

# **CONSTRUCTION DESIGN MANAGEMENT REGULATIONS 2015**

## **ENVIRONMENTAL CONSTRUCTION & LOGISTICS MANAGEMENT PLAN**

Gondar Gardens,  
Site RO 12 Sarre Road,  
London,  
NW2 3SL

Prepared By: Superior Safety Ltd

E-mail: [info@superiorafety.co.uk](mailto:info@superiorafety.co.uk)

Telephone: 020 3086 8287

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<b>Project Name:</b>		Gondar Gardens, Site RO 12 Sarre Road
<b>Project Address:</b>		Gondar Gardens, Site RO 12 Sarre Road, London, NW2 3SL
<b>Project Dates:</b>		Subject to planning. End of November 2024 for 6 months in duration
<b>Map of Contract Area</b>		
<b>Distribution:</b>	Principal Designer: UPP Architects + Town Planners Client: Ms Jones c/o UPP Architects + Town Planners Principal Contractor: TBC Site Manager: TBC (Details will be displayed on the main project information board outside the site)	
<b>Prepared By:</b>	Superior Safety Ltd	

Issue & Amendments			
Date	Rev	Details	Initials
31/07/2024	First Issue	Construction Management & Logistic Plan	Superior Safety Ltd

### Associated Documents

The following documents must be read in conjunction with this Environmental Construction Management Plan:

- Site Induction Form (Appendix 11.1)
- Fire & Emergency Plan (Will be Developed in Line with Site Compound TBA) (Appendix 11.2)
- Traffic management plan (Appendix 11.6)

### Monthly Review

Month	Date	Reviewed by: Name	Comments / Amendment
1			
2			
3			
4			
5			
6			

This plan will be reviewed at regular intervals (not exceeding four weeks) throughout the contract period and updated/revised if found necessary.

Update/revision made to the plan must be re-issued to those persons identified within the original distribution.

The extent of such revision may include the following:

- Changes in site supervision, subcontractors or site organisation
- Completion of further design development.
- Alteration of means of escape, increased fire load, etc.
- Unforeseen circumstances or variations.

## 1. Parties to contract

Role	Company Address	Contact	Tel / Mob	Email
<b>Client</b>	Ms Jones c/o UPP Architects + Town Planners			
<b>Architect</b>	UPP Architects + Town Planners Atrium The Stables Market Chalk Farm Road London, NW1 8AH	Emily Benedek	020 8202 9996	info@weareupp.co.uk
<b>Project Manager</b>	TBC			
<b>Structural Engineer</b>	TBC			
<b>Principal Contractor</b>	TBC			
<b>Principal Designer</b>	UPP Architects + Town Planners Atrium The Stables Market Chalk Farm Road London, NW1 8AH	Emily Benedek	020 8202 9996	info@weareupp.co.uk
<b>Health &amp; Safety Consultant</b>	TBC			

# Roles and responsibilities

## 1.1 Construction Manager

The Construction Manager is accountable for fulfilling the following responsibilities in relation to health and safety:

- ❖ Develop and Implement the Company's policy and to appreciate the responsibility afforded as Principal Contractor.
- ❖ See that tenders are adequate to cover sound methods of working and reasonable welfare facilities.
- ❖ Determine at the planning stage:
  - The most appropriate order and method of working.
  - Allocation of responsibilities with Sub-contractors and others.
  - Hazards which might arise from overhead or underground services and other situations which might lead to unnecessary improvisations on site.
  - Facilities for welfare and sanitation.
  - Adequate fire prevention and fire-fighting measures.
  - Afford adequate mobilization periods to all sub-contractors and suppliers in preparing and planning their work activities.
- ❖ Ensure that suitably developed and detailed method statements and risk assessments are prepared for each task.
- ❖ Ensure that suitable and sufficient risk assessments are developed and prepared to identify potential hazards at each stage and indicate precautions to be adopted.
- ❖ Ensure adequate co-ordination measures are provided to manage the interface, and access requirements of all sub-contractors.
- ❖ Ensure that work, once started, is carried out as planned and that the provisions of CDM Regulations and all relevant health, safety and Environmental legislation are observed on site.
- ❖ Set a personal example on site visits by wearing appropriate protective clothing.
- ❖ Reprimand any member of the Company failing to discharge satisfactorily the responsibilities allocated to them.
- ❖ Give all Trades Foremen and Gangers instructions on their responsibilities for correct working methods, see that they do not require, or permit operatives (particularly apprentices and trainees) to take unnecessary risks.



- ❖ Discipline those who fail to consider their own well-being and that of other operatives.
- ❖ Arrange delivery and safe storage of materials to avoid risks by double handling, position plant effectively, ensure that the electricity supply is installed and maintained without endangering men and equipment.
- ❖ Plan and maintain a tidy site.
- ❖ Implement arrangements with Sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.
- ❖ Check that all machinery and plant, including power and hand tools, are maintained in good condition.
- ❖ Ensure that all hazardous materials are properly marked to enable adequate precautions to be taken.
- ❖ Make sure that suitable protective equipment is available to protect employees from foreseeable risk to their health and safety and to ensure that it is used.
- ❖ Ensure that arrangements are made for first day site induction together with the knowledge of the Site Rules and Regulations.
- ❖ Ensure that their First Aid Certificates are up to date and all items of First Aid equipment as required by the Health & Safety (First Aid) Regulations 1981, is available and their location known to employees. Emergency telephone numbers are to be clearly displayed.
- ❖ See that proper care is taken of casualties and knowledge where to obtain medical help and ambulance service in the event of a serious injury (nominate others to act in an emergency).
- ❖ Accompany H.M. Inspector and Safety Advisor on site visits and act on any recommendations given.
- ❖ Report all accidents, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- ❖ Co-operate with the Safety Advisor, act on any recommendation given.
- ❖ Liaise with the Fire Brigade on fire prevention; ensure that firefighting equipment is available and that escape routes are clearly identified.

- ❖ Hold site meetings at regular intervals to discuss and implement safety procedures, examine accident records and causes to consider improvements in safe working arrangements.

## **1.2 Safety Advisor**

The Safety Advisor is independent and shall act professionally at all times in the discharging of his duties in relation to health and safety which shall include:

Advise management on:

- ❖ Preventing injury to personnel and damage to plant.
- ❖ Prevent hazards arising leading to occupational ill health.
- ❖ Further improvements in existing sound working methods.
- ❖ Legal requirements affecting safety, health and welfare.
- ❖ Provision and use of protective clothing and equipment.
- ❖ Suitability, from a safety viewpoint, of new and hired plant and equipment and validity of all appropriate test certificates.
- ❖ Methods of safe working arising from new developments.
- ❖ Changes in legislation.
- ❖ Undertaking of site monitoring, in association with the Construction Manager to see that only safe and healthy methods of working are in operation and that all regulations are being observed.
- ❖ Co-ordinate the investigation of accidents, dangerous occurrences or near-misses and implement any necessary improvement actions.
- ❖ Supervise the recording and analysis of information on injuries, ill health, damage and production loss, assess accident trends and review overall safety performances.
- ❖ Liaise with the Health & Safety Executive, Fire Authorities, Environmental Authorities, Safety Group and the Employment Medical Advisory Service.
- ❖ Participate in site management/operative discussions on injury, health and welfare, damage and wastage control.

- ❖ Keep up to date with recommended codes of practice, new safety and health literature and circulate information applicable to each level of employee.
- ❖ Create an understanding within the Company that injury prevention, occupations hygiene and damage control are an integral part of business and occupational efficiency.

### **1.3 All Employees & Sub-Contractors**

This Policy cannot operate without full co-operation from all employees and sub-contractors and places a high priority on good health and accident prevention. Managers, Supervisors, Employees and Sub-Contractors must work together to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employees sub-contractors, visitors and members of the general public.

All employees and sub-contractors are therefore required to undertake their work and generally behave in a sensible, careful and considerate fashion, and, in particular, they are required to:-

- ❖ Read the “Health & Safety Policy” and carry out your work in accordance with its requirements.
- ❖ Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove hazards yourself.
- ❖ Do not use any plant or equipment that you have not been trained to use, or for work that it is not intended.
- ❖ Visually inspect portable equipment and leads before use, ensure they are tested and ensure that the necessary guards are fitted, controls are functioning properly and that they are correct for the job.
- ❖ Report all known hazards and suspected unsafe conditions that do not appear to be under control to the supervisor/manager, in order that suitable and timely corrective action can be taken. (This includes damaged tools and equipment, items needing maintenance and unserviceable personal protective equipment).
- ❖ Report to your Manager any injury to yourself which results from an accident at work, even if the injury does not stop you working. Report also any incident which could have resulted in injury or damage.
- ❖ Report to your Manager any damage which results from an accident at work.
- ❖ Abide by any “Codes of Practice”, Site Rules and Regulations and the requirements of the staff handbooks, issued for your Health & Safety

- ❖ Help the Company take special care of new and young workers and other susceptible persons.
- ❖ If your health is having an adverse effect on your work or your relations with others around you, or is in any other way a reasonable cause for management concern, the Company may require you to undergo a medical examination.

#### **1.4 Method Statements, Risk Assessment, COSHH Reports & Hazard Identification.**

It shall be a fundamental principle of the Project control arrangements that work activities and hazards are controlled, the principle arrangement will be the production of method statements and risk assessments.

- ❖ Establish a safe method for performing every task, and provide or procure from others the correct plant, equipment and materials suitable for that task.
- ❖ Monitor the working methods to ensure that they are achieving their objectives.
- ❖ Endeavour by good planning, to identify known hazards to safety and avoid creating any new hazards through carelessness, lack of thought or knowledge, or failure to appreciate its responsibility for adopting safe working practices.
- ❖ Establish routine procedures for identifying and discussing safety matters both prior to and during each project, thereby anticipating hazards and agreeing actions to overcome them.
- ❖ Make every effort to determine the exact positions and routes of all known services and utilities, both private and those belonging to Statutory Undertakers, and ensure that they have been identified, isolated, re-routed or protected, as necessary.
- ❖ Prepare logic plan(s) to describe how the works will be resourced and performed within the anticipated construction period and (where necessary) prepare method statements, risk assessments and safety plans to describe the safe performance of those works.

## **2. Scope of Works**

### **2.1 Project Description**

The work to which this document relates is for the construction of a two-storey single family dwelling house in the rear garden fronting Gondar Gardens.

There will be associated rear garden / amenity space, refuse and cycle storage.

### **2.2 Occupied or Vacant**

The site will not be occupied.

### **2.3 Site Clearance**

There will be no requirement to clear the site prior to the project starting.

### **2.4 Construction Methodology**

#### **Site establishment and welfare facilities**

The site has space which will be used for site offices, meeting room and welfare facilities, changing room, mess room and toilets for the workforce. These facilities will be downsized and relocated in the later stages of the works as and when the construction programme dictates.

#### **New construction generally**

The construction will involve excavations of the foundation footings, followed by the construction of retaining walls. The foundation walls and floors will be followed by the external walls, floors, and Roof. The roof will be boarded and insulated and made weatherproof as per specifications.

External scaffolding will be erected early in the programme to allow the construction works to be efficiently carried out. Upon completion the scaffolding will be struck and cleared, leaving the ground floor level for the final installation of windows and entrance doors for the final completion.

#### **Superstructure and Envelope**

The structure is formed of traditional brickwork and blockwork loadbearing walls from ground, first up to the roof level with timber joists floors and floorboards. The masonry will be constructed in 1.5m lifts with the external scaffolding erected progressively to suit the progress, the external elevations are clad with a face brick and windows installed at each floor level. The main roof is covered with roof tiles.

#### **Fitout Works**

The first fix for the fit out can commence as soon as the temporary weathering has been completed, which will allow the interior fit-out together with mechanical, electrical and plumbing systems will commence.

Work shall progress from the lowest floor upwards. Temporary lighting and power systems will be installed at each floor to serve these operations.

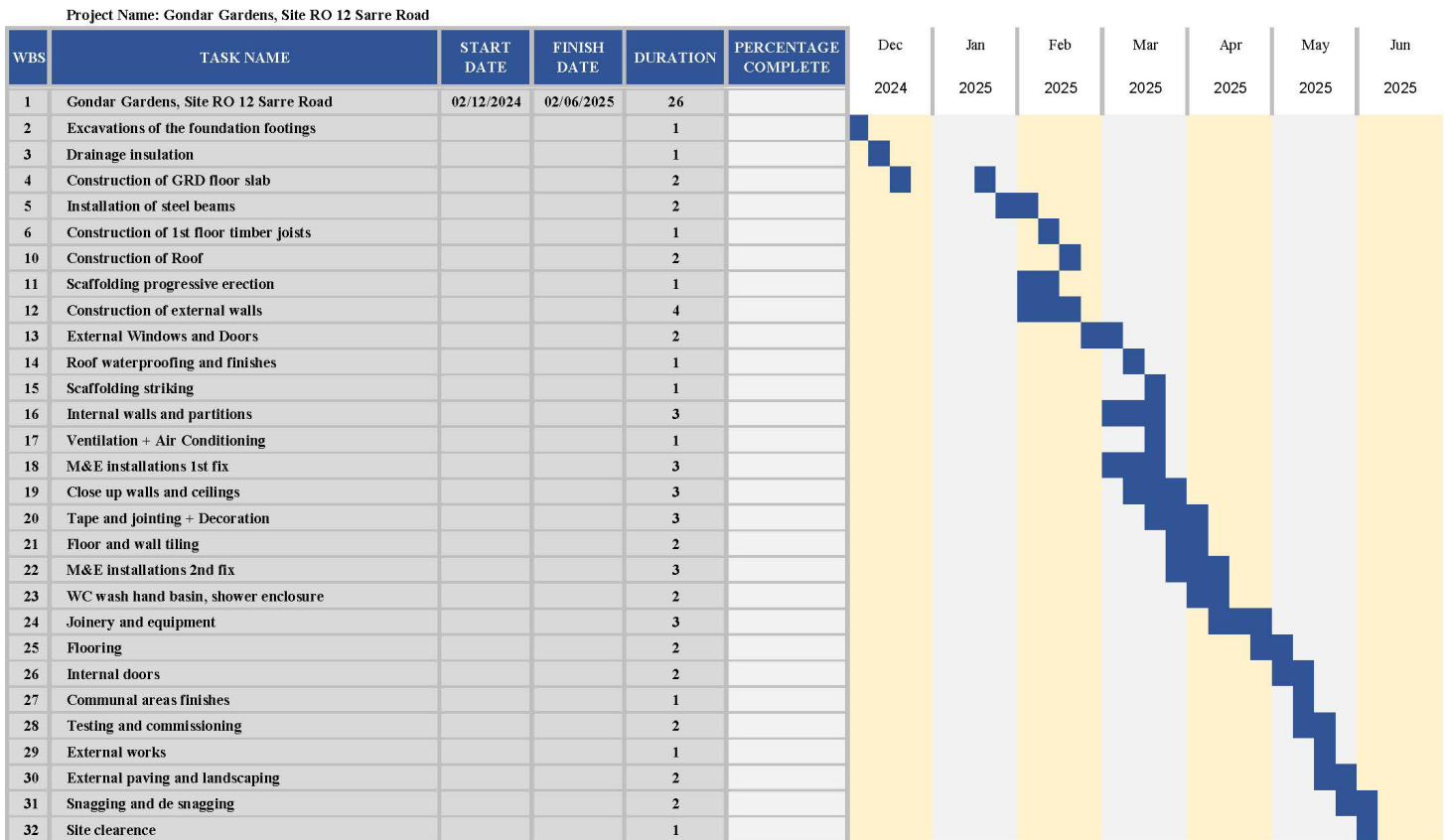
### Internal Finishings

The key to the internal fitting out construction sequence will be maintaining trade continuity, this is best achieved by waiting for all the areas of the upper floors to be available for 1st fix services installation, once the envelope is substantially watertight the dry trades of plasterboard partitions and drylining to walls and ceilings will commence without any risk for water damage. The house will progress through to the 2nd fix stage with joinery, kitchen and bathrooms being installed and completed with decorations and flooring. The corridors and stairs will be the last areas to be completed, ready for snagging, de-snagging and handover.

### External Works and Landscaping

It is anticipated that once the structure and building envelopes have been completed that works on completing the external areas surrounding the building will commence.

## 2.5 Construction Programme



## **3.0 Existing Environment**

### **3.1 Adjacent land uses**

The surrounding area comprises of residential properties. The buildings in the area are predominantly two to three storey in height.

### **3.2 Existing Drawings**

Existing drawings are attached.

### **3.3 Existing Services**

There are currently existing services within the premise of 12 Sarre Road.

### **3.4 Existing Traffic Systems**

Access to the site will be via Gondar Gardens.

### **3.5 Overlap with Clients Use of Site**

There will be no overlap with the Client's undertakings.

### **3.6 Existing Structures**

There is no existing structure.

### **3.7 Local Issues**

All deliveries to site will avoid peak traffic times, including school drop-off and pick-up times.

The delivery hours will be Monday-Friday, 10:00-15:00.

As required by the Party Wall Act 1996, notice will be given to relevant adjoining property owners of any intended works on a shared wall, on a boundary or if excavations are to be carried out near a neighbouring building.

A number of external bodies will need to be consulted during the project and these are as follows:

- ❖ Utility companies
- ❖ Local Residents and businesses in the immediate site area
- ❖ Local Council Highways Department
- ❖ Local Planning Department
- ❖ Building Control or Approved Inspectors

Any particularly sensitive works or issues should be dealt with in a professional and accountable manner, with the public and local community kept informed always. Details of the work activities being undertaken will be posted on the site noticeboard. It will highlight the key personnel on site, including their contact details so that residents and members of the public can raise any concerns they have with site safety and works practice.

Community liaison will be via Raffy Watson, UPP Architects + Town Planners, Tel. 020 8202 9996 Email. [raffy@weareupp.co.uk](mailto:raffy@weareupp.co.uk). Name and contact details will be displayed on the site's fencing along with relevant site health and safety notices.

Additionally, the site will maintain a log book in order to record any complaints. Complaints will be investigated and responded to within 21 days, if necessary, in liaison with the Councils Environmental Protection Team. The complainant must be notified of any remedial action taken.

Before work commences, letters will be sent to neighbouring properties informing them of what will be happening and giving them the contact's name and telephone number. This will include a 24-hour emergency hotline. Full and regular communications with affected neighbours regarding site activity, deliveries and traffic should be on-going throughout the duration of the build.



## 4.0 Site Specific Items

### 4.1 Site Compound

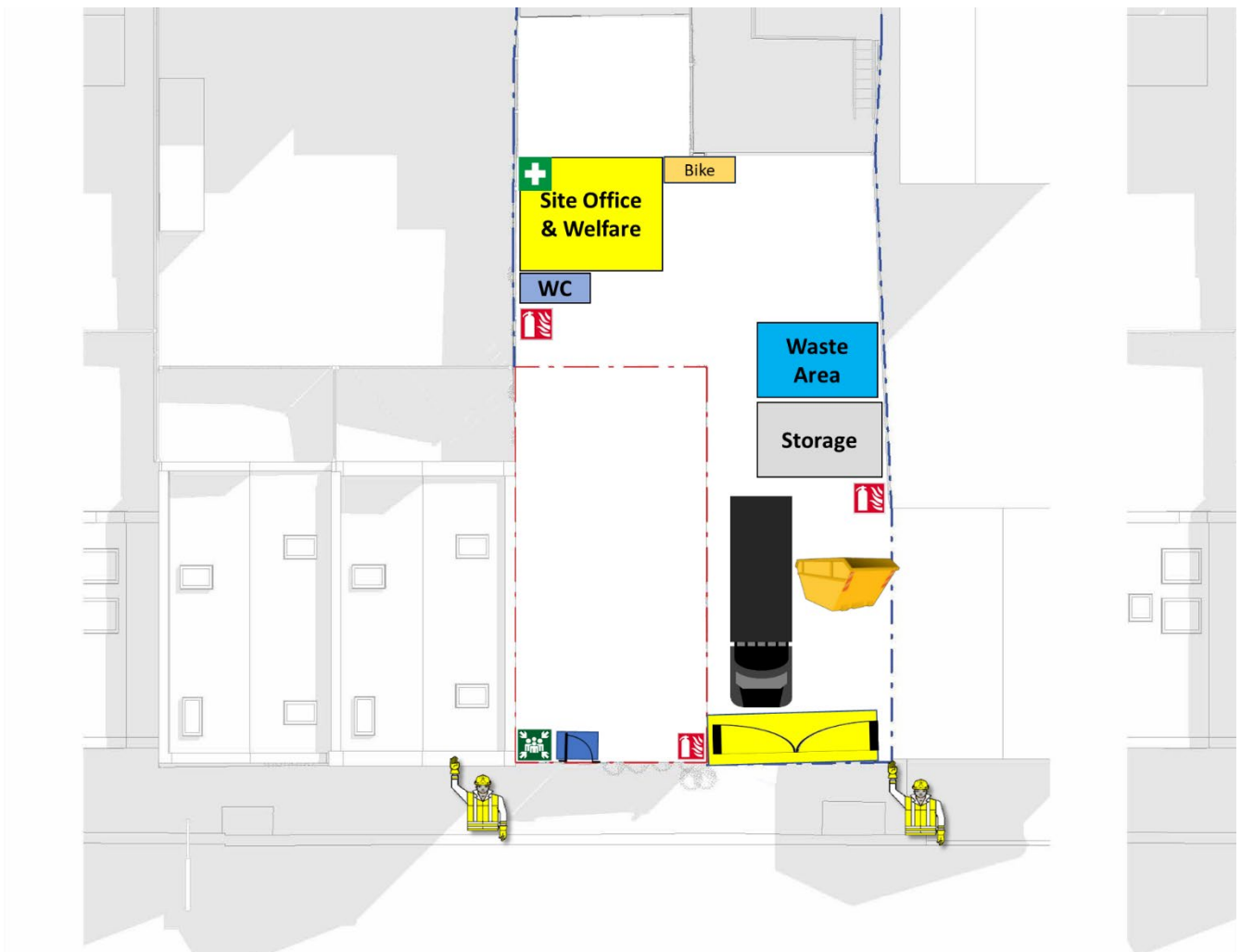
It is intended to use an area at the rear of the site for an office, welfare facilities and WC located within.

The main contractor will ensure that the facilities are maintained in good condition and that waste is not allowed to accumulate unnecessarily throughout the duration of the contract.

There will be an area allocated within the site for storage of waste prior to removal each day.

The rear garden of 12 Sarre Road accessed via Gondar Gardens, has been made available for the duration of the project for loading and unloading of goods/materials and the removal of waste. There will be no use of the highway for storage of materials or equipment, site accommodation or welfare facilities.

All vehicles will be directed into position for loading and unloading with the aid of a vehicle banksman.



## **4.2 Welfare Facilities**

We recognise the CDM Requirements to provide adequate welfare prior to work commencing, and in addition that any such welfare facilities shall generally be compliant with the requirements of schedule 2 of the CDM Regulations 2015.

The Principal Contractor shall ensure that the facilities are maintained in good condition and that waste is not allowed to accumulate unnecessarily throughout the duration of the contract.

## **4.3 Access & Egress**

Access and egress to the site will be via Gondar Gardens.

Arrangements will be in place to allow for emergency evacuation.

## **4.4 Fencing & Security**

The site will be made secure to protect the public using appropriate hoarding. This will be designed to shield the site from the view of the public and prevent unauthorised access, theft, destruction and/or vandalism. However, the main point of the hoarding is to protect the public.

Warning signs shall be placed around the construction areas to identify the construction site.

The hoarding will have clear contact details that outlines, the designated on-site person's name and telephone number and also an out of hours designated person's name and telephone number.

Out of hours telephone numbers will also be provided to local premises occupiers for use in an emergency.

Consideration of CCTV being installed externally to cover entrances.

Retained trees are to be protected using appropriate barriers to be installed and maintained for the duration of the construction.

## **4.5 Protection to Members of the Public & Third Parties**

The site will be made secure to protect the public using appropriate hoarding of a minimum height of 2.4 metres (7.8 feet).

If the site is deemed to be where children may attempt to gain access, a higher fence of 3m may be appropriate.

Warning signs shall be located at any access point, external or internal to the construction areas, and shall clearly identify that the construction area is prohibited to any un-authorised persons.

## **4.6 Special Needs**

Electrical supply shall be required to be provided for the site welfare and for electrical supplies for power tools, and lighting.

Any temporary electrical supplies for construction shall comply with BS:7375 Code of practice for the distribution of electricity on construction sites.

The CDM Principal Designer will provide information on the requirements to be met for the provision of temporary electrical supplies to Construction sites. The Principal Contractor shall engage a competent electrical contractor to provide and install a temporary electrical supply for the purposes of the project as appropriate.

## **4.7 Demolition**

There will be no requirement for demolition.

A mobile crusher will not be required on site for the demolition works.

## **4.8 Waste**

Waste, from food, tea bags, and wrappings, etc...., shall be disposed of progressively. Sufficient waste receptacles shall be provided, and waste disposed of according to local authority waste collection and recycling requirements for the area.

Initially for the ground works waste will be removed directly from the waste area / temporary storage area within the compound by grab lorries and following the ground works, the waste will be removed by skips.

All construction waste shall be classed as controlled waste and disposed of in accordance with the requirements of the regulations.

Construction waste to be removed by a licensed haulage company and consignment notes collected by the site manager

## **4.9 Dust**

The Principal Contractor is to ensure that the creation of any dust will be always contained to within the curtilage of the development site so far as reasonably practicable. All construction works shall be carried out in compliance with "Control of Dust and Emissions During Construction and Demolition" (the Mayor of London, SPG 2014) to avoid air pollution and dust nuisance.

To ensure significant amounts of dust will not be generated due to works being undertaken, task specific risk assessments will be carried out to determine appropriate control methods as and where required.

Water suppression kits will be used to minimise dust levels these may include dust suppression water sprays, water misting cannons, water bowser etc.

Dust extraction kits will be used on equipment i.e. sock filtered air movement fans, industrial vacuums etc.

During the works or wet weather, the site manager will ensure that all vehicles leaving site will be inspected and if required, the wheels and undercarriage of all construction vehicles exiting the site should be thoroughly cleaned to prevent dirt and debris being deposited on the local highway. In addition to the on-site wheel washing, the contractor will arrange for a mechanised road sweeper to attend the site within 3 hours of calling if required.

During the hot month's dust may be generated by traffic movement, this will be controlled by damping down and speed restrictions.

All highways will be kept clean and tidy at all times and if applicable the contractor will arrange for a mechanised road sweeper to attend the site within 3 hours of calling if required.

Suitable PPE will be worn by operatives when carrying out activities creating dusts. This will include the wearing of suitable dust masks when necessary (copies of face fit testing records will be kept in site file)

The following measures will be used to control the risk.

### **Prevention**

Before work starts, looking at ways of stopping or reducing the amount of dust.

The use of different materials, less powerful tools or other work methods. For example

- the right size of building materials so less cutting or preparation is needed
- silica-free abrasives to reduce the risks when blasting
- a less powerful tool – eg a block splitter instead of a cut-off saw
- a different method of work altogether – eg a direct fastening system.

### **Suppression**

The following will be implemented to prevent dust getting into the air.

- Water – water damps down dust clouds.
- On-tool extraction – removes dust as it is being produced.

### **Containment**

Where water or on-tool extraction may not be appropriate, respiratory protection (RPE) will

be provided that is,

- adequate for the amount and type of dust
- suitable for the work
- compatible with other items of protective equipment
- fits the user. Face fit testing will be undertaken

### **Other controls**

Depending upon the work being undertaken, the following controls may be necessary

- limiting the number of people near the work
- rotating those doing the task
- enclosing the work to stop dust escaping by using sheeting or temporary screens
- general mechanical ventilation to remove dusty air from the work area
- selecting work clothes that do not keep hold of the dust.
- loads delivered to or collected from the site will be covered where appropriate.
- road vehicles will be requested to comply with set emission standards.
- Skips, chutes and conveyors will be completely and securely covered.
- the air quality within the site will be continually monitored.

All persons will be informed of the following:

- about dust risks and how this can harm their health
- how to use the dust controls and check that they are working
- how to maintain and clean equipment
- how to use and look after RPE and other personal protective equipment (PPE)
- what to do if something goes wrong.

### **Review (the controls)**

Control measures will be monitored by the Site Supervisor or Manager to ensure

- use of the controls provided
- follow the correct work method
- attend any health surveillance where it is required.

## **4.10 Noise**

Noise from a building site is covered by BS5228: 'Noise Control on Construction and Open Sites', and relevant European Union Directives.

All construction work on site will thus meet the British Standard BS 5228 and at all times we will

do all we can to reduce noise and vibration

The Client will appoint a Safety, Health and Environment Adviser who is trained and experienced in the use of noise monitoring equipment. He retains his own noise monitoring equipment and will carry out monitoring checks during the course of the construction, to ensure noise levels adjacent to the works are within specified limits.

Should the noise measurement be identified as being above 60 decibels outside of the site boundary all work will cease until the relevant measures have been put in place to reduce the levels.

We understand the limitations of noisy works within a residential environment and will ensure all subcontractors are aware of the site restrictions on noisy work as detailed within subcontract orders and the site rules. We will identify any noisy activity, its location, the duration and any applicable control measures necessary to mitigate its effect.

The Client is sensitive to the requirements of working alongside existing occupied premises and recognises the importance of working closely with the nearby residents to ensure that they are informed in advance of any noisy or disruptive activities that may be undertaken and to allow time for the implementation of reasonable mitigation measures that may be required, for example, when tasks creating noise are being undertaken, near neighbours will be politely requested to keep windows closed to help reduce noise nuisance

The Principal Contractor is to ensure that noise levels from the site are kept to a reasonable level and does not create a nuisance to neighbours and the local community.

To ensure high levels of noise will not be generated due to works being undertaken, task specific risk assessments will be carried out to determine appropriate control methods as and where required.

The following control measures are to be implemented as standard,

- The Principal Contractor will take reasonable steps to minimise noise disruption to neighbours and the local community.
- Where it is necessary, noisy activities will be identified in advance and notice given to neighbours and the local community.
- Operatives working in noisy areas will be monitored to ensure they are wearing the necessary protective equipment and that they are not exceeding their permitted exposure periods.
- Electrically operated plant will be used where practical.
- All plant used on the site is to be effectively silenced.
- No externally audible radios or other audio equipment will be allowed on site.

#### **4.11 Traffic Layouts & Emergency Routes**

The normal traffic and emergency access routes within the secure site is defined by existing road access.

#### **4.12 Movement of Plant**

The movement of waste vehicles and vehicle deliveries shall be controlled by the use of a vehicle banksmen at all times.

Bollards and warning signs will be placed around delivery vehicles whilst loading or unloading in order to protect the general public.

All plant equipment will be adequately stored and secured when not in use in an appropriate location.

It is confirmed that All Non Road Mobile Machinery (NRMM) of net power of 37kW and up to and including 560kW used during the course of any demolition, site preparation and construction phases shall not exceed the emission standards set out in the Mayor of London's 'Control of Dust and Emissions During Construction and Demolition' Supplementary Planning Guidance 2014. Unless it complies with the above standards, no NRMM shall be on site, at any time, The appointed Principal Contractor shall also keep an up to date list of all NRMM, if these will be required during the demolition, site preparation and construction phases of the development on the online register at <https://nrmm.london/>.

#### **4.13 Access Equipment**

Scaffolds, erected by competent persons, may be used throughout the project.

All scaffolds and working platforms shall comply with the requirements of the relevant schedules of the Construction Design and Management regulations.

All work equipment shall be subject to the provisions of BS:5975 Temporary works. The Principal Contractor shall act as the Temporary Works Co-coordinator.

Ladders and steps shall be limited in use to short duration and light duty activities. In all cases the selection of steps and ladders shall be made having first undertaken a risk assessment to establish safest means of access.

#### **4.14 Needles & Sharps**

Not anticipated at this site, however vigilance shall be maintained throughout.

#### **4.15 Disease & Infestation**

Not anticipated at this site, however vigilance shall be maintained throughout

#### **4.16 Confined Spaces**

There will be confined space work associated with the project.

#### **4.17 Hot Works**

In the event that hot work such as the use of bitumen for the roof, welding, or the use of an angle grinder are required, such work shall be subject to an initial risk assessment, the Principal Contractor shall require that a suitable fire extinguisher is provided and that in some circumstances a hot work permit is issued by him.

#### **4.18 Work at Height**

All work at height activities shall be carried in line with the requirements of the work at height Regulations 2005, work at height activities shall be properly planned and organized. Access equipment shall be selected through the process of risk assessment.

The site manager shall be responsible for ensuring that all work equipment is subject to a check prior to use to ensure that it is fit for purpose, any person operating or using access equipment shall be suitably trained and competent in its use.

Tower scaffold shall only be erected by persons who have been trained, a record of all training records shall be retained on site by the Construction site manager

#### **4.19 Smoking or Ignition Source Restrictions**

No smoking is permitted. Flammable substances shall be stored in external secure containers in well ventilated areas and such areas shall be identified as non-smoking areas.

#### **4.20 Unstable Structures**

The site contains no unstable structures.

#### **4.21 Vibration**

Where practicable and appropriate, the following measures to minimise the noise and vibration levels associated with the demolition and construction should be implemented:

- Employing only modern, quiet, and well-maintained equipment (all equipment must comply with the EC Directives and UK Regulations set out in BS 5228-1:2009+A1:2014).
- Using low impact techniques, such as bored or hydraulically jacked piling rigs.
- Careful planning of the sequence of work to minimise the transfer of noise/vibration to neighbours.
- Using fully silenced modern piling rigs with careful operation of the rig so there is no reversing of the Kelly/auger bars.
- Careful handling of materials and waste.
- Taking steps to isolate the works from sensitive neighbours, to minimise the transfer of vibration and structure borne noise.
- Erection of acoustic screen or enclosures where necessary.
- Specified working hours and an acceptable range of measures will be considered



- during the detailed design stage of the development
- Plant will be effectively sound attenuated by means of silencers, mufflers, acoustic linings, shields, acoustic sheds, or screens
- Plant will be regularly serviced and maintained
- Operation of plant will be carried out in such a way that noise is minimised e.g., plant will be throttled down or switched off when not in use.

#### **4.22 Significant Design Assumptions, Suggested Work Methods, Sequences etc....**

Designers shall be required to comply with regulation 12 of the Construction (Design and management) Regulations 2015, and give due consideration in their design decisions to health, safety and wellbeing to persons involved in the construction of the structure, and subsequently to the health, safety and welfare of those persons who will use the structure for its designed intention and purpose, and the health, safety and welfare of those persons who shall be responsible for the maintenance of the structure.

Residual hazards shall be provided by the Designer to the Principal Contractor such that these can be considered and suitable measures taken to prevent injury.

The project appointed Principal Designer shall be responsible for ensuring that designers give due consideration to design decisions affecting health and safety during construction, functional use and maintenance.

#### **4.23 Wheel Washing of vehicles**

If required, the wheels and undercarriage of all construction vehicles exiting the site should be thoroughly cleaned to prevent dirt and debris being deposited on the local highway.

In addition to the on-site wheel washing, the contractor will arrange for a mechanised road sweeper to attend the site within 3 hours of calling if required.

#### **4.24 Sediment and Pollution**

It is not anticipated that there will be any sediment or pollution issues.

##### **Protection measures to watercourses.**

No materials will be stored within 10m of any watercourse.

Washing out of mixers or washing down of vehicles or plant will not be permitted within 10m of any watercourse.

Any materials likely to cause pollution will be delivered straight to the site compound which in itself will be sited a minimum of 10m from any watercourse. Any hazardous materials will be in a bunded enclosure.

#### **4.25 Ecology**

If at any time following the start of works, a bat roost or evidence of a bat roost is observed, all work would need to cease until a suitably qualified licensed bat ecologist had been consulted and advice sought on how best to proceed legally.

Where a bat roost is identified, destruction of the roost would usually need to be covered by a European Protected Species (EPS) Licence obtained from Natural England. The planning authority would need to have sight of any mitigation strategy developed for a licence application in order to address their obligations under The Habitats and Species Conservation Regulations 2017 (as amended). If demolition is delayed for more than one-year after the date of the bat survey (April 2021), repeat bat surveys should be undertaken.

#### **4.26 Photographic Condition Survey**

A photographic condition survey of the public roads, footways, and verges adjacent to the site will be carried out prior to starting on-site. The scope and area of the photographic condition survey will be agreed with the local authority prior to carrying out the independent survey and the survey and photos will be sent to the local authority prior to starting on-site.

## **5.0 Management of Health and Safety**

### **5.1 Site Documentation**

The site team maintains the following documentation:

- ❖ Health & Safety Policy
- ❖ Construction Phase Plan
- ❖ Copy of Notification to the HSE
- ❖ Risk Assessments and Method Statements
- ❖ Fire & Emergency Procedures
- ❖ COSHH Assessments
- ❖ Health & Safety Inspection Reports
- ❖ Site Induction – Information & Rules
- ❖ Site Personnel Details
- ❖ Site Training Records
- ❖ Information for Health & Safety Files

### **5.2 Training**

Training records shall be required to be provided by sub-contractors and the Principal Contractor and the site manager shall retain these on sites.

### **5.3 Subcontractors & Other Parties Selection & Interaction**

Health and Safety is on the agenda for the regular periodic Subcontractor Co-ordination Meetings held on site.

Prior to start on site all Subcontractors will be made aware of the content of this Environmental Management Plan and will be issued subsequent amendments.

Subcontractors will be required to prepare risk assessments and method statements before work commences. This information will be included within the site-specific induction carried out by the Site Manager and will include details of any significant interfaces with other subcontractors.

Representatives of each subcontractor will also be invited to the Monthly Health and Safety Meeting.

Communication and Liaison between parties will take place throughout the course of the project. Specific issues will be brought to monthly progress and monthly design meetings as items on the meeting agenda.

All sub-contractors are selected and approved via the Principal Contractor's supplier vetting and assessment procedures.

#### **5.4 Views of Operatives Regarding Health and Safety**

The Principal Contractor operates the following methods to consult with operatives and obtain their views on Health and Safety:

- ❖ Health & Safety Team Meetings
- ❖ Toolbox talks and inductions
- ❖ Open Door Policy.

The Principal Contractor has also appointed a Site Health, Safety Advisor who can also act as a focus for the exchange of views between operatives and the Management Team.

#### **5.5 H&S Objectives & Targets**

- ❖ 100% Induction of all personnel on arrival on site.
- ❖ All areas are to be clean and tidy at the end of each working day.
- ❖ All access and egress points to be unobstructed
- ❖ Zero accidents, incidents and near misses on site.
- ❖ Zero complaints In relation to Health, Safety and Welfare.
- ❖ Full regard is to be made to the Health, Safety and Welfare of the construction staff and that of any others that might be affected by the project, particularly residents and the public.

#### **5.6 Exchange of Information**

Suitable arrangements shall be made during the contract period for exchange of information between all parties. The Principal Contractor shall hold regular discussions with all sub-contractors to offer the opportunity for co-ordination and exchange of information between all sub-contractors.

#### **5.7 On-site training**

As and when necessary, the Principal Contractor shall arrange for any onsite training. Site inductions shall be provided on the first day of any new start contract

## **5.8 Temporary works**

In line with the requirements of BS:5975 the Principal Contractor shall give all due consideration to the control and co-ordination of any Temporary works. It is currently envisaged that this shall extend only to the erection of scaffold access equipment, site fencing, and excavations. A record of inspections shall be made and retained in the site file.

## **6.0 Risk Assessment**

A Site-Wide Risk Assessment will be made prior to the start of the contract and any method statements required would be identified. The assessment will be periodically reviewed by the Site Manager/ H&S advisor. A copy of the Site Wide Risk Assessment will be included in the Site Health & Safety File.

### **6.1 COSHH**

Any hazardous materials will be the subject of a COSHH Assessment. Details of the COSHH assessments will be included within the site induction briefing provided to all personnel before work commences.

In general, the materials to be used in this project are commonly used in construction and their use shall be strictly in accordance with the manufacturer's information and recommendations.

### **6.2 Asbestos Extent and Location of Existing Records and Plans**

A Refurbishment and Demolition (R & D) Asbestos Survey will be carried out to identify any asbestos or other similar contaminants prior to work starting. Liaison and updates on its status will be maintained with the local authority.

### **6.3 Mechanical Handling**

Equipment used for the mechanical handling of materials and equipment shall be selected to be suitable for the work and the environment, equipment with the capability to lift materials and equipment shall be subject to the Lifting operations and lifting equipment regulations and shall be provided with a current certificate of examination and test and a valid insurance certificate. The Principal Contractor shall ensure that copies of such certification are seen and recorded.

The use of any such equipment shall be under the control of a fully trained and competent person/ operator. Where necessary and as determined through risk assessment, a banks man shall be in attendance to control any vehicle movement. All mechanical handling equipment shall be visually inspected at the start of each day prior to being put into use.

### **6.4 Manual Handling**

Manual handling will be required for materials. Manual handling assessments for lifting of equipment and materials will be undertaken prior to work beginning. Mechanical measures will be used where practicable to avoid the need for manual handling.

## **7.0 Common Arrangements**

### **7.1 Health & Welfare**

Appropriate PPE is to be worn by all persons who work on the site, the minimum standard for PPE is a hard hat, safety shoes, note Riggers boots are not permitted when working with Concrete. High visibility clothing must be worn, and not be loose fitting.

In general PPE shall comply with the following standards:

- ❖ Safety Boots/Safety Wellingtons to BS 1870.
- ❖ Hard Hat to BS 5240 type 1 (helmets).
- ❖ Light Eye Protection to BSEN166.
- ❖ Overalls (fire retarding for burning and welding activities).
- ❖ Gloves to EN374.
- ❖ Goggles for cutting and grinding activities either concrete or steel to BSEN166.
- ❖ Ear Defenders to BS 5108 and BS 6344.

### **7.2 First Aid**

A qualified First Aider will be present on site

### **7.3 Inductions**

Prior to allowing any person to commence work on the development site, the Site Manager shall induct persons using, an appropriate Induction Pro-forma. (refer to Appendix 11.1)

### **7.4 Toolbox talks**

The Principal Contractor/site manager shall hold regular toolbox talks with those persons who are on the site. The toolbox talk shall be related to the control of a health and safety hazard.

### **7.5 Accidents / Dangerous Occurrences**

Sub-contractors and employees must inform the site manager of all accidents and enter them into the accident book.

If an accident or incident is reportable under the current RIDDOR Regulations, the Site Manager will notify the Health and Safety advisor who will report the incident to the HSE.

The Health and Safety Advisor will arrange for investigations to be carried out as necessary and inform the Principal Designer.

## **7.6 Fire & Emergency Procedures**

The Fire and emergency safety plan will be displayed in strategic positions on the site. All new starters will be made aware of the arrangements and routes as part of the site induction process.

In determining the fire management strategy for the site, a fire risk assessment shall be prepared by our Health & Safety Advisor.

## **7.7 Common Plant**

There will be no common plant requirement on this site.

## **7.8 UV Protection**

Persons engaged on the project will be required to wear protective clothing at all times and thereby minimise exposure to UV. The removal of shirts will not be permitted whilst working on site.



## **8.0 Arrangements for Monitoring Health & Safety Performance**

### **8.1 Health & Safety Inspections**

Daily and weekly health & safety inspections will be carried out by the Site Manager/Site supervisor.

Other safety inspections shall be carried out by the health and safety advisor. Such inspections will be recorded and maintained in the Site Health & Safety File.

Feedback from these reports is reviewed at the Monthly Site Health & Safety Meeting.

## **9.0 Modification and updating of the Environmental Construction Management Plan**

### **9.1 Review and Amendment**

This plan may require revision due to the following:

- ❖ Further Development of Plan. Some aspects may not have been fully developed at the time of the initial issue.
- ❖ Result of reviews by the Site Management Team following a review meeting.
- ❖ Periodic review by Health and Safety advisor.
- ❖ Modification to the design or scope of works.
- ❖ Information received from subcontractors.

Amendments, changes in methodology and work sequence must be notified and approved by the Employers Agent, Clients Representative, Principal Contractor, Health and Safety advisor and Principal Designer.

## 10.0 H&S File

The Principal Designer has stated the structure as follows:

- ❖ Full contact details of all sub-contractors used including work performed
- ❖ Full contact details of all suppliers used including materials supplied
- ❖ Record or “as-built” drawings and plans used and produced throughout the construction process, along with the design criteria and shall include, as a minimum: - a) A site plan(s) showing the actual position and route of all drainage and services b) Architectural, structural and specialist drawings and calculations for all structures
- ❖ General details of the construction methods and materials used: a) Details (specific and common) relating to the structure and materials showing method of construction, fixings, schedules of ironmongery, sanitary ware, finishes etc. b) Details relating to health and safety that may affect future structural alteration works c) Details relating to health and safety that may affect future demolition or dismantling works d) Details relating to health and safety that may affect cleaning and maintenance works e) COSHH Statements for materials that may affect health and safety in any of the above (items a – d)
- ❖ Detail of the structure’s equipment and maintenance facilities.
- ❖ Maintenance procedures and requirements for the structure.
- ❖ Manuals produced by Specialist Contractors and suppliers, which outline operation and maintenance and service procedures and schedules for all plant and equipment installed as part of the structure, including manufacturers and/or suppliers guarantees and warranties etc.
- ❖ The Designer and all contractors working on this project shall ensure that any information, including risk assessments and method statements and/or information supplied by manufacturers, suppliers etc. relating to the safe use, installation, commissioning, maintenance, cleaning, decommissioning, disposal, demolition etc. installed substances, materials, products or equipment at the building shall be communicated to the Principal Contractor who shall pass the information on to the Principal Designer for inclusion in the Health & Safety File.
- ❖ Where products, equipment and/or materials are required to have the CE mark affixed, the Client shall require a copy of either the certificate or the declaration of conformity and where appropriate the declaration of incorporation.
- ❖ In addition it has been identified that the client will provide each dwelling with an information pack consisting of information on the design of the dwelling and installed items, including electrical and gas test certificates.

## **11.0 Appendix**

- 11.1 Induction pro-forma
- 11.2 Fire and emergency procedures
- 11.3 Site rules
- 11.4 Safety audit pro-forma
- 11.5 Hot work permit
- 11.6 Traffic management plan
- 11.7 Site compound and welfare layout plan
- 11.8 Emergency telephone numbers

## 11.1 INDUCTION PROFORMA

Name of Employee / Contractor:

Induction delivered by:

Date:

<b><i>Induction Topic</i></b>	<b><i>Completed</i></b>
The Induction Process	
The Project	
Key Personnel	
Site Layout	
Safety Rules	
Project Risks	
Accident Causes and Reporting Procedures	
Health & Safety Targets	
Health & Safety Responsibilities	
Personal Protective Equipment (PPE)	
Welfare Facilities	
First Aid Facilities	
Fire & Emergency Procedures	
Other topics relevant the employee / contractor (listed below)	

**I confirm that I have received and understood the information provided in the H&S Induction Programme**

**Employee / Contractor Signature:**

**Date:**

## **11.2 FIRE/EMERGENCY PROCEDURES**

### **FIRE ACTION**

1. RAISE THE ALARM VERBALLY
2. SOUND ALARM / KLAXON LOCATED IN SITE OFFICE
3. ADVISE NEAREST MEMBER OF CONSTRUCTION STAFF / RESPONSIBLE PERSON. ENSURE THEY RAISE ALARM AND CONFIRM THAT THE SITE IS CLEAR OF ALL PERSONNEL
4. ENSURE FIRE BRIGADE IS ADVISED OF NATURE OF FIRE AND LOCATION.
5. USE FIRE EXTINGUISHERS LOCATED IN SITE OFFICE AREAS WITHIN THE EXISTING BUILDING, ONLY IF
  - (a) YOU ARE COMPETENT TO DO SO
  - (b) YOU HAVE SOMEONE ELSE WITH YOU
  - (c) THE CORRECT EXTINGUISHER IS AVAILABLE
  - (d) THE FIRE IS VERY MINOR
6. JOIN EVERYONE IN EVACUATING THE BUILDINGS TO THE ASSEMBLY POINT OUTSIDE THE BUILDING
7. RESPONSIBLE PERSON TO REPORT TO FIRE BRIGADE CONFIRMING THAT SITE IS CLEAR OF ALL PERSONNEL
8. DO NOT RE-ENTER SITE UNTIL YOU ARE ADVISED IT IS SAFE TO DO SO BY A FIRE BRIGADE OFFICER

## 11.3 SITE RULES

In order to ensure health and safety standards are consistent, and in order to achieve the stated health and safety goals and objectives. The following standard rules shall be adopted on the construction site;

- ❖ The site will be a safety hat & shoe site.
- ❖ No Burning of waste materials is to be permitted on site.
- ❖ The site is a no smoking site, other than in designated areas.
- ❖ No alcohol is to be consumed within the working day. Operatives who have consumed alcohol during working hours or who are incapacitated for work will be sent home and subject to disciplinary action.
- ❖ All operatives will wear appropriate personal protective equipment.
- ❖ Operatives are not permitted to reside on site.
- ❖ A banks man/guide is to be used whenever there are vehicular movements.
- ❖ Hot work is not permitted in the last hour of operation of the day. The contractor is to inspect site prior to vacating for the night
- ❖ The site is to be, maintained in a tidy condition.
- ❖ A visitor log is required to be maintained throughout the works
- ❖ Operatives are not permitted in areas where work is not being undertaken.
- ❖ The security and fire alarms are to be maintained throughout the works. All emergency escape routes are to be maintained where practicable throughout the works. Temporary alternatives are to be erected, where escape routes, are blocked by the works.
- ❖ No animals or children will be allowed on site.
- ❖ No cartridge firing tools to be used on site.
- ❖ No flammable gas cylinders are to be left on site overnight.
- ❖ Temporary scaffolds and stagings used to access work at height must be erected by a trained and competent person.
- ❖ All portable hand-held electrical appliances shall be 110 volts or less. All electrical appliances shall be PAT tested prior to use on site.
- ❖ All substances used on site must be provided in the first instance with a suitable COSHH assessment, supported by the product material safety data sheet.
- ❖ All lifting equipment must be provided with a current certificate of examination and test prior to being used
- ❖ No person shall commence work unless he/ she have been inducted or is under the guardianship of an inducted person.

- ❖ No person shall be permitted to operate machinery or equipment that they are not trained to do.
- ❖ Fixed scaffolds must be subject to statutory 7 day inspection. No person shall alter a scaffold.
- ❖ Working operations are to be limited on site to the hours 08.00am to 6.00pm, so as to reduce the disturbance of the adjacent properties
- ❖ The security and fire alarms are to be maintained throughout the works. All emergency escape routes are to be maintained where practicable throughout the works. Temporary alternatives are to be erected, where escape routes, are blocked by the works.



## 11.4 SAFETY AUDIT PROFORMA

### SITE SAFE AND UNSAFE ACT AUDIT REPORT

DATE:

AUDIT TEAM.

SCORING SYSTEM FOR UNSAFE ACTS / CONDITIONS

LOW RISK, 1 POINT, MEDIUM RISK, 2 POINTS, HIGH RISK, 3 POINTS.

WORK ACTIVITIES AUDITED

--

### 2. COMMENTS ON SAFE AND UNSAFE ACTS/CONDITIONS.

<b>SAFE ACTS/CONDITIONS.</b>
------------------------------

### 3. RECOMMENDATIONS.

--

#### 4 AUDIT CHECK LIST.

Items reviewed	Reviewed	Conditions	Total	Acts	Total
Safe systems of work					
Access and traffic routes					
Working at height					
Hot work					
Excavations					
Vibration					
Manual handling					
Machinery					
Fire and emergency					
Hazardous substances					
Noise					
Lifting equipment and operations					
PPE					
Electrical equipment					
Protection of the public					
Method statements/ Risk assessments					
Material storage					
Housekeeping					
Welfare facilities					
Traffic management					
		Total			

Copies to:

## 11.5 HOT WORK PERMIT

PERMIT No.....

JOB TO BE DONE .....

EQUIPMENT TO BE USED

.....

PRECAUTIONS REQUIRED (Delete inapplicable words)

- ❖ Flammable materials have / have not been removed from the work area.
- ❖ Fire precautions is/is not required. e.g. fire blanket etc.
- ❖ Fire extinguisher is / is not required (specify type)

.....

OTHER PRECAUTIONS TO BE CONSIDERED.

- ❖ Second man is/ is not required to act as fire watcher.
- ❖ Lone working is/ is not permitted.
- ❖ Atmosphere test is/ is not required in a confined space

.....

AUTHORISATION. I certify that the above work is authorised:

Signed.....

Permit valid from..... (time)... .....(date)

To..... (time)... .....(date)

ACCEPTANCE- I have read understood and accept the above conditions.

Signed..... Time..... Date.....

RETURN AND ACCEPTANCE AFTER WORK.

WORK is/ is not complete.

Signed..... Time.....Date.....

PERMIT ACCEPTED BACK:

Signed..... Time.....

Work area inspected by..... Time.....

## 11.6 TRAFFIC MANAGEMENT PLAN

The Traffic Management Plan is designed to reduce the impact of the construction works on the existing road network.

All deliveries will be timed and booked to a pre-arranged schedule these deliveries will take place between the off-peak hours of 10.00am and 3.00pm. This will avoid the peak traffic times due to the proximity of the A5 and A406. Vehicles arriving outside of these times will not be allowed access. The site is well served by public transport and therefore all personnel working or travelling to site will use public transport at all times.

We do not anticipate deliveries that are outside the normal permitted size of weight. If this is required, we will notify the authorities in advance to allow liaison with interested parties and to ensure minimal disruption.

Delivery vehicles to site will be required to have a minimum of Silver FORS / CLOCS accreditation.

FORS will benefit operators who want to:

- Improve road safety
- Reduce the incidence of fines and other charges
- Reduce fuel emissions and enhance fuel efficiency
- Gain greater industry intelligence and networking opportunities
- Stand out from the crowd.

### Vehicle Movements

We estimate that there will be a peak number of 2 deliveries per day during the superstructure and will reduce to 1 per day during the internal finishings period and thereafter. All deliveries will be scheduled in the site diary to arrive on a “just in time basis”. This will reduce the number of materials stored on site and avoid multiple deliveries arriving at the same time, there will be no vehicles held in the surrounding streets to cause congestion. Unexpected and unscheduled deliveries will be turned away, to return in a timely manner.

The following three main types of delivery vehicles will be used, however where possible vans and small goods vehicles will be used;

- Grab Lorries: These will be used for the groundworks period for the removal of waste.
- Skip Lorries: These will be used for the removal of waste.
- Flatbed Delivery Vehicles: These will be used for delivery of various materials including scaffolding, steelwork, reinforcement, bricks/blocks, timber, roofing materials, plaster, joinery etc. (approximate size 8.1m long and 2.5m wide).
- Small Vans: for majority of deliveries and for the removal of waste.

### Construction Access Route

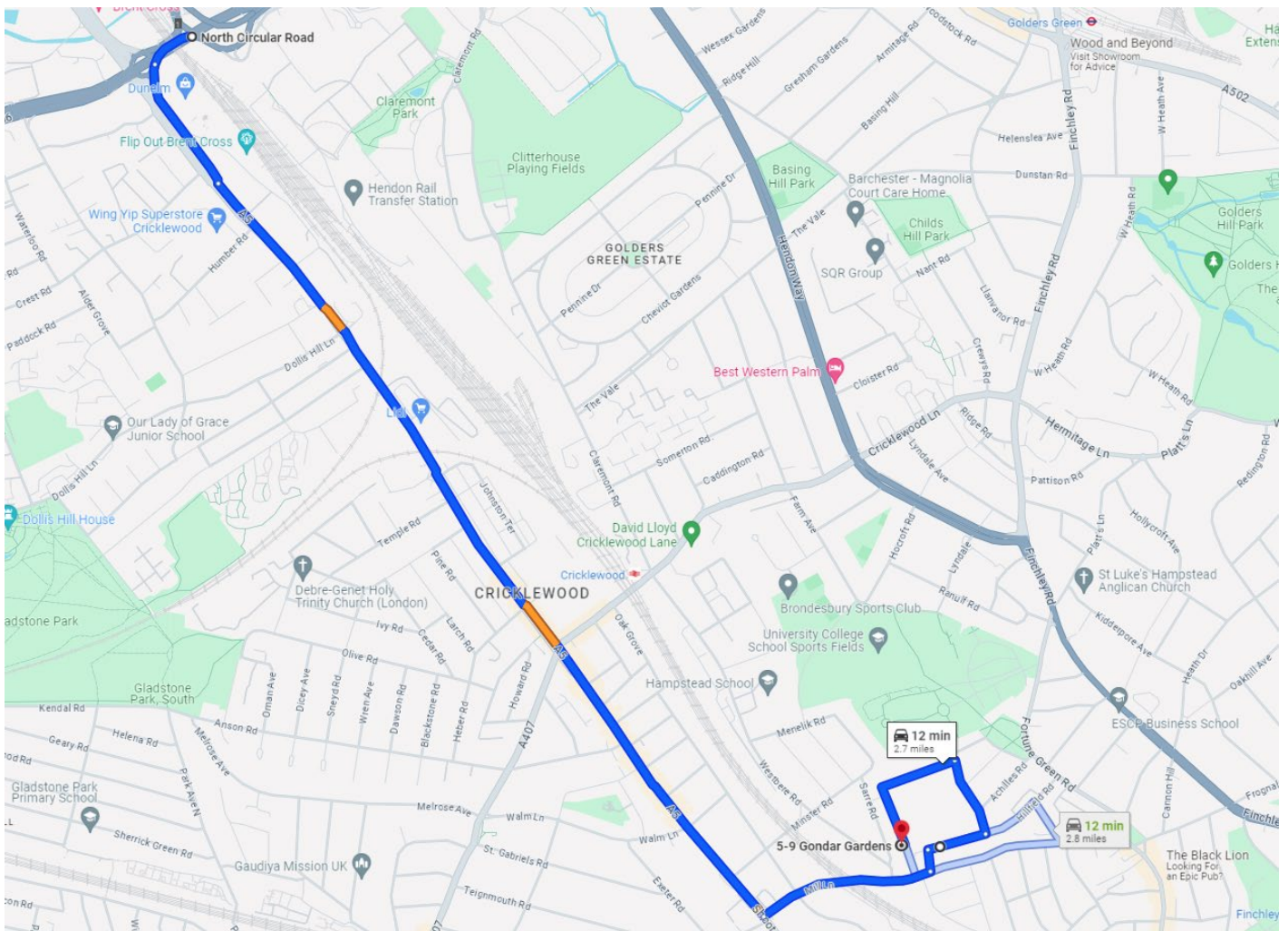
Delivery traffic will use Gondar Gardens both coming and going to and from site. This is due to the location of the site and traffic configuration in the area. Arriving traffic will turn right into the site and departing traffic will turn right onto Gondar Gardens heading towards Mill Lane.

The site will be manned by two full time accredited traffic marshals to monitor and direct the ongoing traffic flow on Gondar Gardens as well as directing delivery vehicles which will reverse into the site, and off the main thoroughfare. The traffic will only be stopped for 2 minutes in every 15 minutes to allow vehicles on and off site.

All construction vehicles will be asked to travel to and from the A406 and A5 where possible, keeping to the main 'A' roads in the area. A Construction Vehicle Route Plan will be given to all contractors on site.

### Route from A406 to Gondar Gardens Site RO 12 Sarre Road

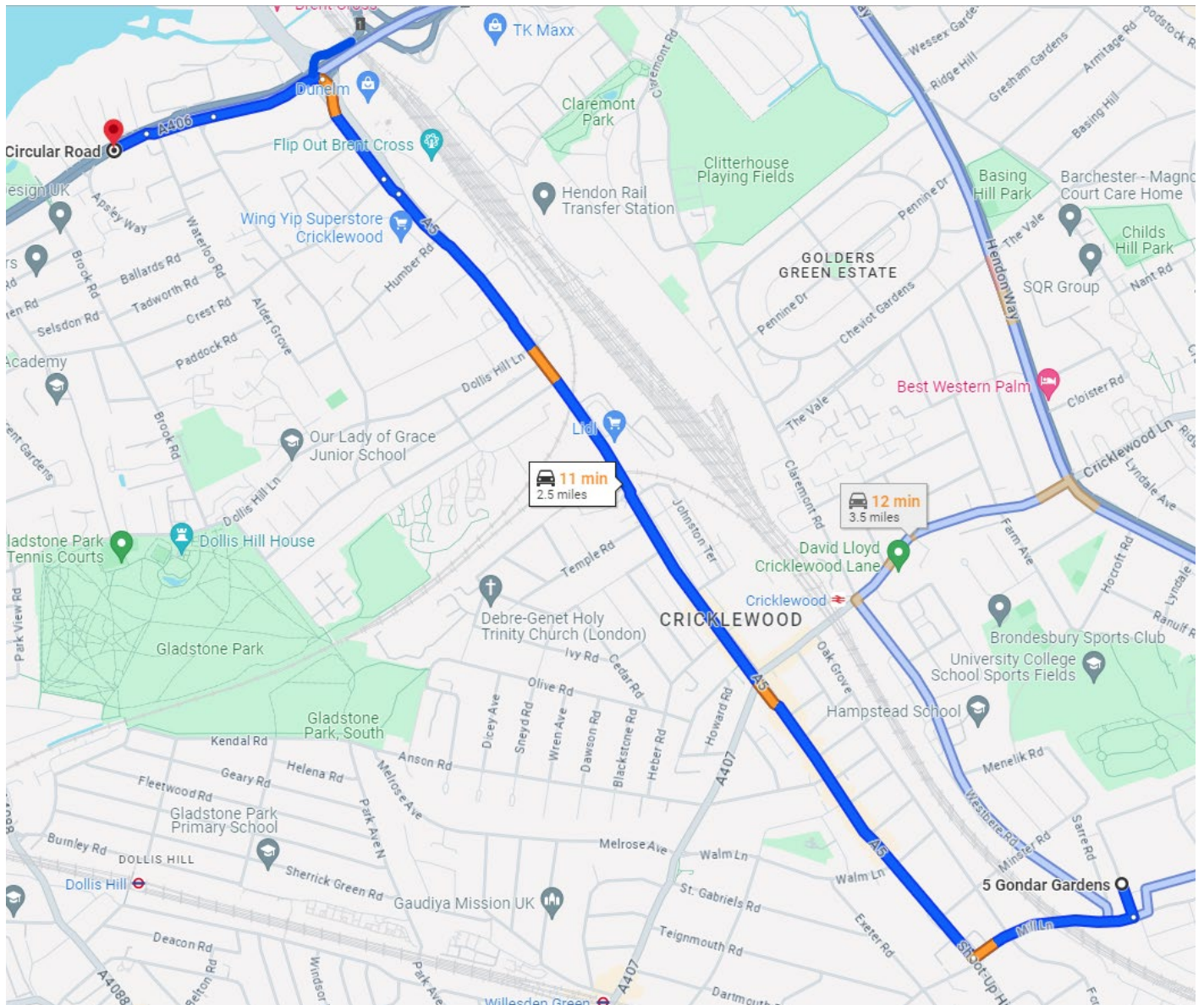
- From A406 take the exit onto Edgware Rd
- After 0.4 mile merge onto Edgware Rd/A5 - Continue to follow A5
- After 1.6 mile turn left onto Mill Ln
- After 0.3 mile turn left Hillfield Rd
- After 197 ft turn right to stay on Hillfield Rd
- After 0.1 mile turn left onto Agamemnon Rd
- After 0.1 mile turn left onto Gondar Gardens - After 0.2 mile destination will be on the right





## Route from Gondar Gardens Site RO 12 Sarre Road to the A406

- Head south on Gondar Gardens towards Mill Ln
- After 295 ft turn right onto Mill Ln
- After 0.3 mile turn right onto Shoot-Up Hill/A5 - Continue to follow A5
- After 1.6 mile use the middle lane to take the exit towards N Circular/A406/M1/ Wembley/Brent Cross
- After 295 ft continue onto Edgware Rd
- After 0.2 mile at Staples Corner W, take the exit and merge onto N Circular Rd./A406



The access routes will be notified to all supply orders and subcontracts. Vehicles will not be accepted outside of their allotted time as no holding area will be designated.

### Construction Site Hours

Construction working hours are set as:

- ❖ Monday – Friday, 08.00 – 18.00 and some Saturdays, 08.00 – 13.00.
- ❖ No working on Sundays or Bank Holidays

Delivery and Removal Hours are set as:

- ❖ Monday – Friday, 10.00 – 15.00

### **Site Access**

The site access is from Gondar Gardens. There will be an area allocated within the site for storage of waste prior to removal each day. All vehicles will be directed into position for loading and unloading with the aid of a vehicle banksman.

### **Construction Parking**

Minimal parking facilities will be available within the site. All contractors will be reminded that no parking is permitted on the surrounding highway network.

This element will be confirmed once a contractor has been appointed but it would be expected at this time that the carpark and garage area is to be used for loading and unloading of deliveries.

All construction staff will either cycle or travel to site on public transport. If necessary, arrangements will be made for a cycle rack to be positioned within the site compound.

The site loading and unloading area will be laid out to provide for a vehicle to be loaded and unloaded and will be assisted in to position safely and with the use of a vehicle banksman.

### **Sustainable mode of transport**

Construction workforce will be encouraged to use sustainable modes of travel. The following measures are aimed at promoting greener, cleaner travel choices and reducing reliance on the private car and should also reduce the impact of workforce travel on local residents and businesses.

- Encourage car sharing including financial rewards for car sharing.
- Encourage use of public transport including.
  - Distribution of public transport information.
  - Subsidising public transport tickets.
- Encourage cycling to work. Cycle racks will be positioned within the site compound.
- Promote walking to work for those living close to the site.

### **Phasing of vehicle movements**

Phasing will be used to reduce peak daily vehicle movements by timing activities and deliveries to avoid cumulative effects. There will be no vehicles held in the surrounding streets to cause congestion. Unexpected and unscheduled deliveries will be turned away, to return in a timely manner.

## **Prevention of mud on the road**

The Site Manager is to supervise all deliveries and will ensure the cleanliness of vehicles egressing the site.

In addition, the contractor will arrange for a mechanised road sweeper to attend the site within 3 hours of calling if required.

No soil is being imported during the works and excess soil from the groundworks will be removed by grab lorries from the waste area within the compound,

## **Avoidance of Dust**

The specific controls relating to the avoidance of dust for vehicles entering and leaving the site will include:

- ❖ Surfacing of hard-standing areas
- ❖ Maintenance of hard-standing areas by water spraying;
- ❖ All vehicles carrying dusty materials to be fully sheeted;
- ❖ Enforcement of site speed limits

## **Vehicle Emissions**

Drivers will be required to:

- ❖ switch off their vehicle's engine when stationary to prevent exhaust emissions
- ❖ maintain vehicles, including engines in tune and catalysts working efficiently
- ❖ comply with MOT emission standards at all times.

## **Freight Consolidation**

Freight consolidation aims to reduce the number of trips required, by combining multiple smaller deliveries of construction materials, equipment, and supplies into larger, more efficient deliveries. The following measures are aimed at improving the transportation process, reducing costs, minimising the environmental impact, and improving overall logistics efficiency in construction projects.

- Combining orders from multiple suppliers to ensure that full lorry loads are used rather than multiple partial loads.
  - Improved safety as a result of fewer vehicle movements.
  - Reduced construction and delivery costs through reduced fuel costs.
  - Collaboration with other sites in the area.
- Re-use of material on site. Reducing vehicle movements associated with removing waste material from site.
- Using route optimisation software to plan the most efficient delivery routes, reducing travel time and fuel consumption.



## 11.7 SITE PLAN



## 11.8 EMERGENCY TELEPHONE

Electrical	0800 195 4141
Gas	0800 111 999
Water	0845 746 2200
BT	0800 917 3993
HSE INCIDENT LINE:	0845 300 9923

## 11.9 SITE LOGISTICS PLAN

# Superior Safety Ltd

29 St Marys Road, London, NW11 9UE

Tel: 020 3086 8287

## Traffic Management Logistic Plan

### Project Address:

**Gondar Gardens,  
Site RO 12 Sarre Road,  
London,  
NW2 3SL**

Date	Issue	Description	Approved By
31/07/2024	First Issue	Traffic Management Logistic Plan	Superior Safety Ltd

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## Introduction

The Traffic Management Strategy for the project is one of minimising the interface wherever possible between Public and Site traffic, and reducing the number of deliveries where practicable, including the staging of deliveries such that the volume of traffic is kept as even as possible avoiding peaks, and controlling vehicular movements on the project.

All works on site shall take place in accordance with the Department for Transport's Code of Practice "Safety at Street Works and Road Works" and the following details which shall have previously been submitted to and approved in writing by the Local Planning Authority prior to commencement of the work:

- Provision for loading/unloading materials
- Store of plant, materials and operative's vehicles
- Temporary site access
- Signing system for works traffic
- Measures for the laying of dust, suppression of noise and abatement of other nuisance arising from development works
- Location of all ancillary site buildings
- Measures to protect any tree, shrubbery and other landscape features to be retained on the site during the course of development.
- Means of enclosure of the site
- Wheel washing equipment
- The parking of vehicles of site operatives and visitors
- The erection and maintenance of security hoarding
- A scheme for recycling/disposing of waste resulting from demolition and construction works

Every year around 70 people are killed or injured by vehicles at work. This document provides practical guidance on the planning of these issues, the control measures that will be implemented and highlights the points for consideration and necessary actions.

Avoiding hazards and controlling the risks arising from the use of the vehicles in construction work is essential. The Health and Safety Executive (H.S.E) expect to see traffic management plans that include:

- Planning and managing both vehicles and pedestrian routes
- The elimination of reversing where possible
- Safe driving and working practices
- Protection of the public
- Adequate vision and lines of sight
- The provision of signs and barriers
- Adequate parking and off loading/storage areas

## **1.0 Traffic Management Plan**

Route maps (Appendix 1) shows the proposed routes that all site deliveries will be directed along to gain access to the site. They also highlight the routes to be taken when leaving the site to avoid site vehicles trafficking through adjacent residential areas. A lorry route map will be confirmed once a contractor has been appointed but it would be expected at this time that the proposed routes will be used for vehicles approaching and leaving the site.

Immediately upon commencement, all deliveries, operatives and visitors to the Project will report to the security gate. This will be communicated to all early works contractors at their Pre-start meeting.

They will be inducted by Company staff, and be informed of Emergency procedures, assembly points, First Aid, site rules, location of welfare facilities, etc. at this time. They will be instructed to sign in and out at the security gate each day, until such time as the full access control system is in operation. PPE appropriate to the tasks being undertaken will be checked upon signing in.

The attached logistics plan (Appendix 2) highlights the access point for the project, loading bay, pedestrian / vehicular segregation, welfare, storage, security & material handling that will be enforced during the project.

An integral part to the progress meetings held with all trade contractors is the delivery schedule pro-forma. All contractors are required to give details of proposed timing of material deliveries to the site. At this stage they will be given a specific time for delivery

The Traffic Management Plan and the control measures therein are included within all trade contractor tender enquiries to ensure early understanding and acceptance / compliance with the rules that will be enforced on this project.

Under no circumstance will lorries be allowed to lay-up in surrounding roads.

### **Delivery Vehicles / Laying up.**

All deliveries will be kept within 10.00 hours and 1500 hours with the frequency varying depending on the work happening at the time. The maximum vehicles will be 5 with the average being 4 all adequately spaced throughout the day to prevent any potential bottlenecks. The dwell time will be maximum of 30 minutes. Any vehicle arriving at site before or after the hours of delivery will be turned away.

Deliveries will be scheduled for weekdays only.

All materials and plant will be loaded or offloaded within the designated loading area. Due to the limitations of the site, only the materials required at the time will be stored when brought to site.

Deliveries to the site will be via the main gate of the construction area. All deliveries will be booked to a daily schedule between the hours of 10.00am and 3.00pm.

Removal of waste during the excavation phase will take place to a daily schedule. The site supervisor will ensure site vehicles do not block the road fronting the site.

During the excavation phase or wet weather, the site supervisor will ensure that all vehicles leaving site will have their wheels cleaned by scraping and jet wash to remove any mud prior to entering the highway. In addition to the on-site wheel washing, the contractor will arrange for a mechanised road sweeper to attend the site within 3 hours of calling if required. During the hot months, dust may be generated by traffic movement, this will be controlled by damping down and speed restrictions.

Delivery hours will from part of subcontract documentation, and subcontractors are reminded of this at pre-start meetings.

Deliveries are booked in with the Project Manager and logged on to the central register.

The Gateman will be in position half an hour before the start of work and before the earliest delivery time.

Persistent offenders will be reported to the Project Manager, who will action with the Directors of the offending company.

### **Site Administration**

Responsibility for Construction Traffic movement is that of the Project Manager who together with the Health and Safety Consultant will:

- a) Ensure that subcontractors and suppliers adhere to procedures set out in the Pre-site conditions by booking in deliveries giving the required notices.
- b) Prevent unauthorised contractors parking and the congestion of traffic. All personnel in the project team will be in contact with each other and site management who in turn will have mobile and telephone contact with the subcontractors.
- c) Provide security at the access gates and the loading bay.
- d) Maintain roads in a clean and safe condition.

It is recognised that all deliveries are not notified to ourselves; such deliveries are usually smaller, deliveries by third parties and on occasion simply not booked in. Deliveries from a long distance away often have difficulty in providing accurate arrival times. The Project Manager will then manage the delivery situation with the priority to get the vehicle off the shared road system and within the site. Other options open to the project team are to send deliveries away (persistent offenders). We reiterate that wagons will not be allowed to lay-up along or adjacent to public roads.

Muck away lorries and concrete delivery wagons will not be booked in, but these generally occur early on in the Project when other deliveries are less numerous.

## PEDESTRIAN ROUTE CHECKLIST

### Section 2.0

	YES	NO	N/A
<b>Q1</b> Are pedestrian routes clearly separated from vehicle routes by fencing and/or a kerb, or other suitable means. If 'no' see action 1	✓		
<b>Q2</b> Are pedestrian routes wide enough to safely accommodate the number of people likely to use them at peak times. If 'no' see note 2	✓		
<b>Q3</b> Do pedestrian routes allow easy access to work areas. If 'no' see note 3	✓		
<b>Q4</b> Pedestrian routes are kept free of obstructions If 'no' see note 4	✓		
<b>Q5</b> Pedestrian routes are clearly and suitably signed If 'no' see note 5	✓		
<b>Q6</b> Can pedestrians safely cross the main vehicle routes. If 'no' see note 6	✓		
<b>Q7</b> Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes. If 'no' see note 7	✓		
<b>Q8</b> Do pedestrians have clearly marked, separate access for use at loading bays and site gates. If 'no' see note 8	✓		
<b>Q9</b> Do pedestrian routes provide safe access to welfare facilities. If 'no' see note 9	✓		



<b>Actions to be taken</b>		<b>Action taken</b>
<b>1</b>	Ensure routes are clearly designated and protected	Pedestrian routes are shown on site drawing displayed in induction room. This is reviewed daily in accordance with risk assessments and updated if required. Pedestrian routes are explained during induction.
<b>2</b>	Base plan on peak numbers	✓
<b>3</b>	Plan routes to allow safe access	✓ Routes reviewed daily
<b>4</b>	Ensure plan includes need to keep access routes clear	Routes to be checked daily via supervisor's inspections
<b>5</b>	Ensure sufficient signage	Part of inspection
<b>6</b>	Ensure sufficient crossing points are planned for	✓
<b>7</b>	Ensure that blind spots are eradicated during the planning process	✓
<b>8</b>	Consider separate access to loading bays and gates	✓
<b>9</b>	Provide safe routes at parking areas. Plan site set up to avoid need for pedestrians to cross routes	✓ Welfare areas are kept separate from vehicle routes.

## VEHICLE ROUTES

### Section 3.0

	YES	NO	N/A
<b>Q1</b> Are routes clearly separated from pedestrian routes by fencing and/or a kerb, or other suitable means. If 'no' see action 1	✓		
<b>Q2</b> Are routes wide enough to safely accommodate the number of vehicles likely to use them at peak times. If 'no' see action 2	✓		
<b>Q3</b> Do routes allow easy access to delivery areas If 'no' see action 3	✓		
<b>Q4</b> Are routes kept free of obstructions. If 'no' see action 4	✓		
<b>Q5</b> Are routes clearly and suitably signed. If 'no' see action 5	✓		
<b>Q6</b> Can pedestrians safely cross the main vehicle route. If 'no' see action 6	✓		
<b>Q7</b> Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes. If 'no' see action 7	✓		
<b>Q8</b> Do routes eliminate or reduce the need for reversing. If 'no' see action 8	✓		
<b>Q9</b> At the final point of exit can the driver see pedestrians on the pavement. If 'no' see action 9	✓		
<b>Q10</b> Are temporary structures protected from vehicle impact. If 'no' see action 10	✓		
<b>Q11</b> Will parking areas be required. If 'yes' see action 11		✓	

<b>Actions to be taken</b>		<b>Action taken</b>
<b>1</b>	Ensure routes are clearly designated and pedestrians protected	Routes clearly signed and separated
<b>2</b>	Ensure the plan assumes peak number. Consider one-way system.	✓
<b>3</b>	Plan routes to allow safe access	✓
<b>4</b>	Ensure plan includes need to keep access routes clear.	To be checked via Supervisors inspections
<b>5</b>	Ensure sufficient signage	✓
<b>6</b>	Ensure sufficient crossing points are planned for. Ensure drivers are told of crossing points.	✓
<b>7</b>	Ensure that blind spots are eradicated during the planning process.	✓
<b>8</b>	Plan routes to reduce or eliminate reversing	✓
<b>9</b>	Ensure adequate sight lines or mirrors to assist driver. Angle hoarding line to assist vision	✓
<b>10</b>	Ensure scaffolds, falsework or other structures (LPG stores) are protected from impact.	✓
<b>11</b>	Ensure sufficient parking areas exist. If, necessary provide banksman to ensure vehicles are parked safely. Ensure adequate lighting exists.	✓

## VEHICLE MOVEMENTS

### Section 4.0

	YES	NO	N/A
<b>Q1</b> Are routes planned to reduce the need for excessive vehicle movement If 'no' see action 1	✓		
<b>Q2</b> Are vehicles fitted with reversing aids. If 'no' see action 2 and Section 5	✓		
<b>Q3</b> Will vehicles reverse without reversing aids. If 'yes' see action 3 and Section 5		✓	
<b>Q4</b> Will vehicles reverse to excavations. If 'yes' see action 4 and Section 5		✓	
<b>Q5</b> Are routes kept free of obstructions. If 'no' see action 5	✓		
<b>Q6</b> Are routes clearly and suitably signed If 'no' see action 6	✓		
<b>Q7</b> Can pedestrians safely cross the main vehicle routes. If 'no' see action 7	✓		
<b>Q8</b> Do pedestrians have a clear view of traffic movements at crossings and at gates which lead onto traffic routes. If 'no' see action 8	✓		
<b>Q9</b> Do drivers have a clear view. If 'no' see action 9	✓		
<b>Q10</b> Will vehicles run a risk of depositing mud on the road. If 'yes' see action 10	✓		
<b>Q11</b> Will vehicles need sheeting up. If 'yes' see action 11	✓		

<b>Actions to be taken</b>		<b>Action taken</b>
<b>1</b>	Ensure routes provide sufficient space to turn. Keep routes to a minimum	Review daily
<b>2</b>	Request they are fitted.	✓
<b>3</b>	Vehicles not fitted with reversing aids must be banked when reversing.	All reversing vehicles to be banked by a competent person
<b>4</b>	Ensure banksman present or adequate stop block.	✓
<b>5</b>	Ensure plan includes need to keep access routes clear. Include in induction.	✓
<b>6</b>	Ensure sufficient signage	✓
<b>7</b>	Ensure sufficient crossing points are planned for. Ensure drivers are told of crossing points.	✓
<b>8</b>	Ensure that blind spots are eradicated during the planning process.	✓
<b>9</b>	Plan routes to reduce or eliminate reversing and blind spots	✓
<b>10</b>	Consider wheel wash facilities or other suitable alternative	✓
<b>11</b>	Ensure provision of sheeting gantry if required	Vehicles to be sheeted.

## HIERARCHY OF CONTROL MEASURES FOR REVERSING OPERATIONS

### Section 5.0

<b>1</b>	Eliminate need to reverse	Implement one-way systems around the site and in loading and unloading areas Provide designated turning areas
<b>2</b>	Reduce reversing operations	Reduce the number of vehicle movements as far as possible. Instruct drivers not to reverse, unless absolutely necessary.
<b>3</b>	Ensure adequate visibility for drivers	Fit cctv, convex mirrors, Fresnel lens, etc. to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicle,
<b>4</b>	Ensure safe systems of work are followed	<p>Design vehicle reversing areas which,</p> <ul style="list-style-type: none"> <li>• Allow adequate space for vehicles to manoeuvre safely</li> <li>• Exclude pedestrians; and</li> <li>• Are clearly signed and have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area.</li> </ul> <p>Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle.</p> <p>Ensure everyone on site understands site rules on vehicle safety.</p> <p>Drivers and signallers need to be in constant communication during reversing operations.</p> <p>Signallers should not be put at risk from vehicle movement, e.g. by standing directly behind reversing vehicles.</p> <p>Ensure all vehicles on site are fitted with appropriate warning devices.</p>
<b>5</b>	Provide warnings when vehicles are reversing	Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles.

## Section 6.0

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## SIGNALLERS/BANKSMAN CHECKLIST

## Section 7.0

[illegible]



## SAFE USE OF SITE DUMPERS CHECKLIST

## Section 8.0

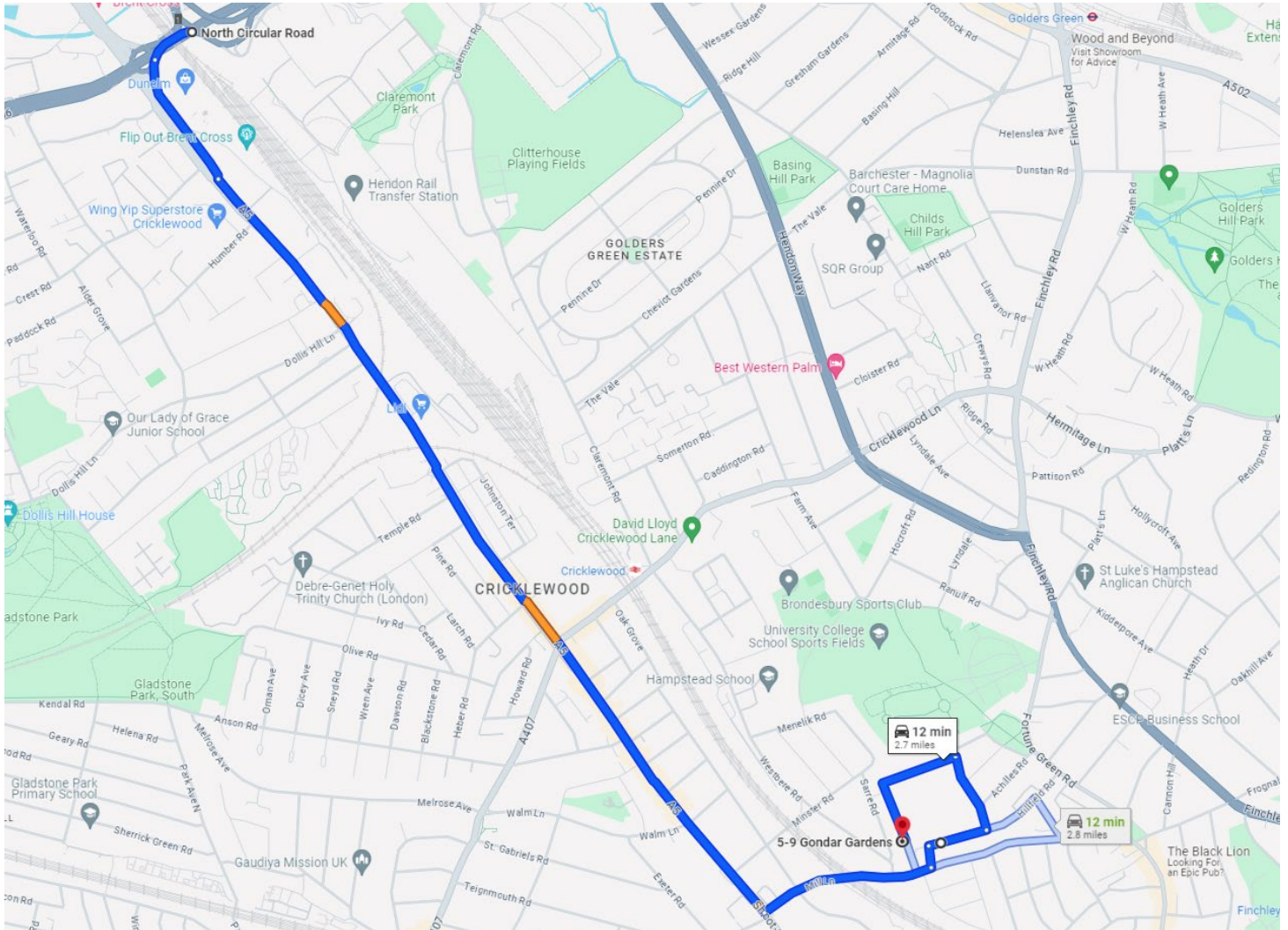
1	Allow only competent people to drive site dumpers
2	Provide stop blocks at the edges of excavations, pits, spoil heaps, etc. to prevent dumpers falling when tipping. The blocks need to be positioned a sufficient distance away from any unsupported edges and slopes to prevent the weight of the vehicle causing collapse
3	Do not operate the site dumper's controls unless seated on the driving seat
4	Do not carry passengers unless purpose-built seats are provided
5	Do not drive on gradients in excess of those safe for the dumper (see manufacture's instructions)
6	Avoid manoeuvring on sloping ground
7	Drive at appropriate speeds for site conditions
8	Load on flat ground with brakes applied
9	Get off dumper when it is being loaded
10	Ensure loads are distributed evenly and do not let them obscure your vision
11	Securely fix loads which may cause danger if they move
12	Stop the vehicle, take out of gear and apply parking brake, before tipping loads
13	Do not drive around with the skip in the vertical discharge position
14	Use the appropriate towing pins (not bent pieces of reinforcement bars)
15	Do not leave the engine running when you leave the vehicle
16	Be aware of the differences in performance of site dumpers when loaded and unloaded, particularly speed, braking and stability on slopes
17	Be aware of the different handling and braking characteristics of the vehicle in wet or icy conditions
18	Do not alter tyre pressures outside the manufacturer's specifications.
19	When using a starting handle ensure <ul style="list-style-type: none"> <li>• Neutral gear is selected and the handbrake is firmly applied, and the area is clear of obstructions</li> <li>• The starting-handle is the correct type and in good condition with a handle grip which rotates freely</li> <li>• Your thumb is kept on top of the grip of the handle to prevent injury in case of kickback</li> </ul>
20	Do not use a mobile phone whilst driving a dumper
21	<b>Sign below to confirm acknowledgement of the above rules</b>
	<b>Signature.....Date.....</b>

## CENTRAL CONTROL REGISTER

## Section 9.0

[illegible]

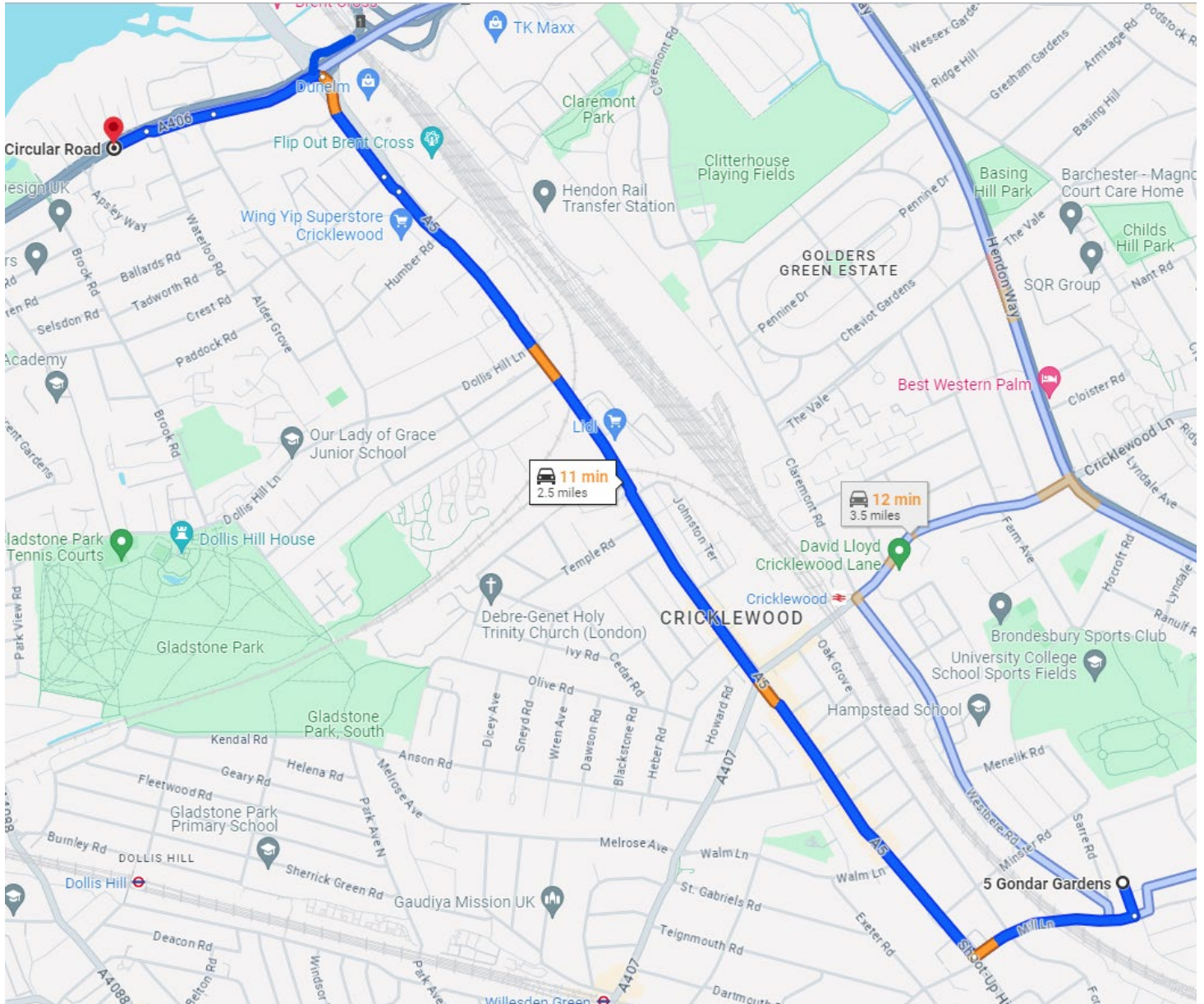
# Appendix 1 - Route Map



## Route from A406 to Gondar Gardens Site RO 12 Sarre Road

- From A406 take the exit onto Edgware Rd
- After 0.4 mile merge onto Edgware Rd/A5 - Continue to follow A5
- After 1.6 mile turn left onto Mill Ln
- After 0.3 mile turn left Hillfield Rd
- After 197 ft turn right to stay on Hillfield Rd
- After 0.1 mile turn left onto Agamemnon Rd
- After 0.1 mile turn left onto Gondar Gardens - After 0.2 mile destination will be on the right.





### Route from Gondar Gardens Site RO 12 Sarre Road to the A406

- Head south on Gondar Gardens towards Mill Ln
- After 295 ft turn right onto Mill Ln
- After 0.3 mile turn right onto Shoot-Up Hill/A5 - Continue to follow A5
- After 1.6 mile use the middle lane to take the exit towards N Circular/A406/M1/Wembley/Brent Cross
- After 295 ft continue onto Edgware Rd
- After 0.2 mile at Staples Corner W, take the exit and merge onto N Circular Rd./A406

## Appendix 2 - Logistics Plan

