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CENTRE POINT REFURBISHMENT

Construction Management Plan

January 2015

Contents

Revision No.	Prepared By	Approved By	Revision History	Date
00		Nigel Taylor (Project Manager)	First Issue	2013
01	D. O'Flynn (Construction Manager)	Nigel Taylor (Project Manager)	Internal Review – Almacantar	October 2013
02	R. Thompson (Engineer)	Nigel Taylor (Project Manager)		November 2013
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05	R. Thompson (Engineer)	Nigel Taylor (Project Manager)	Update at conclusion of PCSA	August 2014
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09	Joe Nightingale (Sustainability Advisor)	Stephen Browne (Project Director)	Updated following site meeting with Mario Houska (LBC).,	January 2015

1. Executive Summary

1.1 Introduction

The following document describes the plan for managing and mitigating the potential impact of the Centre Point refurbishment on local amenity, highways, surrounding businesses and residents. This document has been prepared in line with the guidance notes given in the 'Camden Planning Guidance 6: Amenity: Construction Management Plans' document. It describes the construction methodology, sequencing & programme for the project, and describes how the potential health, safety & environmental issues which may affect the surrounding area will be mitigated.

This document is a revised version of the Sir Robert McAlpine (SRM) proposal, originally developed to assist Almacantar in the planning process. Brookfield Multiplex Construction Europe (BMCE) have taken advice from specialist works contractors and used their own experience of similar projects to revise this document. Due regard has also been paid to the 'Guide for Contractors Working in Camden' document published by London Borough of Camden (LBC).

A number of key constraints have been considered in drawing up this Construction Management Plan and these are discussed in detail within the following sections of this document. They primarily relate to the following:

1. The interface with the Crossrail Project and the upgrade works at Tottenham Court Road tube station.
2. The potential development of St Giles Circus & the Consolidated Scheme.
3. Pedestrian routes around the development.
4. Traffic routes around the development and the effect that deliveries to the site may have on these.
5. The effect of the development on existing businesses and residents, particularly those living in Centre Point House.
6. Utilities diversions required to facilitate the project.
7. The effect of Crossrail tunnelling works on the Centre Point Redevelopment, particularly related to the basement works of the affordable housing scheme.
8. The London Cycle Network

The project duration is discussed along with key milestones and approximate numbers of delivery vehicles expected throughout the construction period.

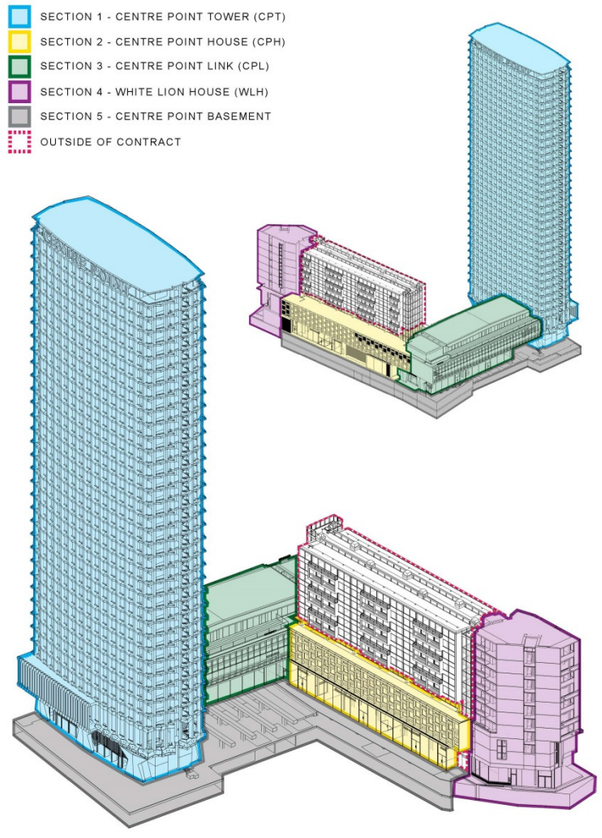
In accordance with "Camden Planning Guidance 6" it is agreed contents of this Construction Management Plan will be complied with unless otherwise agreed with LBC. The BMCE Project Manager shall work with LBC to review this Construction Management Plan if problems arise in relation to the development. Any future revised plan must be approved by LBC and complied with thereafter.

Project specific Health and Safety, and Environmental Plans have been produced and are available for review, upon request. These plans will evolve throughout the duration of the project and will be updated at regular intervals, as appropriate, to reflect changes during the construction period.

1.2 Centre Point - The site

The Centre Point complex is located at 101-103 New Oxford Street, London, WC1A 1DD. The Grade II listed buildings, which were constructed in the 1960s, incorporate Centre Point Tower (CPT), Centre Point Link Bridge (CPL) and Centre Point House (CPH). At the south end of CPH is the Intrepid Fox public house. The site is located at the eastern end of Oxford Street adjacent to Tottenham Court Road Tube Station in the London Borough of Camden (LBC).

The site is situated on an island site surrounded by New Oxford Street to the north, Charing Cross Road to the west, Earnshaw Street to the east and St Giles Circus to the south, and is situated in a busy location within the heart of Central London. In addition, major Crossrail works are currently being undertaken directly adjacent to Centre Point on the west side as part of the Tottenham Court Road Station Upgrade Project. These works currently have an estimated completion date of 2017/18. As part of the Crossrail project, Charing Cross Road is closed in the vicinity of Tottenham Court Road tube station and as a result is diverted under CPL. St Giles High Street runs to the west of CPH and under CPL.



1.2.1 Centre Point Tower (CPT)

Centre Point Tower is a 35 storey building and one of the tallest structures in the West End of London reaching to a height of 141.06m above ordnance datum. It is currently used as commercially let office space. The majority of the building is now vacant. Remaining tenants are in Level 19 and 31-33. Scaffolding has already commenced to the façade, and is well progressed on the West Elevation above the Crossrail Project.

1.2.2 Centre Point House (CPH)

Centre Point House a ten storey high mixed-use linear block that forms the eastern edge of the Centre Point complex adjacent to Earnshaw Street. It currently contains vacant retail units at ground and mezzanine levels; vacant offices at first and first floor mezzanine accessed laterally via the Bridge Link (CPL) and Centre Point Tower; and a six storey residential block above, comprising 36 apartments, 10 of which are owned by Almacantar.

1.2.3 Centre Point Link (CPL)

Centre Point Link (CPL) is an independent structure with two basement levels connecting CPT and CPH basements and a first floor and second floor levels spanning over St Giles High Street, between CPT and CPH. At second floor, above the main bridge link, there is a recessed storey of offices beneath a sculptural and cantilevering roof. At ground level there is an vacant retail unit which had been operating as a bar. This is a self-contained space at the north east corner of the building, spread over ground floor, mezzanine and basement areas.

1.2.4 Centre Point Public House (CPW)

The Intrepid Fox pub is located in a separate block at the southern end of Centre Point House orientated away from the other buildings. The building spans over three levels, basement, ground and first floor with associated storage and ancillary use on a further two upper storeys.

Centre Point House (CPH) - The retail units and office are now vacant. The apartments will remain occupied throughout the development.

Centre Point Link (CPL) – This vacant building spans over St Giles High Street

Centre Point Tower – Scaffolding to the Façade has already commenced

CPW - The Intrepid Fox, previously named the White Lion Pub. This building is vacant

1.3 Centre Point - The Refurbishment

The Centre Point Refurbishment comprises the following works:

1. Conversion of the existing 35 storey Centre Point Tower from office use into 82 residential apartments with new amenity space at levels 1 and 2.

2. Conversion of lower levels of Centre Point House from retail and office use into new retail units.

3. Conversion of Centre Point Link to retail space.

4. Structural alterations and re-cladding of the north and south staircase cores of Centre Point House.

5. Reconfiguration and refurbishment of the existing basements.

6. Public realm works.

7. Demolition of the existing Intrepid Fox Public House and construction of 13 affordable apartments.

The site has major interfaces with the local London bus network and there are a number of bus stands in St Giles High Street and Earnshaw Street, the provision for which will be maintained throughout the project.

2. Construction Programme

2.1 Overall Construction Programme

The overall project programme for each of the buildings is as follows:

- Centre Point Tower (CPT) – 114 weeks
- Centre Point House (CPH) and Centre Point Link (CPL) – 111 weeks
- Centre Point White Lion House - Affordable Housing Development (CPW) – 110 weeks

2.2 Key Project Milestones

The project scope and sequence are identified on the Strategic Programme (See Appendix) with key project milestones shown below in Table 1. This table gives approximate durations for the key elements of work within each building. It should be noted that it is currently the intention to complete the CPT & CPW residential works in advance of the remainder of the development.

Work activity

CPT	Start	Duration
• Demolition and Structural Alterations	16 February 2015	55w
• Fit Out	1 September 2015	80w
• Façade Works	28 July 2015	52w
CPW		
• Demolition	2 March 2015	14w
• Substructure	2 July 2015	32w
• Concrete Frame	4 February 2016	27w
• Fit Out	22 April 2016	58w
• Façade Works	2 June 2016	17w
CPH / CPL		
• Demolition and Structural Alterations	16 February 2015	49w
• Fit Out	16 November 2015	64w

2.3 Delivery Histogram

An analysis has been carried out to estimate the anticipated vehicle movements for the duration of the project. The figures show how HGV movements will change throughout the programme of works. The peak for deliveries is between month 11 & month 18. This peak is approximately 400 vehicles per month with a spike of 550 in month 7. It is the intention of the site team to look at ways to smooth out this spike so as to minimise the effect on the surrounding road network.

Peak volumes of delivery are limited to one vehicle to each gate every 45minutes, this allows time to offload before the next wagon arrives as there are no local holding areas. Deliveries will be spread throughout the day to minimise peaks in construction traffic flows. Consolidation centres are being considered for fit out works to help both with site storage and deliveries.

3. Method Statement

The outline methodology and proposed sequence of works for the Centre Point Refurbishment project are described below. This section should be read in conjunction with Sections 4 and 5 of this document which give more detail on logistics, traffic and highways management, health, safety and environment, and mitigation measures proposed to deal with project risks.

3.1 Enabling Works

Prior to the commencement of demolition works, hoardings will be erected around the perimeter of the site as described in Section 4 of this document. Both delivery and pedestrian gate positions are indicated on the drawings in Section 4. Vehcile Gates will be manned by traffic marshals and pedestrian access points by Security.

Services diversions will be undertaken at an early stage and close liaison with the utility providers will be necessary to carefully plan the works so that continuity of service for other users is maintained and planned downtime is kept to a minimum. Existing services within the buildings will be isolated and made safe before demolition commences. Where services are to remain live they will be clearly marked. Due regard will be taken of the proposed but un-consented works by LBC to construction a new public piazza.

3.2 Demolition

Management surveys carried out within the existing Centre Point buildings have highlighted the existence of asbestos in various locations. A full Refurbishment & Demolition survey of the buildings will be undertaken prior to soft strip commencing. All personnel will be made aware of the risk and any asbestos will be removed by a licenced contractor in accordance with the “Control of Asbestos Regulations”.

All demolition will be carried out in accordance with the “Code of Practice for Demolition – BS 6187:2000”.

3.2.1 Centre Point Tower (CPT)

On each floor of the tower, the demolition will generally entail removal of any asbestos, soft strip, screed removal, formation of builders work openings, and removal of windows (following the precast concrete cleaning). Larger openings will have trimmer steels installed and packed prior to cutting the slab.

The internal circular concrete ramp structure spanning between ground floor, basement and sub- basement will be removed, once temporary propping has been installed to support the adjacent floors. The arisings from this process will be removed via the basement and sub- basement to the Earnshaw Street ramp.

At Levels 32, 33, 34 & 35, extensive demolition works will be undertaken to facilitate the construction of the new structure for the double storey penthouse and the whole floor apartments. This will entail the removal of the ‘Centre Point’ signs and balustrade on the Level 34 terrace, demolition and replacement of the Level 32 spine beam, main building column strengthening, reconstruction of the Level 33 and 34 slabs, construction of 2 lift shaft cores and removal of the existing roof asphalt. These works will be carried out using a fully enclosed external access scaffold from Level 30 upwards for the duration of the works.

3.2.2 Centre Point House (CPH)

CPH will remain occupied for the project duration by residents in levels 3 to 8. It is therefore imperative that access for residents is not compromised, nor that they are subjected to unacceptable levels of noise, dust or vibration. The methods proposed to deal with this are covered in more detail in Section 4 of this document.

Existing supplies / drainage for the residents in CPH will be clearly identified & protected, and where necessary will be diverted away from areas where they may be affected by the works.

Demolition within CPH will entail:

a) Asbestos removal.
b) Existing lift removal.
c) Soft strip, light demolition and screed removal.
d) Cladding to the north & south stair enclosures of the CPH residential block.
e) Removal of existing roof asphalt where required.

The strip and demolition arisings from the floors will be segregated on the floors, hoisted to the ground floor level and loaded into trucks and skips, and disposed of to the appropriate recycling facility. The trucks and skips for this purpose will be located on the existing ramp.

Between ground floor and Level 1 in addition to the standard strip the full height glazed shop fronts and all finishes will be removed in the appropriate manner.

3.2.3 Centre Point Link (CPL)

The CPL building is vacated, but contains a number of heritage items which must be retained for the final scheme. Demolition within CPL will entail:

a) Asbestos Removal
b) Soft strip, light demolition and screed removal.
c) Protection of heritage items
d) Removal of the BMU and Plantrooms
e) Removal of level 2 windows
f) Demolition of select parts of the sub-basement slab (to support new water tanks)
g) Structural alterations to the existing RC slabs to introduce new stairs and risers.
h) Reconstruction of part of the RC roof
i) The partial demolition of an area of the 1st and 2nd floor PT slabs
j) Removal of existing roof asphalt where required.

Demolition arising will be removed from site via the CPH building.

3.2.4 Demolition of the White Horse Pub (CPW)

Initially the live services will be isolated to make the existing building safe prior to hand over to the demolition subcontractor. Demolition within the area will entail:

a) Asbestos removal.

b) Existing lift removal.
c) Soft strip, light demolition and screed removal.
d) Propping and protection of the existing UKPN sub-station.
e) Propping of the eastern (Earnshaw Street side) retaining wall below ground floor level.
f) Propping and erection of a crash deck & demolition of the building structure and slabs to basement level, leaving the UKPN sub-station and the eastern retaining wall intact.
g) Break out of existing footings to clear a path for the future perimeter piles.
h) Backfill of basement with granular material for the piling access mat.
i) Re-excavation of the basement after piling.

All asbestos will be contained appropriately, hoisted to ground floor level following dedicated routes and transported away from site, to a licenced tip. The soft strip and demolition arisings from the floors will be segregated and loaded directly into trucks and skips, by excavator and disposed of to the appropriate recycling facility. The trucks and skips will be situated within the local hoarding.

3.3 Piling

3.3.1 CPH & CPL

Piles are to be installed in the sub-basement of CPL and the basement of CPH to support new structures within the building. These will be installed using mini-piling techniques and the works will be carried out from existing basement and sub-basement slab level.

The arising's will be cleared by a mini-excavator, and be removed for disposal at the base of the existing ramp. Reinforcement and other materials will be delivered to the ramp and transported across the basement to a dedicated area.

3.3.2 CPW

The piling and foundations to the CPW basement will be in close proximity to the new Crossrail tunnels which will have been recently completed. The work will, therefore, be subject to consultation under the Safeguarding Direction. The design for these works is being carried out by Pell Frischmann, to their document entitled "Response to LUL & Crossrail Planning Comments" dated June 2013.

Approval from LUL and Crossrail will be obtained before any foundation and piling works are commenced in this area. The extension to the basement of CPW will be formed using a secant piled wall. This will be constructed from existing ground level. Once the capping beam to the wall has been constructed the load bearing piles will be installed from within the building footprint from a level below existing ground level and made up from the demolition arisings. Pile arisings will be removed as works proceed.

3.4 Scaffolding

Scaffolding to CPT

A full scaffold access system will be erected to CPT to carry out the following work:

a) Pre-cast concrete façade cleaning.
b) Pre-cast concrete façade repairs.
c) Window lower spandrel panel removal.
d) Mastic removal and replacement.
e) Outer access to assist with the whole window removal and replacement (although the windows are being installed from within the building).
f) Outer window flashings and finishing.
g) Final clean.
h) Façade and window inspection and handover.
i) Glass frontage at ground floor lobby.
j) Façade retention, slab demolition and reconstruction of Levels 32, 33 and 34.
k) Replacement of the 'Centre Point' listed sign on the terrace at Level 34.

The scaffold support will be cantilevered out of the building at Levels 3, 13, 22 and 30, and construction of this work has already commenced. See also Appendix 8.08 – drawing DG/T/64335/DR/53453 'Tower Elevations & Sections'

3.4.1 Scaffolding to CPH & CPL

To control any noise that might affect the CPH residents, an acoustic scaffold will be erected around CPH. This scaffold will be in traditional tube and fittings with integral acoustic mats. The screen will include a horizontal section which will span the undercroft between Level 2 of CPH and Level 3 of the residential block (see Appendix 8.04).

The scaffold will be founded on the ground to the west and supported on top of the Earnshaw Street pedestrian protection gantry to the east. The scaffold will be converted and retained for the main works which include:

a) Concrete façade (Brise Soleil) cleaning.
b) Concrete façade (Brise Soleil) repairs.
c) Window (Brise Soleil) removal and replacement.
d) Residential block stair cladding removal and replacement – north and south stairs.
e) Residential block stair new structural steel riser and cladding installation – north and south stairs.
f) Tiling.
g) Shopfront replacement.
h) Roof works/ edge protection.

The scaffold will have conventional fans where it projects above pedestrian areas (both public and within the site). See also Appendix 8.04 – drawing JH.12.430.03 'Perimeter Access Scaffold'

3.4.2 Scaffolding to CPW

A scaffold will be erected to the CPW building to carry out the final façade and roof works following the incremental completion of the new CPW building structure and precast facade. The scaffold will be constructed on top of pedestrian protection gantries on all elevations due to the restricted width of the pavements.

3.5 Façade Cleaning and Concrete Repairs

3.5.1 Façade Cleaning

The concrete facades to the whole Centre Point Redevelopment are to be cleaned using the DOFF (high temperature water) cleaning system. A sample cleaning and remedial panel has already been carried out, at the south east corner of CPT. This has been accepted by the LBC Conservation Officer. Cleaning will take place with the existing windows in place so as to prevent water entering the building and potentially damaging the HAC ribbed floor units.

3.5.2 Concrete Repairs

An extensive condition survey of the CPT concrete façade has been carried out. This will be used to dictate the extent of concrete remedials to be carried out, however a further inspection of the façade will be carried out once areas have been cleaned. These repairs will entail epoxy resin injection of hairline cracks and bulk repairs of chips and spalls which, depending on severity, might need chasing back behind the reinforcing and building back to the finished surface with an appropriate mortar. Elsewhere, on CPH & CPL repairs of a similar extent and nature are required.

3.6 Structural Works

The major structural alterations to the buildings consist of the following:

3.6.1 CPT, CPL & CPH Basements and Sub-Basement:

a) Preparatory excavation and installation of new portions of the drainage system.
b) Preparatory excavation and construction of the replacement ground bearings slabs, the new sprinkler tank, stair core, lift and vehicle lift foundations.
c) Excavation, breakthrough, temporary propping of the piles (if required) and construction of the new retaining wall linings, capping beams and plant room for the vehicle lift.
d) Construction of the below ground floor portions of the stair core, lift and vehicle lift shafts, and their tie-in to the retained slabs.
e) Construction of the new shear wall and plinths for the above ground floor steel portal on gridline 5.
f) Permanent structural steel beams and the concrete infill to the Earnshaw Street ramp at 2 levels. Reconstruction of the CPT UKPN sub-station.
g) Remedials to the base of the CPT lift shafts. (A & D).
h) Structural steel supports and concrete infill to the old circular ramp, at 2 levels in CPT.

3.6.2 CPH & CPL (Ground Floor Upwards)

a) Permanent propping and backing arrangement to the Brise Soleil at both the east & west side of CPH.
b) Structural follow-on and making good to the cut and carve elements of CPH and CPL to create a double height space for future retail and restaurant use.
c) Construction of the above ground floor portions of all of the new stair core, lift and vehicle shafts and their tie-in to the retained slabs.
d) Construction of the rooflight detail and new plant room structures at the east end of the CPL Level 3 roof.
e) Riser structures to the north and south end of the CPH residential block.

3.6.3 CPT (Ground Floor Upwards)

a) Construction of a new pair of feature stair spines on the ground floor.
b) Construction of the support work, using 'Macalloy' bars, for parts of the ground floor mezzanine slab.
c) Structural steelwork and concrete slabs associated with the Level 1 pool, raised area and gymnasium.
d) Adaption of the existing and installation of new stairs at the upper floors (Level 32, 33 & 34).
e) Raising and closure of each of the 6 lifts.
f) Reconfiguration of the upper floors and plant rooms (Level 32 to 35 incl.) into the Penthouse. This work involves the full façade retention, and removal of the existing slabs and their reconstruction.

3.6.4 CPW

a) Support structures, in both the temporary and permanent condition, of the existing UKPN sub-station in the south west corner of CPW.
b) Construction of new pile caps.
c) Lining and capping beam to the secant pile wall to form the basement walls.
d) Construction of the new 9 storey concrete frame building complete with lift & stair cores.
e) Installation of precast stair flights.
f) Provision of plant plinths, upstands etc. particularly on the roof.

It should be noted that there will be a large amount of blockwork partitions across the basements, in CPW and to the shell and core areas of CPH & CPL, in particular.

3.7 Windows

3.7.1 Windows to CPT

All of the CPT windows will be delivered on a 'just in time' basis on stillages and hoisted up the building in Hoist No. 1. The windows will be installed following the external clean and old window removal.

The windows for standard size openings will be delivered, on a floor by floor basis, commencing with the top levels of 3 of the 4 separate scaffolds (L3 to 12, L13 to 21 & L22 to 29) and working down. They will be stored at each floor level, on the spine beam, which is central to the floor plate.

The new windows will be offered into the openings, from within the building, using a manipulator. These units are likely to be track mounted so as not to overload the floor slabs.

The windows from L30 to the roof, including the penthouse rooflights, balustrades etc. will be installed similarly, but after the demolition and floor slab reconstruction has been completed.

3.7.2 Windows to CPH

The windows and cladding to be replaced at CPH are as follows:
a) Brise Soleil windows.
b) Residential block stair cladding removal and replacement – north and south stairs.
c) Shopfronts.

The Brise Soleil windows will be installed from the adapted demolition scaffold. A running rail will be added for the shopfront glazing to be moved into position and fitted.

3.7.3 Windows to CPL

The windows to be replaced, or refurbished, and the balustrade works at CPL are as follows:

a) Replacement of the Level 2 to 3 bridge glazed façade.
b) New balustrades at Level 2.
c) Refurbishment of the Level 1 listed bridge glazed façade.
d) Installation of the new rooflight.
e) New and replacement shopfronts.

These will be installed either from a scaffold founded at ground level. A running rail will be added for the installation of the largest shopfront glass panels.

3.7.4 Windows to CPW

The windows or curtain walling and cladding will be installed to the new build structure from a scaffold constructed on top of pedestrian protection gantries.

3.8 Roofing Works

Roofing works are to be carried out at the following locations:

a) CPT Level 35 – there are new openings to be cut in L35, for the rooflights,
b) The existing CPT BMU is to be upgraded. This activity needs to be carefully programmed as the BMU will be used to complete the CPT façade works that cannot be accessed by any other method e.g. the completion of seals to the windows at Levels 13, 22 & 30 following the scaffold removal.
c) CPW Level 9 – new roof construction.
d) CPH Level 9 - roof remedial works.
e) CPH & CPL Level 2 new roof construction.
f) CPL Level 3 new green roof construction .

3.9 Building Services

3.9.1 CPT and CPL

The existing services within CPT will be removed as part of the demolition works once they have been isolated and made safe, with the exception of the existing lightning protection system and wet risers. The lightning protection system will be upgraded as part of the redevelopment and new wet risers will be installed and made operational prior to the existing risers being removed. The building will, as a result, always be protected during the construction works. The plant for the new services will be positioned at basement, sub-basement and roof levels. There will be additional plant spaces within the amenity levels of CPT (Levels 1&2) and at each of the residential levels. The new core services that serve the redevelopment will be installed progressively from the new basement and sub-basement plantrooms upwards via the service risers. The fit-out of the residential floors will be in a top down sequence back to the plantrooms on each level. The amenity areas services will be fitted out back to their individual plant areas.

3.9.2 CPH

The existing services which support CPH will be dealt with in two separate ways. Those that support levels 3 and below will generally be isolated for removal and redevelopment and those that support the residential levels above level 3 will be retained and kept operational as there are only limited intervention works to be carried out to these spaces. The core services that serve the lower levels of CPH originate from plant and systems within the redevelopment of CPT. These services will be installed to the individual plant areas for continuation by the future tenants.

3.9.3 CPW

The existing services that support the current building will be isolated prior to its demolition. The existing UKPN substation is to be maintained throughout the construction of the new building. Close liaison with UKPN will take place to ensure that methods are agreed and risks to other customers supplied by the substation are mitigated.

The new affordable housing building services will be installed following the construction of the main structure.

3.9.4 Commissioning

Commissioning of the systems will be sequenced to suit the phased handovers arising from the construction sequence. CPT and areas of the CPL basement and sub-basement associated with CPT will form one handover, and CPH including CPW, the remainder. All primary plant and systems will form part of the first handover commissioning exercise to ensure that the life-safety systems are in place for occupation.

It is important to note that whilst the installation and fit out is being completed level by level, the commissioning cannot be truly commenced until all vertical elements are completed.

Where the new core services serve spaces subject to tenant fit out works, these systems will be commissioned up to the point of interface. These interface points will be designed in such a manner that the core service is not directly connected to the fit-out works. The services to CPW are being designed to be essentially separate from the main part of the project. Any service reporting interfaces will be reviewed and incorporated into the commissioning process as they are identified.

3.10 Retail Areas

The retail areas at the lower levels of the buildings will be completed to a shell & core standard to permit the fit out works to be carried out by the tenants.

3.11 Apartment Fit Out

The sequence of construction of the apartments will be as follows:

a) High level first-fix building services.
b) Erect partitions (single side) complete with timber noggings and sub-frames.
c) Installation of underfloor heating and screed.
d) First-fix building services to walls.

e) Close up walls.
f) Joinery carcassing / ceilings and second-fix building services.
g) Hard floor finishes.
h) Fit bathroom / kitchens.
i) Floor finishes / final fix joinery and skirtings, and final fix building services fittings.
j) Appliances.
k) Testing and commissioning.
l) Final clean and snagging.

3.12 Communal Areas

The staircase and entrance hall finishes will be completed in conjunction with the lift installation, towards the end of the project. The specialist joinery and reception desks will be the last elements completed. At least one stair in both buildings will remain open at all times during the construction phase for emergency egress. It may therefore be necessary to carry out some finishing works outside of normal working hours to ensure the safety of the users.

3.13 Public Realm Works

Works to the Public Realm (by London Borough of Camden) will commence as soon as areas become available and will be completed to suit the phased handover. This will mean that the area at the base of CPT will be completed ready for the completion of the tower. The remaining areas will be completed towards the end of the construction programme.

BMCE will liaise with LBC in respect of the wider public domain works if these are brought forward. The design for this work is being carried out by Gillespies on behalf of the consortium client of London Borough of Camden, City of Westminster and TfL/LUL. All of this work is undergoing separate public consultation promoted and managed by the consortium client

4. SITE LOGISTICS

This section of the Construction Management Plan has been set out to respond to particular considerations raised in the "Camden Planning Guidance 6: Amenity: Construction Management Plans" document. It also gives details of the logistic plans for the site during different stages of the development, showing hoarding layouts, craneage and hoisting arrangements and scaffold details associated with the project.

4.1 Traffic and Highways Management

4.1.1 Start and end dates for each phase of construction

Projected start dates are currently anticipated to be as follows:

- Section 1 Centre Point Tower (CPT)
  - Commence – Week 1
  - Completion and handover – Week 114
- Section 2 Centre Point Link (CPL),
  - Commence – Week 1
  - Completion and handover – Week 111
- Section 3 Centre Point House (CPH)
  - Commence – Week 1
  - Completion and handover – Week 111
- Section 4 Centre Point White Lion House (CPW)
  - Commence – Week 2
  - Completion and handover – Week 111

4.1.2 Proposed working hours

Anticipated site hours are:

- Monday to Friday 8am – 6pm
- Saturday 8am – 1pm

Some out of hours working is also envisaged, as previously noted, however these will be minimal and only involve quiet works and normally only conducted to ensure the safety of the workforce. For example works to stairs.

Weekend working will be restricted to CPW, CPH and CPL in order to minimise the impact and disturbance upon the residents of CPH.

Construction vehicle deliveries and departures during peak rush hour periods will be kept to a minimum. Our dedicated Logistics Manager will use best endeavours to plan all construction vehicle deliveries and departures between the hours of 09.30hrs and 16.00hrs Monday to Friday

4.1.3 Access arrangements for vehicles

Vehicles will enter and leave the site by the routes shown on drawing BMCE-97-00-103 'Workforce and Vehicular Gate Locations' See Appendix 8.06.

CPW

Vehicles will enter via Gate 1 and exit via Gate 2. Traffic flow will be one way. Upon entry into the site, Gate 1 will be closed, the vehicle will be unloaded, and Gate 2 will be opened to allow the vehicle to leave site. Traffic Marshalls will direct the vehicles into and out of the site, and will ensure that no pedestrians are endangered by delivery vehicles. Traffic flow will be one-way. Pedestrians will have priority at the entrances.

CPH and CPT basement

Vehicles will enter via Gate 3 and traverse down the existing delivery ramp which currently services the basement of CPH and CPT. There is a head height restriction at the bottom of the ramp which means that delivery vehicles will not be able to enter the basement. Once they have been unloaded at the bottom of the ramp they will reverse back up to the top before exiting Gate 3 back onto Earnshaw Street. Whilst the footpath on the west side of Earnshaw Street is closed to pedestrians, Traffic Marshalls will direct vehicles into and out of the site whilst Pedestrian Marshalls will ensure no pedestrians stray into the path of the delivery vehicles. Only one delivery at a time will be allowed on the ramp.

Once the new service yard is constructed, the entrance off Earnshaw Street (Gate 3) will be moved further north to this position and the existing ramp will be closed off.

CPH (St Giles High Street elevation)

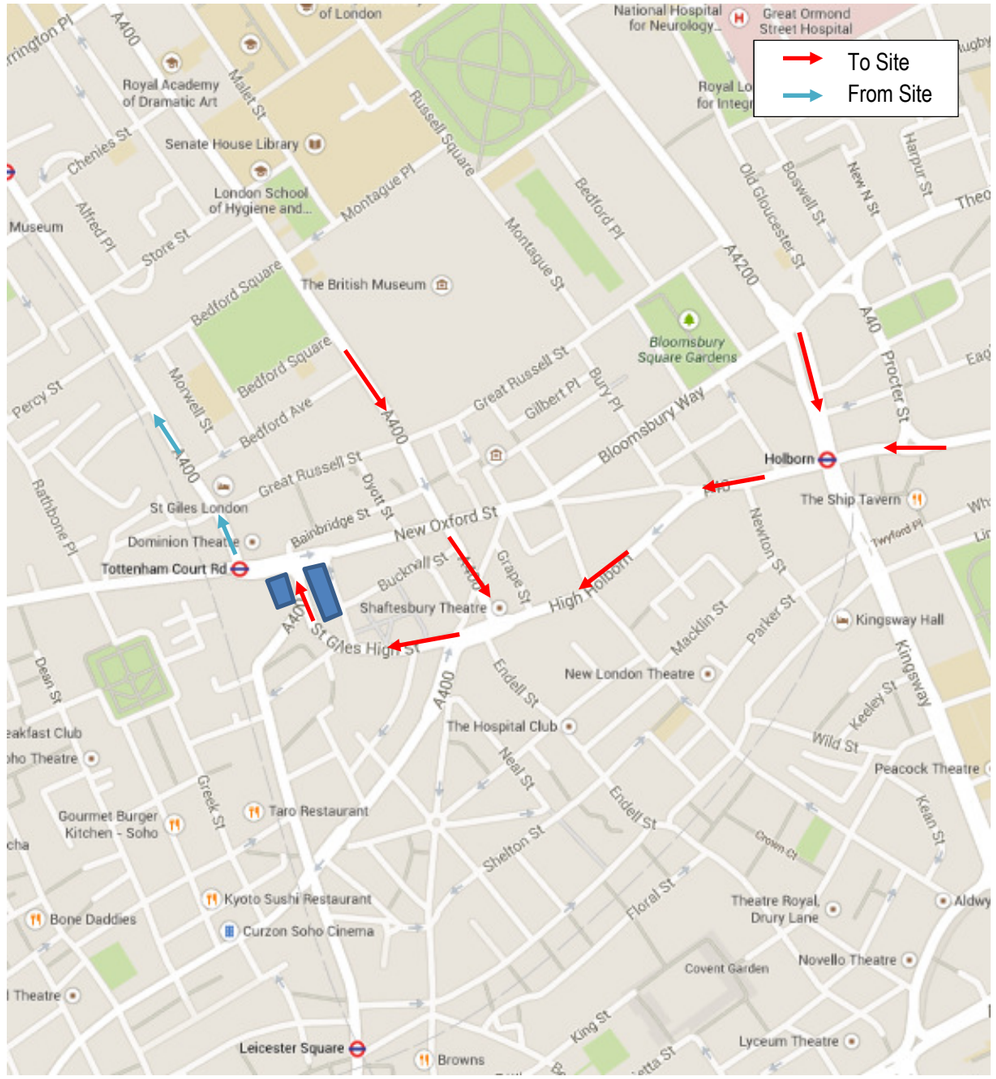
In order to create vehicular entry to the western side of CPH the existing alignment of St Giles High Street is to be realigned to its original kerb line which is still evident. This will allow vehicles to enter site via Gate 4 and exit via Gate 5. The sequence of work for this re-alignment is shown in Appendix 8.15. Traffic flow will be one-way. Upon entry into the site Gate 4 will be closed, the vehicle will be unloaded, and Gate 5 will open for the vehicle to leave site. Traffic Marshalls will direct the vehicles into and out of site, and will ensure that no pedestrians encroach on the path of the delivery vehicle.

CPT

Vehicles will approach site on St Giles High Street to the junction with the diverted route of Charing Cross Road. Once through the traffic lights at this junction, vehicles will enter site via Gate 6 and exit via Gate 7. Traffic flow will be one-way. Upon entry into the site Gate 6 will be closed, the vehicle will be offloaded, and Gate 7 will open for the vehicle to leave site. Traffic Marshalls will direct the vehicles into and out of site, and will ensure that no pedestrians encroach on the path of the delivery vehicle. Materials will be loaded into the twin hoist at the south of the tower for distribution to the various levels of the building.

4.1.4 Proposed routes for vehicles between the site and the Transport for London Road Network

Construction delivery vehicles will approach the Centre Point development from the south via St Giles High Street. Vehicles will subsequently leave the development via New Oxford Street and Tottenham Court Road. Local traffic routes to and from site are shown below.



4.1.5 Sizes of all vehicles and the frequency and times of day when they will need to access the site, for each phase of construction

The anticipated vehicle movements for the project are given in Section 2 of this document.

The projected vehicle movements during the main construction works will be approximately 800 vehicles per month during the peak of the project.

The range of vehicles delivering materials to and from the site will include:

- Tippers (9m long and 2.5m wide) – mainly for removal of demolition waste
- Skip lorries (7.5m long and 2.4m wide)
- Ready mix concrete lorries (8.25 m long and 2.5m wide)
- Flat bed delivery vehicles (8.5m x 2.5m) for materials such as windows, scaffolding, steelwork, reinforcement, brick and blockwork, plant deliveries, and fit-out materials.

All vehicles over 3.5t will be registered with the Freight Operator Registration scheme and have achieved Bronze standard as a minimum. All drivers will undertake cycle awareness training such as the Safe Urban Driver module through FORs. All vehicles associated with the works will:

- Have side guards fitted
- Have a close proximity warning system comprising rear facing CCTV, a close proximity sensor, an in cab warning device and an external warning device to alert road users to the planned manoeuvre
- Have a Class VI mirror
- Bear prominent signage on the rear of the vehicle to warn cyclists of the dangers of passing on the inside

4.1.6 Swept path drawings for any tight manoeuvres on vehicle routes to the site

Swept path analysis has been carried out for each of the delivery points to the site. This has shown that 40' articulated lorries will not be able to deliver materials to CPT (through gates 6 & 7) and CPW (through gates 1 and 2). It will, therefore, be a project requirement that smaller rigid backed vehicles will be used to deliver to these areas. The swept path analysis demonstrates that the route is achievable for these smaller vehicles. Refer to Appendix 4 for swept path drawings

4.1.7 Details of any highway works necessary to enable construction to take place

In order to create a vehicular entry into Gate 4 on St Giles High Street, the existing kerb will need to be temporarily re-aligned as shown on drawing BMCE-97-00-100 (Appendix 1). The positions for bus stands in Earnshaw Street and St Giles High Street will be relocated as shown on the drawing and this proposal has already been discussed with TfL. Changes to pedestrian routes as a result of the Centre Point Redevelopment and have been discussed with Steer Davis Gleeve and coordinated with TfL, LUL and Crossrail at TCRSU.

4.1.8 Parking and loading arrangements of vehicles and delivery of materials and plant to the site

There will be no parking allowed on or adjacent to the site. Loading/unloading arrangements within the site compounds are discussed within Section 4.1.3 above.

4.1.9 Details of proposed parking bays, suspensions and temporary traffic management orders

SDG have been liaising with Camden Council throughout the planning process to ensure logistics are suitably maintained during the construction process. Loading Bay requirements will continue to be monitored, as requested by Camden Council (see David Jenkins email dated 16th January 2015, appendix 5) to take into account concerns from all stakeholders, and will be amended if and when necessary.

- Traffic Management Orders:
  In order to re-align the kerb on St Giles High Street there will be a need for temporary traffic management. Detailed proposals have been developed by Active Reach and agreed with TfL and LBC.
  Reach Active will also undertake the necessary service diversions around the scheme, which also require temporary traffic management around the perimeter of the development. These schemes have been agreed with TfL and LBC, please refer to David Jenkins email dated 7th & 15th January 2015 (appendix 5) which confirms this To date, all parking bay suspensions to Earnshaw Street have been implemented as per the agreement with Camden Highways. The current suspension is envisaged to run on until such point as they are permanently removed by Camden, under the West End Project. Brookfield Multiplex will continue to liaise with Camden regarding these suspensions.
- Details of how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary) and any banksman arrangements:
  Traffic Marshalls at each gate will direct the vehicles into and out of the site. They will ensure that no pedestrians encroach into the path of delivery vehicles. The current route on the west side of CPH will be closed to the public for the duration of the project, however, access will be maintained for residents to gain access to the stair core at the south end of CPH. The emergency escape for the residents from the north stair core of CPH will be maintained by forming a temporary access route at Level 2 over to New Oxford Street.

Other public routes around the development will be maintained. On the west side of Earnshaw Street will be closed to the public leaving the primary pedestrian route will be along the east side of Earnshaw Street.

There are no proposals at this stage for any further diversions to pedestrian or cyclist routes.

4.1.10 Details of how traffic associated with the development will be managed in order to reduce congestion

Space within the site compounds will be extremely limited and as a result materials will need to be distributed to the construction floors with minimal delay. Loads will be palletised to enable ease of handling on the site. Individual loads will be carefully managed to ensure that all the materials/components can be accommodated within the hoists/goods lifts.

Deliveries will be managed using a web-based delivery management system. This will provide a job specific electronic booking protocol to control all deliveries to site. The system will ensure that deliveries arrive on a 'just in time' basis and prevent other vehicles arriving on site at the same time, creating congestion on the surrounding road network. Subcontractors and suppliers will need to give 48 hours notice of any deliveries. Vehicles arriving on site which are not booked in through the system will be refused entry to the site. The Project Logistics Manager will be dedicated to and responsible for the coordination and control of all aspects of material deliveries and movement.

4.1.11 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

Traffic Marshalls will direct vehicles into and out of the site at the various gates described in Section 4.1.3 above. Vehicle unloading will be undertaken when the vehicle has entered the site hoardings and the gates have been closed. Vehicles will not be allowed to idle outside of the site. To manage the flow of deliveries to the unloading areas, a Traffic Marshall will be positioned on the approach road.

4.1.12 Details of any other measures designed to reduce the impact of associated traffic

As discussed in 4.1.6 above it is clear that it will not be possible for larger vehicles to deliver to CPT and CPW. As a result contractors will deliver materials in smaller loads using consolidation areas away from the site.
The web based delivery system described in 4.1.11 above will ensure that deliveries are sequenced to avoid vehicles backing up onto the highway.

The project team will look to maximise the hours available for deliveries. Noise levels will be continuously monitored throughout the works. If it can be proved that deliveries outside of normal working hours do not impact on background noise levels, the site team would look to negotiate an extension of the hours during which the site can take deliveries through discussion with LBC. This may help avoid traffic congestion in the local areas by opening the site earlier and closing it later to carry out these particular operations. This would only be done once approval from LBC had been received.

4.1.13 How the servicing approach takes into consideration the cumulative effects of other local developments with regard to traffic and transport

The measures outlined above detail how, for the whole Centre Point Redevelopment, deliveries, traffic and transport issues will be dealt with. In respect of other local developments, LBC has expressed their intention of setting up a working group with adjacent sites as a forum to discuss any issues including the following:

a) Deliveries.
b) Public feedback.
c) Programme for the developments.
d) Changes during construction.

The St Giles Circus Working Group meets monthly and members are in regular contact between meetings. Almacantar and BMCE also meet with Crossrail and Taylor Woodrow/Bam Nuttall (TWBN) to discuss interfaces between Centre Point and the Tottenham Court Road Tube Station Upgrade project. These meetings occur every fortnight. Consolidated have also joined this working forum to discuss interfaces with the St Giles Circus development. It is the intention throughout the project to hold regular discussions with these and any other adjacent developments which may be affected by or have an interest in Centre Point.

4.1.14 Workforce Entry and Access to Site

This section should be read in conjunction with drawing BMCE-97-00-101 (Appendix 1).

On arriving at the site, the workforce will enter site via a security turnstile at the P2 gate location on New Oxford Street, and take the staircase up to the CPL bridge and enter the welfare facilities. Once here they will change into their personal protective equipment (PPE) using the changing rooms provided as part of the welfare facilities. Once in full PPE, they will be able to enter each area of the site as follows:

a) CPT – by entering the tower at Level 3 from the top of the CPL bridge. They will be able to access higher levels of the tower using the pedestrian hoists at the north and south end of CPT. These hoists feed every floor up to Level 35. Lower levels below Level 3 will generally be accessed using the existing escape stairs.
b) CPH (St Giles High Street) – from the CPL bridge down through the existing northern staircase of CPH.
c) CPW – via pedestrian gate P1 situated adjacent to vehicular gate G1. Before entry into the CPW site the workforce will use the main welfare facilities to change and store their PPE.

For office staff, there will be an additional pedestrian gate P3 provided to the east side of CPH off Earnshaw Street. This will provide a route up to the CPL project team and subcontractor offices. This route will not require personnel to be in PPE.

4.1.15 Workforce Travel

There will be no on-site parking and the project team and workforce will be encouraged to use the extensive tube, bus and cycle network public transport for the duration of the project as detailed below.

- The nearest tube stations are;
  - Tottenham Court Road (Northern & Central Lines)
  - Goodge Street (Northern Line)
  - Oxford Circus (Victoria, Central & Bakerloo Lines)
  - Holborn (Central & Piccadilly Lines)
- There are many bus stops serving routes to all parts of London and to railway termini
- The London Cycle network

A workforce travel planning leaflet & poster will be included within the subcontractor tender documentation and also displayed within the site welfare.

4.1.16 Security

An outline Site Security Plan has been prepared for the project and is available upon request. The plan will evolve to meet the ongoing needs of the project and will be based on the following principles:

- CCTV will be installed to cover pedestrian and vehicle entrances. Pedestrian access and egress will be controlled via turnstiles in 3 locations, these being: at the staircase on New Oxford Street, at the entrance to CPW and at the entrance from CPL into CPT. Pedestrian access will not be allowed through the main delivery gates.
- During the day, security guards will be employed to oversee the Access Control System as well as carry out patrols of the external and internal site perimeter. At night, security guards will monitor the CCTV system as well as continue their site patrols.
- Security guards will also man the Vehicular Access Gates to control those entering/leaving site by vehicle

4.1.17 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.

From the outset of the project well publicised meetings in collaboration with the developer Almacantar will be held. Invitations will be extended to all residents and local businesses, with particular attention being paid to CPH residents. The first of which has been arranged for 19th January 2015 and invitations have been issued.

The planning consultation has been regularly reviewed to take into account residents' concerns and to mitigate any potential impact the construction process has on their daily life. Any comments from discussions and meetings with local stakeholders have shaped the numerous amendments to the CMP. Plans have changed to ensure CPH residents have access to waste bins, and CPH entrance area will receive full security measures such as being subject to regular security checks, being well lit at all times and existing CCTV provision at the entrance will be maintained. Best Practicable Means will be employed to ensure noise or any other issues which may cause nuisance to the local environment are mitigated where possible.

A dedicated Community Liaison Manager will be appointed to the project. Regular community liaison meetings will be held to update local businesses and residents of site activities and to respond quickly to any concerns. Newsletters will be sent out Bi-Monthly updating the local community of any site activity or any upcoming works that might affect them. A direct hotline number to the Community Liaison Manager has been set up and will be clearly displayed, so if people have any questions or queries, they can make direct contact. A fortnightly meeting is also held between BMCE, Crossrail (TWBN) and Consolidated to discuss external liaison and public/community interfaces.

Community Liaison Manager contact details are as follows:

- Telephone number: 01202 045 817
- Email address: Centre.Point@brookfieldmultiplex.com

These shall be advertised during regular local business and resident meetings and in Newsletters.

Regular Working Group meetings will be held to ensure co-ordination at the interfaces with project neighbours, particularly Crossrail and Consolidated. This liaison has already commenced and the monthly St Giles Circus Working Group meetings held to date have been productive in terms of planning the project and will continue to add benefit throughout the project.

As further works start in the St Giles area these meetings will help to manage the coordination of a number of major construction projects within close proximity. The schematic Programme which follows this section outlines the interfaces and overlaps of the major works planned for construction phase during the Centre Point project this programme and the associated interfaces will be managed with the St Giles Circus Working Group supplemented by further meetings as required.

Further measures to be taken include:

- The project will be registered with the national Considerate Constructor Scheme and subcontractors will be required to ensure compliance and co-operation.
- Local projects by other contractors include:

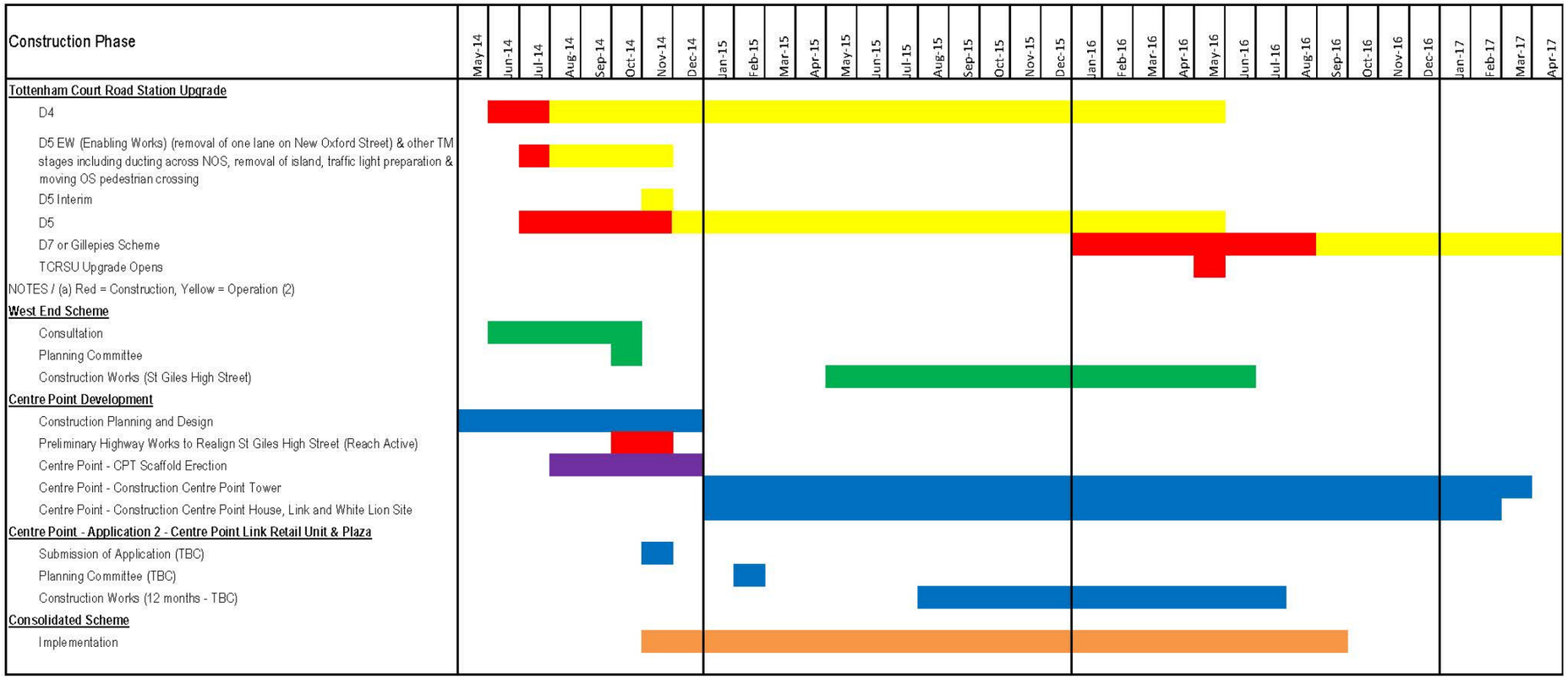
- The West End project, which consists of a set of interlocking and co-ordinated proposals that would enable the significant upgrade of a series of public spaces and contribute directly to the regeneration and economic success of the area near Tottenham Court Road, New Oxford Street and Shaftesbury Avenue. The package of measures includes improved facilities for pedestrians and cyclists and enhanced public realm at the following five locations:
    1. Tottenham Court Road/ Gower Street.
    2. Euston Circus - (Euston Road / Tottenham Court Road)
    3. Princes Circus - (New Oxford Street / High Holborn / Shaftesbury Avenue)
    4. St Giles Circus - (New Oxford Street / Charing Cross Road)
    5. Cambridge Circus - (Charing Cross Road / Shaftesbury Avenue)

The work to refurbish the Centre Point buildings is compatible with the proposed West End scheme and the Centre Point scheme helps ensure the deliverability of the St Giles Circus scheme through S106 contributions of £3.17m which are to be used to fund the piazza. A further £1.0m is allocated in the S106 towards the funding of the other elements of the West End project.

Our client Almacantar is working closely with the deliverers of other schemes in the nearby area through the St Giles Circus Working Group to ensure that the design and implementation of the different proposals are coordinated. Almacantar is currently facilitating and hosting this Working Group.

Taylor Woodrow Bam Nutall are undertaking the Tottenham Court Road Station Upgrade project. It is one of the major schemes in London Underground's £2bn Station Capacity Programme, expanding and modernising some of the Tube network's busiest interchanges to relieve congestion, provide step-free access, and help London work better. Other projects are on site at Bond Street and Victoria, and work is scheduled to start at Bank in 2016. Goslett Yard Box and Escalator Decline has now been handed over to Crossrail and their contractors BAM Ferrovial Kier (BFK). They will now begin the work of joining the Goslett yard box and the rest of the Crossrail station and passenger tunnels.

Consolidated Developments project consists of 21,000sqm of mixed use redevelopment of Denmark Street. This includes retained facades to Denmark St and St Giles High St, basement excavation and construction of new buildings within these street boundaries. Deliveries for Centre Point and Denmark Street will both be approaching the site from Holborn. Offloading by Consolidated will restrict vehicle movements on St Giles High St. Tower cranes on the two sites will need to share communication and have anti-clash features


Construction Phase
May-14
Jun-14
Jul-14
Aug-14
Sep-14
Oct-14
Nov-14
Dec-14
Jan-15
Feb-15
Mar-15
Apr-15
May-15
Jun-15
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Jul-16
Aug-16
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Oct-16
Nov-16
Dec-16
Jan-17
Feb-17
Mar-17
Apr-17
Tottenham Court Road Station Upgrade
D4
D5 EW (Enabling Works) (removal of one lane on New Oxford Street) & other TM stages including ducting across NOS, removal of island, traffic light preparation & moving OS pedestrian crossing
D5 Interim
D5
D7 or Gillepies Scheme
TCRSU Upgrade Opens
NOTES / (a) Red = Construction, Yellow = Operation (2)
West End Scheme
Consultation
Planning Committee
Construction Works (St Giles High Street)
Centre Point Development
Construction Planning and Design
Preliminary Highway Works to Realign St Giles High Street (Reach Active)
Centre Point - CPT Scaffold Erection
Centre Point - Construction Centre Point Tower
Centre Point - Construction Centre Point House, Link and White Lion Site
Centre Point - Application 2 - Centre Point Link Retail Unit & Plaza
Submission of Application (TBC)
Planning Committee (TBC)
Construction Works (12 months - TBC)
Consolidated Scheme
Implementation

4.2 Hoardings and Scaffold Arrangements

This section deals with perimeter scaffolds and hoardings, and the proposals for site welfare. Scaffolding and hoarding layouts are shown on drawings BMCE-97-00-100-102.

4.2.1 Proposed overhang of the public highway (scaffolding, cranes etc)

A full scaffold access system will be erected around the perimeter of CPT. It will be cantilevered out from the building on a support structure at Levels 3, 13, 22 and 30. A scaffold protection fan will be erected around the full perimeter at Level 3.

An acoustic scaffold will be erected around CPH to mitigate noise that might affect CPH residents. This scaffold will be in traditional tube and fittings with integral acoustic mats forming an acoustic barrier. The scaffold on the Earnshaw Street elevation will cantilever away from the building and be supported by a portal scaffold gantry with pedestrian access underneath.

It is intended that scaffold will be erected as required to install the windows and provide edge protection to the CPW building after the construction of the structure and installation of the precast façade.

All necessary highway and over sailing licences will be obtained and agreed and programmed with Camden (Engineering Services).

4.2.2 Details of any temporary buildings outside the site boundary, or overhanging the building

Two levels of stacked welfare cabins will be erected on top of CPL within the site boundary. Access to welfare will be gained from the staircase at street level on New Oxford Street up onto CPL. This staircase is outside the project boundary. Project team offices will be provided in Level 1 of the CPL which is also inside the boundary. This arrangement is shown on drawing BMCE-97-00-101 in the Appendix.

A steel gantry will be erected over the footpath on Earnshaw Street and also acts as part of the temporary works.

Limited satellite welfare facilities will be provided on site at CPW within the site boundary.

4.2.3 Details of hoardings required or any other occupation of the public highway

The project will commence with a number of enabling works which will include service diversions, street lighting removal, traffic light relocation, and the re-alignment of road, kerb and footways. These works will be undertaken behind temporary HERAS type hoardings with temporary traffic control to keep disruption to a minimum. This will be agreed with LBC and TfL prior to any works taking place. Further details for these works including programme and detailed drawings are included in the Appendix

Hoardings will be 2.4 metres high and will be erected around the perimeter of the site. Hoarding licences have been applied for and the associated fee paid to LBC. Covered gantries over adjacent pavements will form protected walkways for pedestrians. Viewing panels will be incorporated within the hoarding for the public to view the works.

Covered gantries will be lit to provide a safe access for pedestrians. Hoarding panels will be maintained and kept clean for the duration of the project. Layout and section details of the hoardings are shown on drawings CPT/MCA/PC/001 and 004 – See Appendix 8.01 and 8.04.

Scaffolding footprints allow for 2.4m pedestrian pavement to New Oxford St & 2m to all other footways as SDG model. Access to CPH residents is limited to 1.5m along St Giles High Street

On-going discussions are being held between Almacantar/BMCE/TfL/LBC regarding the impact of the construction works on the local area. This includes traffic management, oversailing licences, road closures, scaffold licences etc.

4.3 Vertical Transportation

This section should be read with reference to drawing BMCE-97-00-100 as this shows positions and reference details for the hoists and tower crane which are currently proposed for the development (in the Appendix).

4.3.1 Hoists to CPT

A double goods hoist (Hoist No 1) will be erected at the south end of CPT to service all floors. An offloading platform will be erected to enable delivery vehicles to pull up adjacent to the platform and off loaded directly onto the platform by using a small forklift, pallet trucks, manually or by Hiab. This will be the main supply route into and out of the building.

A single hoist (Hoist No 2) will be erected at the north end of CPT for deliveries to the north apartments. The Centre Point team are aware that owing to a future phase of Crossrail works in New Oxford Street, this hoist will have to spring from a gantry supported on cantilevering steelwork at Level 3. Consequently, this hoist will serve all floors from Level 4 to Level 35. With the offices and welfare accommodation planned to be housed in CPL Levels 1, 2, 3 & 4, it is intended that the route into CPT will be via a walkway to the base of this hoist. A further external gantry could be proposed around the Level 4 to allow the transfer of materials from the south off loading area and southern hoist / run off tower to the north.

4.3.2 Hoists to CPH & CPL

There will be a single hoist (Hoist No. 4) situated at the inner junction of CPW & CPL which will feed directly into CPH through the Brise Soleil. In order to eliminate general pedestrian access across the offloading/delivery yard at the base of this hoist arrangement, this hoist set-up will be designated for ‘goods’ only. This hoist will serve all floors from Ground Floor to Level 8.

4.3.3 Crane

A Tower Crane (TC No. 1) will be erected within the CPW site area on St Giles High Street. The crane will primarily serve the CPW site for transporting/lifting materials around site. The crane will be prevented from oversailing adjacent developments, however, in the out of service condition it will oversail St Giles High Street. An appropriate licence is to be obtained as necessary. Discussions with LBC have taken place regarding the oversailing license and temporary road closures required for the crane erection.

This crane will also be used to offload and assist with movement of materials within the site compound on the west side of CPH.

4.3.4 Forklifts

A up to three BMCE forklifts will be used to assist in the movement of materials around site. This will work within the hoardings and will not be allowed to use the public roads around the site.

5. HEALTH, SAFETY AND ENVIRONMENT

5.1 Health & Safety

5.1.1 Health and Safety Plan

In order to ensure the effective management, monitoring and co-ordination of health, safety and welfare on the project a Construction Phase Health & Safety Plan (CPHSP) has been prepared – See Appendix 2. This will be regularly reviewed and revised to suit the needs of the project.

The CHP is a live document providing project specific health and safety information with arrangements for managing the works and co-ordinating the activities of all contractors. It will ensure that works are undertaken in an efficient manner in terms of health, safety and welfare on the project by addressing the following:

a) Project safety objectives.
b) Project arrangements for the management of health and safety.
c) Responsibilities of project staff.
d) Method Statements and Risk Assessments.
e) Safety Meetings.
f) Consultations with the Workforce.
g) Project emergency response arrangements and contingency plans.
h) Training requirements.
i) Guidance of hazard-specific protection requirements.
j) Project safety instructions.
k) Accommodation and welfare arrangements.

5.1.2 Management Structure

The Project Manager will have overall responsibility for all project health and safety issues. The Project Manager will be supported in his role by a project based Health and Safety Advisor who will provide advice and guidance to the project team and subcontractors. In addition all sub-contractors will provide their own site supervision focussing particularly on health and safety.

5.1.3 Site Induction

All project staff, workforce and visitors will attend a site induction. Infrequent visitors will be escorted at all times whilst on site. The induction will describe the site rules, fire and emergency plan, health, safety and accident reporting. Any site specific risks / precautions will also be explained.

5.1.4 Workforce Engagement/Communication

A number of site based initiatives/activities will be implemented to improve and encourage communication with the workforce. These will include:

a) Safety Leadership Team will be put in place for the project
b) Weekly Package meetings.
c) Start up meetings.
d) Daily Site Management Briefings.
e) "It's Your Life" – Behaviour Safety Training
f) Suggestion Boxes.
g) Safety messages/reminders on TV in welfare.
h) Safety Team sessions.
i) Daily Activity Briefings for operatives.
j) Daily / Weekly site walkarounds attended by representatives from each contractor.
k) Tool Box Talks.
l) Notice boards with information updated regularly.
m) Safety Alerts.
n) Poster campaigns.
o) Open Door policy.
p) Monthly EHS Meetings
q) Monthly Safety Committee Meetings
r) Monthly EHS Performance League

5.1.5 Welfare Provision

Welfare facilities will be provided in double stacked cabins on the gantry situated above CPL. They will be accessed via the Pedestrian gate on New Oxford Street and up the staircase onto the CPL bridge. Facilities will be of a high standard and will include changing, washing/showering and WC facilities, drying rooms, canteen, First Aid room and security induction room – See drawings within Appendix 1.

5.1.6 Emergencies, First Aid and Occupational Health

Prior to starting on site and as part of the project safety plan, a specific fire and emergency plan will be prepared. The plan will describe the following:

a) Emergency escape routes.
b) Marshalling/assembly areas.
c) Fire extinguisher/alarm locations.
d) Fire engine/ambulance access.
e) Provision and location of dry and wet risers/falling mains.

Relevant parts of the plan will be exhibited in the project site office and around the site as appropriate. The CPHSP will be regularly reviewed, updated, reissued and redisplayed as the project evolves.

First Aid cover will be provided to suit the size of the workforce as well as to address any unusual hazards that may exist on the site. Occupational Health cover will also be provided for all operatives and managers. Occupational Health provision will include Drugs and Alcohol testing and 'for cause' testing following an incident.

5.1.7 Fire Safety Management

Around the site boundary the access gates will be used as escape routes in the event of an emergency. Emergency exit routes will be clearly indicated throughout the Centre Point Redevelopment, maintained free from obstruction, with emergency packs, directional signs and exit points marked by use of standard pictograms. Prior to start of construction, a Fire Safety Co-ordinator will be appointed who will prepare the Fire and Emergency Plan detailing the fire fighting shafts, dedicated emergency escape routes, fire points etc. They will make contact with the London Fire Brigade to present the Fire and Emergency Plan and make amendments as and when the project need arises. Fire

Safety Management will generally be organised in accordance with 'Joint Code of Practice – Fire Prevention on Construction Sites – 8th Edition Jan 2012'

5.2 Environmental Management

A site specific Project Environmental Plan has been prepared – See Appendix 3. This sets out the environmental controls to be implemented throughout the Centre Point Refurbishment to minimise the impact of construction activities on the local environment and the wider surroundings.

In addition to employing the Best Practicable Means to manage noise, vibration, dust and any other potential nuisance to local community and environment we will monitor activities, reflect on methods used and constantly update best practices to ensure quality is maintained throughout the entire construction process. We will ensure all subcontractor method statements are thoroughly reviewed and adhered to and all operatives are appropriately trained to adapt to changes to the programme and deal with any issues that arise.

As well as having appropriate and well management procedures in place, we also acknowledge the importance of installing the right attitude in those working on the project. This right-first-time philosophy and progressive mentality, where innovative ideas will be encouraged, will be driven top-down from Senior Management throughout the BMCE team and subcontractors and installed on all who work on the Centre Point Project.

5.2.1 Site Waste Management Plan

A Site Waste Management Plan has been prepared in accordance with DEFRA Guidance, Site Waste Management Plan Regulations (2008), and BMCE internal Procedure EHS -P-356
It contains the following:

a) Decisions taken by the project to eliminate, reduce, reuse or recover waste.
b) A forecast of waste to be generated.
c) Full duty of care details for all waste carriers and waste facilities.
d) Actual waste figures which will be updated on a monthly basis.
e) Diversion from landfill %

Opportunities for designing out waste in the first instance, using materials with a recycled content, re-use and recycling will be progressed through workshops with the design team and subcontractors. The site has already been registered as a 'Hazardous Waste Producer' in anticipation of works on site.

A Waste Segregation Area will be positioned in a suitable location inside the site hoarding to sort, store and recycle materials. Subcontractors will be audited to ensure that they comply with waste segregation and that all operatives have been briefed on the system. Subcontractors will be responsible for placing all waste arisings from their works in the waste containers provided.

The waste will be segregated and removed to a licenced waste facility. Only appropriately licenced waste carriers will transport waste and only appropriately licenced sites will accept waste or hazardous waste. Subcontractors will provide details of waste movements, waste carrier licences, Waste Management Licences/Exemptions and Waste Transfer Notes/Hazardous Consignment Notes (with completed Part E).

5.2.2 Dust Emissions

Best Practicable Means will be employed to ensure that dust does not cause nuisance. Additionally the following philosophy will be used to control dust:

1. Prevention
2. Suppression
3. Containment

Containment Mitigation measures to ensure dust is kept to a minimum will include the following:

a) Solid site hoarding will be erected around the site perimeter.
b) The Centre Point Tower will be enclosed with monoflex
c) Demolition activities will take place with windows still in place, and dust dampening will be used if necessary
d) Scaffolding and Gantry will be enclosed with sheeted material
e) Cutting equipment will use water as a suppressant or a suitable local exhaust ventilation system will be employed.
f) Materials will be enclosed and dampening down of dusty materials using water spray will be used at appropriate periods, for example dry seasons. However, only sufficient water will be applied to damp down the material and excess water will not be allowed to contaminate the local watercourses. Additionally, due caution will be made to "over dampening" due to the sensitive nature of the HAC ribbed floor units.
g) The site shall be dampened down during the working day and again at the end of the day to reduce the amount that is re-suspended dust. Again, due caution will be made to the danger "over dampening" .Machinery and dust-causing materials and activities to be located away from the site boundary and sensitive receptors.
h) If deemed necessary, the public highways will be cleaned using wet sweeping methods, especially during dry season.
i) Vehicles transporting materials onto or off site will be suitably covered where necessary to prevent dust
j) As this is a refurbishment project, we do not envisage vehicles bringing or removing significant quantities of mud to such an extent as to cause offense to the local community and environment. Nevertheless, dusty vehicles will be managed through dampening dusting down if necessary.
k) Given the tight entrance and exits on the project site, a speed limit of 5mph will be imposed inside site boundary and when exiting the project site
l) We do not intend to use mobile crushing, screening plant nor cement batching plant on the project.
m) Site personnel shall be trained in dust mitigation and a Logistics manager supported by the Sustainability Advisor shall be present for managing dust on site.

5.2.3 Air Pollution Emissions (Fumes, Smoke and GHG emissions)

Construction dust will comprise both coarse dust and finer particles such as PM10s. Camden is deemed an Air Quality Management Area, with a serious concern for PM10s generated from construction sites. PM10 data will be collated pre-commencement on site using the London Air Quality Network. Throughout the development, the Project team will carry out dust monitoring and measuring of PM10 on a continuous basis. The Project Environmental and Sustainability Advisor will be responsible for accessing the data from site surveillances to check air quality.

Mitigation measures to ensure air pollution emissions are kept to a minimum will include the following:

a) Throughout the construction phase continuous particulate matter (PM10) monitoring shall be undertaken. Two instruments will be deployed at the site either side of CPH.
b) b) Adequate quality assurance/quality control procedures shall be in place including monitor maintenance and calibration as well and data checking. PM10 data shall be collected automatically on an hour basis.
c) c) A trigger action level for PM10 concentrations of 200µg.m-3 (15 minute average) shall be used to identify incidences of elevated dust emissions at the site boundary. The development site shall comply with the trigger action throughout the demolition and construction phases.
d) d) An on-site alert system (email or SMS) shall be in place to notify appropriate staff that the trigger action level has been reached. Immediate and appropriate measures can be put in place to rectify abnormal particulate emissions. A procedure shall be established to deal with abnormal dust emissions. All incidences of abnormal particulate emissions leading to breaches of the trigger action level, shall be documented in the site log book (date and time), with details of the action take to remediate dust emissions.
e) e) An e-mail specifying details of any alert to be sent out to Camden Council's air quality officer as soon as practicable following any breach of the site trigger action level.

f) f) An electronic report shall be submitted to Camden Council's air quality officer every three months summarising the following information from each monitoring site – 24 hour average PM10 concentration, date and time of any breach of the trigger action level with the 15 minute mean concentration, prevailing wind direction and details of the cause of elevated dust emissions and mitigation measures.
g) g) The Council shall be notified of any changes to the location and operation of dust PM10 monitoring instrumentation.
h) h) A 24-hour phone hotline shall be set up so that residents can complain about high dust or PM10 levels directly to the contractor.
i) i) CO2 emissions from site activities will be recorded in line with the BMCE Brookfield Metrics and updated monthly.

5.2.4 Noise and Vibration:

BMCE will use the best practicable means to reduce the negative effects and increase beneficial effects on the environment by controlling noise, vibration and other nuisance which may cause offence to the local community or environment. Noise monitoring will be carried out as follows:

a) 3D modelling will be used on the top of the Centre Point Tower to predict noise levels, and vibration in the case of the basement works. This is specifically concerned with the structural alterations to be undertaken using such techniques as diamond sawing on the top 4 floors of Centre Point Tower
b) Baseline monitoring will be undertaken prior to works commencing. Noise and vibration monitoring will be continuous, to enable any requests/complaints to be addressed.
c) Monitoring will be carried out next to sensitive receptors e.g. CPH

Mitigation measures to ensure noise and vibration are kept to a minimum will include the following:

a) 2.4m hoarding from durable recycled plastic to reduce the amount of noise that escapes the site
b) Noisy machinery and equipment will be as far away as practical from CPH and other sensitive properties
c) CPH will be enclosed with an acoustic scaffold.
d) Gates will remain closed and only open to allow vehicles to pass through
e) An electric temporary substation has been applied for with the view of powering the tower crane, lighting and saws instead of diesel or petrol
f) We will envisage to use acoustic enclosures where necessary
g) Machines that are not used very often will be shut down when not in use or throttled down to a minimum
h) Vehicles and machinery used for work must be fitted with effective exhaust silencers, be maintained in good and efficient working order, and be used in a way that reduces noise and vibration
i) The Logistics Manager will use a Delivery Log to carefully coordinate the vehicle movements and minimise congestion
j) Deliveries outside of hours will only be used as a last resort, and Camden Council will be notified of instances. Any delivery which does occur out of hours will use white noise vehicles reversing alarms instead of noisier alternatives
k) We have made carefully considered plans to use quieter breaking and cutting techniques such as diamond saws, diamond blades, munching and hydraulic cracking. Percussive breaking will be avoided and only used if approved through a process of elimination of other techniques.
l) Pneumatic tools will be fitted with silencers wherever possible and where hydraulic hammers are used they will be fitted with baffles
m) We do not intend to use impact-driven sheet piling. Instead we expect to use hydraulically operated or vibratory methods to drive extract sheet pilling.
n) The quietest and newest vehicles/plant machinery shall be used at all times. All vehicles and mechanical plant used for the purpose of the works shall be fitted with effective exhaust silencers, shall be maintained in good and efficient working order and operated in such a manner as to minimise noise emissions.
o) In the case of vibration, the principles BS 5228: 2009 part 2 will be applied to works with the potential to cause vibration issues. In advance of any works being undertaken background readings will be taken to identify the current vibrations levels noting the location of the existing underground tube line

5.2.5 Protection of biodiversity and trees

Regular monitoring will be undertaken throughout the construction phase of the project to ensure that impacts on ecology are minimised. In the event that a protected species or habitat is discovered during construction, works will stop and expert advice will be sought on how to proceed.

There is only one tree within the site boundary and this is a poor specimen of a lime tree. This will be removed in the early phase of the works. New trees are proposed for the enhanced public domain area in the scheme to be promoted by LBC and TfL.

During demolition and construction, best practice measures will be employed to ensure that surface and groundwater is managed to avoid risk of pollution.
These measures will include:

a) Fuel, oil and chemicals stored in suitable secondary containment systems.
b) Chemical storage covered to prevent rainwater ingress.
c) Drip trays used under static plant.
d) Emergency spill kits provided in strategic locations around each work area with personnel trained in their use.

The water table is approximately 1.5m above the basement level. It is therefore anticipated that groundwater will be encountered during the basement works. An application will be made for a Thames Water Groundwater Discharge Consent prior to commencement on site.

Water will be discharged from site via a settlement tank with a meter attached.

5.2.6 Stability of adjacent properties

A structural and vibration monitoring regime will be established for the project, to monitor any structural movement and vibration during demolition, structural alteration and construction activities; and to give an immediate warning on site to prevent any damage to adjacent structures. This will entail establishing baseline data and trigger levels for movement and vibration, live report access giving real time readings and alarm/text notification if trigger levels are exceeded.

5.3 Local Procurement

Almacantar and BMCE recognise the benefits that a high profile project such as Centre Point has on the local economy and therefore will actively engage with the local supply chain and encourage the procurement of locally sourced goods , services and materials. BMCE maintain a nationwide register of sub-contractors, and wherever possible, will invite local firms to tender for the works packages on the project. BMCE will attend organised events, such as Meet the Buyer events, that create opportunities for local suppliers to enter the tendering process.

Almacantar attended a Meet the Buyer event at London Borough of Camden on 19th September 2013 and SRM have previously been in negotiation with Contractors who were present at the event. LBC has been encouraged to submit names/details of suitable supplies and sub-contractors.

Local suppliers not already registered with SRM will be coached through the process.

5.4 Communication with the Community

BM will produce a newsletter that will be made available bimonthly to the Community and any person or group who would like to receive a copy. The newsletter will provide all relevant information about the project for the specific

upcoming period. It will also include a rolling 6 month high-level programme that will show the key programme activities along with general and relevant information.

Further to the Newsletter, BM will liaise with key parties in the local vicinity to ensure that vulnerable people, such as the Centre Point House residents, are fully aware of activities happening throughout the course of the construction phase.

Also, the BM logistic manager will liaise with the local businesses and other construction sites in relation to deliveries to the site and to the business premises to ensure that when deliveries happen

5.5 Considerate Constructors Scheme and Guide for Contractors Working in Camden

Following formal appointment, BM will register the Centre Point Tower scheme with Considerate Contractors Scheme (CCS) at the earliest opportunity. BM will ensure that our specialist trade contractors and supply chain partners also comply with these requirements.

BM will follow the "Guide for Contractors Working in Camden"

BM operates award winning sites and has previously received Performance Beyond Compliance, Silver and Gold awards from both National Considerate Constructors Scheme.

All contractors working on site will be instructed to work to the 'Guide for Contractors Working in Camden'. Along with our own procedures this will be referred to throughout the tendering process with our subcontractors. In addition the site team will use the manual as a reference throughout the construction process.

5.6 24/7 Helpline

BM will provide a 24/7 helpline service that is efficient, professional, courteous and customer focussed. The helpline will operate 24/7, 365 days per year, managing all calls received from the neighbours and the public. All calls taken by the helpline will be recorded and reported to the project lead for action. BM will record all calls received and close-out details including the action taken on a weekly register.
The 24/7 helpline contact details will be communicated widely to all neighbours and advertised on:
• Internet
• Newsletters
• Hoardings
• Letters issued to neighbours

The manned 24/7 helpline will receive all calls and those non-urgent will be reported to the project lead on the next business day.
Should a call outside of business hours require immediate action, the helpline will escalate the concern. By engaging a multi-level response system, BM will ensure they provide an efficient and comprehensive 24/7 response.

5.7 Complaints and compliments register

All calls, emails and notifications will be logged, actioned, recorded and closed out in a suitable timeframe. This will align with the register which will be established for the project. A member of the team will be charged with keeping the register up to date and ensure procedures are adhered to.

5.8 Other construction sites in the local area

BM is aware of Cross Rail construction site next to Centre Point Tower. Contact with be sought with this project with regards to noisy works. Demolition works will be planned and scheduled with Cross Rail and as far as is reasonably possible arranged so the that noisy works are carried out at different times to minimise the accumulative noise generated which could be a nuisance to local businesses and neighbours.

5.9 Rodent Control.

Rodent Control Inspections at Centre Point Tower have been undertaken by specialised assessors since September 2014. These records are available for inspection. The level of Rodent activity has been deemed with 'Light'. Nevertheless, we understand the importance of carefully managed Rodent Control on construction sites, and as such we will take the following preventative measures to effectively manage Rodent Control:

a) Seal all disused drains and sewers correctly. Records of all action we take and approvals we receive will be recorded
b) Treat any pest infestation efficiently and effectively, and notify Camden as soon as possible
c) Ensure no rubbish or rotting material will build up onsite. Caters will be based on the 4th floor of Centre Point Tower, which is the only place site operatives are authorised to eat

5.10 Training and Apprenticeships

BMCE and Almacantar are committed to the engagement of apprenticeships, acknowledging the need to provide a skilled workforce, now and in the future. BMCE will encourage all their subcontractors and suppliers to replicate these beliefs by offering apprenticeship opportunities throughout all areas of the site development and for all levels of ability.

On the Centre Point project, contacts will be made with local training organisations and education establishments, in particular the Kings Cross Construction Centre, K-10 and the Prince's Trust to ensure that they are aware of the skills requirements of the project and to give them the opportunity to promote training opportunities with the sub-contractors in formal presentations. BMCE will engage with sub-contractors to establish targets for employing apprentices from the London area prior to formalising sub-contracts. The performance of achieving the targets will be reviewed regularly and a formal framework for reporting our site progress in relation to these matters will be adopted for the duration of the project.

BMCE have successfully delivered apprenticeships on other site developments, in particular New South Glasgow Hospital where we were awarded the Scottish Government Oppurtunities CSR Award 2012 and the National Government Opportunities Award for Supplier Engagement 2013. We shall include our regional employment schemes as part of this project and refer places to our community partners, in particular those who work with long term unemployed people, to offer employment opportunities to Camden residents.

Almacantar also supports the charity 'Centrepoint' and will explore contact between the charity, the Principal Contractor and the sub-contractors so as to promote employment and training.

It is important to note that those entering and working on the site do so at the absolute discretion of BMCE whose rules for the safe operation of the site are of prime importance.

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20 UNEMPLOYED PEOPLE GET THE OPPORTUNITY TO LEARN A NEW TRADE

Through the community benefit partnership, dry lining supply chain partner, Astins, offered local people the opportunity to learn a new trade. Working in conjunction with Jobs & Business Glasgow and Construction Skills 20 local people have had the chance to participate in eight week training programme funded by Glasgow City Council's Responsive Training Fund supported by European Social Funding and investment from the local Southwest Community Planning Partnership.

This bespoke programme was run on-site by Astin's NVQ Assessor and the trainees were given IPAF, nail gun and power saw training as well as on-job skills.

ENGINEERING STUDENTS GET ON-SITE EXPERIENCE

Students from Clyde College completed a two-week work placement programme with the mechanical and electrical contractor at the New South Glasgow Hospitals project. The two-week rolling programme saw thirteen HNC Engineering students get onto the site.

The thirteen students were hosted on the site by key supply chain partner, Mercury Engineering Ltd. Each student was allocated a supervisor and work station while on site. They spent their time working alongside experienced teams and were give a real sense of working on a big, busy construction site.

At the end of each session the students were given a full debrief and all students stated that the work experience added real value to their studies. In particular they highlighted the level of structure, scale of the operation and communication as being the core experience for them.

6. Conclusion

This Construction Management Plan has been prepared in discussion with the Centre Point Refurbishment Project Team to support the planning process. It details current proposals for the method and sequence of work, and logistic arrangements proposed to deliver the project.

Adjacent developments have been considered in formulating these proposals and the report details a range of measures which will be implemented in order to minimise or eliminate the impact of construction on the surrounding area and the local community.

The content of the report will be reviewed regularly and updated as necessary to reflect any changes throughout the planning, design and construction phase of the project.

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

Appendix 1

Centre Point Refurbishment
Logistics Set Up

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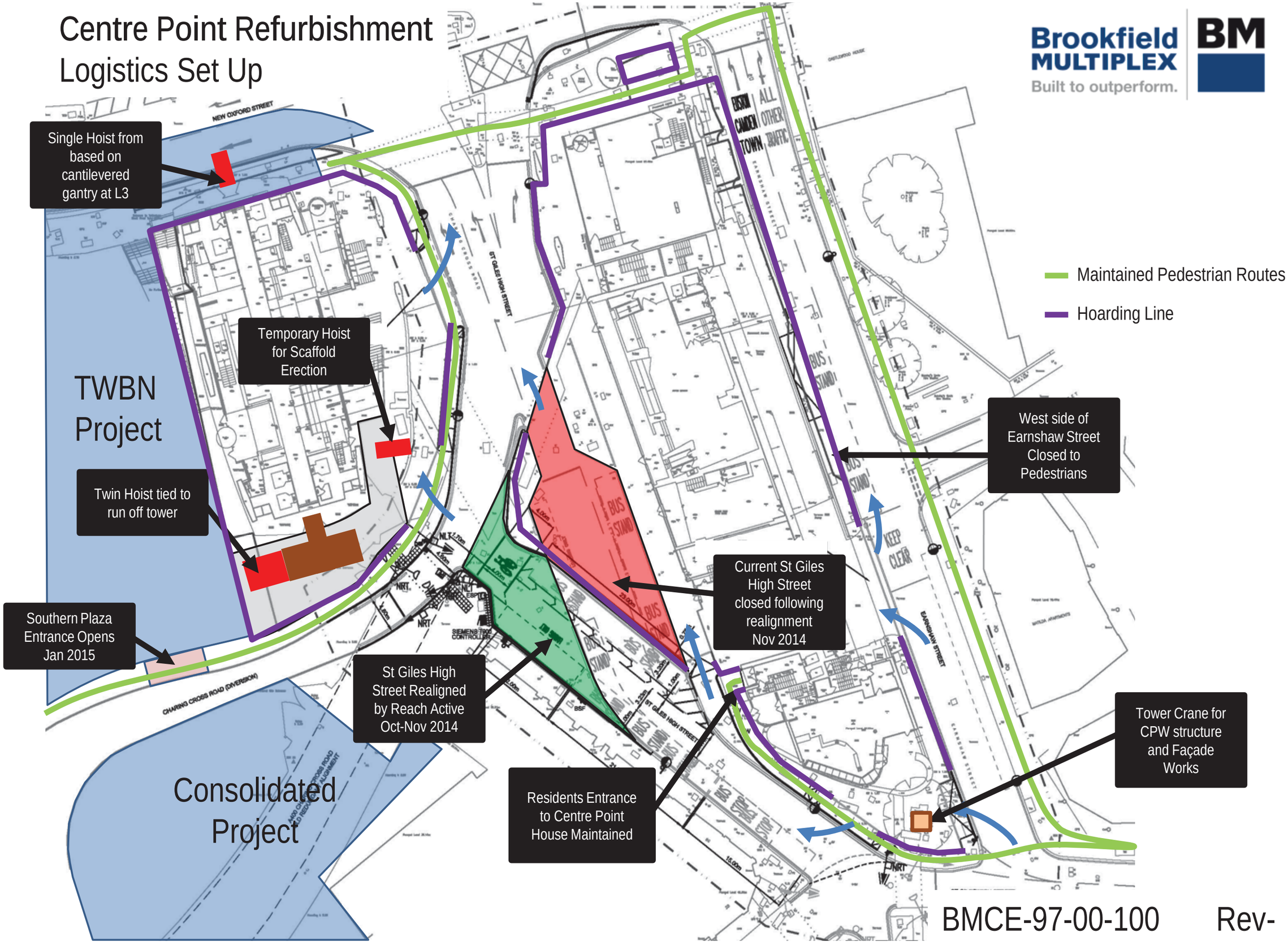
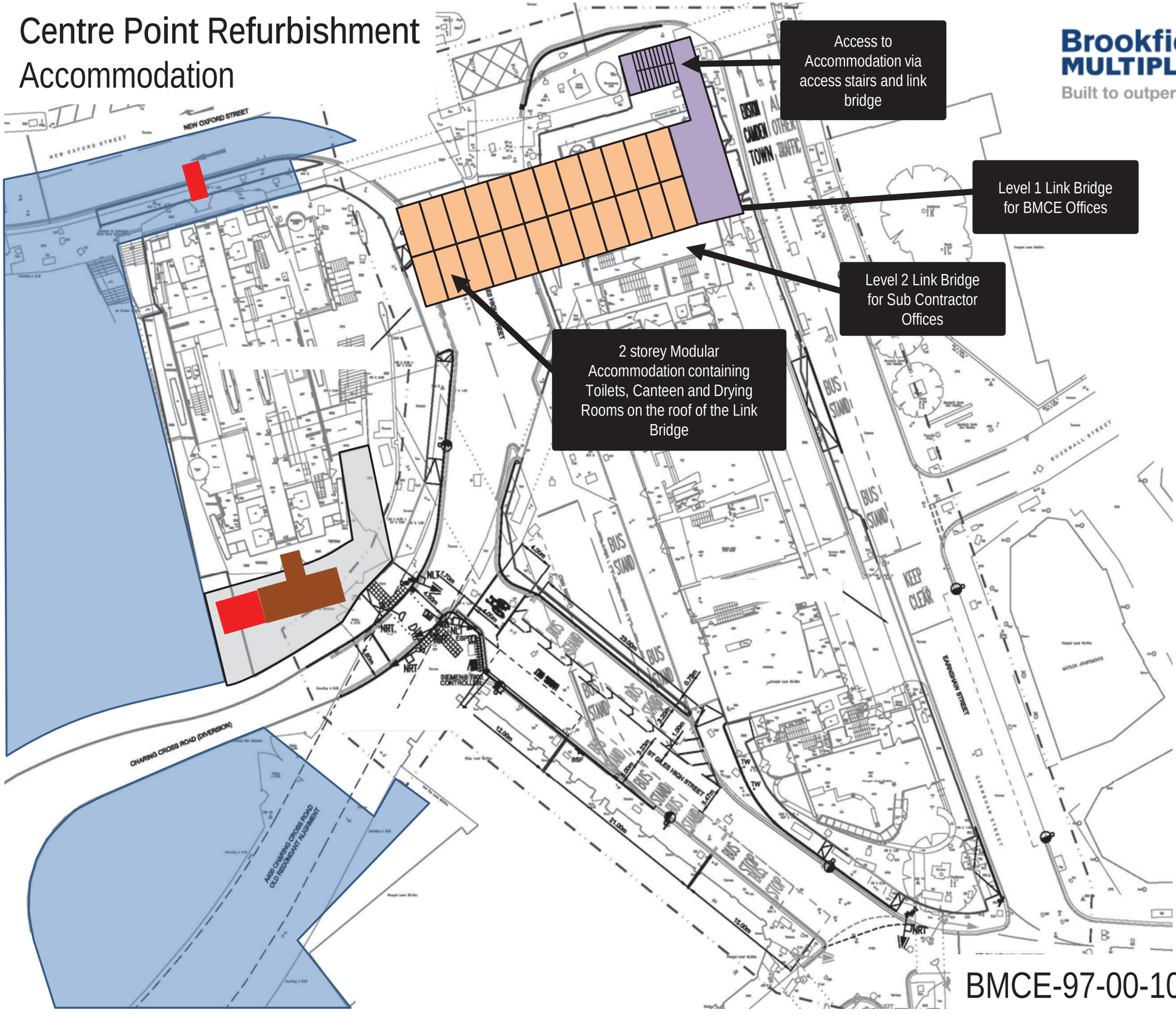


BMCE-97-00-100 Rev-

Centre Point Refurbishment
Accommodation



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Centre Point Refurbishment
Hoists and Delivery Access

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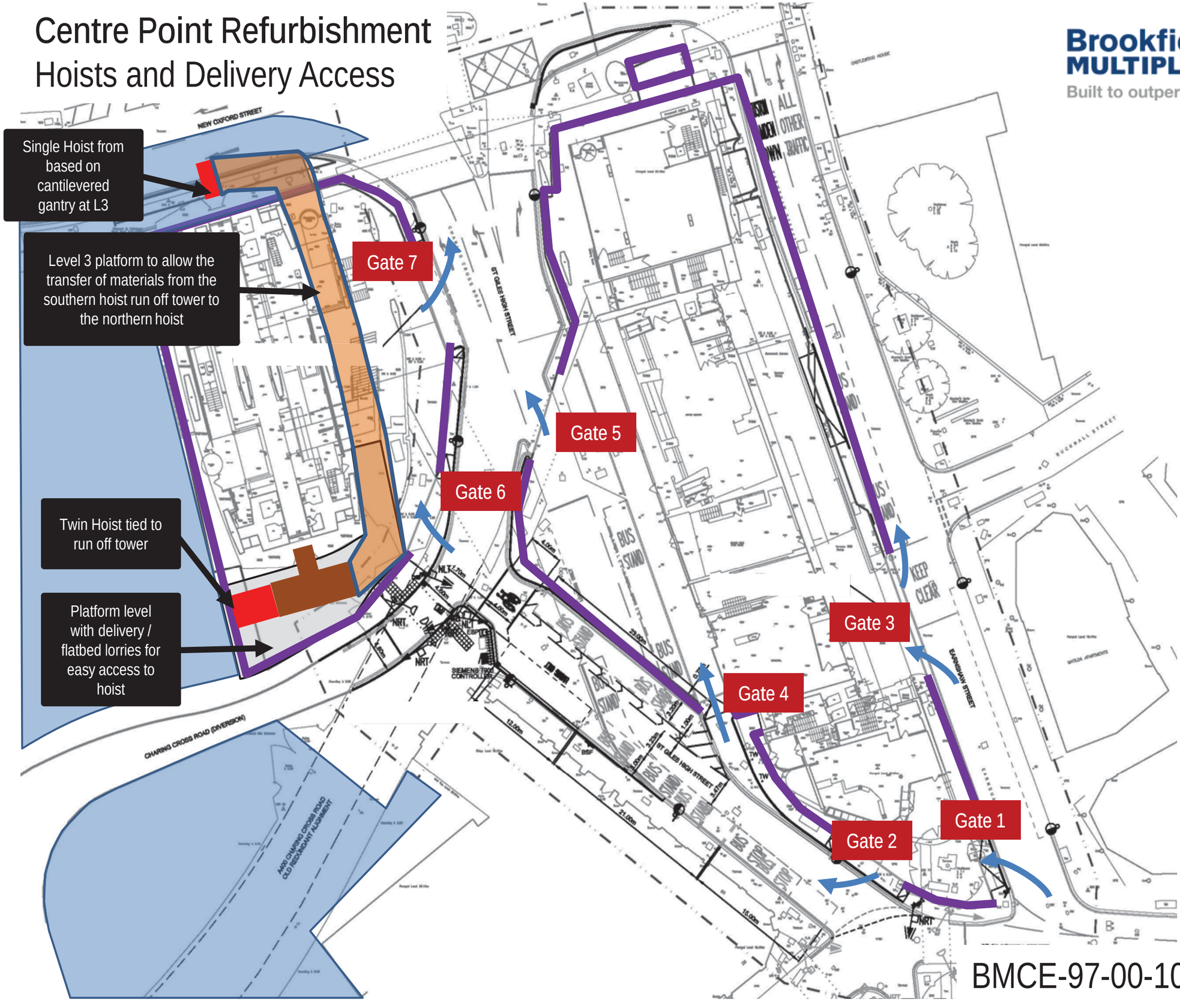

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Appendix 2

Construction Phase Health & Safety Plan

BMCE-CPHSP-001

Centre Point Refurbishment

101-103 New Oxford Street

Project Address

101-103
New Oxford
Street, London

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Construction Phase H&S Plan Template			
Project Reference	Centre Point Refurbishment	Rev	00

WC1A 1DD

Contract Number

Approved by:	Title:	Signature:
Stephen Browne	Project Director	
Stephen Still	Project Manager	
Benjamin Nicholson	EHS Manager	

Revision record		
Revision	Date	Amendment
00	01/09/2014	First Draft

Distribution		
To all contractors via ACONEX transmittal, plus		
Name	Company	Address

CONTENTS

Appendices attached separately

1. Fire and Evacuation Plan
2. Major Incident Emergency Response Plan
3. Logistic / Traffic Management Plan
4. Lifting Operations Plan
5. Accident and Incident Reporting Procedure
6. Project Organisation Chart
7. Temporary Works Procedure
8. Construction Health and Safety Risk Register
9. Submittal Flowchart
10. Guide for Contractors working in Camden
11. Environmental Sustainability Management Plan

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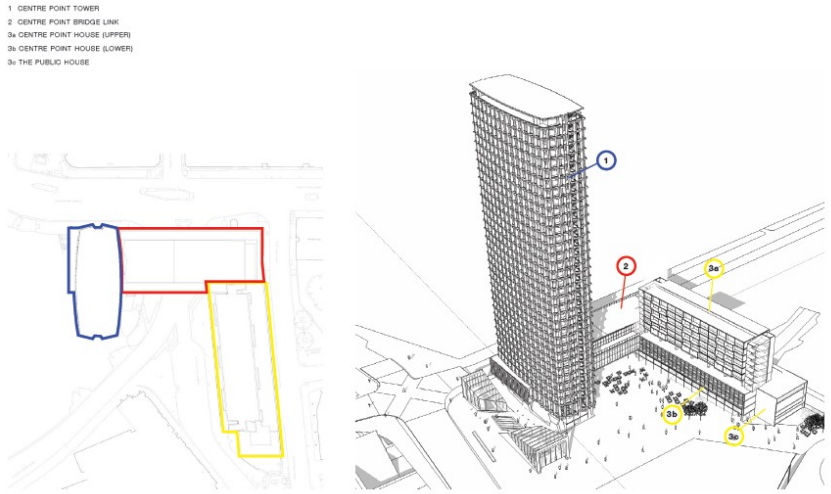
Construction Phase H&S Plan Template			
Project Reference	Centre Point Refurbishment	Rev	00

1.0 INTRODUCTION

1.1 Project Description

The Centre Point complex is located at 101-103 New Oxford Street, London, WC1A 1DD. The Grade II listed buildings, which were constructed in the 1960s, incorporate Centre Point Tower (CPT), Centre Point Link Bridge (CPL) and Centre Point House (CPH). At the south end of CPH is the Intrepid Fox public house. The site is located at the eastern end of Oxford Street adjacent to Tottenham Court Road Tube Station in the London Borough of Camden (LBC).



Centre Point Tower (CPT)

Centre Point Tower is a 35 storey building and one of the tallest structures in the West End of London reaching to a height of 141.06m above ordnance datum. It is currently used as commercially let office space.

Centre Point Link (CPL)

Centre Point Link spans St Giles High Street and cantilevers up to the eastern face of Centre Point Tower. At second floor, above the main bridge link, there is a recessed storey of offices beneath a sculptural and cantilevering roof. At ground level there is an existing retail unit operating as a bar. This is a self-contained space at the north east corner of the building, spread over ground floor, mezzanine and basement areas.

Centre Point House (CPH)

Centre Point House is the north-south linear block that forms the eastern edge of the Centre Point complex adjacent to Earnshaw Street. It currently contains retail units at ground and mezzanine levels; offices at first and first floor mezzanine accessed laterally via the Bridge Link (CPL) and Centre Point Tower; and a six storey residential block above, comprising 36 apartments.

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Construction Phase H&S Plan Template			
Project Reference	Centre Point Refurbishment	Rev	00

Centre Point Public House (CPW)

The Intrepid Fox pub is located in a separate block at the southern end of Centre Point House orientated away from the other buildings. The building spans over three levels, basement, ground and first floor with associated storage and ancillary use on a further two upper storeys.

The site is situated on an island site surrounded by New Oxford Street to the north, Charing Cross Road to the west, Earnshaw Street to the east and St Giles Circus to the south, and is situated in a busy location within the heart of Central London. In addition, major Crossrail works are currently being undertaken directly adjacent to Centre Point on the west side as part of the Tottenham Court Road Station Upgrade Project. These works currently have an estimated completion date of 2017/18.

As part of the Crossrail project, Charing Cross Road is closed in the vicinity of Tottenham Court Road tube station and as a result is diverted under CPL. St Giles High Street runs to the west of CPH and under CPL.

The site has major interfaces with the local London bus network and there are a number of bus stands in St Giles High Street and Earnshaw Street, the provision for which will be maintained throughout the project.

The Centre Point Refurbishment comprises the following works:

1. Conversion of the existing 35 storey Centre Point Tower from office use into 82 residential apartments with new amenity space at levels 1 and 2.
2. Conversion of lower levels of Centre Point House from retail and office use into new retail units.
3. Replacement cladding to the Centre Point House apartments and interior refurbishment of communal areas.
4. Conversion of Centre Point Link to retail space.
5. Structural alterations and re-cladding of the north and south staircase cores of Centre Point House.
6. Reconfiguration and refurbishment of the existing basements.
7. Public realm works.
8. Demolition of the existing Intrepid Fox Public House and construction of affordable apartments.

Overall Construction Programme

The overall project programme for each of the buildings is

as follows: Centre Point Tower (CPT) – 24 months

Centre Point House (CPH) and Centre Point Link (CPL) – 30 months

Centre Point Affordable Housing Development (CPW) – 20 months

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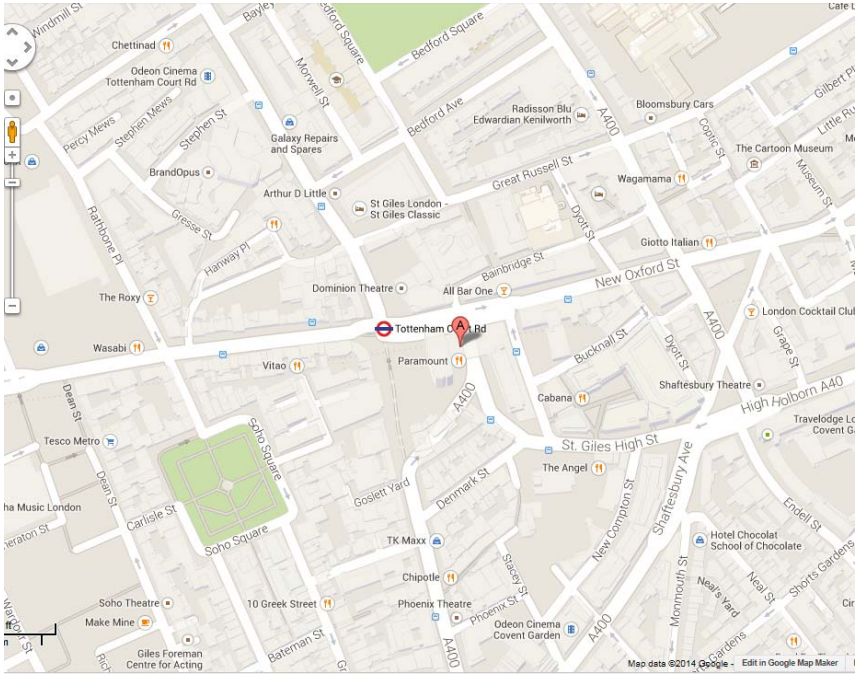
Construction Phase H&S Plan Template			
Project Reference	Centre Point Refurbishment	Rev	00

Project Location



1.1.1 Project Team

Role	Organisation	Contact Person	Location / Telephone / Email
Client	Almacantar	Mike Hussey	mike.hussey@almacantar.com
Client Project Manager	Almacantar	James Waite	james.waite@almacantar.com 0786733037
CDM Co-ordinator	Lend Lease	Richard Hartley	Richard.Hartley@lendlease.com 07739 302107
Overall Lead Designer	Rick Mather Architects	Gavin Miller	gmiller@rickmather.com 07795100236
Lead Designer	Conran & Partners	Tim Bowder-Ridge	tbridger@conran.com 07834133095
Structural Engineer	Pell Frischmann	Luca Aiwerioghene	laiwerioghene@pellfrischmann.com 07970080420
Principal Contractor	Brookfield Multiplex	Stephen Browne	Stephen.browne@brookfieldmultiplex.com 07818048227
Services Designer	TBC		
Planning LBC	LB Camden	Amanda Peck	Amanda.peck@camden.gov.uk
Cross Rail	Site Manager Tottenham Court Rd	David Crabtree	davidcrabtree@crossrail.co.uk
English Heritage	Statutory Consultant	Mike Dunn	Michael.dunn@english-heritage.org.uk
Neighbours	Derwent London Plc	Richard Hillebron	Richard.hillebron@derwentlondon.com 07912519747
Party Wall Surveyor CPH Residents	Core CBS Ltd	Claire Charlton	07909910971

1.2 Existing Information

The following existing information is available relating to the site:

Information	Location	Contact Person	Telephone / Email
Health & Safety File	BMCE	Stephen Browne	Stephen.browne@brookfieldmultiplex.com 07818048227
As built drawings	BMCE	Stephen Browne	Stephen.browne@brookfieldmultiplex.com 07818048227
O & M Manuals	BMCE	Stephen Browne	Stephen.browne@brookfieldmultiplex.com

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Construction Phase H&S Plan Template			
Project Reference	Centre Point Refurbishment	Rev	00

			07818048227
Asbestos Register	BMCE	Stephen Browne	Stephen.browne@brookfieldmultiplex.com 07818048227
Ground Surveys	BMCE	Stephen Browne	Stephen.browne@brookfieldmultiplex.com 07818048227
Planning Consents	BMCE	Stephen Browne	Stephen.browne@brookfieldmultiplex.com 07818048227
Local Authority Agreements	BMCE	Stephen Browne	Stephen.browne@brookfieldmultiplex.com 07818048227

The following items concerning the existing site are identified as potential hazards

HAZARD	NOTES / EXISTING CONTROLS
Dust, Noise, Vibration and Movement	Operatives/Neighbours & Local 3rd Parties
Traffic Management	Pedestrian and Vehicular Clashes, Parking Restrictions, Delivery Management
Existing Services	Location/Isolation and Removal
Hazardous Materials	Asbestos, Oils and Contaminated Ground/Water
Airborne Contamination	Public and Site
Demolition	Operatives/Neighbours & Local 3rd Parties
Existing Substation	Isolation/Decommission and Removal electrocution risk to Site Operatives/fire and explosion
Existing Surrounding Buildings	Disruption to Retail Premises, Party Wall Agreements, Structural Integrity Surrounding Buildings, existing construction projects (TFL)
Adjacent Cross Rail Site	Disruption, Structural Integrity to Crossrail
Adjacent TFL Project	Disruption, Structural Integrity to TFL Tube Station

2.0 PROJECT HEALTH AND SAFETY POLICY

It is the policy of Brookfield Multiplex that this project will implement the requirements of the UK environmental, health and safety policies.

These policies will be displayed on notice boards throughout the site and within the project site offices.

Policies are updated on at least an annual basis and notice boards will therefore be maintained to ensure that the current policies are displayed.

3.0 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

3.1 An organisation chart for the project is included in Appendix 6

3.2 The responsibilities of the Brookfield Multiplex Construction Team are listed in the table below.

3.3 This table represents key sections from the Brookfield Multiplex EHS Management System. Further responsibilities may be identified within the EHS Management System.

3.4 In the event of a responsible person being unavailable to discharge a specific responsibility they must ensure that an appropriate deputy has been appointed in their absence. Further responsibilities may be identified within the Brookfield Multiplex Policies and Management systems. All Brookfield Multiplex personnel must ensure they understand their responsibilities and they have received any specific training, information or instructions to enable them to discharge that responsibility fully and effectively.

Procedure No	Title	Sub Procedure Point(s)	Person(s) Responsible	Deputy
COM-001	Assessment and Management of Appointed Contractors	**3.0**	Commercial Manager Robin Cowell-Jones	TBC
COM-003	Specific Health and Safety Responsibilities	**4.1**	Project Manager Stephen Still	TBC
105	Construction Health and Safety Plan	**4.2**	Construction Manager TBC	Ben Nicholson
110	F10 Notification	**3.1**	CDM Co-ordinator Lend Lease Consulting	Richard Hartley
115	Design Hazard Identification and Risk Assessment		Design Manager TBC	
300	Hazard Identification, Risk Assessment and Method Statement	**4.1**	Project Manager Stephen Still	TBC
300	Hazard Identification, Risk Assessment and Method Statement	**4.2**	Construction Manager TBC	TBC
300	Hazard Identification, Risk Assessment and Method Statement	**4.3**	Site Managers/ Supervisors Stephen Still	TBC
310	EHS Project Meetings and Communications	**4.1**	Project Manager Stephen Still	
315	Permits to work	**4.3**	Permit Manager Stephen Still	TBC
320 **535** **EHS-F-017**	Fire Procedures Fire prevention Fire Plan	**4.1** **4.2** **S2**	Site Fire Co-ordinator Stephen Still	Ben Nicholson
330	PPE	**5.9**	Responsible Person Office Manager (TBC)	TBC
350	Statutory Registers	**4.2**	Construction Manager TBC	
355	Health and Safety Inspections	**4.2**	Appointed Person Stephen Still	TBC

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370	Temporary Works	**5.2**	Temporary Works Co-ordinator TBC	TBC
375	Health Surveillance	**5.1**	Occupational Health Nurse Duradiamond	
500	Control of Substances Hazardous to Health	**4.1**	Appointed Person Stephen Still	TBC
505	Noise	**4.2**	Appointed Person Stephen Still	TBC
510	Vibration	**4.2**	Appointed Person Stephen Still	TBC
515	Electricity	**4.2**	Appointed Person Stephen Still	TBC
525	Lifting Equipment / Lifting Operations	**4.3**	Appointed Person TBC	TBC
		4.4	Crane Co-ordinator TBC	TBC
530	First Aid	**4.1**	Construction Manager Stephen Still	TBC
530	First Aid	**5.1**	Construction Manager Stephen Still	TBC
560	Confined Spaces	**4.2**	Appointed Person Stephen Still	TBC
565	Control of Asbestos	**4.2**	Construction Manager Stephen Still	TBC

4.0 H&S MEETINGS, CONSULTATION AND LIAISON

4.1 H&S shall be included on the agenda of internal and contractor progress meetings

4.2 Meetings will also be arranged to specifically cover H&S issues as follows:

Meeting	Frequency	Attendees (Minimum)	To be Chaired by
Project EHS Management Meeting	At least monthly	Brookfield Multiplex Construction Manager Brookfield Multiplex HS Manager Contractor Project Manager Contractor EHS Manager	Brookfield Multiplex Construction Manager

Principals Meeting	At least monthly	BMCE Project Director Brookfield Multiplex HS Manager Contractor Directors	BMCE Project Director
Project EHS Committee Meeting	At least monthly	Brookfield Multiplex Construction Manager Brookfield Multiplex EHS Manager Workforce Elected Reps	Brookfield Multiplex Construction Manager
Project Design Review Meetings	As agreed by Brookfield Multiplex Design Manager	Brookfield Multiplex Design Manager Client Representative Lead Designer Designers CDM Co-ordinator	Brookfield Multiplex Design Manager
Project Coordination Meetings	At least weekly	Brookfield Multiplex Construction Manager Contractor Representative (All Contractors are to attend)	Brookfield Multiplex Construction Manager
Client EHS Meeting	As agreed with client	Client Representative Brookfield Multiplex Construction Manager Brookfield Multiplex EHS Manager	To be agreed with client
Project Principals meeting	As agreed due to the needs of the project	Brookfield Multiplex Project Manager / Director Contractor Project Manager / Director	Brookfield Multiplex Project Manager / Director

4.3 Additionally Brookfield Multiplex have an open door policy whereby any person with a concern relating to H&S should bring it to the attention of their supervisor or manager and where the issue is not resolved can bring it to the attention of the Brookfield Multiplex Construction Manager or Brookfield Multiplex EHS Manager.

4.4 Where design is undertaken during the construction phase of the project or changes are made to the existing design the Project Design Review Meeting will ensure that any H&S issues arising from these changes are taken into consideration.

4.5 Brookfield Multiplex shall allow (save in certain circumstances) workers or their representatives the opportunity to inspect and take copies of information held by him relating to health and safety.

5.0 CONTRACTOR SELECTION, ASSESSMENT & APPOINTMENT

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5.1 Tender lists will be prepared of potential contractors. Pre-qualification of contractors will be undertaken in line with Brookfield Multiplex Procedure UK-COM-P-001. Reference will be made to the SSIP database and where a contractor is appropriately registered (e.g. CHAS compliance), a stage 2 assessment only will be required as outlined in Appendix 4 of the ACoP to the CDM Regulations. Reference may also be made to past performance on Brookfield Multiplex projects and checks should be made on the HSE's databases to confirm notices and prosecutions. Companies which demonstrate an unsatisfactory safety record will not be invited to tender.

5.2 Potential contractors will be sent a set of environmental, health & safety contract conditions and will be required to provide any additional information as required by Brookfield Multiplex to demonstrate their ability to carry out work to a satisfactory standard, for example, resource levels and CVs of key personnel.

5.3 Contractors will be required to attend a Pre-Start EHS Meeting prior to the start of their work on site to ensure that all necessary arrangements are in place.

5.4 Contractors are to set out within their project H&S Plan (see UK-EHS-P-106) the minimum supervision that will be employed to oversee work on the project.

5.5 All Contractors are to collate and submit H&S information as and when requested by Brookfield Multiplex.

6.0 SITE SECURITY

6.1 Brookfield Multiplex will make appropriate arrangements to ensure that no person can access the site unless authorised to do so.

6.2 An assessment will be undertaken to establish the most appropriate means of securing the site and to ascertain the levels of security personnel required and additional systems to assist in the control of access (e.g. swipe card entry system, CCTV monitoring etc.)

6.3 The site will be secured by the installation of appropriate hoardings or fencing with relevant signage posted to ensure that the site entrance is easily located.

6.4 Any third party (client, designer, consultant or contractor) requiring access to site must use the designated access points as detailed on the Site Logistics /Traffic Management Plan in Appendix 3.

6.5 Third parties will be required to provide advance notice of any person requiring access to site as identified in this plan or the Logistics Plan.

6.6 Any person given access to site will be provided with a relevant security pass which must be retained at all times and produced at the request of any Brookfield Multiplex person or member of the security team.

6.7 The Logistics Plan will be periodically reviewed and updated to ensure all security arrangements remain appropriate.

7.0 INDUCTION BRIEFING

7.1 All personnel must attend the Brookfield Multiplex EHS Induction prior to accessing site.

7.2 Contractors are to identify to Brookfield Multiplex and security appropriate personnel to authorise access to site for their workforce and they are to provide 72 hours' notice to BMCE and or Site Security of persons requiring a full induction. Access to visitors must be authorised by a Brookfield Multiplex manager on form UK-EHS-F-014 (Appendix 11)

7.3 All personnel carrying out work activities will be required to attend the full EHS Induction. Prior to attending the induction process, inductees are to provide a completed BMCE registration form, a Pre-Placement Health Declaration form (Appendix 11) and a copy of their CSCS card. Without these documents being presented to the inductor prior to the induction process, then the individual will not be inducted and therefore access to site will be prohibited for that day. Additionally, inductees will be required to sit a brief written test with regard to the information contained within the induction process. Should an individual not achieve the required mark, then access to site will not be allowed and the Trade Contractor to advise on the management of the individual. Assistance will be given to individuals by Trade Contractors with regard to language difficulties as well as literacy issues.

7.4 A person requiring access as a visitor and not undertaking on site work activities may be provided with a brief 'Visitor Induction' (Appendix 11) following which they will be required to be accompanied by a competent person throughout their time on site. Brookfield Multiplex may authorise appropriate representatives from contractors to provide Visitor Inductions, a list of such personnel will be held at security.

7.5 Personnel will be required to provide personal details to enable Brookfield Multiplex to confirm their identity, eligibility to work and that they have received the appropriate levels of training to undertake the work they have been assigned. Additionally persons accessing site will be required to declare any medical condition which may place themselves or others at risk whilst on site. Personal records will be held securely and handled and used only in compliance with the Data Protection Act.

7.6 Certain areas of the project may have restricted access and therefore require an additional induction prior to access being provided.

7.7 Induction briefings will be given by the BM project team at the following times and occasions:

Full Induction – 08:30 Mon-Wed-Fri
Visitor Induction – as required
Restricted Access Induction – as authorised by Brookfield Multiplex

7.8 Attendees for the Project induction should be booked in advance and be in accordance with 7.3

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7.9 Contractors new starts are required to provide a copy of their CSCS cards to the project Induction. No one will be permitted to sit the induction without a valid CSCS (or equivalent) card unless assessed by the BM Construction Manager as below (see 7.3)

7.10 A log of all persons inducted will be maintained on site.

7.11 Brookfield Multiplex require that a "Young Person" risk assessment is undertaken for any person under the age of 21. This is above the requirements of the Management of Health and Safety at Work Regulations with regards young persons aged 16-18. It does not need parent/guardian review, but must still take into account their relative training, knowledge and experience to establish appropriate levels of supervision and limitation of work to be undertaken. This should be submitted at induction

8.0 TRAINING

8.1 Contractors are responsible for ensuring that all of their employees are trained and competent to undertake works assigned to them Supervisors will also need to be trained in the work they are supervising. Contractors are to retain records of relevant training.

8.2 Brookfield Multiplex will conduct audits of such records as part of the Brookfield Multiplex auditing and inspection regimes.

8.3 All personnel accessing site will be required to provide evidence that they have received appropriate training for the work that they are to undertake.

8.4 As a minimum, operatives, supervisors and managers are to be in possession of a valid CSCS/CPCS card relevant to their work. Where a CSCS/CPCS card is not available but a Contractor can demonstrate that the level of training, knowledge and experience is such that a person can be deemed competent, the person may be authorised to access site and work at the discretion of the Brookfield Multiplex Construction Manager.

8.5 All supervisors and managers are to have attended the 2 day SSSTS or 5 day SMSTS course respectively (or equivalent or 2 day refresher) within the last 4 years.

8.6 Supervisors will also be required to attend a site specific supervisor's training briefing within one week of commencing on site. Once this training is completed contractors are to issue supervisors with a 'Supervisor Blue Vest' which must be worn on site at all times. (Where a supervisor is undertaking another role such as Slinger/ Signaller for a lifting operation, the blue vest should be replaced with the relevant vest for that specific role).

9.0 WELFARE

9.1 Brookfield Multiplex will provide welfare facilities in compliance with, as a minimum, Schedule 2 of CDM. Where a contractor provides facilities for their own workforce they must also comply with this standard as a minimum.

9.2 The following welfare facilities will be provided:

Description	Location	Provided by
Canteen	CPT Level 27	BMCE
Changing / Drying Rooms	CPT Level 27	BMCE
Male and Female Toilet Facilities	CPT Level 27	BMCE
Shower	CPT Basement	CPM
1st Aid Room	TBC	BMCE

9.3 Brookfield Multiplex have available a number of personnel who are trained first aiders. Contractors must ensure that they undertake a First Aid Assessment and provide an appropriate number of qualified first aiders to cover their workforce. First aiders are to display a green cross on their hard hat and provide their details to the Site Medic/ Nurse.

9.4 Security is to be provided with a list of all qualified first aiders which will be updated on a daily basis to indicate those on site. This list is to be displayed at the site entrance.

9.5 The following are qualified first aiders. This list of First Aiders will be continuously updated on the site notice boards throughout the project

Name	Contractor

Stephen Still	BMCE
Ben Nicholson	BMCE
	BMCE
	BMCE

9.6 The first aid boxes are located BMCE Site Offices/Welfare Facilities and Duradiamond Occupational Nurse Office.

9.7 This project provides an Occupational Health Nurse who will be available to provide health screening and will monitor work activities to assist in the identification of measures to assist in the prevention of health issues as a result of work activities. The nurse will also provide first aid treatment when available. The Occupational Health Nurse will also carry out Safety Critical Medicals for the following occupations or as identified by an issue raised within the pre-assessment health declaration form:

ABSEILER
BANKSMAN / SLINGER
CLADDER
CRANE DRIVER
DUMPER TRUCK DRIVER
LIFT INSTALLER
MOBILE PLANT OPERATIVE
PILING OPERATIVE
DEMOLITION OPETRATIVE
SAFETY NETTER
SCAFFOLDER
STEEL ERECTOR / RIGGER
TUNNEL WORKER / CONFINED SPACE
HARNESS TRAINED OPERATIVES

9.8 Specific health surveillance will be identified in Risk Assessments, COSHH Assessments, Noise and Vibration Assessments etc. Where the requirement for Health Surveillance is identified the Occupational Health Nurse will be provided with relevant assessments and assist in monitoring controls.

10.0 SITE LAYOUT, ACCESS, SIGNAGE AND SECURITY

Site layout drawings are provided in Logistics Plan in Appendix 3 to illustrate the following:-

a) Third Party Considerations
b) Security Arrangements
c) First Aid Posts / Medical Centre
d) Emergency Services access
e) Site Access for both plant and personnel
f) Fire Points
g) Fire Assembly Points

h) Escape routes
i) Tower crane and Hoist locations
j) Delivery booking in procedures

These drawings will be periodically updated and current copies displayed on site notice boards and site entrances

11.0 INCIDENT REPORTING PROCEDURES

11.1 All accidents, incidents and dangerous occurrences must be notified to the Brookfield Multiplex Construction Manager at the earliest opportunity. In the first instance this may be through the site Medic/ Nurse or EHS Manager, however, confirmation must be sought that the Construction Manager has been made aware. Any incident that requires reporting to the HSE under RIDDOR must be notified to Brookfield Multiplex immediately with a copy of the F2508 forwarded via the standard submittal process. Any environmental incident requires reporting to the Environment Agency and must be notified to Brookfield Multiplex immediately.

11.2 Contractors are required to undertake a thorough investigation following all RIDDOR reportable accidents and dangerous occurrences and provide details of findings and corrective actions to Brookfield Multiplex. Where the cause of an accident is not immediately apparent and preventative/ corrective measures cannot be introduced the contractor is to suspend operations where there is a risk of a reoccurrence.

11.3 Serious/ major accidents may also be investigated by Brookfield Multiplex. Contractors are required to cooperate with the Brookfield Multiplex investigating team and make available any individual identified as a witness.

11.4 A flowchart identifying the requirements for accident reporting is provided in Appendix 5.

12.0 DESIGN PHASE HAZARD IDENTIFICATION AND RISK ASSESSMENT

12.1 Designers are required to identify and assess any significant residual risks arising out of their design. The Brookfield Multiplex Design Manager will ensure that these Designers Risk Assessments are received from the CDM Co-ordinator and forwarded to the relevant Contractors to enable them to incorporate any measures to manage those risks.

12.2 Any Designers Risk Assessments prepared during the Construction phase of the project must also be submitted to the CDM Co-ordinator for review. The Brookfield Multiplex Design Manager will be responsible for ensuring these Risk Assessments

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are carried out, received and reviewed and where necessary forwarded to the relevant Contractors to enable them to incorporate any measures to manage those risks.

13.0 CONSTRUCTION PHASE HAZARD IDENTIFICATION, RISK ASSESSMENTS AND METHOD STATEMENTS

13.1 The project program will be reviewed and, by making reference to the Project Health and Safety Risk Register template and by referring to the Cardinal Legislation Registers, all hazardous operations are to be identified and a Project H&S Risk Register developed and published in Appendix 9. This document represents a high level register. Further detail is to be established during the course of the program as set out in 13.4 – 13.6 below.

13.2 Contractors will review all of their work activities with the Brookfield Multiplex Construction Manager or an appropriate appointed person and identify all significant, foreseeable risks arising out of their works, assess these risks and identify appropriate controls. Furthermore Contractors will be required to establish a programme of Method Statements for submittal to Brookfield Multiplex for review. Periodic meetings will be established to enable the ongoing review of Risk Assessments and Method Statement programme.

13.3 All Method Statements and Risk Assessments are to be submitted, reviewed and returned in line with UK-EHS-P-300. A flowchart is attached for reference in Appendix 9.

13.4 Copies of Risk Assessments and Method Statements will be maintained in the project safety filing system.

13.5 Risk Assessments and Method Statements are to be communicated by way of a briefing to relevant personnel by the Contractor and a signed register maintained of all such briefings.

14.0 SITE RULES

14.1 The following site rules are to be adopted on all Brookfield Multiplex projects. The site induction is to incorporate these site rules and any other requirements as required by third parties such as clients, local authorities and statutory undertakers.

i. All personnel accessing site are to attend induction training.

ii. Appropriate personal protection equipment shall be worn. The minimum requirements for all Brookfield Multiplex projects are specified in section 25 of this plan.

iii. Every accident and near miss event must be reported to Brookfield Multiplex.

iv. No person is to interfere with or misuse any fixtures, fittings or equipment provided in the interest of health, safety or welfare.

v. Visitors must report to the security offices, and will be allowed entry at Brookfield Multiplex's discretion. Whilst on site, visitors are to comply with the minimum PPE requirements. Shirts and full length trousers are to be worn at all times.

vi. Vehicle drivers must remain in the cab of their vehicles unless the minimum PPE requirements are complied with. Vehicles are not to be reversed on site unless under the control of an authorised Banksmen. On no account are vehicle drivers to be unaccompanied at any time whilst not in their vehicles unless they have attended the full site induction.

vii. All safety signs and notices must be complied with.

viii. Radios or personal stereos are not to be used.

ix. No photography or video filming is permitted on site unless authorised by Brookfield Multiplex.

x. All site personnel are required to fully comply with their employer's Method Statements and Risk Assessments.

xi. Site fire and emergency procedures are to be complied with at all times.

xii. The consumption of alcohol and drugs is prohibited. Any person under the influence of alcohol or drugs will not be permitted entry to site, and if found on site will be removed. Prescribed drugs for medical reasons are permitted provided they in no way reduce the person's ability to carry out his duties safely. The resident Medic/ Nurse must be informed if anyone onsite is taking prescribed drugs that may affect that person's ability to work safely. Brookfield Multiplex operates a programme of random drug and alcohol testing which will apply to this project. Policies and procedures in relation to D&A testing are located in Appendix 11.

xiii. No person is to operate any mechanical plant or equipment unless they have been appropriately trained and are competent to do so. Employees are to use all materials, machinery or devices provided by Brookfield Multiplex in accordance with any training and instructions provided by Brookfield Multiplex.

xiv. Any mechanical plant or equipment found to be defective is not to be used and must be taken out of service. All plant and equipment is to be clearly marked with the supplying contractor's name.

xv. Ladders are not to be used as work platforms unless alternative access is not practicable then a separate Risk Assessment must be submitted to Brookfield Multiplex stating control measures in place. Ladders used for access must always be secured to a stable structure.

xvi. The use of trestles is prohibited. Bandstands may only be used up to 600mm in height and width and be clearly identified in a specific Risk Assessment. Thereafter properly constructed and guarded mobile towers or scaffolds are to be used. Mobile towers must comply with the manufacturer's specifications and the Working

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at Height Regulations 2005. When not in regular use mobile towers are to be dismantled and stored accordingly. All mobile towers must have displayed a current record of inspection (Scaftag.) Only trained competent persons are to erect lightweight mobile tower scaffolds.

xvii. Food is only to be consumed within the designated canteen / messing areas.

xviii. No person, other than an authorised and competent electrician, is to make any connection, disconnection or alteration to any electrical supply.

xix. Fighting, horseplay or practical jokes is not permitted on site.

xx. Emergency equipment must not be interfered with and should it need to be relocated this must be through liaison with Brookfield Multiplex.

xxi. All personnel working on site must be appropriately trained and competent.

xxii. Proof of training is to be available for review by Brookfield Multiplex on request both prior to commencement on site and at subsequently.

xxiii. Vehicles / mobile plant / site transport are not to reverse without 360 degree all round vision and a trained banksmen in attendance. All vehicles to have an operational flashing beacon and reverse audible warning sounder.

xxiv. Only supervisors are to be issued with two-way radios.

xxv. All personnel must utilise pedestrian access routes at all times and not walk along site vehicle access routes.

xxvi. Vehicle access is only permitted via the designated access points unless alternative arrangements have been agreed with Brookfield Multiplex.

xxvii. All deliveries are to be agreed with Brookfield Multiplex a minimum of 24 Hrs in advance, no parking or waiting on public approach roads is permitted.

xxviii. There will be no parking for cars on site. Parking for contractors is to be within designated car parks.

xxix. Site hours will generally be:
Monday to Friday - 8.00 - 18.00
Saturdays - 8.00 - 13.00

xxx. No work is permitted outside these hours unless notification has been approved by Brookfield Multiplex.

xxxi. The maintenance at all times of vehicle and pedestrian access to and egress from all adjacent buildings is paramount. All escape routes and emergency access routes must be kept clear at all times. No vehicles or plant may be stationed outside the agreed boundaries of the site without specific approval from Brookfield Multiplex.

xxxii. Any works taking place outside the hoardings of the site including hoarding erection and service diversions etc. are not to take place without fully detailed Method Statements reviewed by Brookfield Multiplex to ensure protection of the public at all times.

xxxiii. Courtesy, respect and tact must be used at all times when dealing with members of the public. Foul language/ gestures, wolf whistling, suggestive remarks etc. are not permitted within sight or sound of the public.

xxxiv. All personnel must be suitably dressed for the operations they are carrying out. No bare chests or shorts and no offensive slogans on articles of clothing will be permitted.

xxxv. No cranage, use of other plant or erection installations are to over-sail the site boundary unless specifically identified in a Method Statement submitted to Brookfield Multiplex for review.

xxxvi. All site personnel are required to swipe in and out of site and carry a security pass for their exclusive use at all times whilst on site. Any operative not in possession of his / her security pass will only be permitted access to site at Brookfield Multiplex discretion via security reception.

xxxvii. Safety meetings will be held regularly and attended by contractors staff as follows:

xxxviii. Crane Banksmen are to wear orange helmets and hi-visibility vests.

xxxix. Personnel are to inform Brookfield Multiplex regarding health and safety of work situations which represent serious and immediate danger to health and safety. Employees are also required to inform Brookfield Multiplex of any shortcoming in the protection against health and safety risks as provided by Brookfield Multiplex.

xl. All personnel are obliged to report to a supervisor or person under whose control they work, any activity or defect relating to works at height that is liable to danger themselves or others. Additionally, employees must use all work equipment provided in line with the training and instruction they receive for its use.

xli. Emergency routes to exits are to be kept clear of obstruction and the following requirements must be complied with;

a. Emergency route leads as directly as possible to places of safety
b. Evacuation of the premises must be possible by the quickest and safest means
c. The number, dimensions and distribution should be adequate having regard to the work space and number of personnel
d. Emergency doors must open in the direction of escape and sliding or revolving doors should not be designated for this purpose
e. Emergency doors must not be locked
f. Emergency exits and routes must be clearly indicated by sings
g. Exits and routes requiring illumination must have sufficient lighting that is not dependant on the primary system

xlii. All personnel are required to co-ordinate their activities so far as is practicable in order to ensure the health and safety of those carrying out and those affected by the construction works.

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xliii. Every part of the construction site shall be kept in good order and a reasonable state of cleanliness.

xliv. The site shall have its perimeter by either identified by suitable and readily identifiable sings or fenced off or both. The use or presence of timber or other material with projecting nails is prohibited.

xlv. All employees whilst at work are to take responsible care of their health and safety and that of others who may be affected by their acts or omissions at work. Additionally employees shall co-operate with Brookfield Multiplex so far as is necessary to enable Brookfield Multiplex to meet duties or requirements imposed on them.

xlvi. No employee shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance to any statutory provision.

xlvii. No employee shall eat, drink or smoke in an area that is or is liable to be contaminated or may be contaminated by lead.

15.0 EMERGENCY PROCEDURES

15.1 Health and Safety arrangements covering emergencies on this project are covered by two main documents.

a) The Fire and Evacuation Plan (Appendix 1) provides the arrangements for dealing with fire, bomb threat, structural collapse and any other situation where there may be a requirement to evacuate the site.
b) The Major Emergency Response Plan (Appendix 2) provides the arrangements for dealing with specific incidents where a person is injured or falls ill and requires urgent medical attention.

15.2 Details of the emergency arrangements will be included in the site inductions.

15.3 The Brookfield Multiplex Construction Manager will arrange for briefings to be held to ensure all those identified in the emergency plans are aware of their responsibilities. These briefings should involve liaison with the emergency services where appropriate.

15.4 Following any incident where an emergency plan is implementation the Brookfield Multiplex Construction Manager will arrange for a review to be undertaken with key individuals to assess the effectiveness of the plan and identify areas for improvement.

15.5 Emergency services contact details

Service	Address	Telephone

Fire	Soho Fire Station 126 Shaftsbury Avenue London W1D 5ET	0208 555 1200
Ambulance		999
Police	West End Central Police Station 27 Savile Row London W1S 2EX	Non Emergency 101 Emergency 999 020 7437 1212
Hospital – Accident and Emergency	University College Hospital, 235 Euston Road, London, NW1 2BU	0203 456 7890
Brookfield Multiplex H&S Department	Brookfield Multiplex Europe 99 Bishopsgate, London. EC2M 3XD. United Kingdom	+44 (0)20 7659 3500
Health and Safety Executive	Health and Safety Executive Rose Court Southwark Bridge London SE1 9HS	0845 345 0055
Environmental Agency	Environmental Agency National Customer Contact Centre PO Box 544 Rotherham S60 1BY	General Enquiries: 0870 850 6506 (Mon-Fri 8-6) Incident hotline: 0800 807060 (24 hr)
Local Authority	London Borough of Camden Camden Town Hall, Judd Street, London WC1H 9JE	020 7974 4444

15.6 Statutory Authorities

Appropriate arrangements will be made to accommodate all existing services and the provision of temporary services to serve the site during the construction phase.

Information on existing services will be maintained by Brookfield Multiplex and contractors are to make suitable enquiries regarding any services that may interface with their works.

Assistance may be sought from the relevant statutory undertakers who contact details are provided below.

Statutory Authority	Address	Telephone

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Electric	UK Power Networks	TBC
Telecom	TBC	TBC
Media Cables	TBC	TBC
Water	Thames Water	TBC
Drainage	Thames Water	TBC
Gas	TBC	TBC

15.7 The following Brookfield Multiplex personnel can be contacted in event of an accident or emergency

Role	Contact Name	Office Telephone	Mobile Telephone
Project Director	Stephen Browne		07818 048227
Project Manager	Stephen Still		07739 300385
Construction Manager	TBC		
Safety Manager	Ben Nicholson		07850 725923

15.8 The following existing services are located on this project. In the case of emergency the following persons must be contacted.

Service	Telephone	Contact Name
High Voltage Electricity		TBC
Low Voltage Electricity		TBC
Boilers & Pressure Systems		TBC
Petrol Oil & Lubricant		TBC
Confined Spaces		TBC
Piped Medical Gas		TBC
Information Technology		TBC
Fire Alarm System		TBC
CCTV		TBC

16.0 **PERMITS TO WORK**

16.1 The following permits are required on this project

Permit/Activity	Signatory	Notes
Excavation / Permit to Dig	Stephen Still	Deputy Ben Nicholson
Hot Works Permit	Stephen Still	Deputy Ben Nicholson
Confined Space	Stephen Still	Deputy Ben Nicholson
Electrical Shut Down / Isolation	Stephen Still	Deputy Ben Nicholson
Out of Hours Access	Stephen Still	Deputy Ben Nicholson

17.0 CLIENT/THIRD PARTY CONSIDERATIONS

17.1 The following issues need to be considered which may impact on others.

Third Party Consideration	Notes
Public Footpaths	Refer to Logistic / Traffic Management Plan
Roads and pavements	Refer to Logistic / Traffic Management Plan
Occupied building	Refer to Logistic / Traffic Management Plan
Adjacent projects Cross Rail	Refer to Logistic / Traffic Management Plan
TFL Tottenham Court Road Tube Station	Refer to Logistic / Traffic Management Plan

18.0 MONITORING WITH H&S INSPECTIONS AND AUDITS

18.1 The Brookfield Multiplex project team will undertake periodic EHS inspections and produce reports in compliance with Brookfield Multiplex standard procedures. Reports will be issued to contractors identifying findings, corrective actions and dates for actions to be completed. Contractors are to ensure that relevant actions are closed out and confirmation returned to Brookfield Multiplex.

18.2 The Brookfield Multiplex project team will also establish a schedule of audits to be undertaken with contractors to establish compliance with legal requirements, policies, procedures, method statements and risk assessments. Audits will be notified in advance to contractors who are to make available relevant personnel.
Audit reports will be issued to contractors with any non-conformances, corrective/ preventative actions and recommendations attached dates for completion identified. Contractors are to ensure that relevant actions are closed out and confirmation including relevant evidence returned to Brookfield Multiplex.

18.3 Other checks, inspections or audits may be undertaken as required by the Brookfield Multiplex management systems or as deemed necessary by the Brookfield Multiplex project team and will be managed in line with the requirements identified in 14.1 and 14.2 above.

18.4 Contractors will also be required to undertake regular recorded H&S inspections of their works and provide copies of such inspections to Brookfield Multiplex.

18.5 The project may also be audited by Head Office or external auditors. Both the Brookfield Multiplex project team and contractors will be required to cooperate with these auditors and assist in the closing out of any actions identified.

18.6 A file of all inspections and audit reports will be maintained on site.

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18.7 All Contractors are to collate and submit H&S information as and when requested by Brookfield Multiplex, this will be provided on form UK-EHS-F-040a (Appendix 11). The project will also employ a monitoring performance system where all contractors are required to submit a monthly report and evidence of compliance with a number of Health and Safety, and Environmental Key Performance Indicators. Details of the performance monitoring results will be discussed monthly at the Principals meeting.

19.0 REMOVAL OF WASTE FROM SITE

19.1 The management of site waste is described in the Site Waste Management Plan which is part of the Environmental & Sustainability Management Plan of Brookfield Multiplex.

19.2 All Waste must be managed, controlled and stores as not to pose a risk to the Health and Safety of anyone on the project or in the vicinity of the project

20.0 PLANT

20.1 Particular or specialised items of plant may only be operated by a person who holds a valid certificate of training achievement (e.g. CPCS) from a recognised training body.

20.2 A record of all items of plant brought onto site, together with details of their operators, are to be maintained by Contractors. Thorough examinations, inspection registers and any other maintenance that is required will be recorded with records maintained on site and made available for inspection by Brookfield Multiplex on request.

21.0 LIFTING EQUIPMENT / LIFTING OPERATIONS

21.1 All lifting operations are to be carried out in compliance with the Lifting Operations and Lifting Equipment Regulations 1998 and the Brookfield Multiplex Lifting Operations Plan (Appendix 4).

21.2 All lifting operations must be covered by an appropriate risk assessment and lift plan.

21.3 Brookfield Multiplex will undertake periodic reviews, inspections and audits of lifting operations to ensure that they are being carried out in line with the Lifting Operations

Plan. Contractors are required to assist with such monitoring and provide relevant evidence where requested such as test certificates and training certificates.

21.4 Brookfield Multiplex will appoint a person to oversee the planning of lifting operations (AP). All contractors undertaking lifting operations will be required to submit their lifting plans to the Brookfield Multiplex Appointed Person for review in line with the procedures for submittal of Method Statements and only when assessed as 'A' or 'B' status can a lifting operation commence.

22.0 TEMPORARY WORKS

22.1 A Brookfield Multiplex Temporary Works Coordinator will be appointed. All temporary works are to be undertaken in accordance with an agreed procedure. A list of temporary works will be maintained. The information to be retained is detailed within the Brookfield Multiplex Temporary Works Procedures.

23.0 LIGHTING

23.1 General access lighting to common areas of the project will be provided by Brookfield Multiplex and will incorporate emergency lighting in the event of a failure in the power supply.

23.2 All task lighting is to be supplied by contractors and must be maintained such that it does not cause an obstruction of tripping hazard through trailing cables.

23.3 Free standing halogen lights are not permitted unless in exceptional circumstances and in such an event must only be used under the control of a Brookfield Hot Works Permit.

23.3 Minimum lighting levels should be in compliance with the following:-

24.0 COSHH

24.1 Contractors are required to review all of their work activities and identify any hazardous substances. Safety Data Sheets are to be obtained and COSHH Assessments undertaken and identified controls implemented. Where a hazardous substance has the potential to cause significant harm a copy of the Safety Data Sheet and COSHH Assessment are to be provided to the Site Medic/Nurse.

24.2 Contractors are to maintain a file of all COSHH Assessments undertaken and form a register of these assessments.

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24.3 COSHH Assessments shall be communicated to any person who may be affected and records maintained.

25.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

25.1 Where the risks to Health and Safety may not be adequately controlled by other means a Risk Assessment shall be carried out to assess these needs. The arrangements shall include the provision, control, monitoring and maintenance of PPE.

25.2 The minimum requirements on all Brookfield Multiplex sites for PPE are:-

a) Hard Hat to BS EN 397
b) High Visibility Vest or Jacket to BS EN 471 Class 2
c) Footwear to EN245 200 with toecap and midsole
d) Eye protection to EN 166 Type 1F
e) Gloves

25.3 Only where a specific risk assessment has been undertaken and the wearing of one or all of the above PPE has been identified as not required can personnel chose to not wear that specific item.

25.4 The issuing of all PPE is to be recorded in an appropriate register.

26.0 TEMPORARY ELECTRICITY AND GAS SUPPLIES

26.1 All electrical supply installations will comply with IEE Wiring Regulations and Electricity at Work Regulations.

26.2 Installations will be checked by a competent electrician at time of installation and thereafter on a three monthly basis.

26.3 An installation inspection register will be maintained recording the 3 monthly checks.

26.4 All gas supplies must be installed by a member of the Gas Safe Register.

27.0 NOISE AND VIBRATION

27.1 Noise will be kept down to the minimum consistent with efficient working and best practicable means at all times.

27.2 Personal radios may not be used on site.

27.3 The sites normal working hours will be as follows:

Monday – Friday 08:00 – 18:00
Saturday 08:00 – 13:00
Sunday By prior approval with BMCE Management
Bank Holidays By prior approval with BMCE Management

27.4 If instructed or agreed with the Client and Brookfield Multiplex additional hours may be worked to those quoted above, but only when planed in advance and agreed with the local authority.

27.5 A list of operations/machinery for which specific noise assessments will be required (activities likely to expose a person to noise levels in excess of 80 dB(A)) will be maintained on site.

27.6 If a person is likely to be exposed to a daily personal noise dose of 80 dB(A) or more during work, a full noise assessment will be carried out by a competent person. Records of such assessments shall be maintained.

27.7 Where any person is likely to be exposed to a daily personal noise dose of more than 80 dB(A) suitable and sufficient hearing protection must be worn.

27.8 If any person is likely to be exposed to a daily personal noise dose of 85dB(A) or more an “Ear Protection Zone” will be created and signs posted.

27.9 Where operatives are potentially identified as being at risk of being exposed to HAVS or exceeding the duration of exposure trigger values or action levels (using HSE action level of 2.5 m/s² for various measured vibrations) then Brookfield Multiplex will require that contractors implement a vibration management program. This should identify potentially hazardous work and work equipment and assess the risks through the established risk assessment procedures. Preventative and correct programmes will be introduced and implemented.

27.10 All personnel involved in the use of work equipment that exposes them to vibration as identified in the RAMS mentioned in 27.9, they should be monitored through the use of a personal vibration monitoring device, such as a Havmeter personal vibration monitor, which provides a real time record of a person’s daily exposure to vibration

27.11 Brookfield Multiplex will ensure that Suppliers and contractors include as part of their pre-qualification and working procedures a vibration management programme that addresses the following issues as a minimum:

a) Identify hazardous work and assess risks;
b) Introduce a preventive programme to eliminate or control the risk of injury to include
c) Process Design / selection / modification
d) Tool selection and maintenance programmes
e) Training & information for operators, supervisors and managers
f) Limitation of duration of exposure (“trigger time”)
g) Health surveillance programme
h) Tool purchasing policy

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27.12 All such programmes introduced will be regularly reviewed and subject to periodic audit by the contractor and independently by Brookfield Multiplex.

28.0 TOOL BOX TALKS

28.1 Arrangements will be made for contractors to undertake regular tool box talks on site. A record of attendees of H&S Toolbox Talks is be maintained by contractors and made available to Brookfield Multiplex. Trade Contractors are to conduct as a minimum of one tool box talk per man per week.

28.2 Appropriate tool box talks will be held by contractors following any incident to ensure that any identified corrective actions are communicated to the workforce.

29.0 WORKING AT HEIGHT

29.1 All work undertaken at height must be carried out in compliance with the Working at Height Regulations 2005.

29.2 Prior to any work being undertaken at height a risk assessment must be carried out. The assessment must be undertaken with strict adherence to the implementation of the hierarchy of controls. i.e. where possible avoid work being carried out at height through appropriate planning, where working at height cannot be avoided prevent falls from occurring e.g. through the introduction of edge protection etc. Further guidance is available within the Brookfield Multiplex Supervisor Manual.

29.1 A number of activities have been identified where a minimum standard of control is to be implemented as follows:-

a. Where a person needs to access a vehicle which results in the potential to fall from height e.g. loading/unloading a flat bed trailer, a risk assessment must be undertaken identifying suitable means for preventing such a fall or reducing the impact of a fall to an acceptable level. The means of access to and from height needs to be included in such an assessment. Consideration should be given to loads being delivered where no access to height will be required e.g. with lifting strops already attached or materials palletised. Where loads are being mechanically lifted from a vehicle no person is to remain on the vehicle during unloading. Typical systems that contractors are expected to be used are mobile hand rail units, air bags etc

b. The use of step ladders must be subject to a risk assessment where the identification of all other means of access is documented and justification is provided for not using them.

c. The use of man riders must be subject to a risk assessment where the identification of all other means of access is documented and justification is provided for not using them.

d. Falling objects. The following is subject to risk assessment by the subcontractor which must relate specifically to work areas under consideration. However, all risk assessments are subject to the following rules-

e. Where there is a risk from falling tools, materials or any other object being taken to a place of work at height, appropriate lanyards which meet the requirements of BS EN 354:2010 *Personal fall protection equipment - Lanyards* are to be attached at all times to ensure that there is no uncontrolled fall using connectors that comply with the requirements of BS EN 362:2004 *Personal protective equipment against falls from a height - Connectors*.

f. Only hard hats that have chin straps or lanyard strap to clothing will be allowed and these must be properly employed.

g. No loose tools, may be taken into the work area.

h. No tools that do not need to be used may be taken into the work area

i. Work areas are to be clearly identified through the posting of appropriate signage and/or barriers.

j. The distance between the edge of a floor slab and a barrier is to be determined by risk assessment undertaken by the subcontractor. However, unless justified by risk assessment, this will not be less than 2m. Supervisors are to maintain a record of checks prior to personnel entering such areas to confirm that all lanyards are correctly attached before entering.

29.2 Where there is a risk of fragile materials being present within a structure that is accessible to operatives and may result in a fall, suitable arrangements will be introduced to prevent access to such areas and appropriate signs placed. Any design that creates such a risk should in the first instance consider a change of design to remove the initial hazard.

29.3 All works carried out at height are properly planned, properly supervised and carried out in a manner which is as safe as reasonably practicable. Such planning of works shall include provision for emergency procedures and no such works are to be varied out where weather conditions jeopardise the health and safety of the relevant workers.

29.4 No person shall be permitted to undertake any works at height or the planning and organisation of such works unless they are competent to do so.

29.5 In the selection of work equipment for use at height, Brookfield Multiplex shall prioritise collective measures over personal ones and take account of:

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a. The conditions of work
b. The distance to be negotiated for equipment facilitating access and egress
c. The distance and consequence of a potential fail
d. The duration and frequency of use
e. The potential need for evacuation and resource in an emergency
f. Any potential additional risks for the use, installation, removal of that equipment or evacuation from it.

29.6 For the installation of standard and designed scaffolds only scaffold contractors who are full members of the National Access and Scaffolding Confederation (NASC) are to be employed on the project whether directly by Brookfield Multiplex or by a Contractor.

30.0 EXCAVATIONS, GROUND CONDITIONS AND UNDERGROUND WORKING

30.1 Any work involving excavating, tunnelling or accessing drains/wells/pits etc are to be undertaken under a Permit to Work issued by Brookfield Multiplex. Such work must be covered by an appropriate Method Statement and Risk Assessments. Only personnel with appropriate training are to become involved with such works and where temporary works are required arrangements must be made to liaise with the Brookfield Multiplex Temporary Works Co-ordinator.

31.0 ASBESTOS

31.1 Asbestos is present within the building and is located in the areas identified within the Pre-Demolition Survey completed by J F Hunt. All trades will be made aware the location of any materials containing Asbestos prior to any works commencing. Clearance certificates will be available from Brookfield Multiplex post the removal of Asbestos. Should any person be unsure of the likelihood of material containing asbestos they should cease work and inform their supervisor who is to liaise with Brookfield Multiplex. Relevant controls are to be identified and implemented according to the Environmental Management Plan (Appendix 7).

32.0 CONTAMINATED LAND

32.1 Site surveys have been undertaken and areas of contaminated land are identified on the site layout drawings in Appendix 3. Any works which may involve contact with these areas are to be carried out under a Permit to Work issued by Brookfield Multiplex and relevant controls are to be identified and implemented according to the Environmental & Sustainability Management Plan. Such works must be covered by an appropriate Method Statement and Risk Assessments.

33.0 OCCUPATIONAL HEALTH

33.1 Brookfield Multiplex provides an onsite Occupational Health support scheme which is available to all personnel working on site. An initial assessment can be undertaken when a person starts on site.
Additional to formal initial assessments the occupational health nurse will assist in the ongoing management of health issue through on site monitoring including assessing exposure to noise, vibration, hazardous substances and manual handling.

34.0 OTHER RISKS

34.1 Should any other significant risks arise out of the undertaking of works associated with this project, these can be raised through a number of methods including correspondence, meetings, and reports or by verbal notification followed by written confirmation.

35.0 LIAISON WITH THE ENFORCING AUTHORITIES

35.1 All visits from the Enforcing Authorities (e.g. HSE and Local Authority) must be notified to the relevant Director, EHS Manager and the appropriate Area Manager as soon as they have been completed. Co-operation must be given to the Enforcing Authority inspectors at all times and any instructions complied with.

35.2 All correspondence received from any Enforcing Authority must be copied to relevant EHS Manager. The EHS Director or Manager or their designee(s) must approve any proposed reply.

36.0 HEALTH AND SAFETY FILE

36.1 The layout, format and required content for the Health and Safety File will be agreed with each contractor to enable the completed file to be handed to the client at completion.

37.0 ADDITIONAL REQUIREMENTS ON CONTRACTORS

37.1 Contractors are to ensure compliance with the following additional requirements specified by the Client and local authorities:-

a) Compliance with Camden Planning Guidance 6

38.0 APPENDICIES

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Appendix number	Title	ACONEX reference number
1	Fire and Evacuation Plan (UK-EHS-F-017)	
2	Major Incident Emergency Response Plan (UK-EHS-F-061)	
3	Logistics Management Plan UK-EHS-F-025)	
4	Lifting Operations Plan (UK-EHS-F-036)	
5	Accident Reporting Procedure (UK-EHS-F-052)	
6	Project Organisation Chart	
7	Temporary Works Procedure (UK-TW-P-001)	
8	Construction Health and Safety Risk Register (UK-HS-R-201)	
9	Submittal Flowchart (UK-EHS-P-300)	
10	Code of Construction Practice (April 2008) – City of Westminster	
11	Pre-registration, Pre-assessment medical health declaration/Monthly EHS Returns/D&A policies and procedure.	
12	Environmental Sustainability Management Plan	

Appendix 3

Environmental Sustainability Management Plan

Key:	(E)=England only, (S)= Scotland only, (W)=Wales only	design	procurement	construction
Project name and desription:	Centre Point Tower, Retail and White Lion House			
Current scope of works and date:	Enabling works			

	1. Waste							
APPLICABLE?	ACTIVITY	OBLIGATIONS	LEGAL REGISTER	PROCEDURE / FORM (intranet)	MANUAL	NAME OF RESPONSIBLE PERSON AND DEPUTY	NEXT REVIEW DATE	NOTES (optional)
Yes	Planning to carry out work generating waste	Set up SWMP on BrookfieldMetrics before starting on site		UK-EHS-P-356		*Stephen Browne/ Ama Seery*		SWMP
Yes	Designing building project	Collect waste minimisation ideas through the Waste minimisation ideas register, Design-out waste according to waste hierarchy, Add waste minimisation ideas on SWMP		UK-EHS-P-356 UK-EHS-R-205		*Jennifer Chan*		SWMP
Yes	Planning waste on Building project	Carry out waste forecast (volume of wastes) and add information on project SWMP		UK-EHS-P-356		*Jennifer Chan*		SWMP
Yes	Procuring companies with waste management responsibilities	Communicate company environmental obligations incl. SWMP and BrookfieldMetrics, Check EHS competence		PAM12, PAM17 UK-EHS-P-356 UK-COM-P-001 UK-EHS-F-007 UK-COM-F-001		*Chris Fairhall*	20/10/2014	SWMP and training
Yes	Generating and disposing of waste from construction, demolition, excavation and maintenance works	Appoint people according to waste procedure, All activities that involve waste to have relevant MS (Status A), All Duty of Care (DoC) information on SWMP, Ensure project waste targets are pro-actively managed and monitored (e.g. BREEAM, CfSH, LEED), manage waste according to the waste hierarchy (prevent, reuse, recycle, recover)	154 / 136/ 60 / 59/ 74 / 75(W) / 119/83(S)/ 37(S)/ 115(S) / 192(S)	UK-EHS-P-356 UK-EHS-P-300 UK-COM-P-003 UK-COM-F-004	Waste management	*Stephen Browne/ Ama Seery*	20/10/2014	SWMP
Yes	Transporting waste outside the site premises (Carriage of Waste)	Ensure DoC (Duty of Care) and permit information is on SWMP	60 / 59 / 55 / 192(S)	UK-EHS-P-356	Waste management	*Ama Seery*	20/10/2014	SWMP
Yes	Disposal of site canteen waste	Ensure all DoC information on SWMP	154 / 136 / 60 / 59/ 74 / 75(W) / 60/119/83(S) / 192(S)	UK-EHS-P-356		*Ama Seery*		

Yes	Disposing of waste oils incl.canteen oils	Disposal policy to be agreed and ensure relevant transport, disposal, DoC documentation to be on SWMP	142 / 60/119/83(S)	UK-EHS-P-300 UK-EHS-P-356	Waste management	*Ama Seery*		
Yes	Generating and disposing of hazardous/special waste	All COSHH waste to be separated at source, All DoC information on SWMP, In England register the premises with EA website	154 / 136 / 60 / 59 / 74 / 75(W) / 66/ 139 / 57 / 58(S)/ 60/119/83 (S), 115(S) /192(S)	UK-EHS-P-300 UK-EHS-P-356	Waste management-Hazardous materials	*Ama Seery*	20/10/2014	\\belhcfs01.mpxgb.ad.multiplex.biz\mpxshare\(CUK) Construction UK\Bid Team\3.0 Projects\Centre Point TN\01 Docs Rec'd\Disk 1 Client material and CMP\Client Material\1.13 Existing Asbestos Surveys
Yes	Disposal of site office waste	Ensure all DoC information on SWMP	154 / 136 / 60 / 59/ 74 / 75(W) / 60/119/83(S) /192(S)	UK-EHS-P-356		*Ama Seery*	20/10/2014	SWMP
No	Keeping waste generated on site for more than 1 year	Permit from EA/SEPA	60 / 115 / 60/119/83(S)	UK-EHS-P-356				
No	Disposing of old tyres	Not to be disposed of in landfill, All DoC information on SWMP	163	UK-EHS-P-356				
No	Treating waste on site	Permit from EA/SEPA	60/ 60/119/83(S)/ 115(S)	UK-EHS-P-356				
No	Importing and using waste	Permit from EA/SEPA	60 / 59 / 115 / 192(S)	UK-EHS-P-356				
Yes	Disposing of batteries and accumulators	Arrange take-back from supplier	155 / 116	UK-EHS-P-356		*Ama Seery*	20/10/2014	
Yes	Disposing of/replacing electrical and electronic equipment (WEEE)	Recycle and ensure all DoC information on SWMP	149 / 117 / 60/119/83(S)	UK-EHS-P-356		*Ama Seery*	20/10/2014	
No	Burning waste	Permit	55/ 60/119/83(S) 60/ 18 /55 /17/ 20/ 16(S)/19(S)	UK-EHS-P-356				
No	Disposing of end-of-life vehicles	Only use certified dismantlers	145 /43	UK-EHS-P-356				
	Any other?							
	2. Materials and Services							

APPLICABLE?	ACTIVITY	OBLIGATIONS	LEGAL REGISTER	PROCEDURE / FORM (intranet)	MANUAL	NAME OF RESPONSIBLE PERSON AND DEPUTY	NEXT REVIEW DATE	NOTES (optional)

No	Design project with a recycled content requirement for materials	Ensure recycled materials are specified as required		UK-EHS-P-356				
Yes	Procurement of timber products	Buy from or specify certified suppliers		UK-EHS-P-125 UK-EHS-F-007		*Chris Fairhall*	20/10/2014	
Yes	Procurement of site accommodation	Procure energy and water efficient cabins that meet a B energy rating		UK-EHS-P-125 UK-EHS-F-007		*Chris Fairhall*	20/10/2014	

Yes	Procurement of materials and services for offices	Procure/request sustainable materials, Procure companies that meet PQQ requirements		PAM12 UK-COM-P-001 UK-COM-F-001 UK-EHS-P-125 UK-EHS-F-007 UK-EHS-P-915		*Chris Fairhall/ Steve Still/ Ama Seery*	20/10/2014	
Yes	Use of timber products for construction	Use/Request certified products and ensure all is recorded on Brookfield*Metrics*		UK-EHS-P-125		*Chris Fairhall/ Steve Still/ Ama Seery*	20/10/2014	
Yes	Use and storage of substances hazardous to health (COSHH)	Carry out/Check MS and risk assessment according to COSHH Compile a Pollution Incident Response Plan, Post response flowchart	36	UK-EHS-P-300 UK-EHS-P-500 UK-EHS-F-050 UK-EHS-F-016	Storing and managing Bulk Materials Storing Oils and Bulk Liquids	*Logistics manager/ Ama Seery*	20/10/2014	\\belhcfs01.mpxgb.ad.multiplex.biz\mpxshare\(CUK) Construction UK\Bid Team\3.0 Projects\Centre Point TN\01 Docs Rec'd\Disk 1 Client material and CMP\Client Material\1.13 Existing Asbestos Surveys
No	Taking delivery of chemicals	Ensure MS comes with Material Safety Data Sheet	165, 86	UK-EHS-P-300				
Yes	Storage of Oil in fixed tanks or mobile bowsers	Check oil storage guidelines are adhered to	33/ 122		Storing Oils and Bulk Liquids	*Logistics manager/ Ama Seery*	20/10/2014	
Yes	Brookfield Multiplex acting as the importer of packaged goods	Register to importer scheme for packaging waste	143			*Logistics manager/ Ama Seery*	20/10/2014	
Yes	Dealing with equipment (air-con, fridges, fire protection systems etc) containing florinated greenhouse gases, PCBs and other ozone depleting substances	Obligations for people dealing with the equipment, regarding inventories, disposal and their competence	167/139/63/55/ 80, 58(S)			*M&E Engineerr/ Ama Seery*	20/10/2014	
No	Working on a COMAH (Control of Major Accident Hazards) site where >25 t of dangerous substances are stored on site	Obligation for comprehensive emergency plans and notification of environmental authority	30					
	Any other?							

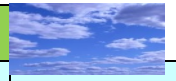
3. Land and Ecology

TICK IF APPLICABLE	ACTIVITY	OBLIGATIONS	LEGAL REGISTER	PROCEDURE / FORM (intranet)	MANUAL	NAME OF RESPONSIBLE PERSON AND DEPUTY	NEXT REVIEW DATE	NOTES (optional)
Yes	Planning work on a project with an EIA	Ensure EIA conditions are incorporated in the design		UK-EHS-F-001a		*Jennifer Chan*	20/10/2014	URS EIA
No	Planning work on land with Archaeological or contaminated land finds	Liaise with Archaeologists or land clean up specialists		UK-EHS-F-001a	Archaeology		20/10/2014	
No	Design project in Areas of natural habitats, wildlife, SSSI and park land	Adhere to restrictions imposed Check MS	24/ 132/ 133/ 85/78(S)/ 134(S)/ 76/ 39 /77		Ecology		20/10/2014	
Yes	Design project on Listed Buildings or conservation areas	Adhere to any restrictions imposed and Check MS	81			*Stephen Browne*	20/10/2014	Planning Conditions
Yes	Works where there is risk of exposure to asbestos	Adhere to H&S and restrict spreading of asbestos Check MS	28 / 29	UK-EHS-P-300		*Steve Still/ Ama Seery*	20/10/2014	\\belhcfs01.mpxgb.ad.multiplex.biz\mpxshare\(CUK) Construction UK\Bid Team\3.0 Projects\Centre Point TN\01 Docs Rec'd\Disk 1 Client material and CMP\Client Material\1.13 Existing Asbestos Surveys
No	Dealing with trees under Tree Preservation Orders	Obtain consent from Planning if a protected tree is to be cut and Check MS, Monitor protection	107/109(S)	UK-EHS-P-300		*Steve Still/ Ama Seery*	20/10/2014	One tree mentioned in the ecology report
No	Preventing and dealing with Environmental Damage and contaminated land	Prevent environmental damage or further damage	49 / 48 (W) / 50(S)	UK-EHS-F-050	Ground contamination Spill Control			
No	Dealing with contaminated land	Obligations can be imposed for clean up by Local Authority	25/ 60 / 27(W) / 26(S)		Ground contamination Spill Control			
Yes	Works causing environmental nuisance	Prevent nuisance Check MS for controls, Ensure conditions of any notice served are adhered to	60 / 106(S)	UK-EHS-P-300		*Steve Still/ Ama Seery*	20/10/2014	Noise pollution is an issue
Yes	Works causing Littering	Ensure measures in place to prevent littering	60		Good House-keeping	*Steve Still/ Ama Seery*	20/10/2014	

No	Dealing with injurious and prohibited vegetation (e.g. Knotweed)	Prevent injurious and prohibited vegetation from spreading, Check MS	131 / 133 / 64	UK-EHS-P-300	Noxious and invasive weeds			
Yes	Disturbance of Footpaths and Rights of way	Adhere to restrictions imposed	70/133/87/ 39/ 71(S)		Good House-keeping	*Steve Still/ Ama Seery*	20/10/2014	
No	Working on or near burial grounds	Check MS Adhere to any restrictions imposed	12	UK-EHS-P-300	Archaeology			

No	Removal of human remains (archaeology)	Obtain license from Home Secretary before removing	13		Archaeology			
No	Dealing with archaelogical finds	Report findings	112		Archaeology			
Yes	Dealing with ecology or biodiversity measures or enhancements	Follow ecologist's recommendations, Name site Biodiversity Champion and fill in case-study template				*Steve Still/ Ama Seery*	20/10/2014	Ecology report by Grontmij
	Any other?							

	4. Water							
APPLICABLE?	ACTIVITY	OBLIGATIONS	LEGAL REGISTER	PROCEDURE / FORM (intranet)	MANUAL	NAME OF RESPONSIBLE PERSON AND DEPUTY	NEXT REVIEW DATE	NOTES (optional)
No	Designing the drainage system of a building	Ensure correct drainage links	11		Water Resources			Done already as part of the BREEAM and CSH assessment
Yes	Designing the Water Supply (Water Fittings)	Ensure the wholesomeness of the water is not affected	127/ 130 / 129 / 120(S) / 128(S)			*Services Design Manager/ Ama Seery*	20/10/2014	
Yes	Planning works that will require groundwater abstraction (Wells or Boreholes)	Abstraction permit from environmental regulator to be obtained (>5 m^3/day in England and >10m3/day in Scotland)	126 / 125 / 121(S)		Water Resources	*Stephen Browne/ Ama Seery*	20/10/2014	
No	Planning works over or near to water	Permit from environmental regulator may be required Check MS	189, 121(S)	UK-EHS-F-050 UK-EHS-P-300	Water Resources			Google maps
Yes	Planning the discharge of extracted groundwater/ surface run off / effluent / dangerous substances to Natural Waters / Surface water drainage	Discharge permit from environmental regulator to be obtained. Check MS to ensure prevention of water pollution. In Scotland a SUDS must be used for run off during works. Carry out checks of runoff	152 / 121(S)/55/93/126/123(S)/ 35	UK-EHS-F-050 UK-EHS-P-300	Water Resources	*Stephen Browne/ Ama Seery*	20/10/2014	
Yes	Planning to discharge into sewers via new connection	Apply for a connection with sewage undertaker				*Mark Cordell/ Ama Seery*	20/10/2014	
Yes	Planning the discharge of concrete wash water into the ground	Limits and conditions apply depending on volume and risk. Permit from environmental regulator may be required.	190	UK-EHS-G-461		*Mark Cordell/ Ama Seery*	20/10/2014	
Yes	Planning the discharge of concrete wash water into a foul sewer	Apply for a discharge licence with sewage undertaker and refer to content and volumes conditions imposed		UK-EHS-G-461		*Mark Cordell/ Ama Seery*	20/10/2014	

No	Planning impounding on surface waters or wetlands	Permit from environmental regulator to be obtained	121(S)/ 125					
No	Planning construction of Well and or Boreholes	Permit from environmental regulator may be required	121(S)		Water Resources			
Yes	Managing water contamination	Ensure prevention and clean up, if necessary. Deploy Pollution Response Plan.		UK-EHS-F-050	Water Resources	*Mark Cordell/ Ama Seery*	20/10/2014	
Yes	Consumption of water for construction activities	Use water efficiently. Record on BrookfieldMetrics and post graph on site monthly		UK-EHS-F-001c		*Mark Cordell/ Ama Seery*	20/10/2014	
	Any other?							
	5. Dust, Light, Emissions and Odours							
APPLICABLE?	ACTIVITY	OBLIGATIONS	LEGAL REGISTER	PROCEDURE / FORM (intranet)	MANUAL	NAME OF RESPONSIBLE PERSON AND DEPUTY	NEXT REVIEW DATE	NOTES (optional)
Yes	Works generating dust (demolition, excavation)	Controls for potential nuisance are described in MS and implemented, Ensure any limits agreed with the Local Authority are adhered to.	29	UK-EHS-P-315 UK-EHS-P-300	Dust, Emissions and Odours	*Steve Still/ Ama Seery*		Refurbishment Project, no demolition or excavation
Yes	Works using light, generating emissions and odours	Ensure nuisance prevented, including plant emitting dark smoke, If out of hours work ensure company permit is in place	60/18/55/17/20/16/ 19(S)	UK-EHS-P-315 UK-EHS-P-300 UK-EHS-F-018f UK-EHS-F-018g	Dust, Emissions and Odours	*Steve Still/ Ama Seery*		
Yes	Use of heavy oil fuel with a sulphur content	Ensure no use of heavy fuel oil with a sulphur content exceeding 1% by mass on site	97(E), 98(S)			*Steve Still/ Ama Seery*		
	Any other?							
	6. Noise and Vibration							
APPLICABLE?	ACTIVITY	OBLIGATIONS	LEGAL REGISTER	PROCEDURE / FORM (intranet)	MANUAL	NAME OF RESPONSIBLE PERSON AND DEPUTY	NEXT REVIEW DATE	NOTES (optional)
Yes	Planning works generating Noise/ Vibration on Construction Sites	Ensure conditions of any limits agreed with Local Authority or notice served are adhered to, If out of hours work ensure company permit is in place	35 / 60 / 108 / 106(S)	UK-EHS-P-300 UK-EHS-P-505 UK-EHS-P-315 UK-EHS-F-018f UK-EHS-F-018g UK-EHS-F-019	Noise and Vibration	*Steve Still/ Ama Seery*		

Yes	Use of Equipment for Outdoor Use	Obligations on suppliers of equipment on noise levels, If out of hours work ensure company permit is in place	79	UK-EHS-P-300 UK-EHS-P-510 UK-EHS-P-315 UK-EHS-F-018f UK-EHS-018g UK-EHS-F-019	Noise and Vibration	*Steve Still/ Ama Seery*		
	Any other?							
	7. Energy and Carbon							
TICK IF APPLICABLE	ACTIVITY	OBLIGATIONS	LEGAL REGISTER	PROCEDURE / FORM (intranet)	MANUAL	NAME OF RESPONSIBLE PERSON AND DEPUTY	NEXT REVIEW DATE	NOTES (optional)
No	Designing the energy performance of a building	Ensure energy efficiency according to latest target. Provide user manual	12/10/46(S)/11(S)					*rdSAP, SAP and Brukl aclready completed for the purpose of the BREEAM and Code assessments*
Yes	Consuming energy, fuel while carrying out building works	Record all on BrookfieldMetrics		UK-EHS-F-001a UK-EHS-F-040		*Ama Seery*	20/10/2014	Brookfield Metrics
Yes	Having responsibility for the energy supply of a building or site captured under CRC	Record and report consumption on BrookfieldMetrics and Submit to the Environment Agency.	99			*Ama Seery*	20/10/2014	Brookfield Metrics
Yes	Installing the services of a building	Provide Energy Certificate	45			*M&E Engineer*	20/10/2014	
Yes	Inspecting boilers and air-conditioning systems	Obligation to inspect and give assessment of energy efficiency and recommendations	148/42			*M&E Engineer/ Facilities Manager/ Ama Seery*	20/10/2014	
	Any other?							
	8. Traffic and Vehicles							
APPLICABLE?	ACTIVITY	OBLIGATIONS	LEGAL REGISTER	PROCEDURE / FORM (intranet)	MANUAL	NAME OF RESPONSIBLE PERSON AND DEPUTY	NEXT REVIEW DATE	NOTES (optional)
Yes	Planning works involving road obstruction	Plans need to be agreed beforehand with the local authority				*Stephen Browne/ Steve Still*	20/10/2014	
Yes	Management of transport on site	Ensure construction material deliveries and waste transport mileage and type of vehicles information is recorded on BrookfieldMetrics				*Steve Still/ Ama Seery*	20/10/2014	

Yes	Management of vehicles on site	Ensure nuisance and idling is prevented, dust-sheets are used, wheel washers and road-sweepers as necessary		UK-EHS-F-025		*Steve Still/ Ama Seery*	20/10/2014	
	Any other?							
	9. Environmental Issues of Project Management							
APPLICABLE?	ACTIVITY	OBLIGATIONS	LEGAL REGISTER	PROCEDURE / FORM (intranet)	MANUAL	NAME OF RESPONSIBLE PERSON AND DEPUTY	NEXT REVIEW DATE	NOTES (optional)
Yes	Appointing site staff with environmental responsibilities	Ensure competent staff are appointed to cover all environmental roles		UK-COM-P-003 UK-EHS-F-003		*Stephen Browne*	20/10/2014	
Yes	Appointing Subcontractors	Assess environmental competence. Inform on requirements from outset. Pre-start meeting to take place using agenda and to be minuted		UK-COM-P-001 UK-COM-F-001 UK-EHS-F-007		*Chris Fairhall*	20/10/2014	
Yes	Method Statements or Environmental Management Plans for site activities by contractors	Ensure MS and EMPs are reviewed for environmental controls to any applicable environmental impacts, Ensure MS programme is followed		UK-EHS-P-300 UK-EHS-P-106 UK-EHS-F-010		*Ama Seery*	20/10/2014	
Yes	Preventing and responding to pollution incidents	Ensure site-wide Response Plan, In the case of an incident deploy pollution response plan. Carry out and record pollution response tests/drills		UK-EHS-P-320 UK-EHS-F-50		*Ama Seery*	20/10/2014	
Yes	Report of an incident	Complete and circulate an immediate report in Level 1 incidents, complete incidents log, instigate investigation, add to the Monthly Returns form		UK-EHS-P-325 UK-EHS-F-021b UK-EHS-021d UK-EHS-F-040		*Ama Seery*	20/10/2014	
Yes	Liaising with the authorities (EA, SEPA, local authority etc)	Complete and circulate an immediate report, add to the Monthly Returns form		UK-EHS-P-380 UK-EHS-F-021b UK-EHS-F-040		*Ama Seery*	20/10/2014	

Yes	Site inspections/ audits	Review for environmental controls to any applicable environmental impacts, Review for compliance with management system requirements and legal requirements Use inspection guidance and Complete daily and/or weekly inspection report		UK-EHS-P-355 UK-COM-P-006 UK-COM-F-021 UK-EHS-F-024 UK-EHS-F-022 UK-EHS-F-040 UK-COM-F-006 UK-COM-F-008 UK-COM-F-009 UK-COM-F-012 UK-COM-F-018 UK-COM-F-025 UK-COM-F-026 UK-EHS-F-023 UK-EHS-P-340 UK-EHS-P-905		*Ama Seery*	20/10/2014	
Yes	Complaints and compliments	Ensure record is up-to-date, implement corrections and corrective actions, record close out when appropriate, report in Monthly return		UK-COM-P-009 UK-COM-F-022 UK-EHS-F-040		*Ama Seery*	20/10/2014	
Yes	Contractor weekly meetings	Environment to be an agenda item and meetings to be minuted		UK-COM-P-001		*Ama Seery*	20/10/2014	
Yes	Project EHS meetings	Discuss environmental issues internally and externally with subcontractors. Meetings to be minuted and minutes circulated.		UK-EHS-P-310 UK-COM-F-010		*Ama Seery*	20/10/2014	
Yes	Monthly site environmental reporting	Site reports environmental information using Monthly Returns form within first two weeks of following month		UK-EHS-P-387 UK-EHS-F-040 UK-EHS-P-930		*Ama Seery*	20/10/2014	
Yes	Information on Noticeboard (site and office)	Ensure Environmental responsibilities org chart, policy statement, targets and performance is posted		UK-EHS-F-039		*Ama Seery*	20/10/2014	
Yes	BM staff Environmental training	Ensure training review is carried out, All BM staff to have appropriate training, Ensure Training Matrix up-to-date.		UK-COM-P-004 UK-EHS-F-060		*Ama Seery*	20/10/2014	

Yes	Subcontractor staff Environmental training	Ensure all subcontractors deliver environmental toolbox talks to cover all their impacts and evidence is received monthly. Ensure subcontractors meet relevant environmental training criteria. Site induction to refer to emergency procedures and SWMP, COSHH waste, ecology, CCS, company values.		UK-COM-P-001 UK-COM-P-004 UK-COM-F-001 UK-EHS-F-060 Environmental Toolbox Talks UK-EHS-F-015		*Ama Seery*	20/10/2014	
Yes	Scorecards	Complete monthly scorecards for subcontractors, discuss at relevant meetings and forward to Head Office		UK-EHS-F-42		*Ama Seery*	20/10/2014	
Yes	Site documentation	Ensure all sustainability/ environmental documentation/records are appropriately reviewed and filed.		UK-COM-P-002 UK-COM-P-002a UK-COM-P-002b UK-COM-F-005 UK-COM-P-010		*Ama Seery*	20/10/2014	
Yes	Management review	Review inspection and audit findings, review complaints. Assess site performance and propose/agree improvements		UK-COM-P-008		*Ama Seery*	20/10/2014	
Yes	Interaction with the local community	Liaise with the local community to reduce environmental nuisance and complaints				*Ama Seery*	20/10/2014	
	Any other?							
	10. CCS							
	1. Enhancing the APPEARANCE ***Constructors should ensure sites appear professional and well managed.***							
	1.1 Does the external appearance of the site present a positive image of the industry?	*First impressions, signage, fencing, obstructions, mud, debris, litter*						
	1.2 Does the site appear well organised, clean and tidy?	*Tidiness, organisation, entrance*						

	1.3 Does the appearance of all facilities, stored materials, vehicles and plant make a positive impression?	*Screening of facilities, remote compounds*						
	1.4 Does the appearance of the workforce project a positive impression?	*Dress code, smoking*						
	1.5 What actions are taken to keep the perimeter and surrounding areas clean, tidy and free of litter, mud and dust?	*Inspection, public rubbish, access roads, dust prevention*						
	1.6 What arrangements are in place to ensure that the public and visitors see a site that is organised, clean and tidy?	*Site waste, litter, debris, viewing points, graffiti, vandalism*						
	1.7 How are site facilities, compounds, waste and storage areas cleaned, managed and maintained?	*Supervision, procedures*						
	1.8 How does the site encourage the workforce to contribute to cleanliness and good housekeeping?	*Workforce awareness, involvement*						
	1.9 How is smoking managed to avoid a negative impact on the public?	*Guidance, discrete areas, ashtrays*						
	1.10 How are company values and corporate identity promoted?	*Branding guidelines, signage, websites, communications*						
	2. Respecting the COMMUNITY ***Constructors should give utmost consideration to their impact on neighbours and the public.***							
	2.1 Are all those affected by the work identified, notified and kept informed and shown courtesy and respect?	*Pre-start information, company contact information, complaints procedures, updates, sensitivity to neighbours, special needs*						

	2.2 Are all reasonable efforts being made to minimise the impact of deliveries, parking and work on the public highway and footpaths?	*Routes, timings, unloading, public diversions, utility works*						
	2.3 Is the site contributing to and supporting the local community and businesses?	*Community liaison, local shops, trade contractors*						
	2.4 Is the site actively working to create a positive impression by promoting the site's registration with the Scheme and displaying Scheme banners and posters?	*Workforce and public, inductions, toolbox talks, newsletters*						
	2.5 How does the site ensure that all those affected, including visitors, are treated with consideration, courtesy and respect?	*Local and special needs, operative conduct and behaviour, induction and training*						
	2.6 How is nuisance and intrusion minimised?	*Noise, privacy, outlook, radios, phones, cameras, parking and obstruction*						
	2.7 How are compliments, comments and complaints sought, recorded and managed?	*24/7 contact information, regular reviews*						
	2.8 What is being done to support and contribute to the local community including promoting local employment?	*Corporate Social Responsibility policy, creating opportunities, schools, businesses, residents*						
	2.9 How do company directors, senior managers, clients and consultants assist the site in meeting the requirements of the Code?	*Scheme champions, CCS briefing and action plan, meeting agendas, management review*						
	2.10 What is being done to leave a positive and lasting impression of the industry on completion of the project?	*Co-operation, support, goodwill, legacy*						
	3. Protecting the ENVIRONMENT							
	Constructors should protect and enhance the							
	3.1 Are environmental issues identified, communicated, managed and promoted?	*Environmental policy statement displayed, site specifics, induction, waste management plan, workforce, supply chain*						

	3.2 Is waste avoided and the use of resources and energy minimised?	*Policy, reducing, reusing and recycling, sustainable solutions*						
	3.3 Are all reasonable efforts being made to minimise the impact of vibration and of air, light and noise pollution?	*Working methods and equipment, programming, noise monitoring*						
	3.4 Are all reasonable efforts being made to protect the existing ecology, the landscape and water courses?	*Birds, trees, plants and wildlife, river, hazardous substance storage, spill control*						
	3.5 How are environmental issues identified and managed?	*Management policy, training, specialist input, planning, monitoring*						
	3.6 How are environmental issues communicated and promoted to the workforce and the general public?	*Newsletter, notice board, local groups, consultation, involvement, promoting achievements*						
	3.7 How is the site measuring and minimising its use of natural resources including water?	*Recycling, sustainable sources, policy, implementation, water/energy saving measures, harvesting rainwater, offsite construction, prefabrication*						
	3.8 How is the site measuring and reporting its carbon footprint and what is being done to reduce it?	*Carbon footprint reporting tools, report to company level, energy and fuel use minimised, eco cabins, signage, travel plans, green purchasing*						
	3.9 How is vibration, and air, light and noise pollution measured and managed to minimise impact?	*Noise monitoring, lighting, dust, fumes, working methods*						
	3.10 How is a positive contribution being made to the natural environment?	*Awareness, goodwill work, planting, landscaping, local materials, improvements, post completion impact*						
	4. Securing everyone's SAFETY ***Constructors should attain the highest levels of safety performance.***							
	Note that the Code addresses the safety systems in place. The safety of the working site is outside the Code and the monitoring process.							

	4.1 Are systems in place that care for the safety of the public, visitors and workforce?	*First aid, A&E, safety plan updated, inspections, risk information, PPE, protected access to cabins, controlled access*						
	4.2 Have security risks to neighbours and the public been considered and addressed?	*Site security, scaffold protected, traffic management, protection*						
	4.3 Are initiatives in place to ensure continuous safety improvements?	*Workforce consultation and information, training*						
	4.4 Does the site encourage attitudes and behaviours that enhance safety performance?	*Management, supervision, induction*						
	4.5 How is the safety of the public outside the site addressed and monitored?	*Falling debris, roads, footpaths and diversions, barriers, lighting*						
	4.6 What arrangements are in place for dealing effectively with emergencies?	*Emergency procedures, medical info*						
	4.7 What is done to ensure that the movement of vehicles and plant outside the site is not a risk to pedestrians, cyclists and other road users?	*Vehicle protection, warning systems, sensors, speed limits, supervision*						
	4.8 How are accidents, incidents and near misses recorded, and what is done to learn from them?	*Recording, analysing, communicating, training*						
	4.9 How does the site provide current safety and risk information to operatives and visitors?	*Hazard board, daily briefing*						
	4.10 How does the site embed a culture of continuous positive safety performance?	*Attitudes, behaviour, incentives, controls, CSCS cards for visitors*						
	5. Caring for the WORKFORCE							
	Constructors should provide a supportive and caring working environment.							
	5.1 Does the site demonstrate a commitment to respect, fair treatment, encouragement and support?	*Harassment, male, female, mobility impaired, age*						
	5.2 Are personal development needs identified and is training promoted?	*Training – directly employed, supply chain, trade contractors*						

	5.3 Does the site care for the health and wellbeing of the workforce?	*Occupational health risks assessed, drugs and alcohol, contact details, medical conditions, medications*						
	5.4 Are suitable, hygienic and well maintained welfare facilities provided within a reasonable distance of the work area?	*Changing, drying, toilets, showers, lockers, kitchen*						
	5.5 How does the site assess and monitor the competency of the workforce?	*CSCS, skills cards*						
	5.6 How does the company encourage new people into the industry?	*Careers advice, apprenticeships, placements*						
	5.7 How is the health and wellbeing of the workforce assessed and addressed?	*Posters, healthy lifestyle advice, weather protection*						
	5.8 How is the site providing for the needs of a diverse workforce regardless of gender, age, religion or ability?	*Separate changing rooms, ramps, cultural needs, literacy and numeracy training*						
	5.9 How are the welfare facilities managed and what additional facilities are available?	*Cleaning regime, rest, exercise and recreation*						
	5.10 What is done to ensure that the workforce feels involved and is encouraged to provide feedback?	*Open door policy, recognition, reward, feedback/consultation*						
	Additional Information							
	Innovation							
	What measures have been implemented on the project that demonstrate innovation and original thinking?							
	Site Specific Data							
	This information is used to capture key information and identify trends within the industry							

	Please note that data should be gathered on the current registration period only							
	What is the average number of operatives?							
	Of these, how many on average are women?							
	What percentage of the workforce holds CSCS cards?	%						
	How many compliments have been received and recorded by the site?							
	How many complaints have been received and recorded by the site?							
	How many reportable accidents have there been?							
	How many non-reportable accidents have there been?							
	Have there been any fatalities on site?							
	Does the site record environmental incidents	Y / N						
	If yes, how many have there been?							
	Site Manager Feedback							
	Does the Site Manager have any comments, questions or suggestions for the Scheme?							

11. BREEAM

Please refer to the project specific tracker.

12. Code for Sustainable Homes

Please refer to the project specific tracker

ARCHAEOLOGY

HAZARDS	
1	Failure to comply with any contract and planning conditions relating to archaeology.
2	Damage to known archaeological remains or historical features requiring protection during construction.
3	Discovery of unexpected archaeological finds.
4	Disruption to project programme and cost.
5	Prosecution and fines

CONTROL MEASURES

Hazard Identified Above	Control Measure
ALL	**Understand the risk:** When applying for planning permission, the developer will normally be asked to assess the archaeological potential of the site. If archaeological remains are known, or are thought to exist on site, the local authority will impose planning conditions or obligations on the project to ensure that archaeological remains are preserved and/or protected during construction. These requirements must be adhered to.
ALL	**Document requirements:** Make sure that any contract or planning conditions relating to archaeology are built into plans, method statements and work instructions.
ALL	**Follow instructions and advice:** Obey the advice provided by any appointed archaeologist when working over or near sites of known archaeological importance. If in doubt, stop work and contact the Construction Manager to agree way forward.
3	**Be prepared:** Assume there is always some risk of encountering unexpected archaeological remains.
	Know what to look for: During excavations, look out for uncharacteristic burned or blackened material, brick or tile fragments, coins, pottery or bone fragments, skeletons, timber joints or post holes, brick or stone foundations, in-filled ditches.
3	**Know what to do:** If any unexpected archaeological remains are encountered: • Immediately stop work • Protect the find by fencing/blocking it off. • Contact the construction manager to determine whether an archaeologist needs to be called in. • Consider seeking specialist advice on how to proceed. • If human remains are encountered a Home Office licence will be required before works can continue. • Certain types of find are classified as ‘treasure’ (e.g. coins or objects made of gold/silver dating back more than 300 years). These types of find need to be reported to the local police station for advice on what to do next.
3 , 4	**Avoid delays:** If addressed at the right time and in the right way, unexpected archaeological finds may not necessarily cause delays to programme/knock-on costs.
ALL	**Avoid prosecution:** It is illegal to damage designated sites of archaeological importance (e.g. Scheduled Ancient Monuments).
ALL	**Avoid prosecution:** Before removing human remains from known burials, it is necessary to obtain a licence from the Home Office. The licence will normally impose conditions regarding the way in which remains are removed and by whom.

DUST, EMISSIONS AND ODOURS

HAZARDS

1	Failure to comply with terms of planning conditions relating to dust control
2	Complaints and claims from neighbours for dust soiling of parked vehicles, windows and property
3	Claims from farmers for dust damage to crops
4	Impacts on ecology through dust soiling
5	Health hazard

CONTROL MEASURES

Hazard Identified Above	Control Measure
ALL	**Understand the risks**: • Maintain a daily log of weather conditions/wind direction/site activities • Ensure that daily site checks include evidence of dust soiling (see also '*Good House-keeping'*) • Record and follow up complaints promptly • For prolonged dusty activities, erect screens to trap dust/act as a windbreak.
ALL	**Controlling dust from vehicles, plant and equipment**: • Ensure vehicles are suitably sheeted before they leave site • Sheeting must be maintained in good order, free from excessive rips and tears • Ensure vehicles pass through the wheel wash before leaving site. • Adhere to speed limits on site • Pave/tarmac heavily used areas, or use geotextiles • Damp down haul roads and stock piles (see also '*Storing and Managing Materials'*) • Minimise cutting and grinding on site and look for opportunities to specify pre-cut/treated materials • Specify cutting/grinding equipment fitted with dust extractors, local exhaust ventilation (LEV) • Use wet systems/local water sprays to damp down work face • Make sure generators and equipment are switched off when not in use.
ALL	**Controlling dust from materials-handling and storage:** • Store fine dry materials within buildings or provide adequate protection from the wond • Use enclosed chutes for dropping demolition materials that have the potential to cause dust and dampen chutes regularly • Minimise drop heights into haulage vehicles, conveyors and skips • Mix large quantities of concrete or bentonite slurries: (i) off-site; (ii) in enclosed areas; or (iii) behind screens • See also '*Storing and Managing Materials*'.
ALL	**Reducing emissions and odours** • Locate stationary plant as far from sensitive nearby uses as possible • Use electrically powered plant instead of petrol or diesel, where possible • Ensure vehicles and plant are in a good state of repair with an up-to-date maintenance log • Ensure that vehicles and plant are not left running for long periods when not in use • Ensure that vehicle exhausts are directed vertically upwards where possible, or at minimum directed away from the ground • Cover waste skips and containers. • Replace lids or cover paints, thinners and adhesives when not in use.

ECOLOGY

HAZARDS

1 Failure to comply with terms of planning conditions relating to habitat protection or protected species
2 Changes to water quality
3 Loss or damage to habitats, trees, hedgerows and vegetation
4 Death or injury of protected species
5 High noise levels disturbing adjacent ecology
6 Damage, removal or burial of protected rock formations and landforms
7 Disruption to project programme and cost
8 Prosecution and fines

CONTROL MEASURES

Hazard Identified Above	Control Measures
ALL	**Understand the risks:** When applying for planning permission, the developer will be asked to carry out an ecological survey to identify any protected sites, habitats or species within or near to the site. In most situations, specialist advice will be needed to determine the best way of dealing with these, if encountered. • Find out if the client has identified any designated ecological sites or protected species • Check whether there are any further planning or contract conditions relating to ecology • Obtain formal consent from the relevant regulatory authority before carrying out any work in or near a site of designated ecological importance • Nature conservation bodies include: Natural England, Countryside Council for Wales, Scottish Natural Heritage and Northern Ireland Environment and Heritage Service • Obtain formal consent from Environment Agency before carrying out any work in or near surface waters, rivers or fisheries • Make sure that site workers are aware of what protective measures are to be taken
ALL	**Protected species – bats**: There are sixteen species of bat in the UK and of these six are endangered and a further six are classified as vulnerable. As bats tend to return to the same roosts every year, their habitat is protected whether the bats are present or not. Roost include: holes and cracks in mature trees, roofs and walls of buildings, under bridges, disused tunnels and underground caves. They hibernate between October and April and breed between May and September. • It is illegal to injure, capture or disturb a bat, or to damage trees, buildings and other places used for roosting, even if the roost is currently unoccupied. • No work may be carried out in a hibernation roost or breeding roost. • If bats are encountered, a licensed bat-worker must be appointed to capture or handle them.
ALL	**Protected species – nesting birds:** All birds and their nests are protected under Schedule 1 of the Wildlife and Countryside Act 1981 (as amended), with some rare species such as barn owls, birds of prey, black redstarts and kingfishers, carrying further protection against disturbance. The bird nesting season is between March and July, extending to September for some species. • All clearance works should be carried out prior to or after the bird breeding season. • Stop work immediately, if nesting birds are found and seek advice from Head Office, or the person assigned with environmental responsibility in the Project EMP.
ALL	**Protected species – badgers:** Badgers are widespread throughout the UK and can be found living in: woodland, road and railway embankments refuse tips, under buildings, in hollow trees. It is illegal to directly disturb a badger sett, or to carry out works close to a sett without a licence from the relevant nature conservation body or consent from DEFRA. • A licence must be obtained for the following activities: use of heavy machinery within 30m; light machinery within 20m; use of hand tools within 10m. • If a badger sett is discovered after works have started, stop work immediately and seek advice from Head Office, or the person assigned with environmental responsibility in the Project EMP.
ALL	**Protected species – reptiles:** Reptiles can be found throughout the UK and are typically found in dense grassland, or scrub with open areas, railway embankments and hedgerows. There are six native species of reptile in the UK: common lizard; sand lizard; slow-worm; adder; grass snake; smooth snake. • It is illegal to kill or injure common lizards, slow worms, adders and grass snakes. • Obtain a licence before carrying out any work in areas known to contain sand lizards and smooth snakes. • If reptiles are found stop work immediately and seek advice from Head Office, or the person assigned with environmental responsibility in the Project EMP.
ALL	**Protected species – water voles:** Sometimes confused with rats, the water vole can be found in burrows 2m from the water's edge near or below the water line in: slow-flowing rivers, streams, ditches, dykes and around ponds and lakes. • It is illegal to directly disturb water voles or their burrows. • If water voles are discovered after works have started, stop work immediately and seek advice from Head Office, or the person assigned with environmental responsibility in the Project EMP.

ALL	**Protected species – great crested newts:** The Great Crested Newt is the largest and rarest of the three species of newt found in the UK. They can be found in ponds and slow moving watercourses, and derelict land around water features. • It is illegal to kill, capture, trade or disturb a Great Crested Newt or to destroy the habitats in which they breed. • Watch out when moving logs, stones or rubble near to ponds and water features as these are common habitats for Great Crested Newts. • If the species is encountered, stop work immediately and seek advice from Head Office, or the person assigned with environmental responsibility in the Project EMP.
ALL	**Designated sites:** Sites with important ecological attributes (both plant and animal species) or natural landforms can be given special protection that can be applied at regional, national or international level depending on their importance rarity or typicalness. Examples of designated sites include: Area of Outstanding Natural Beauty (AONB), Local Nature reserve (LNR), Special Area of Conservation (SAC), Special Protection Area (SPA), Sites of Special Scientific Interest (SSSI), RAMSAR sites (wetlands of international importance) and World Heritage Sites. • It is an offence to carry out works in designated sites without the prior permission of the relevant nature conservation body • The notice period for prior permission is usually several months • Once working methods have been agreed, they must be adhered to. Failure to do so will result in prosecution or fines.
1, 2, 3, 4, 7, 8	**Working near Water:** • Place a protective bund around ponds to prevent water pollution • Dewatering can affect the ecology of any wetlands around the site. Check the rate of dewatering against consent limits • Consider monitoring water levels during the works.

GOOD HOUSE-KEEPING

HAZARDS

1 Failure to comply with any contract and planning conditions relating to ‘Considerate Constructor Scheme’.
2 Complaints and claims from surrounding businesses and residents.
3 Risk of prosecution for causing litter, nuisance.
4 Risk of attracting vermin.

CONTROL MEASURES

Hazard Identified Above	Control Measure
ALL	**Keep the Public Informed:** If people are kept informed of what is happening on a construction site, they are less likely to complain. • Identify key local representatives and keep them informed. • Visit occupants of nearby sensitive buildings and notify them of noisy operations BEFORE they start (e.g. on-site crushing, concrete-batching, power-floating). • Prepare leaflets and distribute them to nearby residents and businesses. Check if you need to translate leaflets into other languages. • Set up a complaints help-line and make sure it is working properly. • Log all incoming queries and complaints to help identify persistent problems and make sure they are dealt with. This information can also be used to oppose any unsubstantiated complaints/claims.
ALL	**Signage:** Make sure signage throughout the site is clear and up to date. • Check hoardings, pedestrian routes and green routes regularly • Provide viewing points for the public at regular intervals around the site hoarding • Remove fly-posters, graffiti, obsolete site signage and any debris • Provide consistent signage, labels and posters for all bulk material/ waste storage areas.
ALL	**Be a Considerate Constructor:** Most Brookfield Multiplex sites are subject to a ‘code of practice’ called the Considerate Constructors’ Scheme. • Make sure site staff know what’s expected of them when arriving/leaving site • Minimise, noise, litter, disturbance, offensive language and behaviour on and around the site • Encourage site workers to use public transport where possible and make sure they only park in designated areas • Adhere to agreed ‘working hours’.
ALL	**Maintenance of Roads, Fences, Etc:** Most Brookfield Multiplex sites will subject to planning conditions to ensure that adequate house-keeping standards are maintained: • Use a road sweeper to keep external roads leading to the site clean • Keep site entrances free of dust, debris, mud and stones at all times • Damp down haul roads in dry weather; lay temporary fill and scrape excess mud in wet • Keep hoardings and site fencing in a good state of repair and repaint when necessary • Install a wheel wash to clean all vehicles that have crossed unmade ground • Use water sparingly when washing-down pavements, roads and entrances • Install silt filters into nearby surface water drains and keep them clear.
1, 2, 3	**Burning Materials**: Burning materials on-site is prohibited.
1, 2, 3	**Vermin**: Store all food/putrescible wastes in suitable containers and clear regularly. Remove litter regularly.

GROUND CONTAMINATION

HAZARDS

1 Delays to programme through unexpected or accidental contamination
2 Liability for costs arising from spreading or making existing contamination worse
3 Risks to human health (asphyxiation, poisoning, microbiological diseases, chemical burns, cancer agents)
4 Pollution of groundwater and surface watercourses
5 Pollution of surrounding land
6 Impacts on flora and fauna
7 Corrosion of buried services and structures

CONTROL MEASURES

Hazard Identified Above	Control Measure
ALL	**Understand the risk:** Ground contamination is often present as a result of a previous land use. If contaminants are known/thought to be present, the developer will be required to carry out an exploratory investigation to determine the type and extent of the contamination. Any site remediation is then subject to approval from the local authority. • Check contract documentation, planning conditions and Project EMP for any site restrictions arising from actual or potential ground contamination. • Check whether site remediation works have been completed and are supported by certificates/paper-work. • Make sure that site workers are aware of any risks associated with the disturbance or handling of contaminated materials.
ALL	**Be prepared**: During excavation, piling and dredging activity, check for visual signs of contamination: • Discoloured soil (e.g. chemical residues). • Unexpected odours (e.g. hydrocarbons) • Fibrous texture (e.g. asbestos). • Presence of foreign objects (e.g. chemical/oil containers/waste). • Evidence of previous soil workings. • Evidence of underground structures, pipe-work and tanks. • Artificial/made ground from historic land use (e.g. slag heaps, fly-ash, coal). • Old drain runs.
ALL	**Know what to do:** When contaminated materials are suspected, you should: • Stop work immediately. • Report the discovery to your Package. Manager who will need to seek expert advice. • Seal off the area to prevent the spread of contaminants. • Clear surrounding area of materials that could cause fire or explosion. • Establish whether the local authority/ Environment Agency needs to be notified. • Arrange for a material sample to be tested and characterised using the MCERTS standard. • Apply ‘Best Practicable Environmental option’ (BPEO) for any subsequent remediation/removal. • Agree any required changes to site remediation plan and forward to local authority. • Ensure any contaminated materials requiring off-site disposal have been assigned the correct six-digit code and are removed by a licensed operator (see also ‘Hazardous Waste’).
ALL	**Avoid Spreading Contamination**: To avoid spreading contaminated material, you should: • Prevent vehicles and plant from crossing area unless absolutely necessary for remediation. • Avoid stockpiling contaminated soil wherever possible. • If material has to be stockpiled, use an impermeable membrane/store on hard standing. • Cover stockpiled material to prevent wind-blown dust and to prevent water ingress. • Control surface water drainage from stockpiled area. • Dig and line a sump to collect any run-off, test water to classify it for purposes of disposal and arrange for it to be collected by tanker.
3	**Protect Site Workers:** A hygiene facility should be provided on heavily contaminated sites. No eating or smoking should take place in the ‘dirty area’. Access to canteens, changing and toilet facilities should be restricted so that workers have to pass through the hygiene facility first. Health surveillance is appropriate where: • The nature of the work is likely to cause exposure to a hazardous substance, and; • The substance is known to cause disease or an adverse effect, and; • There are valid techniques for detecting the effect on people (e.g. asbestos, PCB-contaminated oil).

SPILL CONTROL

HAZARDS

1	Pollution of groundwater and surface watercourses
2	Liability for costs of clean-up
3	Pollution of surrounding land
4	Impacts on fauna and flora
5	Risk of fire or explosion
6	Risks to human health (asphyxiation, poisoning, chemical burns, cancer agents)
7	Corrosion of buried services and structures
8	Prosecution and fines

CONTROL MEASURES

Issue Identified Above	Control Measure
ALL	**Spill Control:** In the event of a spill occurring, the following procedure should be followed: **STOP => CONTAIN => NOTIFY => CLEAN-UP**
ALL (Cont.) 	**STOP:** • STOP work immediately and prevent any more material spilling,. (e.g. right an oil drum, close a valve) • If the material is flammable, remove all possible sources of ignition. (e.g. isolate electricity, switch off plant, extinguish cigarettes) **CONTAIN:** • Fetch PPE and materials from the nearest spill kit and contain the spillage immediately. • If unsure about what PPE to use, obtain COSHH sheet and re-assess. • If the spill is fairly small it can be cleared up using absorbent materials. • For a large spill the first priority is to prevent it reaching a watercourse, drain, sensitive environment or soak away. • Seal off drains and deploy floating booms into watercourses, if in the path of the spill. • Place bunds of earth, sand, or absorbent granules around the spill to contain it. • Use absorbent mats or granules to absorb any free liquids. • If spill is percolating into made ground, consider digging a trench/ sump and fill with absorbent granules to capture any free-liquid. • Spill kits should contain equipment specific to the oils and chemicals being used on the site and should include: o oil-absorbent granules o absorbent mats (preferably water-repelling) o floating booms o drain covers o gloves & PPE **NOTIFY:** • If a spillage occurs you should notify your foreman/supervisor immediately giving the following information: o Has the substance entered a drain/watercourse, or is there an immediate risk to a drain/watercourse? o Substance involved and quantity o Location o Reason for incident o Action taken
ALL	• For **MAJOR** spills, your foreman/supervisor must contact Head Office and the person assigned with environmental responsibility in the Project EMP immediately for further advice. • The Environment Agency must be notified formally in the event of any spill affecting a watercourse or surface water feature above the ‘threshold values’ described in the Project EMP.

ALL	**CLEAN UP** • The contaminated spill kits, granules and any contaminated material should be collected or excavated and put into a suitable “Hazardous Waste” container. It must not be mixed with other (non hazardous) waste. The equipment taken from the spill kit must be replaced immediately. • You will find general information on incident management in Section 4 of the Project EMP. • Once clean up is complete, you should complete an Environmental Incident Report Form. This is needed to demonstrate to regulators and other third parties that the matter has been dealt with correctly. Mandatory information to be recorded will include: o Date, location and time of spillage o Substance(s) involved o Actions taken to contain o Notifications (e.g. foreman, Head Office, Environment Agency) o Remedial actions taken to prevent further similar incidents

NOISE & VIBRATION

HAZARDS

1	Complaints from nearby residents and businesses
2	Structural damage to buildings and utilities
3	Civil nuisance claims
4	Enforcement/abatement notices
5	Prosecution and fines
6	Programme delays and associated costs

CONTROL MEASURES

Hazard Identified Above	Control Measure
ALL	**Understand the risk:** When applying for planning permission, the developer will normally be asked to assess the potential noise impacts on surrounding uses. If potentially significant noise impacts are predicted, the local authority will impose planning conditions or obligations on the project to control those impacts. These requirements may include: • Limits on hours/times of day during which noisy works can take place • Limits on average noise allowed over a given period • Limits on maximum noise allowed over a given period • Noise mitigation measures at source/on site boundary • Evidence that 'BPM' is being applied.
ALL	**Document requirements:** Make sure that any contract or planning conditions relating to noise and vibration are built into plans, method statements and work instructions.
ALL	**Monitor baseline conditions**: • Before works start, carry out a noise survey at locations around the site. The results should be used to plan the location of noisy operations that could cause nuisance to sensitive receptors, and can be used to oppose unsubstantiated complaints. • If ground conditions indicate that ground-borne noise and vibration are likely, it is essential to survey sensitive locations and structures before works start. Surveys should include a detailed record of: o Existing cracks and their widths o Level and plumb survey, including damp-proof course measurements of tilting walls or bulges o Other existing damage, including: loose or broken tiles, pipes, gullies, plaster or paving • Photographic records and the installation of vibration monitoring equipment are also helpful to establish alleged or actual damage.
ALL	**Keep people informed:** Visit occupants of nearby sensitive buildings BEFORE noisy operations start to explain what you will be doing, why the works are needed and how long they will last. • See also *'Good House-keeping'*
ALL	**General controls (noise):** The following generic measures should be considered for each noisy work activity to control noise, in order of priority: • Control of noise at source: o Selection of low noise methods o Control of working hours o Selection of quiet or low noise equipment o Location of equipment on site o Provision of acoustic enclosures • Screening: o Local screening of plant o Intermediate bunds, or screens o Acoustic hoarding at the site perimeter
ALL	**Specific controls (noise)**: Specific measures, which should be applied to demonstrate that 'BPM' is being applied include: • Select equipment and working methods that produce less noise and vibration wherever possible (e.g. use hydraulic shears instead of hydraulic impact breakers, pre-fabricate formwork and steel work off-site).
ALL	• Erect hoardings and acoustic screens BEFORE any works commence on site. • Keep noisy plant as far away as possible from sensitive receptors. • Carry out noise monitoring at the start of each new activity on site. • Only use equipment that conforms to the relevant national or international standards on noise and vibration.

	• Use noise-control equipment such as jackets, shrouds, hoods and doors. • Make sure that compressors, percussion tools and vehicles are fitted with effective silencers in accordance with manufacturer specifications. • Select electrically powered plant in preference to diesel, or petrol driven plant, where possible. • Shut down plant when not in use. • Use mufflers or silencers to reduce the noise transmitted along pipes and ducts. • Minimise the drop heights into hoppers, lorries or skips (reducing the drop height by a factor of 10 reduces noise by about 10dB). • Consider using rubber linings on tippers in very sensitive areas. • Design haul roads to minimise the amount of reversing required. • Keep haul roads well maintained • Provide a 24-hour contact number and make sure it is available to the public.
ALL	**Specific controls (vibration):** The following BPM measures should be considered: • Can the activity be carried out using a different technique which results in lower vibration levels? (e.g. using bending techniques to break out concrete instead of percussive techniques) • As high frequency vibration causes less damage than low-frequency vibration, can the plant be operated in a mode that generates less low frequency vibration? (e.g. vibratory roller, wacker plates) • Can the plant be isolated from what it's sitting on (the transfer medium)? • Can plant be placed on a heavy base which causes less vibration? • Fit anti-vibration mountings, where practicable, to rotating and/or impacting equipment. • Consider using rubber linings on tippers in very sensitive areas. • Keep haul roads well maintained.

NOXIOUS AND INVASIVE WEEDS

HAZARDS

1	Risk to buildings & structures – penetrates concrete, asphalt, walls and foundations (Japanese Knotweed)
2	Risk to human health – poisonous & skin irritant (Giant Hogweed)
3	Risk to animal health – poisonous to grazing animals (Ragwort)
4	Impacts on flora – shades out other species (Himalayan Balsam)
5	Expensive to eradicate
6	Prosecution and fines if materials are spread

CONTROL MEASURES

Hazard Identified Above	Control Measure
ALL	**General controls**: If you come across noxious weeds or plants, you should: • Cordon off the area to prevent spread of weeds • Notify Head Office or the or the person assigned with environmental responsibility in the Project EMP • Ensure that equipment is clean and free of any pieces of plant material before leaving the area. • Ensure boots are clean and free of any pieces of plant material before leaving the area. • Spray with herbicide to kill off top growth and commence root killing • Excavate main stumps and rhizomes and put in skip to dry before sending off site for burning under licence or incineration. • Excavate all traces of root under controlled conditions. • Spread contaminated soil onto polythene or hard standing and spray any new growth with herbicide over a two year period.
1, 5, 6	**Japanese Knotweed:** Japanese knotweed is a perennial plant that grows to a height of about 3 metres in mid summer and can spread up to 7 metres. In the autumn, the leaves and stems die but the stems remain. It is capable of penetrating rock, concrete and tarmac to depths of up to 3 metres. Any fragments of stem or root will grow to form a new plant, which makes it very difficult to eradicate.  If you come across Japanese Knotweed, the following additional controls are necessary: • Stop work within 7m of the suspect plant and contact or the person assigned with environmental responsibility in the Project EMP to identify the weed formally. • Notify landowner and local authority, if source is on an adjacent site. • For sites AWAY from water, you can use the following types of herbicide to treat standards of Japanese Knotweed: o Picloram (Tordon 22K, Nomix Chipman) o Imazapyr (Arsenal, Nomix Chipman)

	o Triclopyr (Garlon 4, Nomix Chipman, Dow). • For sites within 10m of water, the only herbicide approved for use is glyphosate. • Spray the green shoots as soon as they appear, usually in April/May. • Total eradication is unlikely following a single application, so ensure that terms of service agreement provide for repeat application and the work is carried out under guarantee. • Control is usually improved if the herbicide is applied to the underside of the leaves. Dispose of any stems, roots and shoots as HAZARDOUS WASTE and must be incinerated or buried in a landfill to a depth of at least 5 metres.
2, 4, 5, 6	**Giant Hogweed:** Giant hogweed grows up to 5 m tall. The stems are hollow, ribbed and furrowed and can be 100 mm across. The leaves are dark green and form a rosette which can be up to 1m across. The plant thrives in any habitat, but particularly where the soil has been disturbed, e.g. riverbanks, derelict land and railway embankments. The plant contains large amounts of poisonous sap, which, on contact with the skin and in the presence of sunlight, causes severe irritation, swelling and painful watery blisters. This reaction can occur up to 24 hours after exposure to sunlight. Contact with eyes can cause temporary blindness. • Stop all work near the suspect plant and contact the person assigned with environmental responsibility in the Project EMP to identify the weed formally. • Seek medical advice if you have been in contact with the plant. • Wear protective clothing and eye protection before touching the plant.

STORING AND MANAGING BULK MATERIALS

HAZARDS

1 Failure to comply with contract or planning conditions relating to the specification of materials.
2 Depletion of natural resources.
3 Nuisance claims and complaints (dust, soiling, noise, odour)
4 Health hazard
5 Pollution of air, water and land.
6 Vandalism or theft.

CONTROL MEASURES

Hazard Identified Above	Control Measure
1, 2	**Check material specifications:** Many major projects are subject to contract and planning conditions that are designed to encourage the use of materials from sustainable sources, and use of secondary and recycled materials. • Make sure that subcontractors are aware of any specific requirements for the procurement of materials. These may include: Green Guide Category 'A' materials, FSC timber, CFC-free products, low solvent products, vegetable-based oils and lubricants. • Ask subcontractors to supply 'chain of custody certificates' and delivery notes for loads of bulk timbers to prove that the correct timber sources have been used. • Keep this information on file. You will be asked to provide documentary evidence of material sources for any material that is subject to a planning condition.
1, 2	**Use materials efficiently:** (1) When ordering, avoid: • Over-ordering. • Ordering inappropriate lengths. • Ordering for delivery at the wrong time. (2) When deliveries arrive on site, avoid: • Damage during unloading. • Delivery to wrong part of the site. • Delivery of damaged goods. • Accepting incorrect deliveries, specifications or quantities. (3) When storing materials, avoid: • Exceeding their shelf life. • Damage or contamination from incorrect storage. • Damage or spillage through incorrect or repetitive handling. • Loss, theft and vandalism.
1, 2	**Specify secondary/recycled materials where possible:** • Make sure materials do not contain contaminants and that pH levels are suitable for intended use. • Ask for test certificates for recycled aggregate/MOT Type 1 and concrete. • Do not accept loads of top-soil, secondary or recycled material without supporting paper-work. • Check with the Environment Agency, if you intend to specify secondary/recycled materials from third party sources. You may need a waste management exemption.
ALL	**Store bulk materials correctly:** • Provide dedicated area for material storage well away from drains/watercourses • Store materials in suitable bunkers, sheds, or containers and label • Protect storage area against flooding or water-logging • Provide spill kits and ensure they are accessible and fully stocked • Keep waste materials separate from clean materials • Protect against vandalism or theft • Protect against damage from mobile plant and vehicles.
ALL	**Manage stockpiles correctly:** • Obtain a waste management exemption from the Environment Agency if you intend to store up to 90 cubic metres of aggregate/ construction material for up to 3 months.

	• Store top soil in piles less than 2 metres high to prevent damage to the soil structure • Segregate different grades of soil • Position spoil and temporary stockpiles well away from watercourses and drainage systems • Stockpiles should not be too steep and minimise movements of materials • Direct surface water away from the stockpiles to prevent erosion at the bottom • Place silt screens around spoil heaps to trap silt from surface water run-off • Consider growing vegetation on long-term stockpiles to prevent dust in dry weather conditions and to minimise erosion of the stockpile.

STORING OILS AND BULK LIQUIDS

HAZARDS

1	Pollution of groundwater and surface watercourses
2	Liability for costs of clean-up
3	Pollution of surrounding land
4	Impacts on fauna and flora
5	Risk of fire or explosion
6	Risks to human health (asphyxiation, poisoning, chemical burns, cancer agents)
7	Corrosion of buried services and structures
8	Prosecution and fines

CONTROL MEASURES

Hazard Identified Above	Control Measure
ALL 	**Storing Oils, Fuel and Chemicals:** Different materials need to be managed according to the risk they pose to people and the environment. Bulk oils and fuels, for example, need to be stored in accordance with the Oil Storage Regulations and located away from water-courses and drains. Other potentially hazardous materials, such as solvents and adhesives, are supplied with COSHH data sheets, which stipulate how the material should be stored, handled and disposed of. General controls will include:
ALL (Cont.)	• Oil should only be stored in containers with sufficient structural integrity and strength to ensure they do not burst or leak whilst in ordinary use • The container must have secondary containment that : o Has a capacity of **110% of the largest container or 25% of the combined capacity of all containers** in the group, **whichever is greatest** o Is positioned to minimise risk of damage by impact o Has an impermeable base and walls, to water and oil • The base and walls must not be penetrated by any openings (i.e. valves, draw pipes) used to drain the system unless they are adequately sealed to prevent oil escaping • Label containers clearly so that appropriate remedial action can be taken in the event of a spillage • Regularly check taps and hoses for signs of leakage • Avoid storing drums tightly together. Store drums so they can all be inspected for leaks and accessed easily • Prevent damage from vandalism of theft. • Ensure that all valves and trigger guns are vandal and tamper-proof. Provide notices to ask site personnel to lock valves and trigger guns when not in use • Before moving a drum, make sure the bung is secure • Provide sufficient absorbent granules, drain covers and PPE to tackle a spill and make sure people know how to use them (See also *'Spill control'*).
ALL	**Bunding Tanks:** • To avoid spillages, bund tanks with a minimum capacity of 110% of the largest tank, or 25% of the total storage capacity, whichever is the greater • Make sure bund is fitted with a sump and tap to allow rainwater to be drained off safely • Do not allow bunded areas to fill with rainwater or slops • Site tanks away from vehicle movements and mark them clearly so they are visible • Do not put tanks anywhere near surface water drains, watercourses or sewers. • Avoid placing tanks on unmade ground to reduce the risk of soil contamination • Mark the contents of any tank clearly • Make sure fill points, valves and trigger guns are inside the bund • Position air vents so they can be seen easily and directed down into the bund in the event of accidental release of contents • Fit any pumps outside the bund with a non-return/check valve installed in the feed line • Provide separate fill pipes for each tank unless the tanks are interconnected by a balance pipe of greater capacity than the fill pipe • Mark fill pipes with the product type and tank number where there is more than one tank • Provide sufficient absorbent granules, drain covers and PPE to tackle a spill and make sure people know how to use them (See also *'Spill control'*).

ALL	**Refuelling Protocol:** • Designate a specific area on-site for refuelling that is bunded and well away from surface water drains • Avoid using remote fill-points. Where these are unavoidable, install suitable oil separators to the surface water drainage system • Avoid refuelling close to watercourses. Where this is unavoidable, keep materials such as absorbent pads and booms readily available in case of spillage • All refuelling must be supervised. Do not leave valves open unattended. If not already required to do so, consider using auto-close vales • Keep an emergency spill-kit at each refuelling point. • If mobile refuelling is carried out, ensure that each bowser carried a spill kit • Bowsers should have an automatic cut out • Ensure that site workers carrying out refuelling are aware of the protocol and know what actions to take in an emergency (See also: *'Spill Control'*).

WASTE MANAGEMENT – HAZARDOUS MATERIALS

HAZARDS

1 Failure to comply with any contract and planning conditions relating to waste
2 Risks to human health (poisoning, chemical burns, cancer agents)
3 Pollution of groundwater and surface watercourses
4 Pollution of surrounding land
5 Impacts on flora and fauna
6 Corrosion of buried services and structures
7 Liability for costs arising from fly-tipped waste
8 Prosecution and fines for failure to dispose of waste correctly

CONTROL MEASURES

Issues Identified Above	Control Measure
ALL	**Hazardous wastes** are wastes that possess one or more of the 14 hazardous properties in the Hazardous Waste Directive, including those that are deemed to be dangerous to life and/or damaging to the environment, and may be corrosive, reactive, explosive, oxidising, carcinogenic or flammable. Examples of hazardous waste include: asbestos, acids, alkaline solutions, oily sludges, waste oils and wood preservatives. The fourteen hazardous properties identified by the Directive are: H1: Explosive H8: Corrosive H2: Oxidising H9: Infectious H3a: Highly Flammable H3b: Flammable H10: Toxic for reproduction H4: Irritant H11: Mutagenic H5: Harmful H12: Releases toxic gas in contact with air, water or acid H6: Toxic H13: Releases hazardous substances after disposal H7: Carcinogenic H14: Ecotoxic
ALL (Cont.)	Hazardous wastes are listed in the List of Wastes Regulations. Each category of waste is given a unique six-figure code and hazardous waste is identified as: Any waste that is highlighted in the List of Wastes Regulations with an asterisk • Any surplus/obsolete product or material that is marked with a hazard label. • Any waste material that contains one or more of the hazardous properties described in the Hazardous Waste Directive • Any waste material that contains components with the hazardous properties H1 to H14 above threshold concentrations. • Any specific batch of waste that the UK Government or the Environment Agency determines is to be treated as hazardous. Examples of hazardous wastes common to the construction industry include: • 13 07 01* - Waste fuel oil and diesel • 15 02 02* - Absorbents containing dangerous substances (e.g. oil) • 17 01 06* - Mixtures or separate fractions of concrete, tiles, bricks and ceramics containing dangerous substances • 17 05 03* - Soil and stones containing dangerous substances • 17 06 05* - Construction materials containing asbestos
ALL	**Classifying Hazardous Waste**: To classify the wastes produced in your area of direct responsibility and decide which is the most appropriate disposal route you should: • Use the European Waste Catalogue to identify the correct six-digit code for the waste and classify it as either non-hazardous, hazardous (mirror entry), or hazardous (absolute) • Use the guidance in Chapter 17 of EWC to determine the hazard level • Carry out assessment or testing of the waste as required to determine whether it meets the 'Waste Acceptance Criteria' (WAC) for its intended destination

	• Make sure WAC test results meet legal requirements • Determine waste disposal route: o Inert waste landfill o Non-hazardous landfill o Non-reactive cell in non-hazardous landfill (asbestos /plasterboard waste) o Hazardous waste treatment plant o Hazardous landfill o Incineration
ALL	**Storing hazardous waste:** • Make sure you know the Environment Agency premises code for your site • If you are unsure, ask Head Office, or the person with nominated environmental responsibility in the Project EMP • Make sure hazardous wastes ate stored in suitably labelled containers away from sensitive nearby uses and protected from site traffic • Make sure storage area for hazardous wastes is bunded (See also: '*Storing Bulk Oils and Liquids'*) • NEVER mix hazardous wastes with other wastes • NEVER mix hazardous wastes together • Do not store wastes longer than is necessary to complete the paper-work and arrange for its disposal.
ALL	**Transport and disposal:** The waste producer (usually the subcontractor) must complete a hazardous waste consignment note that travels with the waste to its final treatment or disposal site. The note must include the following information: • Premises code • Description of waste • EWC code • Quantity • Chemical/biological components of the waste and their concentrations • Physical form • Hazard code(s) • Container type, number and size
ALL	**Waste documentation:** All hazardous waste consignment notes must be retained for five years.

WASTE MANAGEMENT– INERT & NON-HAZARDOUS MATERIALS

HAZARDS

1	Failure to comply with any contract and planning conditions relating to waste management and recycling
2	Impacts on landfill capacity
3	Nuisance and odours
4	Liability for costs arising from fly-tipped waste
5	Prosecution and fines for failure to dispose of waste correctly

CONTROL MEASURES

Hazard Identified Above	Control Measure
ALL	**Definition of waste:** The term "waste" is defined as 'any substance or object which the holder discards, intends to discard or is required to discard'. • **Inert waste** refers to materials that do not require significant physical, chemical or biological reactions or cause environmental pollution when deposited into a landfill site. These include: rocks, concrete, ceramics, bricks and masonry, but not topsoil. • **Non-hazardous wastes** are those that are not inert and include timber and bitumen (depending on tar content).
ALL	**Waste Duty of Care:** It is essential to check that all wastes produced on site are described, stored, handled and transferred in accordance with legal requirements. In particular: • It is illegal to mix solid and liquid wastes pending collection. • It is illegal to mix general, inert wastes with hazardous or active wastes. • It is illegal to take inert waste materials from any Brookfield Multiplex site and use/sell it as fill material on any other third party site, unless the site receiving the material has a waste management license/exemption. • Separate all recyclable wastes, including: cardboard and plastic packaging, wood, plasterboard, bricks and blocks, metals. • Store waste safely pending collection. • Only transfer wastes to licensed waste carriers/licensed sites • Maintain records of waste volumes, vehicle registration, destination sites and dockets to prove that each consignment has been disposed of correctly. • Use the correct European Waste Catalogue code to describe waste.
ALL	**Who is authorised to take waste:** • **Council waste collectors** You don't have to do any additional checks for Council collectors, but you will have to complete some paperwork. • **Registered waste carriers** Most carriers of waste have to be registered with the Environment Agency or the Scottish Environment Protection Agency. Look at the carrier's certificate of registration or check with the Agencies. • **Exempt waste carriers** The main people who are exempt are charities and voluntary organisations. Most exempt carriers need to register their exemption with the Environment Agency or the Scottish Environment Protection Agency. If someone tells you they are exempt, ask them why. You can also check with the Agencies that their exemption is registered
ALL	• **Holders of waste management licences** Some licences are valid only for certain kinds of waste or certain activities. Ask to see the licence. Check that it covers your kind of waste. • **Holders of waste management exemptions:** Some activities are exempt from licensing. If someone tells you they are exempt, ask them why. You can also check with the Agencies that their exemption is registered. • **Registered waste brokers**: Anyone who arranges the recycling or disposal of waste, on behalf of someone else, must be registered as a waste broker. You can check with the Environment Agency or the Scottish Environment Protection Agency that the broker is registered.
ALL	**Standard checks for waste contractors:** Prior to appointing contractors to treat, store or dispose of waste, you must: • Obtain copies of the waste management licence (or exemption certificate) held by the potential contractor • Obtain written confirmation from potential contractors of the waste transfer/landfill sites they propose to use for your wastes • Maintain records in a way that can be checked on request by Head Office or the Environment Agency
ALL	**Standard checks for waste consignments:** For each waste consignment that leaves the site, you must: • Use a 'waste transfer note (WTN)' or 'season ticket' system for your own vehicles. This must record the category of waste, end destination(s) and be supported by some means of signature system as each vehicle leaves the site. • For 'owner-drivers, each load MUST be supported by a WTN with ALL relevant sections completed. The Subcontractor must provide evidence that 'owner-drivers' are disposing of wastes correctly and should ask for tickets from the 'end destinations' as evidence that the material has been tipped/sold to a licensed third party • Make sure the waste has been described correctly. WTNs must include the following information: o Description of the waste (e.g. concrete waste) o European Waste Catalogue (EWC) six-digit code o How it is contained o Quantity of waste

	o EA registration number of waste carrier/broker o Destination • Ensure that all irregular loads of waste are declared on WTNs (e.g. redundant materials, wastes arising from cleaning up spills). Note that some of these wastes may have to be handled as Hazardous Waste. • Keep copies of all transfer notes for a minimum of two years for inert/non-hazardous wastes and fie years for hazardous wastes.
ALL	**Record-keeping:** Brookfield Multiplex and its subcontractors are required to maintain records on the types and volumes of waste that have been disposed of, re-used or recycled as part of your contract. On a periodic basis you should also carry out the following checks: • Have wastes been described correctly? • Are vehicles collecting waste materials suitably licensed (waste carrier license)? • Do destinations on waste dockets match the list of approved end destinations supplied by the waste contractor. • Are wastes reaching their stated destinations? To determine this you will need to follow a random sample of waste vehicles to ensure their actual destinations match the destinations recorded on the relevant docket. • Are wastes being sold as 'construction fill' to third parties who do not possess the correct waste management licenses /exemptions?

WATER RESOURCES

HAZARDS

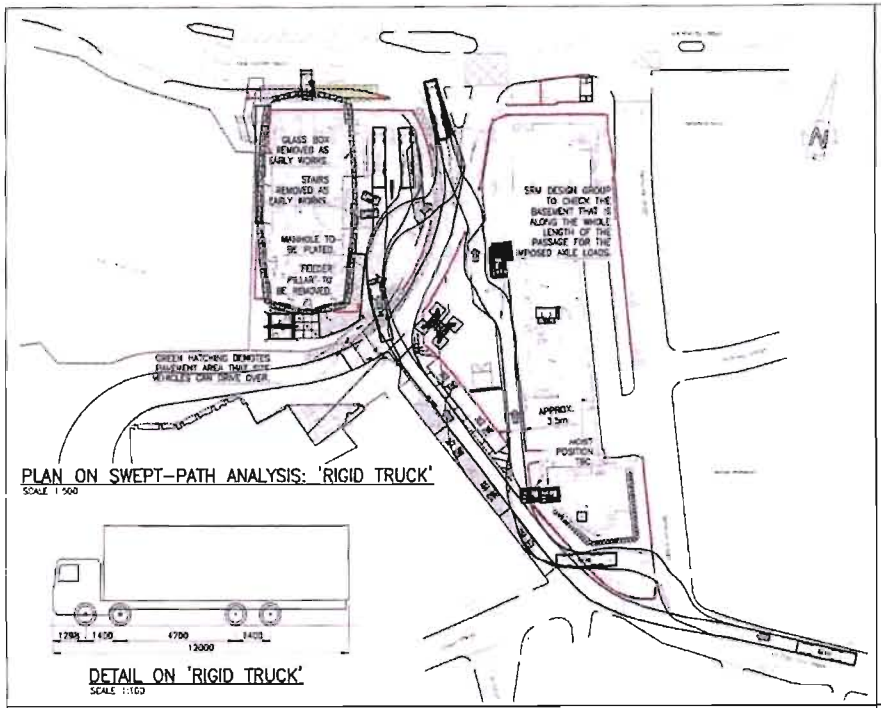
1 Pollution of groundwater and surface watercourses
2 Liability for costs of clean-up
3 Pollution of surrounding land
4 Impacts on fauna and flora
5 Risk of fire or explosion
6 Risks to human health (asphyxiation, poisoning, chemical burns, cancer agents)
7 Corrosion of buried services and structures
8 Prosecution and fines

CONTROL MEASURES

Issue Identified Above	Control Measure
ALL	**Understand the risks:** Environment Agency records show that the UK construction industry causes more pollution incidents than any other industry sector, causing an average of 570 pollution incidents per annum. Controlled waters have legal protection and include: rivers streams, ditches, ponds, locks, groundwater and coastal waters up to 3 miles in-shore. Pollution is any poisonous, noxious or polluting matter or any solid waste matter and includes: silt, cement, concrete, bentonite, petroleum spirit, chemicals, solvents and sewage. If controlled waters are polluted, you, your company, your subcontractors and your client could end up in court. In addition to the fines, and the costs of clean up, you may also be held liable for damages to any landowners or industries making use of the water resource further downstream. Directors can also be held personally responsible, fined and/or imprisoned.
ALL	**Know your site:** • Establish water quality and levels by taking baseline assessments before work begins on site • Establish the location of local streams and watercourses and the position of surface water, combined and foul sewers on-site. • Mark all drains to distinguish them (surface water = **BLUE**; foul = **RED**) • Protect or cover all drains • Ensure that all temporary connections are being made with the right type of drainage system
ALL	**Abstracting water:** • Ensure the site has a license to abstract water from a controlled water source • Ensure that the site complies with the conditions of any abstraction licence
ALL	**Discharging water:** • Discharges should only be made into drains with the appropriate discharge consents: o Foul water sewer – effluent discharge consent from the sewerage company o Surface water drains – discharge consent from the environment regulator • Be aware that discharge consents will take between four and twelve weeks to obtain • Check that site workers are aware of the quality and quantity of water that can be discharged over a given time period • Check for any visible signs or smell of water pollution in watercourses/drains in or near the site • Make sure that water is treated prior to disposal • If a settlement tank is used, make sure it is working properly • If a lagoon/pond is used, make sure it is not leaking
ALL	**How and what to monitor:** • Establish a regular monitoring procedure for water discharged form the site and keep records (turbidity, flow rate, pH) • Check outfalls and pipe-work daily to ensure they are clean and clear of litter, etc.
ALL	**Emergency preparedness and response:** • Make sure site workers know what to do in the event of a spillage and where the closest spill kits are located. • Ask site staff if they know who they should contact in the event of an incident as part of daily inspections. • Prepare and test a Pollution Incident Control Plan. • Nominate a spill contractor to deal with major incidents.
ALL	**Managing effluent – concrete/ bentonite:** • Wash out lorries, grabs and bulk containers in a designated area. • Make sure designated area is at least 10m away from drains and watercourses. • Protect drains and watercourses from washout.

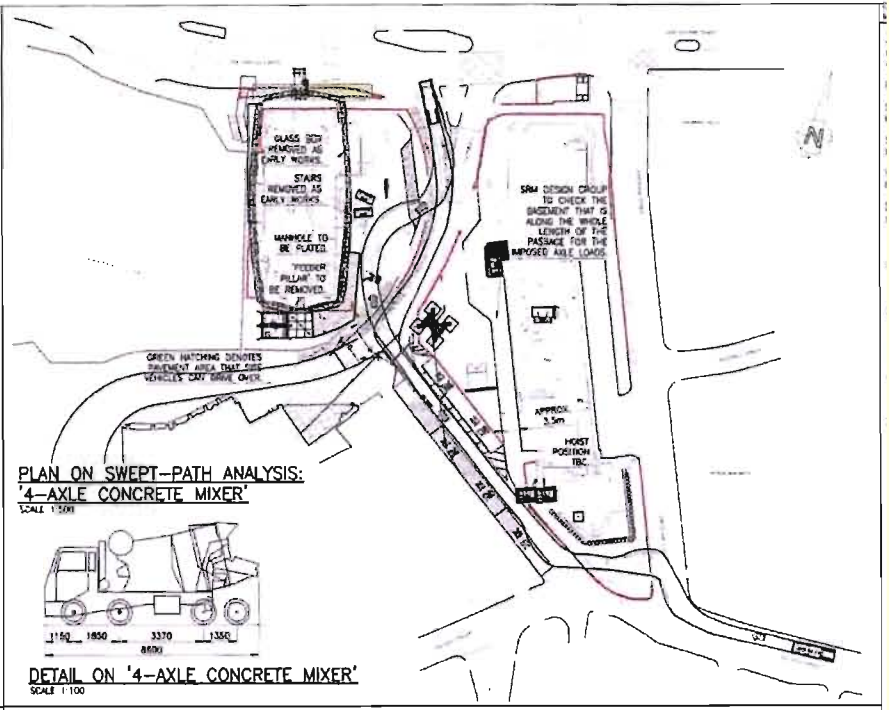
	• Ensure concrete subcontractor treats/disposes of washout correctly.
ALL	**Managing effluent – from vehicles and boot washing:** • Carry out cleaning in a bunded area and recycle the water. • Discharge waste water into a settlement tank/lagoon prior to discharge to foul sewer. • Obtain consent from sewerage authority to discharge waste water. • Collect heavily silted water/slurry in a sealed tank for removal from site by a licensed waste disposal contractor.
ALL	**Managing run-off and silty water** • Ensure that temporary drainage systems have been installed, prior to starting work on site. • When carrying out earthworks, make sure that a filter strip has been left to prevent surface water run-off. • Use sediment fencing to trap mud and heavy silt. • Check and clean silt filters and traps regularly. • Check watercourses (if applicable) and drains daily – look for any visible signs of discolouration or odours. • Monitor any water treatment methods to ensure their effectiveness. • If a settlement tank is used, make sure water is not flowing too fast, or over-flowing. • If straw bales are used, make sure they are securely fixed. • (See also 'Good house-keeping').
ALL	**Design and operation of settlement tanks/lagoons:** • The size of the tank/lagoon should be adequate for the settlement time required and the rate at which water flows or is pumped into it • Install a long, narrow, shallow settlement lagoon to ensure maximum retention time of all water • Obtain a consent to pump clean water from the surface of the settlement tank/lagoon into rivers/designated discharge point • Make sure the entry chamber is cleaned periodically to prevent the build up of silt • Monitor outflow water quality periodically.
ALL	**Dealing with water in excavations:** • Measures should be put in place to prevent water from entering excavations • Consult the Environment Agency BEFORE carrying out any works below the water table, including any site dewatering • Control water in excavations by installing stone-filled edge drains leading to sumps • Tom manage groundwater flowing into excavations, install cut-off ditches, walls or well-point dewatering • Obtain consent to discharge water from excavations and adhere to any conditions attached to it.
ALL	**Working over or near water:** • Prior approval is required form the Environment Agency for all temporary works in or near water that: o interfere with the bed or banks or flood channel of any water course o are within 8m of the bank of any main river o are within 16 m of any tidal defence • Consider using decking or barges below the works to act as a bund in the event of a spillage • Erect dust screens and splash plates on bridges • For long-term or complex works, consider placing a permanent floating boom immediately downstream of the works. • Avoid storing fuel in vessels near water • Make sure spray, dust or other airborne materials do not enter watercourses • Approaches to watercourses should be kept free from the build up of mud • Check the watercourse daily to see if it is silty, or discoloured downstream of the works, or if there is an oily sheen on the water • Ensure that site workers know where to find spill kits and how to use them (See also *'Spill Control'*).

Appendix 4



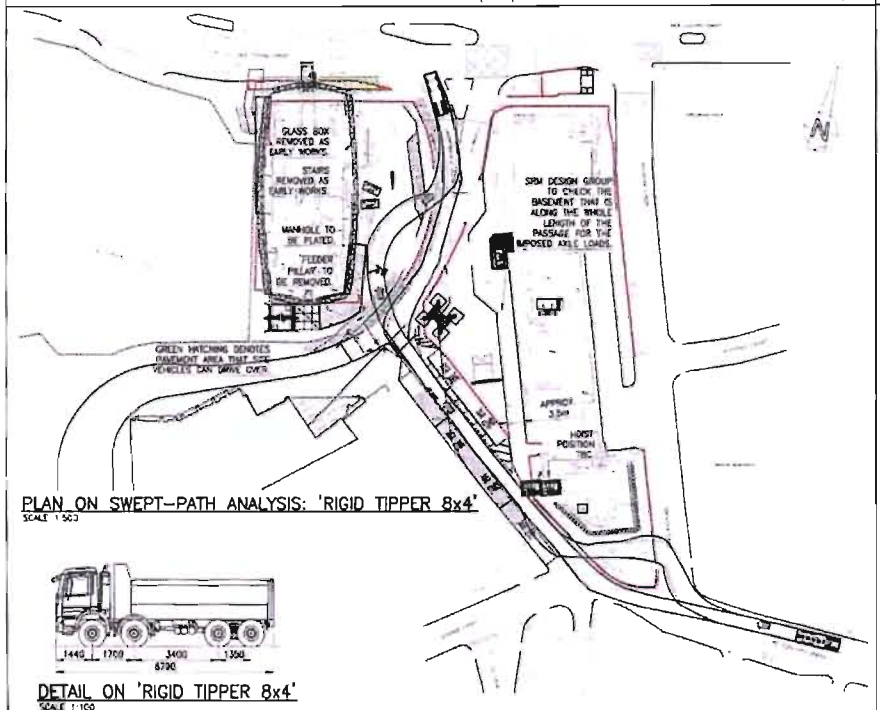
PLAN ON SWEPT-PATH ANALYSIS: 'RIGID TRUCK'
SCALE 1:500

DETAIL ON 'RIGID TRUCK'
SCALE 1:100



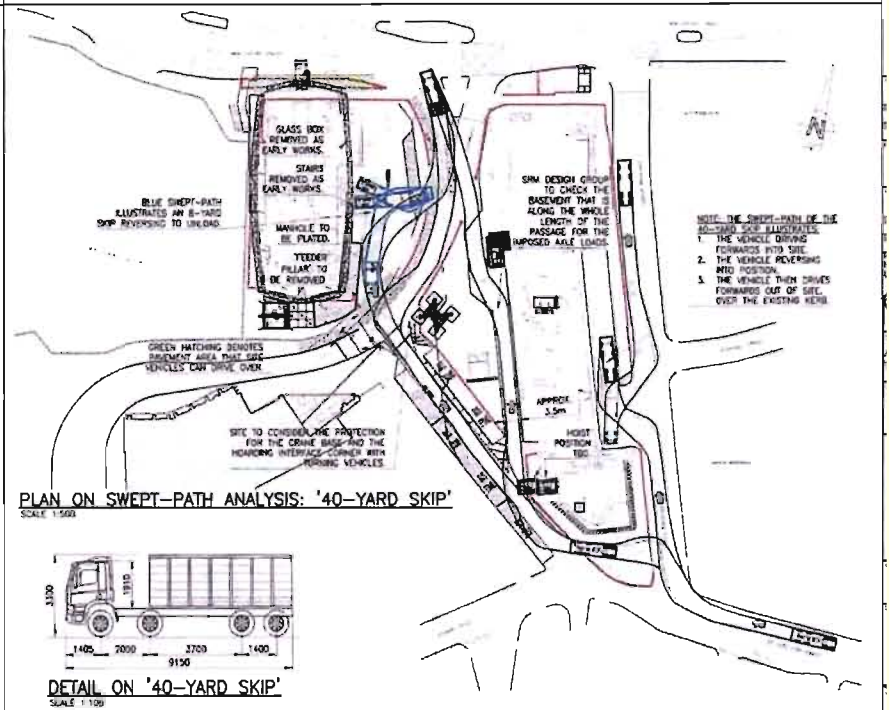
PLAN ON SWEPT-PATH ANALYSIS:
'4-AXLE CONCRETE MIXER'
SCALE 1:500

DETAIL ON '4-AXLE CONCRETE MIXER'
SCALE 1:100



PLAN ON SWEPT-PATH ANALYSIS: 'RIGID TIPPER 8x4'
SCALE 1:500

DETAIL ON 'RIGID TIPPER 8x4'
SCALE 1:100



PLAN ON SWEPT-PATH ANALYSIS: '40-YARD SKIP'
SCALE 1:500

DETAIL ON '40-YARD SKIP'
SCALE 1:100

Appendix 5

Temporary Traffic Order TTR S14(1)

London Borough of Camden
Engineering Service Floor 4 5PS
Judd Street
London
WC1H 8EQ

Tel: 020 7974 5959
Fax: 020 7974 4494
Minicom: 020 7974 6866

www.camden.gov.uk
ttr@camden.gov.uk

Details of Order

Ref: 38140/TTR18165

St Giles High Street

Temporary Traffic Restriction S14(1): 18165

Reason: To facilitate construction works for Amacantar Ltd / James Waite

Operational Dates: 5-1-15 to 4-6-16

Details of Order: Suspend 'LOADING ONLY' restrictions on St Giles High Street from a point 44.5 metres northwest of the northern kerb line of Denmark Street to a point 56 Metres northwest of the northern kerb line of Denmark Street. Introduce 'AT ANY TIME LOADING ONLY' restrictions on St Giles Hgh Street from a point 38 metres northwest of the northern kerb line of Denmark Street to a point 50 Metres northwest of thenorthern kerb line of Denmark Street.

Diversions: N/A

The contractor is to use Traffic Signs in accordance with “The Traffic Signs Regulations and General Directions 2002” and to cover or obscure any signs contrary to this order.

The contractor is to leaflet drop all residential and business premises likely to be affected by the closure at least one week prior to the closure.

For weekend works contractor is to inform Environmental Health on ppp@camden.gov.uk

Robert Slaney
Network Coordinator
Network Management Team
18/12/2014

Date:	18 December 2014
Our Reference:	38140/TTR18165
Enquiries to:	Robert Slaney
Telephone:	020 7974 5959
Email:	ttr@camden.gov.uk

London Borough of Camden
Enginering Service Floor 4 5PS
Judd Street
London
WC1H 8EQ

Tel: 020 7974 5959
Fax: 020 7974 4494
Minicom: 020 7974 6866

www.camden.gov.uk
ttr@camden.gov.uk

Almacantar Ltd
James Waite
Almacantar Ltd
3 Quebec Mews
W1H 7NX

Dear Mr Waite

Application to temporarily restrict traffic

I confirm that the order detailing the temporary traffic restrictions which you wish to place has now been approved.

We will soon be publishing details of the order as per the attached confirmation.

I also attach the terms and conditions that you agreed to abide by when you submitted your application

If you are working outside the hours of 8am to 6pm Monday to Friday and 8am to 1pm on Saturday you will need to seek permission from Camden's Environmental Heath Team who can be contacted on 020 7974 4444. Failure to do so could result in Camden revoking the Temporary Traffic Order on your behalf.

If you have any enquiries replating to this matter, please do not hesitate to contact Robert Slaney on 020 7974 5959.

Yours sincerely

Karla Ardon-Finch
Asset Manager
Asset Management

TTR S14(1)

Almacantar Ltd
James Waite
Almacantar Ltd
3 Quebec Mews
W1H 7NX

Details of Order

Ref: 38140/TTR18165

St Giles High Street

Temporary Traffic Restriction S14(1): 18165

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Diversions: N/A

This order is being placed subject to the following terms and conditions:

Terms and Conditions

Part 1: Before Works Commence

1.1. Parking suspensions must be put in place where necessary and the suspension number provided to the Network Management team.
1.2. Permission must be sought in order to work outside of normal working hours 8am to 6pm Monday to Friday and 9am to 1pm on Saturdays.
1.3. The suspension of any bus stops/stands must be sought from Transport for London
1.4. You must provide information in the form of a letter drop to all adjacent properties, both business and residential, and to requisite ward councillors, four weeks before your proposed start date. A copy of this correspondence must also be provided to the Network Management Team ttr@camden.gov.uk
1.5. Traffic management, in accordance with Chapter 8, must be in place prior to any works commencing.
1.6. Failure to do comply with points 1.1 to 1.5 may affect the implementation of the restriction.

Part 2: During Works

2.1. Traffic management, in accordance with Chapter 8, must continue to be in place for the duration of the works.
2.2. If any aspect of the work, e.g. restriction, diversion, working hours, parking suspension need to change at any time you must contact the relevant Council department detailed in the application guidelines. Relevant permission must be in place before changes can be implemented.
2.3. You must provide an update on the progress of your works, at regular intervals as prescribed by the Network Management Team, to all adjacent properties, both business and residential, and to requisite ward councillors . A copy of each correspondence must also be provided to the Network Management Team ttr@camden.gov.uk
2.4. If during the works the order is going to be taken over by another company it is your responsibility to inform us of this. You will also be required to submit a letter of agreement between the outgoing and incoming applicant, signed by both parties. This letter must state that the incoming applicant accepts responsibility of all future liabilities during the period of the order being in force, as per the Agreement and Indemnity section of your application . Until the Council is satisfied that all necessary agreements and indemnities are in place, you, as the applicant, will remain liable for the duration of the order.
2.5. Failure to do comply with points 2.1 to 2.4 may lead to the order being rescinded.

Part 3: On Completion of Works

3.1. For crane operations, you will need to inform us whether the operation took place on the planned date(s). You will need to contact us by 10am on the next working day following the operational dates issued to you. Failure to do so will result in all back-up dates being cancelled.
3.2. If parking suspension were in place you must inform Parking Services that your works have finished by calling 020 7974 5800, so they can return the bay(s) back to use.
3.3. All associated traffic management must be removed from site in order to return the road and any diversionary routes back to normal use. You will be recharged the costs incurred by the Council if we have to attend site to remove any remaining traffic management.

Part 4: General

4.1. While the Council will endeavour to meet the dates requested in your application, priority has to be given to the coordination of works; in some instances you may be directed to undertake works on alternative dates from those requested.
4.2. There may be circumstances outside of the control of the Council e.g. where emergency or urgent situations arise, that will mean that it may be necessary to postpone or cancel your works. We will work with you in these instances to re-schedule your works.
4.3. Due to the statutory requirements of the Council when making traffic orders and the associated publication deadlines, there cannot be any changes to either the dates, times, or locations of this application within 21 days of the proposed start date.
4.4. Failure to comply with any part of this application terms and conditions will mean that your application will be cancelled.

Additional conditions:

Signed: _____ **Date:** **18/12/2014**

For Director, Culture and Environment Directorate (Duly authorised by the Council for this purpose)

From: Jenkins, David (Engineering) [mailto:David.Jenkins@camden.gov.uk]
Sent: 07 January 2015 17:03
To: 'Carver, Peter'
Cc: 'Goodall, Rob'; 'Bowers, David'
Subject: RE: Centre Point:

Pete, the strategy is fine in principle, but as the programme and drawings were out of date I had asked my colleagues in Planning Obligations if we needed a revised version. I assume they haven't asked you for one, so I'll send up the package you sent with its separate updated programme and drawings and recommend that they discharge the obligation.

Regards
Dave

David Jenkins
St Giles Delivery Lead

Telephone: 020 7974 3314

From: Carver, Peter [mailto:Peter.Carver@sdgworld.net]
Sent: 07 January 2015 15:02
To: Jenkins, David (Engineering)
Cc: Goodall, Rob; Bowers, David
Subject: RE: Centre Point:

Hi Dave

Just wondered if you have had a chance to review my email I sent prior to xmas, I would be grateful if could respond to my email below when you get a chance so we can close out this condition.

Many thanks

Pete

Peter Carver
Associate

Steer Davies Gleave
direct +44 20 7910 5588
switchboard +44 20 7910 5000

From: Carver, Peter
Sent: 17 December 2014 09:46
To: Jenkins, David (Engineering) (David.Jenkins@camden.gov.uk) (David.Jenkins@camden.gov.uk)
Cc: Goodall, Rob; Bowers, David
Subject: Centre Point:

Hi David

I hope everything is going ok.

We are trying to close out a couple of planning conditions for the Centre Point project, which we would like to resolve prior to xmas, therefore I would be very grateful if you could confirm by responding to this email that the temporary highway works strategy which forms part of the enabling package to realign St Giles High Street are acceptable. And confirm that the traffic management plans associated with these works are also acceptable. The conditions to be closed out are:

- 4.10.1(iii) - On or prior to the Implementation Date to submit to the Council the Temporary Highway Works Strategy for approval.

- 4.10.2(iii) - Not to Implement or to allow Implementation until such time as the Council has approved the Temporary Highway Works Strategy as demonstrated by written notice to that effect.

For ease of reference I issued the last construction drawings and traffic management plans to you by email on,

- RE: Centre Point Highway Enabling Works: TMAN Application Pack, sent Fri 17/10/2014 13:27 (emailed by Peter Carver)

- Centre Point: Highway Enabling Works (Construction Issue), sent Wed 15/10/2014 13:04 (emailed by Peter Carver)

- Centre Point: Highway Enabling Works (Construction Issue, Rev C2 dwgs for revised levels), sent Tue 18/11/2014 14:48 (emailed by Darren Harlen)

- RE: Centre Point: TM Revised Plans (26-11-2014), sent Wed 26/11/2014 16:00 (emailed by Peter Carver)

I trust this is acceptable, please feel free to give me a call if you would like to discuss any of the above, I am working from home today and can be reached on 01245 321 057.

Thanks

Pete

Peter Carver
Associate

Steer Davies Gleave
28-32 Upper Ground
London SE1 9PD
direct +44 20 7910 5588
mobile +447712608440
switchboard +44 20 7910 5000
www.steerdaviesgleave.com

Matthew Weatherhead

Subject: FW: Centre Point - Loading Bay Suspension

From: Jenkins, David (Engineering) [mailto:David.Jenkins@camden.gov.uk]
Sent: 16 January 2015 17:46
To: 'Carver, Peter'
Cc: 'Goodall, Rob'; Taylor, Gareth; 'Harlen, Darren'; James Waite; 'stephen.browne@brookfieldmultiplex.com'; Slaney, Robert; Hamilton, Gordon
Subject: RE: Centre Point - Loading Bay Suspension

Pete, I've discussed with Rob and on the basis of what you've said I think it will be acceptable to not make a TMO at this stage for additional loading in Denmark Street. We'll appreciate if you could monitor the situation as you've offered though.

Please note that if problems do arise and a bay is needed, even an emergency order can take a few days (assuming it's not a safety issue).

Thanks
Dave

David Jenkins
St Giles Delivery Lead

Telephone: 020 7974 3314

From: Carver, Peter [mailto:Peter.Carver@sdgworld.net]
Sent: 16 January 2015 16:46
To: Jenkins, David (Engineering)
Cc: Goodall, Rob; Taylor, Gareth; Harlen, Darren; 'James.Waite@Almacantar.com'; 'stephen.browne@brookfieldmultiplex.com'; Slaney, Robert; Hamilton, Gordon
Subject: RE: Centre Point - Loading Bay Suspension

Hi David,

In response to your email, Reach Active and Almacantar have confirmed that they have not received any complaints from the local businesses with regards to changes to their loading whilst the works have been carried out or during the road closures.

Consolidated have not yet served notices to the businesses, and we are trying to ascertain when this will be carried out.

There was a period of about 2 weeks, prior to the xmas embargo, when the loading bay was suspended to enable the first phases of the construction works. And in the new year it will have been another 2 weeks where the loading bay has been suspended to accommodate the works.

The businesses seem to be operating ok, and as no complaints have been received I assume that they have been loading from the existing bays in Denmark Street with no issues. Consequently, can you confirm that there is no need to make any further provisions in Denmark Street. I am sure that Almacantar would be happy to monitor this situation and if any complaints are received then, then we can review mitigating measures such as your recommendation to extend a loading bay in Denmark Street under an emergency order.

Many thanks for your help

Pete

Peter Carver
Associate

Steer Davies Gleave
direct +44 20 7910 5588
switchboard +44 20 7910 5000

From: Jenkins, David (Engineering) [mailto:David.Jenkins@camden.gov.uk]
Sent: 15 January 2015 18:12
To: Carver, Peter
Cc: Goodall, Rob; Taylor, Gareth; Harlen, Darren; 'James.Waite@Almacantar.com'; 'stephen.browne@brookfieldmultiplex.com'; Slaney, Robert; Hamilton, Gordon
Subject: RE: Centre Point - Loading Bay Suspension

Rob, I agree that there is now no need for a temporary TMO to create the loading bay on SGHS and can confirm that the bus stand/stops do not need an order.

However, whilst I think we agreed in principle that the loading could be moved to Denmark St, the feasibility of that still needed to be looked at. Your suggestion that businesses use the dyl to the west of the ped crossing is not suitable because there is a no loading at any time restriction. Even if we revoked that it's only 5m long.

However, there is other loading space in Demark St and the P&D bay can be used for loading if it's free.

Could you let me know how long the business have now been without the bay in SGHS? Have they made any complaints to you and do you have any observations of what they're doing and when? If they've managed for a few weeks without complaint it could be that there's no need to make any further provision in Denmark St.

Otherwise, we'd probably need to consider changing the 10m of P&D to a loading bay under a temporary order. If it's needed urgently an emergency order could be made, which would last for 21 days and allow time for a proper temp order to be made to cover the x months that it'll be needed for.

Regards
Dave

David Jenkins
St Giles Delivery Lead

Telephone: 020 7974 3314

From: Carver, Peter [mailto:Peter.Carver@sdgworld.net]
Sent: 14 January 2015 15:52
To: Jenkins, David (Engineering); Slaney, Robert
Cc: Goodall, Rob; Taylor, Gareth; Harlen, Darren; James.Waite@Almacantar.com; stephen.browne@brookfieldmultiplex.com
Subject: RE: Centre Point - Loading Bay Suspension

Hi David

Following London Buses consent to the changes to the Bus Stop/Stands layout in St Giles High Street to help avoid the BT chamber (see attached email and agreed GA) the proposed TRO changes to the two loading bays are no longer required, therefore I can confirm that **Rob Slaney** does not need to progress the TROs that Darren Harlen previously requested. With reference to your email below, the traffic orders for the two loading bays have never been formally made so they can simply be remarked with DYLs the new Bus Stand. However, as previously discussed, in the interim whilst we wait for Consolidated to serve notice to the retail units along St Giles High Street – the retail units will be allowed to load on the double yellow lines immediately west of the pedestrian controlled crossing on Denmark Street. Can you confirm that this is all acceptable, and that you will notify the tenants / owners of the temporary loading requirements.

Can you also confirm that the new layout of the Bus Stops / Stands do not require any TROs to be made, in accordance with 'The Road Traffic Act 1991 (Special Parking Areas) (England) Order 2003', which allows bus stop clearways (assume this applies to stops and stands) to be enforced without making a traffic regulation order.

If you could confirm that the above is all acceptable, as I would like to include a similar statement within the Construction Management Plan (CMP) to allow the main works to commence at the end of Jan 2015.

Many thanks

Pete

Peter Carver
Associate

Steer Davies Gleave
direct +44 20 7910 5588
switchboard +44 20 7910 5000

From: Jenkins, David (Engineering) [mailto:David.Jenkins@camden.gov.uk]
Sent: 09 October 2014 11:24
To: Harlen, Darren
Cc: Carver, Peter; Goodall, Rob; Christiansen, James; Taylor, Gareth; Slaney, Robert
Subject: RE: Centre Point - Loading bay suspension

Darren, I've looked into this and it seems the TMOs for the area are not up to date since Andrew Borde Street was stopped up under the Crossrail Act. There is no TMO for either loading bay.

Rob Slaney (copied in) can make a temporary TMO for a loading bay to be created in front of Consolidated's site, but the bay under Centre Point needs no more that the lining to be removed for it not to exist. This can be done as part of the realignment work once you have your S50 in place, etc.

Please lease directly with Rob w.r.t cost and payment for the temporary TMO.

Regards
Dave

David Jenkins
St Giles Delivery Lead

Telephone: 020 7974 3314

From: Harlen, Darren [mailto:Darren.Harlen@sdgworld.net]
Sent: 08 October 2014 16:12
To: Jenkins, David (Engineering)
Cc: Carver, Peter; Goodall, Rob; Christiansen, James
Subject: Centre Point - Loading bay suspension
Importance: High

Hi David,

Just left you a phone message.

Wanted to know if you had managed to find an answer to the best way to suspend the two loading bays on St Giles High Street. When we last spoke you were fairly sure that we could suspend both bays under temporary order but you wanted to discuss with other members of the team.

As you know we are looking to start on site very soon and would like to get this matter resolved.

Please drop me a line we you are free.

Darren Harlen
Principal Consultant

Steer Davies Gleave
28-32 Upper Ground
London SE1 9PD
direct +44 20 7910 5627
switchboard +44 20 7910 5000
www.steerdaviesgleave.com

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