

Appendix F – CLOCS Standards for Construction Logistics – managing work related road risk

Appendix G – Consultation Records, Code of Conduct & Terms of Reference

REGENT'S PARK ESTATE HS2 REPLACEMENT HOMES WORKING GROUP MEETING

Dick Collins Hall Redhill Street, NW1 4DJ 18 November 2015

AGENDA

Item	Time
1. Introductions	6.30 – 6.40
2. Minutes from the last meeting	6.40 - 7.00
3. Comments on the proposed terms of reference and code of conduct	7.00 – 7.15
4. Update on the RPE replacement housing programme	7.15 – 7.30
5. Lovell presentation of Construction Management Plan	7.30 -7.45
6. Meet the contractor event	7.45 – 7.55
7. AOB	7.55 – 8.00

HS2 Replacement Homes Working Group

Minutes of Meeting

Date: 6 October 2015	Time: 6.30pm to 8.00pm	Venue: Surma Centre
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Present	Address / Organisation	Role
Lilian Brett (LB)	Rydal Water	Resident
Steve Cristofi (SC)	Varndell Street	Resident
Pat McNicholas (PM)	Robert Street	Resident / Chair RPE TRA
Frances Mevia (FM)	Rydal Water	Resident
Antony Stone (AS)	Netley School Representative	Resident
Martin Swain (MS)	Rydal Water	Resident
Enyd Williams (EW)	Troutbeck	Resident
Antonietta Winton (AW)	Coniston	Resident
Julian Coutts (JC)	LBC	Community Intervention Manager
Lucy Gick (LG)	LBC	Regeneration Team Leader
Ayesha Malik (AM)	LBC	Senior Development Manager
Warren Myles (WM)	LBC	Development Manager
Burak Cetindag (BC)	LBC	Consultation and Engagement Officer
Andy Collyer (AC)	Lovell	Regional Development Manager
Nilufa Begum (NB)	Lovell	Resident Liaison Officer
Apologies		
Cllr Heather Johnson	LBC	Regent's Park Ward
Cllr Nadia Shah	LBC	Regent's Park Ward
Cllr Ali Nasim	LBC	Regent's Park Ward
Sharon Rodney	LBC	Housing Ward Manager
Lucy Gbadebo	LBC	Estate Services Manager
Shabbir Kawsar	LBC	Housing Officer

1. INTRODUCTIONS

Each member introduced themselves and apologies were noted.

2. PURPOSE OF THE WORKING GROUP MEETING

Item No.	Member	Comments	Action	Status
2.1	LG	Explained that the purpose of the Working Group is to keep residents and other stakeholders up-to-date about the construction of the replacement housing, and to enable residents to raise any issues about the works. One purpose of the first meeting was to introduce the contractor Lovell who would explain the current and proposed activities.		

2.2	MS	Asked if those present will receive minutes of the meeting. LG confirmed that minutes will be available.	BC to distribute minutes	
2.3	LG	Advised that papers from the meeting will be distributed to Group members and some of the documents, such as the planning boards displayed, will be added to the website.	BC to make available papers from meeting	

3. UPDATE ON THE REPLACEMENT HOUSING PROGRAMME

Item No.	Member	Comments	Action	Status
3.1	LG	Explained that on 3 September 2015 the Council's Development Control Committee resolved to grant planning permission for the construction of 116 homes on the Regent's Park Estate to replace those to be lost as a result of the High Speed Two (HS2) scheme. LG advised that enabling works are due to commence shortly and complete in January 2016.		

4. LOVELL INTRODUCTION TO THE CONSTRUCTION MANAGEMENT PLAN (CMP)

Item No.	Member	Comments	Action	Status
4.1	AC	Explained that enabling works will commence shortly on six sites within three areas which make up Phase I of the replacement housing scheme. Each area will have its own management team. The work will include site set up, hoarding, demolition of the former Cape of Good Hope public house, pruning and tree removal and site clearance.	BC to distribute draft CMP prior to next meeting	Completed
4.2	AC, LG	Advised that the Group will be involved in monitoring the Construction Management Plan (CMP) and will be invited to provide feedback.	comments on CMP made by Working Group members will be recorded	On-going
4.3	FM	Said that HS2 work at the weekends and at night, and asked Lovell to confirm their proposed working hours. AC stated Lovell will work Monday to Friday 8am to 6pm. They are also allowed to work on Saturday from 8am to 1pm but Saturday working would only take place if absolutely necessary and they would		

		update residents through project newsletters. They will not be working on Sundays or bank holidays.		
4.4	SC	<p>Asked if Lovell will be constructing all the blocks at the same time.</p> <p>AC confirmed they will be constructing six sites at the same time with Dick Collins and the Victory to following as a later stage. There is a programme for each block which is being updated and will be circulated.</p>	AC to provide further details on programme	In progress
Pest Control and Bins				
4.5	EW, PM, SC	<p>Highlighted the mice/rat problem at the edge of Mount Pleasant site and asked if Lovell had any measures during demolition for mice/rat infestation. Concerns were raised about overflowing bins and bin collection.</p> <p>AC confirmed this is part of their Health & Safety requirements. Lovell will deal with any pest infestation within the confines of their development sites.</p> <p>PM requested action to be taken to reduce the existing mice/rat problem before the construction works start.</p>	BC to raise with relevant LBC officers regarding pest control and bin collection	To be monitored
Security Concerns				
4.6	FM, JC, PM, SC, MS	<p>Members of the group raised concern about security e.g. people potentially pretending to be Lovell workers. Concerns also raised about bogus callers and the need to protect elderly and vulnerable residents.</p> <p>AC stated every Lovell worker will be wearing a hi-vis jacket with a Lovell badge, and the emergency telephone number will be made available. Contractors should not need access to the neighbouring blocks but, if this does happen, Lovell's Resident Liaison Officer will inform residents in advance.</p> <p>JC advised that if someone from the Council visits a resident without an appointment they should ring Camden switchboard on (020) 7974 4444 for confirmation.</p> <p>PM stated a police officer is to attend the next TRA meeting to explain and help about these kind of situations. Suggested every resident should be more involved in the TRA meetings.</p>	<p>NB to provide Lovell contact details as well as Council switch board number</p> <p>JC to provide text for any communications on distraction</p>	To be monitored

		It was requested that Lovell include an emergency out of hours number on their leaflets	Lovell	
Lovell Working Practices				
4.7	MS, SC, JC, LB	<p>Group members asked Lovell to explain working practices, including noise from radios, site lighting, deliveries, parking, pavement closures etc.</p> <p>AC confirmed no radios are allowed at any time. If lorries arrive earlier than 8.00am they are asked to switch off their engines whilst waiting. AC will be confirming the development site areas including the hoarding lines.</p>	Lovell to provide factsheet on working practices	To be monitored
Consultation and Mitigation (including HS2 scheme)				
4.8	MS, SC	<p>MS stated the Council has not answered his questions about mitigation or compensation for noise and disturbance. He asked if there is any mitigation measures such as secondary glazing for those residents in close proximity to the replacement housing works.</p> <p>LG confirmed any impacts from the replacement housing project will be mitigated at source through good working practices outlined in the Construction Management Plan and agreed with the Working Group. She advised the duration of HS2 works are significantly longer than Camden's two year replacement housing programme.</p>		
4.9	MS	<p>Contested there has been no consultation with the residents of Rydal Water, that none of the four group members from Rydal Water present were aware of any previous consultation. MS had only received a letter on 2 June 2015 about the planning application. He had written to the Leader of the Council, Cllr Hayward, but felt the reply had not addressed all his concerns.</p> <p>LG advised she will look into the response from Cllr Hayward.</p> <p>LG stated the Council has been consulting regularly and consistently for over two years, including events and online consultations that have been promoted widely with posters, fliers, the Camden magazine, email, twitter and door-knocking exercises at Rydal Water,. A 28-day consultation period was also undertaken as part of the planning</p>	LG	In progress

		application. PM advised that there has been various meetings for the last four years, that people are not interested and that the only people interested in meetings have been residents from Silverdale, Eskdale and Ainsdale but she thought more literature should have been translated in different languages.		
Height and Location of Buildings				
4.10	MS, SC	Asked for the exact height of the new building at Rydal Water and for an accurate image of it.	AM to provide height of new building at Rydal Water site	In progress

5. PROPOSED TERMS OF REFERENCE AND CODE OF CONDUCT

Item No.	Member	Discussion Points	Action	Status
5.1	BC	Introduced Terms of Reference for the working group which sets out the scope of the working group including suggested membership breakdown. LG asked if anyone is aware of any other residents living in blocks next to the works sites who might want to join	All invited to provide comments to BC ahead of next meeting	On-going
5.2	PM	Advised that HS2 Working Group is different Also she stated there is another Working Group for Amptill Square concerning HS2 construction issues.		
5.3	MS	Stated more consultation is needed for Rydal Water as he thought very few residents knew about the proposals.	BC to engage with Rydal Water residents	On-going
5.4	SC	Concerned that facing 20 years of disruption and so might not live long enough to enjoy the benefits of the new development.		

6. MEET THE CONTRACTOR EVENT

Item No.	Member	Discussion Points	Action	Status
6.1	NB	Explained the purpose of the event and the proposed activities Lovell will be undertaking.		
6.2	LG	Stated the event will be open to all the residents and stakeholders.		

7. CODE OF CONDUCT

Item No.	Member	Discussion Points	Action	Status
7.1	BC, LG	<p>Draft paper tabled at meeting which outlined the roles and responsibilities of the working group. Meetings will be held every four weeks, but this is subject to review. Meeting papers to be emailed and posted as stated in the Terms of Reference.</p> <p>All agreed Tuesday 3 or Wednesday 4 November 2015 as potential dates of the next meeting.</p> <p>Members will be informed of the agreed date and time in due course.</p>	<p>All invited to provide comments to BC ahead of next meeting</p> <p>No objections to meetings being held Tuesday or Wednesday</p> <p>BC to notify date and time of next meeting</p>	On-going

8. AOB

Item No.	Member	Discussion Points	Action	Status
8.1	SC, PM	Asked that AP3 petitioning posters to be written in plain, straight forward way. PM queried whether the new tenant hall on Robert Street will have internet connection. LG confirmed that could be accommodated in the detailed spec which will be completed in consultation with the TRA.	BC to pass on comment to Comms team	Completed
8.2	LG	Stated further consultation will be carried out for Rydal Water and other adjacent blocks to the constructions sites.	BC	In progress

Date and time of next meeting : Wednesday, 18 November 2015 6:30pm – 8:00pm

Venue of next Meeting: Dick Collins Hall (Regents Park Estate Residents Association Hall) Redhill Street, London, NW1 4DJ

HS2 REPLACEMENT HOUSING WORKING GROUP TERMS OF REFERENCE

1. The name of the group is HS2 Replacement Housing working group

2. Aims or purpose of the group is to:

- To represent and reflect the views and concerns (based upon experience) of local stakeholders, including residents, business owners and service providers.
- Working Group will be one of the ways that we keep residents across the estate up to date and for you to communicate any issues which arise as a result of the works. The Working Group will also be involved in monitoring the Construction Management Plan and will be consulted with on the Allocations Policy when we reach those phases of the project. The timeline below outlines the milestones achieved and expected:
 - **June 2015:** Exhibition
An exhibition of completed designs submitted by Camden Council for planning permission at the end of May 2015
 - **Summer 2015:** Planning Permission
Planning permission for 116 new homes was resolved to be granted by Camden Council Development Control Committee on 3 September 2015.
 - **October 2015:** First Working Group Meeting
 - **Autumn 2015:** Construction Begins
We will begin to construct the replacement homes. Once the Contractor is appointed a 'Meet the Contractor' event will be arranged and they will also plan for ways to minimise the impact of noise and construction on residents
 - **During 2016:**
We will consult with residents in the Red Blocks [Silverdale, Eskdale, and Ainsdale] to help them prepare for moving, including helping all residents to register on Home Connections
 - **End of 2016:** Royal Assent
The HS2 Hybrid Bill is expected to be passed by parliament at the end of 2016
 - **Summer 2017:** Completion
The Replacement Homes Residents in the Red Blocks to be demolished will begin to move into Netley and the new Regent's Park Estate Replacement Housing homes

- **Early 2018:** Demolition of Red Blocks
HS2 Ltd. expect to demolish Silverdale, Eskdale and Ainsdale blocks and also the identified street properties on Cobourg Street and Melton Street
- To work in partnership with Camden and its officers to ensure that local aspirations are fully understood/developed and balanced against the requirements from Camden as a landlord.
- To identify and undertake appropriate training to ensure that the role and effectiveness of the group can be fulfilled satisfactorily.
- To give advice to council officers on consultations which have taken place and make suggestions on how they could be improved.

3. Terms of Reference

Group members will:

- Attend meetings, training events and visits as necessary to ensure that the tasks are fulfilled
- Be kept up to date in a timely manner of all relevant and pertinent information relating to the regeneration plans and proposals
- Make suggestions and comments on reports to the chair .Recommendations/ suggestions should be made by Group consensus. And if required vote can be taken
- Advise and assist the London Borough of Camden on stakeholders' views regarding the services and standards
- Have access to all relevant information
- Be involved in the selection of specialist and consultants who will be working on the estate as part of the regeneration work
- The membership breakdown is to be discussed at the first meeting. The organisations should nominate their own members. For practical and fairness reasons It is hoped that this will consist of:

Ward Councillors

Key representatives of Regent's Park Estate resident community groups

Representatives of elderly and youth community groups in the local area.

External stakeholders

Equalities

The Group will value equality and diversity in all aspects of its role and responsibilities. This also means that the group will aim to reflect the local community; that training and communication will be tailored to ensure that “hard to reach” groups are not excluded. The group will work towards the elimination of discrimination against anyone on the basis of: race, colour, ethnicity, age, disability, national origins, sexual orientation, faith, gender, marital status, or income.

Membership

The Working Group will be comprised of resident representatives from the Regent’s Park Estate, Ward Councillors and any other relevant stakeholders that may be required. The representatives of voluntary organisations and interested residents were invited to participate. Camden Council officers include the HS2 Project Team, Communications, officers from Housing Management and community Safety.

Members should be aware of the considerable personal and time commitment they are undertaking when forming/ joining this group.

Facilitator/Chair

The group may wish to have a facilitator or a Chair for meetings and this is open for the group to decide. The chair will be elected by the working group members. The Development Manager will be responsible for agreeing the agenda, associated paper work, notes of meetings, and action points to be followed up etc.

Meetings

Group meetings will be planned to suit the needs of the maximum number of members but can be held during normal office hours. Meetings will aim to be less than 2 hours. The working group meetings will be held every 4 weeks as stated in the code of conduct.

Record of Meetings

A record of the group meetings will be made in the form of minutes/notes showing discussions and required actions. This can be done by either a member of the group or the Consultation and Engagement officer. Where possible, minutes/notes should be sent as soon as practicable after each group meeting. Where possible, agendas and reports should be sent out 7 days in advance of meetings. Group members will be expected to have read paperwork prior to the meeting.

Support and Training

A training programme will be identified to support members and to enable full participation. Group members will be expected to attend training and commit to an ongoing programme, as the regeneration progresses.

REGENT'S PARK ESTATE - REPLACEMENT HOUSING WORKING GROUP

CODE OF CONDUCT

1. Conduct of meetings.

Group members should at all times:-

- a) Be courteous to each other by being supportive and assisting other members in seeking the best possible solution to problems being discussed
- b) Allow each other the opportunity to speak and comment
- c) Follow the guidance of the Chair/Facilitator in the conduct of the meeting
- d) Follow the agenda and do not introduce new items during a meeting as these can be covered in the agenda under any other business
- e) Prepare for the meeting event by reading all the papers in advance and bringing them to the meeting
- f) Officers, consultants, advisers and residents will avoid jargon or initials a new member might not recognise, if used, then a full explanation shall be given.
- g) Remember: -
 - Members are there to represent the interests of stakeholders on the estate/area.
 - Members will be nominated by their own organisations.
 - Members are expected to provide two way feedback to and from the Working Group and Regents Park Estate community
 - Meetings are meant to be for the benefit all participants
 - *Stakeholders including Council staff have rights , members are reminded to work together in the spirit of partnership*
- h) Refrain from speaking and writing on behalf of the group without obtaining prior approval.
- i) Any correspondence sent on behalf of the panel should be made available to all members in a timely fashion
- j) Observe the terms of reference

2. Guidance on procedures

- a) The Chair/Facilitator should welcome members and others to the meeting and offer introductions to all present at each meeting
- b) Speakers to go through the Chair/Facilitator and keep their speaking to the subject matter being discussed
- c) Only one person to speak at a time and there shall be no speaking across other members
- d) Meetings must start on time and members must abide by the agenda
- e) Late arrivals can enter the room quietly but must not disrupt the meeting when it is in progress
- f) Mobile phones and other devices must be switched off during the meeting

- g) The use of all recording and filming devices is strictly prohibited at all meeting and events
- h) If the Chair /Facilitator feels at any time feelings in the room are becoming heated/tense/angry he/she is entitled to call a time out cooling off break of five or ten minutes to allow a cooling off period.

3. Discrimination

- a) No member will discriminate against any other member of the group (or against officers) or member of the public.
- b) Discriminatory language will not be used in discussions.
- c) All those who attend meetings have the right to be treated with dignity and respect, regardless of their race, colour, ethnic or national origins, nationality, gender, marital status, age, sexuality, belief, or any other matter which causes people to be treated with injustice.

4. Conflicts of interest

Officers, consultants and Individual members:

- a) Disclose any interest, whether personal or relating to any group they represent, that could affect or influence their approach to matters under discussion
- b) Must not expect to receive more or less favorable treatment by Officers because of their membership of the group
- c) Must use the normal procedures for reporting repairs, complaints etc.

5. Confidentiality

- Information made available to group members in the course of their duties deemed confidential shall not be disclosed.
- Information and publicity about the replacement housing scheme takes place in the form of newsletters, drop ins, events etc. and the Working Group encourages as much information being available to residents. .

6. Political affiliation

- Individual members may not represent a political party in their role as a member of the group.

|

7. Breach of Code of Conduct

- If a group member does not abide by the Code of Conduct, the Chair /Facilitator will warn that if they break the code again they may be asked to leave the meeting/session
- The Chair/Facilitator may give the person two further warnings (a maximum of three warnings in any one meeting and/or three consecutive meetings)
- After that, the group may at the next meeting include a motion to exclude the person for a period of time

Any serious or persistent breach of the Code of Conduct shall be subject that member being removed from the group

8. Period for the Working Group

- We will need the Working Group to meet regularly throughout the period of construction
- It is proposed to meet every 4 - 6 weeks initially, to be agreed.
- The terms and conditions, including the frequency of the meetings will be reviewed after six months to ensure they reflect the work and role of the group.

Additional consultative sessions will be established to discuss community aspects of the scheme including youth provision, future management of the site with membership, duration and format determined as appropriate.

In my capacity as a Regent's Park Estate Working Group Member I have read and understood and hereby agree to abide by the Code of Conduct

Name

Contact Details

Signed

Dated

LOVELL

MEET THE CONTRACTORS 1ST DECEMBER

This is an opportunity for you to be able to meet the Lovell's team together with the Engagement Office and Development Manager from Camden Council. At this meeting you will have the opportunity to ask questions about the designs & the construction work on your estate, as well as a chance for your suggestions to be heard.



Lovell are working in Partnership with Camden Council to provide homes regeneration along the proposed HS2

Working in Partnership With



To be held on the
1st December from
12:00 - 20:00

This is your
opportunity to meet
Lovell's Team, to
preview and
comment on
designs

Have your questions
answered

Your Consultation &
Engagement Officer
& Development
Manager will be
present from
Camden Council

SURMA CENTRE
1 Robert Street
NW1 3JU

info@bwa-surma.org.uk

1st December 2015

Appendix H – Site Logistics Plans

Regents Park Estate

Rydal Water Open Space Site

Logistics Plan Statement

- There will be a tower crane
- There will be car park suspension in Robert Street
- The site entrance is in Robert Street and will use an existing cross-over
- There will be unloading both within the site and from Robert Street using the Tower Crane
- There are trees to protect and retain

Regents Park Estate

Robert Street Car Park Site

Logistics Plan Statement

- There will be a tower crane
- The site entrance is in Robert Street and will use an existing cross-over
- There will be unloading to the west of the site with deliveries pulling off of Robert Street
- There are trees to protect and retain
- There is a section of footpath to close to the east of the site















All dimensions to be verified on site by Main Contractor before the start of any shop drawings or work whatsoever either on their own behalf or that of sub-contractors.

Report any discrepancies to the Contract Administrator at once.

This drawing is to be read with all relevant Architect's and Engineer's drawings and other relevant information.

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LEGEND: DO NOT SCALE

-  Line of site boundary
-  Line of site hoarding
-  Presumed extent of landscaping works
-  Highlights trees to be retained
-  Line of scaffolding
-  Location of tower crane
-  Area indicates footprint of proposed building
-  Site storage
-  SAT/WELFARE Satellite welfare facilities
-  WELFARE Welfare facilities
-  Location of silo
-  Area of pavement to be suspended
-  Proposed unloading and delivery area
-  Parking bays to be suspended

Rev:	Date:	Description:	Amended in line with 21.12.15 Lovell comments. Drawing number amended.	RB	JR
Chk:	Apr:				

Scale @ A3:	Issuing Office:	Project Number:
1 : 250	London	84923

Status:	Purpose of Issue:
S2	For Information

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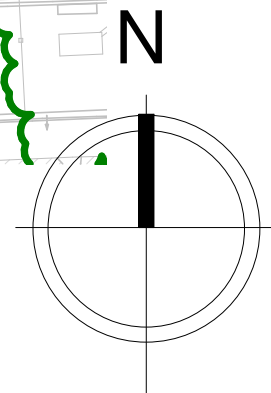
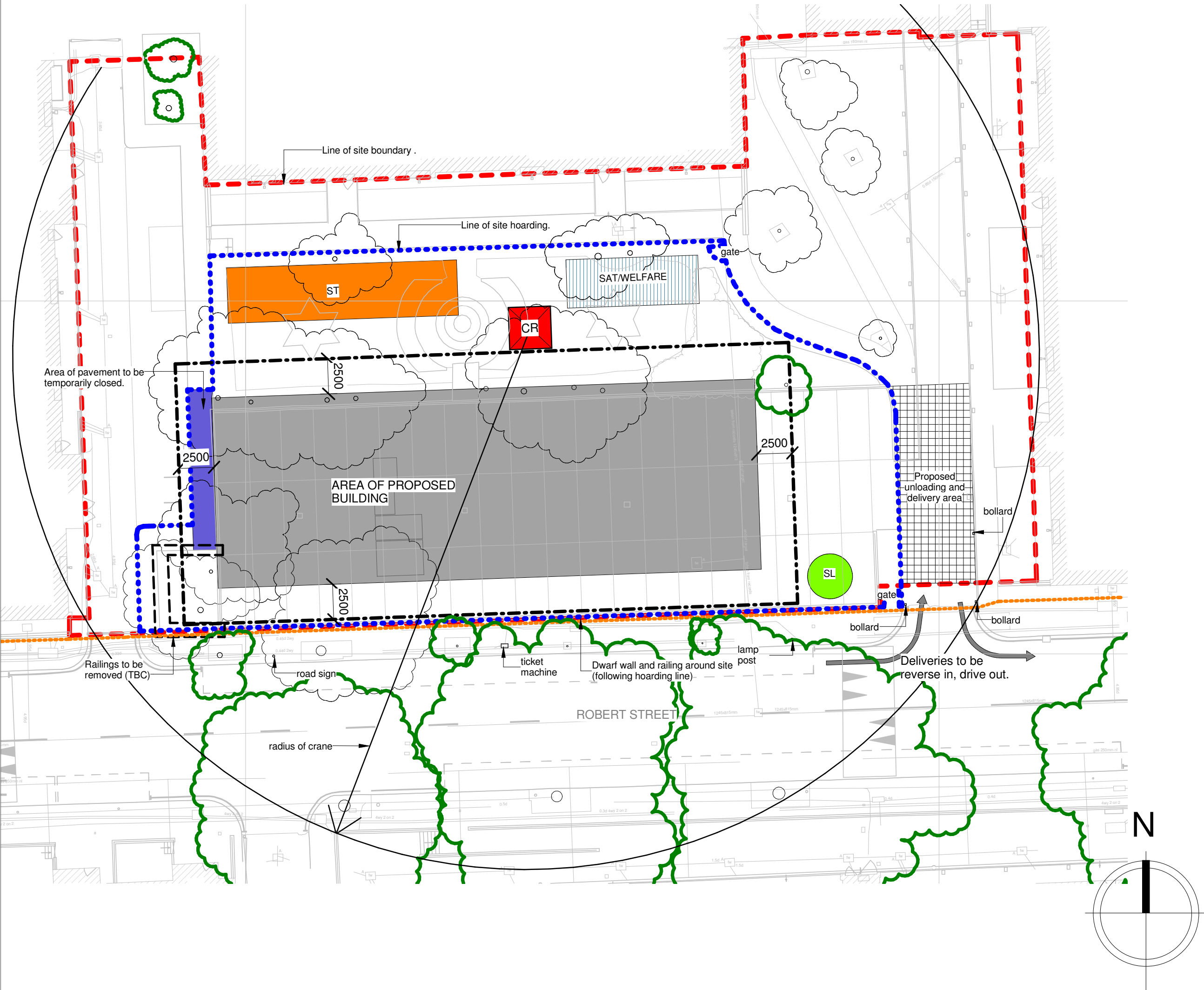
London
 1 Alie Street
 London E1 8DE
 T: 020 7680 4400
 www.ingletonwood.co.uk

Project:
 Regents Park Estate
 Plot 1 - Robert Street Car Park

Drawing Title:
 Site Constraints Plan

Client:
 Lovell Partnership Ltd.

File Ref:	Revision:
ROBS - IW - XX - ZZ - DR - A - 10.0.01	A



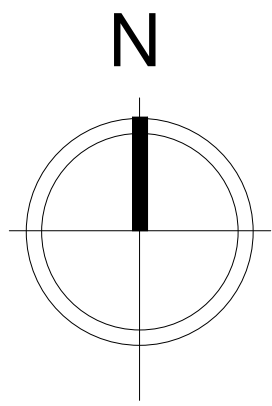
Regents Park Estate

Newlands Site

Logistics Plan Statement

- There will be a tower crane
- There will be car park suspension in Varndell Street
- The site entrance is in Varndell Street and a temporary cross over will need to be formed
- There will be unloading within the site only
- There are trees to protect and retain

All dimensions to be verified on site by Main Contractor before the start of any shop drawings or work whatsoever either on their own behalf or that of sub-contractors.
 Report any discrepancies to the Contract Administrator at once.
 This drawing is to be read with all relevant Architect's and Engineer's drawings and other relevant information.
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LEGEND: DO NOT SCALE

	Line of site boundary
	Line of site hoarding
	Presumed extent of landscaping works
	Highlights trees to be retained
	Line of scaffolding
	Location of tower crane
	Area indicates footprint of proposed building
	Site storage
	Satellite welfare facilities
	Welfare facilities
	Location of silo
	Area of pavement to be suspended
	Proposed unloading and delivery area
	Parking bays to be suspended

A	22.12.15	Amended in line with 21.12.15 Lovell comments	RB	JR
Rev:	Date:	Description:	Chk:	Apr:
Scale @ A3:		Issuing Office:	Project Number:	
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Status:	Purpose of Issue:			
S2	For Information			

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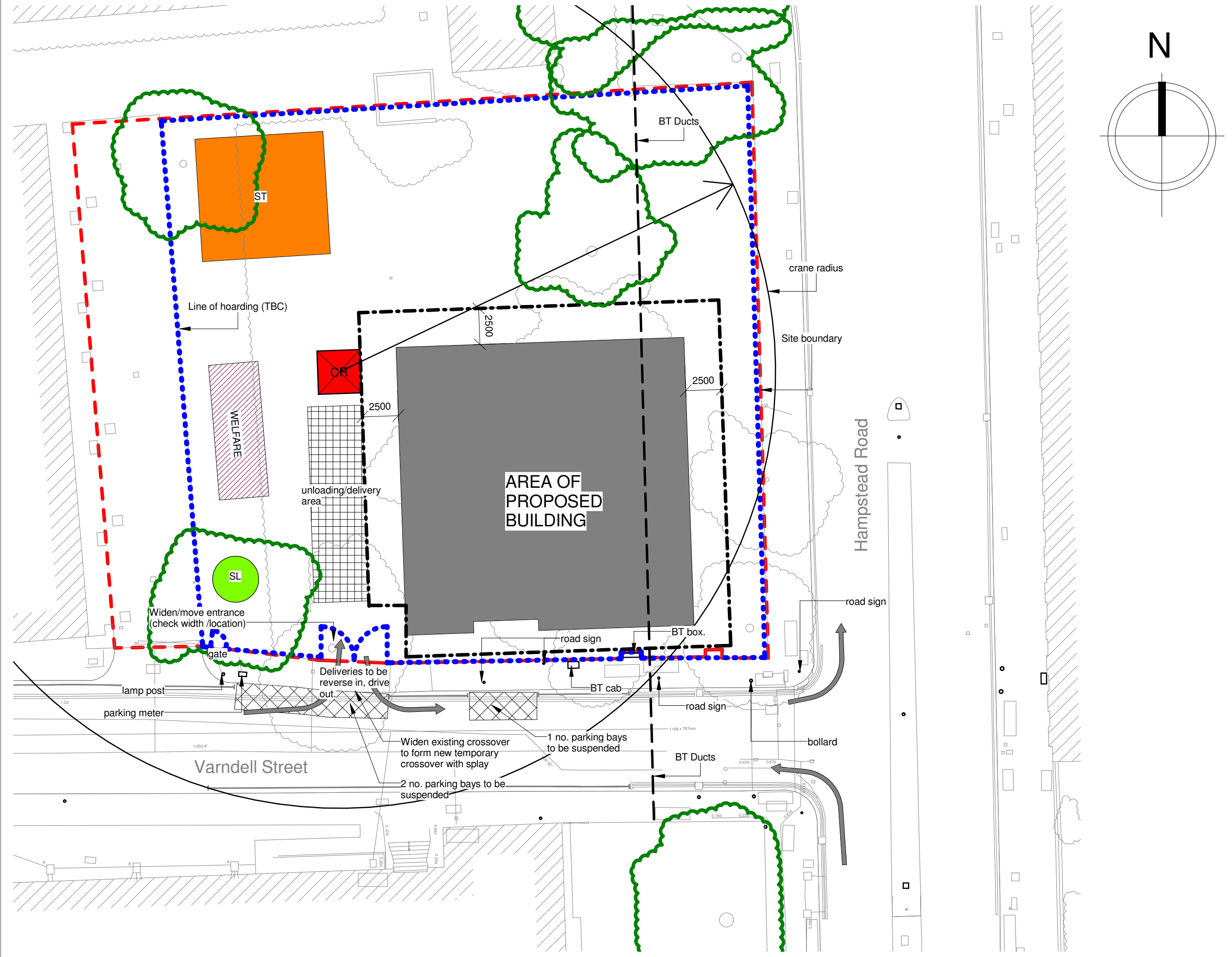
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Project:
**Regents Park Estate
 Plot 4 - Newlands**

Drawing Title:
Site Constraints Plan

Client:
Lovell Partnership Ltd.

File Ref: NL - IW - XX - XX - DR - A - 10.0.01
 Revision: A



Regents Park Estate

Varndell Street

Logistics Plan Statement

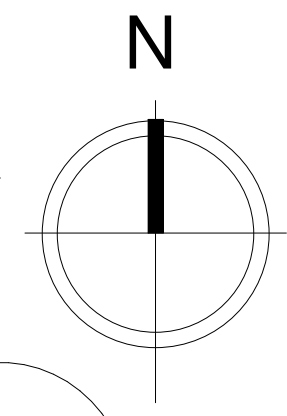
- There will be a tower crane
- There will be car park suspension in Varndell Street & Stanhope Street opposite the site entrance
- There will need to be a section of pavement closed in Varndell Street to enable the works
- The site entrance is in Stanhope Street and a temporary cross over will need to be formed
- There will be unloading both within the site and from Varndell Street
- There are trees to protect and retain

All dimensions to be verified on site by Main Contractor before the start of any shop drawings or work whatsoever either on their own behalf or that of sub-contractors.















Report any discrepancies to the Contract Administrator at once.

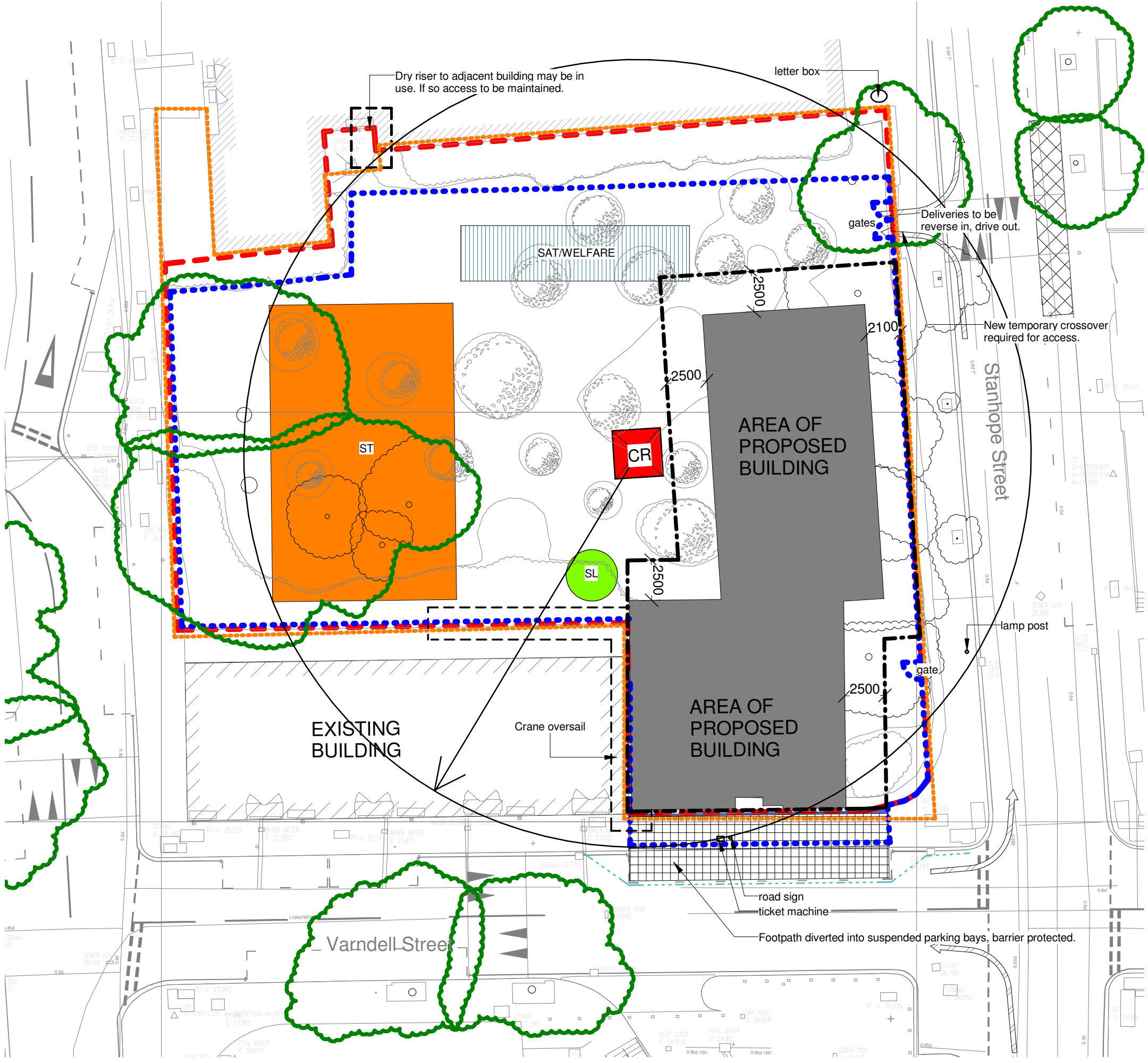
This drawing is to be read with all relevant Architect's and Engineer's drawings and other relevant information.

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LEGEND: DO NOT SCALE

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-  Presumed extent of landscaping works
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-  Site storage
-  SAT/WELFARE Satellite welfare facilities
-  WELFARE Welfare facilities
-  Location of silo
-  Area of pavement to be suspended
-  Proposed unloading and delivery area
-  Parking bays to be suspended



Rev:	Date:	Description:	RB:	JR:
A	16.12.15	Amended to suit client comments and drawing number updated	LS	SN
B	22.12.15	Amended in line with 21.12.15 Lovell comments	RB	JR

Scale @ A3:	Issuing Office:	Project Number:
1 : 250	London	84923

Status:	Purpose of Issue:
S2	For Information

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Project:
 Regents Park Estate
 Plot 3 - Varndell Street

Drawing Title:
 Site Constraints Plan

Client:
 Lovell Partnership Ltd.

File Ref:	Revision:
VARS - IW - XX - XX - DR - A - 10.0.03	B

Regents Park Estate

St Bedes Mews

Logistics Plan Statement

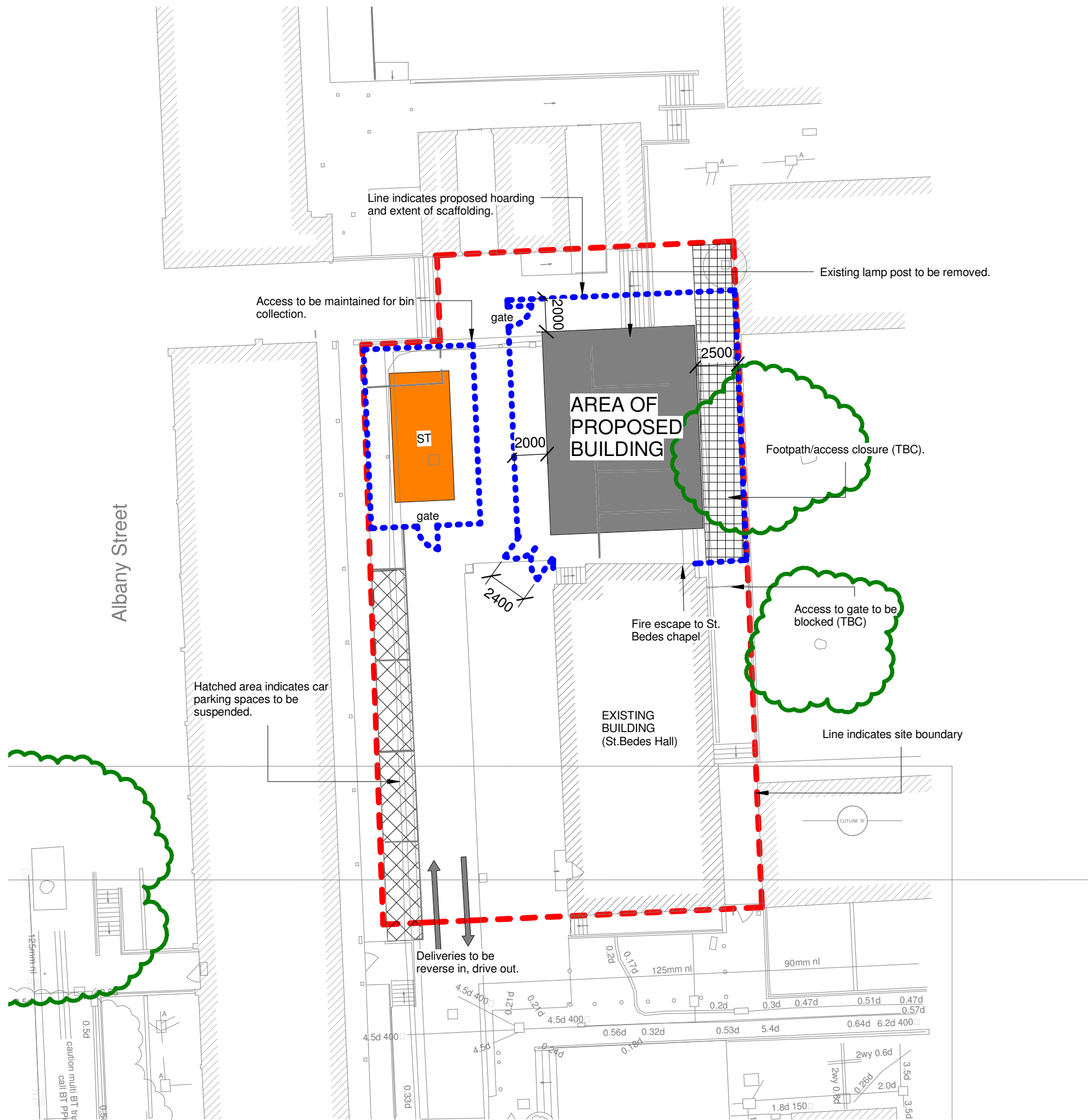
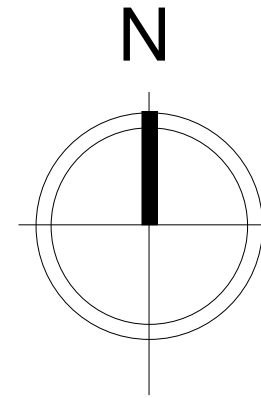
- The site will be serviced by a telescopic forklift from Albany Street
- There will be car park suspension in the Mews leading to the site
- There will need to be a section of pavement closed to the west of the site

All dimensions to be verified on site by Main Contractor before the start of any shop drawings or work whatsoever either on their own behalf or that of sub-contractors.

Report any discrepancies to the Contract Administrator at once.

This drawing is to be read with all relevant Architect's and Engineer's drawings and other relevant information.

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	Presumed extent of landscaping works
	Highlights trees to be retained
	Line of scaffolding
	Location of tower crane
	Area indicates footprint of proposed building
	Site storage
	Satellite welfare facilities
	Welfare facilities
	Location of silo
	Area of pavement to be suspended
	Proposed unloading and delivery area
	Parking bays to be suspended

Rev:	13.10.15	First Issue	LS	PB
Date:		Description:	Chk:	Apr:

Scale @ A3:	Issuing Office:	Project Number:
1 : 250	London	84923

Status:	Purpose of Issue:
S2	For Information

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Project:
 Regents Park Estate
 Plot 9 - St.Bedes Mews

Drawing Title:
 Site Constraints Plan

Client:
 Lovell Partnership Ltd.

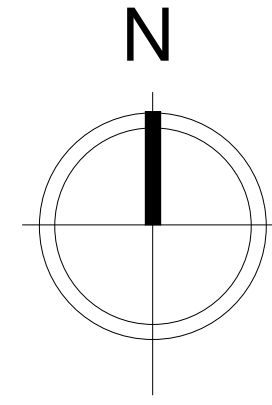
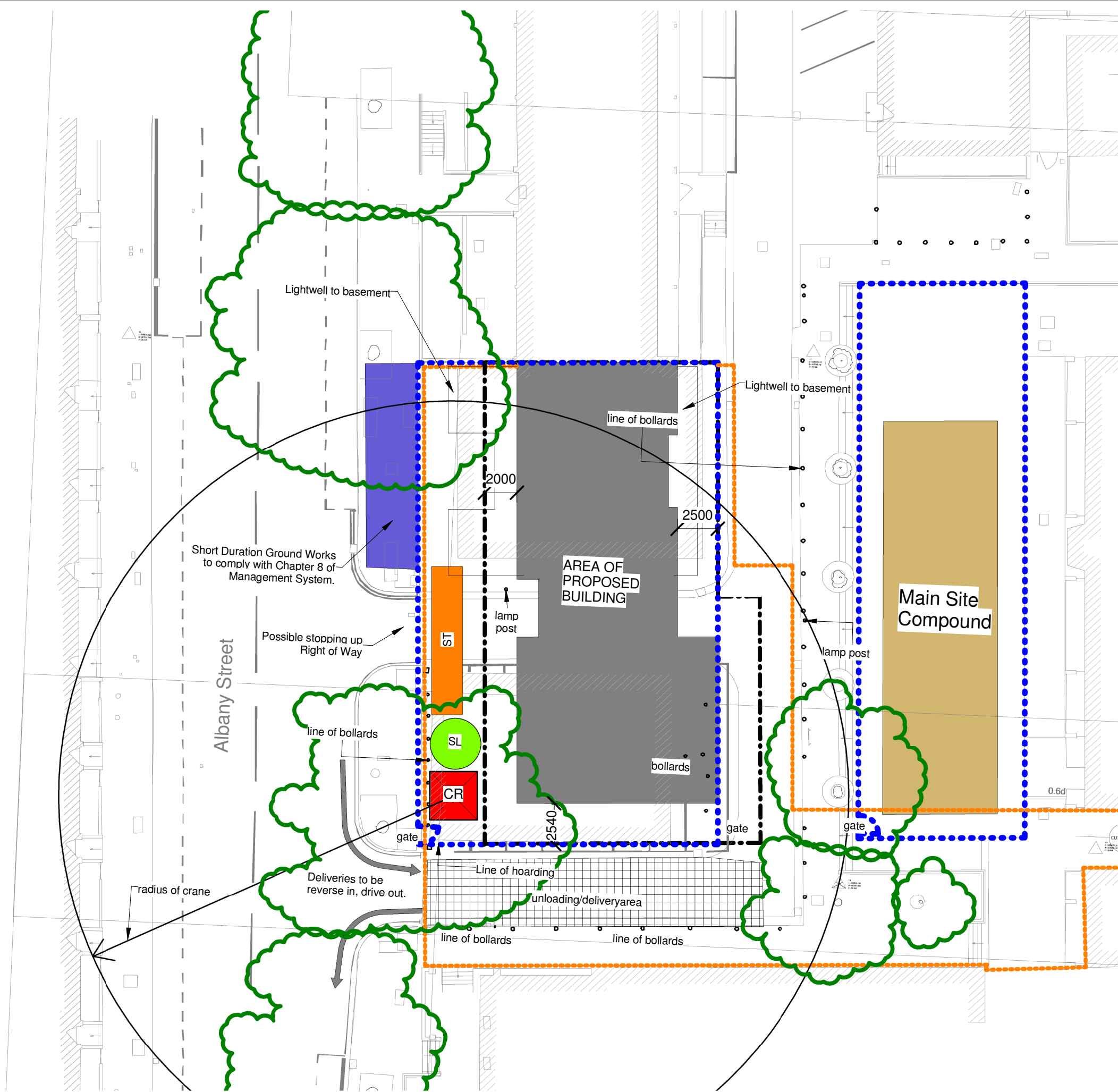
File Ref:
 SBM - IW - XX - ZZ - DR - A - 12.101

Regents Park Estate

Cape of Good Hope Site

Logistics Plan Statement

- There will be a tower crane
- There will need to be a section of pavement closed in Albany Street to enable the works
- The site entrance is in Albany Street with an unloading area to the south of the site
- There are trees to protect and retain



All dimensions to be verified on site by Main Contractor before the start of any shop drawings or work whatsoever either on their own behalf or that of sub-contractors.

Report any discrepancies to the Contract Administrator at once.

This drawing is to be read with all relevant Architect's and Engineer's drawings and other relevant information.

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LEGEND: DO NOT SCALE

	Line of site boundary
	Line of site hoarding
	Presumed extent of landscaping works
	Highlights trees to be retained
	Line of scaffolding
	Location of tower crane
	Area indicates footprint of proposed building
	Site storage
	Satellite welfare facilities
	Welfare facilities
	Location of silo
	Area of pavement to be suspended
	Proposed unloading and delivery area
	Parking bays to be suspended

C	22.12.15	Amended in line with 21.12.15 Lovell comments	RB	JR
B	16.12.15	Plan amended to suit client comments, drawing number updated	SN	LS
A	09.12.15	Issued for comment	JR	LS
Rev:	Date:	Description:	Chk:	Apr:

Scale @ A3:	Issuing Office:	Project Number:
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Status:	Purpose of Issue:	
S2	Work In Progress	

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Project:
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 Plot 6 - Cape Of Good Hope

Drawing Title:
 Site Constraints Plan

Client:
 Lovell Partnership Ltd.

File Ref:
 COGH - IW - XX - ZZ - DR - A - 10.0.03

Revision:
 C

Site Constraints Plan

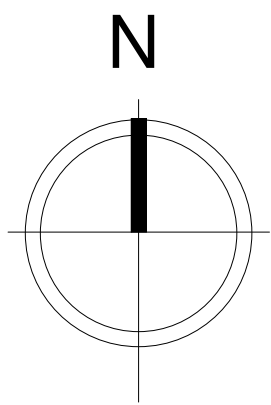
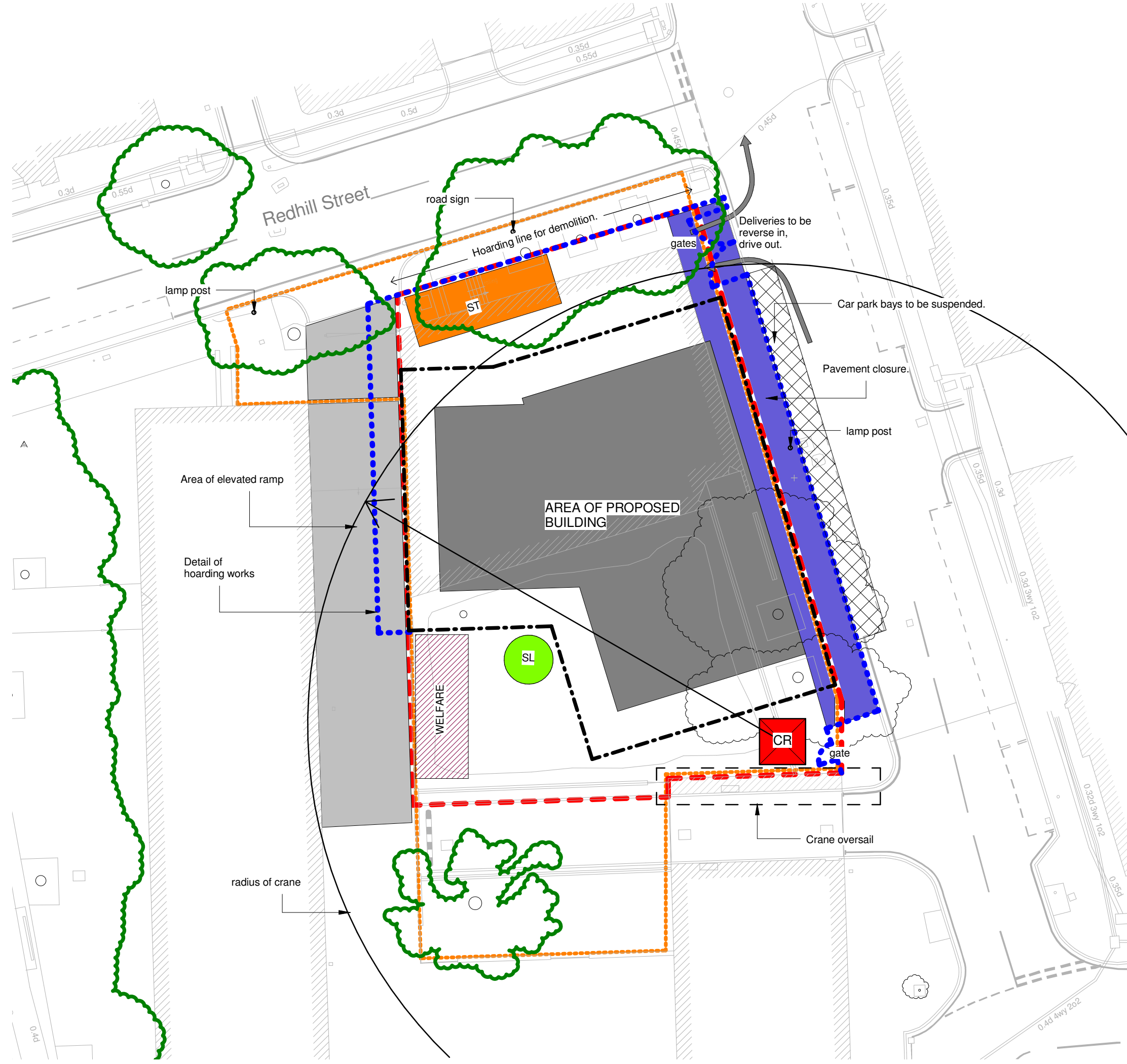
1 : 250

Regents Park Estate

Dick Collins Hall Site

Logistics Plan Statement

- There will be a tower crane
- There will be car park suspension in Redhill Street to the east of the site
- There will need to be a section of pavement closed in Redhill Street to enable the works
- The site will be serviced from the east in Redhill Street
- There are trees to protect and retain



All dimensions to be verified on site by Main Contractor before the start of any shop drawings or work whatsoever either on their own behalf or that of sub-contractors.

Report any discrepancies to the Contract Administrator at once.

This drawing is to be read with all relevant Architect's and Engineer's drawings and other relevant information.

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LEGEND:		DO NOT SCALE
	Line of site boundary	
	Line of site hoarding	
	Presumed extent of landscaping works	
	Highlights trees to be retained	
	Line of scaffolding	
	Location of tower crane	
	Area indicates footprint of proposed building	
	Site storage	
	Satellite welfare facilities	
	Welfare facilities	
	Location of silo	
	Area of pavement to be suspended	
	Proposed unloading and delivery area	
	Parking bays to be suspended	

Rev:	13.10.15	First Issue	LS	PB
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Project:
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Plot 5 - Dick Collins Hall

Drawing Title:
Site Constraints Plan

Client:
Lovell Partnership Ltd.

File Ref:
DCH - IW - XX - ZZ - DR - A - 12.101

Regents Park Estate

Victory Pub Site

Logistics Plan Statement

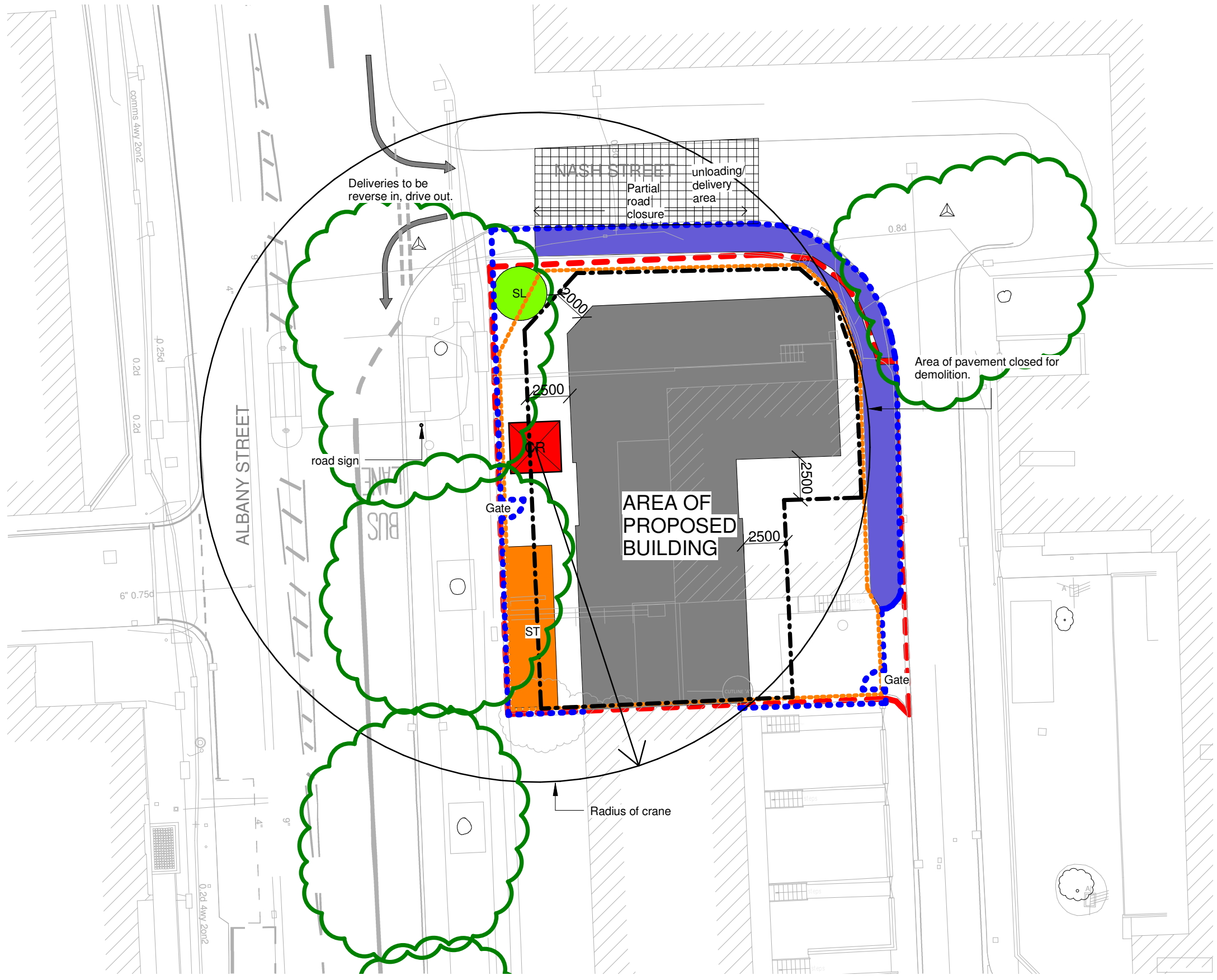
- There will be a tower crane
- There will need to be a section of pavement closed in Nash Street to enable the works
- The site entrance will be to the north of the site where deliveries will be unloaded by tower crane
- There are trees to protect and retain

All dimensions to be verified on site by Main Contractor before the start of any shop drawings or work whatsoever either on their own behalf or that of sub-contractors.

Report any discrepancies to the Contract Administrator at once.

This drawing is to be read with all relevant Architect's and Engineer's drawings and other relevant information.

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LEGEND: DO NOT SCALE

	Line of site boundary
	Line of site hoarding
	Presumed extent of landscaping works
	Highlights trees to be retained
	Line of scaffolding
	Location of tower crane
	Area indicates footprint of proposed building
	Site storage
	Satellite welfare facilities
	Welfare facilities
	Location of silo
	Area of pavement to be suspended
	Proposed unloading and delivery area
	Parking bays to be suspended

Rev:	13.10.15	First Issue	LS	JR
Date:		Description:	Chk:	Apr:
Scale @ A3:	1 : 250	Issuing Office:	London	Project Number:
Status:	S1	Purpose of Issue:	Work In Progress	84923

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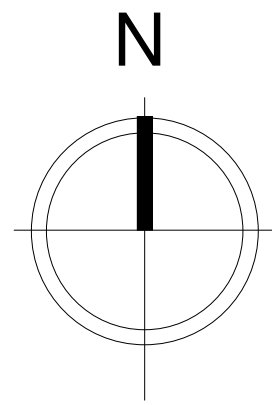
Project:
 Regents Park Estate
 Plot 8 - The Victory Pub

Drawing Title:
 Site Constraints Plan

Client:
 Lovell Partnership Ltd.

File Ref:
 TVP - IW - XX - ZZ - DR - 12.101

Revision:



1 Site Constraints Plan
 1 : 250

Appendix I – Demolition Method Statement (Cape of Good Hope site)



Demolition of the former Cape of Good Hope PH

78 Albany Street, London NW1 4EE

Document Submittal History: 000

Revision	Date	Prepared by	Approved by	Accepted by	Reason for Issue
0	21/09/15	Adam Ruscoe	Mick King		Initial document
1	24/11/15	Scott rowlinson	Mick king / Bradley Cooper		

Review and Acceptance Decal	
This decal is to be used for submitted documents requiring acceptance by the <i>Project EAST</i> Manager/Supervisor.	
<input type="checkbox"/>	Code 1. Accepted. Work May Proceed
<input type="checkbox"/>	Code 2. Not Accepted. Revise and resubmit. Work may proceed subject to incorporation of changes indicated
<input type="checkbox"/>	Code 3. Not Accepted. Revise and resubmit. Work may not proceed
<input type="checkbox"/>	Code 4. Received for information only. Receipt is confirmed
Reviewed/Accepted by:(signature)	



Print Name:		Date:
<p><i>Acceptance by Project Manager/Supervisor, does not relieve the designer/supplier from full compliance with their contractual obligations and does not constitute Project Manager/Supervisor approval of design, details, calculations, analyses, test methods or materials developed or selected by the designer/supplier.</i></p>		

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Demolition Method Statement

Revision 0 – 21st Sept 2015

Cape of Good Hope PH

78 Albany Street, London NW1 4EE



METHOD STATEMENT

Contract	Cape of Good Hope	Date: 21st Sept 2015
Method Statement Ref: MS001 Structural Demolition Rev000		
Prepared By:	Adam Ruscoe	Authorised By: Mick King
Signed: A Ruscoe		Signed: Mick King
Dated: 21 st September 2015		Dated: 21 st September 2015

1. SCOPE OF WORKS

Demolition of 2 storey former public house in confined urban setting. Possible basement extending beyond the main structure footprint.

If basement is found then removal of the basement slab and foundations will be covered by a separate document to be produced in due course

- Bower Contracting will be working as subcontractor to Lovells
- Bower Contracting will provide
 - demolition specific documentation
 - site management
 - waste documentation
 - hazardous waste control documentation
- The Principal Contractor will provide
 - site access
 - boundary controls
 - site security
 - welfare
 - asbestos reports
 - basement protection systems
 - services disconnection
 - temporary supplies
 - pre-construction phase and construction phase documentation and control

2. SYSTEMS BRIEFING

Before starting work operatives will receive Site Induction and Method Statement Induction with respect to the particular risk assessments and methods of working applicable to the above operation from the BCL Site Manager.

From reviewing the available documentation there are no additional PPE requirements over and above those detailed in Section 3.

The electrical gas and water supply to the site will be confirmed as terminated with the Principal Contractor prior to works commencement by the client (Lovells). Certification to be issued prior to works starting.

Fire Points (including First Aid) will be established within the site with an audible warning system being placed around the works, with notices in the site welfare. Changes to the fire system will require an update either by induction prior to works or as part of the weekly toolbox talks.

Adequate fencing must be in place surrounding the work site to ensure that the public interface is maintained and no encroachment can be undertaken.

3. Personnel Protective Equipment

All operatives will be in possession of hard hats, hi-vis waistcoats, gloves, overalls and safety footwear which will be worn at all times when working in the red zones of site.

The site manager will carry out a review of the work in progress and if required uplift PPE and RPE as and when required.

Bower Contracting will ensure that all subcontractors meet required PPE standards at all times.

Uplifted PPE

During soft strip operations operatives will also be required to wear relevant goggles and uprated gloves to avoid debris and drug paraphernalia issues.

Any visitors to site will be provided with adequate PPE for the purpose of their visit ie:

- Hard hat
- High visibility coat or vest
- Gloves
- Safety boots if required

Scaffolding

Will be used for access for asbestos removal. Scaffold sub contractor will supply rams for works to be approved.

4. LABOUR & PLANT

- crow bars
- mattocks
- sledge hammers
- shovels
- oxy propane cutting equipment (as required)
- excavator – 20 ton with attachments

- 1 no Project Manager
- 3 no operatives
- 1 no plant operator

Training

All operatives will have been provided with the appropriate training and instruction to ensure that the works they are asked to perform can be undertaken in a safe manner.

Evidence of training will be required to be provided during the site induction process and kept on file in the site office

5. SUPERVISION

A competent BCL Project Manager will be allocated the site – Mick King

A competent BCL Site Manager will supervise the works on a full time basis – Tony Wybrow

All BCL Operatives will carry CSCS and or CPCS Demolition cards and are all “time served” demolition operatives considered Suitably Qualified and Experienced Personnel.

Training certification for all operatives who carry out any works on site will be held in the site file for inspection upon request.

First Aid

The designated site First Aider for the works will be tony Wybrow during the project. All first aiders will be made known to site personnel and visitors during the site induction whether provided by BCL or the Principal Contractor

Medical Emergency

In the event of an injury or sudden illness on site the following action is to be taken: -

- First Aid assistance is to be provided by the nominated site First Aider tony Wybrow
- The injured or ill person is to be conveyed to hospital by the quickest possible means if required
- If an ambulance is to be summoned by the Demolition Site Manger ensure that the address is given accurately.
- All incidents, accidents and injuries, no matter how minor, will be recorded in the BCL Site Accident Book and reported to BCL / Clients Safety Department.
- The Site Manager and the PC are to be immediately informed of the incident once any injured person is being treated

Hours of Work

Monday – Friday 08.00 – 17.00

There will be no works outside of these hours without prior approval from the client and Council Environmental Noise Team

METHOD STATEMENT

6. METHODOLOGY

Only formally approved and properly documented site work operations will be allowed to proceed. Any divergence from the planned work, as stated in this documentation, will require the works to cease and the site to be left in a safe manner, at which point all site personnel will leave the works area in a safe manner.

Work will not be allowed to proceed until a revised methodology is drafted and approved. The site team will be briefed where there is a significant change in the methodology required, the works will not proceed until an adequately revised documented and approved method statement / risk assessment appropriate to the revised works has been carried out.

Structural demolition of the main structure will only commence once scaffolding has been provided to all specified elevations of the building.

Asbestos removal works

Asbestos is a hazardous material that requires specialist techniques and management to safely remove. Licensed asbestos contractors will be used to remove licensable asbestos. This will be done under a separate plan of works to be provided by our chosen sub contractor.

Licensed asbestos materials will be removed under separate cover supplied by the asbestos contractor.

Non-licensable asbestos removal: All personnel working with asbestos will be asbestos aware and hold non-licensed asbestos removal accreditation. All personnel will wear uprated PPE and RPE to carry out these works, and receive a task specific induction to this effect.

Non-licensable floor tile / floor tile adhesive / false ceiling works: Such works will involve the area being damped down using a hand operated manual pump. Once the asbestos material has been damped the item will be lifted intact as much as possible and placed in a suitable asbestos bag. When the bag is full this will go into a red asbestos bag which will then be located to the asbestos skip for disposal.

In the case of floor tiles / adhesive, these will be lifted using standard floor scrapers, again in tact wherever possible.

Hot Works

It is not envisaged that hot works will be required on this project.

If hot works are required to be carried out, these works will be carried utilising oxy propane cutting equipment and will be carried out under a hot works permit procedure.

The contents of the buildings that could be flammable will have been removed prior to hot works commencing mitigating the risk of fires occurring.

The materials will be cut free from their place of fixing utilising hop up access scaffolds and / or standard aluminium scaffolds to be erected by a Suitably Qualified and Experienced Operative.

The material being worked upon will be cut allowing the section to fall in a semi controlled manner to the floor area.

The Fire Marshall in attendance (this person will be named on the relevant hot works permit on all occasions) will ensure operatives do not encroach into the hot works area until instructed to do so. The fire marshal will also inspect any areas that have had hot works undertaken one hour after completion of the hot works to ensure no heat source or fire is likely to break out. TO this end any hot works being undertaken will be completed at least one hour before the end of the working day.

SOFT STRIP WORKS

1. The access to the building will be secured using heras type panels and strip out works will be undertaken
2. Operatives will use dust suppression techniques as necessary
3. Once the strip has been completed the materials will be removed from the building in the bucket of the excavator at ground level and dropped into skips in segregated drop zone from second floor level outside of the building the waste will be processed into waste streams before being moved to appropriate skips or waste holding areas.

Fixed materials will be removed utilizing hand tools as identified above, by wedging and prizing the fixtures from walls or partitions.

Partitions will be similarly removed, thereafter ceiling grid and tiles following by flooring large or heavy items will be dismantled/broken down into manageable sections.

Hot works may be required to flame-cut services for example pipework and associated bracketry, otherwise cold cutting will be undertaken using reciprocating saws where appropriate.

Dust suppression will be undertaken throughout the process if required.

STRUCTURAL DEMOLITION

The Cape of good hope building is a two storey brick clad steel framed structure with a flat roof. Asbestos removal works will be undertaken inside the building, with arisings being removed through the front entrance or windows.

The demolition specified excavator will move to the south facing side elevation of the building and demolish the structure from the centre of this elevation towards the neighbouring north boundary wall, leaving the outer walls in situ until the first floor is completely within the footprint of the building. This will mitigate dust emissions from the dropping of these arisings into the site. The 360 excavator with cracker attachment will work in a wave motion removing bays one at a time leaving the last structural bays fully intact. This section of the building will be the last to demolish under careful control as this is the section of building that is adjacent to neighbouring properties.

Once the first floor has been demolished and the arisings have been cleared the excavator will “pull” the outer walls into the footprint of the building leaving only the back wall in situ, which due to its closeness to the neighbouring structure will have to be demolished by hand.

Once the arisings from the outer walls have been cleared a tower scaffold will be moved into position and using hand tools the wall will be broken down to 2 courses above ground level.

SLAB AND FOUNDATION REMOVAL

If required by the client (lovells)

Excavator not to be tracked onto basement slab during demolition unless slab is supported with propping system.

The ground slab will be broken and dropped into the basement by the machine using a pecker attachment. Due to the noisy working of this operation this will only be undertaken during “noisy working hours” of 9:00 – 16:00 Mon-Fri, with non-noisy working operations undertaken outside of these hours.

Due to the noisy working of this operation this will only be undertaken during “noisy working hours” of 9:00 – 16:00 Mon-Fri, with non-noisy working operations undertaken outside of these hours. Once the slab has been peppered the bucket attachment will be used to lift the sections of slab, any reinforcement will be separated by bursting the slab with a muncher attachment. The materials will then either be put in skips for recycling or stockpiled for recycling via crusher.

Environmental Impact

Noise

So as to ensure as far as reasonably practicable the following will be undertaken so as to mitigate noise emissions and disturbance caused during the deconstruction process.

- Restricted hours of work for noisy operations will be adhered to rigorously.
- Site operatives will utilise two way radios for communication if required.
- Cutting operations will be carried out using reciprocating saws or hot cutting - avoiding powered wheel saws as far as reasonably practicable.
- Breaking out of concrete structures will be carried out utilising munchers/crackers; hydraulic hammering breaking will be required but will be reduced as far as possible.
- Loading of lorries will be carried out by emptying the bucket as close to the floor of the lorry as possible laying a bed to soften impact and therefore noise.
- General site plant will be modern by design and silenced as far as reasonably practicable.

Site management will monitor works as they progress taking on the workplace noise monitoring and boundary noise monitoring to record levels as works progress.

Dust.

Demolition of the structures and soft stripping operations will cause dust to generate from the work face. The following will be in place to stop the migration of dust from within the confines of the site as far as reasonably practicable and within acceptable control levels.

- A water supply from the mains will be such to provide adequate water to suppress dust emissions from the work face.
- From each water supply there will be a standard hose with adjustable heads to provide either fine spray or direct forceful application of water.
- During soft stripping operations water spray will applied to the materials being stripped so as to dampen down if required.
- The arising soft strip materials will be moved from the working floors to the ground floors via the drop zone. During the movement of waste from the working floors to the ground floor fine spray will applied to the drop zone if required.
- The materials once located to the ground floor will be moved by either standard demolition excavator or skid steer front loader.
- All drains within the working area will be filled with a filtration system which will be frequently checked and cleaned as required.
- During movement of hardcore and concrete arising fine water will applied to mitigate dust release.
- In eventuality of prolonged dry periods water will be applied site wide to suppress dust emissions from the working surfaces.

Vibration

Deconstruction of the structure will be carried out by standard demolition excavators with selected attachments so as to mitigate vibration as far as reasonably practicable.

All breaking out operations will be carried out through the noisy working hours of 08.00 and 18.00 Mon to Fri;

Saturday working at present is not being considered subject to program requirements. If in the eventuality Saturdays are to be worked works will be undertaken between 08.00 and 13.00 Hours.

Vibration transmitting through the site to surrounding houses can not be considered as a potential issue.

Managing Expectations of Neighbours

One of the key elements to managing the site efficiently will be to keep the adjoining neighbours and adjacent building users informed of our forthcoming operations, this will be carried out as follows;

- Letter drop to all neighbours informing them of our start date and program durations and operations working in conjunction with Morgan Sindall Site Team.
- Posting on the hoardings of up-to-date newsletters and progress photographs
- Providing banks men while vehicles are leaving the site.
- Ensuring workforce is polite and courteous to all pedestrians and adjacent building users at all times.
- Processing arising materials so as to ensure all wagons collecting materials are loaded fully so as to reduce as far as possible the logistics to the site.
- Accepting all complaints received investigating and recording any remedial reactive measures taken.
- Keeping the site area clean tidy and manageable.
- Ensuring working hours are adhered to rigorously.
- Ensure that all dust noise and vibration measures are implemented and if found to be substandard uplifted to ensure standards are met.

Method Statement Register

Contract	Cape of Good Hope	Date: 21st Sept 2015
Method Statement Ref: MS001 Demolition Rev000		
Method Statement to be issued by: BCL Ltd		
OPERATIVES		
<p>I confirm I have read and understand this method statement and that I must not use alternative working methods or carry out additional works without written authorisation. I will cease work and report immediately to site foreman or manager if in any doubt.</p>		
NAME	SIGNATURE	DATE

I confirm the above have had the detailed Method Statement, incorporating the necessary Safe Systems of Work, explained to them for the safe completion of the task.

Signed **Print Name**

Position

Appendix J – Dust mitigation measures

Regents Park Estate

Applicants must complete the table below (extracted from the Mayors ‘control of dust and emissions during construction and demolition’ SPG).

Applicants should include all ‘highly recommended measures’ as a minimum.

XX Highly Recommended

X Desirable

MEASURES RELEVANT FOR DEMOLITION, EARTHWORKS, CONSTRUCTION AND TRACKOUT

MITIGATION MEASURE	CIRCLE RISK LEVEL IDENTIFIED FOR SITE			TICK TO CONFIRM MITIGATION MEASURE WILL BE IMPLEMENTED
	LOW RISK	MEDIUM RISK	HIGH RISK	
Site management				
Develop and implement a stakeholder communications plan that includes community engagement before work commences on site.		XX	XX	X
Develop a Dust Management Plan.		XX	XX	X
Display the name and contact details of person(s) accountable for air quality pollutant emissions and dust issues on the site boundary.	XX	XX	XX	X
Display the head or regional office contact information.	XX	XX	XX	X
Record and respond to all dust and air quality pollutant emissions complaints.	XX	XX	XX	X
Make a complaints log available to the local authority when asked.	XX	XX	XX	X
Carry out regular site inspections to monitor compliance with air quality and dust control procedures, record inspection results, and make an inspection	XX	XX	XX	X

log available to the local authority when asked.				
Increase the frequency of site inspections by those accountable for dust and air quality pollutant emissions issues when activities with a high potential to produce dust and emissions and dust are being carried out, and during prolonged dry or windy conditions.	XX	XX	XX	X
Record any exceptional incidents that cause dust and air quality pollutant emissions, either on or off the site, and the action taken to resolve the situation is recorded in the log book.	XX	XX	XX	X
Hold regular liaison meetings with other high risk construction sites within 500m of the site boundary, to ensure plans are co-ordinated and dust and particulate matter emissions are minimised.			XX	X
Preparing and maintaining the site				
Plan site layout: machinery and dust causing activities should be located away from receptors.	XX	XX	XX	X
Erect solid screens or barriers around dust activities or the site boundary that are, at least, as high as any stockpiles on site.	XX	XX	XX	X
Fully enclosure site or specific operations where there is a high potential for dust production and the site is active for an extensive period.	X	XX	XX	X
Install green walls, screens or other green infrastructure to minimise the impact of dust and pollution.		X	X	X
Avoid site runoff of water or mud.	XX	XX	XX	X
Keep site fencing, barriers and scaffolding clean using wet methods.	X	XX	XX	X
Remove materials from site as soon as possible.	X	XX	XX	X
Cover, seed or fence stockpiles to prevent wind whipping.		XX	XX	X

Carry out regular dust soiling checks of buildings within 100m of site boundary and cleaning to be provided if necessary.		X	XX	X
Provide showers and ensure a change of shoes and clothes are required before going off-site to reduce transport of dust.			X	X
Agree monitoring locations with the Local Authority.		X	XX	X
Where possible, commence baseline monitoring at least three months before phase begins.		X	XX	X
Put in place real-time dust and air quality pollutant monitors across the site and ensure they are checked regularly.		X	XX	X
Operations				
Only use cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction, e.g. suitable local exhaust ventilation systems.	XX	XX	XX	X
Ensure an adequate water supply on the site for effective dust/particulate matter mitigation (using recycled water where possible).	XX	XX	XX	X
Use enclosed chutes, conveyors and covered skips.	XX	XX	XX	X
Minimise drop heights from conveyors, loading shovels, hoppers and other loading or handling equipment and use fine water sprays on such equipment wherever appropriate.	XX	XX	XX	X
Ensure equipment is readily available on site to clean any dry spillages, and clean up spillages as soon as reasonably practicable after the event using wet cleaning methods.		XX	XX	X
Waste management				
Reuse and recycle waste to reduce dust from waste materials	XX	XX	XX	X

Avoid bonfires and burning of waste materials.	XX	XX	XX	X
--	----	----	----	---

MEASURES SPECIFIC TO DEMOLITION

MITIGATION MEASURE	LOW RISK	MEDIUM RISK	HIGH RISK	TICK BELOW WHERE MITIGATION MEASURE WILL BE IMPLEMENTED
Soft strip inside buildings before demolition (retaining walls and windows in the rest of the building where possible, to provide a screen against dust).	X	X	XX	X
Ensure water suppression is used during demolition operations.	XX	XX	XX	X
Avoid explosive blasting, using appropriate manual or mechanical alternatives.	XX	XX	XX	X
Bag and remove any biological debris or damp down such material before demolition.	XX	XX	XX	X

MEASURES SPECIFIC TO EARTHWORKS

MITIGATION MEASURE	LOW RISK	MEDIUM RISK	HIGH RISK	TICK BELOW WHERE MITIGATION MEASURE WILL BE IMPLEMENTED
Re-vegetate earthworks and exposed areas/soil stockpiles to stabilise surfaces.		X	XX	X
Use Hessian, mulches or trackifiers where it is not possible to re-vegetate or cover with topsoil.		X	XX	X
Only remove secure covers in small areas during work and not all at once.		X	XX	X

MEASURES SPECIFIC TO CONSTRUCTION

MITIGATION MEASURE	LOW RISK	MEDIUM RISK	HIGH RISK	TICK BELOW WHERE MITIGATION MEASURE WILL BE IMPLEMENTED
Avoid scabbling (roughening of concrete surfaces) if possible	X	X	XX	X
Ensure sand and other aggregates are stored in bunded areas and are not allowed to dry out, unless this is required for a particular process, in which case ensure that appropriate additional control measures are in place	X	XX	XX	X
Ensure bulk cement and other fine powder materials are delivered in enclosed tankers and stored in silos with suitable emission control systems to prevent escape of material and overfilling during delivery.		X	XX	X
For smaller supplies of fine powder materials ensure bags are sealed after use and stored appropriately to prevent dust.		X	X	X

MEASURES SPECIFIC TO TRACKOUT

MITIGATION MEASURE	LOW RISK	MEDIUM RISK	HIGH RISK	TICK BELOW WHERE MITIGATION MEASURE WILL BE IMPLEMENTED
Regularly use a water-assisted dust sweeper on the access and local roads, as necessary, to remove any material tracked out of the site.	X	XX	XX	X
Ensure vehicles entering and leaving sites are securely covered to prevent escape of materials during transport.	X	XX	XX	X
Record all inspections of haul routes and any subsequent action in a site log book.		XX	XX	X

Install hard surfaced haul routes, which are regularly damped down with fixed or mobile sprinkler systems and regularly cleaned.		XX	XX	X
Inspect haul routes for integrity and instigate necessary repairs to the surface as soon as reasonably practicable;		XX	XX	X
Implement a wheel washing system (with rumble grids to dislodge accumulated dust and mud prior to leaving the site where reasonably practicable).	X	XX	XX	X
Ensure there is an adequate area of hard surfaced road between the wheel wash facility and the site exit, wherever site size and layout permits.		XX	XX	X
Access gates to be located at least 10m from receptors where possible.		XX	XX	X
Apply dust suppressants to locations where a large volume of vehicles enter and exit the construction site		X	XX	X

Appendix K – Template Site Waste Management Plan