



DEPOT POINT PHASE II – STUDENT ACCOMMODATION FIT OUT CONSTRUCTION & ENVIRONMENTAL MANAGEMENT PLAN

Revision	Date	Revised by:	Changes	Signed
Revision A	03.08.2024	Darren Taylor	New Document	
Revision B	12.09.2024	Darren Taylor	Revised document	
Revision C				
Revision D				



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1. CONSTRUCTION & ENVIRONMENTAL MANAGEMENT PLAN

1.0 INTRODUCTION

This Plan is owned by the Project Manager, sets down the manner, and means whereby Aspire Commercial Contractors Limited will achieve the customer's critical success factors for time, cost and quality. Eliminating, for all parties, as far as reasonably practicable, the risk of injury, ill health and environmental damage in a non-confrontational manner.

Aspire Commercial Contractors Limited embraces health and safety, quality, environmental and employee development in an integrated manner complying with current Health, Safety and Environmental Legislation as a minimum. This is achieved through the use of standard processes and their related forms, meeting agendas, control records, project governance and operational guidance.

With respect to sustainability/corporate responsibility, health and safety, quality, environment and employee development are embodied in our policy statements, which are available within our Project Files and displayed on the site notice boards for all parties to view.

This plan details project specific information to expand and explain, where appropriate, the company's standard policies and processes relating to the specific aspects of this project.

The Project Manager will discuss and agree with the Project Team Representatives the means by which information will be transmitted and recorded where appropriate. All verbal discussions relevant to the project will be recorded in writing and transmitted to the appropriate Project Team Member.

This Plan is a living document and will be updated as the project progresses.

Our supply chain (designers, sub-contractors, suppliers etc.) are expected, as an integral part of the management of the project, to assist and support the company in the operation and continuous improvement of our processes.

The contents of this plan will be made available to all personnel engaged in the construction of the works and all subcontractors.

Contract Name: Depot Point Phase II – Student Accommodation Fit Out

Contract No:

Contract Address: 15-27 Britannia Street, London WC1X 9AH

Projects Director: Darren Taylor

Senior Project Manager: TBA

Commercial Director: Simon Clark



1.1 PROJECT DESCRIPTION & PROGRAMME DETAILS

Order Value: TBA

Location

Depot Point is located within the London Borough of Camden, adjacent to both Britannia Street to the north and Wicklow Street to the south. To the east, it is bounded by a London Underground line. The building sits within 0.4 miles of St. Pancras International and King's Cross Stations, which provide both UK and European rail connections, including the London Underground network.

Beyond the railway line, there is a car park and residential apartments, forming part of the listed Peabody Housing block. To the northern side of Britannia Street there are offices, a hospice and an art gallery. At the junction between Wicklow Street and Britannia Street there is a mixed-use commercial and residential building named Pioneer House; a Grade II listed centre for Auditory Research and head offices for charities and voluntary organisations.

The site sits within the Gray's Inn Road subsection of the King's Cross Conservation Area

Access

Access to the building is from the intersection of Britannia Street and Wicklow Street, to the north-west of the building.

Existing Building and Site

Depot Point is a 5 storey student residence with an internal courtyard. The building is primarily constructed with masonry and was built in 1900.

Design

The proposal seeks to make minor changes to the internal room configuration by adding additional studios and ensuite bedrooms across levels 0-4 as shown on the plans within the document.

Additional Bed Spaces

The additional studio and ensuite bed spaces have been created within the existing building footprint in a number of different ways -

Splitting large studios / Forming Studio in Existing Store

Utilising redundant space in overly large cluster kitchens whilst still maintaining Camden Councils space standards for HMO occupancy within student accommodation

Key Dates

Contract Award (Long Lead In Items:12 Weeks) Commencing April 2025

Planned Commencement Date: June 2025

Planned Completion Date: October 2025



1.2 PROJECT TEAM

Client	TBA
Principal Contractor	Aspire Commercial Contractors Limited 17 Trowers Way Redhill Surrey RH1 2HL
Lead Designer	TBA
CDM Principal Designer	TBA
Architect	TBA
Structural Engineer	TBA
Cost Consultant	TBA

1.3 ROLES AND RESPONSIBILITIES

		Responsibilities																																
		Co-Ordinator's				Permits				Inspections				Others																				
		Temporary Works	Public Liaison	Environmental	COSHH	Fire Safety	Waste Manager	Lifting Operations	Crane Coordinator	MEWP Manager	General	Hot Work	Ground Disturbance	Electrical Work	Confined Space	Healthcare Infection	Ladder Permit	Quality	Working Platforms	Excavations	Lifting Equipment	Work Equipment	Induction / Briefing	Risk Register	IT	Supply Chain KPI data	Establishment	Street and Roadworks	First Aider	Fire Marshall	TW Installation Checking	Timber Manager	Biodiversity Champion	DSE Assessor
PM		D	D			D	D	D		D								D					D	D	D									
SM		D	D	M	D	D	D	D	D	D	D				D		D	M	D			D	D	D			D	D	D	D				
QS																										D								
QM																		M																
SC					M	M	M	M	M	M				D			M		M		M	M	M						M	M	M			
Key:	D	Designated	M	Manage (Responsible for managing others)																														
	N	Not Applicable.	S	Substitute (in the event that the designated person is unavailable)																														



1.4 PROJECT DIRECTORY

A definitive Project Directory to be inserted here – once known



1.5 SCHEDULE OF DOCUMENTED INFORMATION TO BE DISPLAYED

Schedule of Documented Information to be displayed															
Location	Project Management Plan	Employers Liability Insurance	HSE F10	Health & Safety Policy Booklet	Accident Book	Office Accommodation	Visitors Notice	Site Rules	Emergency Procedures	First Aid Notice	Fire Action	Health & Safety Law	Fire and Emergency	Route to Hospital	Overall Site Layout (inc Traffic Mgmt)
Project Office	D	D	D	D	D	D	D	N	D	D	D	D	D	D	N
Welfare Area	D	N	N	D	N	N	D	N	D	D	N	N	D	N	N
All fire call points	N	N	N	N	N	N	N	N	N	D	D	D	N	N	N
Site Notice Board	N	D	D	D	N	N	D	N	D	D	D	N	D	D	N
Site Entrance	N	N	N	N	N	N	N	D	N	D	N	N	D	N	N
Key:	D	Designate	N	Not Appli											

Figure 0.1 Schedule of document information

1.6 EXTENT AND LOCATION OF EXISTING RECORDS AND PLANS

STRUCTURE	DOCUMENT REFERENCE
Existing O & M manual Information	Can / Cannot be viewed or requested
Existing electrical Cabling to CCTV cameras & External lighting	Client to provide Clear & Accurate Drawings
Survey/Register	Document Reference
Principle Contractor to carry a detailed Conditions Survey of the Building	Aspire Commercial Contractors Limited Condition Survey Report



2.0 MANAGEMENT OF THE WORK

2.1 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

Aspire Commercial Contractors Limited have established a project management structure for the project to ensure the successful completion and facilitate our subcontractors in planning, undertaking, and completing their works successfully with health and safety risks adequately controlled.

Aspire Commercial Contractors Limited have previously been appointed as a Principal Contractor, at Greystar - Spitalfields Student Accommodation and delivered the project successfully.

The details competence of the director and in undertaking this role in respect to previous roles as the Principal Contractor: -

CV's to be inserted here giving Levels of Competence

MANAGEMENT ORGANOGRAM

Updated Project Organogram to be inserted here



MANAGEMENT RESPONSIBILITIES

Management Responsibilities		Duty Holder/s	Substitute
<u>1.0</u>	<u>Health, Safety & Environmental</u>	-	
1.1	Construction Phase Plan (CMP)	TBA	TBA
1.2	Project Risk Assessment		
1.3	Sub-Contractor PQQ Review & Sign Off		
1.4	Risk Assessments, Method Statements & Reviews		
1.5	Site Induction Process - Training & Competency		
1.6	Emergency Procedures & Accident Reporting		
1.7	<i>H,S & E Management & Monitoring:-</i>		



1.7.1	Daily Briefings		
1.7.2	Weekly Site Inspections		
1.7.3	Monthly H&S Inspections (external)		
1.7.4	Workforce Engagement - Weekly Meetings		
1.7.5	LOLER & PUWER Inspections		
1.7.6	Tool Box Talks & On Site Training		
1.7.7	Delivery Procedures		
1.8	Project Fire Risk Assessment		
1.9	Fire Arrangements & Inspections		
1.10	Temporary Works Co-ordination & Register		
1.11	Site Security & Preventing Unauthorised Access		
1.12	Waste Management (SWMP)		
1.13	Considerate Constructors Scheme		
<u>2.0</u>	<u>Programme</u>		
2.1	Programme Monitoring & Reporting		
2.2	Short Term Programmes		
2.3	Co-ordination & Liaison (commercial spaces / residents / public notice boards)		
<u>3.0</u>	<u>Quality Assurance</u>		
3.1	Inspection & Test Plans to cover Fabrication, Delivery & Installation		
3.2	Recording & Checking as per ITPs		
3.3	Site Reviews, Updates & Sign Off to ITPs		
<u>4.0</u>	<u>Design</u>		



4.1	Production of drawings and schedules		
4.2	Site Surveys & batching schedules for delivery		
4.3	O&M Manual upon completion		

2.2 HEALTH AND SAFETY GOALS FOR THE PROJECT

It is a core goal to be “Accident Free”. This means no members of the workforce or others affected by our operations suffering injury or ill health as a result of our activities.

Everybody is expected to take an active role to achieve this goal, through visible Leadership, Communication, Competence, Respect, Behaviour and being Accountable and taking responsibility for our own actions.

Health and safety goals and targets have been set for this project; they are:

- To have no falls from height
- To ensure all members of the public and construction staff are protected from materials falling from height.
- No reportable RIDDOR incidents or accidents
- Return home safe – Everyday!

MONITORING THE WORKS

Management and Supervision, it is a fundamental role of all managers and supervisors to ensure that activities under their control are carried out as planned with health and safety risks controlled.

All managers and supervisors are to monitor the works under their control and ensure any issues are addressed promptly. Should the issue present a significant risk the activity is to be stopped with the risk assessments and method statements reviewed and revised as necessary. Revised risk assessments and method statements are to be re-submitted to for review with acceptance received before works re-commence.

FORMAL INSPECTIONS

Aspire Commercial Contractors Limited will carry frequent inspections that includes Health, Safety and Environmental inspections.

These inspections will include the works of subcontractor members who are to co-operate fully, and address any issues identified with their works.



2.3 REGULAR LIAISON BETWEEN ALL PARTIES ON SITE

Affected businesses have been agreed and they have been notified about the scope of works. Temporary signage has been offered for the duration of the works stating that business as usual. Etc. Notification to residents will be communicated via two weekly looks ahead programs once the Construction Programme is updated and accepted. Works will be carried out during the exam period where works will be coordinated in advance to minimize nuisance to residents from the works. Open door policy to address the daily issues arising from construction activities will be in place. Aspire Commercial Contractors Limited will liaise with the in-house team and will coordinate and notify the Client / Client representative about planned works on weekly basis.

2.4 CONSULTATION WITH THE WORKFORCE

Consultation with the Workforce.

Aspire Commercial Contractors Limited operates an open policy on receiving advice and views from persons at work and welcomes such information.

Any member of the site management team may be approached and informed of any concerns that an individual or collective group may have. In addition, the following methods of consultation are used on this project.

Project Level	
Method of Consultation	Methods selected
1. Induction	Yes
2. Site Progress Meeting	Yes
3. Notice Boards	Yes
4. Safety forum / group	Yes
5. Appointed Safety Representatives	If Appointed
6. Elected Representatives	If Elected



7.	S/C Co-ordination Meeting	Yes
8.		

Work Gang Level		
Method of Consultation		Methods selected
1.	Activity Briefings	Yes
2.	Toolbox Talks	Yes
3.		

Individual Level		
Method of Consultation		Methods selected
1.	Open Door Policy	Yes
2.	Directly with each employee	Yes
3.	Feedback / Suggestion Boxes	Yes
4.		

2.5 EXCHANGE OF DESIGN INFORMATION

The Exchange of Design Information, inc. Handling Design Changes during the Project – The Client will appoint a Project Administrator currently is TBA , and he / she is to ensure information is distributed to all relevant parties. Currently the DMS system that will be used on the project, has been advised as TBA.

2.6 HANDLING DESIGN CHANGES

The Client will appoint a Project Administrator currently advised as TBA to ensure information is distributed to all relevant parties. Currently the DMS system that will be used on the project, has been advised as TBA.

2.7 SELECTION AND CONTROL OF CONTRACTORS

In order to reduce the H&S risk to the project we will require all subcontractors employed to do the works to be competent and have adequate resources to undertake the works. To satisfy that requirement Innovate Facades will issue Subcontractor Questionnaire before signing the subcontract and placing the



order. CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE PQQ-A will be issued to all contractors and must be completed prior to start on site.

2.8 EXCHANGE OF H&S INFORMATION

- 1) The Exchange of Health and Safety Information between Contractors - All contractors'/subcontractors' risk assessments and method statements will be vetted prior to work commencing; All RAMS required for the works must be submitted prior to the works starting on site. Principal contractor is responsible for overall safety of the works undertaken on the project.
- 2) All H&S information will be distributed via Email and DMS system if required - Project specific permits and daily inspections will be submitted weekly unless requested more frequently.

2.9 SITE SECURITY

Construction projects can appear to be inviting places to children and others both in and out of project working hours. Unfortunately, a construction environment also presents risks to those unfamiliar with that environment, access to the project is therefore restricted to authorized persons only.

“Authorized persons” means individuals who have received an induction for the project and satisfy the competence requirements detailed in the “Individuals – Competence Standards” section of this plan.

Security arrangements for the project including fencing/hoarding, Statutory signage, site entrance and access arrangements, at Calshot Street will be put in place and manned in Normal working hours, Gateman and/or logistic manager.

CCTV will be relocated to scaffolding to maintain good line of sight, to monitor areas in normal and out of normal hours.

Site security patrols will monitor the site, out of normal hours. The security hours will be from 17.30-07.30 as required.

Site security man (gate man) during site hours will be in position at the entrance door to ensure the building security is maintained while the area is being used by the construction workers. Electronic clocking system will be in operation during site hours to monitor number of construction workers in welfare and workplace at any time. Door to the scaffold will be installed with code lock and door closer. Operatives will be issued with the code to enter the scaffold and from inside one lever need to be rotated to exit the area. After site hours additional lock will be used to secure access to the scaffold, that will minimise the risk of passer by knowing the code to enter.



Scaffolding will be alarmed, with silent alarm operating on GSM message sent to building security and Duty Holder appointed by Innovate Facades. First response will be from Chapter security team to investigate and confirm that there is requirement to access the scaffold. Duty Holder will attend site and emergency procedure will be coordinated by the duty holder.

Lighting to be installed on Hoardings and dark corners created by hoardings.

Everybody on the project is to ensure that only authorized persons are allowed on site.

Your co-operation is essential including maintaining security to the project and to any works outside the site boundary and any breakdown in the arrangements described above is to be reported immediately.

No access to internal areas within the building, without prior arrangement from the client, Note, operatives shall be escorted or will have a current DBS certificate.

2.10 CONSIDERATE CONSTRUCTORS SCHEME – If Required

The national Considerate Constructors Scheme plays a valuable role in raising standards and promoting the construction sector in a positive light, highlighting the real progress that the industry has made in working collaboratively with local communities to minimise the overall impact of construction.

Aspire Commercial Contractors Limited is working closely with other members to develop best practice initiatives and reinforce the construction sector's commitment to responsible building practices. The voluntary scheme uses third party auditors to assess construction projects on their neighbourliness, consideration, respect, safety, responsibility, accountability, cleanliness and their environmental care.

2.11 SITE INDUCTION AND TRAINING

An induction will be provided to all people before beginning work on site for the first time.

A signature record will be required and kept for all induction attendees.

Information will be provided on: -

- a) Outline of the Project
- b) Site Organization and Key Personnel
- c) Client requirements and constraints inc. permit regime
- d) Site Security
- e) Traffic routes, parking etc.
- f) Site Rules
- g) Site specific hazards
- h) Environmental issues
- i) General welfare facilities, including first aid
- j) Emergency Procedures
- k) Personal Protective Equipment (PPE) standards

Site Induction shall be at an agreed time on a daily basis, location TBA



Approval to take photos to be obtained from the client.

Other Training and Information, Aspire Commercial Contractors Limited will undertake and record activity briefings for their employees, and others who may be affected, on the accepted Risk Assessments / Method Statements for activities prior to their commencement.

2.12 ON SITE TRAINING

Toolbox talks are to be given and recorded for groups or individuals as required.

Safety training sessions on specific activities will be arranged for groups or individuals as the need arises and may be provided on site or by external arrangement.

2.13 WELFARE FACILITIES AND FIRST AID

The following facilities are available on the project:

- a) adequate and suitable toilet facilities
- b) suitable washing facilities
- c) adequate provision for drinking water
- d) separate changing facilities for men & women
- e) facilities to dry wet site clothing
- f) storage for clothing and personal effects
- g) rest rooms and rest areas equipped with tables and seating, with facilities to prepare and eat meals and boil water
- h) adequate first aid facilities and trained first aiders.

The Office Accommodation (inc. Welfare) plan is to include offices for site staff and the client's representative(s) and include sufficient welfare facilities to meet the numbers on site in accordance with CDM regulations.

These facilities and their location are detailed below:

TBA – Insert when known

Building Geographic position

TBA – Insert when known

Site Logistics Overview

TBA – Insert when known

Welfare & Office Plan

TBA – Insert when known

The following will also be included on the Site Logistics Plan:

- a) Emergency exit routes



- b) Assembly points
- c) Emergency Signage
- d) Call points
- e) Smoke / heat / flame detectors
- f) Fire alarms
- g) Firefighting equipment
- h) Emergency Lightning
- i) First aid provision

FIRST AID

First aid cover and facilities are established that are appropriate for the risks on the project.

The names of the nominated First Aiders and the location of first aid facilities are detailed on the first aid notice located on the project notice board.

First Aid, available in Welfare area. Aspire Commercial Contractors Limited will plan for restocking the First Aid kits once they have been used.

2.14 THE REPORTING AND INVESTIGATION OF ACCIDENTS AND INCIDENTS

Aspire Commercial Contractors Limited will:

- a) Make available and maintain a Near Miss Reporting Log
- b) Make available and maintain an accident book
- c) Periodically inspect all subcontractors' members' accident books to ensure correct
- d) accident reporting procedures are followed
- e) Monitor subcontractors' members' RIDDOR reporting
- f) Report to the HSE all RIDDOR accidents and diseases.
- g) Record any Health & Safety non-compliances, issuing notices as necessary to the appropriate subcontractor member.

Ensure all RIDDOR reportable events and Non RIDDOR Lost Time Injuries are investigated to determine root cause and appropriate action to prevent recurrence.

Subcontractors will: -

- a) Encourage their employees in the logging of near misses.
- b) In the event of any incident or accident to employees or any other person under the subcontractor's control, report the incident or accident to the Innovate Facades site management within 30 minutes of the incident or accident occurring.
- c) Make available and maintain their own accident book.
- d) Report RIDDOR reportable accidents or diseases relating to their own employees to the HSE.
- e) Copy all HSE RIDDOR report confirmations to Century Facades immediately upon receipt
- f) Provide a timely response to any non-compliance notices issued to them by any Innovate Facades employee.



Co-operate fully and assist during the investigation of any accident or incident including provision of information and documentation as necessary to allow a thorough and timely investigation.

2.15 THE PRODUCTION AND APPROVAL OF RISK ASSESSMENTS AND METHOD STATEMENTS

All works on the project must be properly planned, with health and safety hazards identified, risks considered, with appropriate control measures detailed; this detailed in risk assessment and a method statement for each activity.

The responsibility for planning the works and completing risk assessments and method statements being with the contractor undertaking the works.

RAMS must be submitted to Aspire Commercial Contractors Limited for approval 48 hrs before planned works can commence.

Approved RAMS must be in place minimum 48 hours before task can commence on site.

No works will commence without an approved RAMS

2.16 SITE RULES

General Site Rules:

- a) The wearing of Safety Footwear, High Visibility Clothing and Safety Helmet, Glasses and Protective Gloves is a mandatory requirement. The only exceptions are whilst in the site offices, welfare facilities, or by written authority from the Manager of the Project. Additional PPE will be required when working from Mast Climbers and Cradles. Specific requirements must be covered in the RAMS specific to the task.
- b) All personnel working on site and/or Visitors to Site are to sign in using the Site Visitors Book and/or other arrangement.
- c) No Parking permitted on site.
- d) No activity can start on this project unless it has been properly planned, this is normally detailed in a method statement. No person is to start any activity unless they have been briefed and you understand how to carry out the task.
- e) Works are to progress strictly in accordance with the planned method/method statement unless it is believed there is a safer or better way to do the task. Should this be the case, work is to stop and be referred to the supervisor.
- f) A permit to work is required for any work that involves, entry into confined spaces, hot work, electrical risers and the roof of both North and South Towers.
- g) The wearing of shorts is not permitted.
- h) The taking of alcohol and/or non-prescribed drugs is strictly prohibited on site. Anyone found or believed to be under the influence of either or both will not be permitted to continue working and will be instructed to leave the site, random drugs and alcohol testing will be in operation.
- i) The site is no-smoking, other than in designated areas.
- j) The use of personal radios/music devices are not permitted.
- k) The use of headphones and earphones to listen to music from a personal music device while carrying out vehicle and plant movements is prohibited.
- l) We are an Investors in Diversity company and therefore respectful behavior is always expected on sites including dealing with sub-contractors, clients, third parties and members of the public.



This includes any acts that could be perceived as bullying and harassment, for example, violence, aggression, offensive language, intimidation, acts of discrimination e.g. sexist, racist or ageist comments or behaviors. This list is not exhaustive. Incidents of this nature will be considered as serious and appropriate action will be taken dependent on the circumstances.

- m) Welfare and other facilities are to be used and not abused. Good hygiene can prevent conditions such as Leptospirosis or Dermatitis.
- n) Any problems or concerns are to be reported straight away to an immediate supervisor or any member of the site team.
- o) Any incidents/accidents involving operatives, or the public must be recorded and reported to the Site Management.
- p) Any enquiries or complaints from the public or local inhabitants must be referred to the site team.
- q) Site Health & Safety Rules
- r) All plant shall be inspected before use to ensure it is fit for purpose and well maintained.
- s) No young person (Under 18 years) will be allowed to work on site unless their employer has completed a risk assessment.
- t) All work areas must be kept tidy and cables elevated wherever practical.
- u) Work at height must be carried out from work platforms unless suitable edge protection is in place. A specific risk assessment must be in place to justify the use of ladders or stepladders.
- v) Scaffolds must only be erected or altered or adjusted by trained persons, under the management of the appointed Scaffold Company
- w) Objects or materials must not be thrown down from height.
- x) All tools must be always tethered when working at height.
- y) Safety Helmet chin straps or securing lanyards to be worn, whilst working at height.
- z) Only 110volt and battery-operated tools are to be used.
- aa) Unauthorized tampering with electrical equipment, guards, barriers and covers or the abuse of anything that is there to protect you, or others is not permitted.

2.17 FIRE & EMERGENCY PROCEDURES

The route to the nearest hospital is detailed on the plan situated on the project notice board. Additionally, emergency contact telephone numbers are detailed on the Emergency Procedure (inc. Disaster Recovery), again located on the project notice board.

The nearest A&E Hospital:

University College Hospital,

Rockefeller Building

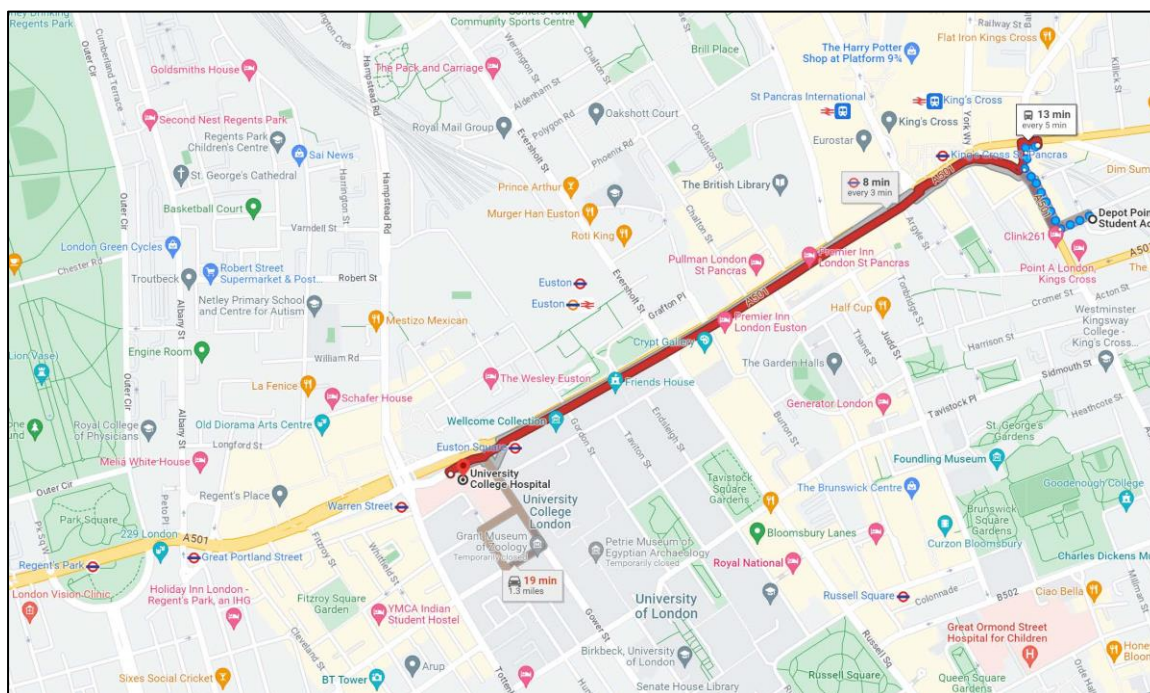
21 University Street,

London WC1E 6DE

By Vehicle - 10 min traffic dependent



Routes to A & E Hospital



Fire

Arrangements to minimise the risk of a fire starting, and to effect safe escape from the project in the event of a fire is detailed in the “Fire Plan” section of this plan.

If a fire is discovered, the alarm must be raised to all operatives in the immediate area and the site management must be informed.

Using the available fire extinguishers, attempts to put out the fire may be made if staff have been trained to use the equipment and if it is feasible to do so without any risk to personal safety. If not, the area is to be evacuated, and all must assemble at the designated muster point and permit the emergency services to deal with the situation.

If & Once a scaffold has been installed on site, a radio linked fire alarm system integrated with fire extinguisher points will be installed and maintained by a specialist contractor in accordance with the site fire plan. If activated, the Innovate Façade project team will be notified via control panel located in the contractor office and will investigate accordingly. The main reception desk will be notified via Visual-link unit that will flash to notify the site fire alarm has been activated. During out of hours, night mode will be activated on the fire alarm system. This will mean that system will operate but no alarms will sound.



Nearest Fire Station

Address:

Euston Fire Station

172 Euston Road

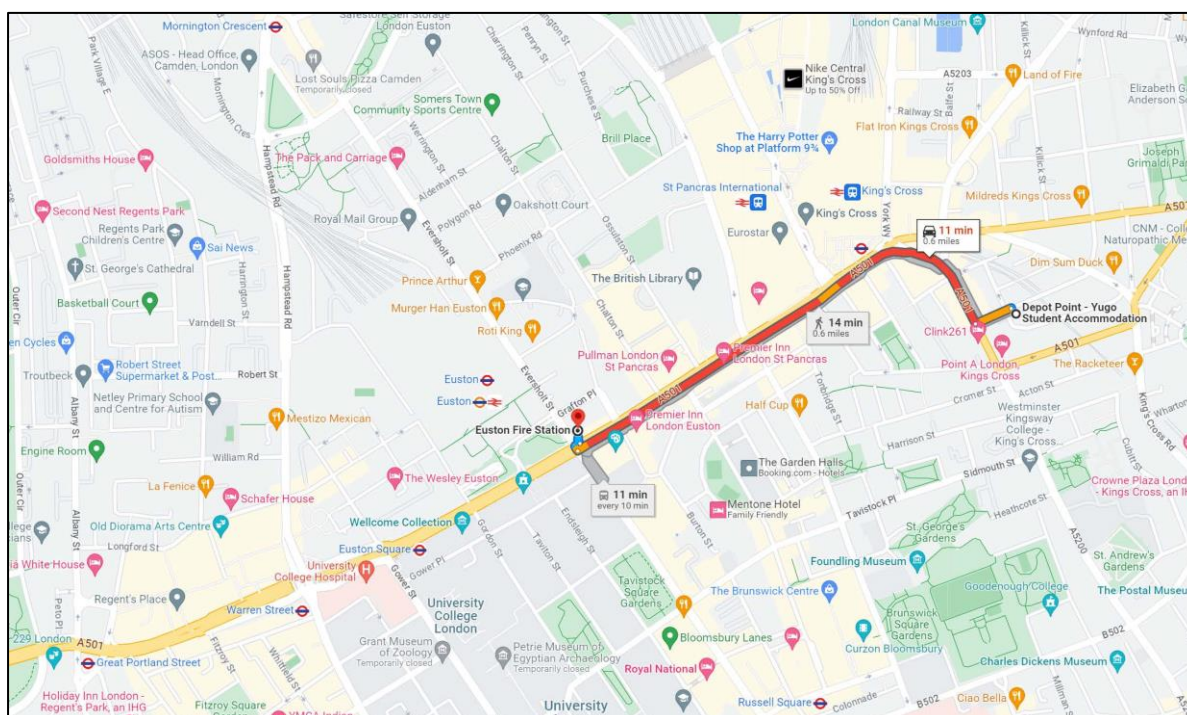
London

NW1 2DH

Opening Hour: 24Hrs

Emergency Tel: 999 or 112

Non-Emergency Tel: 020 8555 1200



- **Responsible Persons**

A Fire Safety Coordinator and if necessary, Fire Marshall(s) will be appointed for the Project and are detailed in the "Responsibilities" section of this Project Management Plan.



- **Review date of Fire Plan**

The Fire plan will be changed and up-dated as soon the works package is assembled and signed off as being fit for all contractors. This document will be under constant review.

- **Reducing the Risk of a Fire Starting**

For a fire to start a source of ignition, a source of fuel and oxygen are all needed. Taking measures to eliminate or reduce any of these will reduce the risk of a fire starting.

A fire risk assessment has been completed for this project and is included at the end of this paragraph.

Subcontractors are to comply fully with the controls identified in the fire risk assessment, incorporating these controls into their risk assessments and method statements as appropriate.

The fire risk and controls necessary will change as the project progresses. Examples include:

- The point at which structures become substantially enclosed.
- When the fire load increases or when flammable material in the permanent works are introduced
- When additional ignition sources are introduced such as energization of the permanent works electrical supply.
- Where the structure reaches the criteria for a high-rise construction

Subcontractors are to comply fully with any revised controls identified in the revised fire risk assessment, reviewing, and revising the risk assessments and method statements for their works as appropriate.

The output from the fire risk assessment process will invariably include the use of hot work permits and site constraints such as no bonfires.

The requirements for permits and the details of site constraints are listed in "Project Specific and Emergency Procedures, Permits and Constraints" and where appropriate "Site Rules".

All contractors will be told at their induction to site and on all their RAMS will state that no hot works of any description will be used at any point on this project

For internal works to be carried out on this project, works from inside this will require separate RAMS and approval by Client / Client representative and coordinated with residents.

Arrangements are established to enable people to evacuate the worksite and reach a place of Safety in the event of a fire or other emergency.

- Fire Detection and Alarm System
- Site Accommodation

This area will be monitored by the Base Build system – Standalone Fire System

- **Internal Fire System**

When activated internal this is audible on the outside of building, where operatives will be working



Temporary Manual Portable Fire Alarm will be used during normal working hours and will be located at all fire points. The Fire Points will be located on the scaffold at Haki Staircase or Exit from the Scaffold. If a fire has been reported on site, the site manager will contact Chapter Living Reception, who will sound the building alarm.

Fire Fighting Equipment

Fire Points –Extinguishers

1 No CO2

1 No Water

- On Scaffold

Portable fire extinguishers will be situated on scaffold gantry and the roof.

Fire Points to be fixed to Structure to prevent Falling.

- Emergency Action Plans

The Client / Client Representative will call and Co-ordinate with the emergency services, and inform the Services of any Site Risks i.e. gas / flammable stores that may be involved or in the vicinity of the fire.

Communication of and Training in the Established Arrangements

The locations of the arrangements that are in place to fight fires and evacuate the worksite can be found on the “Site Facilities” section of this Project Management Plan.

The locations of the arrangements that are in place to fight fires and evacuate offices and welfare accommodation can also be found on the “Site Facilities” section of this Project Management Plan.

These will detail:

- Firefighting equipment locations
- Fire alarm / call points
- Escape routes and fire exits
- Muster points (Assembly Points)
- Emergency vehicle access and assembly points

Emergency contacts are indicated on the Emergency Procedures Notice detailed on the project notice board and the fire action notices situated at the fire alarm / call points.

In case of a fire, the alarm is a Siren sound, and you are to evacuate the affected area and move to the Assembly Points.

TYPE	FREQUENCY
Fire Arrangements Inspection	Weekly
Fire precautions monitoring inspection	Weekly by Fire coordinator or deputy
Alarm Test	Weekly



Detection Device Test	Weekly
Fire Drills / Evacuation Plan	At least every 6 months
Fire Fighting Equipment Service	At least every 12 months
Fuel Bund Integrity Inspection	N/A

Co-ordination of Fire Arrangements with the Client or Adjacent Employers / Sites where interface with Existing Fire Emergency System, Internal sirens, are audible on the outside of the Building Intermittent alarm, standby, prepare to evacuate work face Continuous Alarm - Evacuate the area, proceed to Muster Point.

Contact Fire Safety team

Fire Safety Admin team

London Fire Brigade Headquarters 169 Union Street London SE1 0LL

T: 020 8555 1200 x89170

FSR-AdminSupport@london-fire.gov.uk

PROJECT FIRE RISK ASSESSMENT								
Hazard / Risk	Risk Level Before Controls			Those at Risk	Controls	Risk Level After Controls		
	L	S	R			L	S	R
Storage of Materials (Generally)	3	2	6	Staff, Operatives, Visitors, S/C	General site storage area to be secured using Heras fencing, as part of the main site compound and will be a designated no smoking area. Hot works will not to be permitted in this area.	1	2	2
Storage of Materials (Inside Building)	3	2	6	Staff, Operatives, Visitors, S/C	Quantities of materials to be kept to a minimum and stored in determined lay down area agreed by the site manager. No materials to be stored in staircase areas or under stairs. All redundant or surplus flammable materials to be removed from the building daily. Bins provided for waste packaging to be emptied at the end of each day, also.	1	2	2
Temporary Sheeting	2	3	6	Staff, Operatives, Visitors, S/C	All temporary covering/protection used in the building will be flame retardant and accredited to LPS 1207 Any external scaffold sheeting or debris netting will also be flame retardant and accredited to LPS 1215.	1	3	1



Storage of Flammable Liquids	3	3	9	Staff, Operatives, Visitors, S/C	Wherever possible any specified highly flammable material or materials with high volatile organic compound should be substituted with prior agreement from the designer. Where usage is specified, such materials should be brought into the building only during the time of application or installation and storage outside the building, in designated storage overnight A suitable extinguisher to be sited close by.	1	3	3
Naked flames	2	3	6	Staff, Operatives, Visitors, S/C	No smoking policy throughout the site (except for the designated smoking area)	1	3	3
Fire Fighting Equipment	3	3	9	Staff, Operatives, Visitors, S/C	All firefighting equipment situated at strategic fire points in and around the site will include 1 no CO2 & 1 no Water fire extinguishers which are most appropriate to the type of fire source likely to occur in that zone. All firefighting equipment will be checked by the designated fire Marshall on a weekly basis to ensure there has not been any tampering, that they are in-date and these inspections and any findings are to be recorded in a logbook	1	3	3
Controlling Fire Spread	2	3	6	Staff, Operatives, Visitors, S/C	<ul style="list-style-type: none"> All access/egress routes to be maintained, kept clear and free of flammable materials, whether permanent or temporary. All primary access/egress route to have temporary emergency lighting in operation and have contain fire points and firefighting equipment. These are to be periodically reviewed with each significant change constructed layout and fire plans amended. All up to date local fire plans (layouts) shown primary and secondary access/egress routes to be displayed at the fire points. 	1	3	3
Raising Alarm	1	2	2	Staff, Operatives, Visitors, S/C	The Building fire alarm system will be tested every week and recorded in the fire logbook. Upon discovery of alarms being triggered. All staff will ensure that site operatives stop work and assemble at the fire assembly point.	1	2	2
Fire Drills	2	2	4	Staff, Operatives, Visitors, S/C	Fire drills will be carried out at maximum intervals of 3 months These should be carried out to ensure that the entire building is fully vacated within 2.5 minutes and all parties are accounted for against the fire register. The frequency and outcome of the fire drill will be recorded in the safety system logbook. The fire alarm system will be tested on a weekly basis and recorded in the fire alarm log book.	1	2	2



Fire Appliance Access into site	3	3	9	Staff, Operatives, Visitors, S/C	Fire appliance access route to be identified on site Core plan and kept clear, providing clear and unambiguous access straight to the building	1	3	2
Assessment Date:	TBA			Next Review Date: TBA				
Key: L = Likelihood S = Severity R = Risk					Notes			

3.0 Arrangements for the Controlling of Significant Site Risks

Safety Risks

3.1 DELIVERY AND REMOVAL OF MATERIALS AND EQUIPMENT

Deliveries can be made to Street for offloading by Tele-handler.

The capacity of the loading bay is to be assessed by a Competent Person ie. Structural Engineer prior to commencing work.

3.2 DEALING WITH SERVICES

Aspire Commercial Contractors Limited will analyze available information to eliminate the risk of damaging building services. Initial inspection and previous experience with the building already reduced that risk. Specialist contractors will be appointed to deal with electrical works and CCTV. Project doesn't require an excavation works. There are no overhead cables in the area.

3.3 ACCOMMODATING ADJACENT LAND USES

Aspire Commercial Contractors Limited, as part of the overall site arrangements, provide and maintain fencing and/or hoarding to the site perimeter, complete with warning signage to keep the public out of the site. When operatives are required to work outside the fencing/hoarding, we will arrange additional temporary fencing/hoarding maintained to an acceptable standard with suitable warning signage. Where the works present a risk to members of the public from falling objects, we take suitable measures to eliminate that risk. Measures may include scaffold fans, debris netting etc, or exclusion of the public from the area below where possible. Aspire Commercial Contractors Limited will ensure risks to those gaining unauthorised access are controlled, ladders are to either be removed or boarded to prevent access to any area that presents a source of danger when the site is unattended. All materials will be stored securely such that they are safe, stable and cannot topple.



There will be an interface between the public and deliveries. Those operations will be supervised at all times. Deliveries will be parked along **TBA Street** in suspended Parking Bays and move in front of vehicle access point for loading/offloading.

3.4 STABILITY OF SCAFFOLD STRUCTURES WHILST CARRYING OUT CONSTRUCTION WORK

Aspire Commercial Contractors Limited will contact the contracted Scaffolding company to design- erect-maintain-dismantle any Scaffolding requirements. Responsibility for the provision of Scaffolding is as stated in the sub-contract and all scaffolding is to comply with the current Regulations, Codes of Practice and Standards.

Design calculations and drawings will be provided in sufficient time to allow an independent review of the design and erection sequence to be made by.

An assembly use and dismantling plan (method statement) will be available on site and followed. Only trained, competent persons (holding current scaffolders CISRS cards) are to erect, modify or dismantle scaffolding structures.

3.5 PREVENTING FALLS

Falls from height cause the majority of fatalities in the construction industry. Because of this all work at height has to be properly considered and planned to use the following hierarchy:

- Avoided if possible; if not possible to avoid then,
- Eliminating the risk
- Undertaken from a working platform that gives collective protection (e.g. scaffolds, mobile elevated work platforms etc.)
- Undertaken using methods that give individual protection (e.g. Harness and lanyards used as fall restraint).

Where individuals use existing or new permanent works structures for access or as working platforms ensure the access/egress and working surfaces are to be structurally sound and capable of supporting the intended loads, and have rigid edge protection least 950mm high, with gaps not exceeding 470mm.

Aspire Commercial Contractors Limited will ensure any existing or new permanent works structure that individuals use for access/egress or as a working platform is inspected by a competent person before being taken into use, and every month thereafter, with a record made.

Rope Access

For this element of works Aspire Commercial Contractors Limited will go into contract with a Bona Fide Access Solution Contractor and they will be responsible for planning of the task, hiring required equipment and submitting required RAMS to Innovate Facades for approval.

Before all operations the wind speed will be checked, using an anemometer or similar is to be used to measure the safe maximum wind speed before the operation.



3.6 WORK WITH OR NEAR FRAGILE MATERIALS

Aspire Commercial Contractors Limited will ensure any fragile materials (including roofing elements) are identified and either boarded over or segregated with secure barriers and signage to prevent access, and in addition where appropriate be protected with crash decks or netting below.

At this stage only fragile structure is identified as being.....TBA.....

3.7 CONTROL OF LIFTING EQUIPMENT

Aspire Commercial Contractors Limited will properly plan works that involve lifting operations **if required:** -

- Appoint a competent person as Appointed Person to plan all lifting operation(s), and
- Appoint competent Crane Supervisors to be present throughout and supervise all lifting
- Operations;
- Establish clear responsibility for determining the requirements for, and the provision of, an
- Adequate platform on which to site the crane.
- Undertake all lifting Operations in accordance with BS7121: Part 1 and other applicable parts.
- All persons involved in the lift are to be trained and competent.
- Slings & signalers to have current Construction Plant Competence Scheme (CPCS)
- Slinger/Signaler cards.

Competence cards/certificates are to be available for checking in connection with lifting operations before work starts.

All lifting equipment and accessories for lifting to have current certification available for inspection, with regards to inspection, thorough examination and test requirements, in accordance with LOLER and PUWER Regulations.

When lifting items that are susceptible to the wind an anemometer or similar is to be used to measure the safe maximum wind speed before the operation.

Lift Plans will be produced for approval by a competent appointed person for all planned lifting operations to be carried out on site, identified but not limited to are:

- Deliveries - General duties will be including offloading deliveries, moving materials around the storage area & transporting materials/panels to points of installation around the site.

3.8 MAINTENANCE OF PLANT AND EQUIPMENT

Aspire Commercial Contractors Limited will ensure that All plant and equipment used on site is to be:

- In good working order and be suitable for the purpose and the environment in which it is to be used maintained in good condition with safety devices (guards, reversing alarms, flashing beacons etc.), fitted and in good order



- Regularly inspected with appropriate records, complying with the relevant statutory requirements

Working areas around static plant and equipment is to be kept tidy.

Only trained competent persons are to operate power tools.

All plant and equipment will be operated and inspected in accordance with LOLER and PUWER regulations.

3.9 STORAGE OF MATERIALS AND EQUIPMENT

Deliveries can be made to TBA Street.

Due to limited space on site deliveries and collections will be planned as Just In Time on a weekly or fortnightly basis.

3.10 MANUAL HANDLING

Aspire Commercial Contractors Limited will plan and undertake the works to eliminate manual handling where at all possible. Where it is not possible to eliminate manual handling, will give consideration to partial mechanisation. Where it remains necessary to manual handle loads, will assess the risk, identifying controls to be implemented, including sufficient numbers of operatives being engaged on the lift. All persons will be trained in correct handling techniques.

The surrounding area is to be level and stable where possible and free from tripping hazards.

Suitable PPE is will be provided and worn, i.e.: gloves for abrasive, sharp or chemically harmful loads, steel toe-capped footwear.

3.11 NOISE AND VIBRATION

Noise

Aspire Commercial Contractors Limited where possible reduced noise levels at source by the careful selection of plant, with plant and equipment in a good state of repair.

Where noise levels remain above 80 Db (A), we will undertake noise assessments and make suitable hearing protection available to those that request it.

Where noise levels are above 85 Db (A), we will establish and sign hearing protection zones and ensure ear protection is worn within established ear protection zones.

Vibration

Aspire Commercial Contractors Limited will assess the risk of vibration. That risk with plant that will be used is relatively low. Risk can be reduced at source by the careful selection of low vibration plant and equipment in a good state of repair, etc.



In periods of cold weather, operatives will be provided with clothing gloves, etc to protect extremities from cold conditions

4.0 HEALTH AND SAFETY FILE

HEALTH AND SAFETY FILE ARRANGEMENTS

Aspire Commercial Contractors Limited will collect and collate information on aspects of the design, the materials and the construction processes that will assist the Client / Client Representative, Building Owner and / or Operator.

Our subcontractors are obliged to provide all such information in a timely manner.

Details of project specific information required, number of copies and format required will be detailed on the "O & M Manual Requirement" schedule.

Information will be passed to the Principal Designer for review prior to inclusion in the Health & Safety File for forwarding to the Client.

5.0 QUALITY PLAN

5.1 BUILDING INSPECTION AND SURVEYS

The Project Quality Plan will be developed for submission. Surveys carried out prior to the commencement of works will provide further information / detailed dimensions and any changes from the O&M / As Builts pack provided by Client.

1) Inspections:

Inspections are to be coordinated as defined within the Project Quality Plan process and be put together using vigorous checking.

2) Quality Control:

Bespoke Quality assurance process will be established to:

- a. Record existing condition of the building,
- b. Act on any quality issues in best possible way
- c. Install new cladding detail as per approved design.
- d. Control quality of new panels during manufacture process.

3) Process will include:

- a. QC checklists for all elements of the works
- b. GA's & Elevation drawings will be updated to show any anomalies.
- c. Photographic Records taken and recorded.
- d. Any remedial actions will be recorded in the checklist and notified to the Client or Client Representative



- e. Quality Control of new materials being brought to site will also have a Checklist to be completed during the process.
- f. Quality Check sheets

5.2 MANUFACTURING OF MATERIALS PROCESS

1) Scope

This procedure details the steps to be taken to record the fabrication of components, and the delivery of completed components to the end user.

2) Introduction

This procedure should be applied at all stages of the fabrication process. All staff involved in the fabrication process from the start of a job to the delivery of completed components to the customer must follow the steps outlined.

The data that is recorded using this procedure must be accurate as it is used to prepare purchase orders for sub-contractors and invoices for customers. If the data is incorrect this will result in incorrect purchase orders for subcontracted services and incorrect invoices to our customers being raised.

3) QUALITY PROCESS

The following flow diagram shows the procedure to be followed.

There are two quality stages in the fabrication and dispatch of components to customer.

- a) Fabrication Quality Checks
- b) Dispatch Quality Checks

These are dealt with separately in the following paragraphs.

5.3 FABRICATION QUALITY CHECKS

Fabrication Quality Checks are designed to confirm how many of each component have been fabricated and passed to the person responsible either for delivering to the customer (for mill finish items) or for arranging for coating or other subcontracted services.

Fabrication Check

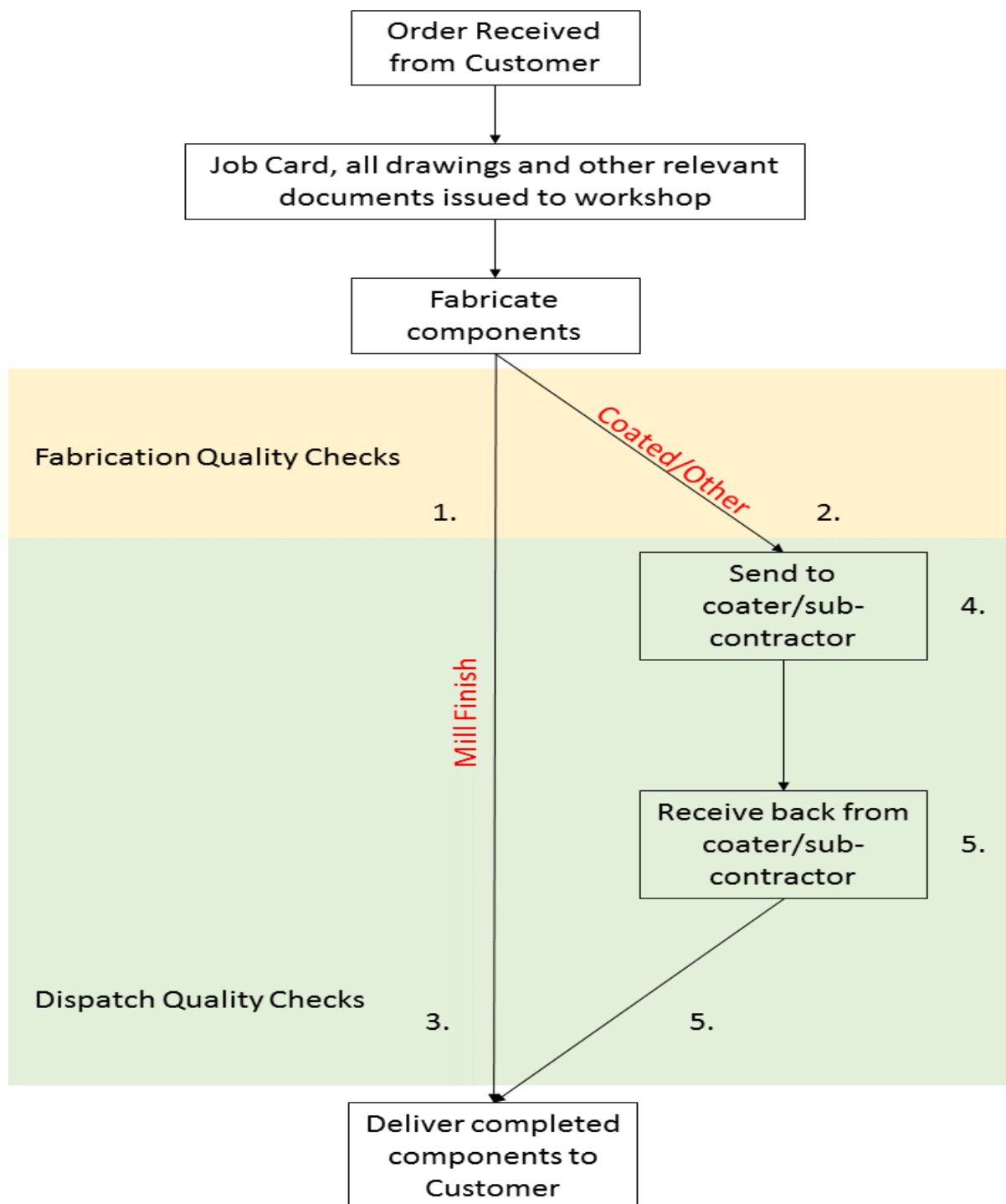
The Fabricator must record the number of components made for the Quality Check
The person responsible for raising the Advice Note for delivery to the customer for subcontracted services

Dispatch Quality Checks

Once the Fabrication Quality Checks are complete, components can then be dispatched to the Customer



QUALITY CHECK FLOW DIAGRAM - Example





5.4 STORING QUALITY CHECK FORMS - Example

All completed quality check forms must be retained in the office to be available to support subsequent queries from either suppliers or customers.

- a. Quality Check Sheet – Fabrication form
These should be filed with the corresponding Advice Note in the Advice Note folder.
- b. Quality Check Sheet – Purchasing form
These should be filed with the corresponding Purchase Order in the Purchase Order folder.

6.0 SUSTAINABILITY PLAN

6.1 PLANNING THE WORKS AND IDENTIFICATION OF NECESSARY CONTROLS

Aspire Commercial Contractors Limited requires that the following to be prepared and monitored throughout the project period.

- a) Project and activity specific Impact and Risk Assessments/Method Statements that detail the requirements for Safe Systems of Work and measures to minimize impact upon the environment.
- b) Project specific Assurance Plan Procurement Schedule to plan completion of all aspects of the works scope and Sub-Contractor procurement.
- c) Pre-construction Submittals, Inspection and Test Plans and Construction Records to ensure compliance with specified requirements and controls for all aspects of the work scope.

6.2 MONITORING

We believe the main issue will be the noise from site in particular to the delivery of materials into the workplace

All complaints will be investigated and record in the site diary and if found to be reasonable action will be put in place to change or stop the particular exercise.

Environmental arrangements detailed include:

- a) Project-specific targets
- b) Responsibilities
- c) Subcontractor management
- d) Key environmental risks
- e) Consents, licenses and other permissions
- f) Training
- g) Emergency response

6.3 WASTE MANAGEMENT

The SWMP forms part of the live project documentation and is updated as necessary throughout the project lifespan. Updating of the SWMP includes recording and tracking of waste reused or removed from



site, implementation of identified opportunities to reuse or recycle, as well as any changes (e.g. differences in quantities, changes as a result of altered design or scope).

The SWMP is reviewed throughout the construction phase, and on project completion, to assess the impacts of any changes on predicted waste quantities and costs, and to review implementation of identified opportunities.

6.4 SITE ENVIRONMENTAL RULES

Materials are to be stored only in designated areas. A high standard of cleanliness shall be maintained, and rubbish and debris collections shall be as appropriate to achieve this. All operatives are to minimise the wastage of materials. Reusable materials should be stored safely.

All site waste will be separated on site into the two main components, old cladding panels and waste packaging. Each will have a designated area to be stored in, until such time that a wait and load vehicle is called to transfer the item to the recycling centre the weight of all types of waste will be recorded and documented and a monthly report to confirm the breakdown and the final location of where the waste has ended up.

Site noise will be kept to a minimum; however the movement of materials & equipment and delivery vehicles will be an impact on the present noise levels on site.

6.5 SITE LOGISTICS PLANS

Aspire Commercial Contractors Limited will produce Logistics Plans for the entire Project and will monitor all movements to and from Site

7. ENVIRONMENTAL PLAN

An Environment Management Plan (EMP) for construction is a vital framework outlining project structures, roles, and responsibilities for managing and reporting on environmental impacts during the construction phase, following commitments outlined in Aspire Commercial Contractors Limited Environment Policy. Through site-specific assessments, the EMP identifies potential risks and proposes control measures to address them.

This environmental policy statement confirms Aspire Commercial Contractors Limited commitment to environmental issues within their organisation and acts as a framework for demonstrating a commitment to environmental responsibility and sustainability.

The above, coupled with the process of Continued Assessment around Key Issues & Focusing on the reduction of its environmental impact through strategic measures. As illustrated below: -

- Clear Objectives: A commitment to environmental sustainability with specific and measurable goals.
- Responsibilities: Outline roles and responsibilities of employees and stakeholders in implementing and maintaining environmental practices.



- Compliance: Ensure adherence to relevant laws, regulations, and industry standards of environmental protection.
- Continuous Improvement: Establish procedures for monitoring, evaluating, and continuously improving environmental performance.
- Employee Training: Provide environmental awareness training for employees.
- Review: Establish a regular review process to assess the effectiveness of the policy regularly, and update the policy as needed to reflect changes in the organisation or regulatory environment.
- Communication: Commit to communicating environmental aims and objectives to all staff, customers, investors, and external stakeholders.

8. APPENDICES

APPENDIX A –DRAFT CONSTRUCTION PROGRAMME - REV 00

TBA

APPENDIX B – SITE ACCESS POINTS

TBA

APPENDIX C – SITE LOGISTICS PLAN

TBA

APPENDIX D – WELFARE

TBA

APPENDIX E – EMERGENCY A & E HOSPITAL LOCATION

