

# Construction Management Plan

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The Residential Re-Development of  
18 Redington Road, London NW3 7RG

**August 2014**



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## **Construction Management Plan**

**For:-**

**18 Redington Road, London NW3 7RG**

**Prepared for: DL Shaw Ltd**

**August 2014**

**Prepared by: EC Harris LLP**

**SITE: 18 Redington Road, London NW3 7RG**

### **1. INTRODUCTION & PROJECT DETAILS**

The proposed development consists of the demolition of an existing private residential house and new build of a private residential house, including a basement and associated external works. It is anticipated that the works will be completed within 16-months of commencement, subject to unforeseen ground conditions or normal construction related delays.

The purpose of the Construction Management Plan (CMP) is to ensure that the impact of alteration and construction work on the local residents and the immediate highway network is kept to an absolute minimum. The CMP provides details of all measures that are considered appropriate at this time; however, the CMP is a live document that will evolve as necessary to address issues that may be identified through ongoing consultation with local residents as the project progresses.

The agreed contents of the CMP must be complied with by the Construction Team unless circumstances on site dictate otherwise or where agreed with the Council. The Construction Project Manager shall work with the Council to review this Construction Management Plan if problems arise in relation to the construction of the development. Any future revised plans must be submitted to the Council and complied with thereafter.

The Construction Project Manager will be responsible for implementing measures contained in the CMP and will be the point of contact for local residents. The Construction Project Manager's name, telephone number and email address will be added to the CMP once he/she has been appointed.

### **2. EXISTING BOUNDARIES**

The site is located off a public road, in Hampstead North London. There are other developments of a similar nature in the surrounding area, but there does not appear to be any significantly competing developments in the immediate surroundings. However, it is noted that redevelopment of the existing housing on this road does frequently occur. The surrounding area is low density residential, although there are schools not too far away. The Contractor is to take full cognisance of and plan access / deliveries with sympathy to the adjoining owners.

The Contractor's attention is also drawn to the trees that are currently on the site that are subject to Conservation Area Rules tree preservation orders, and which are to be suitably protected. Cognisance is to be given to an arboriculture report dated 6 September 2010 as submitted with an earlier planning application.

### **3. WORKING HOURS**

The normal site working hours in keeping with the restrictions imposed by the planning consent, will be as follows:

Monday - Friday 08.00 – 18.00  
Saturday 08.00 – 13.00

Sundays and Bank Holidays Site closed.

Notwithstanding this, there may be certain occasions when work outside these hours may be necessary. In the event of this, work would only be carried out following consultation and agreement with Local Authority Environmental Health Officer.

In addition the site will be complying with all Jewish Holiday and religious restriction placed on them by The Owner.

### **4. REDUCTION IN NOISE DISRUPTION**

Will be achieved by: -

Coordinated delivery times and efficient traffic management to prevent queues of traffic accessing the site.

Ensuring all plant has sound reduction measures (mufflers, baffles or silencers) where the transfer of noise to adjoining properties is likely to cause an unacceptable nuisance.

Utilising construction techniques that minimise the production of noise.

Utilisation, where possible of pre-fabricated components.

Utilisation of baffle system during the demolition process.

Ensuring that all equipment and plant used on site is the most suitable for the works with due consideration of levels of noise caused by machine running operations.

Strict adherence to the site working hours.

Implement an action plan where noise levels exceed acceptable levels.

### **5. REDUCTION IN DUST POLLUTION**

And other Airborne Debris will be achieved by: -

Establishing air quality procedures to minimise dust generation and control plant and vehicle exhaust emissions.

Undertake regular air quality sampling to ensure that we are not impacting on the existing air quality levels, if required.

Ensure that all materials transported to and from site are in enclosed containers or fully sheeted.

Ensuring stock piles of topsoil etc. are kept below hoarding heights and kept damp in dry and windy conditions. Once weeds and grass have grown again on the piles, this will reduce the risk.

During dry periods the works will be dampened down by hose to control the generation of dust.

Ensuring materials have a minimum of packaging.

Ensuring all polystyrene and similar lightweight materials are weighted down.  
Making sure all dust generating materials are adequately packaged.

Ensuring all vehicles leaving the site have been through the wheel wash and that loads are covered where spoil or demolition material is being removed.

Provide regular road cleaning using road sweepers or brushes to control dust and mud.

Keeping the loading drop heights of spoil into lorries as low as possible.

Implementing an effective procedure to deal with complaints from third parties to ensure issues are dealt with efficiently and quickly, via an advised and dedicated telephone number.

## **6. SITE ACCESS AND TRAFFIC MANAGEMENT SYSTEMS. TRAFFIC SYSTEMS AND RESTRICTIONS**

Redington Road is a fairly typical North London thoroughfare with frequent traffic. The road has many access points from the surrounding roads and the Contractor is to engage dedicated banksmen and safety operatives for any reversing activities so as to ensure there are no safety issues during the delivery processes.

As noted above, all vehicular movement both to and from site, will be controlled by a full time Security Guard or Traffic Marshal. The Traffic Marshal will ensure all deliveries are removed from the public highway, in a safe and efficient manner. This will minimise the construction impact on the neighbouring environment. This unloading area will, where practicable, be within the confines of the site, adjacent to the storage area, during the construction works.

Turn round space will not be permitted on the site so all vehicles will generally be required to reverse onto the site in order to minimise dangerous turning manoeuvres. A wheel wash facility will be provided by the Contractor, ensuring all vehicles leave site in a clean and safe condition.

As far as is practicable, the number of heavy vehicles attending site will be limited to 3-4 per day, and limited to between the hours of 9:30am and 2:30pm to avoid rush periods. However an increase in this number may be required during the busier elements of the works. All vehicles attending site will be subject to a strict speed limit, whilst on the site.

There will be no on-site parking available; however, the site is reasonably well served from overland train stations at West Hampstead and Cricklewood; underground station at Hampstead; Golders Green; Finchley & Frognal which are within walking distance for operatives coming to site, as well as a wealth of local bus routes.

The site accommodation will be located within the site boundary, primarily to the front.

All pedestrian access to the site will be off Redington Road.

All operatives will sign in prior to commencing work on site.

Strict material delivery scheduling and booking systems will be imposed on the project to ensure that congestion is avoided. It is envisioned that all deliveries to site, again where possible, occur between the hours of 9:30am and 2:30pm to avoid the

morning and afternoon rush periods. Each delivery will be allocated a delivery time period and an allotted area from which to load or unload. This will be suitable for the material being delivered, and will adhere to site working hours.

Clear instructions will be issued to all direct suppliers and Sub-Contractors detailing access routes and stating that delivery vehicles should use the agreed route as an access route to the site.

Delivery areas will be clearly identified on site and be serviced accordingly by either forklift, hyab or hoist. Proposed delivery areas will also be illustrated on a copy of the site layout plan. The traffic marshal, will ensure that any vehicle waiting, is not left unattended and has the engine turned off.

All boundaries to the site will be primarily protected by a combination of Herras type fencing and timber boarding, where currently open, or via utilisation of existing boundary fencing (where appropriate) to form a safe hoarding. The current and access ramp will remain and be replaced by a boarded pair of vehicle gates for out of hours security.

## **7. HIGHWAYS**

Should liaison with the Highways department be necessary, the Contractor will work with the Local Highways Authority to achieve mutually acceptable goals and practices.

## **8. EMERGENCY SERVICES ROUTES AND ACCESS BY THIRD PARTIES**

Access for emergency services on site will be via the site access routes and emergency escape routes. Local Emergency Services will be notified of the access points before work starts on site and in due time before access arrangements are relocated. A traffic marshal, located at the main site entrance, will ensure that safe access routes are always maintained for emergency services.

Site notice boards will be displayed at the site entrance and will display the project particulars, contact details, access and egress procedure, site rules and all H&S information.

## **9. IN ADDITION TO THE ABOVE PROVISIONS, THE FOLLOWING MEASURES WILL BE TAKEN TO REDUCE ANY FURTHER NEGATIVE EFFECTS ON THE ENVIRONMENT: -**

Ensuring all contaminants kept on site are safely stored with the necessary procedures put in place for leaks and spillages etc. (compliance with ISO 1400 will be required)

A waste management system will be implemented on site.

We treat environmental issues seriously and will carry out good management practises to minimise the effects of both noise and dust on the environment and local community. We will also liaise with the local neighbours regarding any other sensitive environmental issues that need to be addressed.

## **10. TREE PROTECTION**

Where trees have been designated for retention we will install an agreed tree protection scheme in accordance with BS 5387(2005) and including any required measures. An inspection regime will be established to monitor and maintain this protection throughout the duration of the works, until such time as the trees are integrated into the new landscape. Hand digging of excavations around tree roots will be carried out in accordance with the recommendations of the Arboricultural Report, or as amended by specialist consultation.

Existing trees designated to be removed will be taken down by specialist tree surgeons and the materials shredded for recycling where practical. Any diseased trees will be removed for burning in an appropriate location.

## **11. SITE SECURITY**

Security during site working hours will be maintained at all times.

Vehicular gates will be locked at all times and controlled by our traffic marshal for vehicle movements.

Out of hours Security may be provided by remotely monitored (web accessible) CCTV system. This may be supplemented with the use of onsite security personnel during the fit-out stage of the project and will deter theft and damage.

Fire escape routes, firefighting stations, alarm points, muster points and practice drills within the works will all be carried out according to Standard Health and Safety Procedures, and agreed with the local fire officer.

Site management will be responsible for seeing that all plant and materials are stored safely and securely after the workday ends.

A fire protection plan will also be put in place.

## **12. SITE OFFICES AND WELFARE ACCOMMODATION**

The site compound will be located, within the confines of the site.

Site office accommodation will be subject to the Contractors requirements, but is likely to be standard high security portable cabins. Cabins may be stacked and corridor linked with a main entrance at one end and fire escape door at the other, if appropriate.

The site office set up will remain in this location for the majority of the project, and will be removed to suit the external landscaping in this area.

Suitable drying rooms, canteen facilities and toilets will be provided within the welfare cabins which will be in close proximity of the site offices.

Sub-Contractors will have a designated area for their offices and small stores within the compound. Electricity and communications links will be provided to the area for quick and easy connections. Sub-Contractors will share the main Contractor's welfare facilities.

**13. LIAISON AND GOOD NEIGHBOUR POLICY**

We shall seek to ensure good rapport with all neighbouring parties thus developing an effective system to manage our activities in a proactive and consultative manner to avoid conflicts for the benefit of everyone involved.

Within the Contractor's Site Management team, a single point of contact will be made at a suitable level of seniority to liaise with the local neighbours.

A Contractor's Senior Project Manager (the Construction Project Manager) will be the liaison contact point throughout the contract and will have the ultimate responsibility on site and the necessary authority to direct operations. Prior to commencement the senior project manager will notify the local residents association and, if deemed appropriate, arrange a pre-construction meeting. Information will be distributed to the Neighbours on a regular basis to advise them of the planned operations and any impact they may have upon them.

An updated newsletter may be produced and distributed, keeping the local community informed of the progress and any changes to the project.

The Contractor is to establish regular meetings for the community, if deemed required, to ensure their opinions and requirements are aired and accounted for.

Members of the public will be able to communicate with the team via a dedicated telephone number which is to be set up and monitored by the Contractor. The number will be posted on hoarding and distributed to the neighbours in all of the regular newsletters.

**14. CONSIDERATE CONSTRUCTORS SCHEME**

We will actively engage in The Considerate Constructors Schemes. The Contractor will register this development for participation in the scheme, embracing all the good practices outlined.

Contractors will be required to follow the "Guide for Contractors Working in Camden" also referred to as "Camden's Considerate Contractor's Manual".

**15. PROTECTION OF THIRD PARTIES**

All site activities, unless otherwise consented, are to be contained within the hoarding line and a comprehensive traffic management plan will be implemented to ensure no disruption is caused to traffic or pedestrians on the adjoining roads or walkways. Specific loading and unloading areas have been designated inside the site boundary.

Where boundary treatment works are required, these will be carefully co-ordinated and suitable protection measures put in place so as to provide a safe working area for site operatives and general public.

Where construction or demolition works are to be carried out above any adjoining buildings, roads or pedestrian walkways and there is a risk of falling materials, monarflex sheeting or debris netting will be installed as a safety precaution.

***Systems to be operated in order to comply with the terms and conditions of any Local Authority planning consent.***



**16. SIGN BOARDS**

The project signboard(s) will be erected in accordance with the Local Authority wishes. The design of the board will be agreed with all parties before being erected.

**17. HOARDINGS**

The hoarding line will be shown on the site layout plan.

All boundaries of the project will be closed off using Herras type fencing or timber hoarding, where currently open, or via utilisation of existing boundary fencing (where appropriate). All hoarding will be maintained and kept in good repair at all times and painted in appropriate/required company colours or may be subject to project branding. Internal access routes and storage compounds will be segregated utilising 'herras' type fencing panels.

For the avoidance of doubt, where necessary to enable the works, hoardings may be temporarily removed and replaced when appropriate.

**18. PEDESTRIAN ACCESS**

All footpaths and walkways to the perimeter of the site boundary will remain unimpeded from construction activities at all times, except for direct works to such boundaries, deliveries and any such emergency requiring the full evacuation from site and further such planned works for connections to utilities and forming new or closing off existing crossovers.

In these instances we will provide alternative pedestrian access in accordance with the Street Works Act.

Signage will be provided at the vehicular access point to the site, to give visual warning to pedestrians. Warning signage will be provided within the site to warn outgoing drivers of the need to be aware of pedestrians. At the main construction vehicle point the traffic manager will also assist large/long vehicles when entering or exiting the site.

**19. NOTIFICATIONS**

During the appointed Main Contractor(s) mobilisation periods, following award of Contract(s) and possession of the site, communication will be set up with the following authorities (where appropriate):-

- Notice will be served to the Health and Safety Executive
- Meeting with Building Control and Planning Authorities
- Meeting with local Environmental Health Officer
- Meeting with local Police and Fire Brigade
- Liaison with local residents and retail operators
- Notification to the emergency services giving full details of the construction works.
- Considerate Contractor Scheme enrolment
- Highways Authority
- Client to appoint Party Wall Surveyors

## **20. SITE SURVEYS**

Before work starts, the following will be produced:-

- A Plan and Level survey of the construction area
- A survey of the existing surface and foul water system
- A survey of all trees to be retained
- Party Wall and 3m and 6m Notices, surveys and schedules of work (where required).
- A Condition Survey of adjoining properties, adjoining public roads and paths, illustrating their current state (where required as part of the Party Wall etc Act).

## **21. MATERIALS CONTROL AND STORAGE**

Delivery vehicles will be controlled to ensure that unloading only takes place within designated times and in the correct location. All Sub-Contractors will be required to produce a procurement schedule for their materials which will be monitored at their weekly or fortnightly meetings and must book delivery slots with our Traffic Controller.

"Just in Time" scheduling of deliveries where possible will minimise storage capacity required, double handling and congestion around the site. Detailed plans of the site will be drawn up outlining areas available for moving and storing materials during the various stages of the contract. Wherever possible materials will be delivered shrink-wrapped and palletised to be unloaded and distributed safely.

Any diesel fuel required for site plant, will be stored in sealed tanks inside bunded walls. The use of diesel driven plant and equipment will be kept to an absolute minimum. Wherever possible, equipment and plant will be electrically powered to reduce noise and prevent emissions.

## **22. SECURE STORAGE OF MATERIALS, PLANT, TOOLS, CHEMICALS AND GASES**

Secure storage of materials, plant, chemicals and gasses will be controlled in accordance with Health & Safety Procedures and Environmental Policy and general adherence of BS EN 14001.

Any storage of rubbish and/or materials must be within 3m of the woodland hedges fencing and the Contractor is to strictly ensure that there is no disposal of materials in the woodland/copse.

There will be a small hoist provided for the fit out stages of the project, which will be serviced, when necessary. The hoist will be located at ground floor level on the exterior of the building.

### **23. RUBBISH REMOVAL, MANAGEMENT AND RECYCLING**

An important part of the Site Management process involves site cleansing, rubbish removal and recycling.

The appointed Contractor(s) will be required to produce Site Waste Management Plan(s) in accordance with the appointed Main Contractor's Environmental Policy.

This will include details of how we intend to reduce and manage site waste.

- Reuse of existing topsoil and clean spoil excavated for the new building ,on site in making up levels, if possible.
- We will ensure that all material removed from site is taken to waste recycling stations and separated for recycling where possible. Records of the waste recycling will be provided by the recycling stations.
- Enforcing good housekeeping measures e.g. proper storage of materials to minimise spillage.
- The use of raw materials as per manufacturer's instructions.
- Monitoring the generation of waste in order to identify trends and areas for further investigation.
- Identifying recyclable and salvageable materials and where feasible find secondary or alternative uses.
- Segregate waste types to facilitate recycling activities.
- Working with suppliers / Sub-Contractors to minimise surplus material delivered to site.
- Working with suppliers to ensure only the necessary minimum of packaging is used.
- Consideration of alternative materials with lower wastage levels.
- Ensuring that all Duty of Care and other legal requirements are complied with during the disposal of wastes.
- Consulting with suppliers to determine correct / appropriate disposal routes for waste products and containers.
- Assessing the project design to identify ways in which waste generation through raw material wastage and from temporary and permanent works activities can be avoided and minimised.
- Setting waste reduction targets as well as educating and informing site staff.
- Reducing usage of diesel, electricity and water on site by adopting good practices and management procedures.
- General construction waste management will be provided by a package Contractor who will be managed by our site logistics co-ordinator.
- Where gypsum plaster products are used the specialist Contractors will be required to arrange recycling directly with the manufacturer.

Data will be provided by the waste management Contractor on the level of waste produced and the level to which this material has been recycled. It will be the responsibility the Site Management to keep the site area under his/her control, safe from build-up of rubbish.

## **24. HEALTH AND SAFETY**

To minimise risk and control exposure, the appointed Main Contractor's Health, Safety and Environmental Department will give advice at planning stages, on all activities and all H&S requirements. H&S will be diligently monitored throughout the project.

Safety will be treated as our highest priority and will develop a programme of initiatives, in order to improve Health and Safety awareness and performance on the project. This will work by actively by encouraging site operatives to think in a manner that assesses personal safety and the safety of others, not only on site but also throughout their lives.

The layout of the site accommodation will ensure that all staff, visitors and operatives will have the ability to store and retrieve the correct PPE before entering the construction area.

Every person who enters the project will receive a specific project induction before they are allowed to leave the compound and commence work on site. Inductions will provide an introduction to the project, a description of the project risks and a review of the individual's competency. Site Access passes will only be distributed following site induction from management personnel of the appointed Main Contractor.

The induction talks for operatives new to the site will include site rules which will cover among other things:

- Behaviour toward others on site and nearby residents
- Drugs and alcohol
- Smoking areas
- PPE and safety issues
- Welfare facilities including a designated area for eating
- Security issues
- Emergency procedures
- Good and bad practice

The Contractor shall also provide and ensure site inductions in languages other than English where appropriate.

Site signage will be multi language if necessary, to assist in communications.

The Contractor is to hold regular consultation meetings with the workforce to assess safety performance on site and review where safety can be improved. These will be open to all on site; in addition to this, we will actively encourage the use of a 'comment box' so that site observations can be forwarded and actioned in a confidential manner.

We require regular 'tool box talks' to be undertaken by the Principal Contractor and also all Sub-Contractors to site operatives, outlining a variety of relevant Health and Safety issues.

## **25. FIRST AID**

The appointed Contractor's Site Management are to be qualified First Aiders, and there will be a minimum of one member of the Site Management who will be on site and in attendance at all times.

**26. NOISE AND HEARING PROTECTION ZONES**

A sound / noise meter may be required to be kept on site at all times to check noise levels at the site boundaries during certain operations.

Inside the site, and closer to noise sources, hearing protection zones, where hearing protection must be provided and worn if noise levels reach 80 – 85 Db, will be set up.

Careful planning and use of appropriate plant and equipment normally keeps these requirements to few and very short periods.

**27. CONSTRUCTION ACTIVITIES**

The deep excavation works and construction of the development will be carried out in accordance with detailed method statements and risk assessments approved by the appointed Contractor's Site Management, all in accordance with the Construction Management Plan and the main Contractor's Safety and Environmental Procedures.

## APPENDICES

Appendix 1 – Incident Response & Emergency Action Plan  
(to be completed by the Main Contractor)

**Site Name:** 18 Redington Road, London NW3 7RG

### Emergency Contact Details:

In the event of an incident or a suspected incident, the Site Manager/Appropriate Person will assume control of the situation and direct the immediate response through delegation, if necessary.

Emergency Services: 999

Local Police: 101

Local Hospital: Royal Free Hospital, Pond Street, NW3

HSE London: 0844 371 9173

Environmental Agency: 0800 807 060

	Contact Name	Office House	Out of Hours
<b>Local authority</b>			
<b>Gas: Enter Supplier</b>			
<b>Water: Supplier</b>			
<b>Telephone: Supplier</b>			
<b>Electrical: Supplier</b>			
<b>Specialist Advice</b>			
<b>Specialist Clean Up Contractors</b>			

	Company Contacts		
	Contact Name	Office House	Out of Hours
<b>Project Manager</b>			
<b>Site Manager</b>			
<b>Site SHE Advisor</b>			
<b>Client Contact</b>			
<b>Contractor</b>			
<b>Contractor</b>			

The contact order will be:

**First:** Site Manger – Enter number

**Second:** Project Manager – Enter number

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) INVENTORY

Refer to Site Plan for Location of Stores and Spill Kits

Name of Product	European Waste Code (EWC)	Name of Waste	Waste Classification	Supplier	Name of Sub-Contractor

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Note: The information above is to be completed as applicable during the contract when detailed design and specifications are set.

#### **ACTIONS TO BE TAKEN IN THE EVENT OF A HEALTH AND SAFETY EMERGENCY**

Those directly involved should:

- Make the area safe for themselves and others who may be exposed (where safe to do so)
- Raise the alarm and instigate Site Incident Response Plan/Fire Plan as necessary
- Apply First Aid to those who may need attention
- DO NOT make changes to the scene apart from those making the area safe – evidence will be required to aid investigation

## **TAKING COMMAND OF THE SITUATION**

The following should occur:

1.0 Immediate Reporting  
To a member of Site Management

OR

To your manager or supervisor who should then report to a member of Site Management

Site Management will then put into action the Incident Response Plan and report to the associated enforcing authorities and/or others as appropriate.

2.0 Evaluate the area following the site designated procedure.

3.0 Instigate the accident/incident reporting procedure to ascertain why the incident occurred – this will not be to assign blame but to prevent recurrence.

4.0 Review risk assessments and method statements to ensure that the content still reflects the situation on site.

5.0 Site management must monitor the situation until such time that the incident is passed and the site has returned to normal working conditions. This is in addition to the continuous monitoring of all other site activities.

6.0 A close-out meeting should take place in order to learn from the event and enable such information to be fed back into the company to aid continuous improvement.

**Under no circumstances should a member of staff discuss the incident during or after events with the press or others. All such communications must be done through the management.**

## **ACTIONS TO BE TAKEN IN THE EVENT OF AN EMERGENCY INVOLVING PERCUSSIVE PILING OUTSIDE OF ALLOWED HOURS**

The local authority shall be notified and details provided in writing within 48 hours of any event (see below) where percussive piling took place outside the permitted hours.

*Events include:*

In the case of an emergency or

Where piling is required on the ground of safety or environmental protection

In either case the situation would otherwise be dangerous to life or limb

*Percussive piling cannot take place outside these permitted hours:-*

8:00 to 18:00, Monday to Friday and

9:00 to 13:00, on Saturday or

At any time of a Sunday or a Bank/Public holiday

## **ACTIONS TO BE TAKEN IN THE EVENT OF AN ENVIRONMENTAL EMERGENCY**

- In the event of an actual or suspected pollution incident involving:
- Spillage of oils or chemicals or
- Discharge of silty water or other pollutant such as concrete (watercourse or land)
- Flood
- Fire (emissions to air); fire runoff
- Discovery to or potentially contaminated land

*The following should occur:*



- 1.0 Report immediately  
To a member of Site Management.  
OR  
To your manager or supervisor who should then report to a member of Site Management.  
Site Management will then put into action the Incident Response Plan and report to the associated enforcing authorities and/or others as appropriate.
- 2.0 Try to identify the source of the pollution and stop the flow immediately.  
Switch off sources of ignition.  
Identify the material which may be burning and, if it can be done safely, extinguish with an appropriate fire extinguisher.
- 3.0 Avoid the spillage or fire water runoff spreading.  
Check the site drainage plan – where will the spillage go?  
Stop the flow if possible.  
Dam the flow with earth/sand/polythene/absorbent materials.  
Divert the flow from drains/watercourses where possible.  
Use drain covers if available.
- 4.0 Get a spill kit.  
Use absorbent material if appropriate.  
Place a boom across watercourses if applicable.
- 5.0 Do not wash spillage or firewater runoff into the drainage system – it only makes it worse.  
Never use detergents.  
Use sand or absorbent pads to mop it up and dispose of as Special Waste.
- 6.0 If the spill has already entered the drains, block the drains off if at all possible.
- 7.0 Seek specialist advice or seek authorisation from the environmental advisor before moving contaminated material.
- 8.0 An investigation will be carried out by management to ascertain why the incident occurred.

## **SITE FIRE SAFETY PLAN**

### **NOMINATED PERSONNEL:**

The appointed Site Fire Safety Co-ordinator for the Project is: XXXX

The appointed Fire Marshal is: XXXX

### **DUTIES:**

*The Fire Safety Co-ordinator and Fire Marshal shall:*

1. Ensure that all procedures and safety measures as defined in the Site Safety Plan are understood and complied with by all those on site.
2. Ensure that a HOT WORK Permit is established and monitor compliance.
3. Carry out daily/weekly checks on firefighting equipment, alarms, detection devices, escape routes, emergency access and work areas.
4. Liaise with the local Fire Brigade, HSE, Police and site security.
5. Maintain records of all checks, inspections, tests, fire patrols and fire drills. See attached Fire Log Book.
6. Execute the duties for the safe evacuation of the site and ensure that all staff, Contractors and visitors report to the assembly points.
7. Ensure all suitable and sufficient fire risk assessment is completed for all operations.
8. Ensure that the emergency services are provided with site drawings plans and all information required.

### **FIRE PRECAUTIONS – GENERAL SITE AREA**

*The following arrangements have been introduced:*

- Fire extinguishers
  - Site Stores Office – 1 x dry powder  
1 x foam
  - Fuel Storage Area – 1 x dry powder  
1 x foam
  - Geotech Office – 1 x dry powder  
1 x foam
  - Fire Point One – 1 x dry powder  
1 x foam
  - Fire Point Two – 1 x dry powder  
1 x foam
- Battery operated smoke detectors have been fitted.
- Test certificates for permanent electrical installations.
- Test certificates for temporary electrical supplies and distribution to each unit.

## **FIRE PRECAUTIONS – EXISTING BUILDING**

*The following measures have been introduced:*

Fire extinguishers have been located on each floor of the building

Ground floor	–	1 x Foam 1 x Water 1 x CO2
First floor	–	1 x Foam 1 x Water 1 x CO2

Battery operated smoke detectors have been fitted.

Test certificates for permanent electrical installations.

Means of raising alarm in the event of a fire is by sounding the air horn on the ground floor at the bottom of the staircase.

Emergency fire precautions and means of escape are communicated to all site operatives means of:

- Induction Training Sessions when they arrive on site.
- The arrangements are indicated on the attached drawing.
- In the event of a fire, personnel will leave the building and report to the assembly point outside the main entrance next to the car park.

### **HOT WORK PERMITS:**

Before commencing work the operative shall fill in the form CMSD 281 Rev 0. This will detail the work and area where the work will be carried out.

The completed form is to be taken to the site office where it will be signed by a competent member of staff detailed in the Organisation Chart.

A copy will be taken and issued to the operative carrying out the work. The original will remain in the H&S File.

Upon completion of the work at least one hour will pass, whereupon the operative shall return to the area of 'hot work' and check for any signs of fire. Having completed the check the operative will return to the site office and the original form will be 'signed off'.

In addition, if the work continues through a break period, an operative has to be in attendance for at least 60 minutes after the cessation of the hot work.

### **ESCAPE ROUTES:**

The emergency plan for action in the event of fire (Section 1) will be part of the induction given to all site operatives. The Plan will be displayed at the Fire points adjacent to the landing of the escape staircase.

Escape route plans will be displayed at each Fire point. The plans will be changed as the demolition/construction continues. For the latest version of the escape routes, please see the fire points or copies displayed on the site notice board.

A copy of the plans showing the position of gas bottles, fire fighting aids, fuel stores and areas of high risk (i.e. voids in slabs, danger of label, etc) will be displayed in the security hut and will be issued to the Fire Brigade on arrival in case of an emergency call.

The Site Fire Officer will keep and maintain a weekly register of inspections of fire extinguishers, alarm/detection devices, escape routes, fire brigade access and fire fighting facilities.

**FIRE DRILLS:**

Regular fire drills will be instigated allied with the training in the use of fire fighting equipment (also to be organised for new trades as they start on site). A record should be kept.

**SITE FIRE SAFETY PLAN SECTION 1****ACTION IN THE EVENT OF A FIRE**

1.     Raise the alarm  
Use the air horns situated on the ground floor level in the building, positions as indicated on the Escape Route drawings.  
Alert Site Management at site offices in the ground floor.  
Alert Security at the site entrance gate  
*Or*  
Shout "Fire, Fire"
  
2.     Call the Fire Brigade  
If Site Management have been contacted, tell them to call 999.
  
3.     On hearing the site fire alarm  
All personnel to leave the site and assemble at the Muster Point.  
Contractor's Site Managers to check off employees against labour register and report to the Fire Marshal with list of names.  
Do not stop to collect personal belongings.  
Turn off generators, compressors and other powered equipment.  
Turn off heat producing equipment and shut cylinder valves.  
Report locations of any cylinders or fuel containers to Site Management/Security.  
Attack fire with the equipment provided if it is safe to do so.  
Obey instructions from the Site Fire Marshal or supervisory staff.  
Do not re-enter site until told it is safe to do so.

Appendix 2 – Site Plan: Traffic Management

**TO BE COMPLETED BY CONTRACTOR**

Appendix 3 – Site Plan: Access Routes & Hoarding

**TO BE COMPLETED BY CONTRACTOR**