shall be deemed hot works. Hot works are an effective processing and dismantling method but must be stringently controlled to mitigate the risks from fire, explosion, burns, IR/UV light and hazardous fumes and gasses.

A hot works permit must always be utilised for the activity. The area must be cleared of all flammable materials and gaps where sparks could travel sealed. A dedicated fire watch must be monitoring the area during the works and 1 hour after works have ceased. A charged hose and firefighting equipment must be available. Where practical, dedicated hot works zones should be formulated and separated from other works.

Acetylene will not be used. When not in use, propane and oxygen cylinders must be stored in an upright position in ventilated segregated lockable heras fenced compounds with flammable gas and no smoking warning signs. At least one 9kg dry powder extinguisher is to be provided. Empty and full cylinders are to be segregated. The compound is to be a minimum of 15m from the site boundary, buildings or escape exits. When in use, cylinders can weight between 60-120kg and should be transported on cylinder trolleys. Churning is only acceptable for very short distances or adjustments and must only be undertaken by persons familiar with the practice

Prior to using oxy-propane burning equipment, the equipment is to be checked for leaks and correct set up before use each day with checks recorded on CGMSF486.

Additional PPE such as flame-retardant boots, gloves and overalls, hearing protection, visor, shade 3-5 welding glasses and air fed RPE or half face respirator with P3/ABEK1 filters. will be outlined in your method statement and hot works permit.

Important: due to the risk of fire or explosion, there is to be no blind hot cutting of enclosed items/pipework or potentially contaminated equipment.

Hot works shall take account of the following:

- L153 ‘Managing health and safety in construction: Construction (Design and Management) Regulations 2015. Guidance on Regulations’
- HSE publication HSG168: ‘Fire safety in construction’
- BCGA guidance ‘Liquid Gas UK – Code of Practice 7, Storage of full and empty LPG cylinders and cartridges’
- HSE publication INDG297’ Safety in gas welding, cutting and similar processes’

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Burning gear pre use inspection	CGMS F486	Daily pre use inspections
RPE daily checks	CGMS F449	Pre use inspections
Fire extinguisher check sheet	CGMS F431	7-day inspection

Hot works permit	CGMS F485	To control hot works
Fire risk assessment	CGMS F434	To control fire risk
Drill record	CGMS F432	Documents learnings from drills

3.8. Plant, machinery and equipment

No plant or equipment is to be brought on to site unless in a safe condition. All equipment is to be checked on receipt and rejected if defective. Hire equipment is to be photographed/videoed to evidence condition on receipt and off hire

Machinery is to be provided with the operators manual and records of thorough examination (under PUWER/LOLER). These items must be requested if missing before putting the machine into service.

Materials are to be stored in allocated storage areas, created from commencement of works and as work areas are opened up as the works progress. Materials can be stored at the point of use if this avoids double handling and is a permitted laydown/storage areas. No safe walkways or traffic routes are to be blocked by materials or unloading activity.

Only trained and competent persons are permitted to operate plant and machinery. Items are only to be used as per there intended design and the correct tool for the job is to be allocated. The machinery/tools involved in a task are to be listed within the RAMS, along with relevant competencies required.

All equipment is to be subject to pre use inspection with defects reported and quarantined if safety critical faults develop. It is important in particular that access steps and holds, lights, beacons, mirrors, cameras, windows, alarms, and edge protection is in good order and functioning. Beacons and seatbelts are to be in use when operational, with lights on in reduced light.

Should repair work be necessary, then such work will be covered under engineers/fitters/mechanics RAMS, with works completed by competent persons. Faulty Items are to be placed into quarantine or have a quarantined notice displayed and keys removed to prevent operation.

Any work on machinery that involves work at height must always be done from the ground or where not practical, from a safe position with adequate fall prevention measures.

Portable electrical equipment is to have a PAT sticker applied and recorded on a PAT register. Typically, office equipment will be tested every 12 months and 110v site construction equipment every 3 months. All electrical items are to be inspected before each use to ensure they are in good condition and safe to use. Defective items must be quarantined from use.

Exclusion zones will have a defined internal fence line. This fence line will be used to control access to moving machinery, where it is deemed this is a safer approach to relying on a Banksman or Marshal. The gates will be secured to prevent people encroaching on moving plant. 2-way radios are to be used to make contact with working parties and plant operators. It is essential that operational plant is turned off and isolated with the attachment grounded before approaching and that the machine is only reactivated once all persons are safely clear of the area and this is confirmed. Always ensure the operator has seen you and knows you are there using the radio and ‘thumbs up’.

All plant/machinery is to be managed in line with:

- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- HSE publication HSR25 - The Electricity at Work Regulations 1989 – Guidance
- HSE publication HSG107 - Maintaining portable electrical equipment
- HSE publication L23 Manual handling - Manual Handling Operations Regulations 1992 - Guidance on Regulations'
- DRG119 – Toolbox Talk 21 – Loading Metal Waste Into Skips with Mechanical Plant – Guidance Notes
- DRG118 – Demolition Attachments – Guidance Notes
- NFDC publication 'Safe use of mobile crushers and screening plant'

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Mobile plant checklist and authorisation	CGMS F153	To confirm plant is in satisfactory condition and manual/records available. Results in issue of 'green' sticker
Wheeled plant check sheet	CGMS F184	Pre use inspections for wheeled plant
MEWP check sheet	CGMS F416	Pre use inspection
Harness/lanyard check sheet	CGMS F419	Pre use inspection
Mobile tower check sheet	CGMS F418	Pre use, 7-day, installation, modification inspection
Fire extinguisher check sheet	CGMS F431	7-day inspection
Genie pre use check sheet	CGMS F421	Pre use inspections
Podium check sheet	CGMS F420	Pre use inspections
RPE daily checks	CGMS F449	Pre use inspections
Vibration assessment	CGMS F440	Assessment of vibrating tools
Individual vibration exposure	CGMS F441	Record of individual exposure
Manual handling assessment	CGMS F494	Assessment for specific higher risk manual handling tasks
Generator checks	CGMS F596	Daily checks
Equipment pre use checklist	CGMS F567	Pre use inspections
PAT test record	CGMS F502	PAT test confirmation

Important - all operators are to ensure they undertake tyre checks including tyre pressure checks as part of daily pre use inspection; pressure gauge to be available
Important - all persons to be familiar with and implement C&C poster 2018.2 "know your safe zones" and C&C learning event 2018.17 entitled "tyre blowout".

3.9. Excavation & UXO

All excavation works must adhere to the following:

- Ground investigation surveys are to be consulted before excavating the ground

- Confirming services/utilities are not present or if present are disconnected and can be removed or safely protected. Services plans, and records are legible, up to date and have been consulted
- A permit to excavate has been issued and communicated with a clear scope and reference to applicable hazards
- CAT scanning of area has been undertaken by a competent person and areas scanned marked on drawings (repeating a scan every 300mm excavated);
- Trial holes are formed to verify the precise location of services, using insulated tools, digging at the side of the service rather than digging directly over the top of it. No mechanical excavating or power tools within 500mm of the service. Safe hand digging/vacuum excavation practices employed where mechanical excavation may jeopardise utilities
- The excavations are to be set out and planned to ensure retained walls and features are not undermined
- Excavations are supported from collapse through appropriate shoring support systems or grading and stepping back the sides based upon depth and ground conditions, removing spoil from the edges, imposing loading restrictions and monitoring for water ingress. Safe access in and out of the trench must be provided and no lone working will be permitted. The trench must be fenced off to prevent falls into it. Utilities in the trench must be left supported and never stood on. When not in use or where the trench is no longer required, where practical it is to be covered over and fenced off or filled in. Warning signs must always be used to demarcate excavations. Note – if you smell gas, or encounter contaminated ground leave the area and report to your Supervisor.

The project UXO survey and online mapping via Zetica has indicated the site is a low risk of unexploded ordnance for phase one of the demolition works.

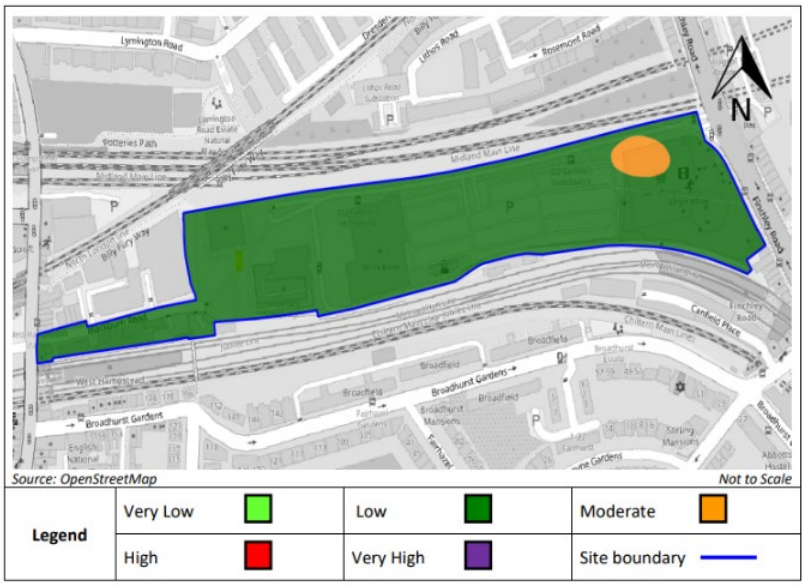


Image 3.9a – UXO mapping

Excavation works are to be in line with

- L153 'Managing health and safety in construction: Construction (Design and Management) Regulations 2015. Guidance on Regulations'
- HSE publication HSG247 'avoiding danger from underground services.
- Environmental Assessment, Factual Site Investigation Report (Final)

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Permit to excavate	CGMS F521	To control excavation work

3.10. Temporary works

This project will involve a small number of temporary works items i.e. temporary block and mesh fencing, hoarding & drainage protection/ plant loading. For schemes designed to protect utility assets, the network owner will be consulted and the scheme agreed. The below gives an insight into how temporary works items are to be managed. Also refer to section 2.5 design changes.

Note – sub contractor and contractor organisations used by Colemans, directly or indirectly, will be required upon request to evidence the competency of persons with design responsibilities. Design checking is to be undertaken in line with Temporary Works procedures and relevant British Standards

The Temporary Works Coordinator and the Temporary Works Supervisor will be formally appointed by the company Designated Individual following an assessment of suitability. The appointment letters will be retained in the project temporary works folder (either electronically or paper format). The TWS and TWC have ultimate authority on site for ensuring that temporary works processes are followed and suitable remedial action is taken where required.

For all temporary works items, requiring a design brief (i.e. beyond simple low risk standard solutions), a design brief will be created by the TWC and issued to the design engineer so a design can be drafted. The design brief is to provide the engineer with sufficient information to inform design principles.

The TWC shall confirm with the designer that the designer has understood the brief to enable the design to be suitably developed. Following the development of a design, the design will go through a process of design checking, pending on the assigned category of the temporary works item (this will be established following company temporary works procedures).

All live designs must be marked 'for construction'. It will not be acceptable to erect designs from tender or draft designs. All temporary works schemes information will be available to reference in the site temporary works folders.

The TWC is to ensure the temporary works register is kept up to date and retained in the project temporary works folder. The register is to record the status of all temporary works schemes

Following an inspection by the TWC of the temporary works item, a permit to load will be issued by the TWC to authorise the item to be loaded. Similarly, prior to striking, a permit to dismantle will be issued. All permits will be retained in the site temporary works folders.

The TWS shall record weekly inspections of the TW item. This will be retained in the site temporary works folders. Any issues with a TW item must be raised immediately so remedial action can be taken.

All temporary works items will be designed, checked, constructed and maintained as per:

- Coleman & Company procedures on temporary works;
- BS 5975:2019'Code of practice for temporary works procedures and the permissible stress design of false work'.
- Specific instructions from Utility owners

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Temporary Works Procedures	P801	To outline company procedures for TW
Temporary works appointments	L804/L903	To assign responsibility for the management of temporary works
Temporary works register	CGMS F806	To record all temporary works items
Design brief	CGMS F835	To ensure a temporary works design is considered
Design check	CGMS F809	To ensure design is suitable
Permit to load	CGMS F812	To ensure design can be put into use and satisfactory
Permit to dismantle	CGMS F813	To manage the dismantling of the item
Periodic inspection	CGMS F814	To evidence regular inspections

3.11. Work at height

All activities requiring work at height are to be assessed as part of the task method statement and risk assessment. Where possible such work should be avoided, however where this is not possible the hierarchy of control must be followed to ensure fall prevention and collective measures are prioritised over personal and arrest measures. For example, the use of demolition excavators from the ground reduces the need to work at height. The use of fixed running lines and restraint lanyards to allow the cutting of the crown to facilitate demolition and dewatering. Where materials need to be removed at height more carefully, then specialised collective platforms i.e. crane suspended baskets, MEWPs, podium towers etc. may be used as long as they are rigged/ installed and inspected by competent persons under dedicated RAMS.

Any excavations or open pits must be fenced off to prevent access.

Only dedicated means of access and egress must be used, you must not climb out of MEWPS or step over or climb rails or tower frames.

When using MEWPS, only IPAF trained persons are to operate based on category of training. Ensure the machine is suitable for the task and the ground is suitable and trapping hazards have been identified (refer to CGMSP416). The MEWP is to be inspected before use each day (CGMSF416). Do not position the machine so that the ground controls are blocked off and ensure an operative on the ground familiar with the ground controls must be available. A harness and restraint lanyard (not arrest) clipped to dedicated anchor point in basket is required in cherry picker machines. Scissor lifts are to be lowered before being moved, with lanyards worn when raising and lowering and outriggers used where available.

When using tower scaffolds, these must be erected by PASMA trained operatives and inspections carried out in line with CGMSF418 'Mobile tower scaffold check sheet'. Build the tower in line with manufacturer's instructions. Do not push people on the platform, lock castors, utilise the braces and secure trap doors when in use. Never climb down the side of the tower and display a scaf tag inspection record.

Ladders will only be used if there is no other practical safe alternative and the work is short duration, light use and three points of contact with the ladder can be maintained with the ladder secured from movement when in use. A ladder inspection must be undertaken before use. Ladders must be in good condition and tied off at a 4:1 ratio to prevent movement.

Controlled exclusion zones will be created below work at height areas i.e. when using a basket, however tool tethers are to be used with chin straps in windy conditions.

Persons are not to jump from cabs, trailers, steps or higher levels due to the risk of ankle, foot or back injury.

Rescue plans are to be in place prior to commencing work at height operations to ensure should an emergency or fault situation occur, all persons could be rescued safely and swiftly. Where cranes are used with suspended baskets, there must be a contingency to recovery persons upon failure of the crane. Recovery and evacuation drills should be rehearsed to ensure control and measures are sufficient and as per methodology.

Note – persons putting themselves at risk of injury from a fall will not be tolerated.

Work at height shall take account of the following:

- HSE publication INDG401: Working at height - a brief guide
- BS 8460:2017 'Safe use of MEWPs; code of practice'
- Access tower manufacturers guidance

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
MEWP check sheet	CGMS F416	Pre use inspection
Harness/lanyard check sheet	CGMS F419	Pre use inspection
Mobile tower check sheet	CGMS F418	Pre use, 7-day, installation, modification inspection
Podium check sheet	CGMS F420	Pre use inspections
Rescue plan	CGMS F414	For detailing arrangements for rescue
Drill record	CGMS F432	Documents learnings from drills

3.12. Exclusion zones

It is important that people are kept out of high-risk areas where they could be hurt or have no authority to be. These areas are ordinarily referred to as exclusion zones. The site is effectively an exclusion zone for members of the public but on site, local work areas will have their own exclusion zones implemented.

Exclusion zones will incorporate company warning signs positioned in prominent locations along the boundary fence line. These zones are to be stringently controlled especially where these are formed by the site boundary or there is shared access.

There are to be no gaps between fencing with fencing ends secured in place. Fencing is not to be easily bypassed.

Where persons enter an exclusion zone, they are to do so only after seeking permission from the Site Manager and using a 2 way radio to communicate entry in to the area. Operational plant is to cease work and isolate the engine.

Important – all exclusion zones are to be outlined in a dedicated SSOW showing the boundaries of the zones; this includes extension beyond the site where public areas are at risk

Exclusion methodology is to be implemented as per the requirements of:

- NFDC publication ‘Exclusion zones’
- BS 6187:2011 ‘Code of practice for full and partial demolition’;
- HSE publication L153 ‘Construction (Design and Management) Regulations 2015; Guidance on Regulations’.
- Coleman guidance – know your safe zones

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Know your safe zones	N/A	To provide guidance regarding approaching plant safely

3.13. Lifting

In order to facilitate the delivery of equipment to site and the removal crane activity and lifting may be required. Proposals will be formulated by a competent Appointed Person under a dedicated lift plan (CGMSF860/859), Hiab lift assessment (CGMSF863), permit to lift (CGMSF870) and associated RAMS. A competent Lift Supervisor must be present throughout the lift with competent Banksmen and Slingers to assist as necessary with the safe execution of the lift.

Where lifting points are reused, these must be assessed as suitable by the engineer. Weather forecasts will be monitored regularly for works planning.

Lifting equipment must only be brought to site and used if it is in good condition, has in date valid records of thorough examination and is subject to pre use inspection (CGMSF861). All equipment must be stored in dedicated areas to avoid damage.

No persons are at any time to walk under live loads. The positioning of cranes and elevated platforms will be considered only after ground loading checks. Tag lines should be used to steady the load but do not wrap these around your hand.

All lifting operations are to comply with:

- HSE publication L113 'Safe use of lifting equipment; lifting operations and lifting equipment regulations 1998';
- BS 7121-1:2016 'Code of practice for safe use of cranes'
- CGMSP850 'Coleman & Company procedures for lifting'

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Mobile plant checklist and authorisation	CGMS F153	To confirm plant is in satisfactory condition and manual/records available. Results in issue of 'green' sticker
Wheeled plant check sheet	CGMS F184	Pre use inspections for wheeled plant
Harness/lanyard check sheet	CGMS F419	Pre use inspection
Genie pre use check sheet	CGMS F421	Pre use inspections
Manual handling assessment	CGMS F494	Assessment for specific higher risk manual handling tasks
Lift plan register	CGMS F856	To monitor lifts in progress
Permit to lift	CGMS F870	To control the lift activity
Lift plan CAT 1/2/3	CGMS F859/F860	To outline lift arrangements
Lift gear register	CGMS F861	To monitor service records of equipment
Excavator lift assessment	CGMS F864	To assess simple excavator lifts
HIAB lift assessment	CGMS F863	To assess simply HIAB lifts

3.14 Substances

COSHH assessments are required for all hazardous substances encountered on this project. Substances (this includes chemicals, fuel, oils etc.) are to be stored in dedicated 'COSHH' storage/bunded areas (capable of withholding 110% capacity of the largest container) and have lids and labels fitted.

There must be no hot works or smoking near container stores. Refuelling and plant maintenance is to be done in dedicated areas away from drains.

No materials are to be disposed of down site drainage. Bunds will be monitored for overfilling. All spills must be reported but refer to CGMS P344 for practical guidance on how to handle a spill. Spill containment provisions are located in the following locations and will checked regularly and recorded on CGMS F345:

- Site welfare;
- COSHH compound;
- Manoeuvred around areas by the teams subject to work activity undertaken.

If there is presence of contaminated land during excavations works. Works are to be halted in the area, tests to be taken prior to a remediation strategy being devised and RAMS developed. Physical contact with contaminated materials is to be avoided. Relevant PPE applicable to any remediation will be outlined in the RAMS.

All work with substances are to comply with:

- Control of Substances Hazardous to Health Regulations 2002

The following CGMS forms apply to this section.

Document name	**CGMS ref**	**Purpose**
COSHH assessment	CGMS F438	To outline controls for works with substances
Spill kit check list	CGMS F345	To monitor kit content
Weekly drain checks	CGMS F350	To monitor drains

3.15 Manual Handling

The mechanical handling of materials is favoured over manual handling, therefore measures are to be taken to limit the amount of handling that's required, such as:

- Using cranes, excavators, telehandlers and skid steers to move materials mechanically.
- Using trolleys or skids to support the weight of the item and aid manual effort.
- Breaking loads down to reduce the weight.
- Asking colleagues to help move items in a team lift.
- Designing laydown areas and traffic routes to avoid double handling.
- Ensuring the load is stable, robust and has holding points.

All workers are to have manual handling training where they are required to undertake significant manual handling as part of their duties. When you have to handle materials, always stand back and assess the task properly. Make sure the route is clear and level before moving. but typically, you should adopt a good stance and grip and lift with your back straight and knees bent, keeping the load close to the body and using your legs to push up. Never lift anything you feel is beyond your personal capacity or simply should not be lifted alone, or by a person, or cannot be controlled effectively when lifted.

When handling materials that could be sharp and cut or puncture the skin, use cut and puncture resistant gloves (upgrade from standard site issue) and cover the wrists and arms from cuts with overalls sleeves or specialist Kevlar gauntlets. Glazing should only ever be removed by applying protective film before removing and nails/screws should be hammered flat or removed.

Gas cylinders can weigh between 60-120kg when full and should be transported on cylinder trolleys. Ensure the cylinders are strapped up, tyres inflated and route clear. Do not overload the trolley Churning is only acceptable for very short distances or adjustments and must only be undertaken by persons familiar with the practice.

Important – when handling remember to position and protect your fingers and toes when injury. If sharp materials/edges are present, the arms should be covered also.

Manual handling operations are to comply with:

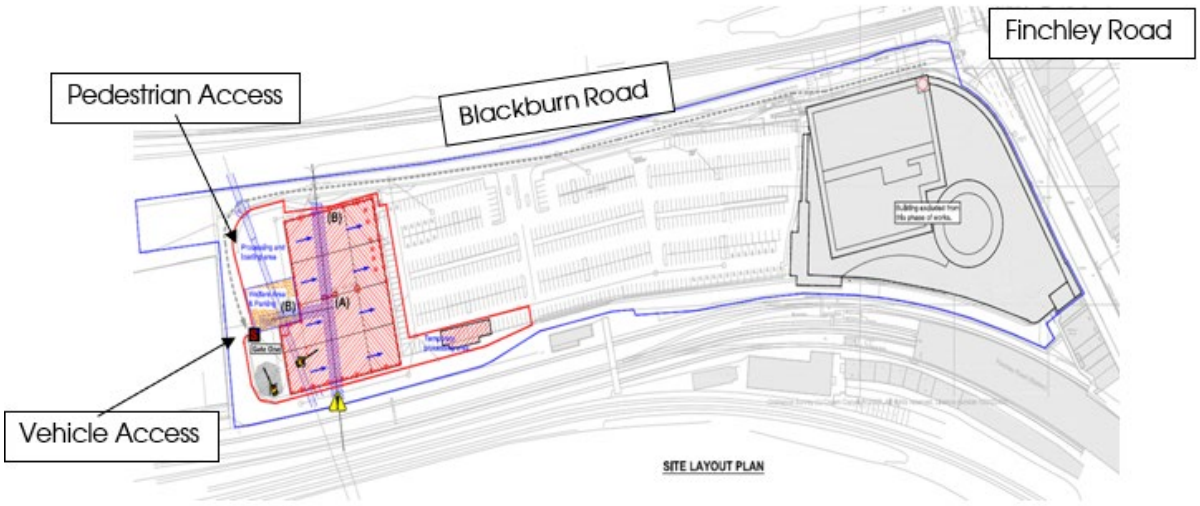
- HSE publication L23 ‘Manual handling - Manual Handling Operations Regulations 1992 - Guidance on Regulations

The following CGMS forms apply to this section.

Document name	CGMS ref	Purpose
Manal handling risk assessment	CGMS F494	To assess handling activity in relation to individuals

3.16 Traffic Management & Access

The site will be accessed from Blackburn Road via Finchley Road. Refer to image below



Expected transport movements throughout the project phases are detailed below:

Construction/demolition stage	≤3.5t	3.5t – 7.5t	≥ 7.5t
Mobilisation enabling works	2	4	2
Soft strip	10	4	25
Demolition	5	30	6
Slabs and foundations	0	0	0
Demobilise	2	2	2

Expected plant and machinery numbers utilised throughout the project are detailed below:

Construction/demolition stage	Excavator	Generator	Crusher	Other
Mobilisation and enabling works	0	1	0	1
Soft strip	1	1	0	1
Demolition	3	1	1	2
Slabs and foundations	2	1	1	2
Demobilise	0	1	0	1

Loading, unloading & deliveries.

The project will adhere to the CLOCS (Construction Logistics and Community Safety) standard. All delivery companies are to be accredited to FORS (minimum of FORS Silver)

Deliveries will be off loaded into the storage compound adjoining the welfare area. Heavy machinery will be offloaded on site under the control of the Site Manager and a Banksman and not on the public roads. Drivers are to offload goods from the ground and are only permitted to access the backs of

trailers where dedicated edge protection and access steps/holds are provided. When collecting items, drivers are responsible for ensuring the load is secure before leaving site

Refuelling
A dedicated refuelling area will be defined on a hard-standing area to aid the control and refuelling from a central point. The double skinned bowser will be locked when not in use with the hose replaced into the integral spill containment between use. Oil spill kits and AFFF foam extinguishers will be in the area.

Reversing
Traffic routes will be defined to minimise reversing. Where reversing cannot be designed out or is unavoidable due to site conditions at the time, reversing of large or heavy vehicles is only permitted under the control of a trained Traffic Marshal or Banksman positioned in a place of safety.

Working areas
Demolition areas and controlled exclusion zones will have a defined internal fence line. This fence line will be used to control access to moving machinery, where it is deemed this is a safer approach to relying on a Banksman. The gates will be secured to prevent people encroaching on moving plant

2-way radios are to be used to contact working parties and plant operators. It is essential that operational plant is turned off and isolated with the attachment grounded before approaching and that the machine is only reactivated once all persons are safely clear of the area and this is confirmed. Always ensure the operator has seen you and knows you are there using the radio and 'thumbs up'.

Maintenance of internal roads
The Site Manager shall ensure on a day-to-day basis that visual checks are carried out to ensure the internal roads remain in a fit and safe condition. A self-contained internal wheel wash will be utilised to clean vehicles tyres before leaving site where the risk of spreading mud and debris onto the public highway exists. A road sweeper will be available on request to help clean internal and external roads. A supply of rock salt will be retained on site and spread around routes to help maintain safe passage during winter months.

It is not envisaged that artificial lighting units will be necessary during the works due to the natural light and existing street lighting afforded during the programme period. In the eventuality of poor weather where visibility along internal routes maybe reduced to ensure the routes remain adequately lit, minimal temporary lighting may be introduced purely on the grounds of safety and will be angled and screened to retain light within in the site ensuring not excessively bright that it will likely affect residents at night. Lighting will not be run at night apart from that needed to aid security.

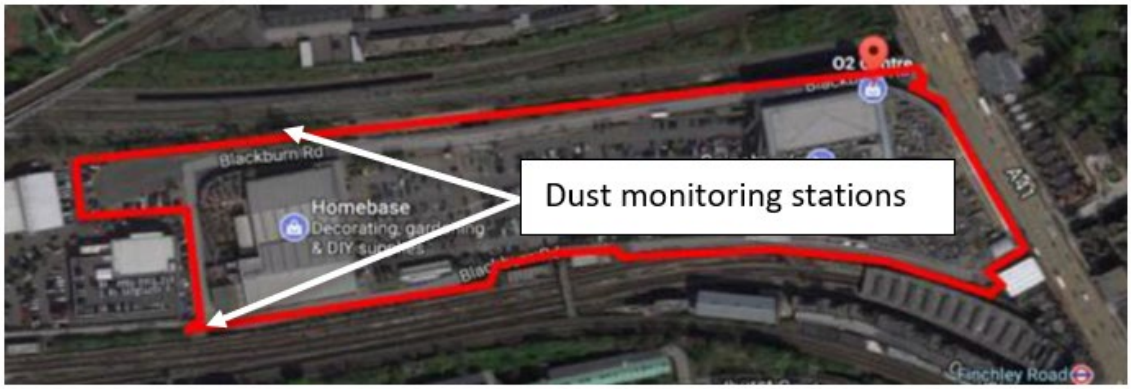
Speed limits
Residential roads surrounding the site are 30/20mph zones. Once on site, the site speed limit is 10mph. Disregard of the speed limits will result in disciplinary action and/or removal of site access permissions.

Network operator assets
Network operator assets located near or under traffic routes will be assessed to facilitate the safe passage of heavy goods vehicles and plant. Dedicated crossing points will be installed to safeguard

underground and overhead services or no go zones established to keep heavy plant away from the area

3.17 Dust

Real-time dust monitoring units will be installed around the site prior to phases of works likely to generate dusts. Please see the monitoring map below for the fixed monitor locations and specification.



PM10 monitors should be installed according to the European Directive 2008/50/EC: - The flow around the inlet sampling probe shall be unrestricted (free in an arc of at least 270 degrees). There should be no obstructions affecting the airflow in the vicinity of the sampler, normally some metres away from cabins, trees and other obstacles but at least 0.5m from the nearest building. Inlet sampling point shall be between 1,5m (the breathing zone) and 4m above the ground. The inlet probe should not be positioned in the immediate vicinity of sources to avoid the direct intake of emissions unmixed with ambient air.

The mCERTs calibrated dust monitoring equipment will run continuously during the demolition phase and commence at least 1 week prior to demolition works commencing. The results of the monitoring will be available for review in real time via the monitoring systems cloud-based portal (Insite). The Project Manager, Site Manager and HSEQ Manager will have access to the portal to review monitoring data. These persons will also receive text and email exceedance alerts generated when a trigger level is exceeded.

Where amber levels are exceeded, the Site Manager will, as swiftly as practicable, review the tasks being undertaken, and the controls implemented to mitigate dusts in order to see if improvements can be introduced.

Where red levels are exceeded, the Site Manager shall, as swiftly as practicable, temporarily cease all dust generating activities and carry out an immediate review to ascertain what activity is generating excessive dusts and how the activity is being controlled. Improved dust mitigation measures must be implemented for works to resume. If after a red alert no task can be identified as the source of the

alert or the alert relates to activity not related to site operations, the outcome of any investigation shall be recorded in the site environmental monitoring logbook.

Suggested dust level alert setup for real-time monitoring is as follows:

	Air Quality Trigger levels	
Device: Enviroguard NDV or Aeroqual	1hr mean	24 hr mean
Scope: PM10	Red - 190 ug/m3 Amber - 150 ug/m3	50 ug/m3

The company name and contact number, in addition to the project hotline will be affixed to the boundary in the event of dust issues.

Mobile dust suppression units and excavator mounted suppression (fine atomised spray) will be utilised to control dust at source, with dust levels are visual monitored. The site boundary will be screened with timber hoarding.

Haulage roads and vehicles will be maintained as per the requirements outlined within the Construction Traffic Management Plan.

There will be no open stockpiling of aggregates/spoil on site with no intended use or disposal, Short term stockpiling may be permitted only where waiting to be recovered or reused i.e. agreed stockpile for future piling matt and dust is adequately controlled.

3.18 Noise & Vibration

Calibrated real-time noise and vibration monitoring units will be installed around the site prior to phases of works likely to generate noise/vibration in line with:

- BS 5228-1:2009+A1:2014 'Code of practice for noise and vibration control on construction and open sites - noise';
- BS 5228-2:2009+A1:2014 'Code of practice for noise and vibration control on construction and open sites – vibration'.

Ambient background noise, dust and vibration levels will be ascertained using calibrated equipment installed by our environmental monitoring consultants by taking measurements at the boundary during the day and night in the week prior to mobilisation. These measurements will be used to understand typical existing levels and how these contrast to levels generated throughout the works.

Given the potential for noise disturbance on this project, an application will be made to the local authority under Section 61 of the Control of Pollution Act 1974.

The fixed environmental monitoring stations shall be affixed in the following locations: refer to section 1.12 for locations of proposed monitoring stations.

The stipulated and suggested noise and vibration monitoring levels are:

Noise Levels	
Device Enviroguard NDV	
Suggested amber alert	**Suggested red alert**
LAeq 1h Monday - Friday = 75 dB(A)	LAeq 1h Monday - Friday = 80 dB(A) LAeq 10h Monday - Friday = 75 dB(A)
Vibration Levels (site)	
Device: Enviroguard NDV	
Suggested amber alert	**Suggested red alert**
3 mm/s PPV	5 mm/s PPV

There are known underground Thames Water sewer assets under the Homebase slab. These assets will require vibration monitoring. In these areas, the following limits are proposed (TBC)

Vibration Levels (Thames Water assets)	
Device: Enviroguard NDV	
Suggested amber alert	**Suggested red alert**
1 mm/s PPV	3 mm/s PPV

The results of monitoring will be reviewed on a daily basis and the software will instantaneously inform the Site Manager and Project Manager of any exceedances. Where amber levels are exceeded, the works will be reviewed and controls checked or improved.

Where red levels are exceeded, works should be ceased temporarily, and the causation assessed to ensure existing or additional controls can prevent reoccurrence. All exceedances will be recorded on the monitoring log.

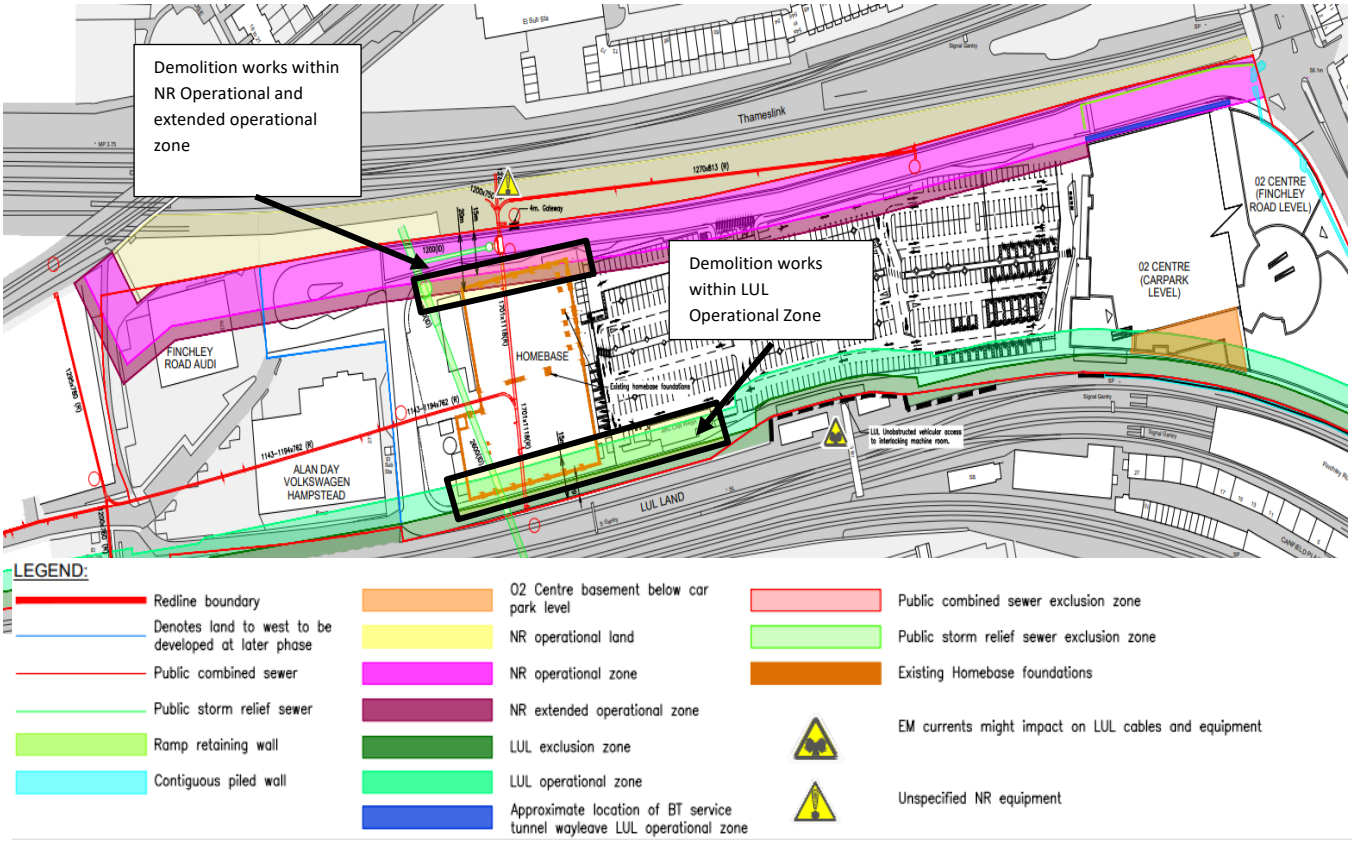
Wherever possible and practical, sources of noise and vibration will be mitigated at source i.e. careful placement of machinery, low noise and vibration models, enclosures that reduce transmission potential, avoiding dropping of materials etc. in addition to only undertaking works within agreed working hours stated in this plan and under planning permission. Fixed generators for example in the welfare area potentially required to run outside of agreed hours for security purposes, will be super silenced models and housed in an acoustic enclosure. Generators will be a minimum of 10 meters from the site boundary wherever practical. If it is practical to utilise a diesel/battery hybrid generator (practicality based upon power consumption to feed security requirements) this will be deployed.

3.19 Adjacent Land Use

Located in West Hampstead within the London Borough of Camden (LBC), the site runs between Finchley Road (A41) to the east with Billy Fury Way and a narrow section reaching West End Lane to the west. Blackburn Road forms its northern edge from Finchley Road to about halfway along its length, before culminating in a turning circle. Another spur of Blackburn Road, which does not connect to the first, runs into the Site from West End Lane.

Just beyond the northern boundary is the Thameslink Brighton Bedford rail line. The London Underground Jubilee and Metropolitan lines run above ground along the southern edge. Vehicular access to the car park and Homebase is from Finchley Road along Blackburn Road. Most pedestrians enter the site through the O2 Centre on Finchley Road, and there is an uninviting pedestrian and cycle route across the Site's southern half accessed from West End Lane and Blackburn Road West.

HOLD POINT: Prior to demolition works commencing a method statement is to be issued to LUL and Network Rail for approval due to a section of the works falling withing NR's Operational/ Extended Operation Zone and LUL's Operational Zone. Refer to site constraints drawing below which highlights these zones.



The centre of the Homebase store lies at grid reference TQ258847. The image below highlights the key receptors bordering the site

There is also a car park adjacent to the site that is to remain operational throughout, a minimum of 500 spaces are to be maintained all times with an aspiration to maintain 520.