

**PROJECT MANAGEMENT PLAN**

(Incorporating the Construction Phase Health, Safety, Quality and Environment Plan)

**FOR**  
**79, CAMDEN ROAD,**  
**LONDON NW1**



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0	Richard Turner	Grant Styles	Stuart Accleton
1	Craig K de Sloan		
2	Craig K de Sloan		

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## 1. INTRODUCTION

Erith Contractors operates an Integrated Management System (IMS) to ensure that all quality, health, safety and environmental issues relevant to this contract are considered as part of the overall contract planning and remain as core issues within the management of the contract.

The company is certified to ISO 9001:2008, ISO 14001:2004 and to BS-OHSAS 18001:2007. The IMS procedures developed in accordance with the accreditations are implemented to operational contracts by a Project Management Plan (PMP) in conjunction with the Construction (Design and Management) Regulations 2007 (since updated as CDM Regs 2015)

This PMP sets out the arrangements that are to be implemented in order to manage the project-specific Quality, Health, Safety and Environmental aspects arising from our undertakings. The primary purpose of this Plan is to inform all employed persons (including sub-contractors) of significant health, safety and environmental risks associated with carrying out the works and communicating the measures that are to be adopted to ensure, so far as is reasonably practicable, that all risks to those affected by our works are reduced to the lowest level.

### 1.1 QUALITY, HEALTH AND SAFETY AND ENVIRONMENTAL POLICY

Erith Contractors Ltd, as a responsible business organisation, recognises its obligations to consider all relevant quality, health and safety and environmental issues in its dealings with its customers, employees, suppliers and the general public. It is therefore its policy to:

- Plan with its customers to identify their relevant quality criteria and to deliver and surpass them within stated time and cost limits, by using reliable yet innovative low carbon technologies;
- Meet and exceed client expectations by continually improving the quality of our services;
- Deliver a quality, profitable service whilst being focused on health, safety and the wellbeing of our employees;
- Build a collaborative relationship with our clients, ensuring long term success based on respect, integrity, openness and fairness;
- Regularly review business performance and continually improve through the setting, achieving and exceeding health and safety, quality and environmental objectives and targets;
- Comply with all relevant legislation as a minimum and work towards excellence using best practice;
- Eliminate fatal risks; design out hazards; undertake rigorous risk assessment procedures and implement/monitor mitigation measures and make employee safety and wellbeing central to every project;
- On all projects routinely assess the health and safety risks presented to employees, clients, subcontractors, visitors and the general public and minimise such risks as far as reasonably practicable;
- Minimise our environmental impacts by considering the whole life environmental costs and benefits in our business decisions;
- Ensure that our employees have the necessary training, skills and resources to meet our environmental performance;
- We require all subcontractors to demonstrate commitment to stewardship of the environment and we will create and opportunities for sharing best practice for environmental performance;
- We will publish our performance for employees, members of the public and encourage commenting on our performance;
- Senior management provides the visible leadership for promoting environmental performance integrated within our work and commits the appropriate resources to achieve the environmental goals;
- We respect the environmental status and biodiversity of where we work, and endeavour to enhance these areas for the benefit of the local community;
- Ensure that all policies and business practices are clearly communicated to all employees, and to others working on the company's behalf, by appropriate briefings and training;
- We will regularly review our policies, practices and control measures and update as appropriate.



**Tony Darsey M.I.D.E.**  
**Managing Director**  
**1 July 2012**

1.2 Integrated Management System - Objectives for Year 2012/13

Objective	Responsibility
<p>Maintain an Accident Frequency Ration below the Industry average.</p> <p><b>Target:</b> To reduce our AFR(currently standing at 0.22 %) by 2013</p>	<p>All Staff</p>
<p>Continue to raise awareness in relation to the established implemented Behavioral Safety culture</p> <p><b>Target:</b> Reduce non reportable incidents and accidents by 25%</p>	<p>Health and Safety Dept. , Directors Project Managers Site Managers</p>
<p>Introduce a Directors/Associate Directors Inspection /Auditing regime across the contracting business.</p> <p><b>Target:</b> To ensure that all live sites are fully inspected /Audited by Senior Management on a Monthly basis(Audited every 3 months)</p>	<p>Directors/Associate Directors</p>
<p>Introduce an Electronic Reporting /Record Programme to all live sites across the contracting business</p> <p><b>Target:</b> All live sites to fully complete electronic reporting on a weekly /Monthly basis</p>	<p>All Site Managers</p>
<p>Maintain zero significant environmental incidents, prosecutions and warnings.</p> <p><b>Target:</b> Zero significant environmental incidents, prosecutions and warnings during 2013.</p>	<p>Health and Safety Ass. Director Project Managers Site Managers</p>
<p>Implement end of life strategy for diverting waste from landfill.</p> <p><b>Target:</b> Reduce by 10% by 2013 the amount of waste consigned to landfill, by utilisation of transfer stations, recycling, reprocessing, waste to energy, reuse of site won materials and soil treatment technologies.</p>	<p>Project Managers Site Managers Environmental Manager</p>
<p>Measure and monitor our CO2 emissions.</p> <p><b>Target:</b> Reduce emissions by 20% relative to turnover by year 2013</p>	<p>Project Managers Site Managers Environmental Manager</p>
<p>Maintain our computer database system (EZONE) to capture all business related document control interfaces in conjunction with the IMS system.</p> <p><b>Target:</b> Implement EZONE to all new business opportunities inclusive of prequalification and tenders by 2013.</p>	<p>Health and Safety Ass. Director Project Managers Site Managers IT Manager</p>

### 1.3 Quality Manual Indexing System

FILE SECTION	SUB SECTION	OFFICE	SITE
1) TENDER DOCUMENTS	1.1 Enquiry 1.2 Correspondence 1.3 Quotations 1.4 Submission	<input type="checkbox"/>	
2) CONTRACT DOCUMENTS	2.1 Client Order /Authorisation 2.2 Conditions of contract 2.3 Specification	<input type="checkbox"/>	<input type="checkbox"/>
3) IMS DOCUMENTS	3.1 Project Management Plan + F10 + Pre Construction Information Pack 3.2 Site Managers Safety File* 3.3 Testing & Monitoring 3.4 Audit & Review 3.5 Safety Officers Reports	<input type="checkbox"/>	<input type="checkbox"/>
4) CORRESPONDENCE	4.1 Client 4.2 Engineer 4.3 Third Party 4.4 Minutes of Meetings/Progress Reports 4.5 Contract Variations	<input type="checkbox"/>	<input type="checkbox"/>
5) FINANCIAL	5.1 Valuations 5.2 Record/Day work sheets	<input type="checkbox"/>	<input type="checkbox"/>
6) LABOUR, PLANT & MATERIALS	6.1 Timesheet 6.2 Allocation sheet 6.3 Material Received Sheet 6.4 Daily Diary Sheet	<input type="checkbox"/>	<input type="checkbox"/>
7) DRAWINGS	7.1 Drawing Register	<input type="checkbox"/>	<input type="checkbox"/>
8) DISPOSAL & IMPORTS LOGS	8.1 Disposal Log 8.2 Import Log	<input type="checkbox"/>	<input type="checkbox"/>

\* FROM ABOVE Section 3.2

SUB FILE SECTION 3.2	OFFICE	SITE
3.2.1 Insurance + Safety Policy		<input type="checkbox"/>
3.2.2 Site Induction Records		<input type="checkbox"/>
3.2.3 Toolbox Talk Pack & Records		<input type="checkbox"/>
3.2.4 Accident Book / Inspection Registers		<input type="checkbox"/>
3.2.5 Permits		<input type="checkbox"/>
3.2.6 Generic Risk Assessments		<input type="checkbox"/>
3.2.7 Training Records		<input type="checkbox"/>
3.2.8 Plant Certification Permits-to-Work		<input type="checkbox"/>
3.2.9 COSHH Assessment		<input type="checkbox"/>
3.2.10 Issue of Protective Equipment (PPE)		<input type="checkbox"/>

## 2. PROJECT DESCRIPTION

### 2.1 Nature of the Works

- Establish Welfare Facilities – These will be on the Road Closure arranged by Barratts to the North side of the site on Rochester Place with allowance to keep the footpath open to the North side of the road.
- Extend Hoarding line out into St Pancras Way under a Footpath Closure and provide Controlled Traffic Crossing points further West Along St Pancras Way for the safe crossing of Pedestrians.
- Foundation Piles to the proposed new Buildings and associated basement substructure where Drawings indicated on the Structural Engineers.
- Installation of Sheet Piling.
- Erection of 2 x Tower Cranes.
- Excavation for the New Basement.
- Installation of a drainage system below the new basement structure.
- Installation of Cellcore.
- Construction of a new RC basement structure
- Installation of Lift and Stair Cores.
- Final Clean and Clear site.

Works are up to and include the construction of the Ground Floor Slab, at this point the site will be handed over to the Follow On Contractor to construct the Superstructure works.

Upon occupation of the works there will be no live services within the footprint of the site, these will have been disconnected, diverted or isolated, and these will be identified and confirmed in the Health and Safety Documentation on Demolition handover complete with Certificates.

Also, upon completion of Demolition, all Asbestos will have been removed from the site and this will also be confirmed as complete with Clearance Certificates in the Demolition Handover Documentation.

As identified in the Pre-Construction Phase Health and Safety Information from the CDM-C there will be an 8 week between appointment and start on site.

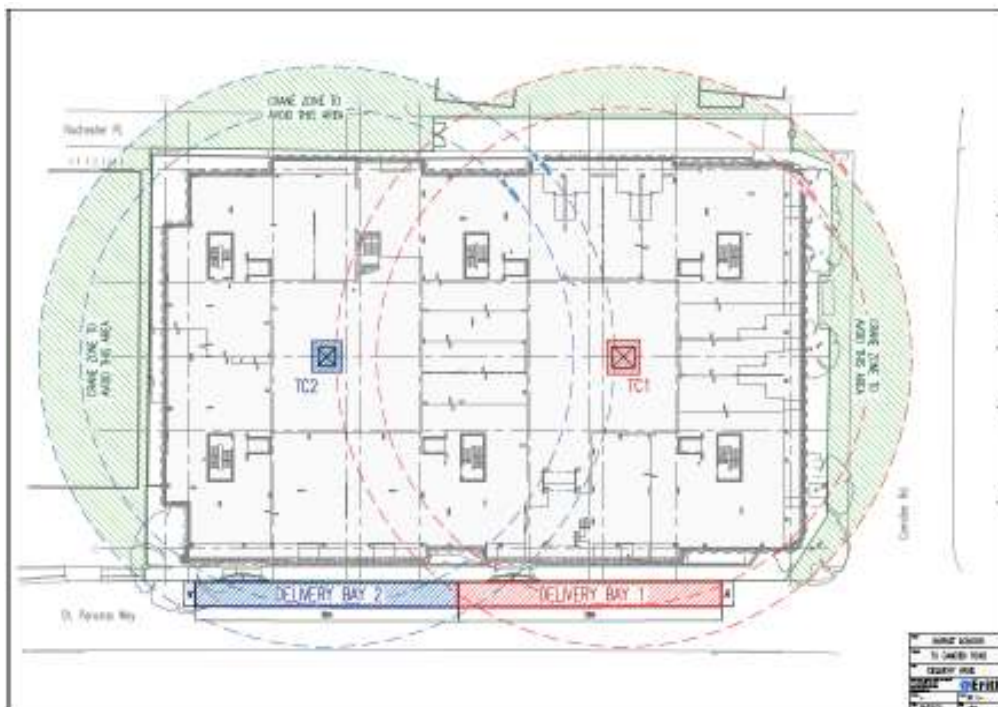
A Highways license as been applied for and has with this latest REVISION 01 issue been put in place for the Hoarding in Rochester Place (including the new Welfare Area) and St Pancras Way, which shall include for the pushing of the hoarding in the corner of St Pancras Way and Camden Road out at the corner so that it extends out a further 1m to allow for incorporation and protection of the tree in this area. These licences cover the Hoarding installation as of 1<sup>st</sup> May 2015 when the existing Hoarding of the Demolition Phase of the works is taken over gradually by the Construction Phase of the works.

A party Wall agreement will also be required for the building to the west of the site (102 St Pancras Way) which will be arranged by Barratts, which will also cover the hoarding and acoustic arrangements, as well as the works to take place for this end of the site.

A Road closure is to be put in place as required to the North side of St Pancreas Way on a Temporary Basis which will be installed and removed as required for the Loading and Unloading of Materials - This has been arranged through Barratts / TfL as part of their CMP with the Local Authority including agreements for the Temporary suspension of the Cycle Lane. The requirements for the Traffic Management Plan and Deliveries Management Plan outlining in more detail how the management and safety of traffic, pedestrians, cyclists, the general public and the site traffic itself has been prepared by Erith and now compliments this Project Management Plan.

The works will also be subject to the Notification to the HSE (F10) – The current F10 under the DMP works shall expire at the end of April and the new F10 has been put in place with effect from the 1<sup>st</sup> May 2015 at which time the Construction Phase will be adopted by Erith Contractors as the Principal Contractors on site. This has been co-ordinated through Barratts..





**Drawing Showing the Location of the 2 Tower Cranes and the Location of the Welfare and the Partial Suspension of the North side of St Pancreas Way for the Loading and Unloading of Materials.**

Note that within the Erith PMP a review of Deliveries to site has been subsequently reviewed so as to try and maintain the use of the site to receive all deliveries as long as possible by phasing the works so as to delay the requirement for delivery bays, as indicated in the diagram above from being required. The current expectation is that Delivery Bay suspension can now be put back to September 2015 as the site continues to phase its works so as to maintain working bays within the site for as long as possible as outlined in the diagram below. (More details of this is found in the Deliveries Management Plan,





St Pancras Way – North Side of Road Looking West



St Pancras Way – South Side of Road Looking West

## 2.2 Project Timescales

The Duration of the works is 40 weeks commencing 30th March 2015, however Erith Demolition are occupying the site at the moment and so a 'Soft' Start has commenced on site allowing Erith Contractors to slowly set up and establish construction based activities on site.

## 2.3 Parties to the Project

<p><b><u>Client</u></b></p> <p>Barratt West London Wallis House Great West Road Brentford Middlesex TW8 9BS</p> <p>Vincent Monaghan 0208 326 7158 <a href="mailto:vincent.monaghan@barrattlondon.com">vincent.monaghan@barrattlondon.com</a></p>	<p><b><u>Principal Contractor</u></b></p> <p>Erith Contractors Ltd Erith House Queen Street Erith Kent DA8 1RP</p> <p>Richard Turner 07785 455356 <a href="mailto:Richard.turner@erith.com">Richard.turner@erith.com</a></p>
<p><b><u>CDM Coordinator</u></b></p> <p>DBK 100 Cannon Street London EC4N 6EU</p> <p>Trevor Christmas 07912 274703 <a href="mailto:TChristmas@dbk.com">TChristmas@dbk.com</a></p>	<p><b><u>Structural Engineers</u></b></p> <p>Walsh Associates 32 Lafone Street London SE1 2LX</p> <p>Stephen Gibbs 01322 289 977 <a href="mailto:Stephen.gibbs@walshgroup.eu.com">Stephen.gibbs@walshgroup.eu.com</a></p>
<p><b><u>M &amp; E Services Consultant</u></b></p> <p>Whitecode Design Associates Highfield House 2 West Hill Dartford DA1 2EW</p> <p>James Harding 01322 289 977 <a href="mailto:James.harding@whitecode.co.uk">James.harding@whitecode.co.uk</a></p>	<p><b><u>Architects</u></b></p> <p>Sheppard Robson 77 Parkway London NW1 7PU</p> <p>Tom Kyle 020 7504 1708 <a href="mailto:Tom.kyle@sheppardrobson.com">Tom.kyle@sheppardrobson.com</a></p>

## 2.4 Extent and Location of existing records and plans

Information supplied with tender documents and within the Pre-Construction Information Plan.

## 2.5 Document Review

This Plan will be reviewed on a regular Basis as the works proceed and up-dated as necessary.

### **3. COMMUNICATION AND MANAGEMENT OF THE WORK**

#### **3.1 Management Structure and Responsibilities**

The Director responsible for safety has overall responsibility for the Quality, Health, and Safety and Environmental policy.

The Board of Directors have appointed Director, Tony Darsey, as having particular responsibility for quality, health, safety and environmental matters in the Company. He co-ordinates all quality, health, safety and environmental activities within the Company, reviews as necessary the quality, health, safety and environmental Policy and reports to the Board of Directors at regular intervals.

A nominated person will undertake the role of Site Safety Supervisor. The Site Safety Supervisor role encompasses the overall on-site implementation and monitoring of safety procedures and health and safety issues. The duties of the Site Safety Supervisor may be delegated but the responsibility will remain with the nominated person at all times. The Site Safety Supervisor will be available for briefings and any necessary safety liaison with the client at all times.

An important element of our works is to maintain a good communication line being maintained between Erith Contractors Limited internal departments, as well liaison and communicating with the neighbours, stakeholders and client teams, this will include (when required) but not limited to; assistance with fortnightly progress bulletins and updates, resident letter drops and attendance at meeting(s).

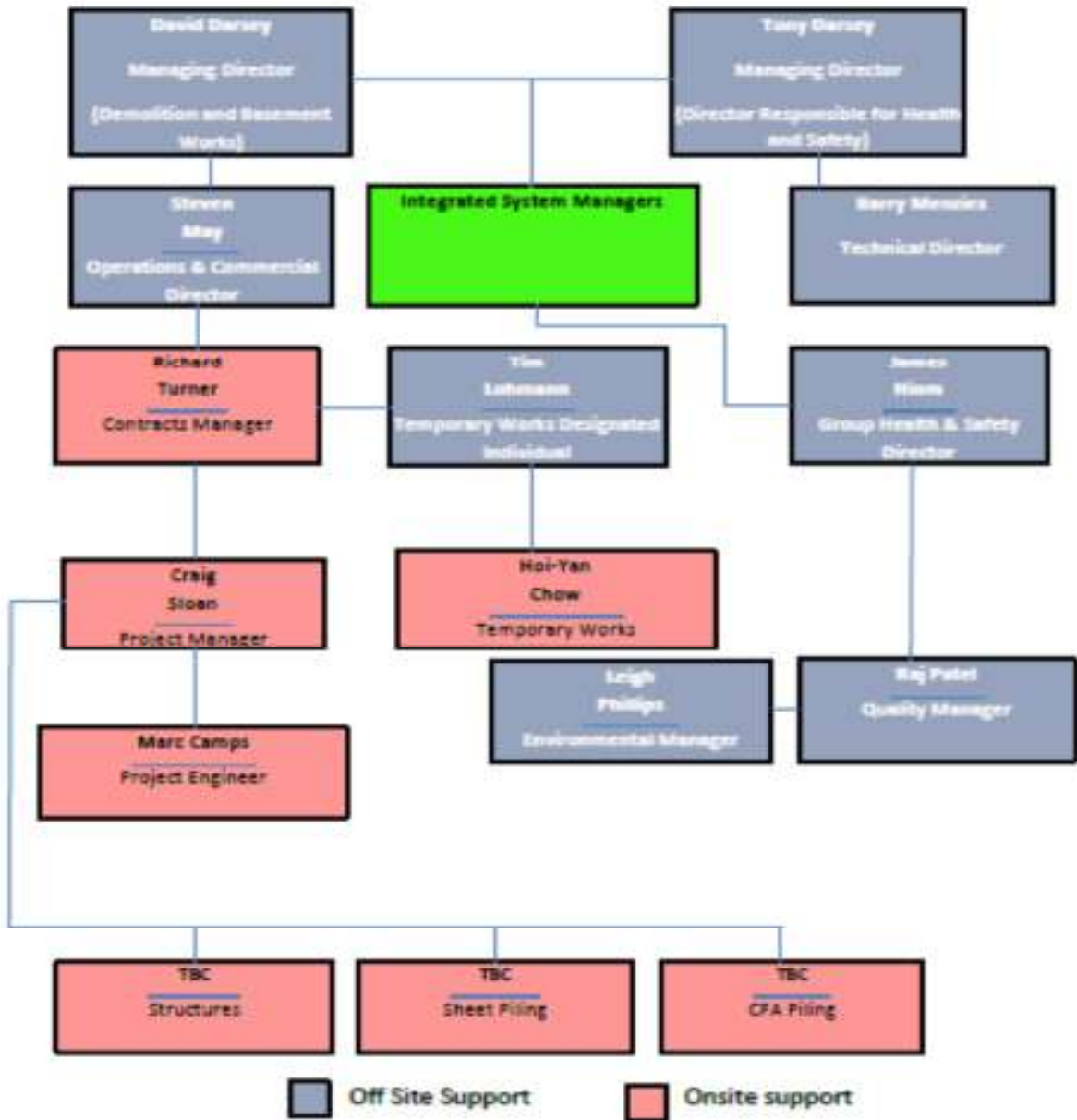
Erith Contractors Limited Project Manager, assisted by the Erith Contractors Limited Site Manager and supported by Supervisors, will have overall control of the site of our works, while communication with any additional contractors will be maintained throughout the works. This site based Management Team is in turn supported at the Site Management Levels by Project Engineers and Project Administrative Staff.

All Erith Contractors Limited projects are currently being managed using our in-house computer database management system (EZONE), with all documents being stored in a central location; this allows us to have a full audit trail of all documents and emails.

A Pre Job Brief will be held between all parties on site prior to works commencing at the beginning of the day this will include Site Manager Toolbox Talks. The aim of the Toolbox Talks is to identify what work is going to be carried out during the day and talk about the specific health and safety issues relating to these works. The PJB will also cover where each party will be working and what their intended activities for the forthcoming day are.

A Post Job Brief will be held at the end of the day, this will identify what works have been carried out during the day and if any observations were made regarding the working procedure and to highlight anything that may need to be changed, also covered will be the intended works for the following day which will also be reiterated at the Pre Job Brief the following morning.

**ERITH MANAGEMENT PLAN – CAMDEN BASEMENT**



The Subcontract Packages for Structures, Sheet Piling and other Piling have now been appointed and this organizational chart shall be updated and reissued in due course.



### 3.1.1 Contracts Manager / Project Manager

The Contracts Manager and Project Manager will understand and act upon the Company's Quality, Health, Safety and Environmental Policy in general and in particular it is his responsibility to:

- Ensure implementation of the Site Manager's Plan
- Ensure that adequate communication channels are maintained within the company so that information concerning health and safety matters, which may affect any or all parties, is communicated and any matter concerning health and safety raised by any party is directed to the appropriate member of management
- Take reasonable steps to ensure co-operation between all contractors so far as is necessary to enable each of those contractors to comply with the relevant statutory provisions
- Ensure, so far as is reasonably practicable, that every contractor at work in connection with the project complies with the rules contained within this Project Management Plan the site works so that they are carried out in accordance with the correct work procedures, safe working methods and method statements so that there is a minimum risk to operatives, equipment and materials. Ensure that all persons working for them are adequately instructed in these procedures and methods, monitoring safety performance at all times Assist in coordinating safeguards between his staff, subcontractors staff, other Contractors' staff and Client's staff Ensure that all operatives are covered by safe working methods, including risk assessments, and that these are all in place prior to the commencement of the works Release staff as necessary for safety training, safety induction courses and other safety requirements to enable them to carry out their duties in a safe manner.
- Monitor and support the projects Quality Management Systems supplying, management, advice and guidance where required.
- Set an example

### 3.1.2 Site Manager

It is his responsibility to:

- Organize site operatives and contractors so that the work is carried out to the appropriate standard with minimum risk to personnel, equipment and material
- Ensure that the Quality Management Systems and Standards of work are in compliance with the Quality Standards required of the project.
- Ensure that any authorized information relating to health and safety is communicated to all parties under his control
- Ensure that any matter concerning health and safety raised by any of the parties under his control, is communicated to the Senior Project Manager so that remedial action can be taken
- Advise the Senior Project Manager of any breach of statutory requirements or any item considered to be unsafe which is under his control and which cannot be dealt with effectively
- Ensure that all near misses, incidents and accidents are recorded and reported in accordance with the company procedure
- Ensure that all contractors under his control fully understand and observe all aspects of the Project Management Plan
- Ensure that all fire escape doors, equipment and alarms are kept clear of obstruction and easily identified at all times
- Ensure that adequate first aid arrangements are in place in accordance with site rules and that all personnel are aware of the arrangements. Constantly check that the arrangements are maintained, proper care is taken of casualties and that in the event of serious injury know the location of the emergency services so that immediate action can be taken
- Set an example

### 3.1.3 Sub-contractors

All sub-contractors are to nominate a suitably qualified person to act as a liaison point with Erith Contractors Ltd to ensure that communication channels are established and maintained throughout the project

All sub-contractors will be expected to carry out their works in accordance with all relevant safety legislation and the requirements of this Project Management Plan

All sub-contractors will supply to Erith Contractors Ltd the Results of any assessments that they carry out, and any information they have on any hazards arising from their operations that could affect others

Sub-contractors must co-operate with Erith Contractors Ltd on any measures to ensure compliance with safety legislation or to prevent danger

Ensure they comply with the Quality Requirement and Systems of the project for which they were selected and sub-contracted.

### 3.1.4 Employee Responsibilities

Employees will adopt the following principles in order to achieve the health and safety standards required. The principles are applicable to fully employed, part-time, self-employed and contracted personnel.

- ▶ Comply with all instructions given by management which are likely to affect their health and safety
- ▶ Adhere to the site rules
- ▶ Make proper use of the health, safety and welfare facilities and equipment provided
- ▶ Make full and proper use of personal protective equipment
- ▶ Refrain from willful interference with anything provided in the interests of health, safety and welfare
- ▶ Report any hazards found
- ▶ Ensure they are aware and maintain the quality expectations of the works undertaken
- ▶ be vigilant and identify any potential risks

### 3.2 Health, Safety and Environmental Standards

The works will be undertaken in accordance with all relevant Health and Safety legislation as:-

#### Standards

All operations will be carried out in compliance with the specification and:-

- CITB Construction Safety Manual
- All current asbestos regulations and guidance notes
- BS6187:2011 "Code of Practice for Demolition".
- BS5288 Noise Control on Construction and Demolition Sites
- HSE Guidance Notes "Health & Safety in Demolition Work" GS29/1-4
- HSC ACOP CDM2007 Managing Health & Safety in Construction
- HSE COSHH ACOP 2002
- HSE Guidance Notes EH 40, EH44, EH52 & EH56
- IND(G)30(L) "Buried Cables – Beware"
- HSE Guidance Notes HS(G)47 "Avoiding Danger from Underground Services"
- HSE Guidance Notes HS(G)56 "Noise at Work"
- HSE Guidance Notes HS(G)97 "A step-by-step guide to COSHH Assessments"
- HSE Guidance Notes HS(G)150 "Health & Safety in Construction"
- HSE Guidance Notes HS(G)130 "Health & Safety Small Construction Sites"
- HSE Guidance Notes HS(G)141 "Electrical Safety on Construction Sites"
- HSE Guidance Notes HS(G)144 "The Safe Use of Vehicles on Sites"
- HSE Guidance Notes HS(G)149 "Backs for the Future"
- HSE Guidance Notes HS(G)151 "Protecting the Public- Your next move"
- HSE Guidance Notes HS(G)168 "Fire Safety in Construction Work"
- HSE Guidance Notes HS(G)189/2 "Working with Asbestos Cement"
- HSE guidance note "Accidents To Children On Construction Sites" GS7
- GLA/ALG best practice guidance on "the control of dust and emissions from construction and demolition sites" The works will be undertaken in accordance with the following legislation:-
- The Health and Safety at Work Act 1974
- The Control of Pollution Act 1974 (amended 1989)
- The Environmental Protection Act 1990
- The Environmental Act 1995
- The main regulations under these acts which apply to the works are:-
- Parts of the Abrasive Wheels Regulations 1970
- The Health and Safety (Safety Signs and Signals) Regulations 1980
- Control of Pollution (Special Waste) Regulations 1980
- Health and Safety (First Aid) Regulations 1981
- Construction (Head Protection) Regulations 1989
- Electricity at Work regulations 1989
- Environmental Protection (duty of care) regulations 1991
- Control of Waste (Registration Carriers/Seizure of Vehicles) Regulations 1991
- Workplace (Health Safety & Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Road Traffic (Carriage of Dangerous Substances in Packages) Regulations 1992
- Road Traffic (Training of Drivers Carrying Dangerous Goods) Regulations 1992
- Protection of Badgers Act 1992
- Conservation (Natural Habitats etc.) Regulations 1994
- Occupational Exposure Limits (HSE 1995) Regulations 1995
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Confined Space Regulations 1997
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Working Hours Regulations 1998
- Ionising Radiations Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Control of Major Accidents Hazards Regulations (COMAH) 1999
- Contaminated Land Regulations 2000
- Countryside and Rights of Way Act 2000
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Chemicals (Hazard Information and Packaging) Regulations (CHIP) 2002
- Control of Lead at Work Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Environmental Protection Act 1990, Control of Substances that deplete the ozone layer regulations 2002
- Ozone depleting substances (qualified) regulations 2002
- Water Act 2003



- The Working At Height Regulations 2005
- Control of Vibration at Work Regulations 2005
- The Hazards Waste Regulations (England and Wales) 2005
- Regulatory Reform Fire Safety Order 2005
- The Control of Noise at Work Regulations 2006
- Control of Asbestos Regulations 2012
- The Smoke-free (Premises and Enforcement) Regulations 2006
- Waste Electrical and Electronic Equipment 2006
- Environmental Permitting (England and Wales) Regulations 2007
- Construction (Design & Management) Regulations 2007 now Construction (Design & Management) Regulations 2015
- The conservation (Natural Habitats, & c) Amendment 2007
- Directive 2006/66/EC on batteries and accumulators and waste batteries and accumulators
- Site Waste Management Plan Regulations 2008
- Climate Change Act 2008
- Environmental Damage Regulations 2009

All other Acts, Regulations and Codes of Practice relating to the works will be observed.

The works will include the implementation of Best Practical Means in accordance with BS 5228: Part 1 and as good practice the procedures as set out in "the control of dust emissions from construction and demolition" Guidance, while also being compliant with BS6187 2011 code of practice for demolition and refurbishment and the GLA/ALG procedures as set out in "The control of dust emissions from construction and demolition" Guidance. Under the GLA guidance the site will be deemed as a medium risk site.

Detailed below are mitigation measures implemented in line with current legislation to minimize environmental impact on surrounding areas, including that of considerations to the remaining residents, offices and retail outlets in close proximity to the development.

#### Control of Air Pollution

- Any plant, machinery and vehicles will be switched off when not in use, this minimizes unnecessary air pollution, in addition plant will be of most modern type with upward pointing exhausts.
- Demolition will be carried out with a suitable dust suppression system installed with a water supply gained from a localized hydrant source. Water is carried via fire water hoses and is discharged as a heavy spray directly onto and around the area being demolished, both prior to and during.
- Further dust suppression machinery will be used if deemed necessary by site management, this including 'Dust Boss' machines. Dust Boss systems are strategically placed to capture nuisance dust, machines such as the 'DB 45' or similar emit a fine mist, droplet size 50-200 microns, at the work face with a throw of up to 45 meters, droplets encapsulating airborne particles, driving them to the ground to reduce dust emissions.
- Dust suppression as detailed above will also be discharged periodically on internal site roads as required to prevent them from becoming dry and have the possibility of emitting dust.
- We will ensure that all Lorries are sheeted before leaving site and that damping down measures as detailed above are also deployed at the processing stage, this will ensure that dust emissions are minimized during this process.
- Demolition method as detailed below, will mitigate dropping from height as far as reasonably practicable, this causing dust blows, demolition will be gradual and accompanied by suitable dust suppression as detailed above.
- Dust monitoring will be carried out at site perimeters as instructed by the client, an environmental management plan will be put in place to denote monitoring points at the site boundary, monitoring will be carried out periodically via hand held devices with readings logged and maintained on site for reference.
- Should monitored levels of dust be read above that of Workplace Exposure Limit (WEL) 0.3 mg/m<sup>3</sup> Time Weighted Average (TWA) over an 8hr period, then works will stop while an alternative method or further mitigation measures are implemented.

#### Control of Possible Ground Contamination

- The availability of spill kits on site, training in the transfer of fuel and the positioning of drip trays beneath static machinery, these controls will contain any spillages or possible fuel/ hydraulic oil leaks from plant and equipment.
- In order to reduce the risk of possible ground contamination plant, machinery and vehicles are to be well maintained to prevent leaks.
- To prevent any ground contamination from any possible leakages, ensure that substances are stored in a secured bundled area with spill kits made available locally to substances.

#### Control of Noise

- The use of the most modern silenced plant available in the industry for the task will be used to reduce the level of noise emissions from machinery as far as reasonably practicable. The use of hydraulic breaker attachment will be minimised and used only where absolutely necessary.
- Noisy works will be limited to the approved working hours.
- The mitigation of noise is difficult during demolition, techniques will be used as detailed in our method to minimise the dropping from height. All demolition activities will be carried out in accordance with 'BS6187; Code of practice for demolition and partial demolition'.
- Noise monitoring will be carried out at site perimeters if instructed by the client, an environmental management plan will be put in place to denote monitoring points at the site boundary, monitoring will be carried out periodically via hand held devices with readings logged and maintained on site for reference.
- Where hearing protection zones are installed on site compulsory wearing of inner or over ear hearing protection will be enforced, with zones denoted by displayed warning notices.
- Comply with the Noise Method Statements and Risk Assessments Safe System of Work employed on site.

#### Control of Rodents and Vermin

The control and management of rodents and vermin on demolition and building site is of vital importance to protect workers and the public from the wide range of threats to health and wellbeing from pests, such as rodents, birds and mosquitoes that may be associated with construction work. Such disease risks include salmonellosis, toxoplasmosis, ornithosis and leptospirosis.

As such Erith are committed to implementing the applicable recommendations contained within The Chartered Institute of Health's document "Pest Minimisation – Best practice for the Construction Industry" and also the Camden Minimum Standards for Building / Construction Demolition Sites. This is to include the following measures, however each site is to be assessed prior to works commencing and throughout the project duration and the action plan tailored accordingly:-

- Six weeks prior to the commencement of any demolition, individual blocks, properties and the surrounding area will be surveyed by professional pest control staff in order to identify the presence and extent of any infestations. Where infestations are identified, appropriate treatments will be implemented to eliminate infestation before demolition.
- Capping of drainage systems will be carried out where appropriate to isolate old redundant sewers /drains, including those servicing properties that have been vacated and are awaiting clearance and demolition.
- Redundant drains and sewers will be grubbed out and the connection with the sewer effectively sealed.
- Live sewer connections will be appropriately sealed and capped while construction works are in progress to prevent rat egress from the sewers.
- To prevent rat egress from live drains and sewers to new systems, the live systems will be temporarily sealed off with expanding drainage stoppers until connection to new drainage is completed.
- Pest monitoring and baiting programmes will be instigated on construction and refurbishment sites, including a proactive surface monitoring baiting programme during the demolition / construction process.
- An all-encompassing sewer rat monitoring programme will be implemented in the sewer systems within the project area for the duration of the project.
- Sewers and drains will be cleared of any remaining building debris.
- Erith will ensure that sites are kept as clear and tidy as possible. Accumulations of surplus or damaged building materials can act as harbourage for pests, and as such will be removed and disposed of promptly and safely.
- Construction staff will be instructed not leave food debris within buildings under construction, as this will encourage pests to become established. Refuse containers will be provided to ensure that food waste is disposed of correctly and this topic will feature in site inductions and regular tool box talks. Site posters will remind employees of the hazards and causes of pest infestations.

- Staff site facilities including canteens, accommodation and sanitary provision will be constructed and maintained in a clean and hygienic manner and in accordance with relevant regulations and codes of practice. Waste will be stored safely in suitably located, pestresistant, closable containers and removed frequently.
- All pest control work on site will be carried out by a professional pest control organisation, typically either from the local authority environmental health department, or from a pest control company which is a member of a recognised trade body.
- Pest monitoring will be planned and documented. This will include the use of site plans/drawings.
- All pest monitoring devices will be labelled with a date and placed in a recorded location. This will be mapped or recorded in document form.
- Insect and rodent survey points will be placed in potential harbourage or activity areas and checked monthly for infestation. Results from inspections will be recorded.
- A building perimeter inspection will be conducted at regular intervals to verify that there are no access routes for rodents. This will include doorway thresholds, pipe penetrations and any other location for pest entry
- Regular interior inspections will also be undertaken to check that the plumbing fixtures, especially WC traps, food preparation areas, and waste storage are free from pest problems.
- Full records of inspections, notifications of pest problems, visits by pest control professionals, use of pest control methods/pesticides including safety data sheets will be maintained. These records will be kept safely to ensure that they will be available in the event of an investigation.

Erith Contractors Limited is confident in the use of both Site Waste Management Plans (SWMP) and also the use of Material Management Plans (MMP). Further to this we utilise the NFDC Demolition & Refurbishment Information Data Sheet Programme (DRIDS), to confirm material handling and disposal on a project by project basis.

Erith Contractors Limited signed the commitment to halving waste to landfill.

Prior to consigning waste Erith Contractors Limited look at all the facts that may have an effect on the environment. To do this a check is made to find the best disposal options, depending on the size of the site and where it is located, also on the type of strip out and any sensitive receptors, e.g. neighbours, businesses, schools, ecology, logistics, natural resources etc. In the relation to the waste, a decision on how this will be managed will be made during the pre-commencement audit.

This audit is carried out to ensure that Erith Contractors Limited has maximum value from waste arising on any contracts. Waste will be utilised on site where possible in the majority of projects recycled aggregates are used to fill voids left from demolition, or soils reused at remediation projects to minimise waste. After this we utilise the waste hierarchy to ensure best available choice is made to reduce our % of waste taken to landfill.

If we cannot segregate each waste stream due to site restrictions or the logistics of recycling facilities, checks will be made to find the closest suitable permitted waste transfer station, we have our own in house 24 hour waste transfer facility, where we are able to provide figures on recycling and their residual wastes this is done to reduce emissions to atmosphere.

When completing projects, Erith Contractors Limited utilise Material Management Plans and where material is analysed and found to be within the site acceptance criteria it will be reused on site. This is checked and signed by an independent person and lodged with the Environmental Agency prior to reuse of material.

Due to the nature of asbestos removal, the re-use of such materials is kept to a prohibited minimum due to the environmental impacts. In other parts of our organisation we aim to recycle and re-use 95-98% of all waste arisings. All waste is dealt with via a licensed waste recycling facility with the aim being that the maximum possible can be sort to reusable materials. Materials will be segregated as far as practical on site and disposed of in waste streams. Mixed waste will be taken to our transfer yard where it will be further segregated to ensure that the absolute minimum is sent to landfill.

### 3.3 Arrangements form Monitoring

Erith Contractors Ltd will action in-house and external IMS monitoring of onsite activities to establish the level of quality, health, safety and environmental performance. Monitoring will encompass regular planned system auditing, investigation of accidents, incidents, near misses and complaints. The Erith Project Management team will carry out continuous general health and safety checks.

Specific checks will be planned to monitor the control measures of those significant hazards identified in the Project Management Plan.

An independent Survey Company will monitor any movement to the remaining structure to the Clients requirements

Erith Contractors Ltd Safety Department inspect the site weekly. They will be employed to carry out regular prearranged health and safety inspections of the site. A premises inspection report will be left with the site manager of any recommendations made to improve the level of compliance with current health and safety legislation. This then followed up with further visits by the Erith Health and Safety Officer to ensure that items from the report are actioned and to compile our own site inspection report.

The Principal Contractor must ensure that in the event of any Health and Safety Executive action with respect to the issue of any of the following to any contractor on the site:

- Improvement Notice
- Prohibition Notice
- Summons

The Principal Contractor will issue written notification to the Client and the CDM Co-coordinator within 24 hours of the action

### 3.4 Communication and Co-operation

Erith Contractors Ltd will ensure, so far as is reasonably practicable, that every contractor is provided with comprehensive information on the risks to the environment and to the health and safety of that contractor, their operatives and other persons under their control. This information will be conveyed to the contractor at the earliest opportunity and will be updated and monitored as works progress.

Each contractor will induct each contractor to site and deliver weekly toolbox talks, if required weekly contractors review meeting will be put in place to discuss the site works and implication of operatives working on site together.

Operatives will be encouraged to feedback on any Health Safety and Environmental issues or concerns by an open door policy. During method statement explanation operative feedback and suggestion is discussed and recorded.

#### 3.4.1 Information and Training

Site-specific information pertaining to health, safety and environment will be conveyed to all authorised site personnel via initial site induction undertaken by suitably qualified Project Management. This will cover as a minimum:

- IMS objectives
- Site details
- Site access and egress
- Traffic management procedures
- Site risks and preventative and protective measures
- Relevant details of the Project Management Plan

Under Erith's commitment to training and on-going development all HGV drivers have undertaken NVQ level 2 qualifications. This specific HGV NVQ qualification ensures Erith have one of the most competent trained fleet of drivers within the industry sector. This qualification is on top of our current CPC training. The NVQ qualification will see all drivers assessed on the job, from the beginning of the day undertaking the pre-use checks to observation of loading and driving techniques and including the completion of waste transfer and consignment notes.

Erith have also obtained FORS accreditation (Fleet Operator Recognition Scheme). This accreditation illustrates Erith's commitment to becoming safer, greener and more efficient. With a staggering 56% of cyclist deaths in the capital in recent years involving HGV's, Erith as part of their accreditation to FORS have implemented a Vulnerable Road Users Safety Training for all of our drivers. The drivers benefit from a safety DVD, technological options and web based tools which are designed to help the driver operate safely around vulnerable road users.

All Erith Contractors Limited operatives and sub-contractors will be given area specific induction along with Toolbox Talk on the safe system of work they are working under. Further to this all staff and sub-contractors undertake Erith's Seven Steps to Safety which is part of our Safety 24:7 Behavioral Safety Scheme.

All Erith Contractors Limited operative have been trained to recognise Asbestos Containing Materials, if any ACM's are located in the structure during demolition, work will cease and the Site Manager will be notified. An asbestos surveyor will then be called to site and a sample taken for testing.

All demolition Site Supervisors hold CITB Demolition Supervisor Certificates and CCDO Competency Cards, demolition equivalent to construction industries SMSTS Scheme recognised by the UKCG. All demolition operatives hold CITB CCDO or CPCS Competency Cards. Further to this all operatives are given NDTG task specific training such as demolition, asbestos awareness, hot works cutting, abrasive wheel, working at height and other specific training such as PASMA and IPAF.

Erith Contractors Limited policy has always been to try and gain additional work force from the local communities this is achieved by contacting local employment offices and job centres.

The following personal protective equipment will be provided as a minimum requirement:

- Hard Hat (BS EN 397) • Safety Footwear (BS EN 345)
- Gloves (BS EN 420) • Hi-Vis Clothing (BS EN 471)
- Eye Protection (BS EN 166)

The following personal protective equipment will be issued and will be worn when deemed necessary by the site manager:

- Face/Nose Mask with appropriate filter (BS EN 140) • Full Body Harness (BS EN 361)
- Ear Defenders (BS EN 352-1/2) • Leather Gauntlets (PR EN 12477)
- Wet Weather Clothing (BS EN 343) • Flame Retardant Coveralls (BS EN 470-1)
- Additional Eye Protection (PR EN 175)

- Site rules
- Emergency procedures
- Means of escape
- Firefighting facilities including their use
- Welfare and first aid facilities
- Provision and use of personal protective equipment
- Environmental aspects of the project

Records of site induction will be kept and will include names of attendees, dates, details of training and signature of attendees. Project specific awareness training and tool box or task health, safety and environment talks will be given by Project Management at appropriate intervals to identify any particular safety hazards and to review general safety awareness.

#### **3.4.2 Design information**

All design information will be collated by Erith Contractors Ltd and distributed to the client team including the client, CDMC, Clients Agent, Design Team and Erith site management team as appropriate.

All organisations undertaking design work during the project will be required to identify any significant hazards associated with their designs and include the relevant information necessary to manage the risks.

Where significant changes to the design occur, consultation will be undertaken with the affected parties in order to identify any concerns, particularly those of a health and safety-related nature.

#### **3.4.3 Meetings**

Site-specific meetings will be held to discuss matters pertaining to safety and progress with sub-contractors as appropriate.

### **3.5 Selection Procedures**

#### **3.5.1 Sub-contractors**

Erith Contractors Ltd will select and appoint sub-contractors from its list of approved suppliers in accordance with IMS Procedure 10 who have previously demonstrated their competence, have made the necessary provisions for health and safety and have co-operated in complying with health, safety and environment law.

All operatives will be required to provide proof of their competence in the form of relevant training records/certification (E.g. CCDO cards, CSCS cards, CPCS cards and other recognised awards). A register of operative's competence will be maintained in the safety file.

#### **3.5.2 Materials**

Erith Contractors Ltd will select and appoint suppliers of materials from its list of approved suppliers in accordance with IMS Procedure 10 who have previously demonstrated their ability in providing adequate information and in complying with health, safety and environmental law.

Where required, materials will be selected to comply in all respects to the requirements of the project specification. Any substances that may be hazardous to health will be subject to COSHH assessments and appropriate control measures identified and implemented in order to minimise risks to health, safety and the environment. A site-specific COSHH assessment register is held within Appendix E.

#### **3.5.3 Machinery and plant**

Erith Contractors Ltd will select machinery and plant from its list of approved suppliers in accordance with the IMS Procedure 10 who have previously demonstrated their ability in ensuring, so far as is reasonably practicable, that machinery and other plant is properly selected, used and maintained and that operator training is provided.

Unknown parties will be subject to a stringent vetting procedure to ensure, so far as is reasonably practicable, that the above criteria are met

Whilst in use, all plant, tools and equipment will be regularly inspected and maintained in a good serviceable condition. Any

Equipment, which does not fulfil these criteria, will be identified and removed from the work area until a qualified person has repaired it. A register of plant certification will be maintained in safety file.

### **3.6 Activities with Risks to Health and Safety**

The identification and effective management of activities with risks to health and safety, including those carried out by other contractors, will be achieved by carrying out risk assessments, developing and communicating safe systems of working and establishing control procedures.

The safe systems of work (SSOW) are to be included in Appendix A of this Project Management Plan and collated as the project works progress.

Activities with risks to health and safety that have been identified in the Contract Planning Stage of the project are listed in the Pre-Construction Information Pack.



Safe systems of work will be developed for all significant hazards identified prior to and during the project progress. Key Project Risks

- **Asbestos** – All Asbestos was removed in the demolition package
- **Existing services** – Services are isolated at site boundary and temporary services are to be installed to provide for welfare facilities. At the site induction all employees to be made aware of the presence of temporary services.
- **Demolition** – Full detailed Rams to be written prior to demolition commencing. The Rams to be written identifying, method, and the controls of. The Rams will be written following structural investigation to confirm assumptions taken during tender
- **Site security** - There will be out of hour's site security. The site will be protected by a 2.40m hoarding to WCC specifications with a secured site entrance where all operatives and visitors will sign in and out. **During** Working Site hours control of access to the site is managed under the Supervision of the Traffics Supervisor appointed to the project.
- **Noise / Dust /** – Weekly monitoring will be carried out to confirm that the site activities are being followed to the WCC specifications
- **Traffic Management** - The safe access and egress to the site for labour, plant and vehicles is paramount on this project due to the location and traffic routes in the area. Erith are aware of the constraints of the site and will install a logistics regime to cope with them in a manner that ensures that the effects on neighbouring parties and the general public is minimal and that their safety remains paramount. A site logistics plan will be put in place as the site progresses, all operatives and traffic marshals will be briefed prior to work in a site briefing or the site induction. There will be a one way vehicle system in place for HGV'S controlled by a Banksman/ Traffic Marshall
- **Crane Over sail** – The Crane is situated in the middle of the site and does not over sail any neighbouring buildings

### 3.7 Activities with Risks to the Environment

A project-specific Environmental Management Plan (EMP) has been developed and is included within Appendix B. The EMP

sets out guidelines for dealing with occurrences that could impact on the environment and forms part of the Project Management Plan. As such it should be read in conjunction with safe systems of work developed for the project as a whole to ensure that interfaces between quality, health, safety and the environment are adequately managed.

### 3.8 Emergency Procedures

#### 3.8.1 Emergency Procedures (Including Fire)

A project-specific Emergency Response Plan has been produced and is included within Appendix D of this Project Management Plan. The Emergency Response Plan will be communicated to all operatives at the initial Site Induction.

The Emergency Response Plan will be updated to reflect any significant changes in the construction process as the project proceeds. Operatives will be notified of any significant changes as necessary.

Emergency contact details are to be displayed at the site entry point and consist of the Site Managers details, this will include contact name and telephone number, these will be confirmed to all parties on site prior to works commencing. Operatives will be advised of the nearest A&E at site induction.



### **3.8.2 First Aid & Fire**

Erith Contractors Ltd will ensure, so far as is reasonably practicable, that all operatives, contractors' operatives and self-employed operatives will have access to first aid facilities. A suitably qualified person will be appointed to take charge of first-aid arrangements and their name made known at the Site Induction and via the site notice board. A suitably stocked first aid box will be maintained on site at all times. In the absence of the qualified person, an appointed person will be nominated to take charge of a first aid situation.

Fire precautions will consist of sufficient fire extinguishers appropriate for the types that may occur which will be located in fire points at strategic areas around site; these will include a means of raising an alarm and fire action signs. Should a fire occur the alarm will be raised and all persons on site will proceed to the assembly point which is located outside the main gate. The Site Manager/Fire marshal will then undertake a roll call of all persons. Follow procedures as in incident response plan (appendix D). All hot works will be undertaken as per the permit to work procedure.

Within the site in date fire extinguishers are in place these will be utilised during the soft strip phase of the works, as the fire alarm system has been disconnected air horns or bells will be placed at points located on the site plan in appendix A of SSoW1.

### 3.9 Reporting accidents, incidents and near misses

In the event of any accident or injury the following actions are to be taken. Minor Injuries:

- Complete BI 510 (accident book)
- Lost time injuries (excluding the day of the injury) Complete BI 510 and (insurance report) form 310

Over 7 Day Injuries:

- Complete BI 510, 310
- Send F2508 (HSE report) to local HSE Office within ten days. Death or

Major Injury (definition RIDDOR 95 booklet)

- Notify immediately by telephone and/or fax:  
Local HSE Office; Company Safety Officer;  
Site Manager;
- Complete BI 510, 310, F2508.

Dangerous Occurrence (Definition RIDDOR 95 Booklet) Notify immediately by telephone and/or fax:

- Local HSE Office;
- Company Safety Officer; Site Manager;
- Complete BI 510, 310, F2508.

When a fatal or major injury accident or dangerous occurrence has happened, the scene will not be disturbed unless it is considered necessary to avoid further accident. A responsible person will be nominated to take charge and to investigate until the arrival of HSE or the safety officer and where possible photographs of the scene will be taken.

Stuart Accleton will notify The Health and Safety People Ltd who act as their external safety consultants of. They will attend site at the quickest possible instance and carryout a full investigation using the Accident/Incident Report Form. The full report of any accident/incident investigated will be sent to Mr Stuart Accleton at head office, together with any photographs, statements or other relevant material for use by Company insurers or legal advisers. This investigation report is legally privileged information and must not be issued to any other person without the permission of the Company insurers or legal advisers.

#### Notifiable Injury/ Incident

In the event of a fatal or major injury to any person or dangerous occurrence as defined by RIDDOR 1995, the local office of the Health and Safety Executive and Erith Safety Officer must be notified by telephone immediately by the Site Manager, Agent or

Supervisor. In the case of an employee of another Company being killed or injured, this duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, the Site Manager, Agent or Supervisor will notify all parties as above.

Stuart Accleton will check that the Health and Safety Executive have been informed of fatal or major injury accidents or notifiable dangerous occurrences by telephone and confirm details of accidents in writing to the Health and Safety Executive within ten days on Form F2508. The HSE will also be notified on form F2058 where an injury to any employee, self-employed operative or person undergoing training results in the injured person being absent from work for more than three days.

Accident book BI 510 will be available on each site and workplace to ensure any injured employee can record details of his accident.

The client will be informed, via the Planning Supervisor, of all reportable accidents, which occur on site. Records will be maintained in the Health and Safety File.

#### Reportable Diseases

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work. A disease diagnosed as one of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. If the disease is reportable Stuart Accleton will complete and send Form F2508A to the Health and Safety Executive.

The Health and Safety People will send a full report of any incident investigated to Mr Stuart Accleton at head office, together with any photographs, statements or other relevant material for use by Company insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without the permission of the Company insurers or legal advisers.

### **Incident Records**

All fatalities, major injuries, reportable diseases, dangerous occurrences and other notifiable injuries will be recorded by filing copies of form F2508 in a record book (an accident book BI 510 may be used). These records will be kept by the Company

Secretary of each operating company who is responsible for ensuring that all details are entered and those records are kept for at least three years from the date of the last entry.

If a Form BI 76 is received from the DSS in respect of a claim for Industrial Injuries Benefit, this will be completed by the Company Secretary and returned as required. A copy of the completed form will be kept for record purposes.

If any employee dies as a result of an injury within one year of the incident The Health and Safety Executive must be contacted.

### **Safety Observations (Non-Injury Accident) Reporting**

The Safety Observations Reporting Procedure draws on elements of the Damage Control Procedure and the Incident and Ill Health Reporting Procedure.

Damage control is concerned with the protection of the plant, tools, construction materials and completed work from loss.

This leads to the reduction of overall site costs via the elimination of charges for repetitive damage and associated repair/replacement.

There may be some protection of the site workforce because of a similarity or overlap between the causes of injury and damage accidents.

Those accidents that result in damage nearly always have the potential to cause injury, either at the same time or at a later time/date.

Safety Observations reporting is an extension to the injury and ill health reporting, investigation and prevention programme that includes those accidents that do not result in injury but do result in damage to plant, tools, construction materials and completed work.

Control and reduction in the number and causes of these accidents should lead to an overall reduction in the total number of injury accidents within an organisation, because of the relationship between the different accident types.

### **Non-Injury Accident Reporting and Prevention**

The first stage is to generate reports within the company on damage and near-miss accidents, so as to highlight and reduce causative factors.

(In order to ensure the success of such a reporting programme, **it is imperative** that this exercise is undertaken within an organisational culture **that is neither fault finding nor blame apportioning**).

Once these reports - preferably written - have been obtained, suitable control measures should be taken in order to prevent the recurrence of similar accidents that may or may not result in injury.

Suitable control measures based on the findings from the damage and near-miss reports will be developed by Site Managers working with the Associate Director for Health and Safety with input from Senior Management if required.

Incident recall is another technique that will be utilised in the non-injury accident reporting system.

Essentially, the incident recall technique will be used to identify unsafe activities; unsafe conditions; non-compliances with agreed safety rules, procedures and systems; and near-miss accidents, but following a confidential interviewing procedure of a stratified random sample of employees at all levels within the organisation.

Each interviewee will be asked to recall and verbally report any of the above-mentioned situations in which they were involved or have knowledge of.

Details of near-miss accidents will then be obtained to enable remedial action to be taken before further similar accidents result in damage, injury, or both.

All non-injury accidents (near misses) are to be reported to the Client.

### **Putting Damage Control into Operation**

Six basic steps are essential.

- Spot checking by Site Managers and operatives.
- Written Reports by Site Managers to Associate Director for Health and Safety (see attached form).
- Auditing by Associate Director for Health and Safety and the H&S Officer.
- Investigation by Associate Director for Health and Safety, H&S Officer, Contracts Managers and Site Managers.
- Formulation of agreed Control Procedures based on the above.
- Monitoring by Associate Director for Health and Safety, H&S Officer, Contracts Managers and Site Managers.

Refer to detail in Appendix D Emergency Response Plan.

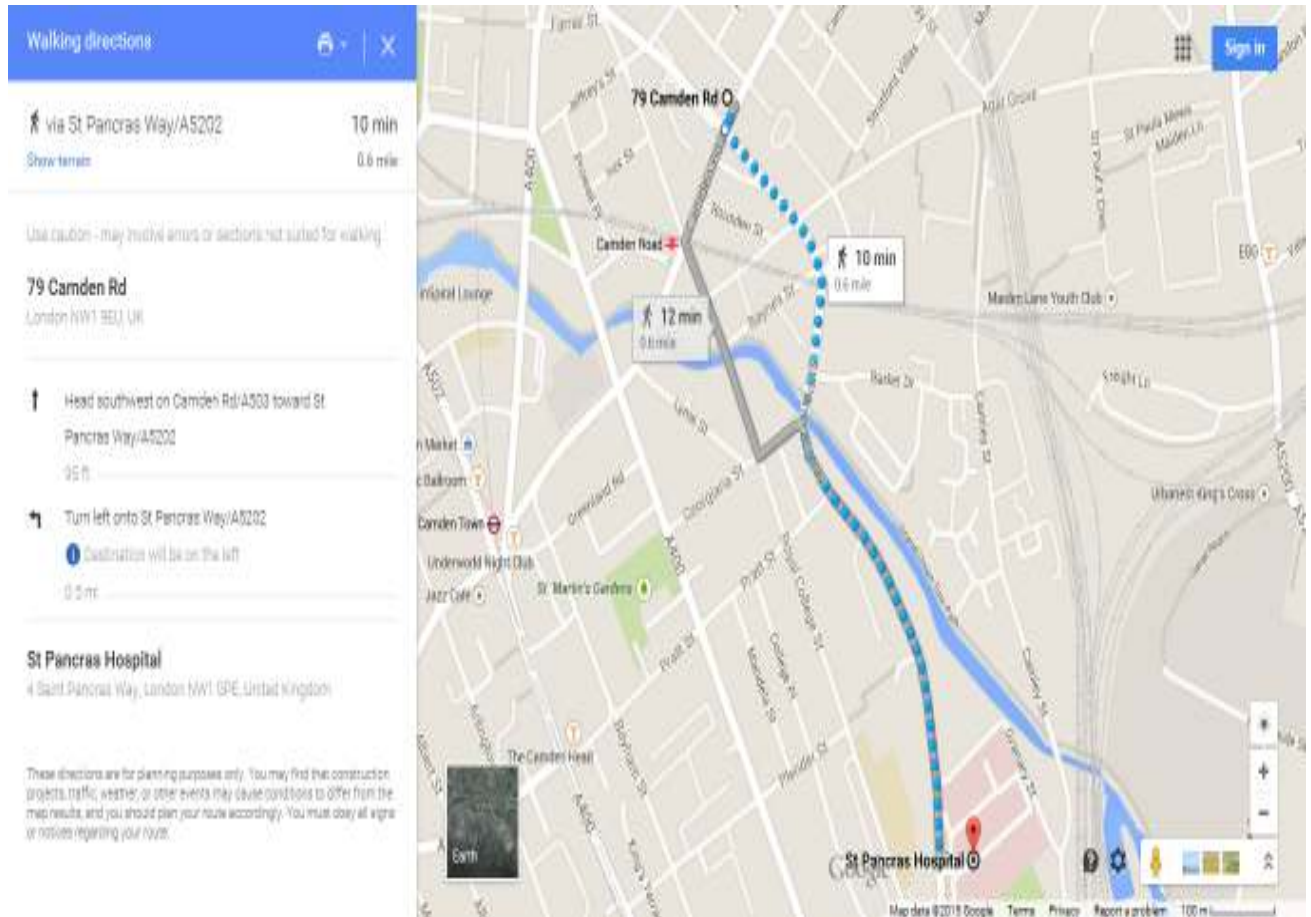
**Safety Observations (NON-INJURY ACCIDENT) REPORT FORM**

Location:	Date of Incident:	Time:
Reported by: Surname	Forenames	
<u>Details of the Incident</u> <i>Please tick as appropriate</i>		
Materials/items falling from height.	Traffic or moving plant related.	Damage to property.
Slip, trip or fall.	Excavation.	Other.
Employee/Sub-Contractor		
Give a brief description of what happened:		
<i>If necessary please turn over and use other side of the page</i>		
<u>Any Action Taken</u>		
<u>Any Recommendations</u>		
<i>If necessary please turn over and use other side of the page</i>		
Signed	Date:	
<b>Please give to your Supervisor/Manager</b>		
Comments from Supervisor/Manager		
Signed	Date:	
<b>Please file in H&amp;S File and send copy to H&amp;S Advisor</b>		
<u>Comments from H&amp;S Advisor</u>		
Signed	Date:	
Copies sent to:	Date	

## Nearest A&E Hospital

### Hospital

St Pancras Hospital, 4 Saint Pancras Way, London NW1 0PE, United Kingdom



### 3.10 Welfare

All site welfare facilities will be provided in accordance with the requirements of the Construction (Design & Management) Regulations 2007, **now CDM Regs 2015** and The Smoke-free (Premises and Enforcement) Regulations 2006.

As a minimum these provisions will comprise:

Suitable numbers of sanitary conveniences, which reflect the number of, people working on the site and which are adequately ventilated or lit.

Washing facilities, which provide basins large enough to allow people to wash their faces hands and forearms and a supply of clean hot and cold, or warm, water. Suitable means of drying will also be provided. Rooms containing washing facilities

will be adequately ventilated and lit.

A suitable supply of drinking water and drinking vessels.

Temporary site accommodation that adequately caters for/provides:

- storing and changing clothing;
- taking meals and breaks;
- shelter from bad weather;
- tables and chairs;
- a kettle or urn for boiling water;
- a means for preparing food;
- Non-smokers.

Temporary site accommodation will be sited to allow easy access for site operatives.

Once site set up is established and the gantries have been erected the accommodation will be relocated on the gantry as a permanent fixture for the duration of the job.

### 3.11 Site Safety

No persons are allowed to work on the site unless they have Erith site induction. (Visitors will only be allowed on site if accompanied at all times by an inducted employee whose responsibility it will be to ensure all protective clothing are worn and all safety precautions are adhered to).

The Company Health & Safety Policy

Allocation of safety responsibilities on site

Site specific rules

Safe systems of work and specific hazards allied to the work as identified in the risk assessment for the works to be carried out.

General Hazards in and around the site

The following personal protective equipment (PPE) will be issued and **must** be worn.

- Hard hat
- Gloves
- Safety Boots
- Hi -Vis Vest or coat
- Low impact class eye protection

The following Personal protective equipment will be issued and will be worn when deemed necessary

- Task Eye Protection
- Face masks with APPROPRIATE filter
- Ear Defenders
- Wet weather clothing

Each item of PPE must be obtained from the store man and signed for, the individual is responsible to look after his equipment should it become soiled or damaged it should be returned to the store man and a new item will be issued. The wearing of masks will be advised by the site manager all personnel to be briefed in the use and care of the masks.

Smoking will only be permitted within designated areas.

The use of mobile telephone is not permitted whilst operating plant and equipment.

There is to be **no eating or drinking** on site except in the canteen.

No lone working is permitted on the site at any time.

Meal break times are 10.00 – 10.30 a.m. and 2.00-2.30 p.m. Break times will be subject to stagger or review.

Personnel to keep to the pedestrian routes when walking to and from the work faces and avoid walking on the haul routes.

Any persons under the influence of drugs or alcohol will be asked to leave the site and disciplinary action will be taken.



There is a possibility of contracting Weils disease on this site, all persons will be issued with a card to be presented to your doctor in the event of flu like symptoms. This disease can **kill** if not treated in time you have been warned.

The first aid post is the site office; the first Aider is Michael O'Donnell

Fire and Emergency procedure (including location, type of alarm bell or air horn and use of fire extinguishers).

Procedure for reporting accidents, injuries and near misses.

### **3.12 Health and Safety File**

Information relevant to the development of the Health and Safety File will be collated by the Contracts Manager during the course of the construction phase and will be passed to the CDM Co-coordinator as appropriate. The CDM Co-coordinator and Principal Contractor will meet periodically during the construction phase to discuss and agree the information that is required.

**SAFE SYSTEMS OF WORK AND RISK ASSESSMENTS INDEX**

**Erith Safe Systems of Work and Risk Assessments**

Risk is assessed in accordance with the HSE’s Guidance Note INDG16 “Five Steps to Risk Assessment” plus our Professional Health and Safety Adviser’s document “Risk Assessment Made Easy” as:-

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide what control measures are required
- Record the findings
- Review the assessment and revise it if necessary

RISK ASSESSMENT - PART A		
Site Location	Date of Assessment	Assessed by
79, Camden Road. Camden NW1 9EU		
Description of Work Assessed		

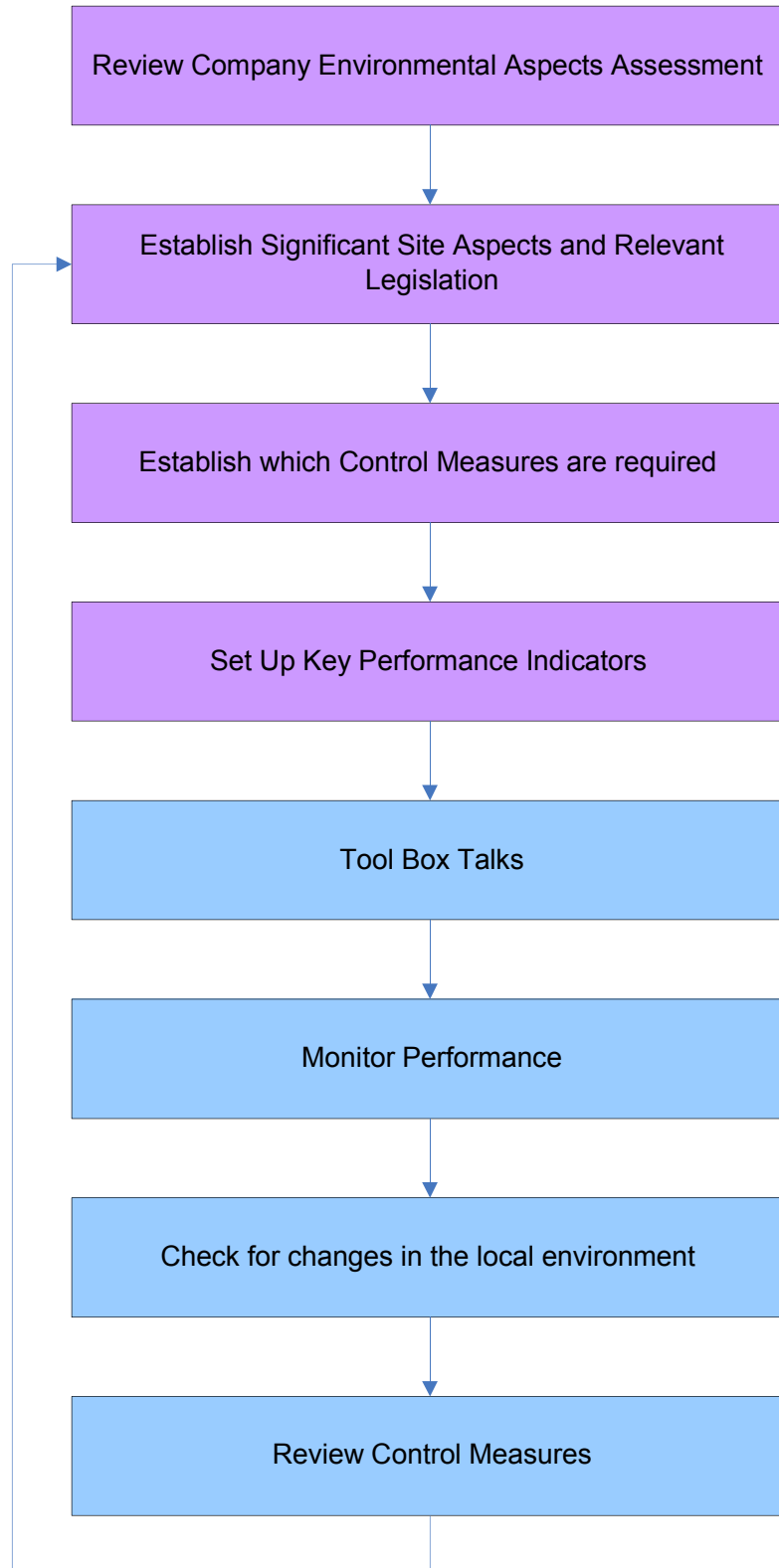
**Ref No Risk Assessments**

- 1 Cables and other services running through ‘live’ work areas.
- 2 Confined Spaces
- 3 COSHH
- 4 Demolition arising’s falling into or onto adjacent live area’s
- 5 Demolition During Inclement Weather
- 6 Demolition in Basement Areas
- 7 Dropping Demolition Arisings Down Through Well Hole
- 8 Dust
- 9 Falling and Flying Debris
- 10 Fire
- 11 Fitting Hydraulic Attachments to Excavators
- 12 Fuel or hydraulic oil leaks from plant and spillage
- 13 Hand Tools in Demolition
- 14 Handling Broken Glass Units
- 15 Hot Cutting (Oxy/Propane)
- 16 Leptospirosis
- 17 Lifting operations
- 18 Loading and Unloading of Roll On/Off Skips Handler
- 19 Machinery over sailing the site boundary.
- 20 Manual Handling & Manual Work
- 21 Material Transport & Traffic Management
- 22 Noise & Noise Nuisance
- 23 Operations which could present a hazard to the public and third parties.
- 24 Pigeon Guano
- 25 Refueling Plant & Equipment
- 26 Scaffold erection & modification
- 27 Slips, Trips and Falls
- 28 Statutory services still being live
- 29 Storage of Gas Cylinders
- 30 Temporary instability of structure
- 31 Use of Plant and Equipment
- 32 Use of Hand Held Electric Cutting Tools
- 33 Use of Excavators on floor slabs/roofs
- 34 Use of Mobile Elevated Work Equipment (MEWPS)
- 35 Working at Height
- 36 Working Next to Live Traffic

**APPENDIX B**

**ENVIRONMENTAL MANAGEMENT PLAN**

Project Environmental Management Plan



## Environmental Aspects Review

Aspect	1	2	3	4	5	6	7	8	9	10	
	Is it affected by environmental legislation?	Is there a potential liability for past, present or future?	Does it represent an environmental risk?	Does it use significant resources (energy/ water/ raw material)?	Does it have an impact on ecological/ landscape issues?	Does it produce large amounts of waste material?	Is it an important issue for our customers/ clients?	Have we received/are we likely to receive complaints?	Is it a key issue for our other stakeholders?	Is it a media environmental issue?	TOTAL out of 10
Air Emissions (dust and odours)	1	1	1	1	1	0	1	1	1	1	9
Noise and Vibration	1	1	1	1	1	0	1	1	1	1	9
Waste Management	1	1	1	1	1	1	1	1	1	1	10
Neighbours	1	1	1	1	1	1	1	1	1	1	10
Water Discharges	1	1	1	1	1	1	1	1	1	1	10
Visual Impact	0	1	1	1	1	1	1	1	1	1	9
Site Security	1	1	1	0	1	0	1	1	1	1	8
Traffic and Pedestrian Management	0	1	1	1	1	1	1	1	1	1	9
Energy Management	1	1	1	1	1	1	1	1	1	1	10
Employee Induction and EMS	1	1	1	0	1	1	1	1	1	1	9
Storage and Handling of Materials/Spillage	1	1	1	1	1	1	1	1	1	1	10
Service Suppliers, Sub-Contractors and	1	1	1	0	0	1	1	0	1	0	6
Archaeology, Historical and	1	1	0	0	0	0	1	1	1	1	6
Land Contamination	1	0	1	0	0	0	0	0	1	0	3
Office Environment	1	0	0	0	0	1	1	0	0	0	3
Ecosystems	1	0	1	0	0	0	0	0	0	0	2

7 - 10 High Significance    4 – 6 Moderate Significance    0 – 3 Low Significance



## SIGNIFICANT ASPECTS

Air Emissions (dust and odours)

Noise and Vibration

Waste Management

Neighbours

Water Discharges

Visual Impact

Site Security

Traffic and pedestrian Management

Energy Management

Employee Induction and EMS Awareness

Storage and Handling of Material/Spillage  
Management

Service Suppliers, Sub-contractors and Customers

Archaeological, Historical and Conservation

Land Contamination

Office Environment

Ecosystems

**AIR EMISSIONS**

Dust, Odours, Ozone Depleting Substances

**SOURCES**

Demolition works, Plant Movements  
Wind, Excavation Exhaust  
from plant and lorries Air  
Conditioning Equipment Gas  
Bottles & Refrigerants

**CONTROL MEASURES**

Base line monitoring and regular monitoring  
Minimise unnecessary handling of material  
HGV to be sheeted when leaving site  
Use water suppression during dry/windy weather  
Keep site speed limits low to reduce airborne dust  
Fence areas at the perimeter of site or around dust source as appropriate

**KEY PERFORMANCE INDICATORS**

Visually Monitor Record

**TOOLBOX TALKS**

Pollution control.  
Housekeeping.

**PERFORMANCE MONITORING**

We Check complaints and recorded levels  
Internal Audits  
K.P.I's

**RELEVANT LEGISLATION**

Environmental Protection Act 1990, Part III - As per Noise & Vibration, i.e. Statutory Nuisance  
Statutory Nuisance (Appeals) Regulations 1995. - Sets out grounds for appeals and describes the procedures to be used by those appealing against a nuisance abatement notice.  
Health and Safety at Work etc. Act 1974  
Clean Air Act 1993 - Prohibits the release of dark smoke from activities such as burning trade waste.  
Control of Substances Hazardous to Health (COSHH) Regulations as amended 2002. - COSHH regulations apply to all potentially harmful substances, including wastes. Employers must systematically assess the health risks to their employees from exposure to substances considered hazardous and prevent or control the exposure of employees to such substances.  
Control of Lead at Work Regulations 1998 - Impose requirements for the protection of employees who may be exposed to lead at work.  
Control of Asbestos Regulations 2006. - Details the actions required before working where asbestos is present and for the removal of it.  
Creates a system of licensing coupled with advance notification for work with asbestos insulating or coating, to the extent such work consists of the removal, repair or disturbance of asbestos and work which is ancillary too or supervising such work. Control of Asbestos 2012. GLA/ALG best practice guidance on "the control of dust and emissions from construction and demolition sites. Climate Change Act 2008 Fluorinated Greenhouse Gas Regulations 2009. Ozone Depleting Substances (Qualifications) Regulations 2009 Road Vehicles (Construction Use) Amendment No 3 Regulation 2009 SI 2196  
Environmental Protection (controls on Ozone Depleting Substances) Regulations 2011



#### NOISE AND VIBRATION

##### SOURCES

Plant, equipment & demolition  
Specific work activities

##### CONTROL MEASURES

Base line monitoring prior to commencement of works  
All demolition activities to be in accordance with good practice as described BS5228-1:2009 Noise BS5228-2:2009 Vibration  
Minimise unnecessary revving of engines, turn off machinery when not in use, routine maintenance of machinery,  
The use of equipment fitted with effective silencer / insulation  
Restrict noise generating activities to daytime hours, liaise with local authority for agreement with out of hours working  
Noisy drops notified to local residents  
Use of concrete crusher in place of pneumatic hammers  
Noise and vibration mitigation by distance and screening

##### TOOLBOX TALKS

Control of noise  
Vibration  
Good Vibration

##### KEY PERFORMANCE INDICATORS

Record Noise monitoring sheet

##### PERFORMANCE MONITORING

Check noise levels against acceptable noise levels  
Internal Audits

##### RELEVANT LEGISLATION

Environmental Protection Act 1990, Part III. - Part III details the powers Local Authorities have over a range of statutory nuisances: noise or vibration from premises, machinery or equipment.  
Statutory Nuisance (Appeals) Regulations 1995. - Sets out grounds for appeals and describes the procedures to be used by those appealing against a nuisance abatement notice.  
Noise and Statutory Nuisance Act 1993 - Noises emitted from vehicles, machinery or equipment in a street and audible intruder alarms.  
The Control of Vibrations at Work Regulation 2005  
The Control of Noise at Work Regulations 2006  
BS 5228 Code of practice Noise & Vibration on open sites. BS5228-1:2009 Noise BS5228-2:2009 Vibration  
GLA/ALG best practice guidance on "the control of dust and emissions from construction and demolition sites  
Road Vehicles (Construction and Use) (Amendment) Regulations 2010 SI 312

## WASTE MANAGEMENT

SOURCE Demolition  
activities Crushing  
Reuse  
Disposal

CONTROL MEASURES Site  
Waste Management Plan

TOOLBOX TALKS  
Waste management  
Pollution control  
Pollution prevention guidelines – PPG6 e.g. Duty of care

KEY PERFORMANCE INDICATORS  
Public Register checks on carriers, permits, licenses and exemptions.  
Producers' Waste classification and EWC. Legal  
compliance with the duty of care regulations. K.P.I's

PERFORMANCE MONITORING  
Check licenses and exemptions  
Check Permits  
Waste classification  
Legal compliance with the duty of care regulations.  
K.P.I's

## RELEVANT LEGISLATION

The Agencies are responsible for protecting "controlled waters" from pollution, for preventing waste management from polluting the environment, causing harm to human health and detriment to local amenity and for regulating radioactive substances (except in Northern Ireland). The release of the most seriously polluting substances to water, land or air from prescribed processes may be subject to additional regulation under the system of Integrated Pollution Control introduced by the Environmental Protection Act 1990. "Controlled waters" include all watercourses, lakes, lochs, canals, coastal waters and water contained in underground strata (or "groundwater"), and it is an offence to pollute such waters - deliberately or accidentally. In addition, the formal consent of the Agency is required for many discharges to controlled waters, including direct discharges and discharges to soakaways. Such consents are granted subject to conditions, and are not issued automatically. Any other waste produced on a site will be subject to the Duty of Care (Reference 2) and may also be subject to control under the Waste Management Licensing Regulations environmental Protection Act 1990, Part II. - As per contaminated material. Environmental Protection Act 1990, Part III. - Statutory Nuisance – "any accumulation or deposit, which is prejudicial to health or nuisance". Environmental Protection (Duty of Care) Regulations 1991 - As per contaminated material. Environment Act 1995 – Waste Management Licensing (Scotland) Regulations 1996 as per contaminated material The Environmental Protection (Disposal of Polychlorinated Biphenyls and other dangerous substances) England and Wales Regulations 2000 . Water Environment and Water Services (Scotland) Act 2003. The Special Waste Amendment (Scotland) Regulations 2004. The Hazardous Waste (England and Wales) Regulations 2005. – Makes it an offence for hazardous waste to be collected from a site that has not been registered or is exempt. All non-exempt sites that produce hazardous waste must be registered even if they are unlikely to have that waste collected for some time. Recent EA Guidance has clarified that it is an offence to produce hazardous waste on site and not be registered. Control of Pollution (Amendment) Act 1989 - Ensure that carriers of controlled waste are registered. Finance Act 1996 - Details the primary law on landfill tax. Landfill Tax Regulations 1996 and amendments - A tax is levied on the disposal of waste to landfill. This cost will be passed on to us in the disposal rate. Controlled Waste Regulations 1992 - Defines controlled waste for the purposes of the EPA 1990, Part II. Sets out detailed descriptions that enable the classification of any waste and sets out the legal definition of construction waste. Note: wastes from industry and commerce are controlled wastes. Defines controlled waste for the purposes of the EPA 1990, Part II. Sets out detailed descriptions that enable the classification of any waste and sets out the legal definition of construction waste. Note: wastes from industry and commerce are controlled wastes. - Establishes a registration scheme for waste carriers and makes it a criminal offence to transport waste without being registered. Waste Management Licensing Regulations 1994 as amended by: Waste Management Licensing (Amendment etc.) Regulations 1995. Waste Management Licensing (Amendment No. 2) Regulations 1995. Waste Management Licensing (Amendment) Regulations 1996. Waste Management Licensing (Miscellaneous Provisions) Regulations 1997. Waste Management Licensing (Amendment) Regulations 1997. Local Air Pollution & Prevention Control Act 1999. Part B Licence, LA Exemption 24. Waste Management Licensing (Amendment) Regulations 1998. Pollution Prevention Control Waste Electrical and Electronic Equipment 2006, The conservation (Natural Habitats, & c) Amendment 2007. Environmental Permitting (England & Wales) Regulations 2007. Directive 2006/66/EC on batteries and accumulators 2008. Site waste management plan regulations 2008. Climate Change Act 2008. Restriction of use of certain hazardous substances in Electrical and Electronic Equipment 2009. Fluorinated Greenhouse Gas Regulations 2009 Environmental Damage (Prevention and Remediation) Regulations 2009 Ozone Depleting Substances (Qualifications) Regulation 2009. Hazardous Waste (England & Wales) (Amended 2009). Waste Electrical and Electronic Equipment (amendment) Regulations 2010 Environmental Permitting (England and Wales) Regulations 2010. Environmental Civil Sanctions (England) Order 2010. The Waste (England and Wales) Regulation 2011.

These regulations underpin the entire waste management licensing system and enable implementation of the amended EU Waste Framework Directive. They provide detail on the following: Definition of 'directive waste' disposal or recovery operations exclusions from the need to hold an Environmental Permit (waste management licence). Exemptions from an Environmental Permit (waste management licence).

**NEIGHBOURS**

SOURCES Residents,  
schools, colleges Businesses  
Clubs

**CONTROL MEASURES**  
Client to inform neighbours

**KEY PERFORMANCE INDICATORS**  
Complaints log

**TOOL BOX TALKS**  
Site manager to give talk on good neighbourliness

**PERFORMANCE MONITORING**  
Complaints Response

**RELEVANT LEGISLATION**

Environmental Protection Act 1990, Part III. - Part III details the powers Local Authorities have over a range of statutory nuisances: noise or vibration from premises, machinery or equipment.

Statutory Nuisance (Appeals) Regulations 1995. - Sets out grounds for appeals and describes the procedures to be used by those appealing against a nuisance abatement notice.

Noise and Statutory Nuisance Act 1993 - Noises emitted from vehicles, machinery or equipment in a street and audible intruder alarms.

The Control of Vibrations at Work Regulation 2005

The Control of Noise at Work Regulations 2006

The Construction (Design & Management) 2007

BS 5228 Code of practice Noise & Vibration on open sites. BS5228-1:2009 Noise BS5228-2:2009 Vibration

GLA/ALG best practice guidance on "the control of dust and emissions from construction and demolition sites"

## WATER DISCHARGES

SOURCES  
Surface Water  
Dust suppression

## CONTROL MEASURES

Discharge of surface water to drains will be passed through a silt trap or appropriately sized grills on drains, drain plugs and or Sand bag Contained water may be tankered from site to a suitable disposal facility or by discharge consent from issuing authority depending on the thresholds applied and attained.

No discharges to controlled or surface waters will be allowed.

Control of water ingress, testing and appropriate management of water entering excavations where soil is contaminated will be implemented.  
All fuel storage will be bunded, use of spill kits and drip trays at all times. Staff trained in emergency response planning in the event of a fuel leak or spill.

## KEY PERFORMANCE INDICATORS

Visually monitor discharged water

## PERFORMANCE MONITORING

KPI

## RELEVANT LEGISLATION

Part IIA of the Environmental Protection Act 1990 / Waste and Contaminated Land (Northern Ireland) Order 1997 - Where those involved in construction or associated activities can be shown to have caused or knowingly permitted substances (which can include things like oils, solvents and other sorts of chemicals) to be 'in, on or under the land' so that the land is 'contaminated land' the Regulator may seek to take action against those responsible. This can include the design engineer, contractors or the owner/occupier or developer of the land, depending on the particular circumstances.

Water Resources Act 1991 - Prohibits causing or knowingly permitting the discharge or other entry of poisonous, noxious or polluting matters to controlled waters. If wanting to discharge, discharge consent would be required from the EA. EA/SEPA look to re-charge to polluters the costs it incurs in pollution control works.

Control of Pollution (Applications, Appeals and Registers) Regulations 1996. - Sets out the procedure for discharge consent application, appeals against consent, conditions and other decisions.

Water Industry Act 1991 as amended by the Water Industry Act 1999. - Controls discharge to the sewerage system. Discharge of trade effluent to public sewer requires the consent of the relevant water service company.

Anti-pollution Works Regulations 1999 - Introduced by EA 1995. If served with Anti-Pollution Works Notice the person served is required to carry out specified works or actions to deal with pollution of controlled waters. It also deals with notices of appeal and appeals procedures.

Trade Effluents (Prescribed Processes and Substances) Regulations 1989 as amended by Trade Effluents (Prescribed Processes and Substances) (Amendment) Regulations 1990. - Implement the Dangerous Substances Directive and the Directive on the prevention and reduction of environmental pollution by asbestos, as they relate to the discharge of dangerous substances to public sewer.

Trade Effluent (Registers) (Scotland) Regulations 1998. - Sets out the details to be entered into public registers, which the water and sewerage authorities are required to keep.

Control of Pollution (Oil Storage) (England) Regulations 2001 - Requires a person having custody or control of oil to carry out certain works and take certain precautions and other steps for preventing pollution of any waters, which are controlled waters.

Water Resources (Licenses) (Regulations) 1965 as amended by Water Resources (Licenses) (Amendment) Regulations 1965 and water Resources (Licenses) (Amendment) Regulations 1989. - Deals with the procedures relating to applications for abstraction licenses.

Control of Pollution Act 1974 - Controls discharges of poisonous, noxious or polluting substances to controlled waters in Scotland. If intending to discharge such substances authorisation must be sought from SEPA.

Control of Pollution (Consents for Discharges) (Notices) Regulations 1984 - Set out the form of notice to be published by SEPA when an application for consent to discharge is received.

Control of Pollution (Registers) (Scotland) Regulations 1993 - Specify the information and data to be included in the Public registers of discharge consents.

Groundwater Regulations 1998 - To prevent the direct or indirect discharge of List I substances to groundwater and to control pollution resulting from the direct or indirect discharge of List II substances. Water Environment and Water Services (Scotland) Act 2003. Water Act 2003 (amendments to Water resources act 1991 and water industry act 1991). SEPA The water environment (controlled activities) Scotland Regulations 2005 Environmental Damage

(Prevention and Remediation) Regulations 2009. Environmental Permitting 2010. Flood & Water Management Act 2010.

Environmental Civil Sanctions (England) Order 2010

VISUAL IMPACT

SOURCES  
Litter  
Stockpiles  
Excavations  
Offices  
Tree Protection Orders (TPO's)

CONTROL MEASURES  
Planting scheme to be implemented if required  
Fencing and Traffic Management Stockpile  
management  
Housekeeping to reduce visual impact  
Protection put in place around trees identified with TPO's

KEY PERFORMANCE INDICATORS  
Incidents reported

TOOLBOX TALKS  
Housekeeping

PERFORMANCE MONITORING  
K.P.I's

Relevant Legislation

The Construction (Design and Management) Regulations, 2007

Environmental Damage (Prevention and Remediation) Regulations 2009

SITE SECURITY

SOURCES Unauthorised  
persons on site

CONTROL MEASURES  
Ensure secure compound and regular monitoring.

KEY PERFORMANCE INDICATORS  
Security incidents

TOOLBOX TALKS  
Security on site – CITB GT700 No. 39  
Emergency Response Plan for security

PERFORMANCE MONITORING  
Monitor security incidents

RELEVANT LEGISLATION

The Health and Safety at Work Act 1974

The Construction (Design and Management) Regulations, 2007

TRAFFIC AND PEDESTRIAN MANAGEMENT

Lorries  
Cars Site Traffic  
Pedestrians/Public  
Visitors

CONTROL MEASURES

Site set up, traffic and pedestrian routes where needed. Sheet all vehicles prior to leaving site to reduce dust emissions. Provision of recirculating wheel washing for vehicles leaving site.  
Employee awareness of public footpath and potential contact with the public.  
Use of transfer stations in close proximity to site to reduce mileage thereby saving on CO2 emissions.  
Site staff to car share where practicable.  
Limit HGV movements to the EIADR consented amount

KEY PERFORMANCE INDICATORS

Incidents reported

TOOLBOX TALKS

Mobile plant – CITB GT700 No. 22.2 (covers the banking of vehicles).  
Site transport - CITB GT700 No. 22.3 (covers the banking of vehicles).  
Housekeeping

PERFORMANCE MONITORING

K.P.I's

RELEVANT LEGISLATION

The Construction (Design and Management) Regulations, 2007

Environmental Damage (Prevention and Remediation) Regulations 2009



ENERGY MANAGEMENT

SOURCES  
Buildings  
Vehicles and machinery  
Offices

CONTROL MEASURES Sparing of  
natural resources Induction  
including energy saving  
Turning machines on only when  
required  
Keep lights and electrical item turned off when not in  
use  
Use of approved suppliers and sub-  
contractors  
Minimising use of material on  
site

KEY PERFORMANCE INDICATORS  
Induction register

TOOLBOX TALKS Ozone  
Depleting Substances Low  
sulphur emissions

PERFORMANCE MONITORING  
Monitor emission levels  
Maintenance off vehicles and machinery  
Turn off machinery when not in use

RELEVANT LEGISLATION

The Construction (Design and Management) Regulations, 2007  
Building Regulations 2000 SI 2531  
Energy Information & Energy Efficiency (Misc. Amendment) Regulations' 2001 SI 3142  
Energy Performance & Building Certificates (Certs & Inspections) (England & Wales) Regulations 2007 SI 991  
Environmental Protection Act 1990, Control of Substances that deplete the ozone layer regulations 2002  
Climate Change Act 2008, Ozone Depleting Substances (Qualifications) Regulations 2009, Fluorinated Greenhouse Gas Regulations 2009  
Environmental Damage (Prevention and Remediation) Regulations 2009  
Environmental Permitting (England & Wales) Regulations 2010  
Environmental Civil Sanctions (England) Order 2010  
Discharge of water from Excavation Regulatory position Statement 2010

EMPLOYEES INDUCTION AND EMS AWARENESS

SOURCE Contractor  
Employees  
Subcontractors  
Consultant  
Client  
Visitors

CONTROL MEASURES  
Induction & Toolbox register

KEY PERFORMANCE INDICATORS  
Completion of registers

TOOLBOX TALKS  
Significant Aspects.  
Incident Response Plan.  
Ecology  
Archaeology

PERFORMANCE MONITORING  
Check Induction Register  
Toolbox talk Registers  
Incident response reports

RELEVANT LEGISLATION

The Health and Safety at Work Act 1974  
The Construction (Design and Management) Regulations, 2007  
Environmental Damage Regulations 2009  
Climate Change Act 2008

Ozone Depleting Substances 2009, Fluorinated Greenhouse Gas Regulations 2009  
Environmental Damage (Prevention and Remediation) Regulations 2009

STORAGE AND HANDLING OF MATERIALS  
SPILLAGE MANAGEMENT

SOURCES  
Wastewater.  
Oils  
Diesel  
Chemicals  
Skips

CONTROL MEASURES  
Diesel to be stored in double bunded tanks  
COSHH safety data sheets  
Store all other material in labelled containers and secure store area  
Use of drip trays and spill kits at all times

KEY PERFORMANCE INDICATORS  
Reported spillages

TOOLBOX TALKS  
Pollution control. PPG1, PPG2, PPG26, PPG6.  
(COSHH).( DSEAR)  
LPG and other compressed gases.

PERFORMANCE MONITORING  
K.P.I's  
Incident response reports.

RELEVANT LEGISLATION

Part IIA of the Environmental Protection Act 1990 / Waste and Contaminated Land (Northern Ireland) Order 1997 - Where those involved in construction or associated activities can be shown to have caused or knowingly permitted substances (which can include things like oils, solvents and other sorts of chemicals) to be 'in, on or under the land' so that the land is 'contaminated land' the Regulator may seek to take action against those responsible. This can include the design engineer, contractors or the owner/occupier or developer of the land, depending on the particular circumstances.

Control of Pollution (Amendment) Act 1989 - Ensure that carriers of controlled waste are registered.

Control of Pollution (Oil Storage) (England) Regulations 2001 - Requires a person having custody or control of oil to carry out certain works and take certain precautions and other steps for preventing pollution of any waters, which are controlled waters.

Control of Pollution Act 1974 - Controls discharges of poisonous, noxious or polluting substances to controlled waters in Scotland. If intending to discharge such substances authorisation must be sought from SEPA.

Control of Pollution (Consents for Discharges) (Notices) Regulations 1984 - Set out the form of notice to be published by SEPA when an application for consent to discharge is received.

Control of Pollution (Registers) (Scotland) Regulations 1993 - Specify the information and data to be included in the Public registers of discharge consents.

Water Resources (Licenses) (Regulations) 1965 as amended by Water Resources (Licenses) (Amendment) Regulations 1965 and water Resources (Licenses) (Amendment) Regulations 1989. - Deals with the procedures relating to applications for abstraction licenses.

COSHH Regulations 2002. Chemical (Hazard Information and Packaging) regulations (chip) 2002. Dangerous substances and explosive atmospheres regulations (DSEAR) 2002. The Construction (Design & Management) Regulations 2007. SEPA The water environment (controlled activities) Scotland regulations 2005. Fluorinated Greenhouse Gas Regulations 2009. Ozone Depleting Substances (Qualifications) Regulations 2009 Environmental Damage (Prevention and Remediation) Regulations 2009.

Environmental Permitting (England & Wales) Regulation 2010

SERVICE SUPPLIERS, SUB-CONTRACTORS AND CUSTOMERS

SOURCES  
Service Suppliers  
Sub-contractors  
Customers

CONTROL MEASURES  
Induction including incident response plan  
Use of approved suppliers and sub-contractors

KEY PERFORMANCE INDICATORS  
Induction register

TOOLBOX TALKS  
Buried services – CITB GT700 No. 28  
Sub-contractors duties

PERFORMANCE MONITORING  
Induction Register  
Method Statement register

RELEVANT LEGISLATION

TCP (EIA) 99 and EIADR 99

The Construction (Design and Management) Regulations, 2007  
Environmental Damage Regulations 2009

ARCHEALOGY HISTORICAL AND CONSERVATION

SOURCES  
Excavation

CONTROL MEASURES  
See the Significant Aspects Key Performance Monitoring Checklist

KEY PERFORMANCE INDICATORS  
Monitor through the Archaeological, Historical and conservation Areas section of the Significant Aspects Key performance Monitoring Checklist

TOOLBOX TALKS  
None

RELEVANT LEGISLATION  
Planning (listed building and conversation areas) Act 1990. A listed building consent is required to demolish a listed building, or to alter or extend it in A manner affecting its architectural or historic interest.  
Ancient Monument & Archaeological Areas Act 1979 (as amended by the National Heritage Act 1983)  
Check with Local Authority for any information relating to archaeological sites within the project area  
Environmental Damage (Prevention and Remediation) Regulations 2009

## LAND CONTAMINATION

SOURCES OF CONTAMINATION  
Possible Historic Contamination  
Contaminated Soil/Excavated material  
Buried pipes  
Material Storage e.g. Diesels, oils, chemicals, liquid spills

## CONTROL MEASURES

Sampling and testing appropriate management of soils during excavations, containment of off-site disposal of contaminated soils  
All excavated soils identified as contaminated will be segregated from non-contaminated and stockpiles entered on grid system of easy identification.  
Careful management to ensure no cross contamination. Onward disposal off site at appropriate disposal facility subject.  
Sampling, testing and appropriate management of demolition waste and material's, containment and offsite disposal for all contaminated demolition waste to a suitable facility.  
Control of water ingress, testing and appropriate management of water. Where necessary use of bunding to prevent entry to excavations with contaminated soils.  
Inert backfill using uncontaminated demolition rubble from site to be placed and compacted within the underground structures and artificial drainage points created to prevent build-up of groundwater levels within the structures.  
Road Cleaning and wheel washing where appropriate for vehicles used on site and prior to leaving site.

## KEY PERFORMANCE INDICATORS

Visual Inspections  
Olfactory Inspection  
Soil Characterisation

## PERFORMANCE MONITORING

COSHH – CITB GT700 No. 33  
Housekeeping with emphasis on the storage of materials  
Pollution control – CITB GT700 No. 31.2  
Pollution prevention guidelines – PPG 1, PPG2

## RELEVANT LEGISLATION

Where those involved in construction or associated activities can be shown to have caused or knowingly permitted substances (which can include things like oils, solvents and other sorts of chemicals) to be 'in, on or under the land' so that the land is 'contaminated land' (defined in Part IIA of the Environmental Protection Act 1990 / Waste and Contaminated Land (Northern Ireland) Order 1997), the Regulator may seek to take action against those responsible.

Environmental Protection Act 1990, Part II. - Part II sets out the regime controlling disposal and management of waste.

Environmental Protection Act 1990, Part IIA, as introduced by the Environment Act 1995. - This is the modern specific contaminated land power.

Contaminated Land (England) Regulations 2000 as amended by Contaminated Land (England) (Amendment) Regulations 2001. - In England only, they make provision for certain aspects of a new scheme under the EPA 1990, Part IIA. Identify those special sites for which the EA is to be the enforcing authority. Provide for the content and service of copies of 'Remediation Notices'. They make provision with respect to appeals against Remediation Notices, including the grounds of appeal and the procedure to be followed.

Water Resources Act 1991 - Pollution of waters may be applicable where the contaminated land has resulted in pollution of surface waters or groundwater.

The EA can undertake anti-pollution works and recover the costs from the person who caused or knowingly permitted the pollution.

The Hazardous Waste (England and Wales) Regulations 2005. - Makes it an offence for hazardous waste to be collected from a site that has not been registered or is exempt. All non-exempt sites that produce hazardous waste must be registered even if they are unlikely to have that waste collected for some time. Recent EA Guidance has clarified that it is an offence to produce hazardous waste on site and not be registered.

The Landfill (England and Wales) Regulations 2002 - Which aims to prevent, or to reduce as far as possible, the negative environmental effects of landfill.

Environmental Protection (Duty of Care) Regulations 1991 - Require all persons subject to the duty of care to prepare and retain written descriptions of waste transfer notes and to furnish copies on request.

Building Act 1984. - Main Legislation controlling building works.

Building Regulations 2000. - Contamination is dealt with specifically in Approved Document C concerning 'dangerous and offensive substances'.

Finance Act 1996. - This Act contains the primary law on the landfill tax.

Finance Act 2001. - Introduces a new accelerated tax credit to cover the costs of cleaning up contaminated land.

Environmental Damage (Prevention and Remediation) Regulations 2009

Environmental Civil Sanctions (England) Order 2010

OFFICE ENVIRONMENT

SOURCES

Waste from canteen and welfare facilities  
Energy use

CONTROL

MEASURES

House keeping  
Use of natural resource

KEY PERFORMANCE INDICATORS

Visual monitoring  
Purchase of energy efficient equipment

TOOL BOX TALKS

CITB GT700 16 Welfare arrangements

RELEVANT LEGISLATION

The Environmental Protection (Duty of Care) Regulations 1991 (as amended) and in Northern Ireland the Controlled Waste (Duty of Care) Regulations (Northern Ireland) 2002.  
The Hazardous Waste (England and Wales) Regulations 2005  
Waste Electrical and Electronic Equipment 2006. Amended 2009. Directive 2006/66/EC on batteries and accumulators. Water Environment and Water Services (Scotland) Act 2003.  
Environmental Permitting 2010.

## ECOSYSTEMS

### SOURCES

Dust deposits from working environment on grassland, or into streams and rivers  
Contamination from work environment Proximity of  
vehicle movement (noise, dust, oil spillage) Site pollution  
(litter etc.)  
Spread of invasive or noxious weeds  
Disruption of breeding grounds

### CONTROL MEASURES

Induction including incident response plan  
Toolbox talk on ecosystems- what they are and how we can minimise disruption  
establish a 'no go' zone to perimeter of area with reptile fence if necessary  
Regular dust monitoring by area boundary  
Regular visual inspections Weekly  
water testing (if applicable)  
Consultation with ecologist via client

### KEY PERFORMANCE INDICATORS

Low dust deposits (through measuring)  
Regular visual logging with picture evidence showing no disruption/pollution

### TOOLBOX TALKS

Ecosystems  
If habitat identified, with certain living creatures e.g Slow worm / newt /nesting birds etc., toolbox talk on how to identify and relocate if necessary.  
Housekeeping  
Pollution control – CITB GT700 No. 31.2  
Pollution prevention guidelines – PPG 1, PPG2, PPG

### PERFORMANCE MONITORING

Induction Register  
Toolbox talk register

### RELEVANT LEGISLATION

Wildlife and countryside Act 1981 (Amended 1985, 1991) – Provides power to designate and protect habitats and SSSI (Sites of special scientific interest) National Nature Reserves NNR and Marine Nature Reserves. It also makes it an offence to disturb, injure or kill listed species of plants animals or fish. Also to kill or disturb nesting birds during the nesting season which can last from March to September. The wildlife and countryside act also covers invasive plants placing responsibility on those working on site to control them..  
Countryside and Rights of Way Act 2000 Part III of the Act revises the site protection provisions of Wildlife and Countryside Act 1981 and provides imposing mechanisms aimed at achieving positive management of SSSI. Such mechanisms include the application of conditions within planning consents and imposing management requirements on neglected sites.  
Operations on SSSI's irrespective of whether the public body is an occupier or not  
Operations outside sites, which may affect SSSI's  
Operations by others on or outside SSSI's and the public body authorises (including planning permission)  
Permissions granted by public bodies act as 'reasonable excuses' for owners and occupiers and do not need approval from English Nature Environmental Protection Act 1990 – The EPA 1990 places a duty of care on all waste producers. Invasive/noxious plants and identified as controlled waste.  
Protection of Badgers Act 1992 Protects badgers and their setts. Provides enforcement powers and penalty provisions  
Conservation (Natural Habitats) Regulation 1994 Amended 1997 The aim of the Regulations are to contribute to the maintenance of biodiversity through conservation of natural habitats of wild flora and fauna. A habitat type is defined as being a community of interest if it is in danger of disappearance within its natural range or has a small natural range. Species are of community interest if they are endangered or vulnerable or rare or endemic and require particular attention. The regulations allow for the designation of special areas of conservation (SAC's) Sites of Community interest and special protection areas (SPA's) and to take various measures to protect habitats and species both within and beyond.  
Environment Act 1995  
Wild Mammals (Protection) Act 1996  
Hedgerow Regulations 1997 Makes it illegal to remove a protected hedge without permission of the local authority  
Town and Country Planning (Trees) Regulation 1999 – Provides the power to protect specified trees and woodlands through the serving of the tree preservation orders (TPO's)  
Natural Environment & Rural Communities Act 2006  
Environmental damage (Prevention and remediation) Regulations 2009  
Conservation (Natural Habitats & c) Regulation 1994 Amended 2007 SI 1843 (amended) 2010  
Environmental Civil Sanctions (England) Order 2010



**APPENDIX C****Site Rules****79. Camden Road**

- All vehicles entering or leaving the site will be under the control of a banksman
- The site is an island site bounded to the north by Rochester Place, to the south by St. Pancreas Way, west by Camden Road and on the East side there is a Party Wall. A round the site is a mixer of residential and commercial properties.
- Erith personnel and all subcontractors are to familiarise themselves with the location of these premises and at all times to respect their privacy and rights and to immediately report any complaints to the Erith Site Management

The following details the rules and standards that relate to all Erith employees, contractors and visitors while at work. It is everyone's responsibility obey these rules and to act in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a breach of an employee's contract of employment, or a breach of contract from that employee's employer.

It should also be borne in mind that contravention of the Health and Safety Legislation is a criminal offence and that individuals risk prosecution by the Health and Safety Executive.

- No smoking on site except in the designated smoking area which is the segregated area adjacent to the welfare.
- No one is to operate any machine, item of plant/equipment, unless they have been trained and are authorised to do so.
- All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
- Any fault, defect (including damage) or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
- No machine, plant or equipment is to be left unattended or cleaned whilst in motion.
- No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
- All substances are to be used in accordance with the written instructions.
- All substances are to be stored in accordance with COSHH instructions and are to be returned to the storage after use.
- All hazard notices or warning signs displayed on the premises are to be obeyed.
- All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
- All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
- Shorts & vest t-shirts are not permitted to be worn on site.
- The work area is to be kept clean and tidy at all times. And all waste is to be disposed of in the correct container.
- All liquid spills are to be cleaned up immediately.
- All emergency procedures relevant to your work area are to be obeyed.
- Emergency exits and equipment are not to be obstructed.

- Any use of or damage to firefighting equipment is to be reported immediately.
- Prompt medical assistance must be sought for any injury received at work and the injury must be reported to your Supervisor as soon as possible. Always ensure that the accident is recorded in the Site accident book. All near misses to be recorded.

### Disciplinary procedure

Disciplinary action will be taken against anyone acting in any one of the following ways.

- Wilfully breaching the safety rules or Safety Policy.
- Removing any guard or protective device without permission.
- Operating any machine, plant or equipment without authority.
- Misusing items provided for first aid.
- Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
- Defacing or removing notices, signs, labels or any other warning device.
- Misusing any chemical, flammable substance, toxic material, etc.
- Smoking in designated "No Smoking" areas or whilst using flammable substances.
- Taking part in horseplay or practical jokes.
- Making false declarations or interfering with evidence following an accident or dangerous occurrence.
- Misusing compressed air, electric or pneumatic equipment.

## SITE INDUCTION

### Site Rules

- No persons are allowed to work on the site unless they have been inducted. (Visitors will only be allowed on site if accompanied at all times by an inducted employee whose responsibility it will be to ensure all protective clothing are worn and all safety precautions are adhered to).

#### All persons working on site should be familiar with:

- The Company Health & Safety Policy
- Allocation of safety responsibilities on site
- Site specific rules
- Safe systems of work and specific hazards allied to the work as identified in the risk assessment for the works to be carried out.
- General Hazards in and around the site
- The following personal protective equipment (PPE) will be issued and **must be** worn.
- Hard hat, Gloves, Glasses, Safety Boots, Hi -Vis Vest or coat

#### The following Personal protective equipment will be issued and will be worn when deemed necessary

- Eye Protection, Flame Retardant Coveralls, Face masks APPROPRIATE filter, Ear Defenders, Wet weather clothing
- Each item of PPE must be obtained from the store man and signed for. The individual is responsible for looking after his equipment should it become soiled or damaged it should be returned to the store man and a new item will be issued. The wearing of masks will be advised by the site manager and all personnel to be briefed in the use and care of the masks.
- The site is **non-smoking**. Smoking will only be permitted within designated areas.
- There is to be **no eating or drinking** on site except in the welfare area.
- No lone working is permitted on the site at any time.
- Meal break times are: 10.00-10.30 a.m. & 2.00-2.30 p.m. Subject to stagger or review.
- Personnel to keep to the pedestrian routes when walking to and from the work faces and avoid walking on the haul routes.
- Any persons under the influence of drugs or alcohol will be asked to leave the site and disciplinary action will be taken.
- There is a possibility of contracting Weil's disease on this site. All persons will be issued with a card to be presented to your doctor in the event of flu like symptoms developing. This disease can **kill** if not treated in time. You have been warned.
- The first aid post is the site office; the first Aiders are TBA.
- Fire and Emergency procedure (including location and use of fire extinguishers)
- Procedure for reporting accidents, injuries and near misses.
- The site has been registered under the Considerate Constructors Scheme. All inducted employees are requested to follow the scheme recommendations, especially with any members of the general public. If at any time anyone is approached by a member of the general public please direct them to the Project Manager in a polite manner

**I have received the site safety induction and understand the safety requirements and obligations placed upon me.**

**Signed:** ..... **(Having received the induction)**

**Print Name:** ..... **Date:** ..... **Company:** .....

### Emergency Contact Details

Name: ..... Contact Number: .....

Do you have any medical conditions i.e. Epilepsy, diabetes, asthma or any allergies?

Please provide details.....  
(Providing this information allows us to deal effectively with any medical emergency that may occur on site)

### Inductors Note:

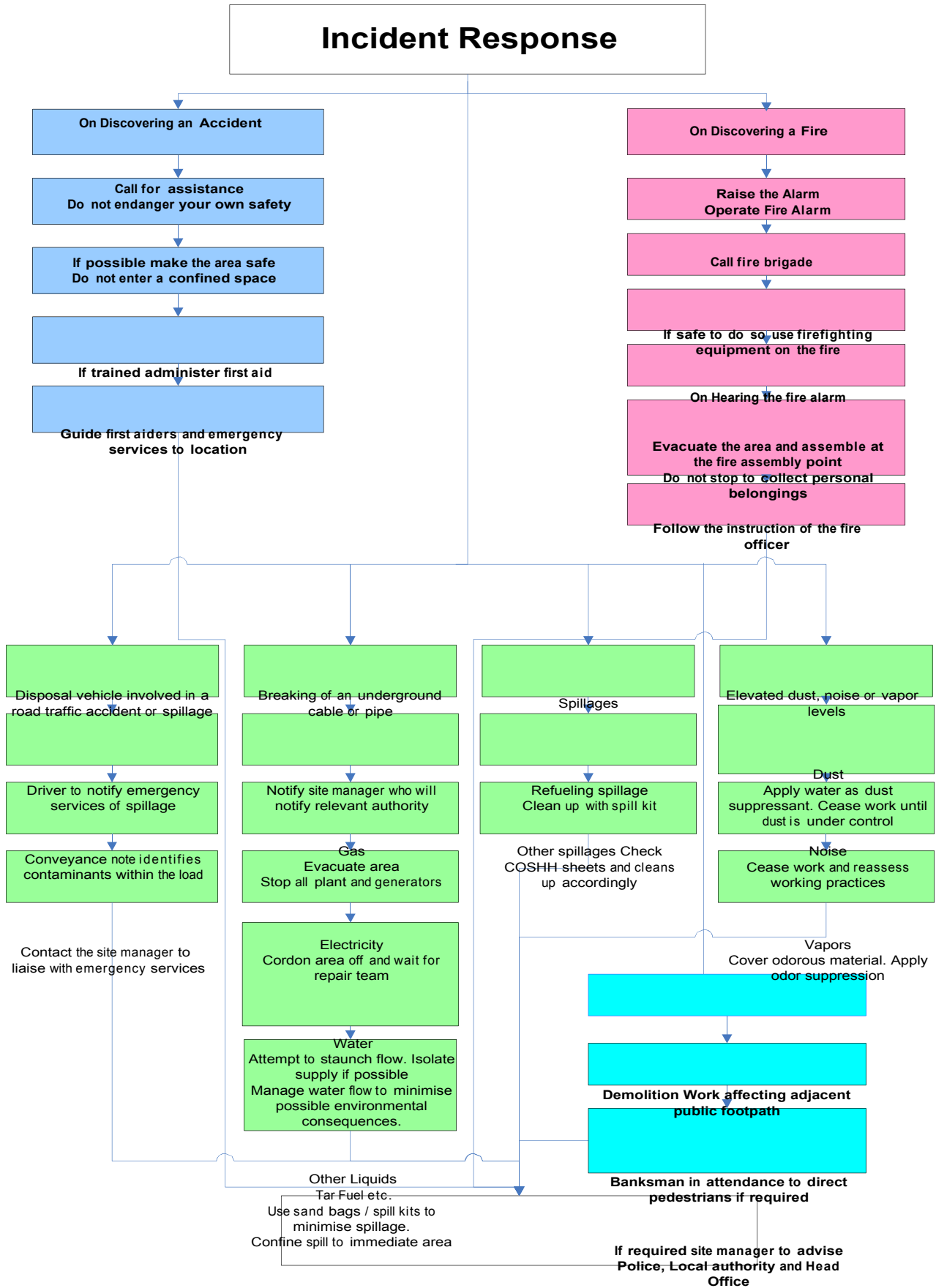
**Have the Inductees Training Certificates been checked, copied and placed into the site manager file:**

**Signed:** ..... **Print Name:** ..... **Date:** .....



**APPENDIX D**

**EMERGENCY RESPONSE PLAN**





EMERGENCY CONTACTS

Principle Contactors

Erith Contractors  
Ltd Project  
Manager  
Richard Turner

Regulators

Camden Council  
020 7974 4444

Environment Agency  
Tel 08708 506 506

HSE  
Fax 020 7556 2102

Utilities

Southern Gas  
Networks  
Tel 0800 111  
999

Thames Water  
0845 191513

EDF Energy  
0800 783 866



**APPENDIX E**  
**COSHH ASSESSMENT REGISTER**

COSHH Assessments	Date Reviewed	Assessment No.
Ultra Low Sulphur Diesel	22/03/10	001
Engine Oil	22/03/10	002
Rockwool	22/03/10	003
Si Tak Spray Adhesive	22/03/10	004
Unleaded Petrol	22/03/10	005
Using Cement	22/03/10	006
Universal Antifreeze	22/03/10	007
Concrete Dust	22/03/10	008
White Spirit	22/03/10	009
Detergent	22/03/10	010
Wood Dusts	16/06/10	011
Spray line marking Spray	11/11/10	012
Bleach	22/03/10	013
Pine Disinfectant	22/03/10	014
Butane	22/03/10	015
Propane	22/03/10	016
Plasterboard	22/03/10	017
Building Plasters	22/03/10	018
Hydraulic Oil	22/03/10	019
Hot Cutting Galvanized Steel	22/03/10	020
Expanding Foam	16/09/10	021
Oxygen - Compressed	22/03/10	022
Lithium Grease EP2	06/08/10	023
Leptospirosis (Weil's Disease)	22/03/10	024
Psittacosis (Ornithosis)	22/03/10	025

APPENDIX F

FIRE RESPONSE PLAN AND DEALING WITH WATER FROM FIRE BRIGADE TENDERS

Please refer also to the Fire Risk Assessment

Some of the foams they use are hazardous to wildlife and oxygen depleting in the water plus anything they wash into the drains from the fire fight.

Check List	In Place	Comments
<b>During the Works</b>		
Hinged drop plates that seal drains in the area	NO	Sandbags will be placed around Drains which will be used to seal them.
Drainage Plan in Place	YES	
Spill kits adjacent to drains	YES	
Allocated Fire Marshall on site	YES	
COSHH List on site		Give to the Emergency Services when they arrive on site.
<b>If there is a fire on site or During a Fire Drill</b>		
Withdraw plant and machinery and explosive / flammable material to a safe distance		WHERE SAFE TO DO SO
Seal off drains around the incident WHERE SAFE TO DO SO		WHERE SAFE TO DO SO
<b>After a Fire</b>		
Clean up		WHERE SAFE TO DO SO