Construction Management Plan

Construction (Design and Management) Regulations 2007

Project Name:	Fleet House
Contract No:	567
Site Address:	Fleet House No.3 Admiral's Walk London NW3 6RS
Prepared By:	Abraham Adebisi, HCCC
Date Prepared:	FEBRUARY 2015
Version, Issue Date:	-

CIRCULATION

Issued To:	Organisation Name
Client:	Peter & Naoko Rading
Architect:	Stanton Williams Architects
Structural Engineer:	Webb Yates Engineers
Building Control:	Simon Polley (BRCS)
Party Wall Surveyor:	Fareed Fetto & Co
CDM Coordinator:	Butler & Young
M&E Engineer	Ritchie + Daffin

REVISIONS

Issue Number	Date	Changes
01	20.02.2015	-
02	29.04.2015	Please see attached CMP revision list
03	03.06.2015	Alterations to site set-up

CONTENTS

1. INTRODUCTION

This Construction Management Plan has been prepared as required under Regulation 23 of the Construction (Design and Management) Regulations 2007 (CDM Regulations). The Plan contains the arrangements that will be implemented to ensure the safe execution of the works in compliance with the CDM Regulations.

The Plan has been prepared from information obtained from site visits, drawings and specifications issued by other members of the project team.

This is a live document and will be maintained, reviewed and updated by the project team as required.

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.

A programme is included under separate cover.

2. DESCRIPTION OF PROJECT

Description:

The proposed residential project at Fleet House, No. 3 Admiral's Walk, London, NW3 6RS, consists in the demolition of the existing 1950's detached house in Hampstead consisting of two storeys plus basement. The new house will be completely reconstructed using a concrete framed structure with extension of the basement. The building will be clad in specialist bricks and render. Excavations to House for sheet piling and underpinning to Courtyard. The windows will generally be double glazing, and roofing to be covered by green roofs. The ground source heat pump will be used for both cooling heating, MVHR ventilation system. The code for the sustainable homes level 4 is required. The internal fit-out will be of contemporary design including armour-coat or fair-faced concrete finishes.

3. THE SITE

3.1 General Site Description

The site is located to the South West of Hampstead Heath in North London, on Admiral's Walk. The site OS coordinates are approximately 186070N, 526240E. The site location is shown by the red outline in Figure 1 and has dimensions of approximately 32 x 18m.

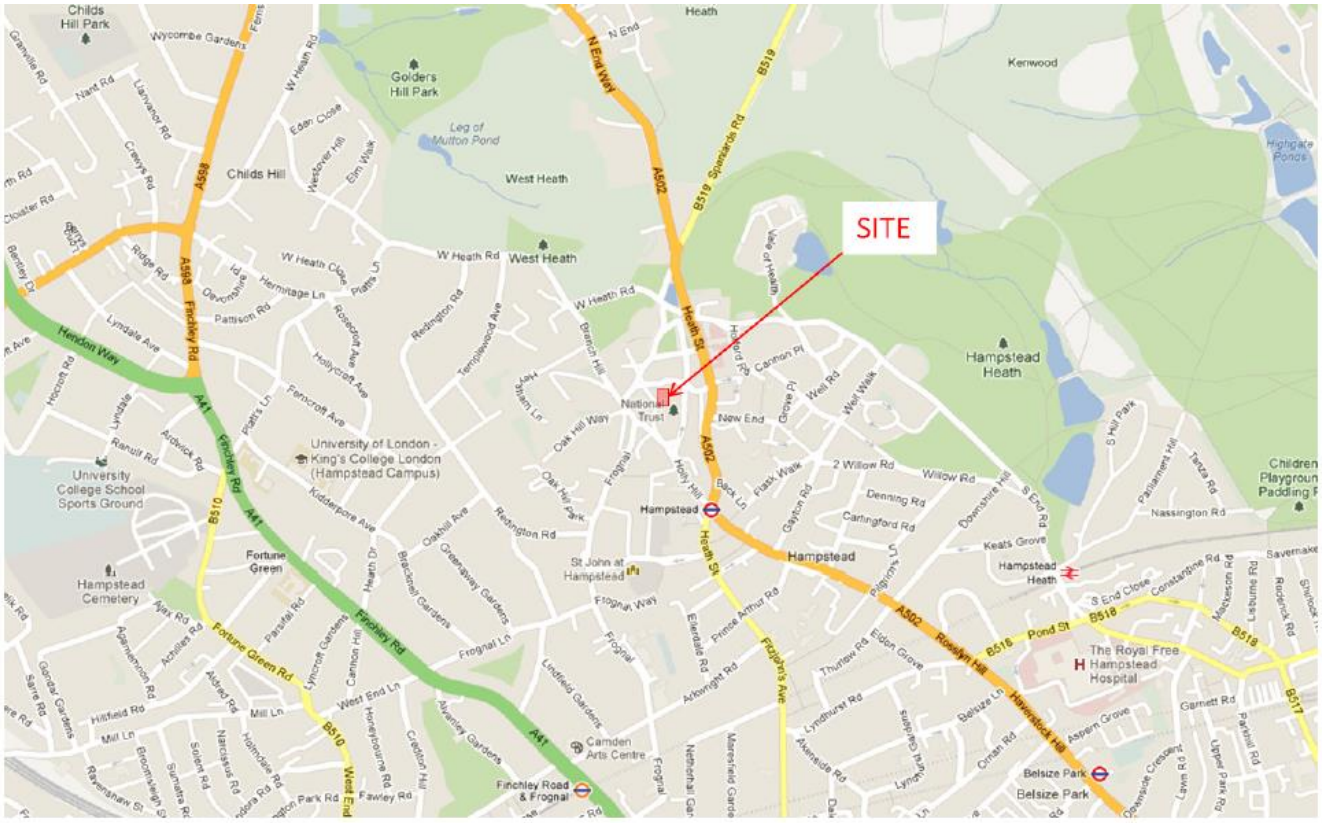

Figure 1 – Site Location

Neighbouring properties include the Terrace Lodge, Grove Lodge and Admirals House to the North separated by the road of Admirals Walk, Fenton House to the East separated by a public footpath. Broadside House is directly to the West and to the south at the end of the garden is the Willow Cottage.

Existing ground level to the North of the site is approximately 125.7mAOD. The site slopes gently from North to South characterised by a step in the ground floor of the existing building and a step down into the garden. The level at the rear of the garden is approximately 124.5mAOD. This equates to a slope of 1:27.

The current building occupies a footprint of approximately 15.7 x 12.5m at ground level to the north of the site with a South facing garden to the rear. It is proposed to build a new building within the existing site boundary in approximately the same position as the existing building although extended right to the boundary on the North side with a single storey basement beneath with similar dimensions to the building above also extending to the East boundary. There is one lightweight ancillary structure proposed to the rear of the garden.

The BGS 1:50,000 Geology maps for the site indicate that the site is underlain by the Bagshot formation over the Claygate member over London Clay. The Bagshot formation

consists of sands and gravel while the underlying Claygate is alternating layers of silt and fine grained sand and clay. The London clay is a stiff clay.

3.2 Existing Building

It is anticipated that the existing 2 storey building is formed of traditional load bearing masonry walls, with timber flooring and rafters. There is a single depth basement beneath part of the building with light wells to the rear.

3.3 Proposed Scheme

The proposed scheme is as follows:

- Basement

The proposed basement is single depth and extends the existing basement to the north, east and into part of the rear garden to form a basement courtyard. However, the basement's western wall is proposed to be located slightly further away from the western boundary than the existing basement. The basement box will form the foundation for the building. The retaining walls to the basement will be formed of sheet piles propped by the basement and ground floor reinforced concrete slabs in the permanent condition.

Temporary propping will be required to the top of the wall prior to excavation. This method of construction allows the basement wall to be built tight against the site boundary from ground level. The reinforced concrete raft slab is likely to be ground bearing and will act to transfer the superstructure column loads into the ground.

- Water-proofing

Waterproofing shall be provided to give a Grade 4 basement condition, suitable for a high specification residential space. This will be done using a structurally integral system, which uses a 200mm thick reinforced concrete liner wall, in addition to a drained cavity wall.

- Ground floor slab

The ground floor is to be formed using a reinforced concrete flat slab supported internally on discrete concrete columns and by the capping beam to the retaining wall around the perimeter.

- Super structure

The superstructure will be formed of traditional flat slab construction with column loads transferred through the slabs where they do not line through. Stability is provided by reinforced concrete shear walls located throughout the building.

- Land drainage.

The primary ground water level encountered during the initial site investigation is at around 11m below ground level. It is therefore expected that the ground water will not be affected by construction and there will be small risk of water ingress into the excavation. The water levels around the site will be monitored throughout construction.

4. CONSTRUCTION PROCESS

4.1 General Site Description

The basement is to be built bottom up in the following main phases:

- Demolish existing building to ground floor slab level.
- Provide temporary propping to ground floor slab over existing basement to allow for load from plant and machinery during construction.
- Install piling mat across site.
- Install sheet pile wall around perimeter - water jetting may be required to drive final few metres.
- Reduce levels and remove existing ground floor slab.
- Install temporary propping at capping beam level.
- Excavate to formation level and remove existing basement slab.
- Cast basement slab.
- Cast reinforced concrete liner wall and columns up to ground floor level.
- Cast ground floor slab

The superstructure flat slab construction will be built floor by floor off the ground floor slab using temporary false work and formwork. The construction programme will be approximately 21 months (including the demolition) and a specific programme will be developed by the Contractor. The Project is currently projected to be completed in November 2016.

5. HEALTH AND SAFETY

The first priority is the health and safety of their workforce and the general public. The Safety Management Scheme will be implemented to ensure effective safety procedures at all times.

5.1 Environmental, Health and Safety Management

The management system will be accredited by ISO14001. All operatives will be CSCS/CPCS trained and will undergo a safety induction and understand the method statements before starting work on the site.

5.2 Considerate Constructor's Scheme

This project will be registered with the "Considerate Constructors Scheme". Additionally contractors and Sub-Contractors will be required to follow the "Guide for Contractors Working in Camden" also referred to as "Camden's Considerate Contractor's Manual".

5.3 Good Neighbouring Policy and Communication

A 'good neighbour' policy will be implemented to minimise any impact of works that might have on local residents and business. The policy will maintain a continuous dialogue with the local neighbours, the following is proposed:

- There will be a solid hoarding around the site which will be kept tidy and free of graffiti, with the entrance painted in a sympathetic colour.
- Individual consultations were arranged for those who are interested to learn about the project and various stages of works planned. On Thursday the 12th March the design team and director from Harris Calnan met several neighbours to introduce a planned programme of works and to discuss key concerns raised.
- Regular newsletters to residents, local businesses and other interested parties. Letters once a quarter will ensure that the neighbours are aware of the current operations. Contact details will be provided on these newsletters to allow for comments and complaints.
- Newsletters to advise of any one-off or out-of hours operations which have the potential to cause disruption.
- All complaints will be maintained in a complaints register to ensure that complaints received are accurately logged and actions taken are recorded.
- A contact board will be placed outside of the site with the name of the site manager and contact details.
- There will be a specific & known contact for client liaison, in particular with adjacent neighbours and for regular communication with Fenton House/National Trust.
- The senior construction manager will be responsible for the neighbour liaison to ensure the above procedures are followed.

5.4 Project Stakeholders

The concerns of these stakeholders will be considered throughout the Fleet House project:

- Owners and residents of neighbouring properties
- Local road users
- Local businesses
- Camden Council
- The project workforce
- The client

Key issues will be managed to ensure a successful project for all the stakeholders.

5.5 Emergency Access

General emergency services routes to be maintained accessible at all times.

In the event that a construction vehicle breaks down, blocking access to the western end of Admirals Walk, the Construction Project Manager will arrange for the broken down vehicle to be repaired/recovered at the earliest opportunity and liaise with the emergency services to ensure that they are aware that access to Admirals Walk is temporarily only available from the Eastern end of the road.

6. ENVIRONMENT, HEALTH, AMENITY AND DISTURBANCE

6.1 Construction Process

The bulk of heavy engineering work is the creation of the basement level and demolition and removal of the existing superstructure and basement slab and walls. The basement box will be constructed bottom up in a retained excavation using a sheet pile wall and temporary propping at the top. The sheet pile wall will be installed using a silent sheet pile rig which drives the piles into the ground. This will minimise noise and vibration disturbance to the immediate vicinity of the works.

6.2 Sustainability Target

The following sustainability targets will be adopted:-

- The environmental impacts of the construction works are to be minimised as much as possible.
- Achieve FSC Project Certification, thus procuring 100 % of temporary and permanent timber as FSC or Recycled
- Assist the design team in the specification of concrete, reinforced steel and brick to the Framework Standard for Responsible Sourcing of Construction Products (BES 6001)
- Work with the design team to facilitate the specification of a low embodied concrete mix using cement replacements.
- Develop a site specific Site Waste Management Plan and aim to achieve a diversion of construction waste to Landfill maximising opportunities for recycling.
- Develop a site specific Carbon Management Plan to take practical measure to reduce the carbon intensity of the project.
- To constantly assess the design and take, together with the design team, all opportunities that arise to minimise the environmental impact of the project.

6.3 Working Hours

To minimise the noise and disturbance to the neighbouring residents, site working will be:-

- Monday to Friday – 8am-6pm
- Saturday – 8am-1pm (there will be no noisy work, but internal work such as electrical work or decoration will be carried out).
- Sundays and Bank Holidays - No work

6.4 Work Outside of Normal Hours

The Contractor will only work outside the normal working hours if it is absolutely necessary, safer, or less disruptive to the local residents. If specific operations are required outside the normal working hours these will be planned very carefully to ensure noise pollution is kept to a minimum where possible. This is not envisaged during the ordinary course of the project. The Environmental Health Department will be informed in writing at least two weeks in advance and in addition the local residents will be notified in writing and given necessary contact details if they have further concerns. If it is necessary to undertake specific operations or emergency work outside the normal working hours, the council will be notified of expected duration of the works and contact details of the person in charge.

6.5 Noise and Vibration

Trees and walls that surround Fleet House will assist in acting as a noise barrier. Deliveries to the site will take place between the hours of 10:00 and 16:00 and scheduled to distribute vehicle movements throughout these hours so as to avoid periods of intensive activity therefore limiting noise and vehicle emissions.

'Best practice means' will be used to control noise and vibration pollution at all times. This includes:-

- Noise will generally be minimised on site.
- Acoustic hoardings and fences will be used to minimise noise leaving the site.
- Machinery and vehicles will be switched off when not in use
- Use a three phase electricity supply as soon as it is available to avoid using generators, diesel and petrol.
- Keep all machinery and vehicles in good working order to reduce noise as far as possible.
- Install piles using a 'non-vibrating piling' "press-in" technique.
- Arrange deliveries and collections during normal working hours.
- Maintain a delivery schedule and manage traffic along Admiral Walk to prevent queuing and waiting of vehicles.
- Enforce site rules to operatives and delivery drivers, and generally manage the site to avoid unnecessary noise.
- Minimise the number of deliveries to and from site, to avoid excess traffic noise pollution.
- Prohibit the use of radios.

Piling operations have been specified so as to minimise noise and vibration issues. This is achieved by using "silent piling" for the steel sheet piles whereby they are pushed into the ground hydraulically rather than using traditional driven systems. Similarly the concrete piles are to be bored, cast in-situ piles, again as opposed to traditional driven piles. These techniques have been specified in response to the proximity and sensitivity of the adjacent structures and residences.

In addition four deep boreholes will be installed as part of the ground source heat pump system which will require specialist drilling rigs. This will be agreed with the neighbours, including Fenton House, to minimise impact on activities beyond the site.

6.6 Dust and Air Pollution

Good environmental practise will be employed to minimise dust and air pollution at all times especially during the demolition works. The National Trust has expressed concern regarding dust emissions due to proximity to Fenton House. Dust and air pollution will be closely controlled & monitored using control measures which will include:-

- Operations that produce dust at source will be damped down (during demolition, cutting etc.)
- Damping down dusty areas of ground during piling and excavation stages
- Use hard-standings in vehicle and storage areas
- Wheel wash any departing vehicles leaving the site
- Regular passes of a road sweep along Admiral's Walk to minimise debris in the roadway.
- Grab and skip lorries will be fully sheeted when departing from site
- Covers skips that contain dusty materials
- No fires
- Maintain suitable machinery and vehicles in good working order at all times
- Switch off machinery when not in use
- Avoid the use of generators wherever possible
- All erected scaffold will have Monarflex sheeting or debris netting to retain dust in isolated area.

6.7 Cleanliness and Air Pollution Avoidance

All works will be managed to ensure the local area is kept clean and free of any pollution from the site, including:

- Use a jet washer to clean vehicle wheels as they leave the site.
- Provide a hard standings area for vehicles entering and leaving the site.
- Provide adequate drainage to wheel washing areas with appropriate discharge control and agreements as necessary.
- Protect the gullies from debris and sit build up.
- Keep the roads and footpaths affected by the site work clean.
- Dispose of any contaminated water in line with good practice and legislation.
- Control the use and storage of any dangerous substances on site.
- Protect the passing public and adjacent buildings from damage.

6.8 Pedestrian Access

Admiral Walk is a residential road with a footpath along the southern side, adjacent Fleet House. A number of options to ensure public safety have been considered in order to maintain pedestrian access. The highway on Admirals Walk will be closed (subject to the success of a road closure application) to all vehicles (except delivery vehicles) and will allow for only pedestrians and cyclists. The footpath will need to be briefly temporarily closed to maintain public safety. Diversion and road closure signage will be visible to ensure pedestrians have sole access along Admirals Walk. Suitable lighting should be included within the covered walkway.

The first priority is the safety of pedestrians and passing vehicles when undertaking any vehicle or goods movement operations. Therefore, during any vehicle movements entering or exiting the site over the existing crossover. This will be controlled by traffic marshals/site operatives or vehicle banksmen.

6.9 Excavations and Contaminated Soil

The stratum encountered during the ground investigation is classified as non- hazardous. If any hazardous material is encountered during the excavation all operations will stop until a method statement is produced for removal and disposal of the hazardous spoil and submitted to the Environmental Health Team, who will be notified before works start.

6.10 Hoardings

The site will be enclosed by a secure 2400mm high plywood hoardings. The hoardings will be carefully installed in the vicinity of any root protection areas. Where the site shares a boundary with private gardens if during the construction stages the hoarding boundary needs to be moved slightly into the neighbouring property, an agreement will be reached with the affected neighbours. Operations will be kept to a minimum where possible and moved back to the original hoarding boundary as soon as work is complete in this area.

6.11 Lighting

Hoarding lights (bulkhead lights) will be provided for safety of vehicles and pedestrians. The site will be well-lit for the safety of the operatives. The possibility of light pollution for neighbouring properties will be considered where floodlights are installed to minimise any potential issues. In particular the use of cowls to the lights will be required to prevent overspill into adjoining land area.

6.12 Site Accommodation and Storage

The site office will be located within the hoarding area at the front of the existing house on the ground floor, during the enabling stage. During the basement work stage, site offices and welfare will be positioned in the rear of the garden. The site entrance will be manned by a security guard at all times during working hours. Storage will be limited where possible on

site and a 'just in time' delivery approach will be maintained. Some storage will be available in the rear garden.

6.13 Scaffolding
All scaffold drawings and design calculations will be submitted to the Engineer for temporary works checks. The Contactor will ensure the scaffold is checked regularly by a competent person and not adapted by unauthorised personnel.

6.14 Craneage, Equipment and Machinery
The piling works will take place during the early stages of the using piling rigs and a mobile crane. A concrete pump will be used during concreting operations. Excavators and conveyors will be used for lifting spoil from the basement excavation. During the construction of reinforced concrete superstructure, it is envisaged that hoisting facilities and a telehandler or mobile crane will be used. Small wagons and vans will be offloaded by hand on site and materials carried or loaded by hand into a nearby hoist. Any mechanical offloading of larger deliveries, such as bundle of reinforcement and timber formwork, including the use of the telehandler or mobile crane will be undertaken in an exclusion zone.

6.15 Gullies and Sewers
It is not envisaged there will be a requirement to pump ground water. If required, a Permit to Discharge from Thames Water will be obtained before discharging any waste water. Appropriate measures will be taken such as three-stage settlement tanks.
All existing gullies will be protected on Admirals Walk by inserting silt traps and emptying on a regularly basis.

6.16 Licences
Harris Calnan has sent an application to the council for a Hoarding licence. We enclosed our site set up with the application to illustrate the location of the hoarding.

6.17 Concrete Production
Consideration has been given to the production of concrete on-site in order to minimise the quantity of concrete to be transported. However, the compact nature of the site and the fact that the land is on a gradient make the installation of a production plant impractical and a major safety hazard.

7. CONSTRUCTION TRAFFIC MANAGEMENT

7.1 Communication with Neighbours

As discussed in 5.3, Harris Calnan has and will continue to distribute newsletters to residents and local businesses and other interested parties. These newsletters will advise of traffic arrangements relative to the operations, such as installation of temporary traffic lights and delivery times etc.

Newsletters will also be used to advise of one-off and out-of-hours operations which may require amendments to normal traffic arrangements.

Contact details including emergency details will be provided on the newsletters to allow neighbours to contact Harris Calnan with any questions or concerns.

Additionally, individual consultations were arranged for those who are interested to learn about the project and various stages of works planned.

On Thursday the 12th March 2015, Peter Rading (the client), Colin Calnan (Harris Calnan, contractor) and Paula Trindade (Stanton Williams, architect) held a series of meetings with the local residents. During these meetings, a Construction Management Plan was presented including a site set up plan and details concerning the construction process. The meeting times, locations, participants and highlights are detailed below:

9.00 am – Meeting with John and Pascal Gardiner - Admiral's House

- Concerns about the trees/ vegetation along the footpath. Paula Trindade mentioned that a protective tree route protection layer was included in the site plan proposal. This together with replacement planting will ensure there is no long term impact.
- Concerns with the heavy traffic and restrictions to traffic along Admiral's Walk – the Gardiners were pleased to know that the current proposal only occupies the east side of Admiral's Walk.

10.00 am – Meeting with Jeff Warren - Willow Cottage

- No hoarding required along the south boundary (to Willow Cottage).
- No objection to site set up proposals

10.30 am – Meeting with David and Sylvia Cohen – Broadside

- No objection to site set up proposal.

Additionally, Peter Rading (the client), Colin Calnan (HCCC) and Paula Trindade (Stanton Williams) held a meeting with Sarah Nichols from The National Trust at Fenton House on Tuesday 24th March 2015 at 15.30pm. A few highlights from the meeting can be seen below;

- The National Trust were in agreement with the CMP that all vehicles are to arrive via Broadside along Admiral's Walk. Trucks are not to pass along north boundary of Fenton House top access the site.
- National Trust confirmed that they are happy to proceed with current site setup provided amendments are possible if deemed necessary.
- It was agreed that if an accident occurs and the Fenton House wall is damaged, the National Trust are to be informed immediately.

All concerns and suggestions from the local residents are being taken into serious consideration. Harris Calnan, Stanton Williams and the client will continue to work with the neighbours to ensure a successful construction process for everyone.

Since these discussions the site plan has been revised to take on board residents' concerns and the Council's comments. It is no longer proposed to use the footpath but instead an area of highway in front of the site will be used for deliveries. In keeping with previous discussions with residents site vehicles will still access Admiral's Walk from the East but instead of turning onto the footpath vehicles will not stop in a hoarded area.

- Vehicles cannot be parked on the site due to the following:-
- Prior to and during demolition the existing house which extends across the whole front of the site prevents access onto the site
- Following demolition, piling takes place which again extends across the whole front of the site preventing access to vehicles to the site
- Following piling, the basement excavation, which again extends across the whole front of the site, prevents vehicular access
- When the new house is constructed, this again extends across the whole front of the site.

7.2 Road Closures and Traffic Management

It is envisaged that Admirals Walk will be closed so only pedestrians and cyclists will have access during construction. Please refer to Appendix 3 to see how the road will be closed and proposed diversion routes.

To minimise the potential impact of construction workers travelling to the area, construction workers will be asked not to park any vehicles within a mile of the site. A policy will be in operation to promote and encourage the use of sustainable modes of travel to and from the site and minimise the use private cars. Hampstead Underground Station is only a few minutes' walk from the site and so travel by tube will be encouraged.

7.3 Vehicles Routes and Access

Construction vehicle movements will not be permitted at weekends or during public holidays and will be scheduled to take place between the hours of 10:00 and 16:00. Heavy goods vehicle movements will be scheduled so as to avoid more than one movement to and from the site every 30 minutes.

All vehicles will likely have to approach Admirals Walk from A41/Frognal Lane/ Lower Terrace. Depending on the originating source of the vehicle, an alternative route would be via the A502. This is to ensure construction traffic does not use inappropriate roads in the neighbourhood. Refer to Figure 3 for proposed routes and Figure 4 showing approach to site up Admirals Walk.

When any construction vehicles need to reverse on to the site, the reversing operation will be supervised by the Constructors traffic marshals.

7.4 Vehicle Size and Schedules

During the construction works (approx. 21 months duration) there will be frequent visits by delivery lorries during piling, grab and skip lorries during demolition and excavation and concrete lorries during the concrete works.

Estimated time on site for various vehicle will be approximately as follows;

Small Van – 5-15 minutes on site
Large Van – 5-30 minutes on site
Hiab Lorry – 15-30 minutes on site

The size and frequency of vehicles movements is specific to each element of the construction works. It should be expected that large HGVs will be required for regular delivery and removal of materials. However, Harris Calnan will be responsible for ensuring only adequately sized vehicles are used, specifically taking into account the nature of the

surrounding roads and access to the site. It should be noted that reduced size vehicles may be needed for those requiring actual access onto the site.

The Site Manager will control delivery times by operating a booking-in system and deliveries outside of planned schedule should be turned away. Regular meetings will be held to review the planned deliveries and sets out their anticipated vehicle movements alongside the programme in relevant communications.

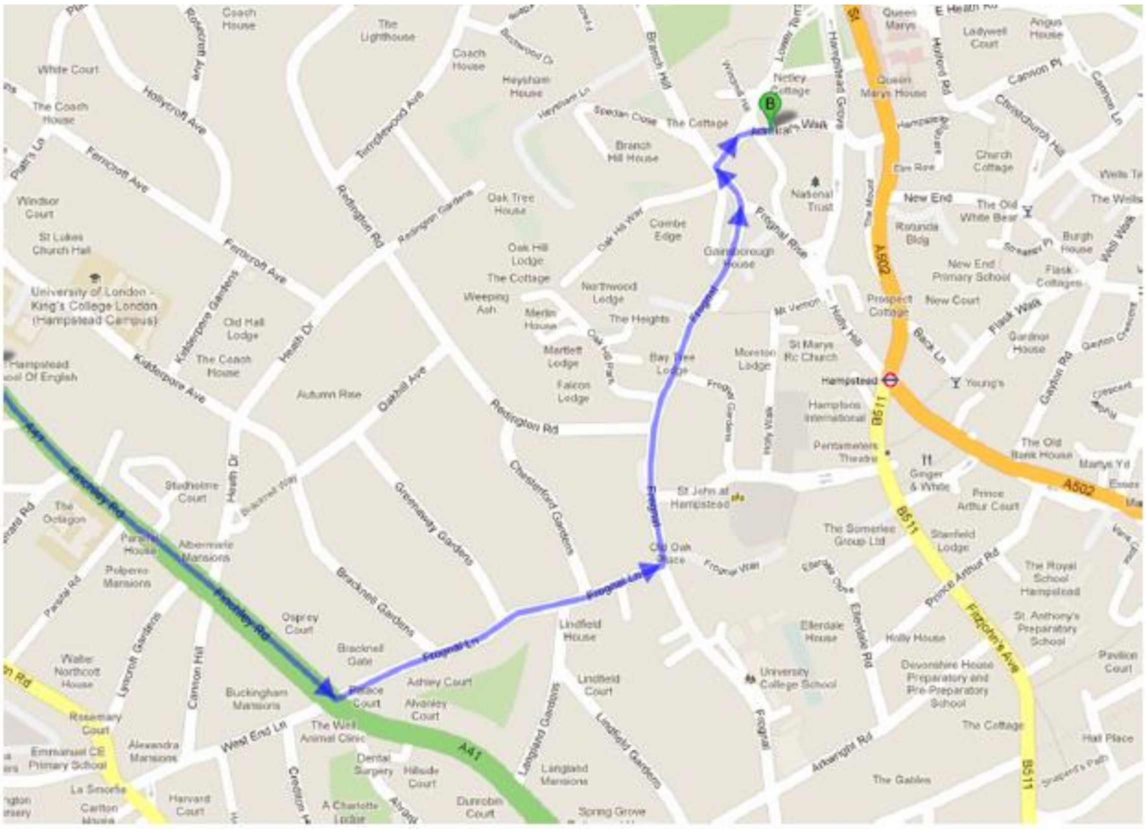

Figure 3 – Main vehicle route to site from A41

Figure 4 – View Admirals Walk towards site (on far right)

7.5 Parking and Loading

Minimal parking facilities will be provided on site and the construction team will be encouraged to use public transport whenever possible to do so.

Measures will be agreed with the owners of Admiral's House and Grove Lodge to prevent parking on the forecourts of these properties. There will be no parking on the footpath adjacent to Fenton House.

8. WASTE MANAGEMENT STRATEGY

8.1 Site Waste Management Plan

A site waste management plan will be implemented. This plan will ensure that the Site Waste Management Plan Regulations obligations will be met. Harris Calnan will forecast waste materials, set specific targets and monitor and record the actual waste generated on site. A set procedure and commitments for reducing waste at Admirals Walk will be implemented in accordance with current best practise.

Due to space limitations, it will be difficult to sort out waste on site apart from the spoil from demolition and the basement excavation. A licensed contractor will be employed to sort out the waste off-site to ensure waste is diverted away from landfill.

8.2 Skips

It is proposed that a general building skip will be used to remove materials from site. This would be located on the external hard surfacing to the front of the existing house within the hoarding. This may require collections up to three times a day.

9. COMMUNICATION WITH THE COUNCIL

Harris Calnan will propose an initial meeting between council personnel and key staff to introduce them to the project and to explain the outline construction methodology and programme. Lines of communication, contact and emergency contact details will be established. Harris Calnan will include a key council personnel on the neighbourhood newsletter mailing list to provide up-to date progress reports and advise of any special arrangements potentially affecting the neighbours which are due to be implemented. Harris Calnan will liaise with the Council in advance regarding any proposed out-of-hours works, traffic management arrangements or other special activities, particularly those which require any permissions or approvals.

10. PROJECT TEAM DETAILS AND ORGANISATION

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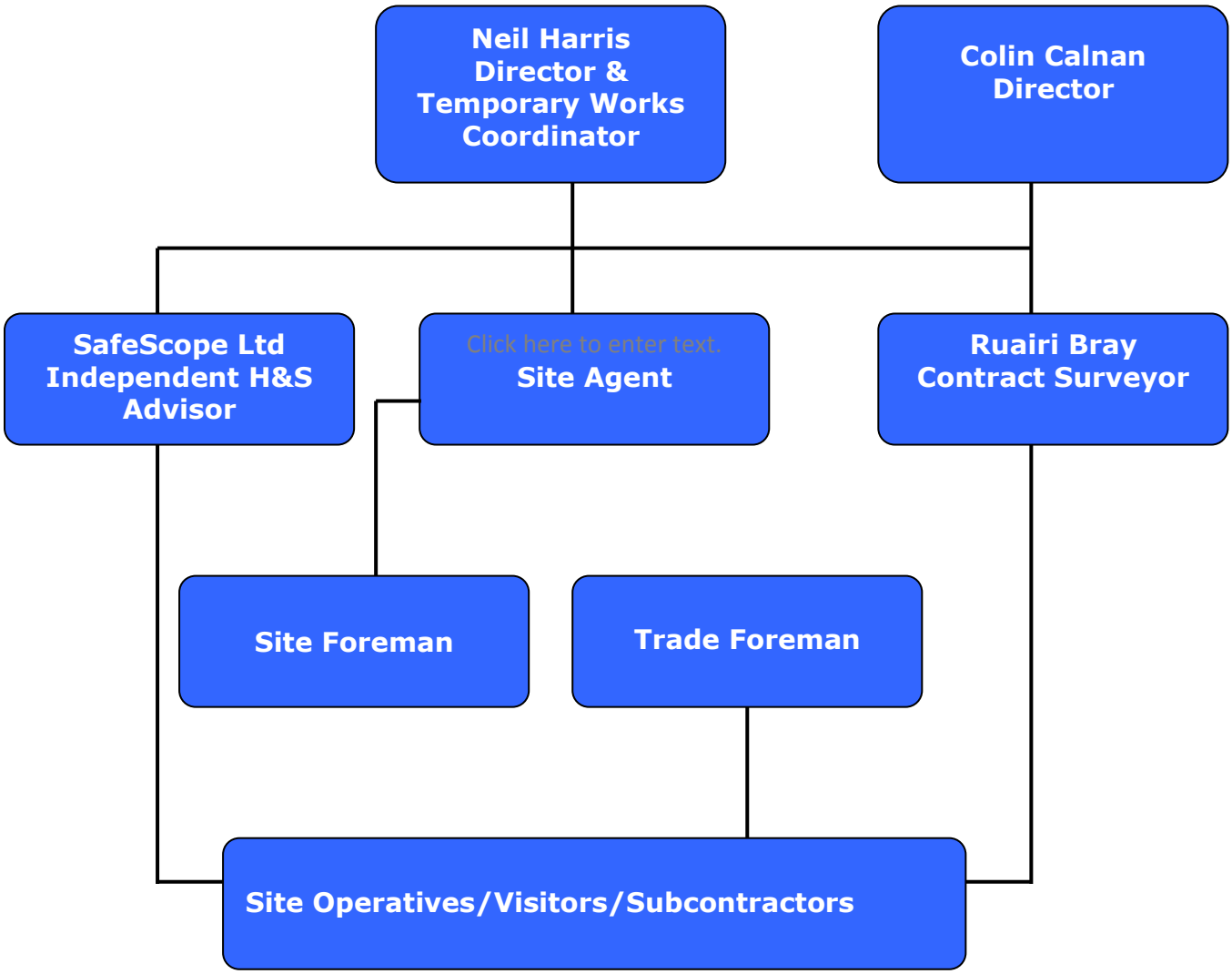
11. PROJECT MANAGEMENT STRUCTURE



12. PROJECT SPECIFIC HEALTH AND SAFETY RISKS

As identified in the Pre-construction Information provided by the Client's team, information from pre-contract meetings, other supporting information provided such as survey reports, the following existing risks will be considered throughout the project.

IDENTIFIED H&S RISK	SUGGESTED CONTROL MEASURE
Hours of Working	Normal construction site hours 8.00 am to 6.00 pm – Monday to Friday (there will be no noisy work, but internal work such as electrical work of decoration will be carried out).
Adjacent Buildings	See 5.3
Access Restrictions	See 6.8 & 7.3
Noise and Vibration	See 6.5
Asbestos	-
Existing Services (Under-ground, Over-ground)	-
Site Transport/Traffic Management	Please refer to Appendix IV.
Deliveries/ Storage/ Removal of Materials	Please refer to the site set up plan Appendix III and traffic management plan Appendix IV.
Existing Occupancy	The property will be unoccupied throughout the duration of the works.
Other Construction Sites in the Vicinity	-
Dust	All dust levels are to be kept to a minimum and where possible controlled at source by the use of dust suppression systems. Site operatives are to wear suitable PPE/RPE where the levels of dust cannot be controlled ensuring exposure is well within legal limits.
Work with Ionising Radiation	We do not anticipate any hazard from ionising radiation; however any activity involving the release of ionising radiation will be notified and carried out in accordance with the HSE approved code of practice.
UV protection	UV protection from the sun is provided indirectly by the site rules requiring safety helmets and appropriate clothing with no shorts or bare tops. If necessary additional guidance will be provided in accordance with the HSE approved guidance.
Control of lifting operations	Our lifting operations procedures are contained within our **HS1-02_ H&S Policy_**

	Responsibilities and Arrangements_ Nov_2010 item 2.22 document. Specific lifting operations will be controlled through risk assessments and method statements.
Work in excavations and poor ground conditions	Our health and safety procedures for work in excavations and poor ground conditions will be controlled through risk assessments and method statements appropriate to the specific situation and will be in accordance with the HSE approved guidance.

13. H&S OBJECTIVES/STANDARDS FOR THE PROJECT

6.1 Company H&S Objectives / Standards

HCCC aims to achieve the following objectives/standards while carrying out the construction work for this project.

- Prevent accidents and ill health to our staff, client, (sub)-contractors, third parties and members of the public.
- Achieve all works are carried out in accordance with all relevant legislation and Codes of Practice.
- Provide a place of work that is safe and without risk to health, safety and welfare to all those involved in the project and third parties.
- Consult and communicate to all those involved in the project and listen to given feedback.
- Subscribe to and maintain the standards set out under the Considerate Contractors Scheme.

6.2 Project Specific Objectives / Standards

- No RIDDOR reportable accidents.
- Keep possible disturbance to local residents, businesses and general public to absolute minimum.

14. LIASON BETWEEN PARTIES

7.1 Liaison with Parties Involved in the Project

Staff members of HCCC and the sub-contractors are required to co-operate fully with other parties involved in the projects for issues that affect health and safety arrangements on the project.

Regular project progress meetings will be held with the Client, Designers and other parties involved in the project to ensure liaison between the parties involved in the project. Meeting minutes and any other relevant information will be circulated to the relevant parties involved in the project.

7.2 Liaison with Parties Outside the Project

Neighbours to be kept advised of proposed works, particularly noisy works.

15. CONSULTATION WITH WORKFORCE

HCCC recognises that workforce consultation plays a key role in the effective health and safety management on site. At the site induction HCCC staff members and the sub-contractors will be encouraged to make suggestions, report any unsafe situation, near misses and communicate their concerns and ideas regarding health and safety to the site manager. The company will take into account any reasonable request made by the staff member or the sub-contractor regarding health and safety matters on site.

HCCC Health and Safety Committee include representatives from site staff. Site staff can approach their representative to identify or flag up any issues relevant to site health and safety.

16. EXCHANGE OF DESIGN INFORMATION

On this project the sub-contractors with design responsibilities are as follows:

- Mechanical
- Electrical
- Windows and External Doors
- Steelwork Connections
- Demolition
- Brickwork, blockwork and masonry
- Carpentry and timber finishes
- Metal Cladding
- Metalwork
- Internal and External fixtures and equipment
- Stonework
- Roofing and waterproofing
- Handrails and balustrades
- Render and plaster
- Permanent access and safety equipment

All design information issued by the Client and Designer will be received at HCCC's head office. HCCC head office will then forward the design information received to the site and a record will be maintained of all information issued.

Any design changes will be instructed by way of Architect's Instruction (AI), or, if this is not received, HCCC will confirm any changes to the relevant party for approval.

Any design from sub-contractors with design responsibilities will be issued to the relevant party for approval.

Design information or approval of design information provided by sub-contractors with design responsibilities will be issued to sub-contractors and Designers by HCCC and a record of the issue of this information will be recorded.

17. SELECTION OF (SUB-) CONTRACTORS

HCCC recognises the legal requirement to ensure that sub-contractors appointed directly the company have the necessary health and safety competence and resources to carry out their work in a safe manner.

The company maintains an Approved List of Sub-contractors (works contractors and designers), from which the sub-contractors are selected and appointed.

Any prospective sub-contractor not already approved by the company will complete an appropriate Sub-contract Health and Safety Questionnaire which will be appraised by management. This requirement relates to the first application to be included on the Approved List, thereafter re-submissions will be at the company's discretion.

Sub-contractors are prohibited from further sub-contracting any work without the written authority of the company and only then to contractors who meet the pre-qualification criteria.

The comments below where made by the council in reference to our selection of subcontractors:

All Contractor and Sub-contractor orders will be placed with companies that have TFL's Fleet operator recognition scheme membership and can provide provision for the following:

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 undertaken 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.

As per these comments, all Contractor and Sub-contractor orders will be placed with companies that have TFL's Fleet operator recognition scheme membership and can provide provision for all notes in the above comments from Camden.

18. H&S INFORMATION FOR (SUB-) CONTRACTORS

Sub-contractors have been issued with relevant health and safety information during the tender process to allow them to resource and plan their works accordingly.

The Health and Safety Conditions for Sub-contractors have been issued to every sub-contractor and is applicable to this project.

Every sub-contractor will attend a pre-start meeting at which the sub-contractor Quality and Safety Summary is completed to identify duty holders, allocate responsibilities, record common facilities and identify high risk activities and associated controls.

Everyone prior to starting work on site will receive Induction Training at which time all appropriate health and safety information will be given.

In addition to the daily management and monitoring of site activities there will be specific Progress Meetings where health and safety will be discussed, Health and Safety Meetings where Sub-contractors and the workforce will be consulted and there will also be briefings for all personnel engaged in high risk activities.

19. SITE SECURITY

- Visitors will be requested to identify themselves, and they will not be allowed on site until a HCCC member of staff has greeted them.
- All other entrances and exits to the site will remain secured at all times.
- Security and staff will make regular inspections of the site boundary to ensure no suspect packages have been left.
- The Site Manager is responsible for ensuring the site is secure at the end of each working day, including the removal or locking down of any access ladders/ stairs to scaffolding and the gantry areas.

20. TRAINING FOR PEOPLE ON SITE

INDUCTION:

Prior to any person commencing work on site they will receive Health and Safety Induction Training. HCCC will conduct training for all employees under their control plus for sub-contract management/supervision who are thereafter required to induct their workforce. HCCC will maintain a record on site of all Induction training.

RISK MANAGEMENT:
All persons associated with site activities which create significant risk of injury will be specifically briefed in the hazards and control measures applicable to the safe system of work. A record will be maintained of the briefing/training.

SPECIFIC TRAINING:

All persons employed as plant operators, scaffolders, etc. will be trained to an appropriate training standard, either a CITB Certificate of Training Achievement or equivalent scheme.

TOOL BOX TALKS:

Tool Box Talks will be given to instruct and train employees and sub-contractors on specific site tasks as and when necessary. These Tool Box Talks will be recorded and a record maintained on site.

21. WELFARE FACILITIES

Welfare arrangements for this project are as follows:
- Mess room
- Boiling water
- Washing facilities
- Toilets
- First Aid

Site welfare facilities will be sized and positioned as detailed in the Site Set up Plan detailed in Appendix III. These may be relocated to suit the works.

Where sub-contractors provide their own facilities they are in line with the conditions brought to their attention by issue of Health and Safety Conditions for Sub-contractors. The welfare arrangements are explained to all personnel at Induction Training.

22. FIRST AID

A suitably equipped First Aid Box, with eye washing solutions, will be available on site at all times together with a trained First Aid provider. If and when a contractor is required to work on site when Harris Calnan First Aider is not available, enquiries will be made with those contractors to ensure the availability of a First Aider or an Appointed Person (EFAW). First aid facilities will be assessed and provided as per the Health and Safety (First Aid) Regulations 1981 and a suitable First Aider to remain available throughout the contract.

The First Aider appointed for this project is:

Who has completed the 1-day First Aider course. If for any reason the appointed First Aider is not available on site, the Site Manager will make enquiries with the other contractors on site to ascertain if they have any qualified First Aiders.

23. FIRE AND EMERGENCY PROCEDURES

HCCC arrangements for dealing with emergency situations are detailed as follows:

Site notice board displayed at appropriate locations will be provided with an Emergency Contacts notice which will provide details of:

- The person responsible for emergency contingencies.
- The procedure for calling Emergency Services.
- The telephone number of the local Hospital, Doctor, Police Station, Gas Board and Electricity Board.
- The name and location of First Aiders.

The Competent Persons responsible for Emergency Arrangements for this project is:

The Site Manager

The Muster Points following excavation is

These arrangements will be brought to the attention of all persons at Induction Training.

The company has developed a Site Fire Plan to identify the proposed Fire Escape Routes and how to raise the alarm. Fire Extinguishers will also be provided on site.

24. ACCIDENTS REPORTING

HCCC procedures for investigation and reporting of accidents are detailed in the 'Accident and Incident Reporting and Investigation Procedure'.

All accidents will be investigated and action taken to prevent a recurrence. This includes accidents or incidents involving injury, ill-health and property damage. The depth of the investigation and nature of the report will depend upon the severity and complexity of the accident.

Accident investigation and reporting will be carried out by Site Management: however the Company Safety Advisers will assist if required and will always investigate and report of serious accidents.

Through Induction, Pre-Start Meetings and by issue of Health and Safety Conditions for Sub-contractors, all persons on site are informed of the procedures for accident reporting.

HCCC will provide an Accident Book (B1 510) within the site office and within which all accidents must be recorded.

Sub-contractors are responsible for investigating and reporting accidents under their control. They will submit HCCC a copy of all RIDDOR Reportable Accidents (F2508 and a full report if requested).

Sub-contractors will notify HCCC immediately of any major injury, dangerous occurrence or accident to a third party and they will in conjunction inform the Health and Safety Executive.

25. RISK ASSESSMENTS (RA)

For the usual activities involved in the construction projects the company has carried out Risk Assessments for Site Based Activities which are included in the Site File. For the specific activities in the proposed works carrying significant health and safety risks, which are not covered in the company Risk Assessments for Site Based Activities, the company will develop specific Risk Assessments and Method Statements as listed in section 20 below. All sub-contractors are required, prior to commencing work on site, to provide Risk Assessments for their activities on site. Their Risk Assessments are included in the File available on site. These risk assessments will be checked by the site and contracts manager for compliance with HCCC procedures, and monitored by the director responsible for health and safety.

26. METHOD STATEMENTS (MS)

For the usual activities involved in the construction projects the company has carried out Method Statements for Site Based Activities which are included in the Site File. For the specific activities in the proposed works carrying significant health and safety risks, which are not covered in the company Method Statement for Site Based Activities, the company will develop specific Risk Assessments and Method Statements as listed in section 20 below. All sub-contractors are required, prior to commencing work on site, to provide Method Statements for their activities on site. Their Risk Assessments are included in the File available on site. These method statements will be checked by the site and contracts manager for compliance with HCCC procedures, and monitored by the director responsible for health and safety.

27. SITE SPECIFIC RA AND MS

The specific Risk Assessments (RAs) and Method Statements (MS) are proposed to be developed as the project progresses. The currently envisaged list of site specific Risk Assessments (RAs) and Method Statements (MS) is provided in Appendix I. Please note that this is in addition to company site based Risk Assessments and Method Statements (as mentioned in section 18 and 19 above).

28. COSHH ASSESSMENTS

Where harmful substances cannot be substituted with less harmful substances, each sub-contractor will be required to maintain and issue a register containing all harmful substances that they intend to use on this project.

For each hazardous substance or process identified, the sub-contractor responsible shall produce a task specific COSHH Assessment and issue a Material Data Sheet for the substance. These will be maintained within the project office.

When using hazardous substances the sub-contractor must provide evidence that the findings of each COSHH Assessment has been communicated to their operatives and those affected by the use. These records will be maintained within the project office.

For the usual activities involved in the construction projects the company has carried COSHH Assessments which are included in the Site File. SafeScope (external Health and Safety Advisors) will be responsible for carrying out further COSHH Assessments as required for any additional substances used on the project.

29. ARRANGING FOR MONITORING

HCCC arrangements for monitoring site health and safety are as follows:

- Site Management and supervision are responsible for ongoing monitoring of health and safety.
- The site based Management Safety Representative is responsible for monitoring health and safety and in particular he will conduct a weekly formal inspection.
- The Company's Health and Safety Advisers will visit site on a regular basis and will conduct formal audits and inspections.
- All accidents and incidents will be investigated and recorded as per the detail in the Health and Safety.
- Progress meetings will be held at which the health and safety performance will be reviewed.
- At contract completion a review of the Safety Management System and performance of Subcontractors will be undertaken.
- Our site safety inspections procedures are contained within our **HS1-02_H&S Policy_Responsibilities and Arrangements_Nov_2010** document. These requirements are implemented and managed on each site by the site manager, and monitored by the director responsible for health and safety.

  In addition to in-house procedures, we employ an independent health and safety advisor Safescope limited to perform site based inspections on a fortnightly basis. The advisor will be shown around site by the site manager or an appointed company representative. Should the advisor see fit, then any unsafe practices or unsafe equipment observed may result in works being suspended until rectified.

  Following inspection of site, documentation systems will be inspected and all results recorded on approved forms. White copy will be left on site, green copy will be sent to Harris Calnan office and yellow copy will be retained by advisor as record. This information is collated and monitored through a meeting of our health and safety committee every three months to ensure we continue to meet and improve on our targets in practice. Copies will be provided to Client, Contract Administrator and CDM coordinator.

30. HEALTH AND SAFETY FILE

HCCC will liaise with the Client/Employers Agent and CDMC on the content and compilation of the Health and Safety File for those aspects of the project under its control with reference to the tracking schedule.

Sub-contractors will be consulted and instructed on the compilation of those aspects for which they are responsible.

SafeScope (external Health and Safety Advisors) will ensure the Health and Safety File information for those aspects of the project under the principal contractors control is completed in accordance with the Pre-construction Information and Employers Requirements and store all necessary information for inclusion in the Health and Safety File.

We confirm that the CDM Coordinator will prepare the Health and Safety File. Information for the Health and Safety File shall be issued direct by Harris Calnan to the CDM Coordinator (i.e. not via a third party).

The building manual as required by the register of pre-construction information will be provided and will be set out as follows;

Part 1 – General
Part 2 – Building Fabric
Part 3 – Building Services
Part 4 – The Health and Safety File
Part 5 – The building user guide

Home Users guide as required by the register of pre-construction information will be provided.

As-built record drawings as required by the register of pre-construction information will be provided.

31. SITE RULES

a. Any person on site found to be interfering or misusing fixtures, fittings or equipment provided in the interest of health, safety or welfare will be excluded from the site.

b. All visitors must report to site office. Whilst on site, visitors are to wear appropriate PPE.

c. Safety helmets, protective footwear and high visibility jackets will be worn as required within the perimeter of the construction site. All operatives shall wear clothing suitable for construction work. No shorts or bare tops. All operatives shall wear clothing that clearly identifies their company.

d. The consumption of alcohol and non-prescription drugs is prohibited. Any person under the influence of alcohol or drugs will not be permitted entry to site, and if found on site will be removed. Prescribed drugs for medical reasons are only permitted provided they do not reduce the person's ability to carry out their duties safely.

e. No person is to operate any mechanical plant or equipment unless they are trained and have been certificated as competent.

f. Plant and equipment must be maintained in accordance with the manual operating procedure, and PAT tested in accordance with the IEE code of practice.

g. Sub-contractors are to immediately report any accident including near miss incidents.

h. Any mechanical plant or equipment found to be defective is not to be used.

i. All materials are to be lifted with a mechanical aid where possible.

j. No personnel shall indulge in fighting, horseplay, tomfoolery or practical jokes including wolf whistling etc. No foul, abusive or suggestive language or gestures.

k. Eye, ear and respiratory protection will be issued when task requires and must be worn.

l. Scaffolding is only to be altered by competent and authorised persons.

m. Food is only to be consumed in the designated areas.

n. Do not leave any areas in an unsafe condition.

o. All persons must be acquainted with the Risk Assessments for the task being undertaken.

p. No person, other than a designated and qualified electrician is allowed to work with and/or make alteration to the temporary electrical supply.

q. All injuries, however trivial, must be reported to the site management.

r. Welfare facilities must be kept clean and tidy. All rubbish to be disposed in skips or bins. No burning of waste material on site.

s. Keep the work area tidy and do not leave materials or equipment where someone may trip over them. Physical barriers may be used where necessary.

t. Personal radios, MP3 players or other audio equipment are not permitted on site.

u. All vehicle movements onto or out of the site shall be under the control of an authorised banksmen.

v. Smoking on site is only allowed in designated areas.

w. Do not leave holes uncovered and ensure the safety of the site when your shift is finished.

x. Safety signs and notices must be followed.

y. Fragile surfaces must be either boarded over or have barriers erected around them and are to be clearly identified by markings and signage.

z. Ensure all pedestrian routes are maintained in a suitable condition at all times.

32. MAINTENANCE OF PLANT AND EQUIPMENT

Our site maintenance of plant and equipment procedures are contained within our **HS1-02_H&S Policy_Responsibilities and Arrangements_Nov_2010 item 2.11** document.

APPENDIX–I – SITE SPECIFIC RA AND MS

HCCC - Site Specific Risk Assessments and Method Statements

Index No	Site Activity Description
Revision	
1.	To be advised
2.	
3.	
4.	
5.	

Sub-contractor(s) Risk Assessments and Method Statements

Index No	Site Activity Description	Sub-contractor Name
Revision		
1.	To be advised	
2.		
3.		
4.		
5.		

APPENDIX-II – COSHH ASSESSMENTS

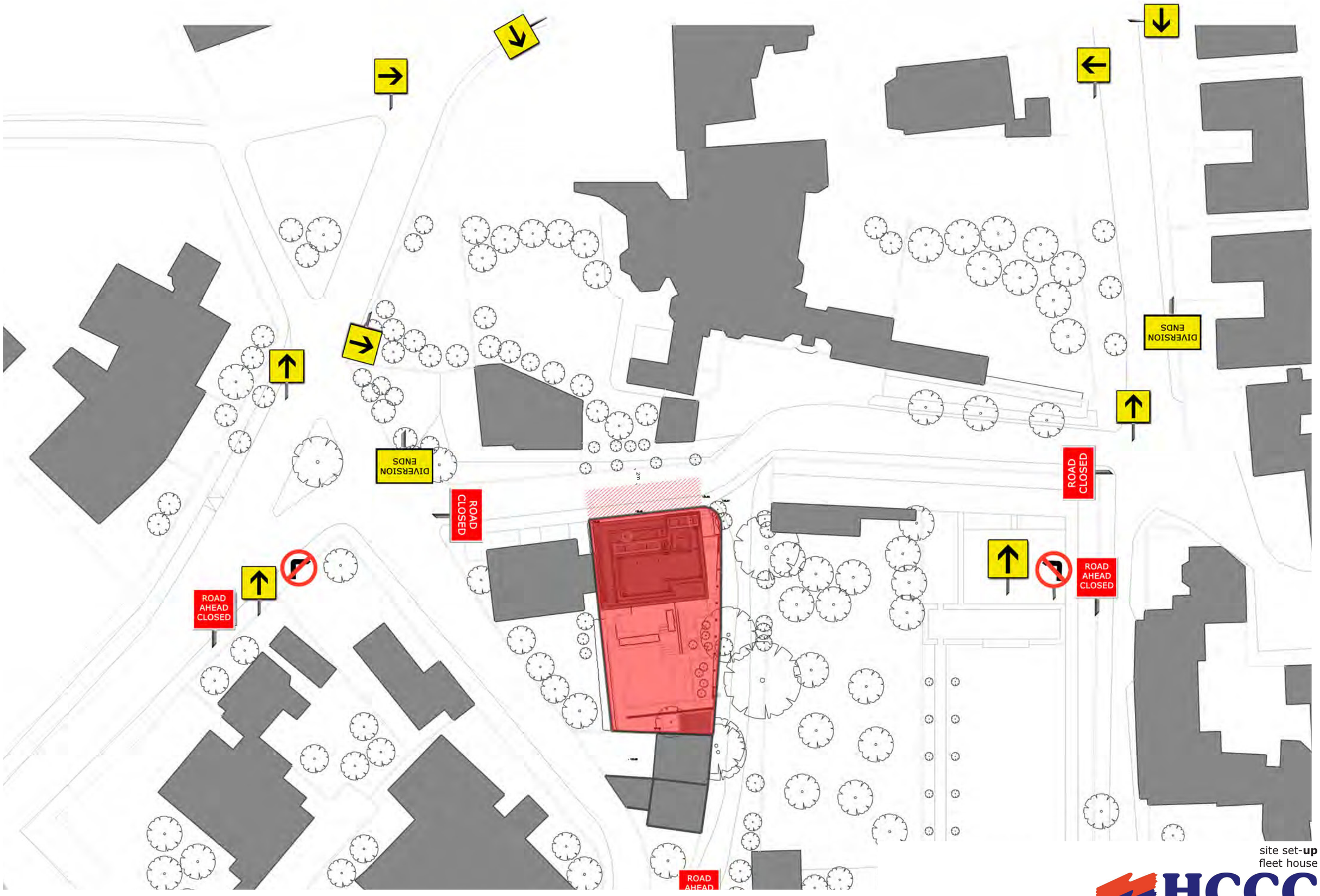
HCCC – Site Specific COSHH Assessments

Index No	Site Activity Description
Revision	
1.	To be advised
2.	
3.	
4.	
5.	

Sub-contractor – Site Specific COSHH Assessments

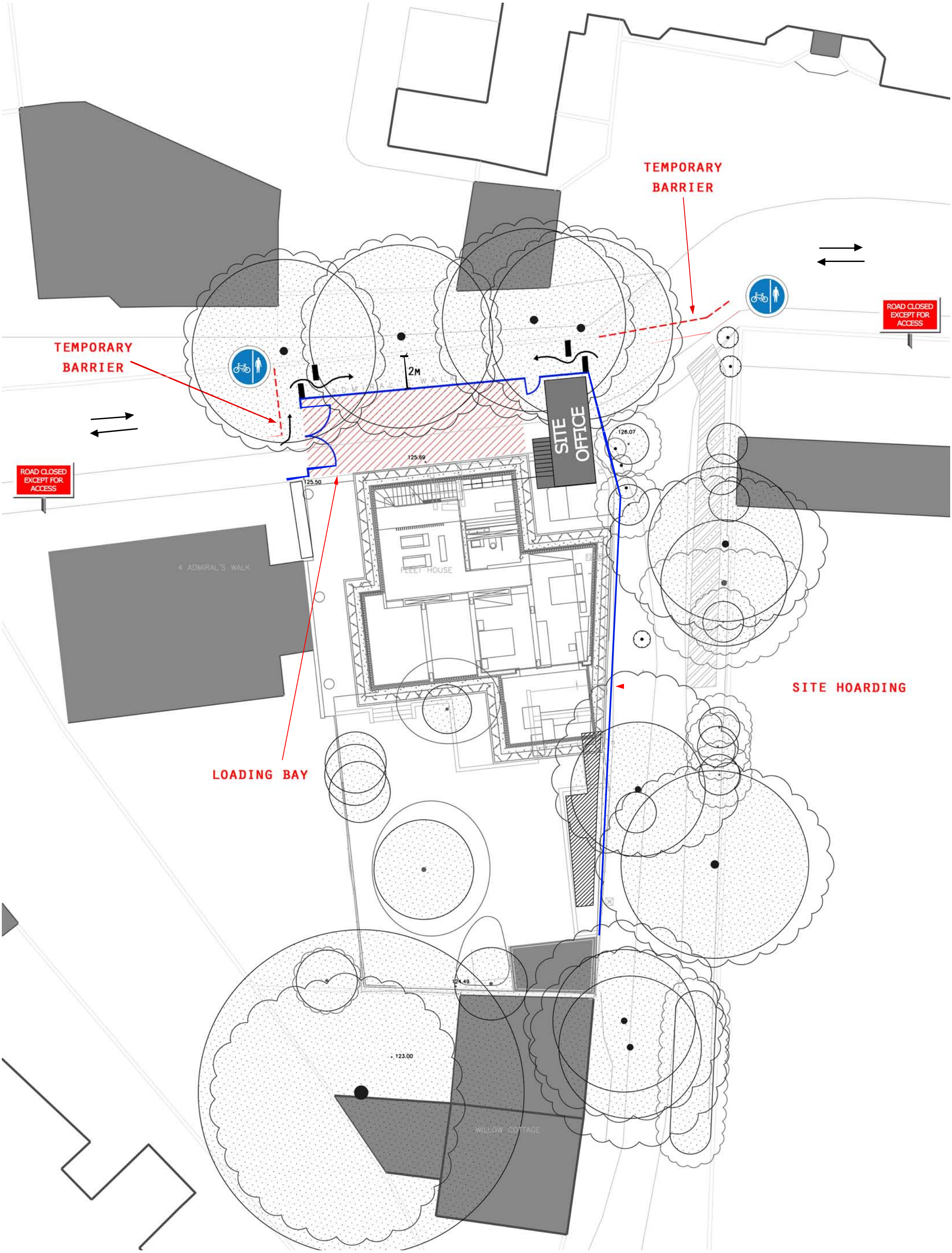
Index No	Site Activity Description	Sub-contractor Name
Revision		
1.	To be advised	
2.		
3.		
4.		
5.		

APPENDIX-III – SITE SET UP PLAN



site set-**up**
fleet house

HCCC CONSTRUCTION



site set-**up**
fleet house

HCCC
CONSTRUCTION

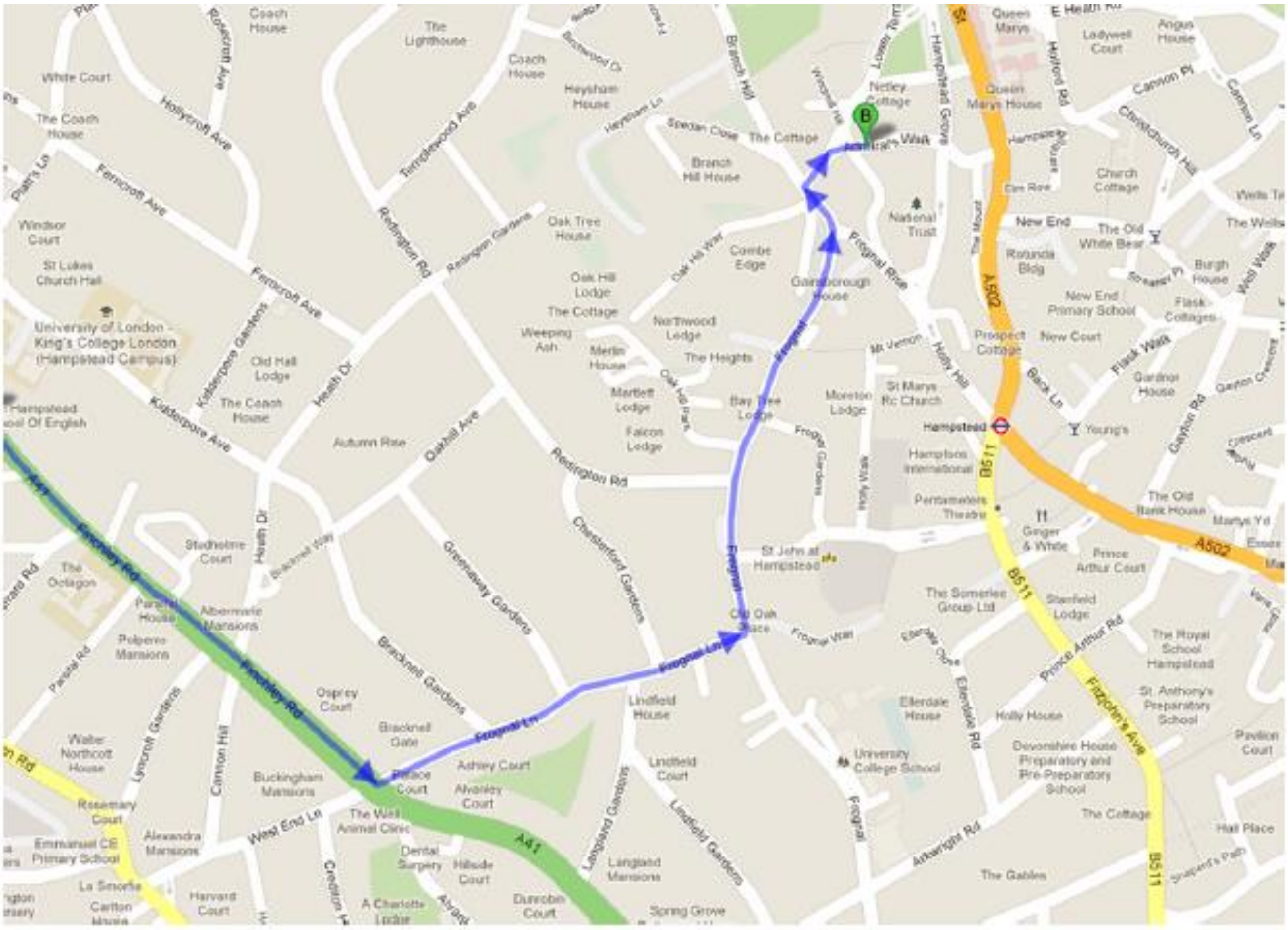
APPENDIX IV – SITE TRAFFIC MANAGEMENT PLAN

Part 1a – Traffic Routes and General Arrangements

As discussed in 5.3, Harris Calnan will distribute newsletters to residents and local businesses and other interested parties. These newsletters will advise of traffic arrangements relative to the operations, such as installation of temporary traffic lights and delivery times etc.

Newsletters will also be used to advise of one-off and out-of-hours operations which may require amendments to normal traffic arrangements.

Contact details including emergency details will be provided on the newsletters to allow neighbours to contact Harris Calnan with any questions or concerns.



Part 2 – Planning and Specific Arrangements

For specific site conditions refer to Google Street View photographs below:

View from A41:

Part 3 – Site Set-Up and Key Contacts

Estimated time on site for various vehicle will be approximately as follows;

Small Van – 5-15 minutes on site
Large Van – 5-30 minutes on site
Hiab Lorry – 15-30 minutes on site

On occasion, due to the complex nature of the removal or delivery of material, these times might be exceeded.

In the event of any issues with regard to traffic management the following key personnel will be available to resolve:-

- Site Manager – TBA
- Contracts Manager – Neil Harris – 07956 637 298
- Contracts Surveyor – Colin Calnan – 07957 555 029

In the event of issues with traffic management, the contractor will contact the TBA to resolve:-

- Telephone: TBA

Part 4 – Works to Highways

Click here to enter text.

Part 5 – Approval

Name:		**Date:**	
Signed:			

Part 6 – Confirmation of Receipt

I CONFIRM HAVING READ THE ABOVE DETAILED TRAFFIC PLAN AND UNDERSTAND ITS REQUIREMENTS.

Name	Employer	Date	Signature

APPENDIX V – SCAFFOLD PROPOSALS

Refer Appendix III - Site Setup

APPENDIX VI – SITE FIRE PLAN

SITE DETAILS	
SITE ADDRESS:	Fleet House No.3 Admiral's Walk London NW3 6RS

SITE MANAGER	
NAME:	TBA
MOBILE PHONE NO:	TBA
FIRE WARDENS:	TBA

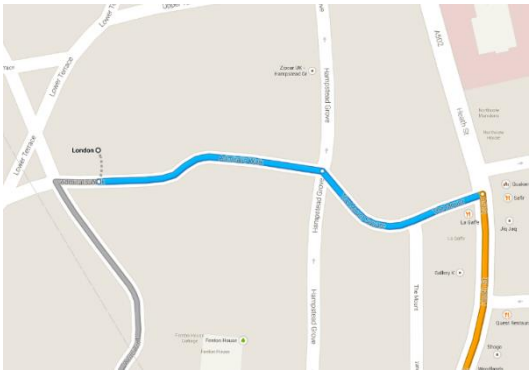
ACTION IN CASE OF FIRE		
1	RAISE ALARM (BY SHOUTING, OPERATING FIRE HORN) SPECIFY:	Shouting and ring fire bell
2	CALL FIRE BRIGADE BY DIALLING 999 AND GIVE FOLLOWING ADDRESS:	Fleet House No.3 Admiral's Walk London NW3 6RS
3	PROCEED TO MUSTER POINT LOCATION:	TBA

FIRST AID ARRANGEMENTS	
FIRST AIDER / APPOINTED PERSON:	TBA
LOCATION OF FIRST AID KIT:	In the Site Office

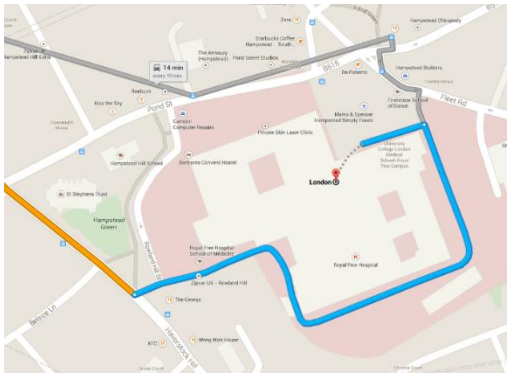
ALL ACCIDENTS AND ANY FIRST AID ADMINISTERED ARE TO BE RECORDED IN THE ACCIDENT BOOK

LOCATION OF NEAREST A&E HOSPITAL	
ADDRESS:	Pond Street, London, NW3 2QG
HOSPITAL PHONE NO:	02077940500
DISTANCE FROM SITE:	0.9 miles (6 minute drive)

LOCATION OF NEAREST A&E HOSPITAL



3 Admirals Walk



The Royal Free Hospital

FIRE ESCAPE ROUTES AND LOCATION OF FIRE POINTS

1 x water extinguisher
1 x CO2 extinguisher
1 x fire blanket
1 x fire bell

APPENDIX VII – SITE WASTE MANAGEMENT PLAN

Environmental and Site Waste Management Plan

Site Waste Management Regulations 2008

Project Name:	567 Fleet House
Contract No:	567
Site Address:	Fleet House No.3 Admiral's Walk London NW3 6RS
Prepared By:	HCCC
Version, Issue Date:	02, 19/09/2013

INTRODUCTION

The plan demonstrates HCCC's commitment to safeguard the natural environment and limit the potential adverse effects which may be caused by HCCC's activities on site. The plan outlines the suggested actions to be taken in order to comply with HCCC's environmental commitment and policy. The plan also covers the requirements of Site Waste Management Regulations 2008. The Regulations require the preparation of a Site Waste Management Plan (SWMP) by the Client and the Principal Contractor when the project value is estimated to be over £300,000.

DESCRIPTION OF PROJECT

Description:

The proposed residential project at Fleet House, No. 3 Admiral's Walk, London, NW3 6RS, consists in the demolition of the existing 1950's detached house in Hampstead consisting of two storeys plus basement. The new house will be completely reconstructed using a concrete framed structure with extension of the basement. The building will be clad in specialist bricks and render. Excavations to House for sheet piling and underpinning to Courtyard. The windows will generally be double glazing, and roofing to be covered by green roofs. The ground source heat pump will be used for both cooling heating, MVHR ventilation system. The code for the sustainable homes level 4 is required. The internal fit-out will be of contemporary design including armour-coat or fair-faced concrete finishes.

Proposed scope of works includes:

See section 2.3

ESTIMATED VALUE OF THE PROJECT

The value of this project (excluding VAT) is estimated to be over £300,000

AIMS

HCCC's is committed to implement the Environment and SWMP so that it is effective, accurate and economical and ensure that the procedures put into place are working and are maintained.

MANAGEMENT

The Contracts Manager (as detailed in Section 4 - Project Management) is the Environmental Co-ordinator of the project and as such is responsible for ensuring the instruction of workers, implementation and overseeing of the SWMP.

The Contracts Manager (as detailed in Section 4 - Project Management) will monitor the effectiveness and accuracy during the routine site visits.

Independent audits will also be carried out by our health and safety advisors SafeScope Ltd via site health and safety inspections.

DISTRIBUTION

The Project Surveyor shall distribute copies of this plan to the CDM Co-ordinator, Client; Site Manager and each sub-contractor where relevant/applicable. This will be undertaken every time the plan is updated.

INSTRUCTION AND TRAINING

The Site Manager will provide on-site briefing via induction of project environmental consideration, risks and actions, appropriate waste separation, handling, recycling, re-use and return methods to be used by all parties and at appropriate stages of the project where applicable.

Toolbox talks will be carried out regularly on environmental and waste issues and all sub-contractors will be expected to attend. This will ensure that everyone feels they are included and that their participation is meaningful.

ENVIRONMENTAL RISK ASSESSMENT AND CONTROLS

S.NO	IDENTIFIED ENVIRONMENTAL RISK	SUGGESTED CONTROL MEASURES
10.1	Existing ground contamination	Not applicable.
10.2	Japanese knotweed	Not applicable.
10.3	Water usage	Water used for the site activities will be kept to as low as possible.
10.4	Potential contamination of local drainage and water system	Liquid site waste will be disposed of in a suitable manner ensuring that no harmful chemicals or contaminated liquid enter waste systems and no solids cause blockages. Any chemicals are to be stored in suitably bunded containers. Any contaminated surface water not suitable for discharge into the drains will be treated accordingly.

10.5	Noise	Construction work will be restricted within the hours allowed by the council. Equipment used will be assessed to be in good state of repair. All noisy operations (if unavoidable) will be carried out within appropriate hours to minimise the environmental impact.
10.6	Dust	Dust levels are to be kept to a minimum and where possible controlled at source by the use of dust suppression systems. We will aim to avoid dust escapes the confines of site and contaminate public areas.
10.7	Carbon emissions	Where possible deliveries will be kept to a minimum and to arrive on site when required on site. Operatives will be encouraged to share the transport to minimise the journeys. Fumes and other emissions from the plant and equipment other sources during the construction works will be controlled. The plant and equipment will be kept in a good state of repair and maintenance.
10.8	Nearby trees, plants	Every effort will be taken to avoid any damage from the site activities to existing trees and plants around the site.

ESTIMATED VOLUME OF POTENTIAL WASTE

WASTE	ESTIMATED QUANTITIY
Inert Waste	
Rock	
Gravel	
Sand	
Aggregates	
Concrete	
Tarmac	
Masonry	
Topsoil (uncontaminated)	
Subsoil (uncontaminated)	
Glass	
Polystyrene / Insulation	
Plastics (non biodegradable)	
Sub TOTAL	
Active/ biodegradable Waste	
Plasterboard	
Gypsum products	
Metal	
Timber	
Cardboard	
Paper	
Biodegradable plastic	
Canteen waste	

Trees and Vegetation	
Sub TOTAL	
Hazardous Waste	
Topsoil (contaminated)	
Subsoil (contaminated)	
Asbestos	
Explosive	
Flammable	
Toxic	
SUB TOTAL	
TOTAL VOLUMES	**m3**

PRIORITISING WASTES REQUIRING WASTE MANAGEMENT

Waste Type	Waste Category	Origin of Waste
Concrete	Inert	Demolition
Masonry	Inert	Demolition
Timber	Active / Bio	Demolition
Subsoil	Inert	Reduced Level
Polystyrene / Plastics	Inert	New Works
Plasterboard / Plasters / Timber	Active / Bio	New Works
Canteen / Plastics	Active / Bio	Canteen

WASTE MINIMISATION

For this project we have, from a very early stage, looked at how we can minimise the waste produced, thereby reducing the amount of waste to be removed from the project. Trade Contractors, Design Team and Suppliers are all being encouraged to look at ways to minimize the amount of waste produced at the work face. Up to date actions are recorded in the table below.

Action	Responsibility	Date when action completed
Exploring possibility of reusing the existing and excavated materials on site	Site Manager	

Materials particularly timber procured from renewable source (FSC) approved.	Buyer	
Tyres of lorries leaving the site to be washed (where and when required) to avoid contamination of nearly roads.	Site Manager	
Where possible, plasterboard sheets are to be made to standard sizes to suit in order to reduce the amount of off cuts	Site Manager	

All of the above act to reduce the amount of waste and surplus materials, which traditionally would be skipped and sent to landfill. We are continually identifying waste minimisation actions and these will be updated in the above table.

SEGREGATION

A specific area shall be laid out and labelled to facilitate the separation of materials for potential recycling, salvage, reuse and return. Recycling and waste bins are to be kept clean and clearly marked in order to avoid contamination of materials. The labelling systems shall be the Waste Awareness Colour Coding Scheme. If the skips are clearly identified the bulk of the workforce will deposit the correct materials into the correct skip. Skips for segregation of waste identified currently are:

- Wood
- Metal
- Brick/rubble
- Canteen waste

As works progress and other trades come to site other skips will be placed to enable certain waste to be removed from site. This is likely to include:

- Plasterboard
- Paper and cardboard (bagged up)

WASTE MANAGEMENT

Waste materials fall into three categories for management, these are:

- Re-use
- Recycle
- Landfill

Re-used
If surplus materials can be used in the permanent works they are classified as materials, which have been re-used. If they are surplus to requirements and need to be removed from site and they can be removed and used in their present form, they can be removed from site for reuse.

Recycling
If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for recycling such as 50x50 timber to make chipboard.

Landfill
If either of the above cannot be satisfied then the only option left is to send the surplus materials to landfill. However, landfill is always a last resort.

WASTE MANAGEMENT PROCESS

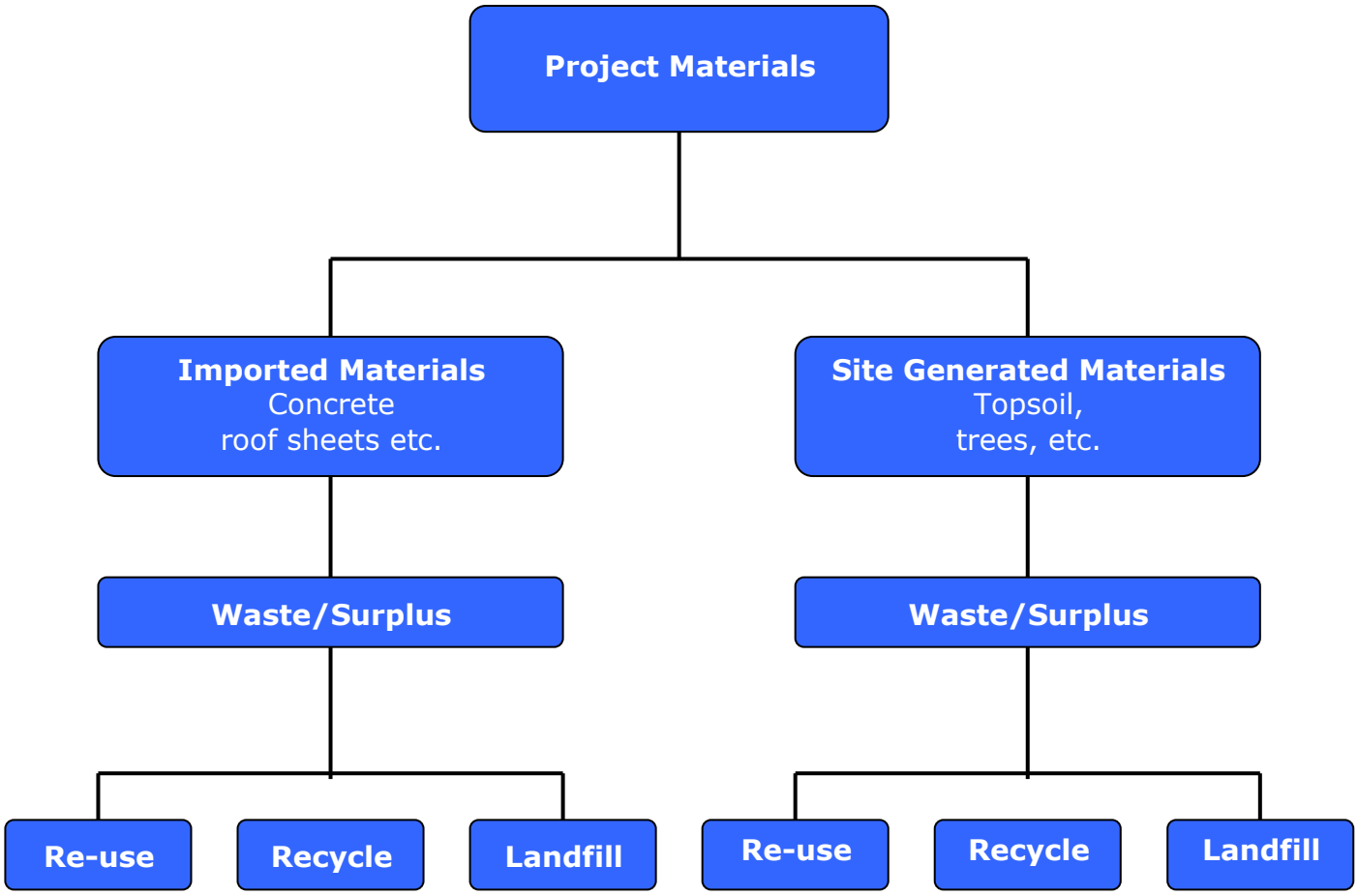


TABLE FOR WASTE TYPES AND WASTE MANAGEMENT PACKAGES

Waste Types	WM Contractor Contact Details	WM Package
Demolition		
Concrete		**Re-use on site / Landfill**
Masonry		**Re-use on site / Landfill**
Timber		**Re-cycle**
Subsoils		**Landfill**
Metals		**Scrap value**
Plasterboard		**Recycle / landfill**
Construction Works		
Metals – reinforcement		**Scrap-value**
Metals - off cuts		**Scrap-value**
Timber		**Re-use**
Paper / Cardboard		**Re-cycle**
Canteen waste		**Landfill**

MONITORING

The skips need to be monitored to ensure that contamination of segregated skips does not occur. Therefore we will advise regularly on how the waste management system is working and point out that an uncontaminated skip for recycling costs typically £55 but should it get contaminated then it has to go direct to landfill at a cost of typically £89 per skip and this price is continually increasing.

We will continually review the type of surplus materials being produced and where we can change the site set up to maximise on re-use or recycling and the use of landfill will be the last resort.

The plan will be communicated to the whole project team regularly. Updates will be communicated and discussed at Management and Health and Safety Committee meetings.

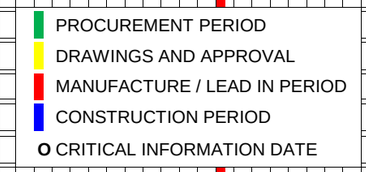
WASTE MANAGEMENT PLAN CHECKLIST

Checks – please tick ✓ yes or no	Yes	No
Have terms and commercial rates been agreed with contractor(s)?		
For offsite or disposal are all the waste destination details verified?		
Has a waste segregation / collection area been prepared?		
Has the waste area been adequately sign posted?		
Has the SWMP document control / filing system been set up (site safety pack)?		
Have all necessary staff and contractors had the SWMP transmitted?		
Have all the SWMP training / induction procedures for staff been met?		
Have all the SWMP training / induction procedures for contractor/s been met?		
Has the SWMP been approved by the Contracts Manager?		
Additional Comments		
Include Waste Management Plan within Construction Phase Plan		

APPENDIX VIII – PROGRAMME

HCCC CONSTRUCTION

NO.	DESCRIPTION	WEEK NUMBER / WEEK COMMENCING
1	SITE SET UP	
2	DEMOLITION	
3	TEMPORARY SUPPORT	
4	SHEET PILING	
5	CONCRETE PILING	
6	PILE CAPS	
7	TEMPORARY SUPPORT	
8	EXCAVATION	
9	DRAINAGE	
10	BASEMENT SLAB	
11	BASEMENT STRUCTURAL WALLS AND COLUMNS	
12	GROUND FLOOR SLAB	
13	GROUND FLOOR STRUCTURAL WALLS AND COLUMNS	
14	FIRST FLOOR SLAB	
15	FIRST FLOOR STRUCTURAL WALLS AND COLUMNS	
16	ROOF SLAB	
17	BASEMENT BLOCK WALLS	
18	GROUND FLOOR BLOCK WALLS	
19	FIRST FLOOR BLOCK WALLS	
20	GROUND FLOOR BRICK CLADDING	
21	FIRST FLOOR BRICK CLADDING	
22	EXTERNAL DOORS AND WINDOWS	
23	EXTERNAL RENDER	
24	ROOF COVERINGS AND COPINGS	
25	FIRST FIX SERVICES	
26	STONE STAIRCASES	
27	INTERNAL DOOR FRAMES	
28	SCREEDING PLASTERING AND LININGS	
29	WALL AND FLOOR FINISHES	
30	SECOND FIX SERVICES	
31	INTERNAL DOORS AND JOINERY	
32	RAILINGS AND BALUSTRADES	
33	DECORATIONS	
34	FINAL FIX AND COMMISSIONING	
35	SNAGGING AND HANDOVER	
36	EXTERNAL WORKS	
37	LANDSCAPING	



PRELIMINARY PROGRAMME	**CONTRACT NO :**	**REVISION :**	**DATE :** 24 OCTOBER 2014