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Project:	42 Caversham Road London, NW5 2DS	NMA:	1217
Purpose:	Full Planning Application	Date:	20/05/2015

Construction Management Plan

Compliance statement:

"The agreed contents of the Construction Management Plan must be complied with unless otherwise agreed with the Council. The project manager shall work with the Council to review this Construction Management Plan if problems arise in relation to the construction of the Development. Any future revised plan must be approved by the Council and complied with thereafter."

Issue Record:

Document	Construction Management Plan					
Version						
Date						
Issued to						

1. Description of the Project

1.1. Project Description

The broad scope of the project involves:

The demolition of an existing 3 storey residential building and the erection of a new 6 storey residential development of 18 apartments.
It should be noted that the building sits within the Bartholomew Estate Conservation Area.

The works as such, include the following:

- Establishing site set up and welfare facilities
- Erecting hoarding to isolate the work area
- Site and building clearance
- Building demolition
- Separation and storage/appropriate disposal of demolition materials
- Make good site
- Ground works including excavation, foundations and drainage connections
- Erection of scaffolding when required
- Construction of new building
- All new utility services including installation of PVs
- Landscaping and planting of gardens and green roofs
- Decorating and fitting out

The specification of the works may be altered prior to or during the project. Any additional risks or hazards invoked by a change in the specification will be assessed on agreement of specification. This will be undertaken by means of further risk assessment and production of a revised safe system of working to the Client and CDM Co-ordinator for comment and approval.

1.2. Intended End Use

The intended end use of the building will be 18no private dwellings as follows:

- 1 no. 1-bed/1-person apartment (to wheelchair housing standards)
- 4 no. 1-bed/2-person apartments
- 4 no. 2-bed/3-person apartments (1 to wheelchair housing standards)
- 7 no. 2-bed/4-person apartments
- 1 no. 3-bed/4-person apartment
- 1 no. 3-bed/6-person apartment

1.3. Programme Details

The Principal Contractor is yet to be confirmed.

The start date is to be confirmed, subject to the Client’s instructions. The works are anticipated to take approx. 16 months.

Hours of working are to be 0800-1800hrs Monday to Friday with no weekend working. See Site Traffic Management Plan

There will be no noisy works carried out outside of these times.

1.4. Project Directory

Site Address
42 Caversham Road
London
NW5 2DS

Main Contractor office and correspondence address
TBC

Site manager
Contact:
Email:
Tel:

Client
Dexbay Properties
c/o 3d Linthorpe Road
London
N16 5RE

CDM Co-ordinator
Contact:
Email:
Tel:

2. Management of the Works

2.1. Management Structure and Responsibilities

The overall Management responsibility of this project will be with the selected Main Contractor.
In order to manage this project on a day to day basis the contracts manager will be responsible for the following appointments:

Site Manager –Day to day health and safety responsibilities in addition to the management of the project and all sub-contractors for its duration.

Emergency Co-ordinator –To ensure the emergency arrangements in place are up to date and reflective of the site arrangements. To ensure all persons are briefed in the emergency arrangements and to inspect any equipment provided on a daily basis. In the event of an emergency, account for all persons employed and relay relevant information to the emergency services.

Site First Aider –To provide first aid coverage to any person employed on the site. To inspect the first aid provisions weekly and to ensure compliance with duties under RIDDOR.

2.2 Arrangements for Monitoring and Auditing

The selected Main Contractor will introduce a Site Safety Register to this project, which is to be followed by all Contractors as a means of recording and reviewing procedures on site.

This Site Safety Register system has been produced as an aid to the effective management of contracts; having the dual function as a source of information and as the method of satisfying the obligation under law to maintain certain prescribed registers and certificates, along with permits or procedures which are generated to achieve higher standards. This includes Hot Work Permits (issued daily for all hot working) and Working at Height Permits.

The Register will be available on the site; its use controlled by the Site Manager and is to be followed by all Sub-Contracting companies. This allows the development of a Safe System of Working for the project. At the end of the contract, the Register will be returned to the Main Contractor's Head Office for archiving. It has been found on previous projects the Site Safety Register is a useful tool in assisting with project review throughout the project, as different trades complete their work, and at its conclusion so that the lessons learnt in terms of the standards that were set and those actually achieved can be taken forward.
The Site Management also actively encourages feedback from all Employees and Sub-Contractors as to the efficiency and usefulness of the Site Safety Register to ensure the document is appropriate for the works undertaken by the Company.

2.2.1 Health and Safety Goals

The aim of this Construction Management Plan is to ensure that health and safety management will be planned into the work undertaken on this specific contract to achieve:

- An accident free contract;
- Co-operation throughout the workforce to ensure safety is everybody's responsibility;
- A pro-active approach to health and safety by the Contract Management Team;
- A safe working environment as a condition of employment.

2.2.2 Project Review

Following guidance provided within HS(G)65 Successful Health and Safety Management, and the requirements of the Construction (Design and Management) Regulations 2007, this Construction Management Plan will be subjected to audit and review.

This will be carried out on a monthly basis or where site conditions alter.
The Construction Management Plan review will be conducted by the Site Manager (and site foreman) with any amendments to the Construction Management Plan communicated to all Site Operatives and the CDM Co-ordinator. A revision schedule is located on the front of this document, which will be updated accordingly.

2.3 Project Arrangements

The selected Main Contractor will lay down their commitment to and procedures for health and safety within their Company Health and Safety Policy. A copy of this Health and Safety Policy will be available on site at all times.

2.3.1 Liaison and Consultation with the Workforce

All Contractors will be briefed with this Construction Management Plan to ensure they are fully aware of the health and safety requirements for the site. This will also allow them to ensure their arrangements for safe methods of working comply with the Site Rules.

- Pre start meetings will be held by the Site Manager with each Contracting Company to ensure they are fully aware of the requirements for this project.
- Daily liaison with the site operatives will be made by the Site Manager and will include health and safety issues.
- Formal inspections will be carried out weekly by the Site Manager and fortnightly by our health and safety consultants.
- Safety improvement notices will only be issued if guidance is ignored and will be used to ensure matters are dealt with immediately.
- Toolbox talks will be presented weekly.

2.3.2 Continuing Design Work

Design input during the construction phase must comply with the requirements placed on Designers under CDM. Where design alterations, amendments and additions are undertaken, the persons carrying out such tasks must ensure consideration is given to eliminating risks where possible and providing control measures where not.

The hierarchy of risk control is detailed within Regulation 4 of the Management of Health and Safety at Work Regulation 1999, which is applicable to all aspects of this project. This is broadly summarised as such:

- As the first step, **avoid** a risk altogether e.g. design the works to be undertaken using a different approach without introducing greater risks.
- If risks remain, **assess** the risk and combat it at source rather than providing protection e.g. Utilise different lifting procedures, relocation of plant requiring maintenance etc.
- If the above approach cannot be taken, **adapt** the workplace to the requirements of the workers e.g. provide collective protection to all affected by the project.
- If collective protection cannot be provided, consider personal protective equipment, however points 1 to 3 above must be implemented where possible first. - PPE is a last resort.

It is essential that this approach to risk control is taken by all persons having an input on design, including Surveyors, Material Controllers and Project Managers.

2.3.3 Selection of Contractors

If appointed for this project, Sub-Contractors will be required to demonstrate to the Selected Main Contractor, in advance of being selected for any project, their commitment to Health and Safety and compliance with Reg 4 of the Construction (Design and Management) Regulation 2007 and Appendix Four of the ACoP document. As such, Sub-Contractors will be required to produce the following documentation as part of the tender package:

- Company Health and Safety Policy
- Outline Method Statement
- Operatives Proof of Competency/Training Records
- Completed Contractors Competency Questionnaire

Prior to commencement on site, Sub-Contractors will be required to submit:

- A written Risk Assessment covering the works to be conducted
- Detailed Method Statements (with additional documentation to follow)
- Any relevant CoSHH Assessments
- Test Certificates for Plant and Machinery
- Additional Operatives Proof of Competency/Training Records

All contractors and sub-contractors operating large vehicles over 3.5 tonnes must meet all of the following conditions:-
1) Operators must be a member of TfL's Fleet Operator Recognition Scheme (www.tfl.gov.uk/fors) or similar at the Bronze level.
2) All drivers must have undertake cycle awareness training such as the Safe Urban Driver module through FORS or similar.
3) All vehicles associated with the construction of the Development must:
i. Have Side Guards fitted, unless it can be demonstrated to the reasonable satisfaction of the Employer, that the Lorry will not perform the function, for which it was built, if Side Guards are fitted.
ii. Have a close proximity warning system fitted comprising of a front mounted, rear facing CCTV camera (or Fresnel Lens where this provides reliable alternative), a Close Proximity Sensor, an in-cab warning device (visual or audible) and an external warning device to make the road user in close proximity aware of the driver's planned manoeuvre.
iii. Have a Class VI Mirror
iv. Bear prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.

2.3.4 Flow of information to Contractors

Method Statements and Risk Assessments will be reviewed by the Site Manager in advance of Contractors commencing on site to assess any foreseeable conflicts between trades.

An opportunity to provide Health and Safety feedback will be achievable during the weekly site meetings with Contractors. Health and Safety will be included within the agenda and issues raised will be minuted. Subsequent meetings will allow for a review of actions taken in light of issues raised. The weekly meeting will also allow an opportunity to discuss forthcoming works, agreed methods of working and interface between Contractors on site.

2.3.5 Site Security

All persons attending site under this contract will be by express consent or appointment of the selected Main Contractor. All persons will have CSCS card or similar and will require full first day site safety induction prior to commencement of any works. They will be required to sign in and out with the Site Manager daily.

The following rules will be applicable to any person attending the site:

- All persons attending site must have completed proper identification, which must display a recent photograph of them and include details of their name and company;
- No photographs (with any form of camera) can be taken in or around the site without express permission of the Site Manager;
- No entering any area outside the confines of the segregated site, unless expressly instructed to do so by the Site Manager;
- No allowing other persons on to the site who fail to comply with the above or having not received a site induction;
- All Operatives are to sign in and out in compliance with procedures.

The servicing points for the site will be at the pedestrian entrance at the front of the site on Caversham Road. This will be controlled by the gate person.

All deliveries will be timed and all orders will clearly state the times for deliveries.

Suitable mandatory signage will be posted by the site entrance on the requirement of signing in and out of site.

Emergency contact telephone numbers will be displayed at main entrance to the site for out of hour's emergencies.

All hoarding to the site will be a minimum of 2.4m high and be constructed from ply. All other hoardings will be decorated. The appointed Contractor will need to obtain a hoarding licence from Camden's Highways Network Management Team (Brian Foxton is the Team Manager). Works should not start on site until the hoarding licence has been secured.

2.3.6 Site Inductions and On Site Training

An induction programme will be conducted for all Operatives prior to commencement on site. An induction register is included within the Appendix of this document. The induction procedure will include all site rules, emergency arrangements for the site, monitoring arrangements and procedures for the production of safety documentation.

Further to the induction programme, toolbox talks will be held on a weekly basis.

2.3.7 Welfare Facilities

Welfare facilities will be provided for within the site construction area.
This will involve a self contained purpose built 'Oasis' type unit and consist of toilet and hot/cold hand washing facilities, means of heat and area to consume food, drinking water and a drying area for clothes. These facilities will be inspected daily for build up of waste and possible fire risks and will be thoroughly cleaned twice a week.

2.3.8 First Aid Arrangements

The site will be provided with adequate coverage of a trained First Aider throughout the works. A fully stocked first aid kit will also be provided and checked weekly by the Site Manager.

The Nearest Accident and Emergency Unit is at:

Whittington Hospital
Magdala Avenue
London N19 5NF
Tel: 020 7272 3070

See Appendix 6.1.
A direction plan will be displayed adjacent to the first aid facilities within the Welfare Area.

2.3.9 Reporting and Investigating Accidents

All minor accidents or incidents will be reported internally to the selected Main Contractor's Head Office by the Site Manager and recorded within the Site Accident Book (BI150) accordingly. Any accident or incident involving an occupant of the subject premises or a member of the public will be reported immediately to the Client's Representative and our health and safety consultants will be required to fully investigate.

The procedure for dealing with RIDDOR related accidents or incidents will be fully detailed within the selected Main Contractor's Health and Safety Policy which will be available on site.

2.3.10 Fire and Emergency Procedures

For the works, the selected Main Contractor and their Site Manager will initiate fire safety management procedures to reduce the risk of an emergency occurring.

A Permit to Work system will be used on this project. Permits are to be issued by the Site Manager on a daily basis to the Site Operative for hot working. Hot Works will remain minimal during the project.

Where hot works cannot be avoided then they will be carried out under permit with fire fighting equipment in the immediate vicinity. No hot working will be conducted during two hours prior to the vacating of site at the end of each working day. Following this two hour period, the hot works must be inspected by a competent person to ensure the risk of fire is minimised.

The fire fighting equipment to be established in the site compound:

1x 9kgs dry powder extinguisher or 1x 5kgs co2 extinguisher
1x 9lt water extinguisher
1x rotary bell

The assembly point for the works in the event of an evacuation will be outside the site on Caversham Road. This will be briefed and shown to all operatives during the induction.

All areas within the site, including external areas will remain no smoking.

2.3.11 High Risk or other No-Go areas

The selected Main Contractor operatives will be inducted as to the high risk/no-go areas within the project area, which will not be entered without express authority of the Site Manager and a suitable risk assessment being in place.

2.3.12 Smoking Restrictions

In the interest of health, safety, welfare and fire prevention smoking will be banned from the site and all personnel who wish to smoke during their nominated breaks may do so outside the hoarding.

2.4 Community Liaison

The Site Manager will act as community liaison officer to liaise with neighbours. We will have a complaints book located at the site.

No workers will be allowed onto the site before 8am and after 6pm Monday to Friday.

Should there be any complaints arising from the works, local residents will be able to call personally to the site offices. Any residents visiting site to raise a complaint will be requested to sign-in and our security guard will escort the visitor to the site offices. Our Community Liaison Officer will deal personally with comments or complaints from the public or neighbours and will ensure that they are resolved swiftly. A record will be kept of all comments and complaints.

As individual citizens, as a company and our supply chain, we will take due care of the community and environment within which we will be working. The site team will have direct responsibility for fostering good community relations with all neighbouring residents and businesses.

From the start of this project an individual directly involved in the management of the site will be identified as being specifically responsible for community relations (Community Liaison Officer). This single point of contact will be established for all liaison with the general public. We will initiate early and honest communications to establish a good rapport with the community which will help reduce problems that may arise during the construction process. The person responsible for this will be the Site Manager.

Part of the process will be the inclusion of regular newsletters keeping our neighbours up to date with what has and will happen on site. We will ensure that any particularly sensitive works or issues are dealt with in a professional and accountable manner, with the public and local community kept informed at all times. This may include things like out of hours delivery of large items of plant or materials etc. Information boards will be displayed on the site hoarding which will highlight the key personnel on site including their contact details. The regular newsletters will also highlight the key personnel and their contact details. In the event of a complaint the Community Liaison Officer will respond by return or as soon as they can.

All complaints will be logged, all actions tracked and each item closed out to the satisfactory agreement of all parties.

Prior to any person being allowed on site they have to go through a Health, Safety and Environment Project Induction which, amongst others, will highlight the requirements set out in the selected Main Contractor’s health and safety policy and procedures.

It is anticipated to start a series of open meetings that will be held throughout the duration of the project. A working group will be established to conduct these further meetings. Before work commences we will send out letters to the neighbours informing them of what will be happening and giving them our contact name and telephone number. This will include a 24hr emergency hotline. We will also maintain full and regular communications with affected neighbours regarding site activity, deliveries and traffic. Should there be any complaints, as we have stated earlier, local residents will be able to call personally to the site offices. A record will be kept of all comments/ complaints.

Other points that we will action:

- Ensure that site lighting does not affect neighbours.
- Provide viewing apertures in the hoardings when practicable.
- We will ensure that our workforce maintain a respectable standard of dress code.
- Encourage operatives not to leave site in their dirty work clothes.
- Register the project with the Considerate Constructors Scheme.
- Provide ID cards/badges for all operatives.

3. Arrangements for Controlling Risks

3.1 Safety Hazards

3.1.1 Boundaries and access, including temporary access.

For traffic movements and deliveries see Site Traffic Management Plan for further details.

The Construction area (including the site compound) will be physically separated by means of solid timber hoardings and lit at night.

Personnel access will be via the existing pedestrian gate on Caversham Road.

3.1.2 Adjacent Land Uses

The surrounding environment is of a predominantly residential nature.

It is not envisaged surrounding occupiers will be caused disturbance by the works to be completed. But the proximity of the railway lines will require contacting network rail and gaining their approval of the proposed works. This will be done during the detailed construction design stage.

3.1.3 Existing Underground Obstructions

Please refer to Basement Impact Assessment.

3.1.4 Location of Existing Services

There are several letters from other service providers informing the Client they have no equipment on site, but information is limited and therefore the following paragraph must be followed:

All incoming services will be isolated and disconnected prior to any work commencing. A ground survey will be carried out before any excavations take place.

3.1.5 Existing Conditions which may affect the safe use of plant

The use of plant will be carried out in compliance with the restrictions placed on the works for noise, dust and site working hours. All migratory risks will be closely monitored accordingly. (See environmental plan for further information).

3.1.6 Information about the existing structure

The existing structures are constructed of brick walls with flat roofs. The site manager will carry out a survey of each individual area in the building for practical safety prior to commencement of the Works.

3.1.7 Access to Height

All requisite access scaffolds and aluminium towers will be erected by competent personnel in accordance with current legislation/regulations with all necessary edge protection provided. Requisite inspections will be completed by competent personnel and registers kept on site.

3.1.8 Delivery and Removal of Plant and Materials

See Site Traffic Management Plan

3.1.9 Control of Lifting Operations

Lifting operations will be initially limited to the use of a hoist which will be operated by a suitably competent person. The hoist, along with any lifting accessories will be subject to weekly inspections which will be recorded in the Site Safety Register.

3.1.10 Maintenance of Plant and Equipment

A Plant/Equipment Register will be maintained for all equipment on site. The Site Manager will provide records of maintenance and suitability of all machinery and portable tools and they will be kept on site and made available for inspection. All machinery and portable tools will be used as specified by the manufacturer and will be properly maintained and used only in the manner for which they were designed.

3.1.11 Storage of Materials

Storage of materials and power tools will be within the designated area within the building, which will be secured.

Under no circumstances will equipment, materials or tools be stored outside or to obstruct access routes.

3.1.12 Manual Handling

Operatives will follow safe manual handling techniques with BS 4343 type gloves being worn at all times.

3.1.13 Use of Hazardous Substances

All substances will be assessed and substituted for non-hazardous substances where possible. Suitable protection will be provided where any hazardous substances are required, however no substances will be used which may present migrating risks.

No hazardous substance will be used until relevant COSHH Assessments have been completed. A copy of all COSHH Assessments will remain on site and will be provided to the CDM Co-ordinator.

3.1.14 Waste Management

All waste from the site will be segregated and disposed of at registered waste management sites.

For further details on the waste Management system please see the site waste management plan

3.1.15 Demolition Work

The company are aware of the significant risks involved in demolition work and therefore will only appoint experienced and qualified subcontractors to carry it out.

3.1.16 Demolition Waste

The selected Main Contractor will detail within the site waste management plan suitable procedures to ensure that the construction and demolition waste from the project is dealt with in line with the requirements of the site waste management plan:

To achieve this the company will:

- Take all reasonable steps to ensure that waste management controls are observed including Duty of Care.
- Minimise the amount of waste generated and maximise the amount of waste reused and recycled.
- Reuse as much waste as possible on-site. Where reuse on-site is not possible to identify the most appropriate waste management option in line with the waste hierarchy.
- Manage waste as close as possible to the site location.

3.2 **Health Hazards**

3.2.1 Asbestos

The current asbestos file will be reviewed and further surveys undertaken and representative samples of the material to be worked on analysed. Any asbestos containing materials will be removed by a specialist contractor with an HSE license.

3.2.2 Existing Hazardous Materials

The CDM Co-ordinator has not identified the presence of any further existing hazardous materials within the Pre-Commencement information.

3.2.3 Rodent Control

In order to prevent the ingress or habitation of rodents the following measures will be implemented and monitored by the Site Manager:

Prior to any works commencing on site:

- All drainage and sewer connections identified and capped/sealed off
- All decomposable waste to be removed
- Site survey and any necessary treatment by BPCA approved contractor

Ongoing measures:

- Monitor drainage and ensure it remains sealed.
- Inspect site weekly for ingress of rats/mice/foxes.
- Inspect site weekly for roosting/nesting pigeons.
- BPCA approved contractor fortnightly inspections.

3.2.4 Environmental Hazards

No specific environmental hazards have been noted prior to commencement. All operatives will be provided with a toolbox talk on the inherent risks of contact with rats' urine, recognition of the signs of leptospirosis and risks of prolonged contact or disturbance of pigeon guano.

3.3 **Control of Dust**

DETAILED PROCEDURE FOR THE CONTROL OF SITE GENERATED DUST

Introduction
Demolition will be carried out in a phased sequence to allow for the recovery of building materials required for the new build. This will allow for demolition without causing significant dust being released into the local atmosphere and contaminating local businesses and premises.

Information gathered to assist with the risk assessment and production of this procedure

Sources
PM10 are the very small particles of dust that can reach deep into the lungs. The Quality of Urban Air Review Group (QUARG) in their 3rd report (1996) found the following levels of PM10 in the environment attributed to certain activities:

2% construction

11% mining and quarrying

26% road transport

Not a significant source

General plant and equipment use on construction sites.

The main source on PM10 for the latter will be associated with internal combustion engine exhausts, although vehicle movements of materials to/from/across site will add the PM10 for road transport in the area.

Dust Source Types
Dust sources associated with mineral, waste and construction type activities fall into two types:

Stationary

Material mixing plant and conveyor transfer of material, large stockpiles/spoil heaps with no containment where the surface is vulnerable to wind erosion.

Mobile

Vehicles travelling over unmade surfaces, particularly at high speeds, cause particles to be elevated with the finer particles capable of being carried long distances beyond site boundaries. Transportation and handling of material using loaders, excavators, and lorries can produce dust through spillage and wind erosion.

Mitigation Measures

Enclosures and other measures
The following will assist to eliminate wind entrainment of dust and therefore prevent the dust becoming airborne at source.

Buildings - Equipment operating inside will be fitted with specialist dust collection and filtration equipment for the working environment and to reduce dust escaping, through material access and exits from the building.

Temporary enclosures - Constructed using sheet material such as plywood on scaffolding.

Localised enclosures – May be fabricated to fit around specific dust sources on site.

Bays or bunkers - Help to contain granular material.

Water suppression – Where identified fine water spray heads directed into a dust cloud will help mitigate dust concentrations and the effectiveness of this can be further improved by adding a chemical wetting agent to the water.

Minimise drop height of material - Free falling fine material can be taken by the wind and larger material can fragment on compaction, therefore discharge of the material from rubble chutes should be as close as possible to the skips.

Control Measures

The following control measures will be implemented to eliminate or minimise the production of dust during the construction phase and therefore prevent the dust becoming airborne at source.

Enclosures
When carrying out strip out or demolishing building internal fittings and fixtures, enclosures will be set up with local ventilation and filtration to minimise any dust produced from contaminating the local environment. The site manager will identify those areas that will benefit from the enclosures prior to the work from being carried out.

Localised enclosures

Where specific areas may present a significant risk of dust pollution, localising closure constructed off timber/ plywood/tarpaulins may be fabricated to fit around specific dust sources on site.

Temporary enclosures
When works to the outside skin of the building these may be constructed using sheet material such as plywood and or monarflex on scaffolding.

Buildings
Equipment operating inside will be fitted with specialist dust collection and filtration accessories for the working environment and to reduce dust escaping, through material access and exits from the building. This may be achieved by double doors allowing one to be shut when accessing before the second door is opened. Other openings may be sealed off using tarpaulins and timber frames secured to the opening.

Water suppression
Where identified fine water spray heads directed into a dust cloud may be used to mitigate dust concentrations and the effectiveness of this can be further improved by adding a chemical wetting agent to the water. Where water suppression may be used during the demolition process the company will ensure that suitable measures are taking to ensure that any contaminating water does not enter any water courses or drainage systems without due permission.

Minimise drop height of material
When demolishing the building where the demolition materials are not to be recycled for the new build then much of the general building waste will be removed from site using waste skips. This may include the use of rubble chutes discharging directly into skips, in this case the skips will have close fitting tarpaulins that will reduce the amount of dust being discharged into the atmosphere significantly.

Monitoring and auditing
Where a requirement to carry out dust level monitoring is identified the company intends to purchase a standalone dust monitor for area monitoring. We have identified an ideal survey tool, which is quick to assemble, easily deployed and provides data which can be downloaded for evaluation and reporting purposes. The unit is supplied complete with a Microdust Pro real time dust monitor, Apex Lite air sampling pump and operates off internal alkaline batteries for up to 19 hours*.
Both gravimetric and real time dust data can be obtained, and foam inserts can also be used which allow size selection of PM10, PM2.5 & respirable fractions to be taken.

The site manager would carry out daily visual observations of any dust during the demolition phase and would take action where any dust level were clearly visible.
This would be enhanced during the bi-monthly site inspections carried out by the health and safety consultants, they would be looking at the monitoring and auditing carried out by the site manager and all records and data taken.

The data gathered would be forwarded to the client's agent on request.

3.4 Control of Noise

DETAILED PROCEDURES FOR THE CONTROL OF SITE GENERATED NOISE

Introduction
This details how noise will be controlled

Information gathered to assist with the risk assessment and production of this procedure

Sources
Noise emitted from construction sites is normally not sufficiently high to cause physical damage to property or the hearing of those persons outside the site perimeter, but it may well be high enough to cause disturbance. Noise is therefore a 'nuisance' issue for construction operations.

Plant and Equipment
Plant equipment is normally hydraulically activated with the hydraulic pressure generated by a diesel engine, which is one source of noise. Construction tools and equipment is normally electrically driven and noise generated by the tool during cutting, drilling and grinding operations. In both, noise is also created by material impacting metal hoppers and chutes and from the impact of the jaws or hammers on the material.

Vehicle Movements
Also, there is the noise associated with vehicle movements, including tipping and loading of material and the actual vehicles themselves; for example: the noise from large diesel engines, hissing air brakes, the body of an empty lorry going over a bump in the road (known as a 'body slap'), sounders that activate when the reverse gear

is selected and are used to protect people by warning them that a vehicle is reversing (a common cause of complaint).

Mitigation Measures

Locate Plant Appropriately
Where possible the plant will be located away from noise sensitive neighbours and vehicle routes arranged so that reversing is not required. Reversing generally requires revving of engines and the possible use of audible reversing warnings, where alternatives to reversing alarms cannot be found.

Manage and Control the Way Plant is used
Site management will try and programme working as far as possible to match the surrounding noise climate and sensitivities. Councils normally expect contractors to adhere to the following hours of work, where the work causes noise audible at the site boundary in residential areas: Monday to Friday 8:00 am to 6:30 pm, Saturday 8:00 am to 1:00 pm, and Sundays and Bank Holidays: No working. However, in the commercial centre of cities, the office workers would be working during the day and so the area would be more sensitive to noise than in the evenings.

Where noise operations are unavoidable the project manager will maintain good community relations and warn nearby residents in advance. It may be possible to substitute newer quieter plant for existing plant, so that the actual noise output forms part of the purchasing decision.

Silence Existing Plant
It may be possible to carry out simple modifications of existing plant, for example by lining rubble chutes and skips with resilient material, so as to reduce noise.

Use fences and bunds
This is a common way of reducing noise beyond the site boundary. To be effective, they will obscure the line of sight between the noise source and the receptor, but without having an adverse visual impact in their own right. Sometimes temporary stockpiles can be located to act as noise barriers.

Enclose noise sources
A more expensive way of reducing noise is to enclose static equipment and screens within a building, with the added benefit of reducing dust emissions. Also, dust mitigation measures such as covers can help reduce noise.

Strategic approaches to noise reduction
A risk assessment carried out at the planning stage, which can identify possible noise sources and levels and who is affected will be carried out to minimise noise pollution.
To control the identified noise sources and levels the following items will be considered by the company as the best practicable means to minimise noise on the site.

The quietest plant and machinery available will be used. For example, hoists and cement mixers will be electrically powered wherever possible.
- All equipment will be properly maintained, so that no unnecessary noise is caused.
- Acoustic covers to such items as compressors and generators will always be kept in place.
- When machinery is not actually in use, it will be switched off and not left running.
- Stationary noise sources will be sited, whenever possible, away from noise sensitive areas, such as nearby dwellings. Acoustic barriers will be used to shield such noise sources. These can be purpose-built, or sometimes materials on site, such as bricks, sheds or even mounds of earth can be used.
- Employees will be informed of the noise control measures required by, or agreed with the Client and will receive training where necessary.

Control Measures

The following control measures will be implemented to eliminate or minimise the production of noise during the construction phase and therefore prevent signature noise presenting a nuisance to local businesses and domestic premises.

Strategic approaches to noise reduction
A risk assessment will be carried out at the planning stage which will identify the possible noise sources and significant noise levels presented by the undertakings. The risk assessment will also identify who is affected by the noise levels presented by undertakings.

To control the identified noise sources and levels the following items will be considered by the Company as the best practicable means to minimise noise on the site.

Locate Plant Appropriately

Where possible the site manager will make such necessary arrangements that plant will be located away from noise sensitive neighbours and vehicle routes arranged so that reversing is not required. Reversing generally requires revving of engines and the possible use of audible reversing warnings, where alternatives to reversing alarms cannot be found.

The site manager will investigate where It may be possible to carry out simple modifications of existing plant all each work meant, for example by lining rubble chutes and skips with resilient material, so as to reduce noise.

Manage and Control the Way Plant is used
Site management will all shall ensure that a programme working as far as possible to match the surrounding noise climate and sensitivities. The Company will ensure that all employees and contractors adhere to the following hours of work, where the work causes noise audible at the site boundary in residential areas: Monday to Friday 8:00 am to 6:30 pm, Saturday 8:00 am to 1:00 pm, and Sundays and Bank Holidays: No working.

Where noise operations are unavoidable the site manager will maintain good community relations and warn nearby residents in advance.

Use fences or scaffolding/Hoarding
This site manager will investigate at the start of the project whether or not the use of hoarding or scaffolding Monarflex can be effectively used to minimise noise from the site polluting the local area.

Enclose noise sources
This site manager will investigate at the start of the project whether or not the use noise exclusion enclosures manufactured with hoarding or scaffolding would-be of an advantage in reducing the amount of noise produced by the undertakings or any specific plant or equipment.

Selecting Plant and Equipment
This site manager will ensure that prior to any demolition commencing that all subcontractors are aware of the company's policy on the purchase and selection of equipment. This will also identify that all the equipment brought on site will be required to produce minimal noise during its operation. The quietest plant and machinery available will be used. For example, hoists and cement mixers will be electrically powered wherever possible. The site manager will also ensure that both his equipment and contractor's equipment are subject to the following regimes:

- All equipment will be properly maintained, so that no unnecessary noise is caused.
- Acoustic covers to such items as compressors and generators will always be kept in place.
- When machinery is not actually in use, it will be switched off and not left running.
- Stationary noise sources will be sited, whenever possible, away from noise sensitive areas, such as nearby dwellings. Acoustic barriers will be used to shield such noise sources. These can be purpose-built, or sometimes materials on site, such as bricks, sheds or even mounds of earth can be used.
- Employees will be informed of the noise control measures required by, or agreed with the Client and will receive training where necessary.

Vehicle Movements
The site manager will also ensure that the vehicle movements to and from the site are controlled and regulated with all collections and deliveries organised at the times required. During the site specific induction all site based drivers will be reminded that the noise associated with vehicle movements, including tipping and loading of material and the actual vehicles themselves; for example: the noise from large diesel engines, hissing air brakes, the body of an empty lorry going over a bump in the road (known as a 'body slap'), sounders that activate when the reverse gear is selected and are used to protect people by warning them that a vehicle is reversing can all produce excessive noise pollution and therefore to minimise these actions while on-site. Where practical the site manager will instruct all subcontractors to abide by the rules above to minimise any noise from their vehicles while on site.

Monitoring and auditing
Where a requirement to carry out noise level monitoring is identified the company intends to purchase a standalone noise monitor for area monitoring. We have identified an ideal survey tool, which is quick to assemble, easily deployed and provides data which can be downloaded for evaluation and reporting purposes.

The site manager would carry out daily aural survey of any significant noise during the demolition phase and would take action were any noise level were clearly identified.
This would be enhanced during the bi-monthly site inspections carried out by the health and safety consultants, they would be looking at monitoring and auditing carried out by the site manager and all records and data taken.

The data gathered would be forwarded to the client's agent on request.

3.5 Control of Vibration

Due to the fact that all demolition will be piecemeal through the use of hand tools and handheld equipment such as pneumatic breakers and angle grinders, we do not feel that the impact vibration will be an issue on site.

Hand Arm Vibration will still be monitored as per the company's Health and Safety Policy

3.6 Control of Water Pollution and Land Contamination

DETAILED PROCEDURE FOR THE CONTROL OF WATER POLLUTION AND LAND CONTAMINATION

Introduction
Pollution risks are minimised through our commitment to protect the environment with the following measures:

Information gathered to assist with the risk assessment and production of this procedure

Sources
Pollution is the release from any process or substances that are capable of causing harm to human health, property and other living things. Water pollution can occur to any watercourse, such as a river, stream, canal, lake or pond, or to groundwater.
The pollution of groundwater is of the most concern in relation to the pollution of land. If land is polluted through construction operations, there can be environmental implications for subsequent use of the land.

Construction Operations
Water pollution associated with construction operations can arise from the following causes:
Disposal of waste material - Rain and dust suppressions sprays on waste will cause solids to be released into the drainage systems. In the case of demolition works, the solids will principally be concrete dust, rock dust, sand, etc.
Lime within the concrete dust may dissolve within the water to create an alkaline solution, but the pH is unlikely to be raised significantly due to the quantity of lime present.
Other sources of water pollution from construction operations may arise from its contamination in a previous use, for example:
Oil, solvents and other contaminating material could be carried with the suspended matter
Contaminants which are soluble in water, for example road salt, may also pollute the water.
In the case of the former, if chlorinated solvents were present, some may dissolve in the waste, drain as a separate layer or contaminate land. Likewise lubricating oil and fuel oil may also form a separate layer due to the oil/water surface interaction, whilst certain toxic components of the oil may dissolve in the water or contaminate land.

Storage of feedstock, and of unwanted or recycled non-aggregate materials
Contaminants are often held within the finer grade material of the aggregate, such as silts and clays, and so processing of feedstock will concentrate the contaminants in finer product types, held in storage bays.

Similar processes will occur within storage as described for the processing of waste, although the residence time may be much greater. Therefore the water entering or contained in the material will become more concentrated with dissolved substances, in particular road salt and lime from the concrete.

Disposal of unwanted material
If unwanted material is unsuitable for other purposes and recycling is not a viable option, then it will be disposed to a licensed waste management site, where leachate will be controlled.

Transport of material
In wet conditions, the delivery and tipping of materials and the moving of materials around site by loaders and dump trucks will be a major source of suspended solids in run-off. Likewise, dust from vehicles, which accumulates on the roads, will be suspended in run-off after rainfall, or by water used in dust suppression equipment. Therefore in construction operations, where it is likely vehicles will become dirty, it will be necessary for vehicles to pass through wheel washers before entering the public highway. The washings will likely contain an amount of highly suspended solid.

Operation of plant and vehicles
Construction operations will use powered machinery, fuel oil, lubricating oil and grease in various plant, equipment and vehicles on site, which have the potential to contaminate water or land. Storage of these fuels in tanks or drums may also be a cause of potential pollution problems during filling, dispensing and if leaking

or spillage were to occur. Solvents, like degreasers, and detergents could also be a potential contaminant to water or land during plant and vehicle maintenance.

All of the above can have an effect on the following receptors and environmental resources:

Controlled waters - These have statutory protection and it is an offence to make a discharge to controlled waters without the permission or consent of the regulator.
Effects on people - Industrial and agricultural use, or potable water supply by water companies and others, can be disrupted or generate health risks respectively. Construction operations involving demolition or excavation are especially at risk of causing pollution of groundwater.
Nature conservation - Aquatic plants, invertebrates (insects, larvae, shrimps etc.), fish and birds can suffer detrimental effects from highly suspended solid loads and oil/solvents in water from construction operations.

Mitigation Measures
The means of avoiding or mitigating the main potential water and land pollutants from our construction operations are explained below:

Suspended solids
Suspended solids will be controlled during the construction operations by:

- Hardstanding areas, which are attributed to reducing the generation of suspended solids in water, will be provided on site roadways and areas subject to operational use.
- Arranging site layout and managing vehicular movements so as not to travel close to water courses or drive over non-hardstanding areas.
- Keeping roads and wheels clean to help prevent fine material from being distributed.
- Implement control measures to avoid discharge of suspended solids to water courses, subject to approval of the planning authority and agreement of the Environment Agency, through: segregated drainage, silt traps, settlement pools, filtration systems (microstrainers, filters or filter presses),which may be used with flocculant, partial recirculation of screened or partially treated drainage for wheel washing or onto land for irrigation (upon agreement reached with the planning authority).

Water Contamination and Land Contamination from Fuel and Lubricating Oils
The company will implement such procedures to prevent contamination by implementing the below controls as required:
- Storage of the minimum quantity of lubricating oil and fuel on site and within one area.
- Proper and secure bunding.
- Provision of equally secure measures on any mobile equipment used for refuelling permanent plant that cannot travel to the designated refuelling area.
- Use of an impermeable area fitted with a boundary drain with oil separator for the designated refuelling area.
- Service and maintenance programme on all vehicles and plant to avoid leakage or spillage of oil or fuel to the ground.
- Scheduled maintenance programme for emptying and servicing oil separators on site.
- Provision of sand to treat small areas of spillage, for its removal and disposal.
- Holding and use of oil absorbent mats and/or bunds for dealing with accidental spillages to water.
- Written procedures to be followed for dealing with oil spillage.

Control Measures

The following control measures will be implemented to eliminate or minimise the risk of water or land pollution during the construction phase and therefore prevent our undertakings having a significant environmental impact on the local area.

Strategic approaches to pollution reduction
A risk assessment will be carried out at the planning stage which will identify the possible pollution sources and significant pollution hazards presented by the undertakings. The risk assessment will also identify who is affected by the pollution hazards presented by undertakings.

To control the identified pollution sources and risks the following items will be considered by the Company as the best practicable means to minimise pollution on the site.

Construction Operations
The site manager will ensure that all possible water pollution risks associated with the projects construction operations are identified within the environmental impact assessment for the site, these may be but not limited to:

- Disposal of waste material.
- Other sources of water pollution from the construction operations.
- Oil, solvents and other contaminating materials.
- Contaminants which are soluble in water.
- Storage of feedstock, and of unwanted or recycled non-aggregate materials.
- Disposal of unwanted material

Transport of material

The site manager will ensure that in all conditions the delivery and tipping of materials and the moving of materials around site by loaders and dump trucks will be controlled and monitored where it is likely vehicles will become dirty, it may be necessary for vehicles to pass through wheel washers before entering the public highway and therefore suitable and sufficient equipment will be made available for vehicle wheel cleaning.

Operation of plant and vehicles

The site manager will ensure that all Construction operations where powered machinery, fuel oil, lubricating oil and grease in various plant, equipment and vehicles on site, which have the potential to contaminate water or land are suitably managed.

Suspended solids

Suspended solids will be controlled during the construction operations by:

- Hardstanding areas, which are attributed to reducing the generation of suspended solids in water, will be provided on site roadways and areas subject to operational use.
- Keeping roads and wheels clean to help prevent fine material from being distributed.
- Implement control measures to avoid discharge of suspended solids to water courses, subject to approval of the planning authority and agreement of the Environment Agency, through: segregated drainage, silt traps, settlement pools, filtration systems (microstrainers, filters or filter presses), which may be used with flocculant, partial recirculation of screened or partially treated drainage for wheel washing or onto land for irrigation (upon agreement reached with the planning authority).

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The company will implement such procedures to prevent contamination by implementing the below controls as required:

- Storage of the minimum quantity of lubricating oil and fuel on site and within one area.
- Proper and secure bunding.
- Provision of equally secure measures on any mobile equipment used for refuelling permanent plant that cannot travel to the designated refuelling area.
- Use of an impermeable area fitted with a boundary drain with oil separator for the designated refuelling area.
- Service and maintenance programme on all vehicles and plant to avoid leakage or spillage of oil or fuel to the ground.
- Scheduled maintenance programme for emptying and servicing oil separators on site.
- Provision of Spillage kits to treat small areas of spillage, for its removal and disposal.
- Holding and use of oil absorbent mats and/or bunds for dealing with accidental spillages to water.
- Written procedures to be followed for dealing with oil spillage.

Monitoring and auditing

Where a requirement to carry out pollution monitoring is identified the company intends to implement such controls as to prevent any pollution incidents, have the necessary equipment to deal with any pollution incidents and carry out any incident investigations required to identify the basic cause and controls required to prevent any pollution incidents reoccurring.

The site manager would carry out a daily visual survey of any significant pollution during the demolition phase and would take action were any pollution incidents were clearly identified.
This would be enhanced during the bi-monthly site inspections carried out by the health and safety consultants, they would be looking at the monitoring and auditing carried out by the site manager and all records and data taken.

The data gathered would be forwarded to the client’s agent on request.

4. Ongoing Design Control and Communication

4.1 Significant design assumptions and suggested work methods

This information is to be derived and disseminated by the CDM Co-ordinator as issued by the Design Team. An representative of the Main Contractor will remain in attendance at any meetings as hosted and as such will be familiar with design assumptions made. These assumptions will be formally recorded and reviewed by the CDM Co-ordinator accordingly.

4.2 Arrangements for co-ordination of ongoing design work

All ongoing designs and design changes will be issued to the CDM Co-ordinator in order to disseminate to the relevant parties involved with the project.

4.3 Information on significant risks identified during design

The CDMC has identified works operations which carry significant risk in the PCIP. Sub contractors will complete their own risk assessments and Method Statements (with requisite ‘controls’ to reduce risk). All relevant personnel will be instructed accordingly before works commence.

4.4 Materials requiring particular precautions

Standard building materials will be used by the selected Main Contractor. All operatives to be employed on this contract will be fully familiar with the materials to be used and will have been provided with suitable training on the hazards from such materials previously.

5. Health and Safety File Requirements

5.1 Description of its Contents

The outline requirements for the Health and Safety File will be in accordance with guidance provided within the Approved Codes of Practice for the Construction (Design and Management) Regulations 2007 – Paragraph 263. This will include the following:

(a) a brief description of the work carried out;
(b) any residual hazards which remain and how they have been dealt with;
(c) hazardous materials used;
(d) record drawings;
(e) health and safety information about equipment provided for maintaining the works;
(f) details on warranties/guarantees provided;
(g) schedule of contractors and suppliers used during the project

The scheduling of the specific information for this project will be undertaken during the initial phase of the construction work to ensure suitable and sufficient levels of information is obtained by the selected Main Contractor and duly provided to the CDM Coordinator.

5.2 Prescribed Format of Information Submitted

In order to allow the Project Client to meet with duties placed upon him under Regulation 17 of the Construction (Design and Management) Regulations 2007, the Health and Safety File will be collated, issued and stored in a useable format.

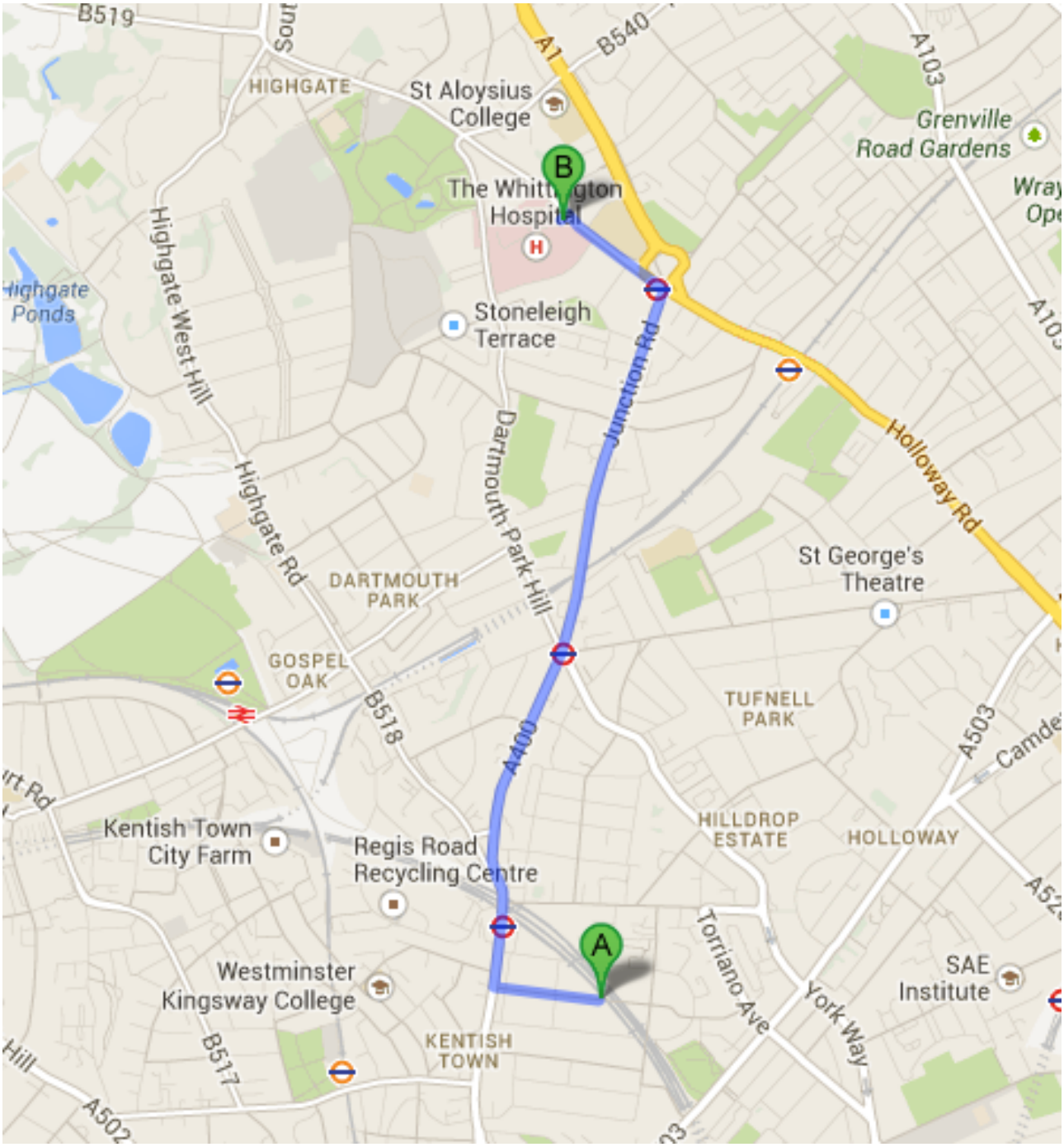
5.3 Timescales

All information required for inclusion within the Project Health and Safety File must be provided within two weeks prior to completion of the works. Any information unavailable at this time must be scheduled, along with envisaged submission dates, and provided to the CDM Co-ordinator at least two weeks prior to completion of the works.

6. Appendices

6.1 Nearest Accident and Emergency

Whittington Hospital
Magdala Avenue
London N19 5NF
Tel: 020 7272 3070



6.2 Induction Procedure

SITE INDUCTION AND SAFETY RULES

Site Address: 42 Caversham Road, London, NW5 2DS

Person Giving Induction Position:

SITE INDUCTION
- Site management for this project
- Community liaison
- Welfare facilities
- Location of first aid facilities
- Fire plan and emergency procedures
- Security arrangements of tools and equipment
- Working at height
- Storage of materials
- Means of escape
- Noise
- Use of Hot Work Permits
- Smoking restrictions
- Manual handling
- Accident reporting procedure
- PPE requirements
- Working equipment and hand tool condition
- Parking and vehicle arrangements
- Method Statements and Risk Assessments
- Asbestos procedure
- Drug taking paraphernalia

I HAVE BEEN INSTRUCTED ON THE PROJECT SAFETY REQUIREMENTS VERBALLY

	Name	Company	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signed (Person Inducting):
Date:

6.3 Site Rules

The matters raised must be considered carefully in order to avoid or minimise any risks to health and safety to site operatives, other operatives working adjacent to the works and the general public. These site rules will be briefed to all Contractors and Operatives and will be developed during the course of the project.

RISK TO PERSONS OTHER THAN SITE OPERATIVES
Sub-Contractors must not use or employ any technique in their working method that will put at risk the safety or health of any person not connected with the works. Failure to adhere to this basic principal may result in a halt to work at the Contractors expense until suitable safe working arrangements are made.

FIRST AID AND EMERGENCY MEDICAL CARE
Adequate provision will be made at all times during the works for the provision of First Aid materials and procedures. A first aid box and accident book (BI 150) will be located in the site welfare cabin.

FIRE
The Site Manager will ensure adequate fire fighting equipment in the immediate vicinity of the Works throughout the duration of the contract.

PERSONAL PROTECTIVE EQUIPMENT
The site will be a ‘safety helmet, safety boots and high visibility vest’ site. Sub- Contractors will be required to comply with this site rule at all times. Where necessary, induction tuition will to be provided to instruct personnel in the fit and proper use of personal protective equipment.

Suitable personal protective equipment will be provided and maintained for the use of visitors.

Additional personal protective equipment will be required where using PU adhesive. This is to include eye protection and nitrile gloves.

MONITORING AND RECORDS PROCEDURE
Day to day health and safety responsibilities will be the duty of the Site Manager who will be based on site. The selected Main Contractor will appoint Company Safety Consultants. They will be undertaking safety audits of the site and the works in progress. A report will be left with the Site Manager and issues will be dealt with as highlighted.

Method statements must be submitted by all Sub-Contractors to the selected Main Contractor’s Site Manager at least two weeks in advance of any works. These will be specific to the works to be conducted and will detail how the works are to be conducted in safe manner. A copy of these Method Statements will remain on site for review and use during toolbox talks.

Works will not commence without a suitable supporting method statement and assessment of risk. In addition, all Sub-Contractors will be expected to provide a signed copy of their Health and Safety Policy and training records to the site prior to commencing works. The selected Main Contractor reserves the right to restrict Contractors’ access to the site without this information.

SITE INDUCTIONS
All site personnel are to have induction training with regard to basic health and safety procedures and site emergency provisions before being allowed to commence works on site. A copy of this is contained within the appendices section and will be maintained on site.

COMMUNITY LIAISON
It is important that all projects foster a sense of community for the residents in a place of safety and security.

SMOKING, DRUGS AND ALCOHOL POLICY
The site area will remain no smoking throughout the works.
The selected Main Contractor must enforce their Drugs and Alcohol policy at this project. This will include a zero tolerance on being under the influence at or attempting to enter the site, and all operatives requiring prescriptive drugs to notify the Site Manager before commencement of works.

MANUAL HANDLING
All Sub-Contractors will be expected to adhere to safe techniques, and provide appropriate training where required. All products will be assessed as to their weight and dimensions and a written assessment completed where required. Under no circumstances will operatives be required to lift loads over 25kgs individually.

WORKING ABOVE GROUND LEVEL
Edge guard will be installed to the perimeter of the roof area prior to the works commencing. This must not be altered or tampered with by any Contractor without instruction to do so. Failure to comply will result in removal from site.

DEBRIS ACCUMULATION

All Sub-Contractors must ensure the site is left in a clean and tidy manner both during and outside working hours. Debris will not be stored in a manner to block common areas or escape routes.

DUST/NOISE POLLUTION
All Sub-Contractors will take a proactive approach to pollution by way of noise, dust or airborne particles to minimise risk and disturbance to the site operatives and the general public etc. All cutting operations, will take place in a controlled area of the site and all debris will be removed on completion of the cutting works.

Any generators located on site will be suitably enclosed to minimise the noise pollution. The generator will be selected on the basis of low noise generation suitable for location within an urban environment.
All works will be conducted in compliance with the requirements of the Control of Noise at Work Regulations 2005. All Contractors' method statements and risk assessments will be reviewed prior to issue to ensure compliance is achieved. Ear defenders will be used as a last resort to control exposure.

VISITORS TO THE SITE
The Site Manager will be responsible for the health and safety of all visitors to the site at all times. The names of all visitors and their times of arrival and departure will be recorded on entrance to the site. Suitable Personal Protective Equipment will be worn by all visitors whilst on site. Suitable signage will be displayed at the site entrance to direct visitors directly to the site accommodation for signing in.

COMMUNICATION
A system of communication between all site operatives will be maintained by the Principal Contractor, through site induction briefings and including health and safety as a separate topic during Contractors meetings. All Sub-Contractors will be required to provide their operatives with fortnightly toolbox talks.

PLANT AND MACHINERY
All Contractors will be required to provide records of maintenance and suitability of all machinery and portable tools and they will be kept on site and made available for inspection. All machinery and portable tools will be used as specified by the manufacturer and will be properly maintained and where required, Portable Appliance Tested within the previous three months.

All plant operators must be CITB accredited with copies of training certification held on site.

TEMPORARY SUPPLIES
The use of 240v power for portable tools will not be permitted on site. A suitable transformer will be used to provide the voltage to a maximum of 110v. This transformer will be placed as close to the temporary supply as is possible. Suitable training will be provided to all Contractors with regard to the use of all portable tools, and the hazards of their use identified to all those affected by their use.

All works will comply with relevant Regulations and Approved Codes of Practice, including The Electricity at Work Regulations 1989, The Low Voltage Electrical Equipment (Safety) Regulations 1989 and The IEE Wiring Regulation (Code of Practice).

ACCIDENT REPORTING PROCEDURE
All accidents will be logged within the Accident Book, which will be provided within the Site Office. Where accidents fall within the category of RIDDOR, the relevant Sub-Contracting Company will have the duty to thoroughly investigate, in conjunction with their Health and Safety Representative, and provide a report to the Main Contractor within SEVEN days. The CDM Co-ordinator must be notified immediately of any accident occurring under RIDDOR.

HAZARDOUS SUBSTANCES
No hazardous substance will be used until relevant COSHH Assessments have been provided. A copy of all COSHH Assessments will remain on site and as they may be required to form part of the Health and Safety File, will be provided to the CDM Coordinator.

6.4 Outline Emergency Arrangements

Procedures on discovering a Fire:

- Sound the nearest alarm immediately or shout FIRE FIRE FIRE
- Call the Fire Brigade using 999
- Attack the fire if it is small enough to do so and without taking any risk to you, using extinguishers
- Leave the site and report to the assembly point outside the main entrance on the other side of the road

Procedures for Occupants where a Fire Alarm is raised:

- Do not stop to collect anything

- Leave the site
- Report to the assembly point

Fire Safety Co-ordinator is the Site Manager.

The Fire Safety Co-ordinator will;

- Have received appropriate training to be able to carry out the duties required.
- Ensure that all procedures, precautionary measures and safety standards are clearly understood and complied with by all personnel within the building.
- Carry out weekly checks to ensure fire fighting equipment is present where it should be within the building, unobstructed and check they have not been discharged or damaged
- On a weekly basis check fire safety signage is clearly displayed and ensure the designated escape route is free of obstructions
- Maintain a written record of any checks carried out by external agencies
- During an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff and visitors report to the assembly point
- Carry out a fire safety induction for new staff detailing the fire alarm points, routes of escape, assembly points and designated smoking areas
- Promote a fire safe working environment

Liaison with the Fire Brigade

Where the fire brigade is called to the premises to deal with a fire, the following information should be relayed by the Fire Safety Co-ordinator;

- If any person has not been accounted for
- Location and nature of the fire
- Location of the fire alarm controls and any on site hydrants
- Whether any hazardous substances are on the premises

6.5 **Site Traffic Management Plan**

6.5.1 Proposed hours in which vehicles will arrive and depart

Vehicles arriving for delivery will be allowed from 0800-1800hrs Mon-Fri.

There may be occasions when heavy/wide loads will need to be delivered and removed from site outside of these hours. Such deliveries would be for any heavy plant and a member of staff would be in attendance at all times. On such occasions the local neighbours will be notified one week prior via a newsletter.

6.5.2 Access arrangements for vehicles

Access to the site for pedestrians and materials will be via the front of the site on Caversham Road. As there is limited space for storage and site set up, all loading and unloading will take place from kerbside outside the site. In all cases, access/egress for delivery and removal of materials will be planned, scheduled and coordinated by our site manager, and all vehicle movement both on and around the site will be controlled by competent and certified banksmen.

Banksman/Road Marshall

A strict delivery procedure will be implemented to ensure that Caversham Road is not overrun with site and delivery vehicles. The banksman will ensure that traffic flow on the road is maintained at all times. All sub contractors and suppliers will be required to give 24 hours notice of deliveries. The movement of materials to and from the site will also be controlled by our Road Marshall. He will be responsible for the coordination and control of all aspects of material deliveries and movement.

6.5.3 Proposed routes for Vehicles between the site and TFL Network

Details of agreed access/egress routes will be issued to all our suppliers and subcontractors. This will be policed as far as practical but it must be recognised that we have no jurisdiction over the vehicles once they have left our site.

Vehicles will approach the site travelling westbound on Caversham Road from the A5200 Camden Park Road / A503 Camden Road direction.

Vehicles will travel away from the site towards Kentish Town Road but circle the block, either north up Hammond Street to join Islip Street or south down Hammond Street to join Gaisford Street and continue east back towards A5200 / A503. This will avoid causing additional congestion on Kentish Town Road.

6.5.4 Size of Vehicles

Numerous types of delivery vehicles will be used to bring materials to and from the site. These include:

- Skip lorries. (approx. size 7.5m long and 2.4m wide) and standard 8-12 yard skips for waste (approx. size 7m long and 2.4m wide. Which will be placed on the road outside the site (when the bus lane is not operational between 10am-4pm)
- Ready mix concrete lorries. (approx. size 8.25m long and 2.45m wide).
- Flat bed delivery vehicles for the delivery of various materials including scaffolding, steelwork, reinforcement, bricks/blocks, timber, roofing materials, plaster, joinery etc. (approx. size 8.5m long and 2.45m wide.)
- Articulated Lorries, for delivery of pre cast concrete beams and structural steel

The projected vehicle movements are approximately 4 per day over the construction phase works.

6.5.5 Swept path for access to the site

The roads around the site have no height, width or weight restrictions. On the small number of occasions that an articulated lorry delivers to the site then with the assistance of our Road Marshall they will be able to drive away from site using a number of suitable routes.

6.5.6 Details of any highway works necessary to enable construction to take place.

The highway will not require any works other than renewal or maintenance of utilities.

6.5.7 Parking and Loading Arrangements

A strict delivery procedure will be implemented to ensure that Caversham Road is not overrun with site and delivery vehicles. Our road marshals will ensure that traffic flow is maintained at all times.

All subcontractors and suppliers will be required to give 24 hours notice of deliveries. The movement of materials, particularly in the main contract works stage, will also be controlled by our road marshals. He will be responsible for the control and coordination of all aspects of material deliveries and movement.

Vehicles will pull up directly outside the site to unload wherever possible. They will generally off-load using HIAB or manually. There will be no over-sailing of adjacent properties.

Materials will be stored within the boundary of the site or on a gantry scaffold.

All sub contractors will be informed at the pre order meeting that the surrounding area is for resident parking only. All subcontractors will be encouraged to use public transport.

6.5.8 Parking bay suspension and Temporary traffic management orders

We do not envisage a requirement to suspend any parking bays. To avoid congestion, deliveries vehicles will be able to load and unload directly outside the site (where there are no parking bays) without disrupting traffic flow.

6.5.9 Details of any Hoardings

All scaffolding will be fully 'Monarflex'ed secured with windbreak ties to avoid any materials or debris falling onto adjacent sites.

6.5.10 Details of how pedestrian and cyclist safety will be maintained

All material movements and vehicle activity directly outside the site will be monitored and supervised by a trained banksman.

The general public/pedestrians will have right of way along the pathways that surround the site for the duration of the project. Exceptions to this include utility works which will be through separate application to the Local Authority.

The construction site gates will be kept closed and monitored by site security, only when deliveries are made to the site will they be opened to allow materials and site personnel to enter and exit the site. Barriers will be put across the pavement to prevent access by pedestrians when a hazardous manoeuvre is taking place on the footpath. These barriers will be manned by our site security.

The Site Manager will also ensure that the external perimeter of the site is regularly patrolled throughout the day to ensure that any debris is kept clear of the pavements.

With regard to cyclist safety any delivery vehicle parked within the loading area will be coned off to direct the cyclist around the lorry.

6.5.11 Management of traffic to reduce congestion

The Site Manager will be responsible for the day to day management of all deliveries to the site. These will be booked in using a Delivery Schedule so as to prevent lorry congestion to the road network that surrounds the site. Should a lorry/vehicle arrive that has not been booked in, that lorry will be turned away. All vehicles will be instructed to stop in the bay directly outside the site keeping the road free for general traffic movement. In order to reduce traffic movements, we shall call off full loads whenever possible.

We shall encourage our sub contractors to use public transport to travel to site. We shall also inform potential subcontractors that parking is very restricted in the local area and that residents' parking bays are not to be used. We will monitor parking, especially on neighbouring roads, to ensure parking is dealt with considerately.

6.5.12 Control of dirt and dust on the public highway

There will be limited vehicles entering the site and minimal groundworks, however as mud and debris on the road is one of the main environmental nuisance and safety problems arising from construction sites, the selected Main Contractor will have to make provision to minimise this problem. We will insist on all muck away lorries be fully sheeted to minimise the risk of any mud over-spilling onto the highway. We will consider spraying a fine spray to suppress dust on the following:

- Structures and building during demolition.
- Unpaved areas that are subject to traffic or wind.
- Sand, spoil and aggregate stockpiles.
- During loading/unloading of dust generating materials.

See 'Arrangements for Controlling Risks' in Section 3.0 of Construction Management Plan

6.5.13 Details of any other Construction Sites in the local area

Unknown at this stage.

6.5.14 Targeting zero non-hazardous waste to landfill

As part of our environmental approach we seek to source materials from local companies provided that specification requirements and costs are met.

6.5.15 Energy usage

Where practicable, we seek to source green energy providers for the construction phase. Meters will be supplied for the site enabling energy consumption levels to be monitored.

6.5.16 Fuel consumption

We strive to procure local contractors for the project therefore minimising transport costs and impact on the local environment. All site personnel are encouraged to use public transport where practicable.

6.5.17 Waste Management

Our approach to the treatment of waste is to employ a specialist waste management contractor as a trade package. This contractor is responsible for:
- Ensuring the site is kept clean and safe.
- The collection of waste from a central point.
- Segregation of waste on site.

The waste management contractor will ensure that all access routes, fire escapes and staircases are swept and kept clear of debris on a regular basis to maintain high standards of health and safety on the project. All general areas of the project will be swept clean on a weekly basis. Sub contractors will be responsible for removing waste emanating from their works to a central point on site.

6.6 **Complaints Procedure**

6.6.1 COMPLAINTS AND PROCEDURES POLICY STATEMENT

The selected Main Contractor will need to have a Complaints Policy that provides responses and subsequent actions that satisfy the needs and expectations of our customers. Our customers are defined as any one person or persons that have appointed the selected Main Contractor to carry out design, construction, refurbishment or any other services
related to our contract activities. This includes, but is not limited to;

The Client (as defined in Contract Documents)

Employers Agents, Architects, Inspection Services or any other agency or consultant employed by The Client for the purposes of executing a construction contract.

Building users and all other associated stakeholders in existing non residential premises subject to a refurbishment or building extension contract.

Residents and all other associated stakeholders in existing residential premises subject to a refurbishment or building extension contract.

Everyone associated with the selected Main Contractor must be committed to and aim to ensure that:
- All our team know about our complaints procedure.
- Making a complaint is as easy as possible.
- We treat every complaint seriously.
- We deal with every complaint promptly and in confidence.
- There will be no detrimental consequences following any complaint.
- That we learn from complaints and use them to review and improve our service.

6.6.2 Policy

CONTENTS
- What is a complaint
- How to make a complaint
- Alternative contacts for complaint
- Response targets

What is a complaint?

A complaint is when you, as a customer, tell us you are not happy about something we may or may not have done, the way you have been dealt with, or the service and quality of the finished product we have provided. It can be about anything and could include

- When we do not deliver a service on time
- When we give you the wrong information
- When you receive a poor quality service
- When you think there is something financially wrong
- When you think we have not been fair with you
- When you think we have discriminated against you
- When you have a problem with a member of our on site team on or off site
- When you think we are causing a nuisance
- If you think we could do better

How to make a complaint:
If you have a complaint the first point of contact is our dedicated Site Manager who will be in full time attendance during the construction phase of all our construction projects. We will provide you with the contact telephone number and e – mail address for the Site Manager. You can make the complaint in person at the work place you are complaining about. The Site Manager will write down your complaint while you are telling them and inform the selected Main Contractor's head office straight away.

If our construction project involves your home we will provide you with the details and contact telephone numbers and e – mail address for the nominated Community Liaison Officer. The Community Liaison Officer will, depending on the project, act independently from the Site Manager and be available to mediate on our appointment schedule or any complaint that you feel has not been responded to in an adequate manner by the Site Manager.

If you wish to make a complaint directly to off site Contact Management team, you can do so in any of the ways listed below.
By email at TBC
In writing to TBC
By phone on TBC
When listening to and recording a complaint we will remain professional and courteous at all times. We may tell you if we think you are not being equally courteous when making a complaint. Remaining polite, professional and courteous helps speed up the complaints process.

IF YOU ARE NOT HAPPY WITH OUR COMPLAINT PROCESS?
If you are Unhappy with our first response you can contact the Managing Director in writing who will investigate your complaint further.

If you are still unhappy after this you should tell us in writing and we will agree to get independent help to resolve our differences and to act as mediators. (This may be you local authority, Tenant Representatives, your landlord of any other directly interested party or organisation).

External mediators will not normally investigate or become involved in a complaint unless the internal complaints procedure has been exhausted.

HOW QUICKLY WILL WE RESPOND?
We will formally acknowledge receipt of your complaint within 2 working days.

We will issue a full response within 10 working days.

If we are in the wrong we will agree a date for when we will put something right and carry out any necessary corrective works.

If you complain in person to our site teams we may stop a work activity straight away while we investigate, **especially** if you are complaining about something that you consider that could be dangerous.

If there is a delay in responding we will keep you informed of our progress.