



CONSTRUCTION PHASE PLAN

Camden Street

16/719

Authorised By:	Name:	Signature:
Contracts Manager	Henry Kiviorg	
Project Managers	Michael Mullen / Warren Bragg	
HEQ Manager	Sian Holtam	

REGISTER OF AMENDMENTS

Version No.	Date	Author	Comments
A	19.08.16	Michael Mullen / Warren Bragg	Original
B	21.09.16	Warren Bragg	Noisy works timings Saturdays. Amendment to Principal Designer. 1.2 Changes to demolition of Garages. 1.5.1 Hoarding. 1.5.3 Waste removal garages. 1.5.4 Asbestos awareness. 1.5.6 Logistics to avoid/ protect plants/trees. 1.5.7 Roof works internal protection. 2.2 Materials and Fire hazards. 2.3 Welfare inspections, Housekeeping, F Aiders 2.23 Noise reduction. 2.24 Dust reduction 2.29 Deliveries. App B Names updated, raising alarms and cig ends. Appendix G – Fire Plan Appendix H – Hoarding and Smoking Area.
C	27.09.2016	Warren Bragg	1.5.4 – Asbestos – Protection to Studio residents. Appendix H – Smoking, Flammable Materials, Storage and Skips. 2.3 – Fire procedure for Welfare. Appendix B – Smoking. 2.2 – Flammable Materials.
D	11-11-16	M Mullen / S Holtam	Complete review - Project Description, 1.5, Traffic Mgt,

Note: The latest issue will be retained by the Project Manager. All signatures must be collected on a hard copy of this document & kept in the Site Safety Files. Acceptance sheets issued by the client or principal contractor are to be attached to the hard copy

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020 8238 1950**

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SECTION 1

1.1 OBJECTIVES & GOALS

This Construction Phase Plan is provided as a requirement of the Construction (Design and Management) Regulations 2015 for the construction phase of the Camden St project.

This Plan describes the specific arrangements & procedures that will be implemented for the duration of the project to ensure that Quinn London complies with all relevant statutory requirements and its own performance standards for managing safety, environmental and quality issues on site.

This Plan will be reviewed and revised as designs/drawings/information becomes available and the procurement of sub-contractors, materials etc. is progressed.

As the Principal Contractor, Quinn London will convene regular meetings to ensure the adequate communication of information between the Client, the design team and contractors.

All relevant senior & project management staff have read & fully endorse the contents of this Plan & require that its procedures are followed.

Quinn London is committed to:

- Achieving a zero accidents / incidents project.
- Continually improving our health, safety and welfare performance in order to improve our working environment.
- Monitoring the performance of work activities against this plan.
- Reducing waste and environmental risks.
- Making safety an integral part of the management of the company.
- Providing appropriate training.
- Complying fully with the law.
- Consulting with employees to raise awareness and ensure that all necessary measures are taken to make this plan effective.
- Working with & protecting the general public from our work, ensuring site personnel and visitors are aware of specific risks & protocols for working in the park.

1.2 PROJECT DESCRIPTION

The overall scope of the project is to demolish the existing community center and build 14 No. new apartments, there is also a requirement to re-weather the existing roof to the studios at the rear of the property.

The existing community center is approx. 400 sq/m in footprint, it consists of a basement that has an area of 150 sq/m. The buildings super structure consists of a concrete foundations and slab, masonry brickwork makes up the external envelope, the structural roof consists of timber and is weathered in zinc.

Having served as a community center for decades, it is evident that the building is past its sell by date. A new purpose built center has been built in Pender street to serve the community.

The new apartment block will be constructed once the community center has been completed. The block will consist of 14 Units, 5 No. 2 beds, 5 No. 1 beds and 4 No. 3 beds. The existing basement will be filled in as part of the groundworks. The foundation will consist of a raft foundation supported on concrete piles. The main envelope will be masonry brickwork to match the new community center at Plender st, The main frame will be RC construction. A green roof will complete the superstructure. There will be 1 No. passenger lift, a plant room, bin store and also bicycle.

Running parallel to the main development is the requirement to re-weather the studios at the rear of the community center. There are 10 No. studio Units, 9 of which are occupied. The construction of these are as per the existing community center. The scope of work to these units is to replace the existing zinc roof membrane and replacing it with a similar approved finish. Rainwater good will also be replaced where required.

Prior to the main building works detailed above, QLL will have taken possession of the site to carry out enabling works such as trial pits, surveys, hoarding erection etc.

A step by step overview of the main works is detailed below:

Re-weathering of Studios:

- Removal of highlighted asbestos as per the report.
- The erection of scaffolding around the perimeter of existing studio buildings. This will be to gain access to roof section only.
- Replacing the existing roof panels with new panels which will match the existing.
- Replacing rainwater goods to existing studio.
- Commence soft strip of community centre.
- Demolition of existing garages.

Demolition of community center and new build apartments:

- Demolition of existing community centre.

- New build inclusive of foundations, the superstructure of the building will consist of: -
- Concrete piled foundation supports.
- RC Concrete raft foundation.
- RC Concrete frame.
- Masonry brickwork to external walls.
- Traditional drywall internal walls and warm deck roofing system.

The footprint will increase from the existing of 420 sq/m to 590 sq/m.

Site Address: 30 Camden St, NW1 0LG

Program Details:

Timescale for completion of construction work is 53 weeks.

Date of site possession: 19th September 2016

Working hours: 08:00 to 17:30 Monday to Friday
09:00 to 13:00 Saturday
No work on Sundays or Bank Holidays

Noisy Operations: 08:00-12:00 & 14:00-17:00 Monday to Friday
09:00 to 13:00 Saturday

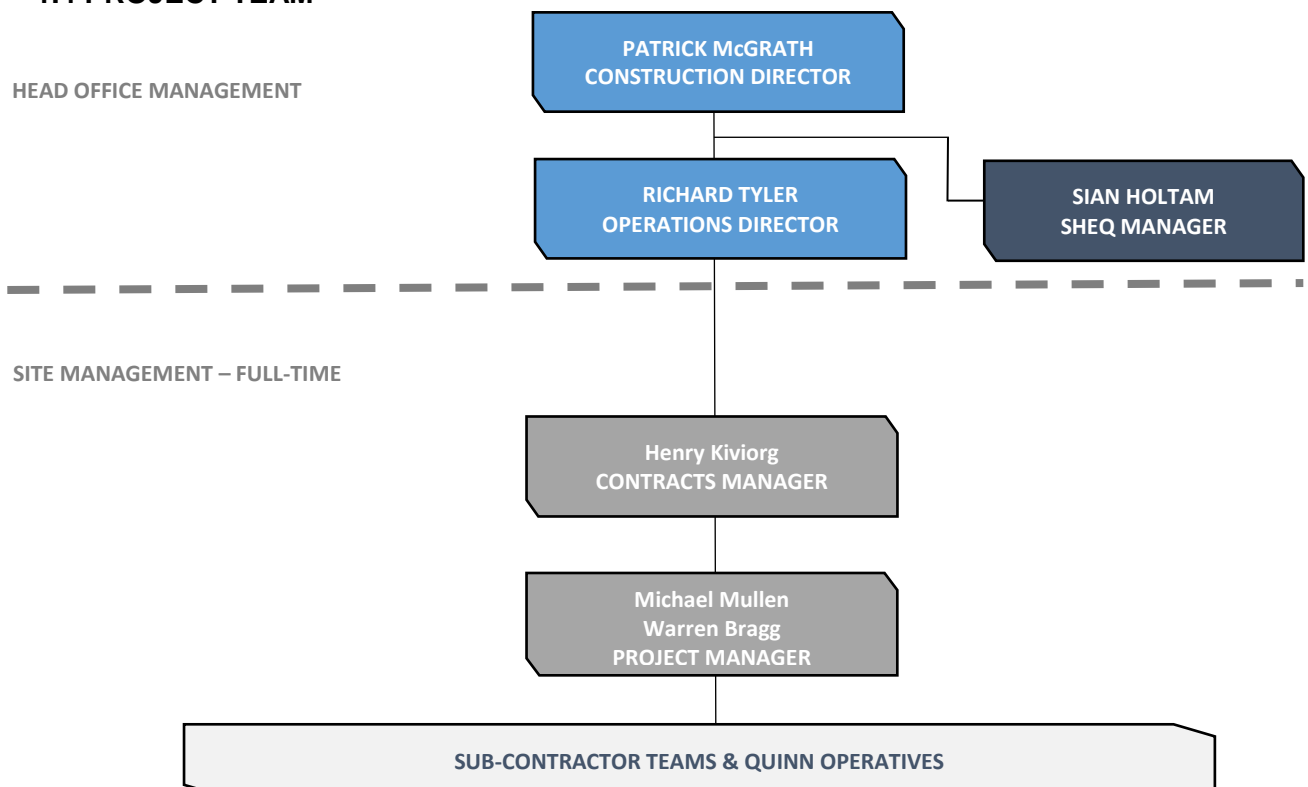
1.3 PROJECT DIRECTORY

NOTE: Please include details of all parties involved in the project. i.e.: Client, Principal Contractor, Subcontractors, Engineers Consultants, M&E Consultants, Principal Designer, etc...

Role	Contact Name	Company Name & Address	Contact Number
Client	London Borough of Camden	Camden Town Hall, Judd Street, London WC1H 9JE	020 7974 4444
Employers Agent	Robert Martin	Philip Pank Partnership, Quantum House, 113 Euston Street, London NW1 2EX.	0203 4477 927
Principal Designer	Carol Henry	Philip Pank Partnership, Quantum House, 113 Euston Street, London NW1 2EX.	0203 4477 927
Architect	Simon McAfferty	SADA Architecture 6 Spicer St, St Albans, AL3 4PQ	01727 860810
Principal Contractor	Contracts Mgr – Henry Kiviorg Mob: 07515 579267 Project Mgr – Michael Mullen Mob:077 1507 6733 Project Mgr – Warren Bragg Mob: 07889 537134 SHEQ Mgr - Sian Holtam, Mob: 07714 769057 Construction Dir – Pat McGrath Mob: 07710 277377	Quinn London 8 Hartley Ave Mill Hill NW7 2HX	020 8238 1950

SUB-CONTRACTORS			
Package	Contact Name	Company Name & Address	Contact Number
Scaffolding	John Griffin	Griffin Scaffolding Ltd, 5 Hartland Close Winchmore Hill London N21 2BG	020 8364 2535
Demolition	TBC		
Groundworks	TBC		
Piling	TBC		
RC Frame	TBC		
Roofing	TBC		

1.4 PROJECT TEAM



The following personnel are responsible for the implementation of this Plan, as identified in Section 2:

NAME	POSITION/ ROLE	KEY
Henry Kiviorg	Contracts Manager	CM
Andrew Talbot	Senior Safety Advisor	SHEQ
Michael Mullen Warren Bragg	Project Manager/Supervisor	PM
Ben Sanford	Quantity Surveyor	QS

1.5. EXISTING SURROUNDINGS / SIGNIFICANT HAZARDS

1.5.1 To protect the site hoarding will surround the existing Community Centre (Appendix H). Plywood hoarding will be 2.4m high, well lit, regularly inspected & maintained. 'Considerate Contractors' out of hours emergency contact numbers shall be displayed. Flyposting will be removed.

1.5.2 There will be 1 (no) pedestrian access route for all operatives/visitors and 1 (no) access gate for vehicles, which are both accessed from Camden Road (See Appendix G for location during phased works). A digital fingerprint system will be installed to enter/exit the site.

1.5.3 We will keep a clear access/egress route to the studio apartments for the duration of the build. A new cross over will retain access to the studio garages as a new road will be put in where existing garages have been demolished. Studios located on the footprint of the site will be assumed occupied 24 hours a day, 7 days a week. There will be no access to the site compound for general public and physical barriers will be erected to create a safe segregated route of access for occupants of remaining studios from both sides. Lighting will be provided and access will be kept clear.

1.5.4 Delivery vehicles will approach the site from Camden Road and will use off road parking for unloading/loading materials when possible. Deliveries will be manually carried into site & materials stored within existing building.

1.5.5 Whilst demolition works are being carried out, skip lorries will be able to reverse into site and be filled. This will keep activity away from the road and the public. The garages will be fenced separately & demolished in such a way that the waste will stay within its own foot print and won't affect access.

1.5.6 The following are the principal hazards identified for this project:

- Asbestos
- Demolition
- Excavations
- Mobile Plant
- Working at height
- Lifting and handling materials
- Noise
- Dust

Quinn London will ensure control measures are put in place to alleviate the risks.

1.5.7 A refurbishment & demolition survey has been undertaken. Asbestos containing materials have been identified in some locations within the building, the garages & to the outside of the studios. These will be removed by an HSE licenced contractor prior to demolition works. In the event of asbestos being identified during work, activities will stop and asbestos containing materials will be removed by an approved company.

1.5.8 Any work activities likely to impact on the trees or cultivated vegetation e.g. pruning works, will be agreed with London Borough of Camden prior to work commencing. Tree Preservation Orders are in place for two trees within close proximity of the site & will be adhered to. Fixed tree protection or Heras fencing will be installed as agreed with LBC. Refer to the Construction Environmental Plan for further information.

1.5.9 Temporary utilities supply will be sourced from existing supplies already connected to site.

Electricity - UK Power Networks	Tel 0800 029 4285
Water - Thames Water	Tel 0800 380 6000
Gas – National Grid	Tel 0800 111 999
Tel / Internet - British Telecom	Tel 0800 400 400

Please refer to Appendix C for Emergency Contact Numbers.

SECTION 2

	ACTION BY
<p>2.1 HEALTH & SAFETY STANDARDS / STATUTORY REQUIREMENTS</p> <p>All work will meet the requirements of health, safety & environmental legislation, in particular to but by no means restricted to:</p> <ul style="list-style-type: none"> • Health and Safety at Work Act 1974 • Management of Health and Safety at Work Regulations • Construction (Design and Management) Regulations • Work at Height Regulations • Provision and Use of Work Equipment Regulations (PUWER) • Lifting Operations & Lifting Equipment Regulations (LOLER) • Noise at Work Regulations <p>The standards of safety to be met are dictated by the requirements set in:</p> <ul style="list-style-type: none"> • HS(G)150 Health and Safety in Construction • HS(G)151 Protecting the public – “Your next move” • L144 – Managing health and safety in construction • HSE ACOPs & EA Guidance • Contract Documentation and Preambles • Company Health and Safety Policy <p>All relevant notifications to the HSE, EA, Local Authorities, Police, and Fire Services will be undertaken by the trade contractor and copies of these provided to site management (unless otherwise specified).</p>	<p>CM/SHEQ/ PM/SM</p>
<p>2.2 SITE SECURITY</p> <p>Access to the site will be restricted to authorised personnel only. All access points to site will be kept closed and locked when not in use. Door closers & keypads are installed wherever possible. During the main build a turnstile will be installed for pedestrian entry with a fingerprint scanner. Access will be monitored by a gateman / banksman who will manage segregated vehicle & pedestrian access through the west gate (phase 1).</p> <p>All materials & equipment will be kept within the site compound in designated areas & storage areas will be set aside. This will be closely monitored by the gateman / banksman.</p> <p>Site workforce are to report to sign in before starting their days work & then to sign out at the end of their shift. Before leaving site at the end of the day the Project Manager will ensure work areas are safe and all access routes are secured.</p> <p>A scaffold alarm will be installed and ladders removed from the scaffolding at the end of each shift.</p> <p>CCTV will be installed for the duration of the build. Cameras will feed back to a monitoring centre and security will attend site if/when necessary.</p>	<p>CM/PM</p>

	ACTION BY
<p>2.3 WELFARE, HOUSEKEEPING & FIRST AID PROVISION</p> <p>Enabling works:</p> <p>Welfare facilities will be provided within the Community Centre & will consist of the following:</p> <ul style="list-style-type: none"> • 1 no. office • 1 no. canteen/drying room • 2 no. toilets (for QLL and contractors only). <p>Main build:</p> <p>Welfare facilities will be provided in cabins to the south west of the site & will consist of the following:</p> <ul style="list-style-type: none"> • 1 no. office • 1 no. canteen • 1 drying room • 1 storage container • 1 site meeting room • 2no. toilets (for QLL and contractors only). <p>All facilities used by the site workforce will be regularly cleaned, inspected and maintained by Quinn London Ltd. Toilets will be checked on a daily basis. Cabins will be double stacked with staircases providing access.</p> <p>All trade contractors are responsible for keeping these facilities clean and tidy.</p> <p>Fully qualified first-aiders are identified to all operatives at induction & via posters in welfare facilities. Sub-contractors teams will also provide first aiders whilst on site. First aid provision will be available in the site office. First aiders will be identified during site Induction and will wear first aid stickers on their hard hats.</p> <p>Details of the local hospital will be displayed along with any statutory notices on the site noticeboard.</p>	<p>PM/SM</p> <p>PM/SM</p>
<p>2.4 EMERGENCY / FIRE PROCEDURES</p> <p>During enabling works the site office and welfare facilities will use the existing fire alarm system within the building. When demolition works begin for the main build, the existing fire alarm system will be stripped out and sounders/horns will be used to raise the alarm.</p> <p>All personnel will be fully acquainted with the fire & emergency procedures at induction and must comply with them in the event of an emergency. A copy of the emergency procedure and fire plans (Appendix B) can be obtained from the Project Manager. Plans & statutory notices will be displayed in suitable locations around site and on the site noticeboard.</p> <p>These will be updated as the project develops and changes to the plan</p>	<p>PM/SM</p>

	ACTION BY
<p>will be issued to trade contractors via site induction, toolbox talks & will be displayed on the site noticeboard.</p> <p>A Fire Co-ordinator will be appointed to manage fire prevention on this project. He will undertake regular inspections and ensure that access / egress routes are maintained, combustible materials are not permitted to build up etc.</p> <p>Occupants in the studios will be made aware of fire drills being carried out on site.</p>	
<p>2.5 ACCIDENT / INCIDENT REPORTING</p> <p>All sub-contractors will be informed of Quinn London’s Accident reporting procedures at their selection stage and all site operatives will be informed at site induction. Refer to <i>GUI003 Accident Incident Reporting Guidance</i> for further information.</p> <p>All accidents, incidents & near misses and/or dangerous occurrences must be notified to the Project Manager immediately to ensure that recording and reporting procedures can be followed.</p> <p><i>FOR010 Accident / Incident Report Form</i> will be completed for all accidents that result in an injury.</p> <p>Any witness statements will be taken and recorded on <i>FOR011 Witness Statement</i>. Forms are available from the site office.</p> <p>In the event of a subcontractor’s employee experiencing a reportable accident, injury or dangerous occurrence, the sub-contractor’s site supervisor is responsible for reporting the event to the HSE & carrying out an investigation.</p> <p>The SHEQ Manager will review / conduct accident investigations in accordance with company procedures.</p> <p>The Client will be informed of all reportable accidents or incidents.</p> <p>Complaints will be logged on <i>FOR060 Complaints Log</i> & remedied as soon as possible. The client will be notified of all complaints made regarding site works.</p>	<p>PM/SM</p> <p>PM/SM</p> <p>Contractors</p> <p>SHEQ</p> <p>CM/PM</p>

	ACTION BY
<p>2.6 CONTRACTORS ASSESSMENT</p> <p>Quinn London has an approved sub-contractor database & any sub-contractors who wish to tender or work with Quinn London must complete a Sub-Contractor's Questionnaire and return it to Head Office for evaluation. They must also sign up to the Sub-contractors HSE Standards, which are issued with the questionnaire.</p> <p>All sub-contractors will be subjected to regular reviews, which can change the approval already awarded to them. Information collated from the on-site health and safety management system will be retained & referred to during reviews. Companies that demonstrate an unsatisfactory safety record will not be invited to tender.</p>	<p>PM/QS/CM/ SHEQ</p> <p>PM/QS/CM</p>
<p>2.7 CONTRACTORS PRE-START MEETINGS</p> <p>Each trade contractor will be required to attend a pre-start meeting to review their procedures for managing safety, quality & technical issues in relation to the planned work.</p> <p>During this meeting the subcontractor will have to confirm the Fitness to Work status of employees who undertake safety critical work e.g. plant operators or those who require health surveillance due to the nature of their activities e.g. lead work.</p> <p>All contractors will be expected to read this health and safety plan and relate relevant parts affecting their operations to their workforce.</p>	<p>PM/QS/CM</p> <p>Contractors</p>

	ACTION BY
2.8 RISK ASSESSMENTS & METHOD STATEMENTS	
All major hazards/ risks associated to site activities will be identified before the project starts using <i>CS05 Project Risk Assessment Template</i> .	HM/SHEQ
An initial start-up pack of risk assessments will be selected from Quinn's generic risk assessments and adapted to specific site conditions as required (Appendix E). These are produced to minimise the health & safety risk to operatives and members of the public during site operations & will be communicated to the workforce and contractors as required.	CM/PM
Each trade contractor is required to develop & submit safe systems of work related to their proposed activities. Method statements are to be written as per <i>GUI002 Writing a Method Statement Guidance</i> .	Contractors
Subcontractors' method statements will be reviewed by the project management to ensure that risks and proposed methods of work are suitable to the activities defined in the project. When reviewing a sub-contractor's method statement, <i>FOR004 Method Statement Review Form</i> will be used.	PM/SM
Safe systems of work will be communicated to all relevant persons, who will sign <i>FOR009 Training Attendance Form</i> to agree to work as instructed.	PM/SM
This documentation will be reviewed regularly throughout the work & immediate action taken to avoid new or unforeseen hazards until a new assessment can be made.	
All pre-construction information must be referred to and considered along with this Plan.	
Method statements will be managed & reviewed following <i>GUI005 Method Statement Procedures</i> guidance.	PM/SM
All documents referenced are available on request.	

	ACTION BY
<p>2.9 INDUCTION TRAINING</p> <p>All operatives will attend a site specific safety induction prior to commencing work. The induction training will include as a minimum site rules, emergency evacuation procedures, welfare facilities, working hours, traffic management and the project team.</p> <p>All site personnel will complete a <i>FOR008 Personal Details Form</i>, which identifies next of kin & pre-existing medical conditions. These details are kept in a secure location & destroyed when the information is no longer required (as per Data Protection Act).</p> <p>Those attending the induction must provide evidence of training & sign <i>FOR009 Training Attendance Form</i> to agree to work as instructed.</p> <p>The Project Manager will ensure that evidence is retained in the Health & Safety Files & an Induction Register maintained.</p> <p>Visitors who are not inducted will be escorted at all times whilst on site.</p>	PM/SM
<p>2.10 TOOLBOX TALKS</p> <p>Toolbox Talks will be delivered regularly (one per week) covering either safe method of works, best practices, or related health, safety or environmental topics. Toolbox talks should be proactive and not reactive to work progressing on site.</p> <p>Attendee's names and signatures are recorded on <i>FOR009 Training Attendance Form</i> and a Toolbox talk Register maintained.</p>	PM/SM
<p>2.11 HEALTH & SAFETY MEETINGS</p> <p>Regular progress meetings & health & safety meetings will be held on site as required & trade contractors will attend meetings on request. Meeting minutes will be distributed to the relevant people.</p> <p>Quinn London holds quarterly Safety Leadership Team meetings (SLT) in order to encourage staff engagement in health, safety & environmental matters. Meeting minutes are circulated to all project management teams.</p>	CM/PM/SM SHEQ

	ACTION BY
<p>2.12 OCCUPATIONAL HEALTH</p> <p>Quinn London will identify occupational health hazards & site requirements at the site safety induction. Information is also collected regarding operatives pre-existing medical conditions before they start work, so that suitable adaptations may be made.</p> <p>Quinn London expects health surveillance to be undertaken for operatives who are exposed to noise, vibration, solvents, dust, fumes, biological agents, COSHH products, asbestos, lead works, as directed by the HSE.</p>	<p>PM</p> <p>Contractors</p>
<p>2.13 SITE INSPECTIONS / MONITORING</p> <p>Quinn London's Safety Management System (SMS) complies with Section 2 to 6 of the Health and Safety at Work Act 1974. It is a controlled system where policies, procedures and techniques are developed & frequently updated.</p> <p>A programme of inspections & checks are undertaken on a regular basis & the Project Manager is responsible for ensuring its implementation.</p> <p>These include but are not limited to:</p> <ul style="list-style-type: none"> • Health, Safety & Environmental Inspections • Manager / Supervisor Weekly Inspections • Hole Protection Checklists • Welfare Inspections <p>If unsafe conditions or unsafe acts are considered to be taking place, then work will be stopped. Reports of these inspections will be provided to the Project Manager and actions instigated. Copies are retained in the site safety files and sent to the Construction & Safety Director.</p> <p>Where relevant, the actions/checks will be allocated to sub-contractor personnel who can also use their own management system forms. Site paperwork is audited by the SHEQ Manager (or other personnel under their direction).</p>	<p>PM/SM</p> <p>SHEQ</p>
<p>2.14 TRAINING REQUIREMENTS</p> <p>Only trained and competent operatives will be used during this project. All persons will be in possession of a current CSCS card (or equivalent) before they are permitted to work.</p> <p>All plant operatives must hold the correct classification of CPCS card (or equivalent).</p> <p>The Project Manager & SHEQ Manager will identify training needs for operatives and Quinn personnel to maintain their competence & ensure statutory requirements are met.</p>	<p>PM/SM</p> <p>PM/SHEQ</p>

	ACTION BY
<p>2.15 SAFETY ALERTS</p> <p>Quinn London issue safety alerts as and when the need arises.</p> <p>Safety Alerts are displayed on the site noticeboard and any relevant actions will be completed.</p>	<p>SHEQ</p> <p>PM</p>
<p>2.16 PERMIT TO WORK</p> <p>The purpose of a permit to work system is to ensure that highly hazardous elements of an operation have been considered and actions taken to ensure that the risks associated with these are reduced as far as reasonable practicable.</p> <p>Following the risk assessments carried out for this project, the following permit(s) to work will be implemented on this site:</p> <ul style="list-style-type: none"> • Electrical Systems • Excavations • Ladder / stepladders • General PTW – issued where considered necessary by Project Manager. • Hot Works <p>The permit will be valid only on the date of issue and will not be valid unless signed by the Quinn Project Manager / Site Supervisor & the trade contractor's supervisor or operative undertaking the work.</p> <p>All permits will be retained sequentially in the site safety files.</p>	<p>PM/SM</p>
<p>2.17 WORKING AT HEIGHT</p> <p>Scaffolding will be erected by a competent scaffold contractor in accordance with the Work at Height Regulations and TG20:13.</p> <p>Consideration must be given to access & protection for occupants in the design of scaffold, which will be undertaken by a competent qualified scaffold designer.</p> <p>Scaffold must not be erected, modified or dismantled except under supervision of an experienced advanced scaffolder.</p> <p>Completion / handover sheets will be obtained from scaffolder, who will also issue a scaff-tag at the access point. Scaffolds will be inspected as follows:</p> <ul style="list-style-type: none"> • Prior to first time of use, • At intervals not exceeding 7 days, • After any alteration/damage, • After extreme weather conditions. 	<p>PM/SM</p>

	ACTION BY
<p>Sub-contractors are responsible for ensuring that their own equipment is tested, inspected and maintained under PUWER. Copies of all documentation will be provided to site management and retained in the site safety files.</p> <p>Statutory inspections and completion of relevant registers must be by a nominated competent person.</p> <p>Quinn London arrange 'contract lifts' for all activities requiring mobile cranes. The contract encompasses all necessary planning, provision of personnel and equipment and the actual execution of the lift in accordance with BS7121. They must also provide a competent 'Appointed Person' for lifting.</p> <p>Clear areas of segregation will be established to avoid operatives and visitors being struck by moving plant.</p> <p>Washing down facilities / procedures will be implemented at the site gate to minimise & control debris & mud leaving the site on vehicles.</p>	
<p>2.19 TEMPORARY ELECTRICS & PORTABLE ELECTRICAL EQUIPMENT</p> <p>Quinn London will only permit 110V or battery powered portable electrical equipment on the Project. This will be supplied via 110V step down transformer from the existing 240V supplies. Where higher voltages are required, a specific risk assessment & permit system will be put in place.</p> <p>Wired in temporary electrical systems e.g. for welfare / offices will be installed & certificated by a fully qualified electrician. Routine maintenance & inspection will be undertaken.</p> <p>All portable tools used on the project will be tested for electrical integrity and tagged. Evidence of tests will be available on site and a Plant Register maintained.</p> <p>Electrical leads and spider boxes will be inspected weekly – minimum. All portable tools will be visually inspected prior to use.</p> <p>No unauthorised repairs will be permitted. Any defective equipment will be immediately withdrawn from service.</p>	PM/SM
<p>2.20 EXISTING SERVICES</p> <p>All information relevant to existing services will be obtained through the Site Management for all work processes which may involve work on, near or around existing services.</p> <p>All site personnel are to treat services as 'LIVE' until given express direction & permission to work by site management. All personnel working in the vicinity of existing services will be formally advised & sign up to the approved safe systems of work.</p>	PM/SM

	ACTION BY
<p>Where deemed necessary a 'Permit to Work' system will be instigated and adequately supervised and monitored if required.</p> <p>The Site Team will consult with the relevant Statutory Authority regarding safe working distances, protection and signage prior to commencing work in the vicinity of 'live' overhead services.</p> <p>Residents must be given 7 days notice of any services disruption.</p>	
<p>2.21 ENVIRONMENTAL MANAGEMENT</p> <p>A Site Environmental Management Plan (SEMP) is completed and regularly updated. This plan includes an environmental impact assessment identifying the environmental impacts and environmental control measures.</p> <p>A Site Waste Management Plan (SWMP) will also be implemented. Waste disposal & segregation will be organised to encourage recycling & a designated skip area will be identified within the site compound.</p>	<p>CM/PM</p> <p>CM/PM</p>
<p>2.22 VIBRATION</p> <p>Vibration levels will be closely monitored during all percussive work activities to prevent damage to adjacent buildings.</p> <p>Wherever possible low vibration tools and equipment will be selected, especially when hiring equipment, as anti-vibration models can significantly increase the length of time a tool can be used for.</p> <p>All sub-contractors are required to identify the vibration rates for work equipment where their employees are likely to be exposed to vibration e.g. using hammer drills, drills or impact wrenches.</p> <p>Any process or item of plant that has been identified with a potential vibration hazard will require exposure limits determined using the HSE's HAV Calculator and job rotation may be necessary. All paperwork will be retained in the site safety files.</p> <p>Site operatives will be warned of the risks from vibration during the site induction, toolbox talks and familiarisation training, which will cover initial symptoms of hand-arm vibration syndrome (HAV) or vibration white finger.</p>	PM/SM
<p>2.23 NOISE</p> <p>Noise will be kept to the minimum consistent with efficient working at all times. Noise levels will be taken prior to starting works & will be monitored throughout the project. Noise assessments will be produced where necessary & measures put in place to control the risk (as per the Noise at Work Regulations 2005).</p>	PM/SM

	ACTION BY
<p>Hoarding and screens will reduce the overall level of noise emitted from site. Equipment will be selected for reduced noise levels & noise reducing attachments e.g. compressors with acoustic covers, utilised wherever possible.</p> <p>Noisy works will be restricted to 8.00am to 12.00pm & 2.00pm to 5.00pm wherever possible, to minimise the nuisance to local residents / members of the public.</p> <p>Residents must be given 7 days notice of the time and duration of noisy work and why it is necessary.</p> <p>The following standard control measures that will be implemented on site:</p> <p>Lower Action Value – Lep,d of 80db (a):</p> <ul style="list-style-type: none"> • Risk Assessment • Plan of Action/Controls and implement • Hearing Protection provided • Information/Training <p>Upper Action Value – Lep,d of 85db (a):</p> <ul style="list-style-type: none"> • Risk Assessment • Plan of Action/Controls and implement • Information/Training • Reduce Noise Level by technical methods • Limit the number of people exposed to the noise source • Erect signage • Mandatory hearing protection • Health Surveillance <p>87 dB is the exposure limit value set out in the Control of Noise at Work Regulations 2005. Immediate actions will be taken when this level is exceeded. Work will not continue until effective daily personal noise exposures are below 87dB.</p> <p>Information, training, instruction and supervision will be given by our project team.</p>	
<p>2.24 DUST</p> <p>Dust can cause serious lung diseases & different dusts affect the body in different ways. All operatives will be provided with respiratory personal protection (minimum FFP3 specification with face fit testing) as identified by their safe systems of work.</p> <p>Dust reducing equipment will be selected wherever possible e.g. circular saws for wet cutting or with dust bags. Other dust reducing processes e.g. damping down with hose, using dust sheets to contain areas, hoovers instead of brooms & ‘clearing as you create’ methods will also be implemented wherever possible to ensure dust does not extend beyond the site work areas.</p> <p>During demolition stages damping down will take place using long reach watering mechanisms & will also take place during loading of waste into</p>	PM/SM

	ACTION BY
<p>removal vehicles. Other methods e.g. using dust sheets, hoovers instead of brooms & 'clearing as you create' will also be utilised as & when necessary.</p> <p>The CEP gives a more detailed description of procedures and practices.</p> <p>Residents must be informed in advance of works likely to generate levels of dust so that windows can be closed or other control measures added by the contractor such as sheeting windows and vents.</p>	
<p>2.25 C.O.S.H.H.</p> <p>All substances hazardous to health will be assessed and findings communicated to operatives involved prior to use.</p> <p>Flammable products will be stored within a designated secure storage container outside the buildings, at a distance from access routes & the smoking area (Appendix H).</p> <p>All COSHH assessments will contain information on storage, use and emergency procedures, first aid, spillage and disposal of the product.</p> <p>A list of materials and their accompanying assessments for use will be retained in a COSHH Register.</p> <p>Safety Data Sheets will also be available on site.</p>	PM/SM
<p>2.26 PERSONAL PROTECTIVE EQUIPMENT (PPE)</p> <p>Quinn London will supply protective clothing and equipment to our employees. Sub-contractors' will be responsible for provision to their own employees. Sufficient supplies of PPE are held on site to issue to visitors as required.</p> <p>Both Quinn London and the trade contractor will take appropriate and immediate action if an employee does not use appropriate protective clothing.</p> <p>Where Quinn London has to provide equipment to employees of sub-contractors the cost will be borne by the sub-contractor concerned.</p> <p>Mandatory PPE, which must be worn at all times on site is:</p> <ul style="list-style-type: none"> • hard hats (EN 397), • hi visibility vest / jacket with company logo (EN471) • safety footwear (EN345 standard with steel toecaps & protective midsoles). <p>Additional PPE to be worn as specified in the safe system of work.</p>	PM/SM

	ACTION BY
<p>2.27 SITE RULES & REQUIREMENTS</p> <p>Management and employees will become fully conversant with the site's policies & procedures, which are to be strictly adhered to during the execution of works on this project. These include but are not limited to:</p> <ul style="list-style-type: none"> • Familiarisation of the site layout. • Full compliance with the requirements of this plan and the accompanying procedure appendices. • Full compliance with access arrangements and not impede access for others. • Ensure the safety of pedestrians and traffic movement around work areas. • Fully respect all site signage and ensure that it is not damaged or obstructed. • Fully comply with the procedures for the collection and removal of rubbish. • Fully comply with arrangements for the use of welfare facilities and ensure they are not misused at any time. • Fully co-operate with all established working personnel at all times to maintain a safe working environment. • Fully observe fire, safety and evacuation procedures. • Fully observe noise restrictions. • Fully observe safety requirements for the use of temporary services, plant and tools. • Fully observe No Smoking Policy. <p>The site rules must be enforced by Quinn project management (see Appendix D).</p>	<p>PM/SM</p>

	ACTION BY
<p>2.28 WARNING CARD SYSTEM</p> <p>A warning card disciplinary system will be implemented on this project and yellow / red cards issued by Quinn project management team where any member of the site workforce fails to adhere to the rules or is found to be working unsafely.</p> <p>Details of the system are referred to in the site induction.</p> <p>Persons issued with red non-conformance cards will not be permitted to work on any Quinn London projects.</p>	PM/SM
<p>2.29 TRAFFIC MANAGEMENT</p> <p>The site is situated on & will be accessed from Camden St, which is a one way, TFL red route.</p> <p>The site team will adopt the principles set out in the CLOCS guide for managing work-related road risk for the duration of this project. Direct suppliers & sub-contractors suppliers will be FORS accredited & this will be monitored during the project.</p> <p>Deliveries will be delivered on a 'just in time' basis & storage kept to a minimum. They will be pre-arranged and co-ordinated to minimise disruption and prevent congestion on public roads, with school pick-up & drop-off times avoided where possible.. A Daily Schedule will identify 4 delivery slots per day. No articulated lorries will be permitted to enter site.</p> <p>There is no parking on site for the duration of the project. Both site management and construction operatives will be required to use public transport. Secure storage will be allocated for bicycles within the site compound.</p> <p>All delivery vehicles will be directed via the gate man, who will supervise access for pedestrians & vehicles, as well as manoeuvring vehicles & loading / unloading activities.</p> <p>During the enabling works, loading/unloading of materials will be within the site compound and for loading skips on the side road next to the community centre. During main works, unloading/loading materials and skip loading will be done via the street outside of site.</p> <p>The gate man will be responsible for ensuring that vehicles wheels are washed when leaving site, pavements and roads are kept free of dirt & accessible for pedestrians etc.</p> <p>The Logistics Plans identify safe routes, segregation of plant equipment site vehicles etc. & will be provided as necessary, put on the site noticeboard and a copy retained in the site safety file. (See Appendix G & Appendix H).</p> <p>All barriers, signage, lighting & guarding will be adequately installed and regularly inspected.</p>	QS/PM/SM

	ACTION BY
<p>2.30 ACCESS & EGRESS</p> <p>Access and egress routes are detailed on the site fire and emergency plan which will be displayed on the site noticeboard and strategically throughout the site. Access and egress routes will be maintained and kept clear at all times.</p> <p>All operatives are encouraged to take control of their particular work area and be responsible for its tidiness. Rubbish will not be permitted to amass and is cleared as it's created.</p>	PM/SM
<p>2.31 ASBESTOS</p> <p>An Asbestos Refurbishment & Demolition Survey has been undertaken and removal of asbestos containing materials will be arranged by an experienced, licenced asbestos removal company prior to any roof or demolition works (See Appendix A).</p> <p>The occupants of Camden Studio's will be segregated & protected from all works, including asbestos removal, control measures will be identified under the direction of a specialist asbestos removal company & approved by Quinn London. We will liaise closely with occupants to ensure their safety at all times.</p> <p>In the event of asbestos being found or accidentally disturbed during the works, operatives are to report directly to Site Management. Asbestos must not be intentionally disturbed, work in the vicinity will be stopped immediately & exclusion zones installed, in direct liaison with occupants.</p> <p>All Quinn London operatives have been warned of the hazards from asbestos, are aware of the actual & possible locations of asbestos materials and identifying the different types of asbestos materials. This will be covered at the site induction.</p> <p>The Principal Designer is to be informed of any suspected asbestos incidents.</p>	CM/HM
<p>2.32 MANUAL HANDLING</p> <p>Where the risk of manual handling has been highlighted, a full manual handling assessment will be completed. This risk assessment will be briefed to those involved in the task as part of their method statement briefing.</p> <p>Quinn London will aim to use mechanical means where possible.</p> <p>Manual handling training will be given to all operational staff.</p>	PM/SM
<p>2.33 WORKING NEXT TO WATER</p>	

	ACTION BY
This is not relevant to this project.	PM/SM
<p>2.34 WORKING WITH OR NEAR FRAGILE MATERIALS</p> <p>Works will be avoided next to fragile materials wherever possible. However, if necessary, a safe system of work will be required showing methods of fall restraint and protection & exclusion zones installed below works.</p> <p>Warning notices must be fixed on the approach to any fragile surface.</p> <p>Those carrying out the work must be trained, competent and instructed in use of the precautions required.</p>	PM/SM
<p>2.35 HOT AND COLD WEATHER WORKING</p> <p>Many of our projects involve working outdoors for many hours of the day & the CDM Regulations 2015 (Regulation 34) require us to ensure protection for operatives from adverse weather. Quinn London has generic company risk assessments for hot & cold weather working & consideration of the environment including specific control measures will be detailed within safe systems of work.</p> <p>Toolbox talks are undertaken on a weekly basis & will include subjects such as hot & cold weather working, the hazards & symptoms of ill-health related to working in the sun / cold.</p> <p>Please also refer to <i>PRO006 Hot Working Environments Procedures</i>.</p>	PM/SM
<p>2.36 STRUCTURAL STABILITY</p> <p>Quinn's temporary works engineer/coordinator will be working closely with structural engineers to ensure all structures are maintained in a structurally sound condition during the works.</p> <p>Monitoring equipment may also be used to measure movement.</p> <p>Regular design workshops will be held with our sub-contractors to ensure information, drawings and changes are understood and agreed.</p>	CM/PM
<p>2.37 GROUND CONTAMINATION</p> <p>Please refer to Fig 1.</p>	CM/PM//SM

	ACTION BY
<p>2.38 COMMUNICATION OF DESIGN INFORMATION</p> <p>Arrangements for consultation and exchange of information will be initiated and then maintained from the outset of the project. Quinn's Construction Director and Contracts Manager will initiate contact with Principal Designer and designers to organise regular monthly progress meetings.</p> <p>Quinn London will inform the Project Manager of any design issues that become apparent whilst the works are in progress on site. This will either be verbal or written.</p>	CM/HM/PM
<p>2.39 COMMISSIONING / HEALTH & SAFETY FILE</p> <p>At completion, Quinn London will provide the Principal Designer with a set of plans, calculations and associated documents for the contract works only, (O&M Manuals) will be provided to be included in the Health & Safety File.</p> <p>Contractors are to provide information Quinn as and when they complete each stage of the project. All required information will be provided two weeks before practical completion.</p> <p>The following information relating to the contract works only, will be made available for introduction into the Client's Health and Safety File:</p> <ul style="list-style-type: none"> • Draft copy 4 weeks before date for Practical Completion - Vol. 1 to Architect and Structural Engineer, Vols. 2&3 to M&E Designer and Vol. 4 to Lift Designer. • Final copy 2 weeks before date for Practical Completion. All hard copies and one electronic copy of each manual to CA, one electronic copy to Principal Designer. 	CM/HM/PM
<p>2.40 CONSTRUCTION PHASE PLAN AMENDMENTS</p> <p>Any changes to this plan will be recorded on the contents page, it will be reviewed on an annual basis as a minimum.</p>	HM/CM

APPENDIX A

ASBESTOS SURVEY &
PRE-CONSTRUCTION INFORMATION PACK

APPENDIX B**QUINN LONDON FIRE SAFETY PLAN****Fire Safety Co-ordinator:**

Warren Bragg

Location of Assembly Point:**Gate to Sports Pitches, Across the Road from Site Entrance.****Means of raising the alarm in case of fire:**Call Points in Community Centre /
Shouting & air horn Site-wide**Procedures for calling Fire Brigade:**

Project Manager or person discovering fire to raise the alarm & dial 999.

Means of escape in case of fire:

Nearest exit and follow escape signage to Assembly Point.

Fire detection:

On site observance by all operatives. End of day site inspection by Project Manager.

Means of fighting fire:

Fire extinguishers at fire points positioned across site as identified in Fire Plan drawing. 1(no) Water & 1(no) CO2 extinguisher at each fire point. Fire extinguisher at immediate readiness and close to hand during Hot Works.

Fire drills/training:

Project Manager will discuss fire safety plan during site induction training. Fire drills will be undertaken within 6 weeks of starting on site & then every 6 months.

Fire emergency notices:

Fire Plans are displayed in site office and at each Fire Point across the site. Fire exit directional signage will be displayed to Assembly Point.

Housekeeping:

Material and waste control in accordance with this plan.

Flammable liquids & LPG:

None to be kept inside of buildings out of working hours.

Hot-Work / Abrasive Cutting:

Hot Works may only be permitted with a permit to work. Fire check to be completed 1 hour before end of working day.

Smoking:

No smoking outside site compound, only permitted within the designated smoking area. Cigarette ends to be discarded in the cigarette bins (sand buckets) provided to reduce litter.

APPENDIX D**SITE RULES**

- **No swearing, shouting or abusive behaviour will be tolerated, we are a professional company. You will be removed from site immediately.**
- **All site operatives must sign in on arriving & out when leaving the site compound.**
- **Follow the instructions you are given, if you are unsure or do not know, then ask!**
- **Only undertake work that you are trained to do.**
- **Report all accidents, incidents and near misses to the Project Manager as soon as you can.**
- **If you are concerned about the safety of site conditions or activities, report to the Project Manager immediately.**
- **Keep noise and dust to a minimum.**
- **Make sure walkways are kept clear.**
- **Foot protection, high viz vests & hard hats are to be worn at all times.**
- **No smoking outside the site compound, only in the designated smoking area**
- **Mobile phones must only be used on site in an emergency.**
- **Use, adjust, alter, and repair equipment only when authorised to do so. Make sure you use the right tool for the right job and use it safely.**
- **Only 110v or battery operated electrical tools are allowed on this site.**
- **Keep your work area clean and tidy. Quinn London will recharge for rubbish generated by sub-contractors that our labourers have to clear.**
- **When man handling materials/equipment, bend your knees, grasp the load firmly, and keep your back as straight as possible. Get help for heavy or awkward loads and use trolleys/barrows provided.**
- **No horseplay, do not fool around. Avoid distracting others.**
- **Don't tamper with site safety equipment / signage.**
- **Drugs and alcohol are PROHIBITED from all areas of the workplace. Employees will be instantly dismissed if found to be under the influence.**

LET'S KEEP OUR SITE SAFE!

APPENDIX E**QUINN LONDON'S RISK ASSESSMENTS**

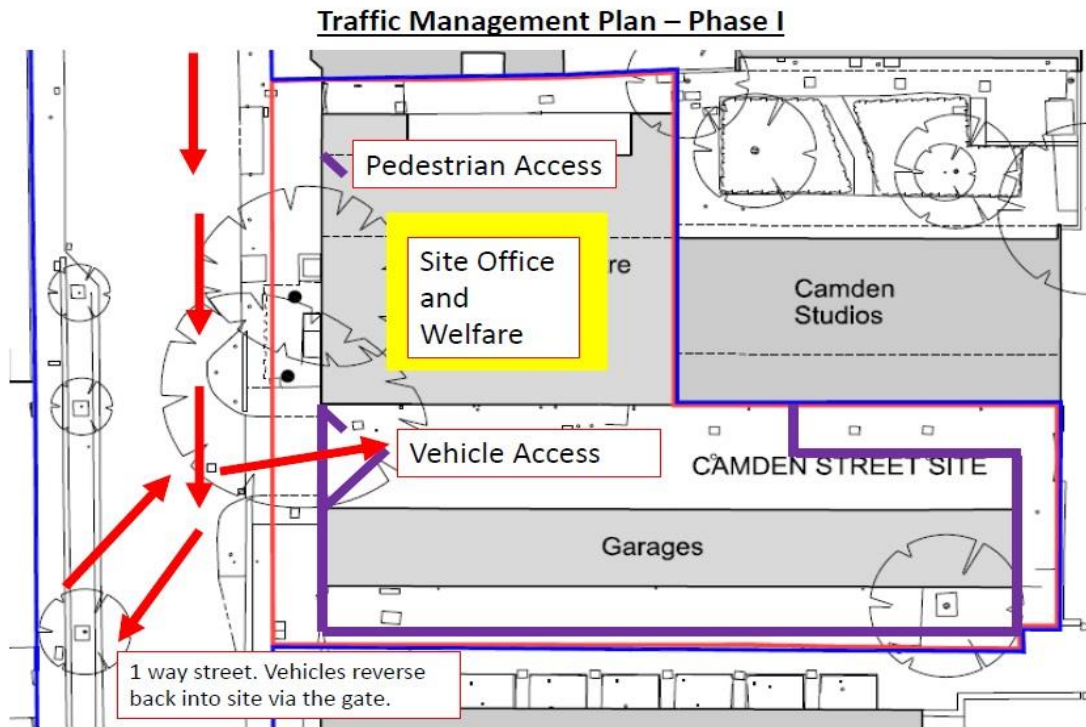
001	ELECTRICAL INSTALLATION FOR SITE CABIN
002	PUBLIC TRAFFIC
003	LORRY MOVEMENT ON SITE
004	OPERATING DUMPER TRUCK
006	OPERATING EXCAVATORS
007	BANKSMAN
008	LORRY DRIVERS
009	EXCAVATING
010	WORKING IN AND AROUND EXCAVATIONS
011	WORK AT HEIGHT
012	SCAFFOLD STRIKING / ERECTION
013	MATERIALS FALLING FROM HEIGHT
014	WORKING IN CONFINED SPACES
017	LAYING OF CONCRETE
019	HAND BREAKING CONCRETE (ELECTRIC)
020	HAND BREAKING CONCRETE (PNEUMATIC)
021	DRILLING CONCRETE
022	USING CUTTING OF DISC
023	DIAMOND DRILLING (ELECTRIC)
024	DIAMOND DRILLING (PETROL)
026	HAND TOOL USE
027	CUTTING TIMBER / ELECTRIC SAW
028	WORK WITH ELECTRIC POWER TOOLS
029	CUTTING KERBS
030	ERECTION / DISMANTLING OF SCAFFOLD
031	FORKLIFT TRUCK USE
032	MEWP (MOBILE ELEVATED WORKING PLATFORMS)
035	DIGGING USING HAND TOOLS
036	FUEL / REFUELLING
038	LIFTING OPERATIONS
040	WORKING FORM ALUMINIUM TOWER SCAFFOLD
041	WORKING FORM LADDERS / STEP LADDERS
043	STORAGE AND USE OF GAS CYLINDERS FOR HOT WORKS OPERATIONS
044	MANUAL HANDLING OF GENERAL ITEMS
046	DEMOLITION OF PROPERTY ADJOINING SECTION TO REMAIN
047	SOFT STRIPPING
052	ELECTRICAL INSTALLATIONS
053	SHUTTERING WALLS/BEAMS AND COLUMNS
056	CONCRETE PUMPING
057	WORKING WITH VIBRATION TOOLS
059	HOT WORKS CUTTING
062	LONE WORKING
063	BACK FILLING EXCAVATIONS
064	BRICK/BLOCK WORK
065	SKIPPING CONCRETE/WASTE REMOVAL
066	LAYING KERBS/PEDESTRIAN WALKWAYS
067	DISTURBING ASBESTOS
068	JOINERY HANGING DOORS
072	GENERAL PAINTING
073	PROVISION OF TASK LIGHTING
074	ERECTION OF HOARDING
075	PLASTERING
076	MOVEMENT OF WHEELY BINS/STAIRS

APPENDIX F**QUINN LONDON LIMITED****HEALTH AND SAFETY PROJECT FOLDERS**

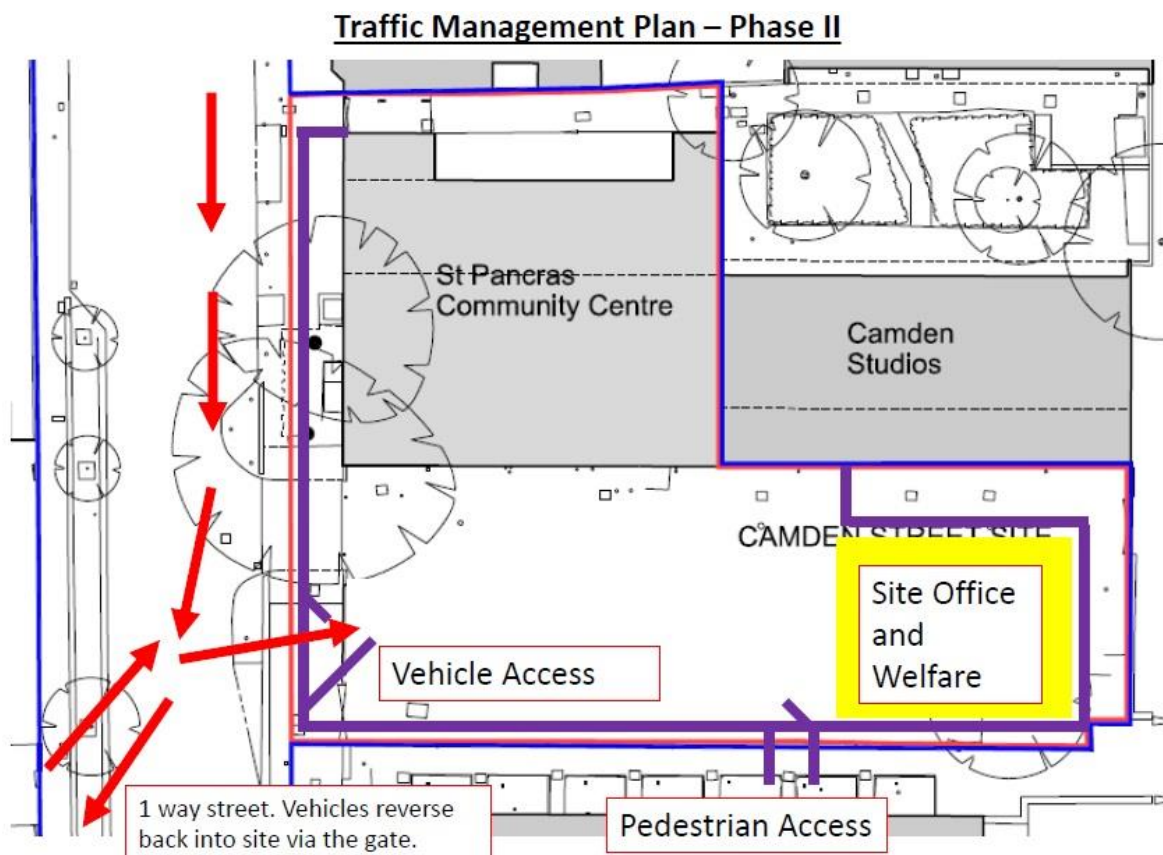
1. Construction Phase Plan
Appendices
2. Method Statement Register
Method Statement Review
Method Statements & Briefing Sheets
COSHH Assessments
Risk Assessments
3. Fire Evacuation Drill Log
Fire Extinguishers Control Log
4. Accident Reporting Flowchart
Accident / Illness / Incident Report
Witness Statement Form
5. Induction Process
Induction Record Index
6. Toolbox Talk Form
Toolbox Talks Register
7. Site Safety Inspection Reports
Working at Heights
Scaffold Hand-over Certificates
Scaffold Inspections
Excavation Inspections
Project Managers Weekly Inspection Report
Contracts Managers Inspection Report
8. Permits to Work - General
Mechanical / Electrical Permits
Excavation Permits
Hot Works Permits
Working at Height - Ladder Permits
Confined Space Permits
9. PUWER Register
Work Equipment Inspections & test certificates
Mobile Plant Inspections & test certificates
LOLER Register
Lifting Equipment Inspections & test certificates
10. Non Conformance Reports
Yellow & Red Card Disciplinary
Complaints

APPENDIX G

Enabling Works Stage

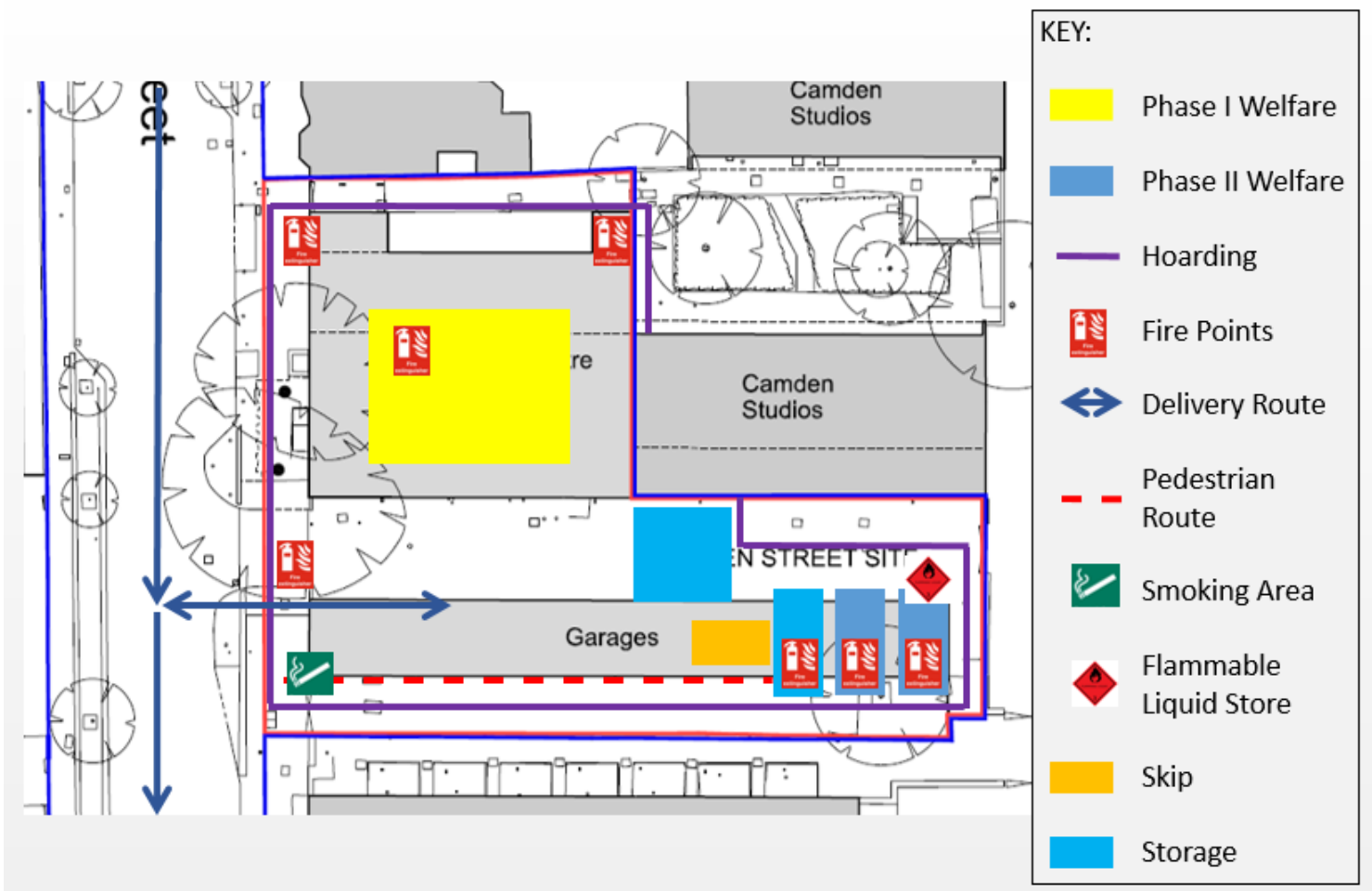


Main Building Works stage

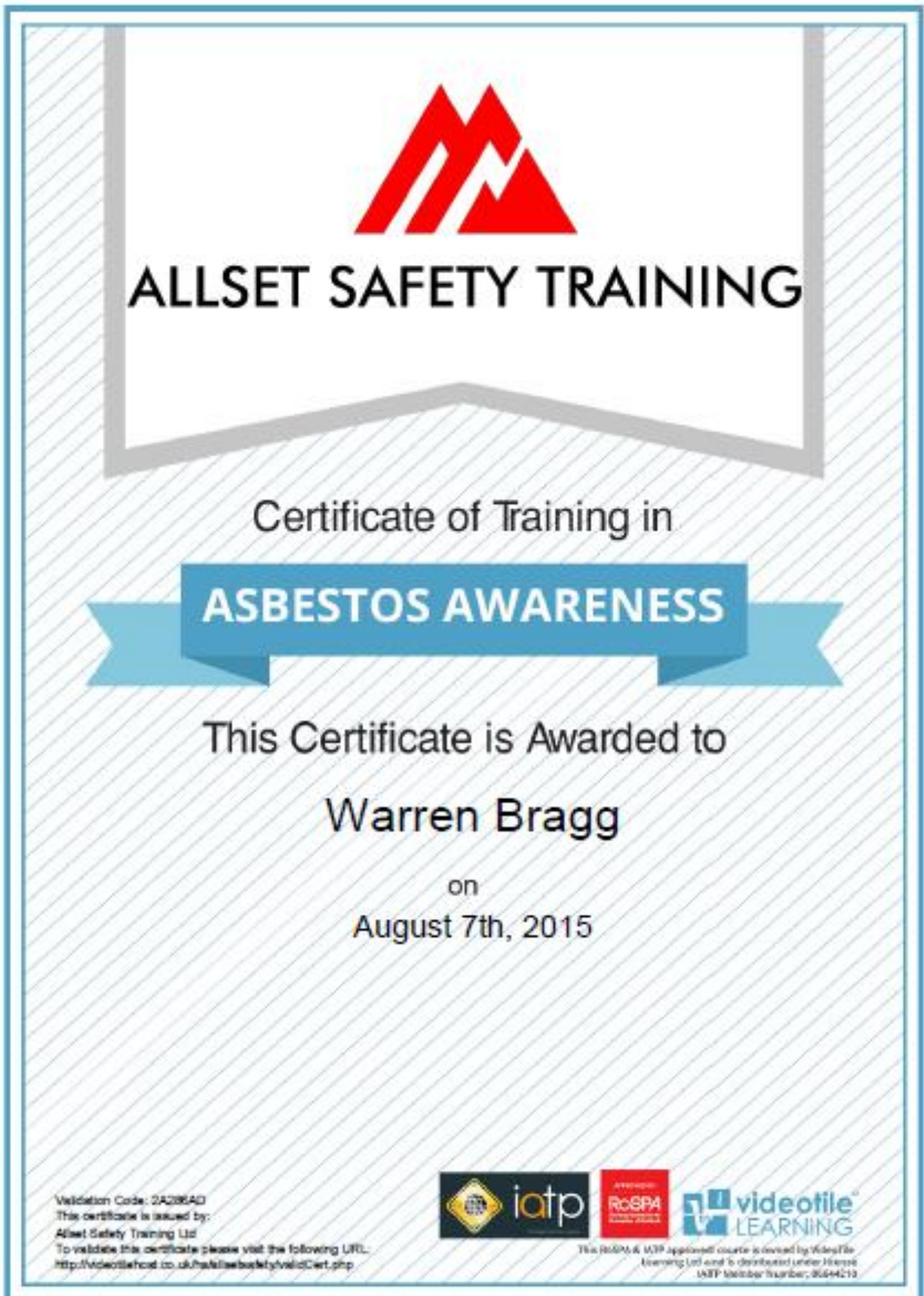


APPENDIX H

HOARDING AND SITE PERIMETER



CERTIFICATION





Certifies that
Warren Bragg

has successfully passed an assessment in
First Aid at Work

and has completed the required training, and assessment, and is now competent in first aid skills and knowledge required under the Health & Safety (First Aid) Regulations 1981.

Date of Assessment: 14th February 2014

Date of Award: 14th February 2014

Certificate Number: 13/FA/765630

Course Number: LF/14/FA341

FAIB Approval Number: 53/11 (249)

Certification Expiration: 14th February 2017

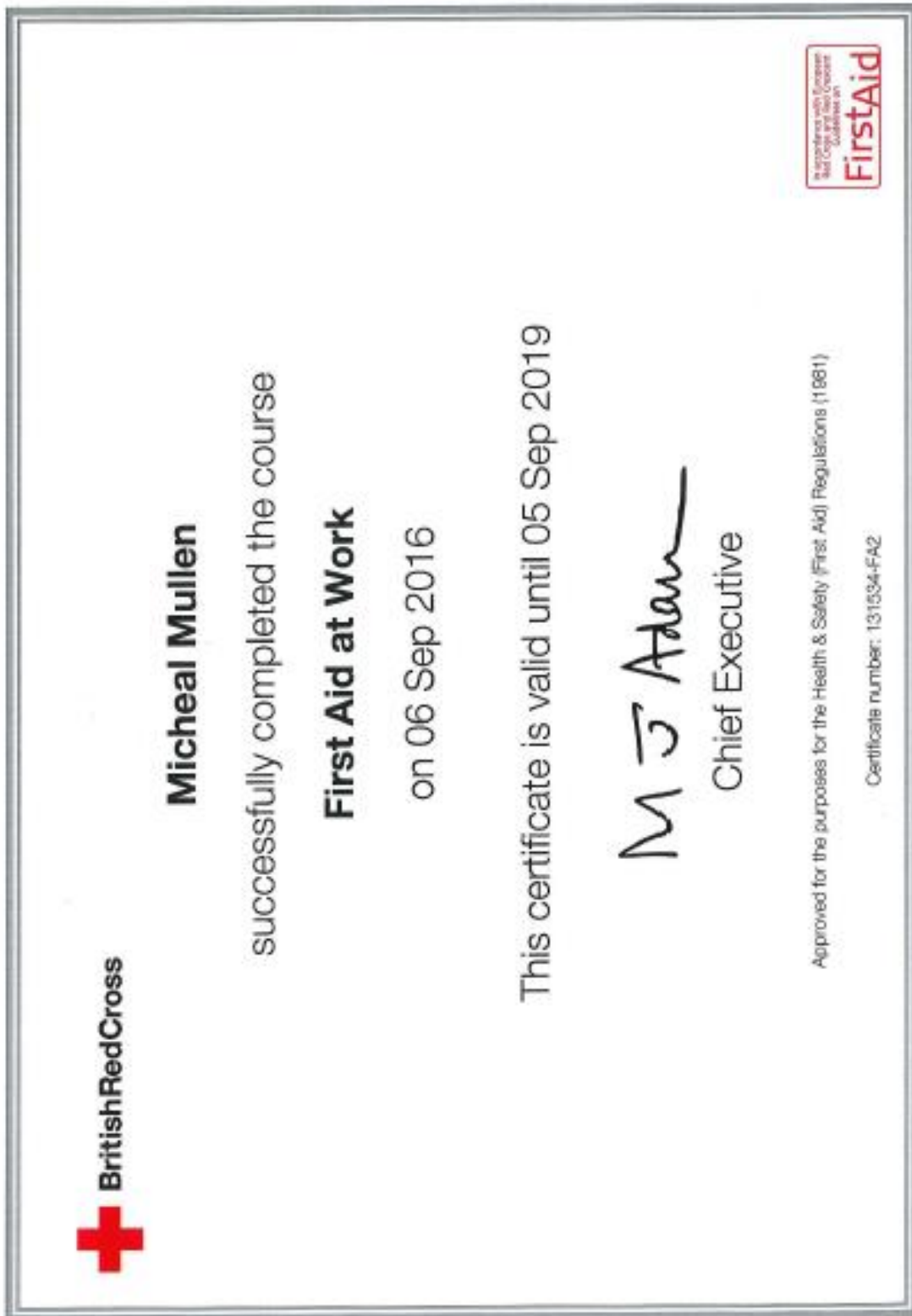
The HSE strongly recommends annual refresher training

Sarah Dowe
SDS Safe

Accredited by



APPENDIX I



Chubb Fire

Training Course Certificate

This is to certify that

Warren Bragg

has attended and successfully completed the following training course

Fire Warden Training

Approved

Patrick Dumighan

Date

5th April 2012

www.chubb.co.uk



CF58M 0505

