Construction Management Plan Rev 03

for :

Soft Strip of 62 Tottenham Court Road, Demolition of 63 Tottenham Court Road, 1-3 and 5-7 Goodge Street and the Façade Retention of 1-3 Goodge Street

Prepared for: Goodge Street (Tottenham Court Road) LLP

Prepared by:

Erith Contractors Ltd
Erith House
Queen Street
Erith
Kent
DA8 1RP

Document Ref No:
CMP 1 Rev 03 TCR/08/13

02/09/2013

Document Name:	Construction Management Plan
Project Reference:	D5878 – Tottenham Court Road
Client:	Goodge Street (Tottenham Court Road) LLP
CDM Coordinator:	Andrew Dufton – Thomas and Adamson

Document Production / Approval Record

Issue No:	Name	Signature	Date	Position
Prepared by	Andy Fifield		21/08/2013	Contracts Manager
Approved by	Steven May	Steven May	21/08/2013	Operations Director

Document Revision Record

Issue No	Date	Details of Revisions
1	26/08/13	Traffic Management Revised
2	30/08/13	Incorporating Camden Planning Requirements OMS Included
3	02/09/13	Minor amendments
4		

Table of Contents

1.	**Introduction**
1.1	Quality, Health, Safety, and Environmental Policy
1.2	Integrated Management System Objectives 2012
1.3	Quality Manual Indexing System
2	**Project Description**
2.1	Nature of the Works
2.2	Project Planning Requirements
2.3	Project Timescales
2.4	Parties to the Project
2.5	Extent and location of existing records and plans
2.6	Document Review
3	**Communication and management of the work**
3.1	Management Structure and Responsibilities
3.2	Health and Safety Standards
3.3	Arrangements for Monitoring
3.4	Communication and Co-operation
3.5	Selection Procedures
3.6	Activities with Risks to Health and Safety
3.7	Activities with Risks to the Environment
3.8	Emergency Procedures/First Aid
3.9	Reporting accidents, incidents and near misses
3.10	Welfare
3.11	Site Rules
3.12	Health and Safety File

Appendices

A	SAFE SYSTEMS OF WORK AND RISK ASSESSMENTS, LICENCES AND APPROVALS REQUIRED
B	ENVIRONMENTAL MANAGEMENT PLAN
C	INDUCTION FORM, SITE RULES AND REGISTER
D	EMERGENCY RESPONSE PLAN INCLUDING FIRST AID, A&E DETAILS & FIRE RISK ASSESSMENT
E	COSHH ASSESSMENT REGISTER
F	DSEAR ASSESSMENT REGISTER
G	PRE JOB BRIEFINGS
H	HEALTH & SAFETY FILE INFORMATION
J	OUTLINE METHOD STATEMENT
K	PROGRAMME OF WORKS

1. INTRODUCTION

"The agreed contents of this 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."

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

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

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

1.1 Quality, Health and Safety and Environmental Policy

Erith Contractors Ltd is a private company specialising in various civil engineering activities including asbestos removal, demolition, land remediation and related ground works. As a responsible business organisation, it recognises its obligations to consider all relevant quality, health and safety and environmental issues in its dealings with its customers, employees and the general public. It is therefore its policy to:

- Plan with its customers to identify the relevant quality criteria and to deliver and surpass them within stated time and cost limits, by using reliable yet innovative low carbon technologies;
- Meet and exceed client expectations by continually improving the quality of our services;
- Deliver a quality, profitable service whilst being focused on health, safety, and the wellbeing of our employees;
- Prevent Pollution and protect both the natural and the built environment.
- Build a collaborative relationship with our clients, ensuring long term success based on respect, in tegrity, openness and fairness;
- Regularly review business performance and continually improve through the setting, achieving and exceeding health and safety, quality and environmental objectives and targets;
- Comply with all relevant legislation as a minimum and work towards excellence using best practice;
- Eliminate fatal risks, design out hazards; undertake rigorous risk assessment procedures and implement / monitor mitigation measures and make employee safety and wellbeing central to every project;
- On all projects routinely assess the health and safety risks presented to employees, clients, subcontractors, visitors and the general public and minimise such risks as far as reasonably practicable;

- Minimise our environmental impacts by considering the whole life environmental costs and benefits in our business decisions;
- Ensure that our employees have the necessary training, skills and resources to meet our environmental targets;
- We require all subcontractors to demonstrate commitment to stewardship of the environment and we will create an opportunity for sharing best practice for environmental performance ;
- We will publish our performance for employees, members of the public and encourage them to comment on our performance;
- Senior Management provides the visible leadership for promoting environmental performance integrated within our work and commits the appropriate resources to achieve the environmental goals;
- We respect the environmental status and biodiversity of where we work, and endeavour to enhance these areas for the benefit of the local community;
- Ensure that all policies and business practices are clearly communicated to all employees, and to others working on the company's behalf, by appropriate briefing and training;
- We will regularly review our policies, practices and control measures and update as appropriate.

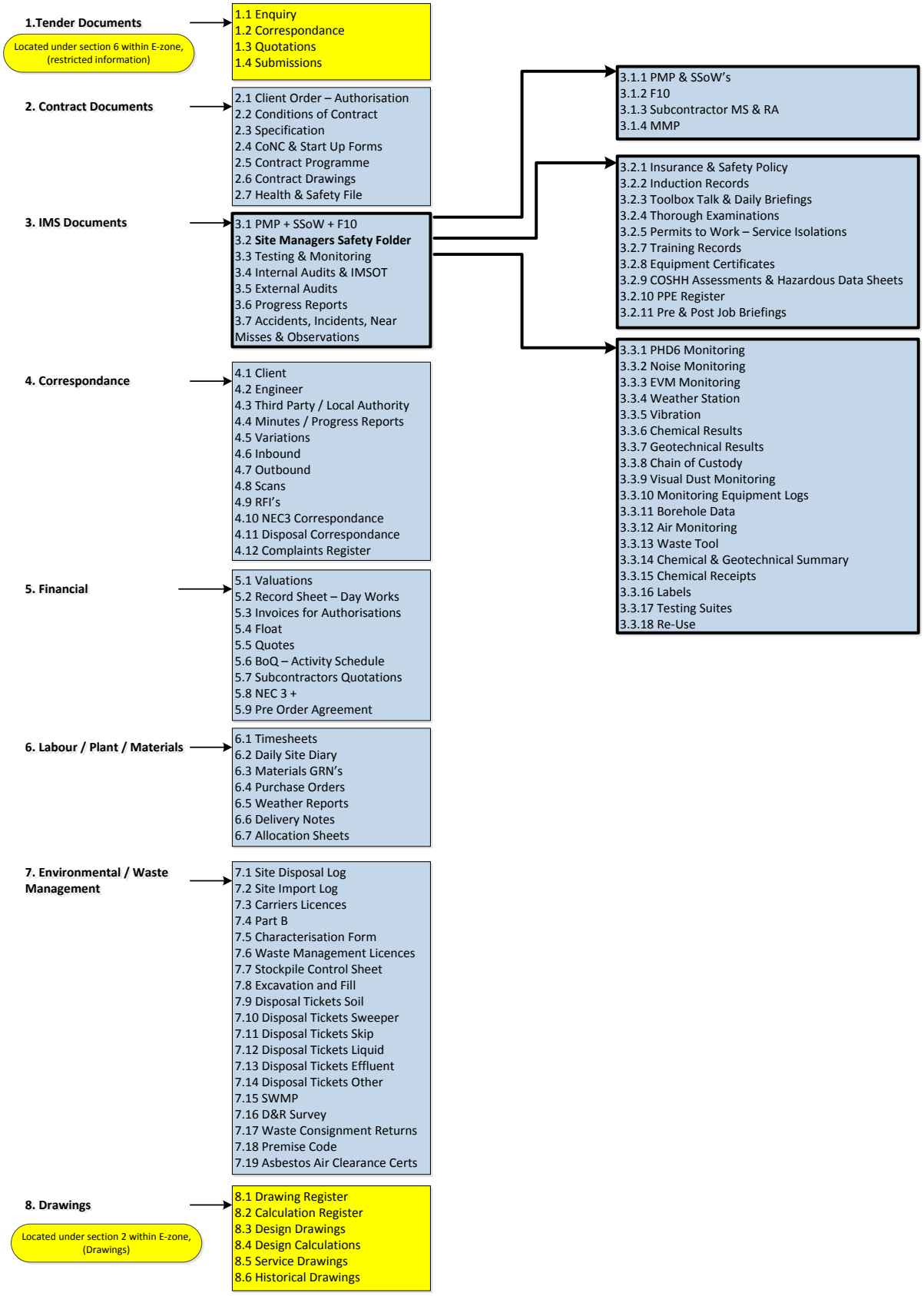
Tony Darsey
Managing Director
1st August 2013

Erith

Integrated Management System - Objectives for Year 2013

Objective	Responsibility
Maintain an Accident Frequency Ration below the industry average of 0.863. Target: (Our AFR is currently standing at 0.00 %) by 2014.	All Staff
Continue to raise awareness in relation to the established implemented Behavioural Safety culture through the Seven Steps to Safety campaign. Target: Reduce non reportable incidents and accidents by 25% and increase our observation and near-miss reporting by 25%	Health and Safety Dept. , Directors Project Managers Site Managers
Introduce a Directors/Associate Directors Inspection /Auditing regime across the contracting business. Target: To ensure that all live sites are fully inspected /Audited by Senior Management on a Monthly basis(Audited every 3 months).	Directors/Associate Directors
Introduce an Electronic Reporting /Record Programme to all live sites across the contracting business utilising electronic tablets systems. Target: All live sites to fully complete electronic reporting on a weekly /Monthly basis by quarter three 2013.	All Site Managers
Maintain zero significant environmental incidents, prosecutions and warnings. Target: Zero significant environmental incidents, prosecutions and warnings during 2013.	Health and Safety Ass. Director Project Managers Site Managers
Implement end of life strategy for diverting waste from landfill. Target: Reduce by a further 10% year end 2013 the amount of waste consigned to landfill, by utilisation of transfer stations, recycling, reprocessing, waste to energy, reuse of site won materials and soil treatment technologies.	Project Managers Site Managers Environmental Manager
Measure and monitor our CO2 emissions and use of natural resources Target: Reduce emissions by 34% relative to turnover by year 2020 in line with government targets. To collate base line figures during 2013 scope 2 and 3 emissions. Measure and monitor water use on sites, Use water efficiently through low or ultra-low flow fixtures, elimination of leaks, water conserving and other actions; Measure for base line figures during 2013.	Project Managers Site Managers Environmental Manager
Maintain our computer database system (EZONE) to capture all business related document control interfaces in conjunction with the IMS system. Target: Implement Ensure all projects are managed through the Ezone data base system by quarter three 2013.	Health and Safety Ass. Director Project Managers Site Managers IT Manager

1.3 Quality Manual Indexing System



2. PROJECT DESCRIPTION

2.1 Nature of the Works

Existing structure

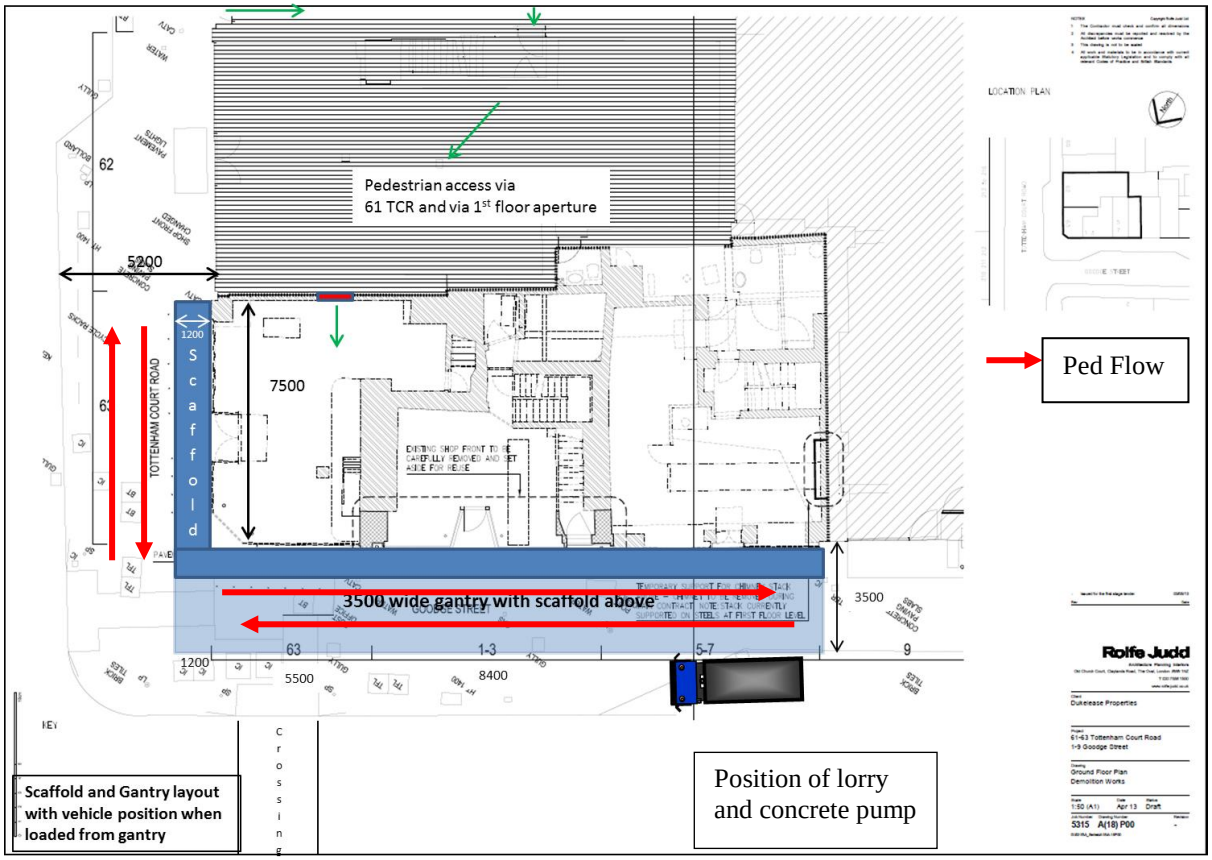
Site is occupied by brick buildings with retail space at ground floor level with offices/ flats above. The buildings vary in height from 1 – 4 stories with a basement over part of the site. The buildings have slate/tile roofs and timber floors and are all due for demolition save for 62 Tottenham Court Road which is soft stripped only above ground floor and 1-3 Goodge Street which has the façade retained.

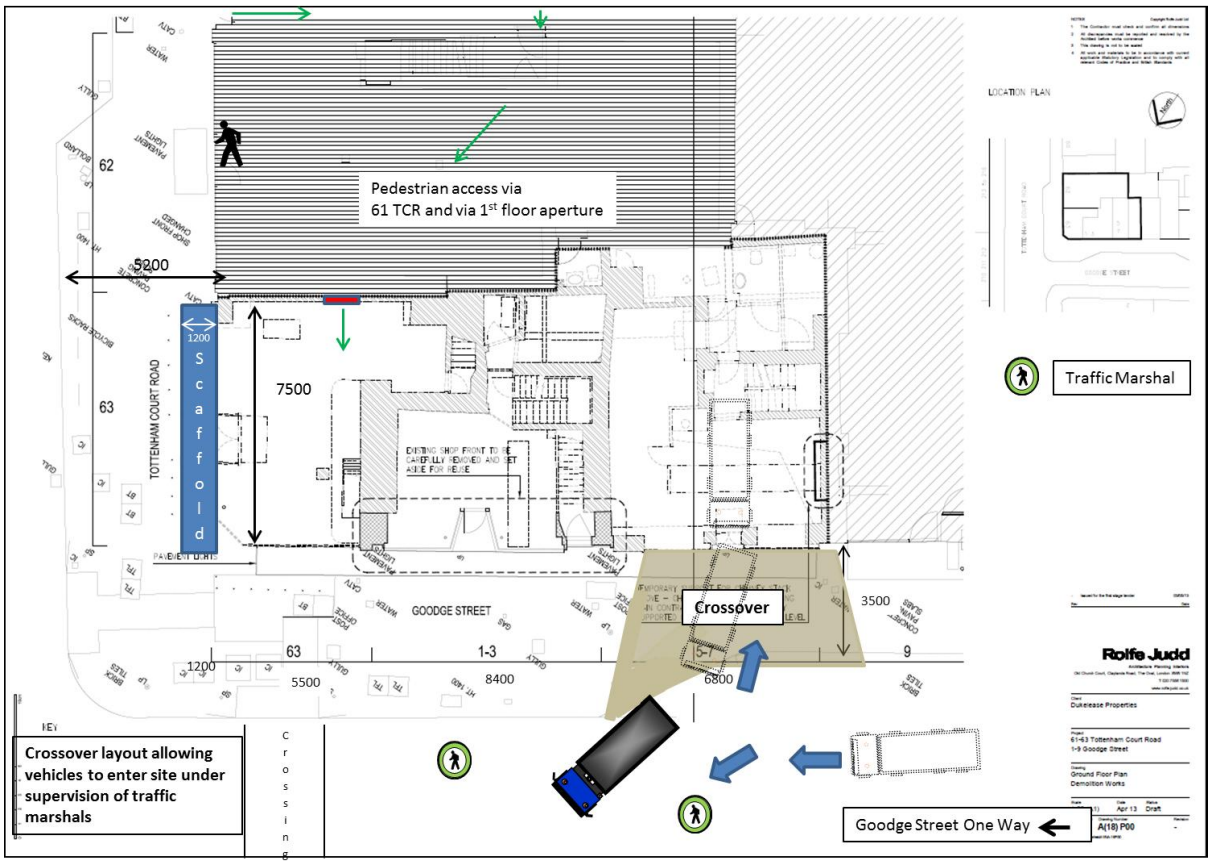
Scope

This contract involves the soft strip of 62 Tottenham Court Road, demolition of 63 Tottenham Court Road, 1-3 and 5-7 Goodge Street and the Façade Retention of 1-3 Goodge Street and ground works.

Details of the works are as follows:

1. Set up welfare in 61 Tottenham Court Road creating office and toilet facilities. Fit out and separate power supplies to specification suitable for the works and number of operatives on site.
2. Asbestos removal will be carried out by multi skilled operatives so that elements that need to be exposed can be done so safely and within controlled areas if required.
3. Identification of any Asbestos containing materials (ACM's) from the demolition and refurbishment surveys will determine areas that can be worked on whilst asbestos removal is on-going in other areas.
4. Asbestos trained electrician for removing fuse guards and checking areas prior to strip out work in hand with site temps contractors.
5. Termination and isolation of all services within the building including the degassing of redundant air conditioning units, isolation and purging of gas supplies and cutting of redundant IT and power cables. Certificates to be issued by our specialist contractor prior to works being undertaken.
6. Construction of bespoke mobile scaffold access towers to facilitate the removal of ceiling attachments.
7. Construction of mobile plywood screens which will be placed in front of the windows whilst strip out works are being carried out adjacently to prevent damage to the windows which are to be retained during this phase of the works.
8. Induction and briefings of the workforce on a daily basis to ensure compliance with agreed methodologies and health and safety legislation.
9. Strip out of all redundant services, cabling, ductwork and pipework back to structure using disc cutters and reciprocating saws for all light gauge materials. Burning equipment only to be used under control of hot works permit for heavier gauge ferrous materials.
10. Removal of internal windows and partitions using pry bars, mattocks and saws.
11. Internal walls will be demolished using electric hand breakers and sledge hammers.
12. Floor tiles will be lifted using electric breakers with tarmac blade attachments.
13. All soft strip arisings will be separated at floor level into separate waste streams and removed to the appropriate waste transfer station to ensure that the minimum of waste end up as landfill.
14. Materials from the basement excavation will be loaded onto conveyor belts taken to 1st floor gantry and loaded into lorries
15. The piling rig will be lowered into and removed from the basement by mobile crane.
16. Concrete for the basement works will be pumped
17. Vehicular access will be via a new cross over in Goodge Street outside 5-7. Vehicles parked in this cross over and the adjacent lay by will be loaded from the gantry erected in Goodge Street. Demolition materials from 63 TCR will be brought down inside the building, taken along the gantry and loaded onto the vehicle from the gantry. Soft strip from 62 TCR will be taken down to first floor level where a hole will be cut in the wall between 62 and 63 and walked to the gantry for disposal as previously described. All vehicle movements will be under the control of traffic marshals.
18. The site logistics plan will apply to all phases of the works described in this document

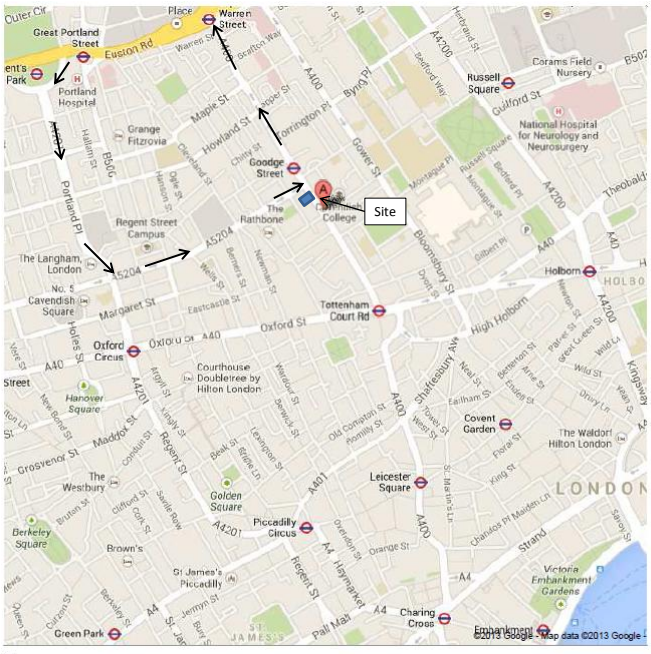

Pedestrian access via
61 TCR and via 1st floor aperture
5200
1200
Scaffold
7500
TOTTENHAM COURT ROAD
3500 wide gantry with scaffold above
3500
1200
5500
8400
63
1-3
5-7
9
Ped Flow
Position of lorry
and concrete pump
Scaffold and Gantry layout
with vehicle position when
loaded from gantry
Crossing


Pedestrian access via
61 TCR and via 1st floor aperture
5200
1200
Scaffold
7500
TOTTENHAM COURT ROAD
GOODGE STREET
Crossover
3500
1200
5500
8400
6800
63
1-3
5-7
9
Traffic Marshal
Goodge Street One Way
Crossover layout allowing
vehicles to enter site under
supervision of traffic
marshals
Crossing

Swept Path Analysis

19. Pedestrian access will be from the site accommodation located in 61 TCR via the existing stair case in 62 TCR to the first floor and via the opening to the rest of the site.
20. Vehicles will approach the site from Marylebone Road via Portland Place and Mortimer Street and Exit via Tottenham Court Road. (See sketch below)

Traffic Management



false

Vehicle routes

Please see Appendix J for Outline Method Statement

2.2 Project Planning Requirements

- A brief description of the site, surrounding area and development proposals;
  See Section 2.1 Nature of the Works and OMS Appendix J

- Start and End dates for each phase of construction;
  Demolition Dates – Commence 7th October 2013, Completion 17th March 2014

- The proposed working hours within which vehicles will arrive and depart;
  8am -6pm Mon- Friday, 8am-1pm Saturday

- The access arrangements for vehicles;
  See Traffic Management Sketch in Section 2.1.19

- Proposed routes for vehicles between the site and the Transport for London Road Network (TLRN). Consideration should also be given to weight restrictions, low bridges and cumulative effects of construction on the highway;
  See previous note

- Sizes of all vehicles and the frequency and times of day when they will need access to the site, for each phase of construction;
  20t Tipper Lorries (maximum 3 per day) and 8m3 Concrete Lorries (maximum 4 per day), 8am -6pm Mon- Friday, 8am-1pm Saturday

- Swept path drawings for any tight manoeuvres on vehicle routes to the site;
  See 2.1 above

- Details (including accurate scaled drawings) of any highway works necessary to enable construction to take place;
  See Section 2.1.17 & Sketch for Crossover. We are currently applying to Camden Highways department for permission to install a crossover

- Parking and loading arrangements of vehicles and delivery of materials and plant to the site;
  No parking on site, vehicles loaded from gantry at first floor level, vehicles will be located in existing lay by see sketch in section 2.1.17. Steel for façade retention lifted in place by a mobile crane standing in Goodge Street with a weekend road closure. This is a one-way route as shown in the sketch 2.1.17

- Details of proposed parking bays suspensions and temporary traffic management orders;
  Existing lay by to be closed in front of 4-7 and 8 Goodge Street

- Proposed overhang (if any) of the public highway (scaffolding, cranes etc.);
  Scaffold and gantry as shown on sketch in Section 2.1.17. Photo of similar gantry shown in OMS Appendix J, Section 3 – Site Logistics

- Details of hoarding required or any other occupation of the public highway;
  Hoarding to inside line of gantry in Goodge Street and external face of scaffold in Tottenham Court Road

- Details of how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary), and any banksman arrangements;
  Pedestrian access to be maintained beneath gantry in Goodge Street and in front of scaffold in TCR. All vehicles using crossover will be under the control of 2no banksman during reversing into site and moving off site

- Details of how traffic associated with the development will be managed in order to reduce congestion;
  Vehicles will park in the existing lay by and will not interfere with traffic flow except briefly when reversing into and leaving site controlled by 2no banksman as above

- Arrangements for controlling the movements of large/heavy goods vehicles on and in the immediate vicinity of the site, including arrangements for waiting, turning and reversing and the provision of banksmen, and measures to avoid obstruction of adjoining premises;
  Vehicles will access the site via Portland Place, Mortimer Street and Goodge Street and will exist via TCR as shown in the traffic management sketch in section 2.1.19. Vehicles will be radio controlled and the small number of traffic movements per day as outlined above will prevent any waiting or obstruction of neighbouring premises.

Should the vehicle be unable to park in the lay by space it will proceed up TCR and back to site as the Traffic Management plan shows in Section 2.1.19

- Details of any other measures designed to reduce the impact of associated traffic (such as the use of construction material consolidation centres);
  We do not consider the small number of predicted traffic movements will have an impact on the local traffic flow

- Details of how any significant amounts of dirt or dust that may be spread onto the public highway will be cleaned or prevented;
  The wheels of all vehicles leaving from within the site will be power washed prior to departure. Vehicles loaded from the gantry will be enclosed by a curtain and rail suspended from the gantry to ensure debris does not fall outside the vehicle. The road will be swept after the departure of each vehicle

- Details of consultation on a draft Construction Management Plan with local residents, businesses local groups and Ward Councillors;
  See OMS in Appendix J, Section 11 – Interaction with the Community

- Details of any Construction Working Group that may be required, addressing the concerns of surrounding residents, as well as contact details for the person responsible for community liaison on behalf of the developer, and how these contact details will be advertised to the community;
  See OMS in Appendix J, Section 11 – Interaction with the Community

- A statement confirming registration of the site with the Considerate Constructors Scheme and guide for Contractors in Camden and Camden Considerate Contractors Manual;
  Confirmed

- Details of other construction sites in local area and how your Construction Management Plan takes into consideration the cumulative effects of construction local to your site;
  None known

- Any other relevant information with regard to traffic and transport.
  None

2.3 Project Timescales

Start Date: 7th October 2013

Duration of Works: 22 Weeks

2.4 Parties to the Project

Client **Goodge Street (Tottenham Court Road) LLP** **C/O 23 Old Bond Street** **London W1S 4PZ**	**Principal Contractor** **Erith Contractors Ltd** **Erith House** **Erith** **Kent** **DA8 1RP** **Andy Fifield Contracts Manager** **07595401946** **Andy.fifield@erith.com**
CDM Coordinator **Thomas & Adamson** **10 Wemyss Place** **Edinburgh** **EH3 6DL** **Andrew Dufton** **Andrew.dufton@thomasandadamson.com**	**Quantity Surveyor** **Baines Surveying Services Ltd** **1-15 Cricketfield Grove** **Leigh-on-sea** **Essex** **SS(** **3EJ** **James O'Donoghue** **James.o'donoghue@bainesgroup.co.uk**

2.5 Extent and location of existing records and plans

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

2.6 Document Review

If the plan requires amending the site manager will complete a hand written appendix on site, the section requiring review will be initialled by the site manager and the appendix amended to the back of the document. The change will also be logged in the daily site diary sheet.

3. COMMUNICATION AND MANAGEMENT OF THE WORK

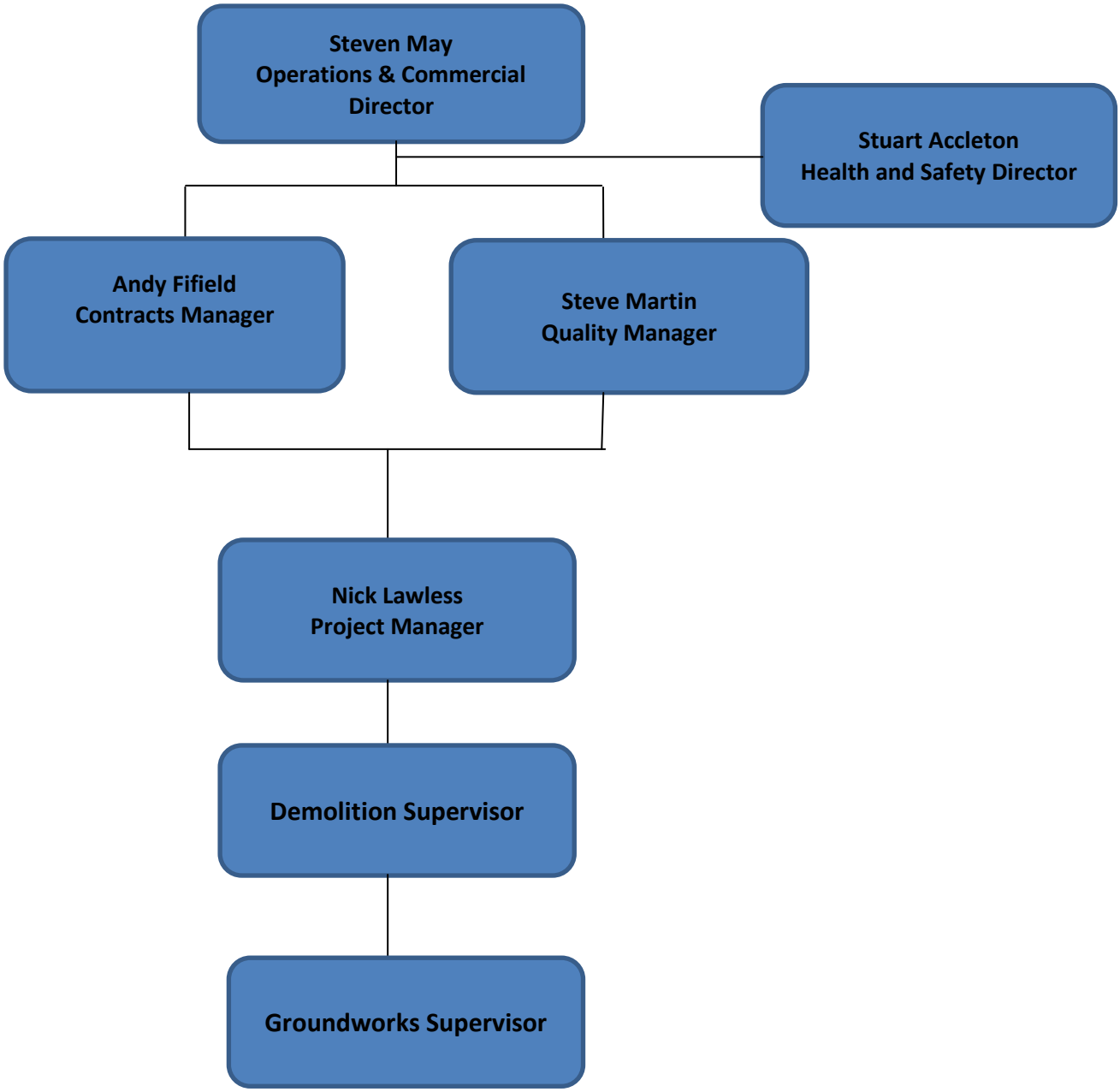
3.1 Management Structure and Responsibilities

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

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

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

The management structure for the project will be as detailed below:



3.1.1 Contracts Manager

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

- Ensure implementation of the Construction Management Plan
- Ensure that adequate communication channels are maintained within the company so that information concerning health and safety matters, which may affect any or all parties, is communicated and any matter concerning health and safety raised by any party is directed to the appropriate member of management
- Take reasonable steps to ensure co-operation between all contractors so far as is necessary to enable each of those contractors to comply with the relevant statutory provisions
- Ensure, so far as is reasonably practicable, that every contractor at work in connection with the project complies with the rules contained within this Construction Management Plan
- Plan the site works so that they are carried out in accordance with the correct work procedures, safe working methods and method statements so that there is a minimum risk to operatives, equipment and materials. Ensure that all persons working for them are adequately instructed in these procedures and methods, monitoring safety performance at all times.

- Assist in co-ordinating safeguards between his staff, subcontractors staff, other Contractors' staff and Client's staff
- Ensure that all operatives are covered by safe working methods, including risk assessments, and that these are all in place prior to the commencement of the works
- Release staff as necessary for safety training, safety induction courses and other safety requirements to enable them to carry out their duties in a safe manner
- Set an example
- Support the briefing process

3.1.2 Site Safety Supervisor (Site Manager)

It is his responsibility to:

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

3.1.3 Sub-contractors

- All sub-contractors are to nominate a suitably qualified person to act as a liaison point with Erith Contractors Ltd to ensure that communication channels are established and maintained throughout the project
- All sub-contractors will be expected to carry out their works in accordance with all relevant safety legislation and the requirements of this Construction Management Plan
- All sub-contractors will supply to Erith Contractors Ltd the results of any assessments that they carry out, and any information they have on any hazards arising from their operations that could affect others
- Sub-contractors must co-operate with Erith Contractors Ltd on any measures to ensure compliance with safety legislation or to prevent danger

3.1.4 Employee Responsibilities

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

- Comply with all instructions given by management which are likely to affect their health and safety
- Adhere to the site rules.
- Make proper use of the health, safety and welfare facilities and equipment provided
- Make full and proper use of personal protective equipment
- Refrain from wilful interference with anything provided in the interests of health, safety and welfare
- Report any hazards found
- Be vigilant and identify any potential risks

3.2 Health, Safety and Environmental Standards

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

Standards

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

- CITB Construction Safety Manual
- All current asbestos regulations and guidance notes
- BS6187:2000 (formerly CP 94) "Code of Practice for Demolition".
- BS5288 Noise Control on Construction and Demolition Sites

- HSE Guidance Notes "Health & Safety in Demolition Work" GS29/1-4
- HSC ACOP CDM2007 Managing Health & Safety in Construction
- HSE COSHH ACOP 2002
- HSE Guidance Notes EH 40, EH44, EH52 & EH56
- IND(G)30(L) “Buried Cables – Beware”
- HSE Guidance Notes HS(G)47 “Avoiding Danger from Underground Services”
- HSE Guidance Notes HS(G)56 “Noise at Work”
- HSE Guidance Notes HS(G)97 “A step-by-step guide to COSHH Assessments”
- HSE Guidance Notes HS(G)150 “Health & Safety in Construction”
- HSE Guidance Notes HS(G)130 “Health & Safety Small Construction Sites”
- HSE Guidance Notes HS(G)141 “Electrical Safety on Construction Sites”
- HSE Guidance Notes HS(G)144 “The Safe Use of Vehicles on Sites”
- HSE Guidance Notes HS(G)149 “Backs for the Future”
- HSE Guidance Notes HS(G)151 “Protecting the Public- Your next move”
- HSE Guidance Notes HS(G)168 “Fire Safety in Construction Work”
- HSE Guidance Notes HS(G)189/2 “Working with Asbestos Cement”
- HSE guidance note “Accidents To Children On Construction Sites” GS7
- GLA/ALG best practice guidance on ‘’the control of dust and emissions from construction and demolition sites’’

The works will be undertaken in accordance with the following legislation:-

- The Health and Safety at Work Act 1974
- The Control of Pollution Act 1974 (amended 1989)
- The Environmental Protection Act 1990
- The Environmental Act 1995

The main regulations under these acts which apply to the works are:-

- Parts of the Abrasive Wheels Regulations 1970
- The Health and Safety (Safety Signs and Signals) Regulations 1980
- Control of Pollution (Special Waste) Regulations 1980
- Health and Safety (First Aid) Regulations 1981
- Construction (Head Protection) Regulations 1989
- Electricity at Work regulations 1989
- Environmental Protection (duty of care) regulations 1991
- Control of Waste (Registration Carriers/Seizure of Vehicles) Regulations 1991
- Workplace (Health Safety & Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Road Traffic (Carriage of Dangerous Substances in Packages) Regulations 1992
- Road Traffic (Training of Drivers Carrying Dangerous Goods) Regulations 1992
- Protection of Badgers Act 1992
- Conservation (Natural Habitats etc.) Regulations 1994

- Occupational Exposure Limits (HSE 1995) Regulations 1995
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Confined Space Regulations 1997
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Working Hours Regulations 1998
- Ionising Radiations Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Control of Major Accidents Hazards Regulations (COMAH) 1999
- Contaminated Land Regulations 2000
- Countryside and Rights of Way Act 2000
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Chemicals (Hazard Information and Packaging) Regulations (CHIP) 2002
- Control of Lead at Work Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Environmental Protection Act 1990, Control of Substances that deplete the ozone layer regulations 2002
- Ozone depleting substances (qualified) regulations 2002
- Water Act 2003
- The Working At Height Regulations 2005
- Control of Vibration at Work Regulations 2005
- The Hazards Waste Regulations (England and Wales) 2005

- Regulatory Reform Fire Safety Order 2005
- The Control of Noise at Work Regulations 2006
- Control of Asbestos Regulations 2006
- The Smoke-free (Premises and Enforcement) Regulations 2006
- Waste Electrical and Electronic Equipment 2006
- Environmental Permitting (England and Wales) Regulations 2007
- Construction (Design & Management) Regulations 2007
- The conservation (Natural Habitats, & c) Amendment 2007
- Directive 2006/66/EC on batteries and accumulators and waste batteries and accumulators
- Site Waste Management Plan Regulations 2008
- Climate Change Act 2008
- REACH Enforcement Regulations 2008 SI 2852
- Environmental Damage Regulations 2009
- Ozone Depleting Substances (Qualifications) Regulations 2009
- Fluorinated Greenhouse Gas Regulations 2009
- Chemicals (Hazards information & Packaging for Supply) Regulations 2009
- Hazardous Waste (England & Wales) (Amended) Regulations 2009
- Environmental Permitting Regulations 2009
- Environmental Noise (England) (Amendment) Regulation 2009
- Groundwater (England and Wales) Regulations 2009
- Fire Safety in Construction 2010
- RIDDOR (Amendments) Regulations 2012
- Control of Asbestos Regulations 2012
- FFI 2012

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

3.3 Arrangements for Monitoring

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

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

Erith Contractors Ltd as their external health and safety consultants uses the Health and Safety People ltd. They will be employed to carry fortnightly prearranged health and safety inspections of the site. A premises inspection report will be left with the site manager of any recommendations made to improve the level of compliance with current health and safety legislation. This then followed up with visits by the Erith Health and Safety Manager or Associate Director the following week to ensure that items from the report are actioned and to compile our own site inspection report.

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

- Improvement Notice
- Prohibition Notice
- Summons

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

3.4 Communication and Co-operation

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

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

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

3.4.1 Information and Training

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

- IMS objectives
- Site details
- Site access and egress
- Traffic management procedures
- Site risks and preventative and protective measures
- Relevant details of the Construction Management Plan
- Site rules
- Emergency procedures
- Means of escape
- Fire fighting facilities including their use
- Welfare and first aid facilities
- Provision and use of personal protective equipment
- Environmental aspects of the project

Records of site induction will be kept and will include names of attendees, dates, details of training and signature of attendees.

Project specific awareness training and tool box or task health, safety and environment talks will be given by Project Management at appropriate intervals to identify any particular safety hazards and to review general safety awareness.

3.4.2 Design information

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

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

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

3.4.3 Meetings

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

3.5 Selection Procedures

Subcontractors are required to submit a detailed questionnaire and satisfy a rigorous selection procedure before being admitted to the Erith Approved suppliers list

3.5.1 Sub-contractors

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

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

3.5.2 Materials

Erith Contractors Ltd will select and appoint suppliers of materials from its list of approved suppliers in accordance with its IMS Procedure Ten who have previously demonstrated their ability in providing adequate information and in complying with health, safety and environmental law.
Where required, materials will be selected to comply in all respects to the requirements of the project specification. Any substances that may be hazardous to health will be subject to COSHH assessments and appropriate control measures identified and implemented in order to minimise risks to health, safety and the environment. This list will be submitted to the client team along with COSHH assessments and safety

data sheets for approval. Should further COSHH items be required on the project Stuart Accleton will be responsible for submitting the new COSHH data to the client team for approval and updating the site information pack.

COSHH Data Sheet List

COSHH register. A COSHH Register for both the demolition and asbestos divisions are standalone documents and are located in file 3.2.9 with document numbers *DDCR/ERITH/BTH/REV0 & ADCR/ERITH/EC/BATH/REV0* respectively.

Demolition Department COSHH Assessments	**Date Reviewed**	**Assessment No.**	**Asbestos Department COSHH Assessments**	**Date Reviewed**	**Assessment No.**
Ultra Low Sulphur Diesel	29/09/10	D 001	Spray Adhesive	27/09/10	A 001
Engine Oil	29/09/10	D 002	Astrip concentrate	27/09/10	A 006
Rockwool	29/09/10	D 003	expanding spray foam	27/09/10	A 007
Spray Adhesive	29/09/10	D 004	Leptospirosis (Weil's Disease)	27/09/10	A 008
Universal Antifreeze	29/09/10	D 005			
Concrete Dust	29/09/10	D 006			
Detergent (washing up liquid)	29/09/10	D 007			
Leptospirosis (Weil's Disease)	29/09/10	D 008			
Propane	29/09/10	D 009			
Plasterboard	29/09/10	D 010			
Building Plasters	29/09/10	D 011			
Hydraulic Oil	29/09/10	D 012			
Hot Cutting Galvanised Steel	29/09/10	D 013			
Psittacocis (Ornithosis)	29/09/10	D 014			
Oxygen - Compressed	29/09/10	D 015			

3.5.3 Machinery and plant

Erith Contractors Ltd will select machinery and plant from its list of approved suppliers in accordance with the IMS Procedure 10 who have previously demonstrated their ability in ensuring, so far as is reasonably practicable, that machinery and other plant is properly selected, used and maintained and that operator training is provided.
Unknown parties will be subject to a stringent vetting procedure to ensure, so far as is reasonably practicable, that the above criteria are met

Whilst in use, all plant, tools and equipment will be regularly inspected and maintained in a good serviceable condition as per the PUWER and LOLER regulations. Any equipment, which does not fulfil these criteria, will be identified and removed from the work area until a qualified person has repaired it. A register of plant certification will be maintained in safety file. Any existing lifting equipment on site being utilised for the de-planting work will be tested prior to use.

3.6 Activities with Risks to Health and Safety

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

working and establishing control procedures. All safe systems of works and are to be included in Appendix A of this Construction Management Plan and collated as the project works progress.

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

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

3.7 Activities with Risks to the Environment

A project-specific Environmental Management Plan (EMP) has been developed and is included within Appendix B. The EMP sets out guidelines for dealing with occurrences that could impact on the environment and forms part of the Construction Management Plan. As such it should be read in conjunction with safe systems of work developed for the project as a whole to ensure that interfaces between quality, health, safety and the environment are adequately managed.

3.8 Emergency Procedures

3.8.1 Emergency Procedures (Including Fire)

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

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

3.8.2 First Aid & Fire

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

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

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

Nominated First Aiders are: Nick Lawless – Project Manager

3.9 Reporting accidents, incidents and near misses

In the event of any accident or injury the following actions are to be taken.
Minor Injuries:
- Complete BI 510 (accident book)
- Lost time injuries (excluding the day of the injury)
- Complete BI 510 and (insurance report) form 310

Over 7 Day Injuries:
- Complete BI 510, 310
- Send F2508 (HSE report) to local HSE Office within ten days.

Death or Major Injury (definition RIDDOR 2012 booklet)
- Notify immediately by telephone and/or fax:
- Local HSE Office;
- Company Safety Officer;
- Site Manager;
- Complete BI 510, 310, F2508.

Dangerous Occurrence (Definition RIDDOR 2012 Booklet)

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

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

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

Notifiable Injury/ Incident

In the event of a fatal or major injury to any person or dangerous occurrence as defined by RIDDOR 2012 The local office of the Health and Safety Executive and Erith Safety Officer must be notified by telephone immediately by the Site Manager, Agent or Supervisor. In the case of an employee of another Company being killed or injured, this duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, the Site Manager, Agent or Supervisor will notify all parties as above.

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

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

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

Reportable Diseases

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work. A disease diagnosed as one of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012. If the disease is reportable Stuart Accleton will complete and send Form F2508A to the Health and Safety Executive.

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

Incident Records

All fatalities, major injuries, reportable diseases, dangerous occurrences and other notifiable injuries will be recorded by filing copies of form F2508 in a record book (an accident book BI 510 may be used). These records will be kept by the Company Secretary of each operating company who is responsible for ensuring that all details are entered and that records are kept for at least three years from the date of the last entry.

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

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

Near-Miss (Non-Injury Accident) Reporting

The Near-Miss Reporting Procedure draws on elements of the Damage Control Procedure and the Incident and Ill Health Reporting Procedure.

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

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

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

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

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

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

Non-Injury Accident Reporting and Prevention

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

(In order to ensure the success of such a reporting programme, **it is imperative** that this exercise is undertaken within an organisational culture **that is not fault finding and/or blame apportioning**).

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

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

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

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

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

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

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

Putting Damage Control into Operation

Six basic steps are essential.

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

Refer to detail in Appendix D Emergency Response Plan.

NEAR-MISS (NON-INJURY ACCIDENT) REPORT FORM		
Location:	Date of Incident:	Time:
Reported by: Surname:	Forenames:	
Details of the Incident *Please tick as appropriate* ☐ Materials/items falling from height. ☐ Traffic or moving plant related. ☐ Damage to property. ☐ Slip, trip or fall. ☐ Excavation. ☐ Other. ☐ Employee/Sub-Contractor Give a brief description of what happened: *If necessary please turn over and use other side of the page*		
Any Action Taken Any Recommendations *If necessary please turn over and use other side of the page* Signed Date: **Please give to your Supervisor/Manager**		
Comments from Supervisor/Manager Signed Date: **Please file in H&S File and send copy to H&S Officer**		
Comments from H&S Officer Signed Date:		
Copies sent to:	Date:	

3.10 Welfare

- All site welfare facilities will be provided in accordance with the requirements of the Construction (Design & Management) Regulations 2007 and The Smoke-free (Premises and Enforcement) Regulations 2006.
- As a minimum these provisions will comprise:
- Suitable numbers of sanitary conveniences, which reflect the number of people working on the site and which are adequately ventilated or lit.
- Washing facilities, which provide basins large enough to allow people to wash their faces hands and forearms and a supply of clean hot and cold, or warm, water. Suitable means of drying will also be provided. Rooms containing washing facilities will be adequately ventilated and lit.

- A suitable supply of drinking water and drinking vessels.
- Temporary site accommodation that adequately caters for/provides:
  - storing and changing clothing;
  - taking meals and breaks;
  - shelter from bad weather;
  - tables and chairs;
  - a kettle or urn for boiling water;
  - a means for preparing food;
  - Non-smokers.

Temporary site accommodation will be sited to allow easy access for site operatives.
Layout detailed in safe system of work.

3.11 Site Rules

No persons are allowed to work on the site unless they have been inducted, details of the site induction and site rules can be found in *Appendix C*.

Visitors will only be allowed on site if accompanied at all times by an inducted employee whose responsibility it will be to ensure all protective clothing are worn and all safety precautions are adhered to. *See Appendix C*.

3.12 Health and Safety File

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

APPENDIX A

SAFE SYSTEMS OF WORK
AND RISK ASSESSMENTS

SAFE SYSTEMS OF WORK AND RISK ASSESSMENTS INDEX AT TIME OF ISSUE

Erith Safe Systems of Work and Risk Assessments

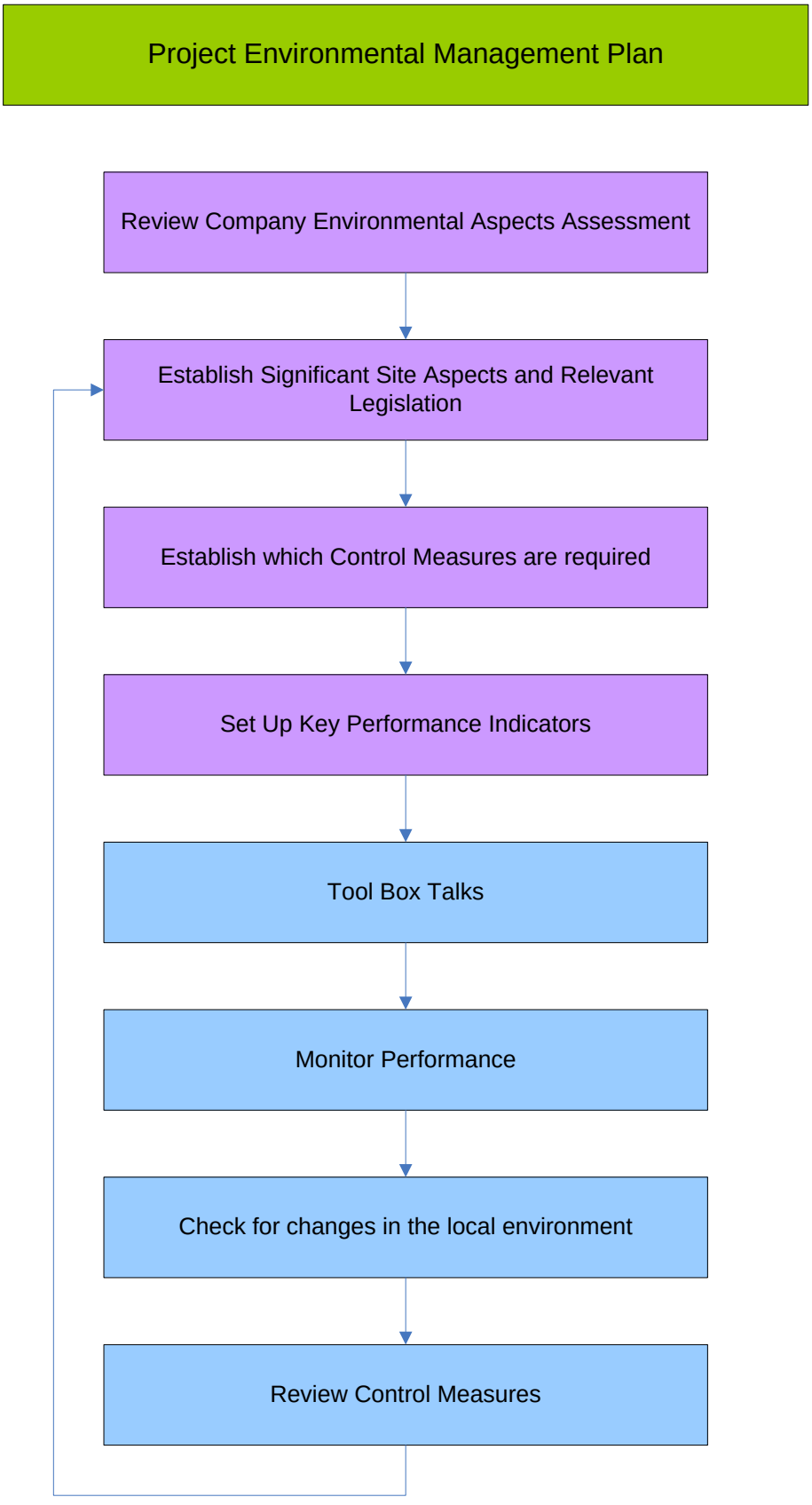
Document Number	Document Title	Revision Number
SSoW 01	Outline Safe System of Work For Erection of Site Hoarding	0

Sub-contractors Risk Assessments and Method Statements

Document Number	Document Title	Revision Number

APPENDIX B

ENVIRONMENTAL MANAGEMENT PLAN


Project Environmental Management Plan
Review Company Environmental Aspects Assessment
Establish Significant Site Aspects and Relevant Legislation
Establish which Control Measures are required
Set Up Key Performance Indicators
Tool Box Talks
Monitor Performance
Check for changes in the local environment
Review Control Measures

Environmental Aspects Review

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

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

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

SIGNIFICANT ASPECTS
Waste Management
Water Discharges
Air Emissions (dust and odours)
Storage and Handling of Materials Spillage Management
Ecosystems/Including Wildlife
Noise and Vibration
Service Suppliers, Sub-contractors and Customers
Employee Induction and EMS Awareness
Traffic and Pedestrian Management
Neighbours
Landscaping & Visual Impact
Energy Management
Archaeology, Historical and Conservation
Office Environment
Site Security

WASTE MANAGEMENT
SOURCE Demolition activities Crushing Reuse Disposal
CONTROL MEASURES Utilisation of Site Waste Management Plan and Material Management Plan, use of mobile plant Part B for crushing
TOOLBOX TALKS Waste management Pollution control Pollution prevention guidelines – PPG6 e.g. Duty of care
KEY PERFORMANCE INDICATORS Consignment notes, transfer notes, carriers registration, disposal permits, duty of care and audits.
PERFORMANCE MONITORING Public Register checks on carriers, permits, licenses and exemptions. Producers Waste classification and EWC. Legal compliance with the duty of care regulations. K.P.I's
RELEVANT LEGISLATION Control of Pollution (Amendment) Act 1989 c.14 Environmental Protection Act 1990 Environmental Protection (Duty of Care) Regulations 1991 SI 2839 as amended Waste Management Licensing (Amendment) Regulations 1995 SI 288 Environment Act 1995 Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998 SI 605 Control of Pollution (oil storage) (England) Regulations 2001 SI 2954 Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003 SI 63 Clean Neighbourhoods and Environment Act 2005 List of Wastes (England) (Amendment) Regulations 2005 SI 1673 Waste Management (England and Wales) Regulations 2006 SI 937 Site Waste Management Plans Regulations 2008 SI 314 Hazardous Waste (England and Wales) (Amendment) Regulations 2009 SI 507 Waste Batteries and Accumulators Regulations 2009 SI 890 (Adobe PDF - 276KB) Animal By-Products (Amendment) Regulations 2009 SI 1119 Environmental Damage (Prevention and Remediation) Regulations 2009 SI 153 Waste Electrical and Electronic Equipment (Amendment) Regulations 2010 SI 1155 Environmental Permitting (England and Wales) Regulations 2010 SI 675 (Adobe PDF - 689KB) Environmental Permitting (England and Wales)(Amendment) Regulations 2010 SI 676

WATER DISCHARGES
SOURCES Surface Water quality and drainage Dust suppression, stockpiles of loose materials. Spread from accumulation of contaminated materials (including water). Impact from fuel or oil spills.
CONTROL MEASURES Discharge of surface water to drains will be passed through a silt trap or appropriately sized grills on drains, drain plugs and or Sand bag No discharges to controlled or surface waters will be allowed. All fuel storage will be bunded, use of spill kits and drip trays at all times. Staff trained in emergency response planning in the event of a fuel leak or spill.
KEY PERFORMANCE INDICATORS Visually monitor and record discharged water
PERFORMANCE MONITORING KPI
RELEVANT LEGISLATION Trade Effluent (Prescribed Processes and Substances) Regulations 1989 SI 1156 Trade Effluent (Prescribed Processes and Substances) (Amendment) Regulations 1990 SI 1629 Water Industry Act 1991 Water Resources Act 1991 Control of Pollution (Applications, Appeals and Registers) Regulations 1996 SI 2971 Groundwater Regulations 1998 SI 2746 Anti-Pollution Works Regulations 1999 SI 1006 Control of Pollution (Oil Storage) (England) Regulations 2001 SI 2954 Water Act 2003 Water Resources (Environmental Impact Assessment) (England and Wales) Regulations 2003 SI 164 Water Environment (Oil Storage) (Scotland) Regulations 2006 S SI 133 Water Resources Act 1991 (As amended) (England and Wales) Regulations 2009 SI 3104 Environmental Damage (Prevention and Remediation) Regulations 2009 SI 153 Environmental Permitting (England and Wales) Regulations 2010 SI 675

AIR QUALITY / EMMISSIONS Dust, Odours Ozone Depleting Substances
SOURCES Demolition works, Plant Movements. Wind, Excavation. Exhaust from plant and lorries. Air Conditioning Equipment, Gas Bottles & Refrigerants.
CONTROL MEASURES Base line Measuring and regular Monitoring. Minimise unnecessary handling of material. HGV's will be sheeted when carrying loose materials off site. Use water sprays during dry / windy weather. Keep site speed limits low to reduce airborne dust. Utile enclosed covering for dusty containers during loading and transportation. Fence areas at the perimeter or around dust sources as appropriate. Seed surfaces of any mounds that need to be left on site prior to use.
KEY PERFORMANCE INDICATORS Visually Monitor and Record
TOOLBOX TALKS Pollution control. Housekeeping.
PERFORMANCE MONITORING Check complaints and recorded levels Internal Audits K.P.I's
RELEVANT LEGISLATION GLA/ALG best practice guidance on ''the control of dust and emissions from construction and demolition sites'' Clean air act 1993 Climate Change Act 2008 Environmental Protection (Controls on Ozone– Depleting Substances) (Amendment) Regulations 2008 Fluorinated Greenhouse Gas Regulations 2009 EU Regulation on ozone depleting substances 1005/2009 Fluorinated Greenhouse Gas Regulations 2009 SI 261 Ozone-Depleting Substances (Qualifications) Regulations 2009 Road Vehicles (Construction and Use) (Amendment) (No.3) Regulations 2009 SI 2196

STORAGE AND HANDLING OF MATERIALS SPILLAGE MANAGEMENT
SOURCES Wastewater. Oils, Diesel, Chemicals. Skips.
CONTROL MEASURES Diesel to be stored in double bunded tanks. Store all other material in labelled containers and secure store area. Use of drip trays and spill kits at all times.
KEY PERFORMANCE INDICATORS Reported spillages
TOOLBOX TALKS Pollution control. PPG1, PPG2, PPG26, PPG6. PPG8 COSHH. LPG and other compressed gases.
PERFORMANCE MONITORING K.P.I's Incident response reports.
RELEVANT LEGISLATION Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 SI 1348 Control of Asbestos Regulations 2006 SI 2739 Control of Substances Hazardous to Health (Amendment) Regulations 2004 SI 3386 Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) Regulations 2000 SI 1043 Sulphur Content of Liquid Fuels (England and Wales) Regulations 2007 SI 79 EU regulation on classification, labelling and packaging of substances and mixtures 1272/2008 EU Regulation on ozone depleting substances 1005/2009 Waste Batteries and Accumulators Regulations 2009 SI 890 Fluorinated Greenhouse Gas Regulations 2009. Ozone Depleting Substances (Qualifications) Regulations 2009 Environmental Damage Regulations 2009

ECOSYSTEMS/Including Wildlife
SOURCES Mammals, Reptiles, Birds, Amphibians & their habitats. Noise and Vibration from demolition works
CONTROL MEASURES Avoidance of visually intrusive and noisy work during the bird overwintering period (October to March). Measures taken to ensure that line manager informed if any evidence of badgers near site. Protection of borrowdyke and drainage ditches will be incorporated within the mitigation measures undertaken in the surface water and contamination control. Clear method statements will be agreed with (1) and work supervised by suitably qualified personnel to ensure that the impacts are minimised. Specific measures could include the following. No use of explosives. Noisy and visually intrusive should be avoided during October to March to ensure there is no disturbance of over wintering birds. Prior to demolition and removal the buildings will be checked for the presence of bats by an appropriately qualified expert. Should any be found, consultation with Natural England would be undertaken to agree an appropriate mitigation plan. Toolbox talk on ecosystems- management and minimisation of disruption. Regular dust monitoring by area boundary.

Regular visual inspections. Consultation with ecologist via client. Use of Ecology Calendars to advise and remind employees of their responsibly.
KEY PERFORMANCE INDICATORS Lower dust deposits (through measuring) No use of explosive techniques as their use was excluded in the EIADR submission, and would constitute a change under Reg 13 Regular visual logging with picture evidence showing no disruption/pollution Compliance with mitigation measures
TOOLBOX TALKS Ecosystems Mammals, Reptiles, Birds, Amphibians & their habitats Pollution control – CITB GT700 No. 31.2 Pollution prevention guidelines – PPG 1, PPG2
PERFORMANCE MONITORING Induction Register Toolbox talk register Internal Audits
RELEVANT LEGISLATION Nuclear Reactors (Environmental Impact Assessment for Decommissioning) Regulations 1999 Wildlife and countryside Act 1981 (Amended 1985, 1991) Countryside and Rights of Way Act 2000 Environmental Protection Act Protection of Badgers Act 1992 Conservation (Natural Habitats) Regulation 1994 as amended 1997 Environment Act 1995 Wild Mammals (Protection) Act 1996 Hedgerow Regulations 1997 Town and Country Planning (Trees) Regulation 1999 Natural Environment & Rural Communities Act 2006 Conservation (Natural Habitats & c) Regulation 1994 Amended 2007 SI 1843

NOISE AND VIBRATION
SOURCES Plant, equipment & demolition Specific work activities
CONTROL MEASURES Base line monitoring prior to commencement of works. All demolition activities to be in accordance with good practice as described in British Standard BS5228 Noise and Vibration Control on Construction and Open Sites. This includes minimising unnecessary revving of engines, turning off machines when note in use, routine maintenance of machinery, The use of equipment fitted with effective silencers/insulation. Appointed site contact to record, action and investigate complaints. Noise generating activities to be restricted to daytime hours, any out of hours work will require prior agreement with the local authority. Noisy drops will require notification to local residents. Noise and vibration mitigation by distance and screening. Use of concrete crushers rather than pneumatic hammers. If piling is necessary jacked or bored piling techniques to be used in preference to pile driving.
TOOLBOX TALKS Control of noise Vibration Good neighbours
KEY PERFORMANCE INDICATORS Record Noise and Vibration monitoring
PERFORMANCE MONITORING Check noise levels against base line levels Internal Audits
RELEVANT LEGISLATION

Nuclear Reactors (Environmental Impact Assessment for Decommissioning) Regulations 1999
Environmental Protection Act 1990
Control of Noise (Codes of Practice for Construction and Open Sites) (England) Order 2002 SI 461
Noise Emission in the Environment by Equipment for Use Outdoors (Amendment) Regulations 2005 SI 3525
Road Vehicles (Construction and Use) (Amendment) Regulations 2010 SI 312
Statutory Nuisance (Appeals) (Amendment) (England) Regulations 2006 SI 771

SERVICE SUPPLIERS, SUB-CONTRACTORS AND CUSTOMERS
SOURCES Service Suppliers Sub-contractors Customers Temporary Accommodation
CONTROL MEASURES Induction including incident response plan. Use of approved suppliers and sub-contractors. The use of unlicensed sites for accommodation is prohibited by Erith Contractors Ltd.
KEY PERFORMANCE INDICATORS Induction register
TOOLBOX TALKS Buried services – CITB GT700 No. 28 Sub-contractors duties
PERFORMANCE MONITORING Induction Register Method Statement register Internal Audits
RELEVANT LEGISLATION The Construction (Design and Management) Regulations, 2007

EMPLOYEES INDUCTION AND EMS AWARENESS
SOURCE Contractor Employees Subcontractors Consultants Client Visitors
CONTROL MEASURES Induction & Toolbox register.
KEY PERFORMANCE INDICATORS Completion of registers.
TOOLBOX TALKS Significant Aspects. Incident Response Plan. Ecology
PERFORMANCE MONITORING Check Induction Register Toolbox talk Registers Incident response reports
RELEVANT LEGISLATION Nuclear Reactors (Environmental Impact Assessment for Decommissioning) Regulations 1999 The Health and Safety at Work act Act 1974 TCP (EIA) 99 and EIADR 99 The Construction (Design and Management) Regulations, 2007 Climate Change Act 2008 Environmental Damage Regulations 2009 Ozone Depleting Substances 2009, Fluorinated Greenhouse Gas Regulations 2009 Environmental damage 2009

TRAFFIC AND PEDESTRIAN MANAGEMENT
Lorries Cars Site Traffic Pedestrians/Public Visitors
CONTROL MEASURES Site set up, traffic and pedestrian routes where needed. Sheet all vehicles prior to leaving site to reduce dust emissions. Provision of recirculating wheel washing for vehicles leaving site. Employee awareness of public footpath and potential contact with the public. Use of transfer stations in close proximity to site to reduce mileage thereby saving on C02 emissions. Site staff to car share where practicable. Limit HGV movements to the EIADR consented amount
KEY PERFORMANCE INDICATORS Incidents reported
TOOLBOX TALKS Mobile plant – CITB GT700 No. 22.2 (covers the banking of vehicles). Site transport - CITB GT700 No. 22.3 (covers the banking of vehicles). Housekeeping
PERFORMANCE MONITORING K.P.I's Visual, Aural Inspections, Internal Audits
RELEVANT LEGISLATION TCP (EIA) 99 and EIADR 99 The Construction (Design and Management) Regulations, 2007 Environmental Damage Regulations 2009

NEIGHBOURS
SOURCES Magnox Activities
CONTROL MEASURES Client to inform all of ongoing works
KEY PERFORMANCE INDICATORS Complaints log
TOOL BOX TALKS Site manager to give talk on good neighbourliness
PERFORMANCE MONITORING Complaints Response
RELEVANT LEGISLATION Environmental Protection Act 1990, Part III. - Part III details the powers Local Authorities have over a range of statutory nuisances: noise or vibration from premises, machinery or equipment. Statutory Nuisance (Appeals) Regulations 1995. - Sets out grounds for appeals and describes the procedures to be used by those appealing against a nuisance abatement notice. Noise and Statutory Nuisance Act 1993 - Noises emitted from vehicles, machinery or equipment in a street and audible intruder alarms. GLA/ALG best practice guidance on the control of dust and emissions from construction and demolition sites TCP (EIA) 99 and EIADR 99

LANDSCAPING & VISUAL IMPACT
SOURCES Litter Stockpiles Excavations Offices Tree Protection Orders (TPO's)
CONTROL MEASURES Planting scheme to be implemented if required Fencing and Traffic Management Stockpile management Housekeeping to reduce visual impact Protection put in place around trees identified with TPO's
KEY PERFORMANCE INDICATORS Incidents reported
TOOLBOX TALKS Housekeeping
PERFORMANCE MONITORING K.P.I's Visual Inspections, internal audits
Relevant Legislation TCP (EIA) 99 and EIADR 99 The Construction (Design and Management) Regulations, 2007 Environmental Damage Regulations 2009

ENERGY MANAGEMENT
SOURCES Buildings Vehicles and machinery Offices
CONTROL MEASURES Induction including energy management plan Turning machines on when required Keep lights and electrical item turned off when not in use Use of approved suppliers and sub-contractors Minimising use of material on site
KEY PERFORMANCE INDICATORS Induction register
TOOLBOX TALKS Ozone Depleting Substances Low sulphur emissions
PERFORMANCE MONITORING Monitor emission levels Maintenance off vehicles and machinery Turn off machinery when not in use
RELEVANT LEGISLATION The Construction (Design and Management) Regulations, 2007 Building Regulations 2000 SI 2531 Energy Information & Energy Efficiency (Misc Amendment) Regulations' 2001 SI 3142 Energy Performance & Building Certificates (Certs & Inspections) (England & Wales) Regulations 2007 SI 991 Environmental Protection Act 1990, Control of Substances that deplete the ozone layer regulations 2002 Climate Change Act 2008, Ozone Depleting Substances (Qualifications) Regulations 2009, Fluorinated Greenhouse Gas Regulations 2009

OFFICE ENVIRONMENT
SOURCES Waste Energy
CONTROL MEASURES House keeping
KEY PERFORMANCE INDICATORS Visual monitoring
TOOL BOX TALKS CITB GT700 16 Welfare arrangements

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

ARCHAEOLOGY AND CULTURAL HERITAGE
SOURCES Excavation
CONTROL MEASURES Access to site to be made available to archaeologists if required.
KEY PERFORMANCE INDICATORS Monitor through the Archaeological, Historical and conservation Areas section of the Significant Aspects Key performance Monitoring Checklist.
TOOLBOX TALKS None
RELEVANT LEGISLATION Planning (listed building and conversation areas) Act 1990. A listed building consent is required to demolish a listed building, or to alter or extend it in a manner affecting its architectural or historic interest.

SITE SECURITY
SOURCES Unauthorised persons on site.
CONTROL MEASURES Ensure secure compound and regular monitoring.
KEY PERFORMANCE INDICATORS Security incidents
TOOLBOX TALKS Security on site – CITB GT700 No. 39 Emergency Response Plan for security
PERFORMANCE MONITORING Monitor security incidents
RELEVANT LEGISLATION The Health and Safety at Work act Act 1974 The Construction (Design and Management) Regulations, 2007

APPENDIX C

SITE RULES, INDUCTION AND REGISTER

SITE INDUCTION FORM

Site Rules

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

All persons working on site should be familiar with:

- The Company Health & Safety Policy.
- Allocation of safety responsibilities on site.
- Site specific rules.
- Safe systems of work and specific hazards allied to the work as identified in the risk assessment for the works to be carried out.
- General Hazards in and around the site.

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

- Hard hat, Gloves, Glasses, Safety Boots, Hi -Vis Vest or coat.

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

- Eye Protection of appropriate impact resistance, Flame Retardant Coveralls, Face masks with appropriate filter, Ear Defenders, Wet weather clothing.
- Each item of PPE must be obtained from the store man and signed for. The individual is responsible for looking after his equipment should it become soiled or damaged it should be returned to the store man and a new item will be issued. The wearing of masks will be advised by the site manager and all personnel to be briefed in the use and care of the masks.

Site Specifics

- The site is **non-smoking**. Smoking will only be permitted within designated areas.
- There is to be **no eating or drinking** on site except in the welfare area.
- All visitors/personnel to sign in the register.
- No lone working is permitted on the site at any time.
- Meal break times are: 09.30-10.00 a.m. & 1.00-1.30 p.m. Subject to stagger or review.
- Personnel to keep to the pedestrian routes when walking to and from the work faces and avoid walking on the haul routes.
- Any persons under the influence of drugs or alcohol will be asked to leave the site and disciplinary action will be taken.
- There is a possibility of contracting Weil's disease on this site. All persons will be issued with a card to be presented to your doctor in the event of flu like symptoms developing. This disease can **kill** if not treated in time. You have been warned.
- The first aid post is the site office; the first Aiders are Gary Burman & Gary Bixby.
- Fire and Emergency procedure (including location and use of fire extinguishers). **CALL 999.**
- Procedure for reporting accidents, injuries and near misses.

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

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

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

Emergency Contact Details

Name: Contact Number:

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

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

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

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

Site Rules

The following details the rules and standards that relate to all Erith employees, contractors and visitors while at work. It is everyone's responsibility to obey these rules and to act in a safe manner whilst at work.
Deliberate contravention of these rules shall be considered a breach of an employee's contract of employment, or a breach of contract from that employee's employer.
It should also be borne in mind that contravention of the Health and Safety Legislation is a criminal offence and that individuals risk prosecution by the Health and Safety Executive.

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

Disciplinary procedure

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

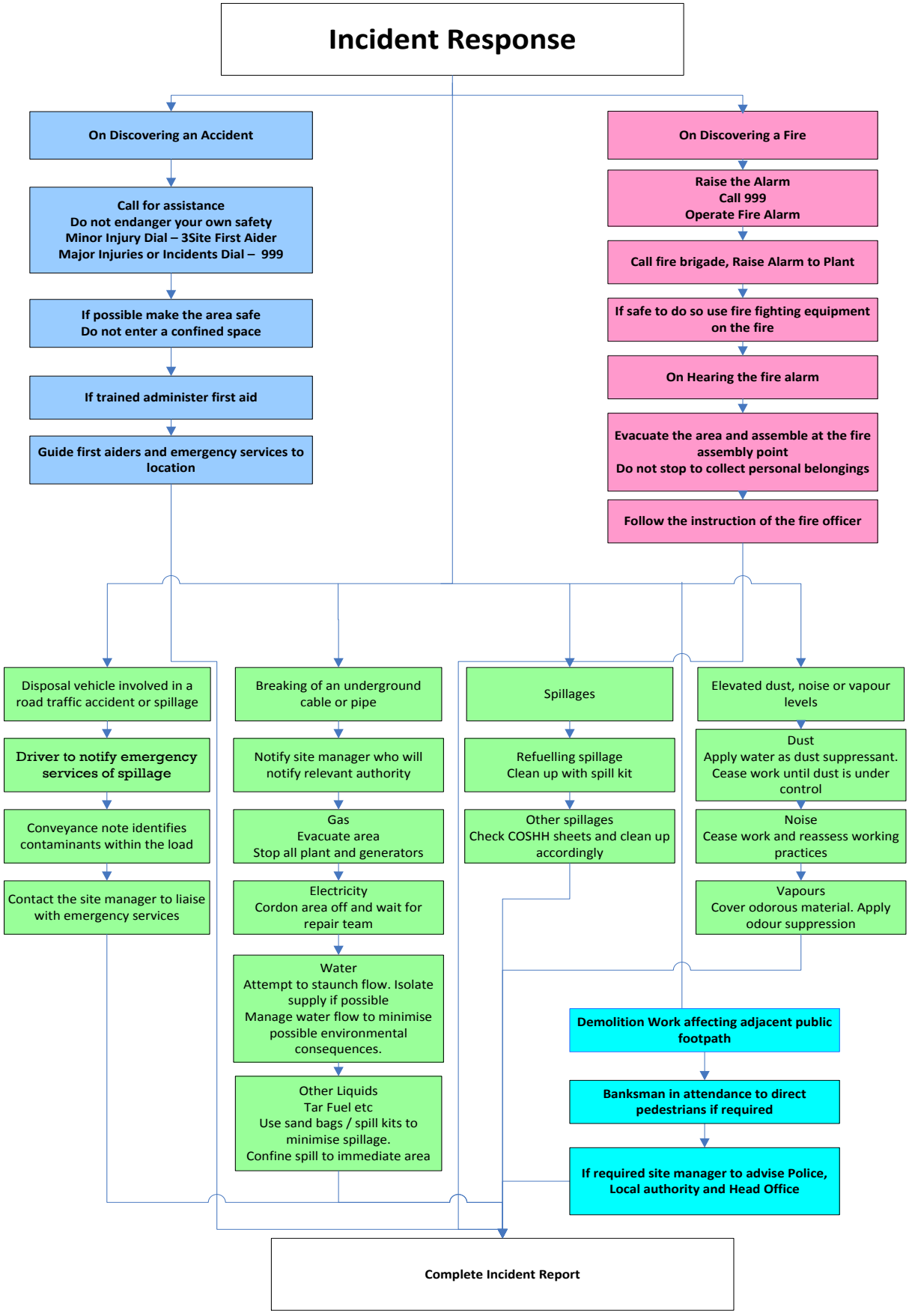
- ➢ Wilfully breaching the safety rules or Safety Policy.
- ➢ Removing any guard or protective device without permission.
- ➢ Operating any machine, plant or equipment without authority.
- ➢ Misusing items provided for first aid.
- ➢ Recklessly interfering with or misusing anything provided in the interest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

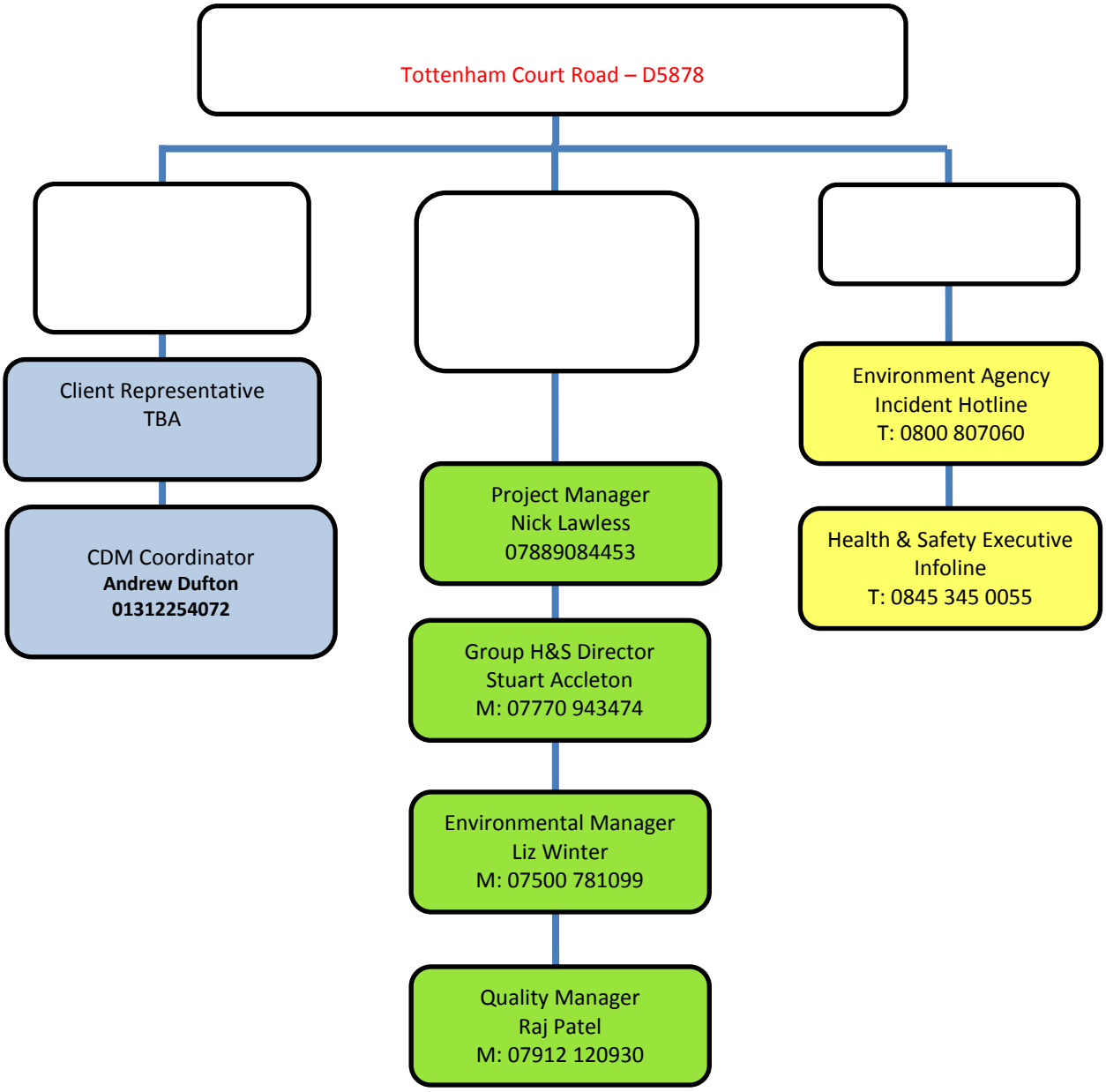
SITE INDUCTION ATTENDANCE REGISTER{ XE "TOOLBOX TALK ATTENDANCE FORM" **}**

NAME	SIGNATURE	DATE OF INDUCTION	INDUCTED BY

APPENDIX D

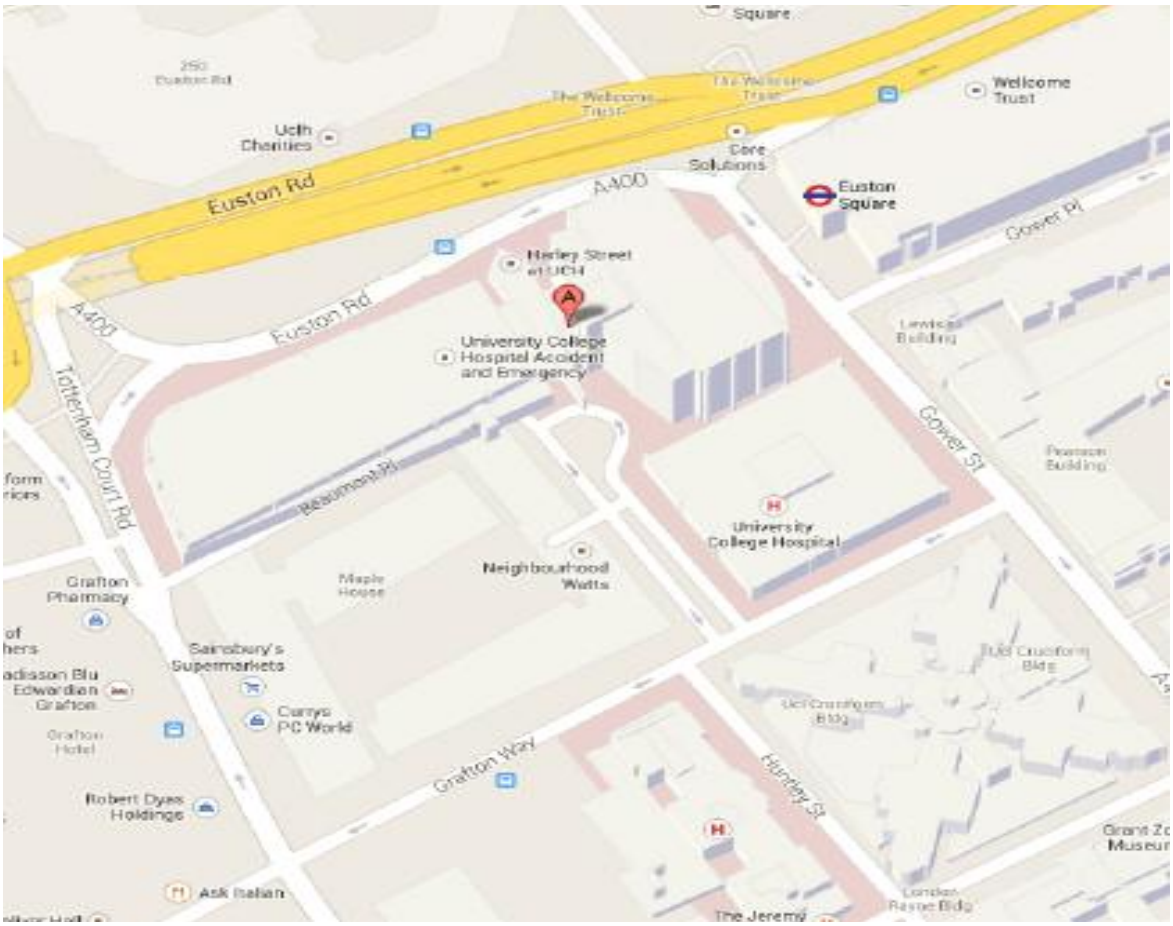
EMERGENCY RESPONSE PLAN


Incident Response
On Discovering an Accident
Call for assistance
Do not endanger your own safety
Minor Injury Dial – 3Site First Aider
Major Injuries or Incidents Dial – 999
If possible make the area safe
Do not enter a confined space
If trained administer first aid
Guide first aiders and emergency services to location
On Discovering a Fire
Raise the Alarm
Call 999
Operate Fire Alarm
Call fire brigade, Raise Alarm to Plant
If safe to do so use fire fighting equipment on the fire
On Hearing the fire alarm
Evacuate the area and assemble at the fire assembly point
Do not stop to collect personal belongings
Follow the instruction of the fire officer
Disposal vehicle involved in a road traffic accident or spillage
Driver to notify emergency services of spillage
Conveyance note identifies contaminants within the load
Contact the site manager to liaise with emergency services
Breaking of an underground cable or pipe
Notify site manager who will notify relevant authority
Gas
Evacuate area
Stop all plant and generators
Electricity
Cordon area off and wait for repair team
Water
Attempt to staunch flow. Isolate supply if possible
Manage water flow to minimise possible environmental consequences.
Other Liquids
Tar Fuel etc
Use sand bags / spill kits to minimise spillage.
Confine spill to immediate area
Spillages
Refuelling spillage
Clean up with spill kit
Other spillages
Check COSHH sheets and clean up accordingly
Elevated dust, noise or vapour levels
Dust
Apply water as dust suppressant.
Cease work until dust is under control
Noise
Cease work and reassess working practices
Vapours
Cover odorous material. Apply odour suppression
Demolition Work affecting adjacent public footpath
Banksman in attendance to direct pedestrians if required
If required site manager to advise Police, Local authority and Head Office
Complete Incident Report


Tottenham Court Road – D5878
Client Representative
TBA
CDM Coordinator
Andrew Dufton
01312254072
Project Manager
Nick Lawless
07889084453
Group H&S Director
Stuart Accleton
M: 07770 943474
Environmental Manager
Liz Winter
M: 07500 781099
Quality Manager
Raj Patel
M: 07912 120930
Environment Agency
Incident Hotline
T: 0800 807060
Health & Safety Executive
Infoline
T: 0845 345 0055

FIRST AIDER & LOCATION OF NEAREST A&E DEPARTMENT

FIRST AIDER ON SITE – NICK LAWLESS MOB-07889084453



LOCAL A & E DEPARTMENT –

UNIVERSITY COLLEGE HOPSITAL
235 EUSTON ROAD
LONDON
NW1 2BU

FIRE RISK ASSESSMENT FOR CONSTRUCTION SITES

(For compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Construction (Design and Management) Regulations 2007)

Contractor Responsible for Fire Safety: Erith Contractors Ltd	**Date:** 21/08/2013
Site Address: 62-63 Tottenham Court Road and 1-7 Goodge Street London W1	**Contact Name on Site:** NICK LAWLESS **Tel:** 07889084453
Nature of Construction Site: Asbestos Removal, Soft Strip Demolition, façade retention and ground works	**Use of Remainder of Site:** Purpose of Contract works only

Details of Temporary Buildings / Accommodation on Site:
Office accommodation 61 TCR

Are there any occupied workplaces within the confines of the site? Yes / ~~No~~

- **Details / Locations:**

EAT located ground floor 63 Tottenham Court Road

- **Client Name / Responsible Person: TBA**
- **Tel:**
- **Is a copy of their workplace fire risk assessment available? ~~Yes~~ / No**

No. of floors in building (if applicable): **N/A**	**No. of staircases available as exit routes from the building (if applicable):** Ground floor	**No. of Final Exits:** **Not known at this stage**

Maximum number of construction site personnel at risk: **10**	**Maximum number of others at risk (e.g. client employees):** 20 estimate

Action Required	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Indicate by ✓									

Assessor TO BE DEVELOPED	Position	Review Date

Figure 1

APPENDIX E

COSHH ASSESSMENT REGISTER

COSHH Assessments	Revision Date	Assessment No
Ultra low Sulphur Diesel	22/03/10	001
Engine oil	22/03/10	002
Rockwool	22/03/10	003
Multi Spray Adhesive	22/03/10	004
Unleaded Petrol	22/03/10	005
Cement	22/03/10	006
Universal Antifreeze	22/03/10	007
Concrete Dust	22/03/10	008
White Spirit	22/03/10	009
Detergent	22/03/10	010
Brick/Block Dusts	22/03/10	011
Leptospirosis (Weil's Disease)	22/03/10	012
Bleach	22/03/10	013
Pine Disinfectant	22/03/10	014
Butane	22/03/10	015
Propane	22/03/10	016
Recycling Demo Aggregates	22/03/10	017
Plasterboard	22/03/10	018
Building Plasters	22/03/10	019
Hydraulic Oil	22/03/10	020
Hot Cutting Galvanised Steel	22/03/10	021
Psittacocis (Ornithosis)	22/03/10	022
Hydrazine Hydrate (residual)	NA	023
Hydrogen Gas (residual)	NA	024
Beryllium	NA	025

APPENDIX F

DSEAR ASSESSMENT REGISTER

OPERATION / PROCESS / SUBSTANCE	LOCATION	RECORD NUMBER	DATE
LPG	Site	01	04-05-10
Fuel Oils	Site	02	04-05-10
Methane	Specific areas on site	03	04-05-10
Fuel Delivery	Site	04	04-05-10

APPENDIX G

Pre-job Briefing Sheet

DATE:	**TIME: 07.30am**
SUPERVISOR:	
OPERATIVES:	

TASK IDENTIFICATION AND LOCATION:

SCOPE OF THE WORKS

SAFETY ISSUES DISCUSSED

- Exclusion zone, work in progress
- Transit routes to and from works zone.
- Work at height & use of tower scaffolds / podiums
- Working with hand tools
- PPE requirements for the days planned works
- Potential for un-recorded asbestos finds and steps to take in this scenario
- Safety of observers during works
- Scope of works and materials to be soft stripped
- Weather conditions on site
- No deviation from scope of works,
- POWSA to be carried out before work commences
- Post job brief session to be held at 17.30
- Safety of observers during works
- Removal of material
- What to do if something goes wrong
- Parallel work activities & other contractors planned works
- Does everyone understand their role in today's works?
- Erith's expected results and your role in this
- Questions

ERITH WORK PERMITS REQUIRED

-

ADDITIONAL CONTROL MEASURES REQUIRED

- Task specific PPE – gloves and glasses
- Task specific PPE – P3 masks
- Task specific RPE – air flow hoods for any hot work requirements

Daily Task Briefing Sheet Register

DOCUMENTS REQUIRED

Safe System of Work Number(s):

Briefing given by:

Name	Position	Signature

By signing below, I confirm that I have received and understood the briefing for this task.

Name	Signature	Date	Time

APPENDIX H

POST JOB BRIEFING

Post-job Briefing Sheet

DATE:	**TIME: 17.30 PM**
SUPERVISOR:	
OPERATIVES:	

TASK IDENTIFICATION AND LOCATION:

SCOPE OF THE WORKS

PROGRESS

OBSERVATIONS & SUGGESTIONS FROM OPERATIVES

ADDITIONAL COMMENTS FROM ERITH MANAGMENT

Daily Post Task Briefing Sheet Register

Briefing given by:

Name	Position	Signature

By signing below, I confirm that I have received and understood the briefing for this task.

Name	Signature	Date	Time

APPENDIX J

Outline Method Statement

For

Demolition and Enabling Works

To

Soft Strip of 62 Tottenham Court Road, Demolition of 63 Tottenham Court Road, 1-3 and 5-7 Goodge Street and the Façade retention of 1-3 Goodge Street

Contents

Contract Document	Andy Fifield	Paul Nurton

Document Control Sheet: Tender Document	
Project No./Name:	Tottenham Court Road
Document Reference:	TCR/OMS/AF/00
Document Issue Date:	18th June 2013

1.0 Introduction

2.0 Scope of Works

3.0 Site Logistics

4.0 Methodology

5.0 Temporary Works

6.0 Risks and Controls

7.0 Plant and Materials

8.0 Hazardous Materials and Substances

9.0 Training and Certification

10.0 Security

11.0 Interaction with the Community

Appendix A. Temporary Works Design Statement

Appendix B. Demolition Time Line Drawings

1.0 Introduction

This Outline Method Statement describes how Erith intend to undertake the asbestos removal, soft strip, demolition, enabling works to 63 Tottenham Court Road and 1-7 Goodge Street and part façade retention 1-3 Goodge Street and the soft strip of 62 Tottenham Court Road from 1st floor up.
The site is bounded by Tottenham Court Road to the East and Goodge Street to the North. All work shall be carried out in accordance with BS6187 – code of practice for Demolition Works, Erith Contractors IMS procedures and CDM Regulations 2007, and the guide for contractors working in Camden and the Camden Code of Conduct.
.

The principal risks involved on this project are:

- The type of structures to be demolished and key elements
- Condition of structural members and the contribution of floors, roofs, walls, etc to the overall stability of the buildings.
- The presence of fragile roofing materials
- The need for temporary works
- Location of existing services
- Remaining health hazards (pigeon faeces, lead paints, PCB`s)
- Access and egress from site
- Working adjacent to busy London thoroughfares
- Local residents and businesses
- Asbestos
- Uncontrolled collapse
- Noise
- Dust
- Vibration
- Fire

We will demonstrate in this document how we intend to mitigate these risks to provide a safe environment in which we can efficiently deliver this project on programme.

Statutory Notifications and Consents, AIP, Section 80, Section 61 etc.

2.0 Scope of Works

Removal of:

- Asbestos from all the buildings
- Services Isolation
- Building Fabric
- Floor coverings and finishes
- Wall coverings, wall structure and finishes
- Linings: including secondary support metalwork and timber studs.
- Suspended Ceilings: including support grids and fixings into structure.
- WC`s
- Joinery
- M&E Services

Demolition of:

- 62-63 Tottenham Court Road
- 1-3 and 5-7 Goodge Street
- Internal walls, floors, staircases etc. to all buildings as specified
- 62 Tottenham Court Road is to be soft stripped only

Temporary Works:

- Installation of temporary works as specified by Bridges Pound or similar approved and any other temporary works required by Swanton Consulting including façade retention to 1-3 Goodge Street and temporary supports necessary to the adjoining properties, and basement walls.

Groundworks:

- Kentledge to façade retention steel work
- Underpinning
- Break up and removal of basement slab
- Installation of mini piles and ground beam
- Installation of drainage
- Construction of basement slab
- Construction of basement walls

3.0 Site Logistics

Access and Egress

Vehicular access will be via a new cross over in Goodge Street outside 5-7. Vehicles parked in this cross over and the adjacent lay by will be loaded from the gantry erected in Goodge Street. Demolition materials from 63 TCR will be brought down inside the building, taken along the gantry and loaded onto the vehicle from the gantry. Soft strip from 62 TCR will be taken down to first floor level where a hole will be cut in the wall between 62 and 63 and walked to the gantry for disposal as previously described (See logistics drawing below).
Pedestrian access will be from the site accommodation located in 61 TCR via the existing stair case in 62 TCR to the first floor and via the opening to the rest of the site.

All vehicle movements will be controlled by vehicle marshals, in particular on entering and leaving the site via the loading area in Goodge Street

- All vehicles shall use vehicle routes highlighted in the following sketches
- All works to take place behind barriers/hoardings to ensure separation from the public
- All demolition operatives shall use the established site pedestrian routes.
- All people entering and leaving the site will be required to log in and out.
- Exclusion zones will be erected with controlled access/ egress to the soft strip zone.
- No access to site before 8am or after 6pm Monday to Friday and before 8am and after 1pm on Saturday.
- Vehicles will not be allowed to queue on the highway.

Fire Plan

- A temporary fire alarm system and fire plan will be installed in the buildings prior to any works commencing.

Site Accommodation

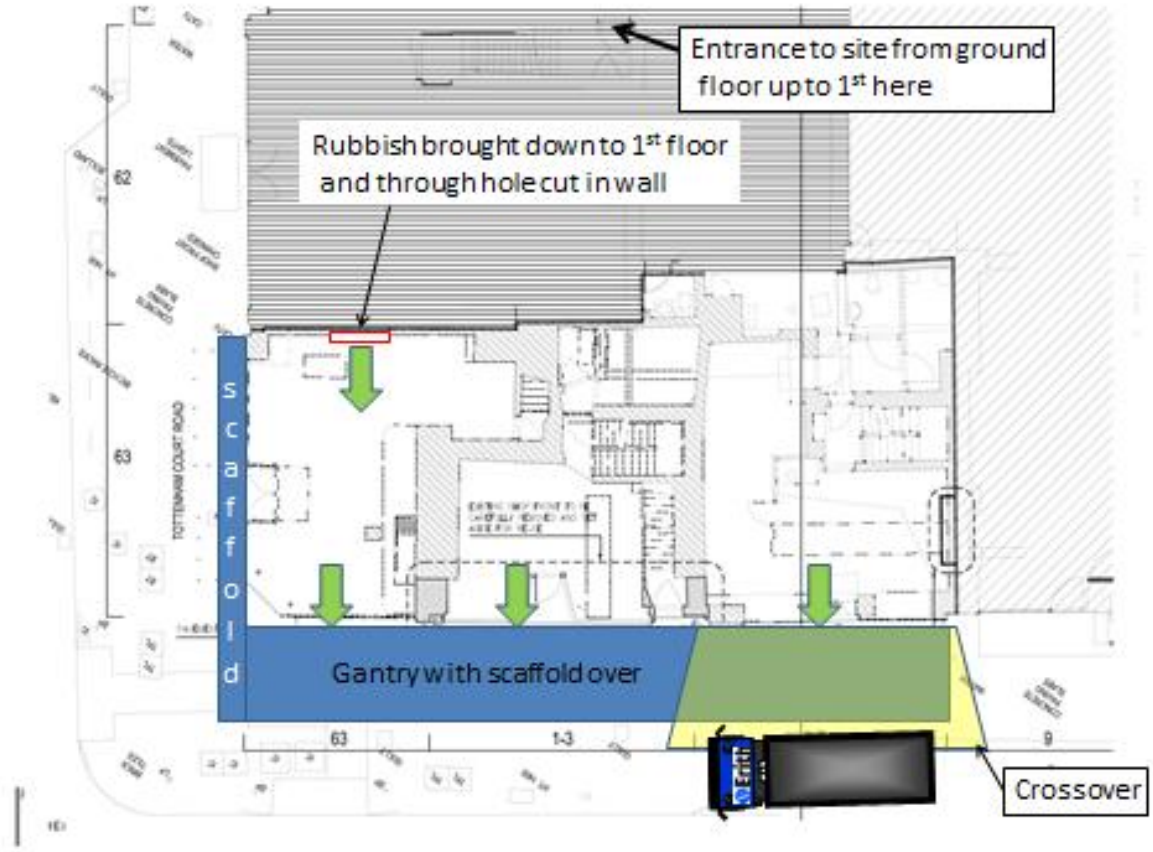
- Erith will use the site accommodation and welfare in 61 TCR

Site Logistics and Waste Management

As the building is in the process of being soft stripped and demolished, all arisings generated from the works will be separated into their specific waste groups and will be vertically transferred to first floor level where they will be loaded onto the gantry taken to the awaiting lorry and transported to a licensed waste processing facility.
A Waste Disposal Log will be generated by Erith as an active document. This will be updated on a weekly basis and issued to the client.

All vehicle movements for the duration of the project will be controlled by a dedicated banksmen and will only be able to use the routes highlighted in a traffic management plan agreed once on site.

Typical Loading Gantry



Site Logistics Plan

4.0 Methodology

Protection

The existing shop front in 1-3 Goodge Street will remain in place throughout the works and will be protected by timber framing before any other works commence on site. Details of the protection will be agreed with the Architects and Camden Conservation Officers.

Asbestos

Prior to soft strip and demolition works commencing Demolition and Refurbishment Surveys to the areas available will be carried out and all asbestos will be removed by a specialist contractor and the waste taken to a licenced facility. Air test certification will be provided by the asbestos removal contractor prior to follow on works commencing.

Scaffolding

- Scaffolding shown on sketch in Site Logistics above
- Scaffold will be erected to all external elevations
- A scaffold gantry allowing pedestrian access below will be erected on the Goodge Street elevation
- Scaffolding to the facade will we erected simultaneously with the façade retention steel work.
- All scaffold will be enclosed by fire resistant Monarflex

Soft Strip

- All soft strip work shall be carried out in accordance with BS6187 – code of practice for demolition works & Erith Contractors IMS procedures.
- All soft strip work shall be planned and managed by Erith demolition project & site managers and engineers.
- All temporary 110v services will be installed by an Erith specialist contractor.
- Temporary 110v Transformers and festoon lighting will be established within each building prior to soft strip works commencing
- A Fire and Emergency plan will be in place before works commence. This will be issued as a separate document.
- If additional ACM's are discovered during the soft strip process, works will cease immediately and the Site Management informed. If required, a licenced Asbestos remover will come to site and remove any ACM's, with a waste transfer note issued to Erith.

The soft strip works will include removal of suspended ceilings, fixtures and fittings, non-load bearing partition walls, doors, door furniture skirting's and sanitary ware. All soft strip will be removed back to the structure of the building.
For high level works, e.g. ceiling removal, operatives will use alloy towers and podium steps. Operatives erecting these access platforms will have PASMA training.

Soft strip materials will be segregated then carried manually or in portable waste bins across floors to the loading areas ready for removal. During the soft strip works, we intend to utilise the existing lifts to transfer all soft strip materials to the loading area within the central courtyard. Once the soft strip has been completed, the lifts will be terminated and removed. All materials will be segregated, stock piled (if required) and mechanically loaded into separate roll on/off bins for their waste stream in the loading area.

All waste from the site will be controlled by the Site Waste Management Plan, with all materials given the correct duty of care and waste transfer notes on collection. All materials generated from the site will be recycled wherever possible.

Fixtures and Fittings:

Any loose fixtures and fittings, if of suitable size, will be removed from the building whole, taken to the loading area. Larger elements will be dismantled/downsized using small hand tools at the work face and reduced into manageable sized sections.

False Ceilings:

False ceilings are to be removed by the operatives using hand held tools when required and suitable access towers. Ceiling debris will then be bundled together and be transported to the loading area.

Doors, Door Frames & Skirting:

Door frames and skirting's will be removed by operatives using pinch bars and suitable hammers. The items will be gradually prized from their place of fixing, any obtrusions and nails are to be removed or hammered over with all resultant materials then being transported to the loading area.

Doors will be removed by operatives stripping off the door furniture, prizing the door from its hinges, again utilising pinch bars and hammers and mattocks. Doors will then be either downsized for ease to the drop zone to be transferred to the loading area.

Partition Walls:

Stud partitioning is to be removed by the operatives using suitable hand held tools, namely pinch bars, picks and hammers. The wall structure is to be dismantled by removing the coverings using the hammers and pinch bars. Once exposed, the

remaining stud work is to be prized free and de-nailed or have nails hammered over. Resultant arisings are to be transported to the loading area.

Sanitary Ware:

All sanitary ware, toilets/sinks etc. are to be removed, with the water supply to all toilet facilities capped prior to works commencing. Using hand tools, toilets will be broken from their fixing and lifted out whole then carried by two persons if required to the loading area.

All manual handling controls will be adopted during the work and the use of mechanical lifting aids will be used if necessary. Excavators will mechanically load wagons with waste materials.

Opening Up Works

During our soft strip activities, we will carry out investigation works on the structure as required in the tender documents openings at locations advised by the client's professional team. These opening up works will be carried out mini excavators with hydraulic breaker attachments or by hand held demolition tools.

HAV's will be monitored daily when using the reciprocating saw, as per the Manufactures Guidance Manual for exposure times. In no situation should an operative exceed their exposure times. A HAVs register will be maintained to demonstrate that exposure limits have not been exceeded.

Where necessary, services will be cut out using cut off grinders or oxygen and propane burning equipment. All hot works will be carried out in accordance with a hot works permit issued by Erith Contractors. Oxygen will be in a bank and propane will be on a trolley, with COSHH Assessments attached. Any excess bottles will be kept in locked cages, with COSHH Assessments attached.

Demolition

Vibration monitoring equipment will be installed prior to works commencing.

Background noise and dust readings will be taken before the works start and regularly monitored

Background and Emergency lighting will be installed along all main access routes inside the building by the principal contractor. 110v supply cables will be run up stairwells to each of the floor levels and will be securely fixed in place so that no trip hazards are created. Main 110v transformer boxes will be located on each floor landing with supplementary cables and junction boxes running to the work areas as required.

All signage will be readdressed prior to commencing works so there will be no conflicting information, this will be itemised on the daily briefings and is an item on the weekly safety tour sheets which will monitor the documentation.

A Fire Emergency Plan will be put in place detailing designated fire escape routes and muster points for all the buildings to be demolished.

All buildings will be demolished by hand and the arisings bagged and walked to the gantry and loaded into Lorries

Scaffold to the building will be erected and the façade retention in place prior to the main demolition works commencing to each building.

The Demolition Sequence

- A man safe anchor line will be installed secured to the perimeter scaffolding at roof level for operatives to clip on their restraint harnesses and lanyards
- A scaffold hand rail will be erected around the roof perimeter
- Access towers will be erected on the roof of 61 and 63 TCR to enable the reduction in height of the chimneys to number 62 TCR
- The building will be demolished by demolition operatives using hand tools, the existing roof will be accessed via the external scaffold and the roof covering will be stripped off using mattocks and scrapers. Any existing roof access ladders will be removed by reciprocating saw and a barrier placed round the roof access aperture. The materials will be passed down through this hole to the floor level below and from there taken to the lower levels by hand and loaded away to the gantry as before
- Demolition operatives wearing harnesses clipped onto the man safe line and standing on Youngman's boards placed at 90 degrees to the roof joist

will lift the roof covering with mattocks. They will break through the ceiling below and pass the timbers through the roof onto the floor below from whence they will be transferred by hand to the first floor and through the building as described above.

- The operatives will move backwards across the roof removing the roof boarding until all materials are removed.
- Operatives will then access the underside of the roof by aluminium towers erected by PASMA trained operatives and tagged and using reciprocating saws and mattocks will remove the remaining ceiling covering and cut and lower the roof joists for removal as before.
- When the roof has been removed the operatives standing on the scaffold inside the internal hand rail and wearing harnesses and lanyards clipped on to the scaffold will, break down the brick work into manageable pieces on to the floor below, using hand held TE1000 110v breakers, from there it will loaded into rubbish bags for disposal. The time spent by the operatives working on the tools will be monitored by the supervisor controlling the works to ensure that exposure is minimised and recorded so that it complies with the HAVS regulations
- Any internal brick walls will be removed by using hand held TE1000 kangos and chipping hammers breakers but will be accessed from aluminium towers.
- Any internal stud walls will be removed by using mattocks, reciprocating saws and the like will be accessed from aluminium towers.
- The arisings will be removed by loading into barrows and taken to the drop zone regularly to prevent any build-up of load.
- When the external brick work has been reduced to the floor level the existing timber floor will be removed by operatives clipped on to a man safe line and standing on Youngman's boards as described in the works to the roof covering above.
- Timbers will be passed down the scaffold and stacked in the rear loading area
- When the floor covering has been removed the ceiling finish and floor joists below will be removed all as described in the roof covering above.
- The process will then be repeated down to and including ground floor level

The existing basement walls will be retained by a temporary propping scheme.

Underpinning works will be carried out in the basement and the area will be pile probed, a piling mat will be laid and mini piles and ground beams installed.

The external cladding will be carefully removed and concrete casings to the steel columns removed and the columns strengthened as specified.

Groundworks

Kentledge to façade retention steel work

- This will be constructed at basement level within the barrel vaults and the external leg will be cast at pavement level

Break up and removal of basement slab

- Using a mini excavator with a breaker attachment, a CSCS/CITB competent and trained machine operator will break out the ground floor slab; the arisings will be removed by Bobcat to a conveyor belt which will lift the materials from the basement to first floor level where they will be loaded onto a lorry waiting in the Goodge Street loading area.

Underpinning

- Concrete will be placed by boom type concrete pump
- In order to protect the exposed sides of the excavation under the existing retained footings, trench sheets will be horizontally driven along the sides of the excavation after every layer of soil is removed. Acrows or timber bracing will then be installed across the excavation to prevent sides collapsing. Shutter ply with timber waling & props will be used to shore the far wall of the pin, and all shuttering will be formed by a trained and competent shuttering carpenter. Use of small tools and a 110v skill saw will be used to perform these tasks. These will serve to prevent collapse of excavation sides until concrete is ready to be poured. All propping will be removed as the concrete is poured and cured.
- Due to the depth of the excavations, it will be necessary for operatives to closely monitor any water levels arising in the base of the excavation although from the bore test the water table is below the planned depth of the pins and foundations. A small electric pump will be at hand to ensure that any water is subsequently removed from the excavation maintaining a safe area to work within.
- The mini excavator will continue to remove soil until the excavation has reached the required depth.
- Experienced operatives will then form the front portion of shuttering for the front of the concrete foundation.
- Steel reinforcement and cages will be installed as required
- Concrete to the required mix will be poured into the pin
- Once the concrete pour has reached the maximum height possible, the remaining area under the retained footings will be cleaned free of dirt, soil and loose materials

and tightly dry packed with a sharp sand and cement dry pack mix with Conbex 100 (or similar) non-shrinking additive.

Installation of mini piles and ground beam

- Concrete will be placed by boom type concrete pump
- A piling mat will be installed levelled and compacted prior to the delivery of the piling rig
- The piling rig will be lifted into the basement by mobile crane during a weekend road closure
- An exclusion zone will be established around the rig and no other trades will work in the vicinity of the exclusion zone
- The pile locations will be set out by the piling engineer and checked by Erith's site engineer
- The piles will be drilled down to the required level and the spoil removed, the piles will then be reinforced and concreted
- After 3-4 days the piles will be cut down and ground beams formed as designed
- Piles will be tested as required
- On completion of the works the piling rig will be lifted from site

Installation of drainage

- The drainage hardware will be delivered to site and lifted into the basement by hiab ready for the installation
- The site engineer will survey the existing invert levels of the drains prior to installation of the new equipment, then set out line and level for all new drainage items
- Where drainage is required beneath the existing slab the slab will be cut with a petrol saw, the rest of the slab will then be broken out with an excavator or by hand
- Trench or manhole excavation will be carried out by a combination of machine and hand digging
- Any excavations that require edge protection will be protected prior to any drain layers entering the trench
- Pipes and fittings will be jointed together with a mechanical fitting
- Any pipes and fittings constructed beneath slabs will be supported on brackets anchored to the concrete below
- Concrete manholes will be cast in-situ using appropriate timber formwork
- Pipes and chambers will be backfilled below slab with concrete ensuring not to distort any drainage equipment during backfill operations
- Testing will be carried out prior to casting any drainage into concrete slabs or prior to back fill operations

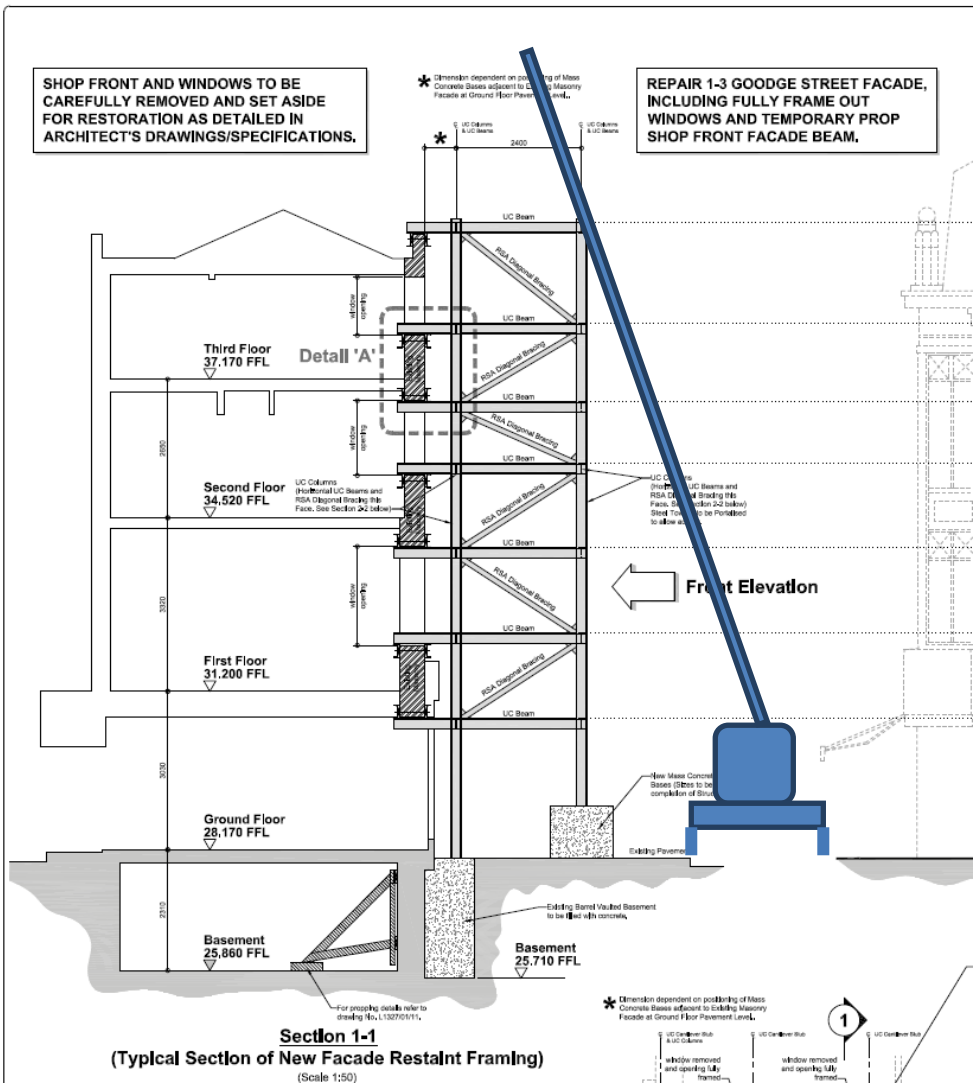
Construction of basement slab

- Concrete will be placed by boom type concrete pump

- On completion of the piling the piling mat will be removed and the sub base under the basement slab will be installed
- The vertical surfaces separated from the adjoining structures as designed, water proof membrane installed and the slab cast 1 metre deep with allowances for any necessary water bar etc.
- On completion of the basement slab kickers will be installed, reinforcing placed into position, formwork constructed and reinforced concrete basement walls cast

5.0 Temporary Works

Installation of Façade Retention Scheme



Position of crane is indicative
Lift will be during weekend road closure

Bridges Pound have developed a steel façade retention scheme which sits outside the face of the building.
The system is founded on concrete kentledge located at street and basement level. The façade is then sandwiched between steel and timber walers fixed each side of the facade and tied back to the steel structure.
The steel frame will be lifted into place by a mobile crane located in Goodge Street, the façade scaffold will be raised at the same time to provide a working platform.
The retention system will be constructed one elevation at a time.

The works will be inspected by Swanton as they progress and the whole system will be finally inspected, signed off by Swanton Consulting our temporary works engineer and a Permit to Load issued before any works on the demolition to this building commences.

Temporary propping and kentledge will be erected within the basement as required to retain the basement walls.

Swanton Consulting our temporary works engineers will design any necessary works to retain the structure to the adjacent buildings prior to the demolition works commencing.

6.0 Risks and Controls

The principal risks involved on this project are:

- The type of structures to be demolished and key elements
- Condition of structural members and the contribution of floors, roofs, walls, etc to the overall stability of the buildings.
- The presence of fragile roofing materials
- The need for temporary works
- Location of existing services
- Remaining health hazards (pigeon faeces, lead paints, PCB`s)
- Access and egress from site
- Working adjacent to busy London thoroughfares
- Local residents and businesses
- Asbestos
- Uncontrolled collapse

- Noise
- Dust
- Vibration
- Fire

The control of these risks is covered in this outline methodology.

7.0 Plant and Materials.

- 3 Mini Excavators with muncher, breaker and bucket attachments
- 1 Bobcat
- Mobile crane
- Oxy Propane Burning plant, cage and trolley.
- Oxygen and Propane gas cylinders
- Scaffolding
- Hand tools
- Electric Breakers
- Reciprocating saws
- 110v transformers, lighting and cables
- Alloy Towers
- Podium Steps

8.0 Hazardous Materials and Substances.

- Asbestos
- Diesel
- Engine Oil

- Concrete
- Hydraulic Oil

9.0 Training and Certification.

- All demolition and waste removal operatives will have suitable training and associated certification.
- Plant operators will hold CPCS/CITB certification.
- All operatives to attend an ERITH induction prior commencement of work on site.
- All operatives will receive a security pass during the induction.
- All operatives to attend a method statement briefing prior to commencement of works.
- All plant to be inspected and recorded as per PUWER.
- All Lifting Equipment to inspected and recorded as per LOLER.

10.0 Security.

- Erith will have a dedicated security guard on site 10 hours a day.

11.0 Interaction with the Community.

Due to the project's location within Central London we consider it of the upmost importance to foster good relations with the surrounding businesses and residents. We intend to do this by;

- Liaising with local resident / business group representatives.
- Publishing regular newsletters, in conjunction with our client *Goodge Street (Tottenham Court Road) LLP* and LB Camden Environmental Health Department, giving information on the progress of the works, future planned activities and notice of any likely disruption to roads and pedestrian access.
- Erith will register the project with the Considerate Constructors Scheme, and make all personnel working on site fully aware of its recommendations for behaviour.

- Erith will make a particular point to meet with the management of the local businesses to explain the nature of the works and agree times of vehicle movements to suit their businesses.

- Operating hours and breaking times will be strictly observed in accordance with the section 61 notice agreements with London Borough of Camden. This will be on a “2 hour on 2 hour off” basis or other hours agreed with the neighbours.

- It is anticipated that there will be 3 20yd (15m$^{3)}$ lorry movements in and out of the site, on average, over each working day over the 22 week contract period.

Environmental Control

- Boundary static dust monitoring at strategic locations at corners of the site
- Background monitoring prior to works commencement and weekly thereafter
- Live dust monitoring weekly at the site boundary
- Downloads taken each week and graphs issued to client
- Noise monitoring on weekly basis with base levels established prior to commencement of the works.
- Vibration monitoring on a weekly basis with base levels established prior to commencement of the works.

Results will be continually reviewed and should elevated levels occur works will cease whilst consultations are undertaken with relevant parties and if necessary alternative methods will be considered.

APPENDIX K

Programme of Works