Project Management Plan

Wilkins Terrace
CRLR0454

20/04/2015
PLMC-TF-4001/3.3

Balfour Beatty

D Appendices

D1
D2
D3

Construction Services UK

A Approval, Distribution, Monitoring, Review and Continual Improvement

A1 Approval

	Date	Signature
Approved by Project Lead	20.04.2015	Steve Kemp
Approved by Off Site Line Manager*	22.04.2015	Matt Price
Reviewed by the HSE Advisor**		Nicole Newman
Customer		

*This signature is required for the first issue only prior to work commencing. Thereafter the Project Lead can approve changes which shall be recorded in the review section

** HSE Advisor Review is not mandatory

A2 Distribution of Project Management Plan

Copy No	Name	Position	Location
1	Steve Kemp	**Project Lead**	Steve.Kemp@balfourbeatty.com
2	Matt Price	**Off Site Line Manager**	Matt.Price@balfourbeatty.com
3		**Customer**	
4		**Customers Agent/Rep. *(if applicable)***	
5		**CDM Co-ordinator *(if applicable)***	
6			

Copy 1 is the Master PMP and is the only controlled copy containing records of all reviews and amendments. All other copies are uncontrolled and are issued as necessary by the Project.

A3 Monitoring and Review

The Project Lead will review the Plan monthly and ensure that

- the objectives and requirements of the PMP are still valid, and are being met.
- forthcoming activities are reviewed and any necessary amendments to the PMP are put in place before the relevant work begins
- current Project processes continue to be suitable and effective.

A4 Record of PMP Monitoring Reviews and Amendments

Date	Detail of Review/Amendment	By Whom	Action Taken	Signed
20.04.2015	Draft issue of PMP	M Devaney	Initial first draft	MD
10.10.2015	Updated to reflect current information	M Devaney	Updated to reflect change in site management and current events	MD
15.01.16	Updated to reflect current site team	M Devaney	Updated to reflect site management and current events	MD
08.06.16	Updated to reflect revised site team following the departure of Steven Bullen	M Devaney	Updated to reflect revised site team following the departure of Steven Bullen	MD
25.07.16	Updated to reflect revised site team following the departure of Mike Devaney	A Pascall	Updated to reflect revised site team following the departure of Steven Bullen	AP
26.08.16	Update as per Nicole Newman's notes	AP/GKidd/ SKemp	Update as per Nicole Newman's notes	

A5 Audit and Assurance Activities

Construction Services UK

Formal planned audits of the System shall be carried out by the Assurance Function and reports shall be submitted to Hub Management and the Project Lead. These audits shall include assessments of the Business Management System operating on the Project

Should there be any planned external/client audit requirements; every effort will be made to combine these with those carried out by the Assurance function.

The Project Lead will review and evaluate any output in order to maximise learning and ensure that appropriate action is taken to improve the control of specific risks, to improve overall health, safety, environmental and quality performance and further develop the project specific health, safety, environmental, quality and sustainability procedures.

The System will be formally audited in accordance with the requirements of ISO 9001, ISO 14001, OHSAS 18001 and the Balfour Beatty Group Audit Protocol (BBGAP).

A6 Continual Improvement

Our approach to Continual Improvement centres on generating and sharing ideas for improvement, best practice and innovations. This is achieved through engagement with all stakeholders on the project, the broader Balfour Beatty community and across the sectors in which we operate.

Our process to ensure continual improvement includes the following:

- generating and building on best practice, lessons learnt and innovations from the BB Group using the information and tools available through our on line Knowledge Centre
- utilising Lean Techniques to improve productivity in our methods and processes e.g. Visual Management, Collaborative Planning etc.
- periodic review of the PMP and its controls to ensure these are current and effective
- review of customer feedback reports and development of any specific action plans
- reviews with our supply chain and their workforce to identify either process or product improvement measures
- review of audit/inspection/site visit feedback recommendations and findings
- review of internal reports/meetings e.g. MSR, MER, site safety committee, monthly project reviews, lessons learnt reviews etc

B Core Plan - General Management Information

B1 Introduction, Objectives and Overview

We will perform the central role in managing Health, Safety, Environment, Quality, Sustainability and continual improvement during the Project. Our Project Leadership will ensure that the works are carried out to a high standard, in compliance with Customer requirements, Construction (Design and Management) Regulations, and other relevant current legislation and guidance. We will achieve this by application of our Business Management System (BMS) and also by applying the recognised standards which apply to construction industry, including OHSAS-18001 (Health & Safety), BS-EN-ISO14001 (Environmental) and BS-EN-ISO-9001 (Quality). Sustainability will be measured against our 2020 Vision whilst Health & Safety will be measured against our Zero Harm Make Safety Personal aims.

Purpose of the Project Management Plan (PMP)

Our PMP is an integrated Plan, specifically designed with the requirements of this project taken into account. It has been developed from the information detailed within the Contract Specification, Customer Requirements and Pre-Construction information.

Our BMS defines the controls we will implement on this Project to control all our related activities, and will be used to:

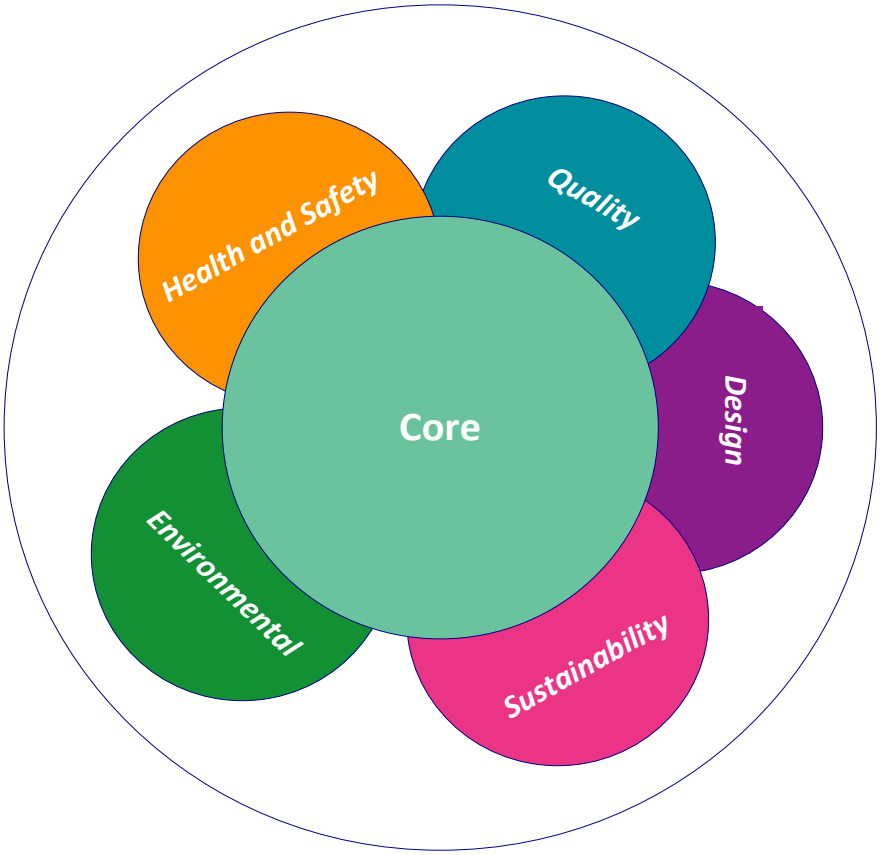
- comply with the Conditions of Contract and Customer Requirements
- provide information to the workforce on the key management principles for the control of the Project.
- Will form the basis of all site based training including Induction
- supply information to the supply chain on their respective roles and responsibilities
- Identify how the Project will comply with legal and statutory duty

Construction Services UK

Structure of the Project Management Plan

The PMP is split into sections as follows:

- **Core Plan** contains information and management controls which apply across the whole Project, regardless of discipline or function.
- **Technical Management Plans** which capture specific management controls and information to achieve company and project specific targets for the following disciplines:
  - Health and Safety
  - Environmental
  - Sustainability
  - Quality
  - Design (only when the project has overall and/or specific supply chain design responsibility)



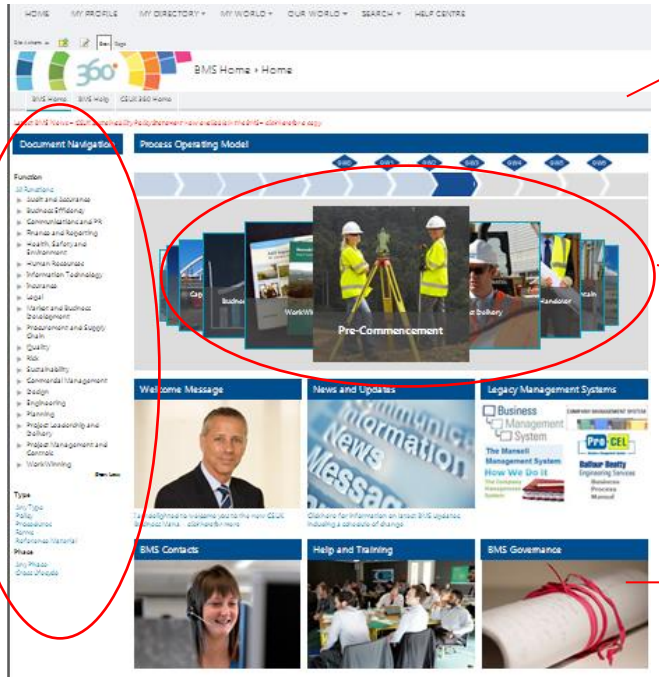
Other sections may be added where required by specific project requirements.

Construction Services UK

Overview of the BMS Business Management System that supports the Project Management Plan

Our BMS is hosted on the Balfour Beatty Group Intranet, 360, and is built on SharePoint 2010. Access to the BMS is via a dedicated link from the Construction Services UK component of our 360 Intranet. A logical menu driven structure combined with fully integrated search provides our people with simple and quick access to the documentation. An offline capability function is also included in the toolset.

Change is managed within the SharePoint 2010 platform. SharePoint 2010 contains an automated submission and authorisation workflow which governs the release of new and improved controls to the BMS. SharePoint 2010 retains archived BMS controls, indefinitely, for future access should it be required.



Appropriate BMS content will be made available to the supply chain as required.

Construction Services UK

B2 Project Description and Key Deliverables/Goals

Base Project Information

The table below details information from Tender and Contract Documents.

	Project Details		
Full Title:	Wilkins Terrace and Lower Refectory Main Works		
Project Location & Address:	Wilkins Terrace, Physics yard, Gower Street, London. WC1		
Customer:	University College London		
Customer's Agent :	Parsons Brinkerhoff		
CDM Co-ordinator *:*	Faithful & Gould		
Design Team:	Levitt Bernstein, MNP , MG Partnership		
Principal Contractor:	Balfour Beatty		
Project Notification (F10) Location if applicable):	Site File and displayed on Site Notice Board in Site office		
Contract Type:	General Conditions of Contract for Building and Civil Engineering Major Works GC/works/1 single stage Design and Build (1998) and other documents		
Form of Contract:	General Conditions of Contract for Building and Civil Engineering Major Works GC/works/1 single stage Design and Build (1998) and other documents		
Contract Award Date:	30.03.15	**Contract Start Date:**	08.06.2015
Contract Completion Date:	Original CCD 25.04.2016 however extension of time granted 15.1 weeks 11.08.201, EOT forecasted until 23.12.2016		
Phased Completion Dates:	N/A		

Construction Services UK

	Project Details
Reference Date for Standards:	20.04.2015
Defects Date (Maintenance Period):	12 months defects generally, 60 months to hard landscaping
Contract Documents: **(Including Specifications)**	See below schedule of drawings

Company	Drawing No	Description
3V Architectural	CT0550-EXT-03.pdf	External Doors
3V Architectural	CT0550-INT-03.pdf	Internal Doors
3V Architectural	Specification CT0550-EXT-03.pdf	Specification CT0550-EXT-03
3V Architectural	Specification CT0550-INT-03.pdf	Specification CT0550-INT-03
Bactec	Preliminary UXO Risk Assessment.pdf	Preliminary Unexploded Ordnance Risk Assessment
BDP	BDP-(53)-P001.pdf	Public Health domestic Water Services Schematic Sheet 1 of 3
BDP	BDP-(57)-M100.pdf	Existing Ventilation Lower Ground
BDP	BDP-(57)-M101.pdf	Basement Ventilation & Pipework Layout
BDP	BDP-(57)-M102.pdf	Lower Ground Floor Ventilation Layout
BDP	BDP-(57)-M103.pdf	Lower Gantry Ventilation, LTHW & CHW Layout
BDP	BDP-(57)-M104.pdf	Upper Gantry Ventilation, LTHW & CHW Pipework Layout
BDP	BDP-(61)-E310.pdf	Lower Ground Floor Kitchen & Servery Small Power Layout
BDP	BDP-(61)-E311.pdf	Lower Ground Café & Retail Small Power
BDP	BDP-(62)-E300.pdf	Sub-Basement Containment Drawing
BDP	BDP-(62)-E301.pdf	Lower Ground Floor Containment Drawing (1 of 3)
BDP	BDP-(65)-E001.pdf	Proposed Electrical LV Schematic

BDP	BDP-(65)-E002.pdf	Electrical LV Schematic for Kitchen Supply
BDP	BDP-(67)-E001.pdf	Fire Alarm Schematic
BDP	BDP-(67)-E320.pdf	Sub-Basement Fire Alarm & Security Layout
BDP	BDP-(67)-E321.pdf	Lower Ground Floor Fire Alarm & Security Layout
BDP	BDP-(52)-PH001.pdf	JBR Kitchen / Pantry Existing Services
BDP	BDP-(52)-PH002.pdf	Old Refectory Kitchen Existing Service
BDP	BDP-(52)-PH003.pdf	JBR Kitchen / Pantry Sanitation Layout
BDP	BDP-(52)-PH004.pdf	Old Refectory Ground Floor Sanitation Layout
BDP	BDP-(52)-PH005.pdf	Old Refectory Sanitation Layout
BDP	BDP-(52)-PH006.pdf	JBR Kitchen / Pantry Sanitation Schematic
BDP	BDP-(52)-PH007.pdf	Old Refectory Sanitation Schematic
BDP	BDP-(53)-PH002.pdf	Old Refectory Water Service Layout
BDP	BDP-(53)-PH003.pdf	Old Refectory Ground Floor Domestic Water Services
BDP	BDP-(53)-PH004.pdf	Old Refectory Kitchen Domestic Water Service Schematic
BDP	BDP-(53)-PH005.pdf	JBR Kitchen / Pantry Domestic Water Service Schematic
BDP	BDP-(50)-MEP703.pdf	Mechanical Services Co-ordinated Sections - Lower Ground Floor
BDP	BDP-(50)-MEP704.pdf	Upper Gantry Plantroom
BDP	BDP-(50)-MEP705.pdf	3D MEP Services Co-ordinated Views 1
BDP	BDP-(50)-MEP706.pdf	3D MEP Services Co-ordinated Views 2
BDP	BDP-(50)-MEP707.pdf	MEP Service Riser
BDP	BDP-(50)-PSO001.pdf	Public Health Services Strip-out Layout Basement
BDP	BDP-(50)-PSO002.pdf	Public Health Domestic Service Strip-out Layout Lower Ground Floor
BDP	BDP-(52)-P003.pdf	Public Health Rainwater / Sanitation Schematic
BDP	BDP-(52)-P004.pdf	Public Health Rainwater Harvesting Irrigation System Schematic
BDP	BDP-(52)-P200.pdf	Public Health Services Lower Ground Floor Kitchen & Servery Layout
BDP	BDP-(52)-P202.pdf	Public Health Services Lower Ground Floor Domestic Water & Drainage Services

BDP	BDP-(52)-P203.pdf	Public Health Service Terrace Plan
BDP	BDP-(52)-P206.pdf	Public Health Fire Escape Level
BDP	BDP-(52)-P207.pdf	Public Health Services Upper Gantry Plan
BDP	BDP-(52)-P208.pdf	Public Health Services Roof Plan
BDP	BDP-(53)-P002.pdf	Public Health Domestic Water Services Schematic Sheet 2 of 3
BDP	BDP-(53)-P003.pdf	Public Health Domestic Water Services Schematic Sheet 3 of 3
BDP	BDP-(53)-P013.pdf	Public Health Refectory & Kitchen Drainage Schematic
BDP	BDP-(53)-P210.pdf	Public Health Services Basement Domestic Water Services Layout
BDP	BDP-(54)-P001.pdf	Public Health Natural Gas Schematic
BDP	BDP-(57)-M001.pdf	Ventilation System Schematic Lower Refectory
BDP	BDP-(57)-M105.pdf	Mechanical Services Ventilation Layout Vault Toilets Lower Ground
BDP	BDP-(63)-EP007.pdf	High Level Lighting Layout Terrace Upper Ground Floor
BDP	BDP-(63)-EP011.pdf	Low Level Lighting Layout Roof Level
BDP	BDP-(63)-ES002.pdf	Lighting Section Vaults Washroom
BDP	BDP-(52)-P001.pdf	Public Health Sanitation Schematic Sheet 1 of 2
BDP	BDP-(52)-P002.pdf	Public Health Schematic Sheet 2 of 2
BDP	BDP-(52)-P013.pdf	Public Health Services Lower Ground Floor Kitchen & Servery Layout
BDP	BDP-(52)-P201.pdf	Public Health Services Sanitation Layout Vault Toilets Lower Ground
BDP	BDP-(53)-P211.pdf	Public Health Lower Ground Floor Kitchen & Servery Domestic Water & Gas Services
BDP	BDP-(53)-P212.pdf	Public Health Services Lower Ground Floor Kitchen High Level Gas Services Layout
BDP	BDP-(53)-P213.pdf	Public Health Services Domestic Water Services Vault Toilets Lower Ground
BDP	BDP-(55)-M001.pdf	Lower Refectory CHW System Schematic
BDP	BDP-(56)-M001.pdf	Lower Refectory LTHW System Schematic
BDP	BDP-(56)-M002.pdf	Standard Details Schematic
BDP	BDP-(56)-M110.pdf	Lower Ground Floor LTHW & CHW

		Layout
BDP	BDP-(60)-ESO001.pdf	Sub-Basement Electrical Services Strip out / Enabling Works Layout
BDP	BDP-(61)-E312.pdf	Sub-Basement Small Power Layout
BDP	BDP-(61)-E314.pdf	Lower Ground Floor Small Power Layout (2 of 2)
BDP	BDP-(61)-E316.pdf	Proposed Upper Gantry Plan Small Power Layout
BDP	BDP-(62)-E304.pdf	Lower Ground Floor Containment Drawing Layout (2 of 3)
BDP	BDP-(63)-EE002.pdf	Lighting Elevation - Physics Facade
BDP	BDP-(63)-EP005.pdf	High Level Lighting Layout - Service Yard Lower Ground Floor
BDP	BDP-(63)-EP006.pdf	Lower Level Lighting Layout - Service Yard Lower Ground Floor
BDP	BDP-(63)-EP008.pdf	Low Level Lighting Layout - Terrace Upper Ground Floor
BDP	BDP-(63)-EP010.pdf	Low Level Lighting Layout - Upper Gantry Level
BDP	BDP-(63)-ES001.pdf	Lighting Section - Refectory & Servery
BDP	BDP-(65)-E004.pdf	Proposed Electric LV CCB Schematic
BDP	BDP-(67)-E323.pdf	Fire Alarm & Security Layout Terrace Level
BDP	BDP-(67)-E324.pdf	Fire Alarm & Security Layout Upper Gantry
BDP	BDP-(50)-MSO001.pdf	Basement Mechanical Services Layout Survey & Demolition Enabling Works Package 2
BDP	BDP-(50)-MSO002.pdf	Survey & Demolition Layout Enabling Works Package 2
BDP	BDP-(60)-ES002.pdf	Lower Ground Floor Electrical Strip Out / Enabling Works Layout Sheet 1
BDP	BDP-(60)-ES003.pdf	Lower Ground Floor Electrical strip Out / Enabling Works Layout Sheet 2
BDP	BDP-(61)-E313.pdf	Lower Ground Floor Small Power Layout (1 of 2)
BDP	BDP-(61)-E315.pdf	Proposed Terrace Plan Small Power Layout
BDP	BDP-(62)-E302.pdf	Refectory Lower Ground Floor Containment Drawing Layout
BDP	BDP-(62)-E303.pdf	Lower Ground Floor Containment Drawing Layout (2 of 3)
BDP	BDP-(62)-E305.pdf	Proposed Terrace Plan Layout Containment Layout

BDP	BDP-(62)-E306.pdf	Kitchen & Servery Lower Ground Floor Containment Drawing Layout
BDP	BDP-(63)-EE001.pdf	Lighting Elevation - Fourth Facade
BDP	BDP-(63)-EE003.pdf	Lighting Elevation - Refectory Facade
BDP	BDP-(63)-EP001.pdf	High Level Lighting Layout - Refectory Lower Ground Floor
BDP	BDP-(63)-EP002.pdf	Low Level Lighting Layout - Refectory Lower Ground Floor
BDP	BDP-(63)-EP003.pdf	High Level Lighting Layout - Vaults Lower Ground Floor
BDP	BDP-(63)-EP004.pdf	Low Level Lighting Layout - Vaults Lower Ground Floor
BDP	BDP-(63)-EP009.pdf	Low Level Lighting Layout - Fire Escape Level
BDP	BDP-ECL-LWR-SCH(50)M1000.pdf	Schedule of AHUs
BDP	BDP-UCL-LWR-SCH(50)M1001.pdf	Schedule of Extract Fans
BDP	BDP-UCL-LWR-SCH(50)M1002.pdf	Schedule of Pumps
BDP	BDP-UCL-LWR-SCH(50)M1003.pdf	Schedule of Supply Grilles
BDP	BDP-UCL-LWR-SCH(50)M1004.pdf	Schedule of Louvre's
BDP	BDP-UCL-LWR-SCH(50)M1005.pdf	Schedule of Radiators
BDP	BDP-UCL-LWR-SCH(50)M1101.pdf	Schedule of Under Floor Heating
BDP	BDP-UCL-LWR-SCH(50)M1102.pdf	Schedule of Over Door Heaters
BDP	BDP-UCL-LWR-SCH(50)M1104.pdf	Schedule of Heat Exchangers
BDP	BDP-UCL-LWR-SCH(50)M1105.pdf	Schedule of Refrigeration Plant
BDP	BDP-UCL-LWR&WNT-SCH(63)E1300.pdf	Schedule of Luminaires & Lamps
BDP	BDP-UCL-LWR-SPC(00)E2200.pdf	Electrical Services Specification
BDP	BDP-UCL-LWR-SPC(00)MEP2102.pdf	Mechanical & Public Health Engineering Specification
BDP	BDP-UCL-LWR-SPC(00)MEP2110.pdf	Building Management Systems Performance Specification
BDP	BDP-UCL-REP(00)U003.pdf	Tender Specification
BDP	BDP-UCL-TR-SPC-00-E2102.pdf	Electrical Engineering Outline Specification

Construction Services UK

BDP	BDP-UCL-TR-SPC-00-MP2101.pdf	Mechanical & Public Health Engineering Outline Specification
BDP	UCL-BDP-XX-ZZ-M3-MEP-M13 140711.rvt	BDP BIM Model
BDP	BDP Transmittal-00042.pdf	Transmittal Note
BDP	BDP-UCL-LWR&WNT-SPC(00)MEP 2000 Environmental Engineering Document List Rev C.pdf	Transmittal Note
BDP	00042.pdf	Transmittal Note
Blueprint Ltd	13744-1.pdf	Proposed Shop & Coffee Bar
Blueprint Ltd	13744-2.pdf	Proposed Shop & Coffee Bar
Blueprint Ltd	13744.pdf	Proposed Shop & Coffee Bar
Blueprint Ltd	13744-S1.pdf	Service Requirements
Blueprint Ltd	13753.pdf	Proposed Servery & Kitchen
Blueprint Ltd	13753-S1.pdf	Mechanical Requirements
Blueprint Ltd	13753-S2.pdf	Electrical Requirements
Blueprint Ltd	13753-W1.pdf	Construction Drawing
Blueprint Ltd	13753-W2.pdf	Construction Drawing
Blueprint Ltd	13744E Lower Refectory Specification.pdf	Proposed Shop & Coffee Bar Lower Refectory Specification
Blueprint Ltd	13753M Lower Refectory Specification.pdf	Proposed Servery & Kitchen Lower Refectory Specification
Blueprint Ltd	13753N Lower Refectory Specification.pdf	Proposed Servery & Kitchen Lower Refectory Specification
Blueprint Ltd	13744-1.dwg	Proposed Shop & Coffee Bar
Blueprint Ltd	13744-2.dwg	Proposed Shop & Coffee Bar
Blueprint Ltd	13744-S1.dwg	Service Requirements
Blueprint Ltd	13744.dwg	Proposed Shop & Coffee Bar
Blueprint Ltd	13753-S1.dwg	Mechanical Requirements
Blueprint Ltd	13753-S2.dwg	Electrical Requirements
Blueprint Ltd	13753-W1.dwg	Construction Drawing
Blueprint Ltd	13753-W2.dwg	Construction Drawing
Blueprint Ltd	13753.dwg	Proposed Servery & Kitchen
Blueprint Ltd	13753O.pdf	Proposed Servery & Kitchen
Burwell Deakins Architects	562-A-131.pdf	External Window & Door Details Sheet 8
Burwell Deakins Architects	562-A-132.pdf	External Window & Door Details Sheet 9
Burwell Deakins Architects	562-A-133.pdf	External Window & Door Details Sheet 1
Burwell Deakins Architects	562-A-135.pdf	External Window & Door Details

		Sheet 3
Burwell Deakins Architects	562-A-136.pdf	External Window & Door Details Sheet 4
Burwell Deakins Architects	562-A-137.pdf	External Window & Door Details Sheet 5
Burwell Deakins Architects	562-A-144.pdf	Internal Door Details Sheet 6
Burwell Deakins Architects	562-A-148.pdf	Internal Window & Opening Details Sheet 1
Burwell Deakins Architects	562-A-173.pdf	Floor Finish Details Sheet 1
Burwell Deakins Architects	562-A-174.pdf	Floor Finish Details Sheet 2
Burwell Deakins Architects	562-A-182.pdf	Pilaster Details Sheet 3
Burwell Deakins Architects	562-A-185.pdf	High Level Banquette Seating to Dining Hall Sheet 1
Burwell Deakins Architects	562-A-187.pdf	High Level Banquette Seating to Dining Hall Sheet 3
Burwell Deakins Architects	562-A-188.pdf	Coffee Bar / Vending Area Sheet 1
Burwell Deakins Architects	562-A-189.pdf	Coffee Bar / Vending Area Sheet 2
Burwell Deakins Architects	562-A-190.pdf	LG WCs Plan Extract Proposed
Burwell Deakins Architects	562-A-191.pdf	Lower Refectory Drawing
Burwell Deakins Architects	562-A-192.pdf	Unisex WCs Internal Elevations
Burwell Deakins Architects	562-A-193.pdf	Lower Refectory Drawing
Burwell Deakins Architects	562-A-194.pdf	WC Section Details
Burwell Deakins Architects	562-A-200.pdf	Internal Wall Details Sheet 1
Burwell Deakins Architects	562-A-201.pdf	Internal Wall Details Sheet 2
Burwell Deakins Architects	562-A-205.pdf	Internal Wall Details Sheet 6
Burwell Deakins Architects	562-A-206.pdf	Internal Wall Details Sheet 7
Burwell Deakins Architects	562-DEM-051.pdf	Lower Ground Floor Plan Fabric Removal
Burwell Deakins Architects	562-DEM-052.pdf	Lower Ground Floor Plan Extract Fabric Removal
Burwell Deakins Architects	562-DEM-053.pdf	LG North Vaults Plan Extract Fabric Removal
Burwell Deakins Architects	562-EX-010.pdf	Sub-Basement Plan Existing
Burwell Deakins Architects	562-EX-011.pdf	Lower Ground Floor Plan Existing
Burwell Deakins Architects	562-EX-031.pdf	Delivery Yard North West Elevation
Burwell Deakins Architects	562-EX-033.pdf	Wilkins Building South East Elevation Existing
Burwell Deakins Architects	562-EX-034.pdf	Section 4 Existing
Burwell Deakins Architects	562-EX-035.pdf	Section 5 Existing
Burwell Deakins Architects	562-EX-036.pdf	Section 6 Existing
Burwell Deakins Architects	562-GA-070.pdf	Sub-Basement Plan Proposed
Burwell Deakins Architects	562-GA-071.pdf	Lower Ground Floor Plan Proposed
Burwell Deakins Architects	562-GA-084.pdf	LG Reflected Ceiling Plan Extract

		Proposed Heights
Burwell Deakins Architects	562-GA-112.pdf	Unisex WCs Sections
Burwell Deakins Architects	562-SK-140716_MP002.pdf	Roof Enclosure Location Plans
Burwell Deakins Architects	562-SK-140716_MP003.pdf	Roof Enclosure Section Detail
Burwell Deakins Architects	562-A-134.pdf	External Window & Door Details Sheet 2
Burwell Deakins Architects	562-A-138.pdf	External Window & door Details Sheet 6
Burwell Deakins Architects	562-A-139.pdf	External Window & Door Details Sheet 7
Burwell Deakins Architects	562-A-141.pdf	Internal Door Details Sheet 1
Burwell Deakins Architects	562-A-142.pdf	Internal Door Details Sheet 2
Burwell Deakins Architects	562-A-143.pdf	Internal Door Details Sheet 3
Burwell Deakins Architects	562-A-145.pdf	Internal Door Details Sheet 4
Burwell Deakins Architects	562-A-146.pdf	Internal Door Details Sheet 5
Burwell Deakins Architects	562-A-147.pdf	Internal Door Details Sheet 7
Burwell Deakins Architects	562-A-151.pdf	Refectory Details Sheet 1
Burwell Deakins Architects	562-A-152.pdf	Refectory Details Sheet 2
Burwell Deakins Architects	562-A-153.pdf	Refectory Details Sheet 3
Burwell Deakins Architects	562-A-154.pdf	Refectory Details Sheet 4
Burwell Deakins Architects	562-A-155.pdf	Refectory Details Sheet 5
Burwell Deakins Architects	562-A-156.pdf	Refectory Details Sheet 6
Burwell Deakins Architects	562-A-157.pdf	Refectory Details Sheet 7
Burwell Deakins Architects	562-A-158.pdf	Refectory Details Sheet 8
Burwell Deakins Architects	562-A-159.pdf	Refectory Details Sheet 9
Burwell Deakins Architects	562-A-160.pdf	Refectory Details Sheet 10
Burwell Deakins Architects	562-A-161.pdf	Refectory Details Sheet 11
Burwell Deakins Architects	562-A-162.pdf	Refectory Details Sheet 12
Burwell Deakins Architects	562-A-163.pdf	Refectory Details Sheet 13
Burwell Deakins Architects	562-A-164.pdf	Refectory Details Sheet 14
Burwell Deakins Architects	562-A-165.pdf	Refectory Details Sheet 15
Burwell Deakins Architects	562-A-166.pdf	Refectory Details Sheet 16
Burwell Deakins Architects	562-A-170.pdf	LG Wall Types & floor Finishes Plan 1 Proposed
Burwell Deakins Architects	562-A-171.pdf	LG Wall Types & Floor Finishes Plan 2 Proposed
Burwell Deakins Architects	562-A-172.pdf	LG Wall Types & Floor Finishes Plan 3 Proposed
Burwell Deakins Architects	562-A-180.pdf	Pilaster / Column Lining Details Sheet 1
Burwell Deakins Architects	562-A-181.pdf	Pilaster Details Sheet 2

Burwell Deakins Architects	562-A-183.pdf	Low Level Banquette Seating to Dining Hall Sheet 1
Burwell Deakins Architects	562-A-184.pdf	Low Level Banquette Seating to Dining Hall Sheet 2
Burwell Deakins Architects	562-A-186.pdf	High Level Banquette Seating to Dining Hall Sheet 2
Burwell Deakins Architects	562-A-202.pdf	Internal Wall Details Sheet 3
Burwell Deakins Architects	562-A-203.pdf	Internal Wall Details Sheet 4
Burwell Deakins Architects	562-A-204.pdf	Internal Wall Details Sheet 5
Burwell Deakins Architects	562-DEM-061.pdf	Delivery Yard North West Elevation Fabric Removal
Burwell Deakins Architects	562-DEM-063.pdf	Wilkins Building South East Elevation Fabric Removal
Burwell Deakins Architects	562-GA-072.pdf	Lower Ground Floor Plan Proposed
Burwell Deakins Architects	562-GA-073.pdf	LG North Vaults Plan Extract Proposed
Burwell Deakins Architects	562-GA-074.pdf	LG Kitchen & Store Plan Extract Proposed
Burwell Deakins Architects	562-GA-076.pdf	Lower Ground Floor Fire Strategy Plan Proposed
Burwell Deakins Architects	562-GA-081.pdf	Lower Ground Floor Reflected Ceiling Plan Proposed
Burwell Deakins Architects	562-GA-082.pdf	LG Reflected Ceiling Plan Extract Proposed
Burwell Deakins Architects	562-GA-083.pdf	Internal Door Details Sheet 7
Burwell Deakins Architects	562-GA-091.pdf	Delivery Yard North West Elevation Proposed
Burwell Deakins Architects	562-GA-093.pdf	Wilkins Building South East Elevation Proposed
Burwell Deakins Architects	562-GA-097.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 7
Burwell Deakins Architects	562-GA-098.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 8
Burwell Deakins Architects	562-GA-099.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 9
Burwell Deakins Architects	562-GA-100.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 10
Burwell Deakins Architects	562-GA-101.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 11
Burwell Deakins Architects	562-GA-102.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 12
Burwell Deakins Architects	562-GA-103.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 13
Burwell Deakins Architects	562-GA-104.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 14
Burwell Deakins Architects	562-GA-105.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 15

Burwell Deakins Architects	562-GA-106.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 16
Burwell Deakins Architects	562-GA-107.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 17
Burwell Deakins Architects	562-GA-108.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 18
Burwell Deakins Architects	562-GA-109.pdf	Wilkins Building (Servery / Dining) Sectional Elevation 19
Burwell Deakins Architects	621-A-131.pdf	External Window & Door Details Sheet 1
Burwell Deakins Architects	621-A-132.pdf	External Window & Door Details Sheet 2
Burwell Deakins Architects	621-A-145.pdf	Internal Door Details
Burwell Deakins Architects	621-A-171.pdf	Lower Ground Floor Plan Proposed Floor Finishes
Burwell Deakins Architects	621-A-193.pdf	WC Plan Details
Burwell Deakins Architects	621-A-194.pdf	WC Section Details
Burwell Deakins Architects	621-A-195.pdf	Catering Support Shower Room Details 1
Burwell Deakins Architects	621-A-196.pdf	Catering Support Shower Room Details 2
Burwell Deakins Architects	621-A-200.pdf	Internal Wall Details Sheet 1
Burwell Deakins Architects	621-A-201.pdf	Internal Wall Details Sheet 2
Burwell Deakins Architects	621-DEM-053.pdf	Lower Ground Plan Extract Fabric Removal
Burwell Deakins Architects	621-DEM-062.pdf	Delivery Yard North East Elevation Fabric Removal
Burwell Deakins Architects	621-EX-011.pdf	Lower Ground Floor Plan Existing
Burwell Deakins Architects	621-EX-032.pdf	Delivery Yard North East Elevation Existing
Burwell Deakins Architects	621-GA-073.pdf	Lower Ground Floor Plan Proposed
Burwell Deakins Architects	621-GA-076.pdf	Lower Ground Floor Plan Extract Proposed
Burwell Deakins Architects	621-GA-083.pdf	LG Reflected Ceiling Plan Extract 2 Proposed
Burwell Deakins Architects	621-GA-092.pdf	Delivery Yard North East Elevation Proposed
Burwell Deakins Architects	621-GA-111.pdf	GA Sections Sheet 1
Burwell Deakins Architects	621-GA-112.pdf	GA Sections Sheet 2
Burwell Deakins Architects	621-GA-113.pdf	GA Sections Sheet 3
Burwell Deakins Architects	621-GA-114.pdf	GA Sections Sheet 4
Burwell Deakins Architects	649-A-100.pdf	Tunnel A Riser Internal Elevations
Burwell Deakins Architects	649-GA-077.pdf	Basement Plan Tunnel A Extract Proposed

Construction Services UK

Burwell Deakins Architects	649-GA-078.pdf	LG Floor Plan Tunnel A Riser Extract Proposed
Burwell Deakins Architects	649-GA-079.pdf	Tunnel A Riser Reflected Ceiling Plan Proposed
Burwell Deakins Architects	649-GA-094.pdf	Bloomsbury Stair Tower South West Elevation
Burwell Deakins Architects	562-SCH-01.pdf	External Door, Screen & Window Schedule
Burwell Deakins Architects	621-SCH-01.pdf	Door Schedule
Burwell Deakins Architects	562-SCH-02.pdf	Internal Door, Screen & Window Schedule
Burwell Deakins Architects	562-SCH-03.pdf	Finishes Schedule
Burwell Deakins Architects	562 C20.pdf	Demolition
Burwell Deakins Architects	562 F10.pdf	Brick / Block Walling
Burwell Deakins Architects	562 F30.pdf	Accessories / Sundry Items for Brick / Block / Stone Walling
Burwell Deakins Architects	562 G20.pdf	Carpentry / Timber Framing / First Fixing
Burwell Deakins Architects	562 K10.pdf	Plasterboard Dry Linings / Partitions / Ceilings
Burwell Deakins Architects	562 K13.pdf	Rigid Sheet Fine Linings & Panelling
Burwell Deakins Architects	562 K21.pdf	Wood Strip / Board Fine Flooring / Linings
Burwell Deakins Architects	562 K32.pdf	Panel Cubicles / Duct & Wall Linings / Screens
Burwell Deakins Architects	562 K40.pdf	Demountable Suspended Ceilings
Burwell Deakins Architects	562 M10.pdf	Cement Based Levelling / Wearing Screeds
Burwell Deakins Architects	562 M20.pdf	Plastered / Rendered / Roughcase Coating
Burwell Deakins Architects	562 M40.pdf	Stone / Concrete / Quarry / Ceramic Tiling / Mosaic
Burwell Deakins Architects	562 M50.pdf	Rubber / Plastics / Cork / Lino / Carpet Tiling / Sheeting
Burwell Deakins Architects	562 M60.pdf	Painting / Clear Finishing
Burwell Deakins Architects	562 N10.pdf	General Fixtures / Furnishings / Equipment
Burwell Deakins Architects	562 N13.pdf	Sanitary Appliances & Fittings
Burwell Deakins Architects	562 P12.pdf	Fire Stopping Systems
Burwell Deakins Architects	562 P20.pdf	Unframed Isolated Trims / Skirtings / Sundry Items
Burwell Deakins Architects	562 P21.pdf	Door / Window Ironmongery
Burwell Deakins Architects	562 Z10.pdf	Purpose Made Joinery
Burwell Deakins Architects	562 Z12.pdf	Preservative / Fire Retardent Treatment

Construction Services UK

Burwell Deakins Architects	562 Z20.pdf	Fixings & Adhesives
Burwell Deakins Architects	562 Z21.pdf	Mortars
Burwell Deakins Architects	562 Z22.pdf	Sealants
Burwell Deakins Architects	621 C20.pdf	Demolition
Burwell Deakins Architects	621 G20.pdf	Carpentry / Timber Framing / First Fixing
Burwell Deakins Architects	621 K10.pdf	Plasterboard Dry Linings / Partitions / Ceilings
Burwell Deakins Architects	621 K32.pdf	Panel Cubicles / Duct & Wall Linings / Screens
Burwell Deakins Architects	621 L10.pdf	Windows / Rooflights / Screens / Louvres
Burwell Deakins Architects	621 L20.pdf	Doors / Shutters / Hatches
Burwell Deakins Architects	621 M10.pdf	Cement Based Levelling / Wearing Screeds
Burwell Deakins Architects	621 M20.pdf	Plastered / Rendered / Roughcast Coating
Burwell Deakins Architects	621 M40.pdf	Stone / Concrete / Quarry / Ceramic Tiling / Mosaic
Burwell Deakins Architects	621 M50.pdf	Rubber / Plastics / Cork / Lino / Carpet Tiling / Sheeting
Burwell Deakins Architects	621 M60.pdf	Painting / Clear Finishing
Burwell Deakins Architects	621 N10.pdf	General Fixtures / Furnishings / Equipment
Burwell Deakins Architects	621 N11.pdf	Domestic Kitchen Fittings, Furnishings & Equipment
Burwell Deakins Architects	621 N13.pdf	Sanitary Appliances & Fittings
Burwell Deakins Architects	621 P12.pdf	Fire Stopping Systems
Burwell Deakins Architects	621 P20.pdf	Unframed Isolated Trims / Skirtings / Sundry Items
Burwell Deakins Architects	621 P21.pdf	Door / Window Ironmongery
Burwell Deakins Architects	621 Z10.pdf	Purpose Made Joinery
Burwell Deakins Architects	621 Z12.pdf	Preservative / Fire Retardant Treatment
Burwell Deakins Architects	621 Z20.pdf	Fixing & Adhesives
Burwell Deakins Architects	621 Z21.pdf	Mortars
Burwell Deakins Architects	621 Z22.pdf	Sealants
Burwell Deakins Architects	562 L10.pdf	Windows / Roof lights / Screens / Louvre's
Burwell Deakins Architects	562 L20.pdf	Doors / Shutters / Hatches
Burwell Deakins Architects	562 DIS 170714.pdf	Transmittal Note
Burwell Deakins Architects	562 DIS 170714 (1).pdf	Transmittal Note
Burwell Deakins Architects	562 DIS 170714 (2).pdf	Transmittal Note
Burwell Deakins Architects	562 DIS 180614.pdf	Transmittal Note

Construction Services UK

Burwell Deakins Architects	562 DIS 220512.pdf	Transmittal Note
Burwell Deakins Architects	562 DIS 220512 (1).pdf	Transmittal Note
Burwell Deakins Architects	562 DIS 220512 (2).pdf	Transmittal Note
Burwell Deakins Architects	562 DIS 221214.pdf	Transmittal Note
Burwell Deakins Architects	621-DIS-140411.pdf	Transmittal Note
Burwell Deakins Architects	DOC.PDF	Transmittal Note
Burwell Deakins Architects	DOC (1).PDF	Transmittal Note
Burwell Deakins Architects	562-A-140.pdf	Wilkins Lower Refectory University College London
Burwell Deakins Architects	562-A-210.pdf	Roof Plant Enclosure - Plan Details
Burwell Deakins Architects	562-A-211.pdf	Roof Plant Enclosure - Section Detail
Burwell Deakins Architects	649-A-220.pdf	Tunnel A Riser Internal Elevations
Burwell Deakins Architects	649-GA-075.pdf	Basement Fire Strategy Plan: Proposed
Curtins Consulting Ltd	LO1299-100.pdf	Lower Ground Floor Plan
Curtins Consulting Ltd	LO1299-102.pdf	Fire Escape Plan
Curtins Consulting Ltd	LO1299-103.pdf	Upper Gantry Plan
Curtins Consulting Ltd	LO1299-104.pdf	Roof
Curtins Consulting Ltd	LO1299-105.pdf	Top Of Canopy
Curtins Consulting Ltd	LO1299-220.pdf	Part Sections Sheet 1
Curtins Consulting Ltd	LO1299-221.pdf	Part Sections Sheet 2
Curtins Consulting Ltd	LO1299-223.pdf	Part Sections Sheet 4
Curtins Consulting Ltd	LO1299-300.pdf	Substructure Sections & Details Sht 1
Curtins Consulting Ltd	LO1299-350.pdf	Superstructure Sections & Details Sht 1
Curtins Consulting Ltd	LO1299-351.pdf	Superstructure Sections & Details Sht 2
Curtins Consulting Ltd	LO1299-511.pdf	3D Floor Views Sht 2
Curtins Consulting Ltd	LO1299-DR11.pdf	Drainage Notes
Curtins Consulting Ltd	LO1299-DR12.pdf	Drainage Details Sht 1
Curtins Consulting Ltd	LO1299-DR13.pdf	Drainage Details Sht 2
Curtins Consulting Ltd	LO1464-020.pdf	Refectory Existing Foundations Plan
Curtins Consulting Ltd	LO1544-121.pdf	Tunnel Section A Foundation Plan
Curtins Consulting Ltd	LO1544-122.pdf	Tunnel Section A Lower Ground Floor Plan
Curtins Consulting Ltd	LO1544-361.pdf	Tunnel Section A Sections & Details
Curtins Consulting Ltd	LO1299-000.pdf	General Notes
Curtins Consulting Ltd	LO1299-010.pdf	Constraints Drawing
Curtins Consulting Ltd	LO1299-101.pdf	Terrace Plan
Curtins Consulting Ltd	LO1299-222.pdf	Part Sections Sht 3
Curtins Consulting Ltd	LO1299-500.pdf	Full Building Sht 1
Curtins Consulting Ltd	LO1299-510.pdf	3D Floor Views Sht 1

Construction Services UK

Curtins Consulting Ltd	LO1299-DR01.pdf	Proposed Drainage Layout
Curtins Consulting Ltd	LO1299-DR02.pdf	Existing Drainage Layout
Curtins Consulting Ltd	LO1299-EX01.pdf	External Works Construction Details
Curtins Consulting Ltd	LO1464-021.pdf	Existing Refectory Lower Ground Floor Plan
Curtins Consulting Ltd	LO1464-109.pdf	Proposed Refectory Foundation Plan
Curtins Consulting Ltd	LO1464-110.pdf	Proposed Refectory Lower Ground Floor Plan
Curtins Consulting Ltd	LO1464-111.pdf	Proposed Refectory Upper Ground Floor Plan
Curtins Consulting Ltd	LO1464-360.pdf	Refectory Sections & Details Sht 1
Curtins Consulting Ltd	LO1299-099.pdf	Foundation Plan
Curtins Consulting Ltd	LO1544-520.pdf	Tunnel 3D Sht 1
Curtins Consulting Ltd	LO1544-521.pdf	Tunnel 3D Sht 2
Curtins Consulting Ltd	LO1299-DC-001.pdf	Design Criteria Report
Curtins Consulting Ltd	LO1299-SPC-001.pdf	Structural Concrete
Curtins Consulting Ltd	LO1299-SPC-008.pdf	Structural Steelwork
Curtins Consulting Ltd	LO1299-SPC-010.pdf	Painting of Structural Steelwork
Curtins Consulting Ltd	LO1299-SPC-011.pdf	Piling & Embedded Retaining Walls
Curtins Consulting Ltd	LO1299-SPC-013.pdf	Drainage
Curtins Consulting Ltd	LO1299-SPC-031.pdf	Hot Dip Galvanised Coating on Fabricated Structural Steelwork
Curtins Consulting Ltd	UCL Terrace - 14.07.04.rvt	Curtins Revit Model UCL Terrace
Curtins Consulting Ltd	UCL Tunnels -14.07.04.rvt	Curtins Revit Model UCL Tunnels
Curtins Consulting Ltd	LO1299-DR-001.pdf	Transmittal Note
Curtins Consulting Ltd	LO1464 EW3 - Drawing Register 29-04-14.pdf	Transmittal Note
Curtins Consulting Ltd	LO1228-LT-004.pdf	Wilkins Terrace & Lower Refectory, Revit Model
Curtins Consulting Ltd	LO1299-050.pdf	Pile Layout
Curtins Consulting Ltd	LO1299-051.pdf	Pile Schedule
DBK	200A-5-36 (2).pdf	Health & Safety File
DBK	200A-5-36.pdf	Building Manual
DBK	200A-5-40 Vol 1.pdf	New Stair & Lift Installation
DBK	200A-5-47-1.pdf	Volume 1-Health & Safety File, Volume 2-Building Fabric Manual, Volume 3-As Built Drawings
Geotech	1405s011W.pdf	Utilities Survey
Harrison Geotechnical Engineering	Factual Ground Investigation.pdf	Ground Investigation Factual Report
IFC Group	FSS-13963-02.pdf	Fire Safety Strategy
Kind & Company Ltd	200A-5-40 Vol 2.pdf	New Lift & Stairs Volume 2
Kind & Company Ltd	200A-5-40 Vol 3.pdf	New Lift & Stairs Volume 3

Construction Services UK

Levitt Bernstein	Access and Inclusivity Strategy.pdf	Access & Inclusivity Strategy
Levitt Bernstein	Maintenance Strategy.pdf	Maintenance Strategy
Levitt Bernstein	Door Schedule.pdf	Door Schedule
Levitt Bernstein	2971-NBS.pdf	2971-NBS Specification
Levitt Bernstein	2971-NBS-C90-Enabling 1.pdf	2971-NBS-C90 Enabling 1 Specification
Levitt Bernstein	2971-NBS-C90-Enabling 2.pdf	2971-NBS-C90 Enabling 2 Specification
Levitt Bernstein	2971-Wilkins Terrace Revit Model-T1.rvt	Levitt Bernstein Revit Model
Levitt Bernstein	2971-Drawing Register-Contract.pdf	Transmittal Note
Levitt Bernstein	2971-Drawing Register-For Main Works Tender.pdf	Transmittal Note
Levitt Bernstein	2971-Drawing Register-For Tender-900 Series-T1.pdf	Transmittal Note
Levitt Bernstein	2971-Drawing Revision List-Contract.pdf	Transmittal Note
Levitt Bernstein	2971-REVIT Register-For Tender-T1.pdf	Transmittal Note
Levitt Bernstein	LB Transmittal-00126.pdf	Transmittal Note
Levitt Bernstein	2971-A-607.pdf	Temporary Heritage Alteration To WNC
Levitt Bernstein	2971-A-952.pdf	Temporary Nitrogen Store Alterations
Levitt Bernstein	2971-A-954.pdf	Door Details Timber Option
Levitt Bernstein	2971-A-955.pdf	Door Details Proprietary Option
Levitt Bernstein	2971-L-935.pdf	Existing Location Plan & Images
Levitt Bernstein	2971-L-950.pdf	Colonade Roof Details 01
Levitt Bernstein	2971-L-951.pdf	Colonade Roof Details 02
Levitt Bernstein	2971-L-953.pdf	South Colonade Paving Plan
Levitt Bernstein	2971-L-930.pdf	Heritage Window Alterations Location Plan
Levitt Bernstein	2971-L-931.pdf	Existing Window Location Elevation
Levitt Bernstein	2971-L-932.pdf	Proposed Alterations To Heritage Windows
Levitt Bernstein	2971-L-933.pdf	Existing Heritage Window Detail Section
Levitt Bernstein	2971-L-934.pdf	Proposed Heritage Window Details
Levitt Bernstein	2971-A-557.pdf	SW Demolitions Elevation
Levitt Bernstein	2971-A-710.pdf	Typical Yard Level Door Details
Levitt Bernstein	2971-A-800.pdf	Sample Panel Details

Construction Services UK

Levitt Bernstein	2971-A-900.pdf	Additional Stone Package Plan
Levitt Bernstein	2971-A-901.pdf	Additional Stone Package Plan Details
Levitt Bernstein	2971-A-902.pdf	Additional Stone Package Plan Details 2
Levitt Bernstein	2971-A-903.pdf	Additional Stone Package Sections
Levitt Bernstein	2971-A-904.pdf	Additional Stone Package Section Details
Levitt Bernstein	2971-A-905.pdf	Additional Stone Package Section Details 2
Levitt Bernstein	2971-A-921.pdf	Colonade Stone Paving Junction
Levitt Bernstein	2971-A-922.pdf	Terrace Access Strategy Addendum
Levitt Bernstein	2971-L-135.pdf	Structural Grid Setting Out
Levitt Bernstein	2971-L-R02.pdf	Planting Strategy
Levitt Bernstein	2971-S-414.pdf	Door & Window Scheudle 3
Levitt Bernstein	2971-S-402.pdf	Floor Type Schedule
Levitt Bernstein	2971-S-403.pdf	Floor Type Schedule
Levitt Bernstein	2971-S-404.pdf	Roof Schedule
Levitt Bernstein	2971-S-412.pdf	Ironmongry Schedule
Levitt Bernstein	2971-S-420.pdf	Balustrade
Levitt Bernstein	2971-L-500.pdf	Enabling Works Temporary Nitrogen Store
Levitt Bernstein	2971-L-901.pdf	Detailed Planting Plan
Levitt Bernstein	2971-A-711.pdf	Refectory & Lower Terrace Door Threshold
Levitt Bernstein	2971-A-730.pdf	Permanent Nitrogen Store
Levitt Bernstein	2971-A-740.pdf	Paving Course Details
Levitt Bernstein	2971-A-741.pdf	Fourth Facade Stone Setting Out
Levitt Bernstein	2971-A-750.pdf	Bespoke Timber Furniture
Levitt Bernstein	2971-A-751.pdf	Mobile Bar
Levitt Bernstein	2971-L-R01.pdf	Soft Landscape Management & Maintenance Plan
Levitt Bernstein	2971-A-551.pdf	Terrace lavel Demo Plan EW2
Levitt Bernstein	2971-A-552.pdf	Upper Levels Demo Plans EW2
Levitt Bernstein	2971-A-555.pdf	NE Demolitions Elevation
Levitt Bernstein	2971-A-556.pdf	SE Demolitions Elevation
Levitt Bernstein	2971-A-558.pdf	NW Demolitions Elevation EW2
Levitt Bernstein	2971-A-560.pdf	Detailed Yard Level Demo EW2
Levitt Bernstein	2971-A-561.pdf	Detailed Terrace Level Demo EW2
Levitt Bernstein	2971-A-562.pdf	Detailed Fire Escape Level Demo Plan EW2
Levitt Bernstein	2971-A-563.pdf	Detailed Upper gantry Level Demo Plan EW2
Levitt Bernstein	2971-A-564.pdf	Demo Elevation Bloomsbury EW2

Levitt Bernstein	2971-A-565.pdf	Demo 3D Fire Escape Stair EW2
Levitt Bernstein	2971-A-550.pdf	Yard Level Demolitions Plan EW2
Levitt Bernstein	2971-A-601.pdf	Terrace Level Demo Main Works
Levitt Bernstein	2971-A-602.pdf	Fire Escape Demo Main Works
Levitt Bernstein	2971-A-603.pdf	Upper Gantry Level Demo Works
Levitt Bernstein	2971-A-604.pdf	Demo Elevation LCN Facade
Levitt Bernstein	2971-A-605.pdf	Demo Elevation WNC Openings
Levitt Bernstein	2971-A-606.pdf	Demo Elevation Refectory Openings
Levitt Bernstein	2971-A-611.pdf	Main Stair Details 01
Levitt Bernstein	2971-A-612.pdf	Main Stair Details 02
Levitt Bernstein	2971-A-613.pdf	JBR Lift & Stairs
Levitt Bernstein	2971-A-614.pdf	JBR Passenger Lift Details
Levitt Bernstein	2971-A-615.pdf	Fire Escape Stair Plan
Levitt Bernstein	2971-A-616.pdf	Fire Escape Stair Section
Levitt Bernstein	2971-A-617.pdf	Fire Escape Stair Section 02
Levitt Bernstein	2971-A-618.pdf	Bloomsbury Theatre Interval Stairs
Levitt Bernstein	2971-A-619.pdf	Temporary Fire Escape Stair EW2
Levitt Bernstein	2971-A-620.pdf	Typical Mesh Details
Levitt Bernstein	2971-A-634.pdf	Yard Level Interface Details
Levitt Bernstein	2971-A-635.pdf	Terrace Level Interface Details
Levitt Bernstein	2971-A-636.pdf	Terrace Edge to WNC Details
Levitt Bernstein	2971-A-637.pdf	Terrace Edge to JBR Details
Levitt Bernstein	2971-A-638.pdf	Bloomsbury Link Interface
Levitt Bernstein	2971-A-661.pdf	Fourth Facade Typical Base Details Through Gantry
Levitt Bernstein	2971-A-662.pdf	Fourth Facade JBR Bridge
Levitt Bernstein	2971-A-664.pdf	Fourth Facade Clerestory Coping & Soffit 02
Levitt Bernstein	2971-A-665.pdf	Fourth Facade Typical Base Details Through Theatre Link
Levitt Bernstein	2971-A-666.pdf	Fourth Facade Openings Plan Details
Levitt Bernstein	2971-A-683.pdf	Stone Bar Details
Levitt Bernstein	2971-A-684.pdf	Stone Furniture Details
Levitt Bernstein	2971-A-690.pdf	Lead Roof Details 01
Levitt Bernstein	2971-A-691.pdf	Lead Roof Details 02
Levitt Bernstein	2971-L-132.pdf	Proposed Fire Escape Lavel Plan
Levitt Bernstein	2971-A-200.pdf	NE Key Assembly Section
Levitt Bernstein	2971-A-201.pdf	SE Key Assembly Section
Levitt Bernstein	2971-A-202.pdf	NW Key Assembly Section
Levitt Bernstein	2971-A-203.pdf	SW Key Assembly Section
Levitt Bernstein	2971-A-204.pdf	NW Key Assembly Section 02
Levitt Bernstein	2971-A-205.pdf	SE Key Assembly Section

Levitt Bernstein	2971-A-206.pdf	SW Key Assembly Section 02
Levitt Bernstein	2971-A-207.pdf	Fire Escape Stair Sections
Levitt Bernstein	2971-A-600.pdf	Detailed Yard Level Demo - Main
Levitt Bernstein	2971-A-630.pdf	Typical Cavity Wall Head / Cill Details 01
Levitt Bernstein	2971-A-631.pdf	Typical Cavity Wall Head / Cill Details 02
Levitt Bernstein	2971-A-632.pdf	Typical Stone Wall Head / Cill Details 01
Levitt Bernstein	2971-A-633.pdf	Typical Blockwork Wall Head / Cill Details 01
Levitt Bernstein	2971-A-660.pdf	Fourth Façade Details - Plan
Levitt Bernstein	2971-A-663.pdf	Fourth Façade Clerestory - Coping & Soffit Details
Levitt Bernstein	2971-A-670.pdf	Brick Panel Setting Out
Levitt Bernstein	2971-A-680.pdf	Terrace - Detailed Plan / Stone
Levitt Bernstein	2971-A-681.pdf	Planter / Seating Bay Details
Levitt Bernstein	2971-A-682.pdf	Typical Stone Seating Details / Bin
Levitt Bernstein	2971-A-685.pdf	Stone Drinking Fountain Detail
Levitt Bernstein	2971-A-692.pdf	Colonnade Pilaster Detail
Levitt Bernstein	2971-L-102.pdf	Proposed Yard Level Interfaces
Levitt Bernstein	2971-L-103.pdf	Proposed Terrace Level Interfaces
Levitt Bernstein	2971-L-110.pdf	Yard Level Demolitions Plan
Levitt Bernstein	2971-L-111.pdf	Terrace Level Demolitions Plans
Levitt Bernstein	2971-L-112.pdf	Upper Levels Demolitions Plans
Levitt Bernstein	2971-L-120.pdf	NE Demolitions Elevation
Levitt Bernstein	2971-L-121.pdf	SE Demolitions Elevation
Levitt Bernstein	2971-L-123.pdf	NW Demolitions Elevation
Levitt Bernstein	2971-L-134.pdf	Proposed Roof Plan
Levitt Bernstein	2971-L-141.pdf	South East Elevation
Levitt Bernstein	2971-L-142.pdf	South West Elevation
Levitt Bernstein	2971-L-143.pdf	North West Elevation
Levitt Bernstein	2971-L-155.pdf	Proposed Lower Ground Drainage Strategy
Levitt Bernstein	2971-L-156.pdf	Proposed Terrace Level Drainage
Levitt Bernstein	2971-L-157.pdf	Proposed Roof Drainage Level
Levitt Bernstein	2971-L-160.pdf	Fire Strategy - Yard Level
Levitt Bernstein	2971-L-161.pdf	Fire Strategy - Terrace Level
Levitt Bernstein	2971-L-162.pdf	Fire Strategy - Fire Escape Level
Levitt Bernstein	2971-L-163.pdf	Fire Strategy - Upper Gantry
Levitt Bernstein	2971-L-181.pdf	Reflected Ceiling Plan - Terrace
Levitt Bernstein	2971-L-182.pdf	Reflected Ceiling Plan - Fire Escape Level

Levitt Bernstein	2971-L-183.pdf	Reflected Ceiling Plan - Upper Gantry Level
Levitt Bernstein	2971-L-190.pdf	Axo 01 with Context
Levitt Bernstein	2971-L-191.pdf	Axo 01
Levitt Bernstein	2971-L-192.pdf	Axo 02 with Context
Levitt Bernstein	2971-L-193.pdf	Axo 02
Levitt Bernstein	2971-L-194.pdf	Axo 03 with Context
Levitt Bernstein	2971-L-195.pdf	Axo 03
Levitt Bernstein	2971-L-196.pdf	Axo 04 with Context
Levitt Bernstein	2971-L-197.pdf	Axo 04
Levitt Bernstein	2971-S-400.pdf	Wall Types Schedule
Levitt Bernstein	2971-S-401.pdf	Floor Type Schedule
Levitt Bernstein	2971-S-410.pdf	Door & Window Schedule 1
Levitt Bernstein	2971-S-411.pdf	Door & Window Schedule 2
Levitt Bernstein	2971-S-413.pdf	Finishes Schedule
Levitt Bernstein	2971-A-610.pdf	Main Stair
Levitt Bernstein	2971-L-122.pdf	SW Demolitions Elevation
Levitt Bernstein	2971-L-130.pdf	Proposed Yard Level Plan
Levitt Bernstein	2971-L-131.pdf	Proposed Terrace Plan
Levitt Bernstein	2971-L-133.pdf	Proposed Upper Gantry Level Plan
Levitt Bernstein	2971-L-140.pdf	North East Elevation
Levitt Bernstein	2971-L-144.pdf	Rear of NE Elevation
Levitt Bernstein	2971-L-145.pdf	South East Sections
Levitt Bernstein	2971-L-180.pdf	Reflected Ceiling Plan - Yard Level
Levitt Bernstein	2971-L-100.pdf	Existing Yard Level Interfaces
Levitt Bernstein	2971-L-101.pdf	Existing Terrace Level Interfaces
Levitt Bernstein	2971 REVIT Register For Tender.pdf	UCL Wilkins Terrace Revit Model
Levitt Bernstein	2971-WT-S.pdf	Ironmongery schedule Main Works
Levitt Bernstein	3247-A-605.pdf	Demo Elev Wilkins Cloisters openings
Levitt Bernstein	3247-A-611.pdf	Stair 1 Details_01
Levitt Bernstein	3247-A-612.pdf	Stair 1 Details_02
Levitt Bernstein	3247-A-613.pdf	Passenger Lift & Stair 2 GAs
Levitt Bernstein	3247-A-623.pdf	Passenger Lift_Detail Section 02
Levitt Bernstein	3247-A-636.pdf	Terrace Edge to WNC - details
Levitt Bernstein	3247-A-637.pdf	Terrace Edge to JBR - details
Levitt Bernstein	3247-A-660.pdf	Fourth Façade Details - Plan
Levitt Bernstein	3247-A-661.pdf	Fourth Façade – Typical base details through gantry
Levitt Bernstein	3247-A-662.pdf	Fourth Façade / JBR bridge details
Levitt Bernstein	3247-A-663.pdf	Fourth Facade clerestorey - coping soffit details

Construction Services UK

Levitt Bernstein	3247-A-664.pdf	Fourth Facade clerestorey - Coping and Soffit 02
Levitt Bernstein	3247-A-665.pdf	Fourth Facade - Typical base details through Theatre link
Levitt Bernstein	3247-A-666.pdf	Fourth Façade openings - plan details
Levitt Bernstein	3247-A-667.pdf	Fourth Facade Detail Sections - West
Levitt Bernstein	3247-A-668.pdf	Fourth Facade Detail Sections - East
Levitt Bernstein	3247-A-669.pdf	Fourth Facade Detail Plans
Levitt Bernstein	3247-A-680.pdf	Terrace - detailed plan / stone setting out
Levitt Bernstein	3247-A-681.pdf	Planter / Seating Bay Details
Levitt Bernstein	3247-A-682.pdf	Typical stone seating details / Bin details
Levitt Bernstein	3247-A-683.pdf	Stone Bar Details
Levitt Bernstein	3247-A-684.pdf	Stone furniture details
Levitt Bernstein	3247-A-685.pdf	Stone drinking fountain detail
Levitt Bernstein	3247-A-686.pdf	Colonnade Pilaster Detail
Levitt Bernstein	3247-A-740.pdf	Paving course details
Levitt Bernstein	3247-A-741.pdf	Fourth Façade - Stone Setting out
Levitt Bernstein	3247-A-742.pdf	North Colonnade Stone Paving
Levitt Bernstein	3247-L-PK2-130.pdf	Stone Package - Yard level
Levitt Bernstein	3247-L-PK2-131.pdf	Stone Package - Terrace level
Levitt Bernstein	3247-L-PK2-200.pdf	Stone Package - NE Elevation
Levitt Bernstein	3247-L-PK2-204.pdf	Stone Package - NW Elevation
Levitt Bernstein	3247-L-PK3-130.pdf	Rainwater Drainage Strategy - Yard Level
Levitt Bernstein	3247-L-PK3-131.pdf	Rainwater Drainage Strategy - Terrace Level
Levitt Bernstein	Stone Scope Mark Up.pdf	LBA Mark-Up - Stone Scope
Levitt Bernstein	3247-A-800.pdf	Rainwater drainage details - Yard Level
Levitt Bernstein	3247-A-801.pdf	Rainwater drainage details - Terrace Level
Levitt Bernstein	3247-L-PK3-133.pdf	Rainwater Drainage Strategy - Upper Gantry Level
Levitt Bernstein	3247-L-PK3-134.pdf	Rainwater Drainage Strategy - Roof Level
Levitt Bernstein	3247-L-PK3-200.pdf	Rainwater Drainage Strategy - NE Elevation

Martek	200A-5-31.pdf	Operation, Maintenance & Completion Document Incorporating As Built Drawings
Nicholas Burwell	200A-5-27.pdf	Refurbishment of Provost Suite
Overbury	200A-5-21.pdf	Operation & Maintenance Manual
Overbury	200A-5-24.pdf	Health & Safety File for UCL
Peak Contractors Ltd	200A-5-25.pdf	Access Improvements Phase 2
Plowman Craven	30032RM01B.rvt	Plowman Craven Revit Model
RSK	Geo-Environmental Site Assessment.pdf	Geo-Environmental Site Assessment
T.E.Scudder Ltd	As Built Piles 02.04.15.xlsx	As Built Piles
T.E.Scudder Ltd	Piles Sketch.02.04.15.pdf	Sketch 18.02.15
T.E.Scudder Ltd	L612-1000.pdf	General Arrangement
T.E.Scudder Ltd	L612-1001.pdf	Sections & Details
T.E.Scudder Ltd	L612-1100.pdf	Reinforcement Detail - sheet 1
T.E.Scudder Ltd	L612-1101.pdf	Reinforcement Detail - sheet 2
T.E.Scudder Ltd	L612-1102.pdf	Reinforcement Detail - sheet 3
T.E.Scudder Ltd	L612-1100-1.pdf	Bar bending schedules
T.E.Scudder Ltd	L612-1100-2.pdf	Bar bending schedules
T.E.Scudder Ltd	L612-1100-3.pdf	Bar bending schedules
T.E.Scudder Ltd	L612-1101-1.pdf	Bar bending schedules
T.E.Scudder Ltd	L612-1101-2.pdf	Bar bending schedules
T.E.Scudder Ltd	L612-1101-3.pdf	Bar bending schedules
T.E.Scudder Ltd	L612-1102-1.pdf	Bar bending schedules
T.E.Scudder Ltd	Lower Refectory Internal Survey.pdf	10.04.15 Lower Refectory Internal Survey
UCL	200A-005-M-1.pdf	Stone Cleaning / Repairs
UCL	200A-5-1.pdf	Houseman Room - Replacement of Lantern Light
UCL	200A-5-30 Vol 1.pdf	O+M Manual Index Volume 1
UCL	200A-5-30 Vol 2.pdf	O+M Manual Index Volume 2
UCL	200A-5-30 Vol 3.pdf	O+M Manual Index Volume 3
UCL	Assessment of Manager or Supervisor Competence.pdf	Assessment of Manager or Supervisor Competence
UCL	Contractors Safety Rules.pdf	Contractors Safety Rules
UCL	Safety Arrangements Amended Final.pdf	Safety Arrangements Amended Final
UCL	UCL Fire Safety Contract Wording.pdf	UCL Fire Safety Contract Wording
UCL	UCL Scaffold Standard Final.pdf	UCL Scaffold Standard Final

Construction Services UK

Detailed Description of The Project and Programme Details Including Key Dates

Wilkins Terrace and Lower Refectory

The proposed Wilkins Terrace has the potential to transform the unsightly and unloved Physics Yard into a visually stunning and indispensable social, events and amenity space for UCL. The current proposal aspires to create a fully accessible external space of the highest quality for the campus, whilst facilitating the faculties and tenants which surround the yard.

The planned terrace area will be landscaped in a Portland Stone surface, 'carved out' to create a lower terrace alongside the refectory and an upper terrace off Wilkins North Cloisters.

A new east-west axis route will be created from Wilkins Building to the Bloomsbury Theatre Cafè and lobby allowing a more joined up approach for pedestrians to flow through the campus. The new terrace area will provide a space for entertainment and events and allow access to the Wilkins Lower Refectory which is to be improved and re-configured alongside Wilkins Terrace. A new lift and dual stairway access allows the upper terrace to be accessed from the seating area below which leads through a colonnade to the Lower Refectory. Beneath the raised terrace area an undercroft will house essential support areas to provide for the refectory project. The north-east corner of the yard remains open and uncovered, providing increased nitrogen storage, space for a relocated and additional heat reject plant, together with enabling natural ventilation of the undercroft area. The 'fourth facade' at the east end of the terrace updates the building behind with an attractive backdrop to the developments within the new terrace area, thereby screening the existing east elevation.

Wilkins Lower Refectory

The Wilkins Lower Refectory project offers an opportunity to improve connections between the New Student Centre and the Wilkins Terrace, whilst reorganising the refectory to exploit the historic splendour of the Wilkins Building that has been concealed by past adaptations.

Construction Services UK

The refurbishment will provide a high quality kitchen, servery and dining space together with ancillary support facilities at the heart of the Central Campus. As part of the Wilkins Terrace development the Lower Wilkins Refectory will 'open out' through a lower terrace area leading through a colonnade to access the new Wilkins Terrace. A new lift and dual stairway access will allow the upper terrace to be accessed from the seating area below. Beneath the raised terrace area an undercroft will house essential support areas to provide for the refectory project**.**

Planning

The terrace project has had early consultation with Camden Council, English Heritage and Camden Council Building Control. The team developing the proposals have worked closely with stone specialists, lighting designers and specialist suppliers, carrying out regular workshops and presentations with UCL stakeholders including wider management teams as well as the individual departments affected.

Deliveries

UCL employ Wilson James to manage and administer logistics services to projects on campus in line with the UCL Logistics plan. The logistics provider operates a delivery control scheduling system for the campus. Contractors are required to request in good time, any direct deliveries to site to site through the system, to book a delivery time. Deliveries will be met by the logistics marshals at the agreed gate and directed or escorted, through safe routes to their unloading destination. There is provision for pre-consolidated loads which can be called off from the central logistics zone.

Programme

Commencement on site is planned for 8th June 2015 and the project is due for completion on the 25th April 2015.

Construction Services UK

Pre Construction Risks & Existing Records and Plans

Pre Construction

The pre-construction information and existing records and plans have identified the following significant safety risks and issues. These will be considered and included along with any subsequent safety risks identified by Project Management, within the various Construction Phase project specific Work Package Plans (Method Statements) and Risk Assessments, complimented by the provision of appropriate controls, sufficient information, training and ongoing monitoring and review.

Existing Records and Plans

The pre-construction information has identified the following details of the extent and location of existing records and plans, and information about existing structures and services that are relevant to health and safety on site.

Pre Construction Risks, Records and Plans	
1	Current Asbestos surveys are not comprehensive and not of the required refurbishment and Demolition Standard to facilitate enabling works for decant etc, these are currently been updated to the required standard.
2	We have not seen sight of a desktop study regards the possibility of Unexploded Ordinance on the site, or risk assessment advising whether further investigation is prudent, however local records don't indicate any bombs were dropped on this site.
3	
4	

Project Key Deliverables and Goals

The Project Lead is responsible for health, safety, environmental, quality, sustainability and continuous improvement matters on this project.

Our objectives for this project are to carry out our work safely with no detriment to the health of our employees, sub-contractors and third parties, to take due care of the environment and produce a quality product, sustainably, efficiently and economically, to deliver our Customer's requirements.

This PMP is specific to this project and does not contain the complete Management System for Health, Safety, Quality, Environmental and Sustainability matters. These are contained in our BMS available on our 360 Intranet.

The controls documented in the BMS are minimum requirements, and dilution of these controls are not permitted. However, enhancement can be made to controls providing the requirements are still met. Any such variances shall be recorded in the Project Specific Controls section of this Plan and shall take precedence.

The objective of the Company's Zero Harm Journey is to ensure zero deaths, zero injuries to the public and zero ruined lives among all our people. This means no seriously disabling injuries, no long term harm to health and aiming for Zero AFR while we achieve below 0.1.

Construction Services UK

For this Project these are our specific goals and the management for each of these goals and deliverables is identified within the relevant section of this PMP:

Element	Description
Safety	Zero Harm zero deaths, zero injuries to the public and zero ruined lives among all our people.
Programme	To complete the works on time without delay or disruption to the Customer team. Completion Date/s on 09.05.2016 To achieve an earlier completion to all or part of the project. Working to SIC programme to achieve an earlier completion date
Sustainability	Reducing energy use, reducing waste and waste to landfill, reducing water use, benefiting local communities, in addition to delivering our Customer's sustainability aspirations. BREEAM – very good rating is to be achieved a score of 65.65%
Environmental	To deliver a project which has minimal negative environmental impact and positively enhances the environment where possible.
Quality	Exceed Customers expectations. Zero Defects at Completion. Quality Management Plan to be in place and maintained
Commercial	To keep project on budget To agree all variations To make achieve a reduced target
Continuous improvement	Productivity improvement through Lean construction or value engineering. Generating, developing and sharing innovation, best practice and lessons learnt.
Additional Project Specific issues	**To comply with the requirements set out within the UCL documentation**

B3 Project Directory (including Key Contact Numbers)

Below is the project specific directory containing details of Design Team, End Users and other key stakeholders etc as required.

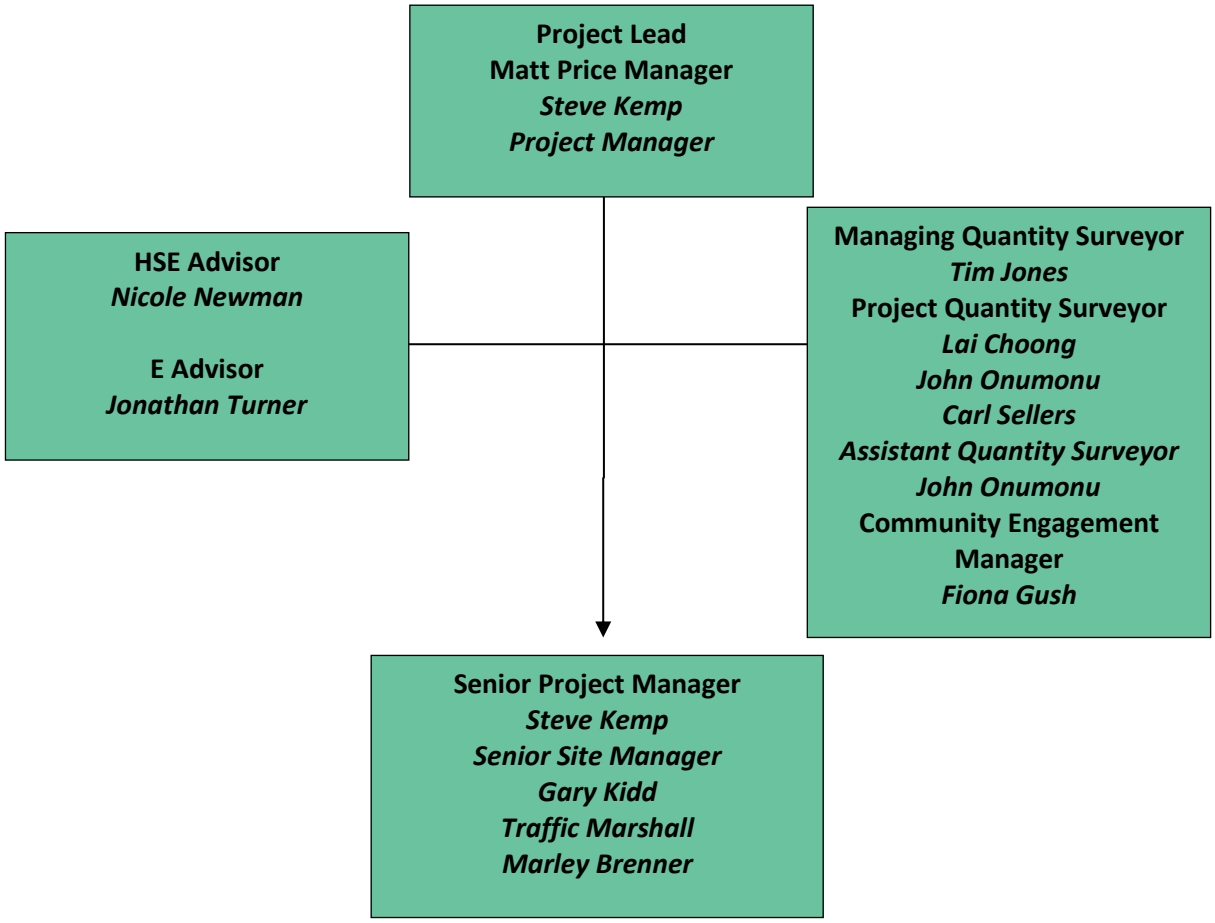
Designated Parties	Company Name	Address	Contact Name	E-mail	Mobile	Landline
Customer	University College London	1 – 19 Torrington Place, 8th Floor, London, WC1E 7HB	Angelo Clemo	a.clemo@ucl.ac.uk	07789 176 174	020 7679 1220
Customer's Representative	Parsons Brinkerhoff	6 Devonshire Square, London, EC2M 4YE	Wesley Cole	Wesley.cole@pbworld.com	07814 435 447	
CDM Co-ordinator	Faithful & Gould	Union House, Eridge Road, TunbridgeWells, Kent ,TN4 8HF	Kevin Palmer	Kevin.palmer@fgould.com	07803 258 648	01892 775 033
Local HSE Office	HSE	Rose Court, 2 Southwark Bridge, London, SE1 9HS	Health and Safety Executive			0845 345 0055
Local EA/SEPA/NRW Office	Environmental Agency	National Customer Contact Centre PO Box 544 Rotherham S60 1BY		enquiries@environment-agency.gov.uk		03708 506 506
Local Authority	London Borough of Camden	5 Pancras Square, London. N1C 4AG				020 7974 4444

Construction Services UK

B4 Project Organisation and Accountabilities

Management Structure and Responsibilities

Project Organisation Chart



Construction Services UK

General Project Accountabilities

Project Lead	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number:	07870 680 633

Area of Designated Responsibility

Health, Safety, Environmental, Quality & Sustainability Responsibilities

- Overall responsibility for management of HSEQS matters
- Preparation of Project Management Plan and supporting documentation
- Monthly review of Project Management Plan
- Allocation of sufficient resources
- Production of monthly reports
- Resolution of findings from functional inspections
- Chair monthly site HSEQS meeting(s)
- Review & approval of direct & sub-contract documentation (including Work Package Plans/Method Statements, Risk Assessments & ITPs etc)
- Completion of Site Safety Organisation and Emergency Arrangements Chart
- Signing of all Licenses, Consents and Authorisations
- Main point of contact with Regulatory bodies
- Liaison with design team
- Designated approval authority for contractors submissions
- Customer satisfaction
- Establishment and monitoring of Quality Performance Indicators
- Production and review of Site Waste Management Plan

Construction Services UK

Managerial, Supervisory and Engineering Staff	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633

Area of Designated Responsibility

Health, Safety, Environmental, Quality & Sustainability Responsibilities

- Undertaking inductions and briefings
- Promoting site HSEQS initiatives
- Reporting accident, incidents, near misses, corrective actions and unsafe conditions
- Management of day to day construction works including associated HSEQS issues.
- Ensure all works constructed to required quality
- Management of specialists
- Preparation of Consents, Licenses and Exemptions
- Review of Risk Register
- Co-ordination of monitoring
- Co-ordination of the site files
- Reporting of accidents, incidents, near misses and/or
- Managing logistics including material handling, communications, transport, plant and equipment
- Assistance with review of Project Risk Register
- Conducting buildability reviews (as required)
- Managing production of As Built records
- Obtain design information from sub-contractors
- Assessing material samples for compliance with the Specification
- Producing ITPs
- Reviewing sub-contractor and supplier documentation

Construction Services UK

B5 Risk Management

The Company arrangements for risk management are detailed in the BMS.

Opportunities & Risks (O&R) are held on our bespoke software thinkRisk; which has been developed internally to meet the requirements of the business. The software holds the O&R information in a register that is created during the bid/tender process for all projects. These registers are reviewed and updated continuously, identifying and proactively addressing O&Rs, to assist with effective management.

The Schedule of Key Tasks contained within Section 2 (Health & Safety), identifies activities that require Work Package Plans (Method Statements), Task Briefing Sheets and Risk Assessments (both direct and subcontracted). It also details the dates by which they are required and the members of staff responsible for their production. All Work Package Plans (Method Statements), Task Briefing Sheets and Risk Assessments shall be appraised and approved by a competent person.

At the Subcontract Pre-Start Meeting, each subcontractor's activities and the member of their staff responsible for producing Risk Assessments, Work Package Plans (Method Statements) and Task Briefing Sheets shall be identified.

The Project Team is responsible for ensuring that all parties are consulted on interfaced activities and will consider risks identified by designers when producing construction Risk Assessments.

All persons associated with site activities will be specifically briefed on the relevant hazards and control measures applicable to the safe system of work for their tasks. Records will be maintained of these briefings.

Risk Champion	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Development and maintenance of Risk Management Plan • Facilitating the identification and response of project risk including reviews and workshops • Mentoring project staff on aspects of the risk management process • Ensuring the risk register is completed and maintained • Analysis of risk information for consistency using qualitative and quantitative techniques • Aggregation and reporting of risks within the project. • Reporting and escalation of risks within the business and externally as required	
Designated Signature: 	
Deputy(s) Signature(s):	

B6 Planning and Project Controls

Duties and Who Is Responsible

We recognise that planning and project control is a fundamental part of project management and that it is a part of every manager's role on projects. The Business Management System (BMS) is intended to cover all aspects of planning, programming and project controls undertaken by anyone in a planning and project controls role.

A Planner is any person who has been assessed as competent to perform a primary planning role on a project and is responsible for ensuring they understand and comply with planning and project controls success criteria, process maps, procedures and reference material.

The BMS identifies how to successfully manage and develop contract programmes, minimise associated time risks, manage resources, monitor cost and time related issues, manage change and communicate the philosophy to the Project Team.

Planning and Programme Controls Resource Requirements

Requirement	Yes or No	Name	Title
Resident Planner Required	No		
Number of Planners Required	2	Henry Wong	Planner
Visiting Planner Required	Yes	Henry Wong	Planner
Project Planning Co-ordinator	Yes	Steve Kemp	Project Manager
Compensation Event Planner Required	No		
Earned Value Management (EVM) Resource Required	No		
Specialist Work Package Planning Required (e.g. M&E/Possession)	No		

Construction Services UK

Planning and Programme Controls Requirements

Requirement	Yes or No	Comment
Mobilisation Programme Required	Yes	As Delivery Programme
Design Programme Required	Yes	As Delivery Programme
Procurement Programme Required	Yes	As Delivery Programme
Programme Development Required	Yes	As required
Short Term Weekly Programmes Required	Yes	SIC Programming
Stage or Section Programmes Required	No	
Completion Programme Required	Yes	
Work Package Programme Management Required	Yes	As identified by site team

Periodic Planning and Programme Controls Reporting Requirements

Requirement	Yes or No	Update Frequency	Reporting Frequency
General Information	Yes	Monthly MTR	Monthly
Key Milestones	Yes	Fortnightly	Monthly
Activity Day Count	Yes	Daily	Weekly
Key Metric KPI Number 1	No		
Key Metric KPI Number 2	No		
Key Metric KPI Number 3	No		
Programme Total Float Comparison	No		

Construction Services UK

Business Improvement Plan to Support Delivering Value and Removal of Process Waste

The Project Lead will determine the Business Improvement Plan actions required to support productivity improvements and certainty of delivery.

Refer to 360/CSUK/Functions/BusinessEfficiency/LeanTechniques for resource and support.

Business Improvement Plan					
Item	Description	Required	Who	Target Date	Status
1	Use of Visual Meeting for daily/weekly meetings in support of programme delivery and productivity improvement	Y	SK	Weekly	
2	Use of Visual Management for daily/weekly meetings in support of collaborative planning	Y	SK	Weekly	
3	Awareness Training for site team in Lean Techniques	Y	SK	Weekly	
4	Nominated individual for leading lean implementation	Y	SK	Weekly	
5	Identify any specific Lean projects to be undertaken: SIC Ltd to be employed on this project, weekly meetings identifying weekly updates.	Y	SK	Weekly	

B7 Supply Chain

The Procurement Strategy must be documented as an Appendix to the Project Management Plan and all procurement activities should be in accordance with the Procurement Procedures.

Procurement and Supply Chain Management Resource Requirements and Accountabilities

The Commercial Lead has appointed the following competent people to manage the project procurement activities:

Role	Yes or No	Name	Title
Procurement Lead	Yes	Tim Jones	Managing Quantity Surveyor
Subcontract Procurement	Yes	Lai Choong	Senior Quantity Surveyor
Material Procurement	No	CSUK Group Buying	
Plant Procurement	No	CSUK Group Plant Team	

Purchase Card holders for the Project:

Name	Title	Contact Details
Steve Kemp	Senior Project Manager	07870 680 633

Group Procurement Agreements

The use of Group Procurement Agreements are mandatory unless an exception has been agreed by the Procurement and Supply Chain Director. A list of agreed exceptions are detailed below:

None

Construction Services UK

Tender Supply Chain Agreements

Where pre-Tender agreements have been established then these must be maintained unless there is specific approval in place with the appropriate Commercial Director to depart from the pre-tender agreement. Where applicable, list below the pre-tender agreements applicable to this project:

Package	Supplier	Contact Details of Supplier Lead
None agreed at tender		

Supplier Performance Management

The frequency of supplier performance scoring will be quarterly unless defined otherwise below:

Frequency of scoring: Monthly

Detail below those project personnel responsible for completing supplier performance assessments:

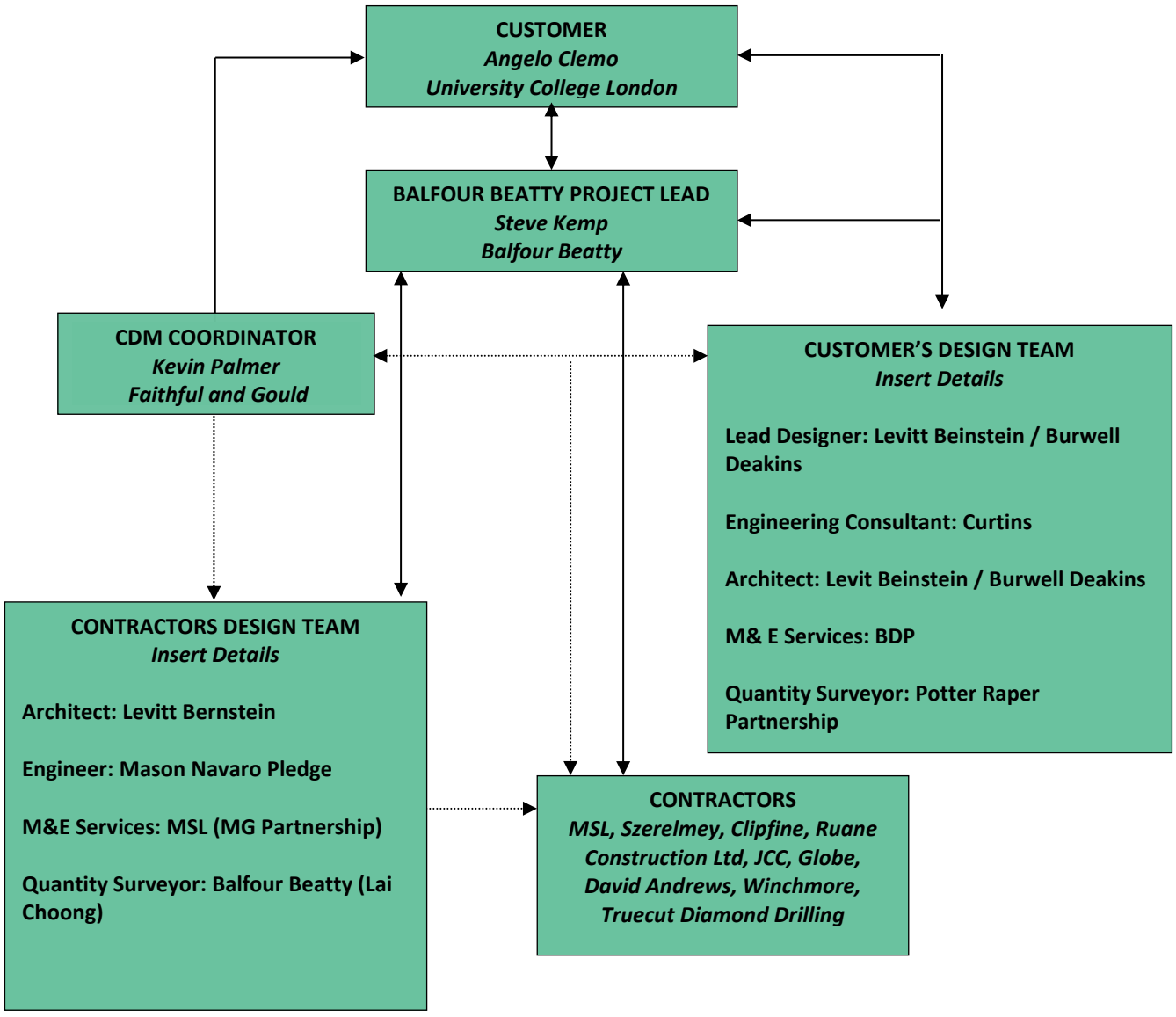
Name	Title	Contact Details
Steve Kemp	Project Manager	Steve.Kemp@balfourbeatty.com 07870 680 633
Lai Choong	Senior Quantity Surveyor	Lai.choong@balfourbeatty.co.uk 07795 952 028

Construction Services UK

B8 Communication and Consultation

Regular Liaison between Parties on Site

The following Project Communication Chart identifies the channels of communication that will exist on the project: Use below or insert appropriate chart



Construction Services UK

Inductions, Task Briefings, Tool Box Talks and Stand Down Events

Information related to the project will be communicated to the project team through (but not limited to) the following: -

- Project specific Site Inductions
- Project specific (and where appropriate task specific) Toolbox Talks
- Task specific task briefings
- Daily/Nightly Activity Briefings
- Periodic stand down events:
    - Stop for Safety – minimum monthly
    - Sustainability Month – May each year
    - Quality – at specific phases of the project (as defined in the Quality Technical Management Plan)

Internal Meetings

Health, Safety, Environment, Quality and Sustainability issues and improvement opportunities will be discussed at all internal meetings but will have specific focus at our Project Progress Meeting, which may include representation from the Customer and our Design Team as well as site and off site team members. Monthly HSEQS meetings will be held on our project. These will be attended by the Project Lead, the HSE Advisor and the Project Team. The Customer, CDM Coordinator, key contractors and designers may also be invited as appropriate. Health and Safety Committee Meetings, where Sub-contractors and the workforce will be consulted, will be held at least monthly.

Regulatory Bodies

If any of the undernoted are issued to any contractor on site, the Project Lead will immediately contact their Line Manager and the HSE Advisor to discuss the actions required. In addition, written notification will be issued to the Customer/Principal Contractor within 24 hours of the action:

- Notice of Contravention Letters
- Improvement Notice
- Prohibition Notice
- Summons

Third Parties

Where works are being undertaken on site by third parties, not directly employed by the Principal Contractor, or Tenants are in residence, regular liaison in the form of meetings, letter drops or resident liaison committees will be undertaken as necessary.

Construction Services UK

Consultation

The Site will implement a number of effective methods of workplace communication and consultation channels, including:

- The appointment of Employees Safety Representatives
- Health, Safety and Environmental Site Inductions
- Health, Safety and Environmental Toolbox Talks
- Safe System of Work briefings
- Open Door Policy
- Written Health and Safety Concerns Reporting
- Confidential Reporting
- HSE Notice Boards
- Health, Safety and Environment Committee Meetings

In addition, the site will engage all personnel to take corrective actions when observing unsafe acts and conditions by means of immediate intervention and reporting.

Our Zero Harm campaign to reduce accidents will be introduced at site induction with updates being delivered through briefings, posters and workshops.

Construction Services UK

Project Notices and Information

The following documents will be displayed on the Project Notice Board as a minimum.

Documents to be Displayed	***Site Location***
CSUK Policy Statements - Health & Safety, Environment, Quality, Drugs and Alcohol and Sustainability	Site Notice Board
Statutory Notices F10 Notification & Certificate of Liability Insurance	Site Notice Board
Site Rules	Site Notice Board
Plans - Current Safety Action Plan, Plant, Vehicle and Pedestrian Management Plan, Fire Plan	Site Notice Board
Posters Golden Rules, H&S Law, Safety Consultation Poster, Noise Levels, fatal risks poster	Site Notice Board
Emergency Arrangements Organisation and Emergency Arrangements, Spill Response Procedure	Site Notice Board
Observation Cards and Box	Site Notice Board
Safety Alerts	Site Notice Board
CSUK & Project Newsletters	Site Notice Board
Considerate Constructors Registration as applicable	Site Notice Board
Others as applicable by the Project	Site Notice Board

B9 HSEQ Training and Competence

Our full business arrangements for training are detailed in our BMS.

Project Induction

Prior to any person (direct employee or subcontractor) commencing work on site they will receive a project specific Induction. Designated individuals will conduct the induction at planned times in designated locations.

This induction will include:

- a project specific *PowerPoint/Flipchart (Part 1)* introduction
- a *DVD presentation (Part 2)* which will cover the standard conditions and situations which are common to all company contracts

Each person will confirm their attendance and understanding of the project induction by signing the Project Induction Record.

Our Project Lead will make suitable arrangements to ensure that persons visiting the project on an infrequent basis receive a visitors' induction and are escorted / accompanied by a fully inducted member of the project team, or by relevant fully inducted subcontract personnel (this will include delivery drivers for one off/infrequent visits). The main duties of the escort will be to ensure that non-inducted personnel are made aware of and follow the project-specific health and safety rules and emergency arrangements whilst visiting the project.

Specific Training

All persons employed in roles covered by approved competency schemes will be trained to the appropriate standard and hold the current competency card i.e. CPCS, CISRS, CSCS, etc. All plant operators must be CPCS registered unless otherwise approved by the HSE Advisor. All personnel on site must be CSCS registered for the operations conducted.

Additional individual training needs of operatives will be identified, both collectively and individually, by Project Leadership and Supervisors, assisted, where appropriate, by the HSE Function.

Additional individual training needs of subcontractors will be identified by Project Leadership and Supervision through the subcontractor selection process and Pre-start Meetings.

Where shortfalls in personnel training have been identified, appropriate health and safety training, delivered by either internal or external training providers, will be carried out to ensure that the identified personnel carry out their duties in a safe and competent manner.

The HSE Function will, at the Project Lead's request, conduct health and safety training sessions for identified personnel on the project e.g. Making Safety Personal, COSHH Coordinator, HAVS, RPE (face piece fit testing), Plant and Vehicle Marshal training. These training sessions involve films, slides, lectures and will be hosted on site wherever possible, or a local venue to address multiple local sites.

In addition, Project Leadership and Supervision will regularly deliver relevant Toolbox Talks using our Toolbox Talk Manual and/or manufacturer's health and safety instructions / operators' manuals.

Construction Services UK

Update Training

We conduct a series of health, safety and environment training sessions for all persons on a regular basis. These may involve films, slides, lectures and will be applicable to the site activity.

Records

We will maintain a record of all inductions, briefings and training.

B10 Documentation and Records

Refer to procedure QUAL-PC-4007 to establish the standard BBCSUK information control and project filing system. Should the project need to invoke bespoke requirements due to Contractual Conditions, identify the controls below:

Project documentation will be controlled as described below:
Site folders shall be set-up as our company document control protocol and these shall be replicated with folders of the same designation set-up on our company business unit shared drive. Our site team shall have access to upload information to the shared drive and access information uploaded by other site members and document controllers working remotely from site. A separate document control or FTP site shall be provided for sharing of information by the project design team and client team
The project Filing Structure is detailed below:
File and Folder Identification and numbering as company procedures
Record Retention requirements and arrangements are detailed below:
All server based information shall be transferred to a protected archive section with controlled access. Hard copy file from site shall be archived with periods for retention to be established to recognise all legal, statutory and business needs

Construction Services UK

B11 Project Specific Processes

Below is a schedule of project specific controls and forms. Where there is a contractual requirement to implement additional requirements over and above the requirements of the BMS then these controls are documented here. Any derogation from the BMS must be approved in accordance with the Controlled Derogation from BMS Procedure

Number	Schedule of Project Specific Controls If applicable
1	
2	
3	

C Technical Management Plans

C1 Health and Safety

C1.1 Introduction

C1.2 Mandatory Project Specific Responsibilities

C1.3 Project Specific Safety Responsibilities

C1.4 Project Specific Information

Selection and Control of Subcontractors

Exchange of Design Information and Handling Design

Project Security

Welfare Facilities and First Aid

Reporting Incidents and Near Misses

Production and Approval of Work Package Plans/Method Statements and Risk Assessments

Project Rules

Fire and Emergency Procedures

C1.5 Safety Risks

Health and Safety Risks

C1.6 Health and Safety File

C1.7 Schedules of Construction Processes

Construction Services UK

C1.1 Introduction

The aim of this Health and Safety Management Plan is to define our specific approach to Health and Safety on this project.

This Management Plan has been developed in conjunction with the following elements of the core section of this Project Management Plan:

Project Description and Key Deliverables/Goals	Section B2
Project Directory (including Key Contact Numbers)	Section B3
Pre-Construction Risks & Existing Records and Plans	Section B2
Management Structure and Responsibilities	Section B4
General Project Health and Safety Responsibilities	Section B4
HSE Goals for the Project	Section B
Project Induction	Section B
Training	Section B
Monitoring and Review	Section B
Regular Liaison between Parties on Site	Section B
Consultation with the Workforce	Section B
Exchange of Design Information and Handling	Section B

Design Changes Remove this item if Section C6 Design is included in this Plan. Press delete to remove this instruction.

Construction Services UK

C1.2 Mandatory Project Specific Responsibilities

By signing the following Responsibilities you are confirming that you understand and accept your designated duties and responsibilities.

Work Package Plan (Method Statement) Authorised Person	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
Responsible for centrally coordinating all WPP's on the project for which they are responsible. Their duties include: • Ensuring works are planned in advance identifying all Work Package Plans (Method Statement) and Risk Assessments that are required for the duration of the process, recording all required WPP's in the Schedule of Construction Processes (in the PMP) • Planning of activities and specifying dates by which Work Package Plans (Method Statements) and Risk Assessments must be produced prior to activity commencing. • Evaluation of all Work Package Plans (Method Statements) and Risk Assessments at least 2 weeks prior to activity commencing (Balfour Beatty and Subcontractor) • Re-evaluation of Work Package Plans (Method Statements) and Risk Assessments immediately prior to works commencing to ensure they are still suitable and sufficient • Reviewing Work Package Plans (Method Statements) on a 3 monthly basis, or when circumstances change, whichever is soonest • Production of Task Briefing Sheets and ensuring they are briefed to the relevant team members • Reviewing, reassessing and ensuring risks are re-briefed risks following changes (including changes to method, equipment, personnel and following an incident). • Reviewing and reassessing risk at a maximum timescale of 8 weeks, dependent upon risk severity this timescale maybe shorter) • Ensuring copies of Work Package Plans (Method Statements and Risk Assessments are available to 3rd parties as required • Informing 3rd parties of any risks to their employees from our works and advising of the necessary control measures to be introduced. • Appointing deputies within the project (i.e. BB or SC) who are also assessed to be competent to write and review WPP's/TBS's whilst retaining central control (central register and document control)	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

Temporary Works Co-ordinator	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633

Area of Designated Responsibility

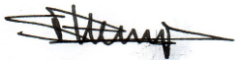
- Co-ordinate all parties involved in the design and construction of temporary works
- produce and regularly update a schedule of temporary works in conjunction with the Temporary Works Designer (TWD)
- produce and regularly update a programme for temporary works designs
- produce adequate temporary works design briefs , including ground conditions, services, current contract drawings, restraints, etc.
- in conjunction with the TWD, ensure clear areas of responsibility for designs by suppliers or outside designers
- assess temporary works concept schemes
- check that temporary works designs meet site requirements
- make relevant temporary works designs available to the designer of the permanent works
- ensure that designs are checked and that relevant design certificates and risk assessments are produced
- Ensure that the Temporary Works Designs and any relevant certificates are submitted for approval to meet the programme
- inform the TWD of changes to site requirements
- check that materials and equipment are adequate, especially when previously used
- ensure construction personnel are aware of methods, sequences, risks and limitations
- check construction frequently and be alert to potential errors
- ensure that any necessary alterations to temporary works are approved by the TWD
- establish hold points requiring permits
- issue temporary works permits to load, permits to strike or permits to proceed (TW3)
- ensure appropriate maintenance during the lifetime of the temporary works
- ensure control of drawings, calculations and other documents
- organise meetings and distribute notes including actions

Designated Signature: 

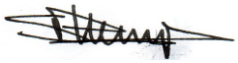
Deputy(s) Signature(s):

C1.3 Project Specific Safety Responsibility

In addition to familiarising themselves with relevant procedures contained within the BMS.

First Aid Personnel	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Familiarise themselves with relevant Company First Aid procedures contained within the BMS. • Administering First Aid on site as required. • Carrying out regular checks on site first aid provisions and replenishing when necessary • Reporting incidents, near misses and unsafe conditions. • Ensuring accident book is completed. • Liaising with emergency services (as required)	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

CoSHH Co-Ordinator	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Familiarising themselves with relevant Company CoSHH procedures contained within the BMS • Identifying opportunities for reducing risk through substitution, replacement or protection • Identifying materials and processes that require CoSHH Assessments, including imported materials and materials already in offices. • Obtaining correct CoSHH Assessments including correct activities • Maintaining CoSHH File • Ensuring that relevant personnel are briefed on CoSHH Assessments and that these briefings are clearly understood and complied with by all, with records of the briefings being maintained within the site files. • Arranging face fit testing for personnel requiring to use/wear RPE. • Requesting CoSHH Assessments from sub-contractors (where required) and review for adequacy.	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

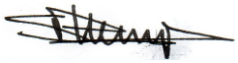
Fire Safety Co-ordinator	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633

Area of Designated Responsibility

- Familiarising themselves with relevant Fire Safety procedures contained within the BMS.
- Formulating and regularly updating the Fire Safety Plan.
- Promoting a "Fire Safe" working environment at all times.
- Arranging for personnel training in the use of fire fighting equipment (where required).
- Ensuring all evacuation procedures, precautionary measures and safety standards, in the Fire Safety Plan, are clearly understood and complied with by all.
- Where required by the Fire Safety Plan, ensuring that a system using Hot Work Permits is established and monitored for compliance.
- Carrying out weekly checks of fire fighting equipment and testing all alarm and detection devices.
- Implementing 6 monthly fire drills and maintaining written records making the appropriate comments.
- Where required, liaising with the local fire brigade including arranging, where necessary, site inspections and familiarisation tours.
- Liaising with site security personnel where they are employed.
- Regularly monitoring and checking the detailed arrangements and actual procedures for calling the fire brigade.
- During an alarm, executing those duties required for the safe evacuation of the site, and ensuring that all staff and visitors report to the assembly points.
- Liaising with the Project Lead on the appointment of Fire Wardens to assist with the above duties for sections of the site or office as necessary.

Designated Signature: 

Deputy(s) Signature(s):

Lifting Operations Appointed Person	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Ensuring that lift plans have been prepared and approved, and all relevant personnel have been briefed prior to commencement of any lifting operation. • Ensuring all key personnel involved in lifting operations are correctly certificated (CPCS only). • Ensuring relevant Approval to Work checklists are completed prior to commencement of lifting operation. • Ensuring Lifting Appliances and Lifting Accessories Registers are maintained. • Ensuring statutory thorough examinations on lifting appliances are recorded every 6/12 months (as appropriate). • Ensuring all lifting accessories have been examined, tested, certificated and correctly stored. • Arranging for 6 monthly examinations of lifting accessories (March and September) and all accessories are colour coded accordingly. • Ensuring correct selection and usage of lifting accessories • Liaising with Temporary Works Department and HSEQ Department where 'Standard' and 'Complex' lifting operations are being planned.	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

Utility Co-ordinator	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Making early contact with utility companies and obtaining up to date services information • Checking service providers information to ensure project drawings are updated and correct • Keeping staff informed of up to date information relating to service locations • Ensuring that relevant staff and operatives are trained in service locating equipment • Controlling the permit to break ground process, ensuring permits have been prepared and approved, and all relevant personnel have been briefed prior to commencement of any excavation activity • Maintaining the master service drawing (where appropriate) • Confirming disconnections in writing with utility companies • Controlling the service removal permit process • Controlling the plant access authorisation process, ensuring permits have been prepared and approved, and all relevant personnel have been briefed prior to commencement of any activity adjacent to/below OH electrical services.	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

Plant, Vehicle and Pedestrian Co-ordinator	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Ensuring Plant, Vehicle & Pedestrian Management Plan, Risk Assessments and Method Statements have been prepared and approved and all relevant personnel have been briefed prior to commencement of works • Where necessary, liasing with HA, police, contractors and designers regarding traffic safety • Where necessary, co-ordinating the establishment and removal of traffic management operations • Where necessary, carrying out pre-works surveys and traffic volume prior to and during works • Assisting in traffic and pedestrian management site induction • Where necessary, carrying out relevant site checks on TM personnel, equipment and works • Where necessary, reporting traffic accidents and emergencies to police and provide assistance where required • Where necessary, organising breakdown and recovery • Maintaining inspection records in relation to traffic and pedestrian management operations • Ensuring TM crews have certified competent staff in each team	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

Manual Handling Competent Person	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number:	07870 680 633
Area of Designated Responsibility	
• Identifying materials and equipment which could create manual handling difficulties. • Providing information and support to minimise exposure to manual handling. • Instructing relevant personnel in manual handling techniques. • Ensuring Manual Handling Assessments are carried out, briefed to relevant personnel and records maintained. • Investigating all manual handling injuries. • Liaising with HSE Advisors for high risk activities.	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

MEWP Co-ordinator	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633

Area of Designated Responsibility

- Familiarising himself/herself with relevant Company MEWP procedures contained within The BMS.
- Ensuring sub contract risk assessments are suitably reviewed
- Ensuring the content of all risk assessments and safe systems of work associated with MEWP activities are communicated to all relevant parties
- Ensuring records of familiarisation training, operator qualifications and licences are maintained
- Ensuring only authorised MEWP movements occur on site and that MEWP activities are coordinated with other planned activities
- Ensuring prestart and daily checks of MEWPs are carried out
- Ensuring that there are appropriate numbers of nominated persons on site within verbal or visual proximity to MEWPs in operation who have demonstrated they can implement the emergency lowering procedure
- Being accountable for ensuring that any reported defects are rectified before the MEWP is put back into operation
- Being accountable for ensuring that a safe loading/unloading area has been provided for the delivery/removal of the MEWP
- Ensuring that Safety harnesses are provided as identified in Risk Assessment/ Method Statement and relevant personnel are specifically trained in use/inspection.
- Ensuring that Safety harnesses inspection register is maintained.
- Ensuring that safety harnesses have been examined, tested, certificated and correctly stored

Designated Signature: 

Deputy(s) Signature(s):

Construction Services UK

Management Environmental Representative	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Advising Project Lead on the implementation of environmental management system. • Monitoring construction works including the sub-contractors for compliance against Environmental Risk Assessment and Work Package Plan (Method Statement) control measures. • Co-ordination of all environmental documentation. • Undertaking weekly inspections and ensuring the production of the Weekly Inspection Report. • Monitoring the appointment and effectiveness of nominated fuelling representatives and emergency response teams. • Monitoring of all site environmental incidents and ensuring they are reported and investigated. • Monitoring environmental training, consultation and implementation of sub-contractor procedures. • Accompanying HS&E Team Inspections and any Environmental Authority inspections. • Attending site HS&E Co-ordination meetings	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

Confined Spaces Co-ordinator	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Familiarising themselves with relevant Company Confined Spaces procedures contained within the BMS • Preparing, or reviewing if prepared by the supply chain, the safe system of work • Ensuring requirements for entry have been completed before entry is authorised and that the entry and rescue teams are fit and capable to perform their duties; • Ensuring confined space monitoring is performed by personnel qualified and trained in confined space entry procedures and calibration/test certification is valid and in date; • Knowing the hazards that may be faced during entry including the signs or symptoms and consequences of exposure; • Completing the permit including, determining the entry requirements, reviewing the permit and briefing it's requirements with the entry team, renewing/re-issuing permits as required • Ensuring the correct level of resources is engaged to perform the works • Arranging for any barriers and signs required; • Ensuring that periodic atmospheric monitoring is done according to permit requirements; • Ensuring the permit is cancelled when the work is done; and • Ensure the confined space is safely closed and all workers are cleared from the area. • Testing the emergency arrangements.	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

Asbestos Co-ordinator	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Familiarising themselves with relevant Company Asbestos procedures contained within the BMS. • Monitoring and controlling work involving asbestos from site set up through to waste disposal. • Reviewing the Pre-Construction Information, Client's Refurbishment and Demolition Asbestos Survey and the Register. • Conducting a site tour to locate and physically identifying any asbestos containing materials. • Completing a Construction Phase Asbestos Management Plan. • Confirming that Licenced Notifiable asbestos removal works and Notifiable Non Licenced asbestos removal works have been notified to the HSE. • Reviewing the supply chain Plan of Work and agreeing the method of working with all parties. • Ensuring asbestos waste is treated as Special/Hazardous waste and disposed of accordingly. • Co-ordinating the provision of information on known asbestos for other site activities in order that known asbestos is not unintentionally disturbed.	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

Electrical Safe Systems of Work Authorised Person	
Name(s)	John Mehmet
Deputy Name(s)	MSL Supervisor
Contact Number	07753971556
Area of Designated Responsibility	
Implementation of ESSW including: • Issue of all types of electrical permits and complete isolations (or checking of isolations) of electrical systems prior to issue of a permit to work • Applying padlocks, fences, barriers and notices to prevent unauthorised operation of switchgear and re-connection of supplies after work detailed on permits is complete • Ensuring persons are competent to receive and comply with permits issued to them • Identification electrical boundaries and activities which will require a permit: • Ensuring all personnel are aware of the ESSW and monitoring compliance with ESSW • Review of method statements for activities that involve or may affect electrical systems • Investigation of electrical incidents (help is available via the SAE) • Authorising third parties to connect to power supplies • Maintaining records of all permits, switching of power, competence checks etc	
Designated Signature: J Mehmet	
Deputy(s) Signature(s): M Binder	

Construction Services UK

Mechanical Safe Systems of Work Authorised Person	
Name(s)	John Mehmet
Deputy Name(s)	MSL Supervisor
Contact Number	07753971556
Area of Designated Responsibility	
Implementation of MSSW including: • Issue of all types of Mechanical permits and complete isolations (or checking of isolations) of mechanical systems prior to issue of a permit to work • Applying padlocks, fences, barriers and notices to prevent unauthorised operation of control valves and re-opening of control valves after work detailed on permits is complete • Ensuring persons are competent to receive and comply with permits issued to them • Identification mechanical boundaries and activities which will require a permit: • Ensuring all personnel are aware of the MSSW and monitoring compliance with MSSW • Review of method statements for activities that involve or may affect mechanical systems • Investigation of mechanical incidents (help is available via the AE) • Maintaining records of all permits, operation of systems, competence checks etc	
Designated Signature: J Mehmet	
Deputy(s) Signature(s): E Duff	

Construction Services UK

Electrical Co-ordinator	
Name(s)	Mark Binder
Deputy Name(s)	Daniel Hearn
Contact Number	
Area of Designated Responsibility	
• Familiarising themselves with relevant Company Electrical procedures contained the BMS. • Co-ordinating electrical services required by the site • Consulting specialist advisers and sub-contractors (where necessary) • Ensuring Risk Assessments and Method Statements have been prepared and approved, and all relevant personnel have been briefed prior to commencement of any work at electrical installations activity • Producing and maintaining electrical register • Ensuring all persons carrying out design and electrical works are approved/competent • Ensuring that, where necessary, the electrical permit to work process is being implemented. • Arranging electrical inspections and tests (including Portable Appliance Testing)	
Designated Signature: M Binder	
Deputy(s) Signature(s): D Hearn	

Gas Authorised Person	
Name(s)	William Duncan
Deputy Name(s)	N/A
Contact Number	
Area of Designated Responsibility	
Implementation of control of work on Gas procedure including: • Ensure all operatives working on gas installation are registered on the gas safe register and have the correct qualifications for the work undertaken • Issue of all gas permits and complete isolations (or checking of isolations) of gas systems prior to issue of a gas permit • Applying padlocks, fences, barriers and notices to prevent unauthorised operation of control valves and re-opening of control valves after work detailed on permits is complete • Ensuring persons are competent to receive and comply with permits issued to them • Identification mechanical boundaries and activities which will require a permit: • Ensuring all personnel working on gas are aware of the gas procedure and monitoring compliance with gas procedure • Review of method statements for activities that involve or may affect gas installation. • Investigation of gas incidents (help is available via the AE) • Maintaining records of all permits, operation of systems, competence checks etc.	
Designated Signature: *W Duncan*	
Deputy(s) Signature(s):	

Role Title	
Name(s)	
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
• • •	
Designated Signature:	
Deputy(s) Signature(s):	

Construction Services UK

Role Title	
Name(s)	
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
• • •	
Designated Signature:	
Deputy(s) Signature(s):	

Construction Services UK

C1.4 Project Specific Information

Selection and Control of Subcontractors

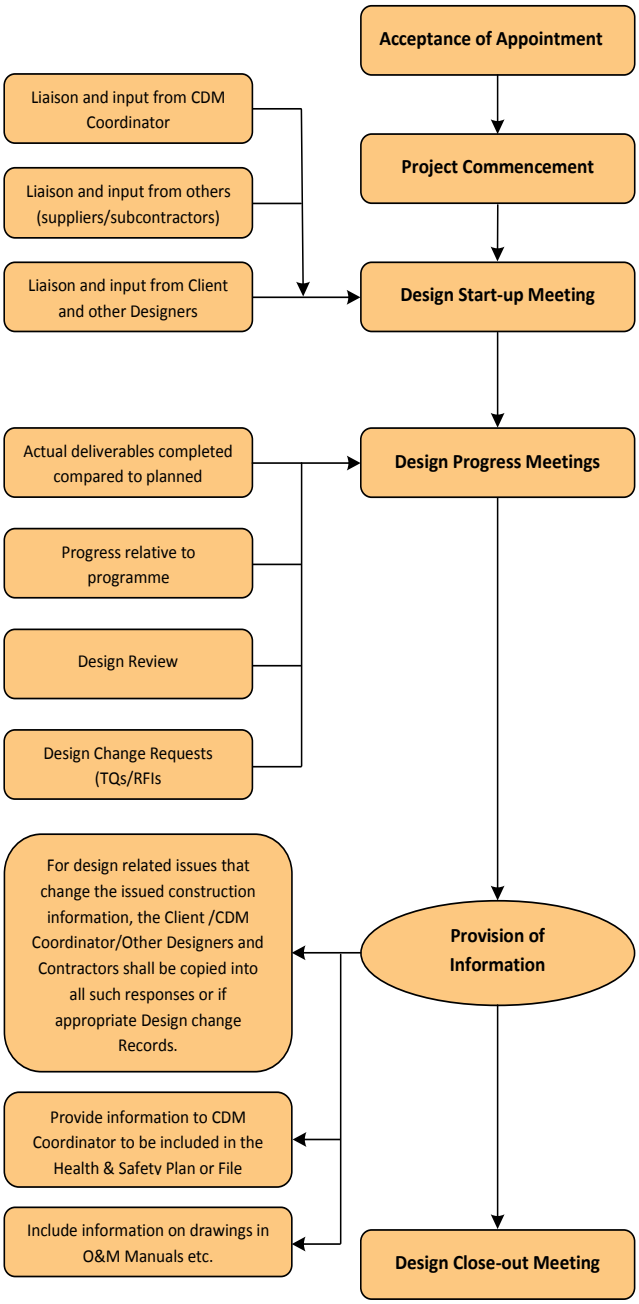
The Project Lead is responsible for appointing subcontractors who are competent to carry out the duties allocated to them in a safe and efficient manner.

- Subcontractors will be appointed from the Company's Approved List, or by pre-qualification.
- The Project Lead will convene a Pre-start Meeting with all subcontractors at which time the Subcontractors Prestart HSEQ proforma will be utilised to identify competence, allocate duties and responsibilities, detail what health and safety information is required, record common facilities and identify high risk activities and associated controls.
- The Subcontractors Health, Safety and Environmental Conditions will be issued to every Sub-contractor and are applicable to this project.
- Subcontractors will be monitored throughout the contract on their compliance with the conditions specified in the Subcontractors Health, Safety and Environmental Conditions and the Project Rules, including the requirement for Risk Assessment and also attendance at any training or instruction provided by us.
- During and at the completion of the contract, Project Leadership will appraise the subcontractor's performance and record within the Company System. Any subcontractor who has not met an acceptable HSE standard will be removed from the Approved List.
- Subcontractors will be issued with relevant HSE information, including this plan if required, to allow them to resource and plan their works accordingly.
- Subcontractors are prohibited from further sub-contracting work without the written authority of the Project Lead and only then to contractors who meet the pre-qualification criteria.
- Subcontractors and relevant third parties on site will attend regular Project Health, Safety and Environment Planning/Committee meetings to review current activities, all site accidents and incidents, disciplinary action, visits by external professional bodies such as the HSE, and finally staff resources ensuring that roles and responsibilities are constantly updated to accommodate holidays and changes of personnel, thus ensuring full consultation, co-operation, co-ordination and participation by all parties.
- The meetings are also a forum for feedback to Project Management of current affairs and suggestions for improvement to safe systems of work.

Construction Services UK

Exchange of Design Information and Handling Design

The following Project Exchange of Design Chart identifies the channels of exchange of design information and handling changes that will exist on the project:



Notes:

If the Client is unaware of his duties under the CDM Regulations we will not start preparation of a design until we have formally made him aware of his duties by issue of the Company's Standard Notification proforma and until he confirms that a CDM Coordinator has been appointed.

If a number of Designers are involved on a project they will coordinate their work through the CDM Coordinator to see how the different aspects of their designs interact with each other and affect health and safety.

A design start-up meeting and regular design progress meetings are to be held to review progress, assess performance and agree actions. A schedule of dates for the progress meetings will be established and minutes/notes will be prepared following each meeting identifying the actions required by whom and by when.

The design change control process will ensure that all changes to the agreed scope of a Designer's design services are properly evaluated and:

- Only made with the correct authority.
- Properly co-ordinated between the various parties.
- Executed to an agreed programme and monitored.
- Recorded and managed using a formal design change procedure

RFIs/TQs, design change requests and other design related issues raised by the Designer or Project Team the Design Manager will:

- Ensure RFIs/TQs and change requests are logged by Project Management and included on a register.
- Liaise between Project Management and the Designer to ensure the requests or queries are properly directed to relevant staff and/or suppliers and subcontractors for evaluation.
- Monitor responses.
- Ensure RFIs/TQs are formally closed out expeditiously.

After the completion of the project, the Design Manager will convene and chair a close out meeting to review the design and construction teams' performance, both good and bad.

Key Members of the construction and design teams' will be invited to attend this meeting.

On completion of the meeting key actions will be summarised and distributed to the appropriate parties to promote improved performance by both

Project Security

Construction Services UK

Only authorised persons are allowed on site. Authorised persons are those who have received a full induction in the project rules for the purpose of working there or those who have received a visitor's induction and are subsequently escorted around the site by a member of staff.

All staff will constantly monitor that only 'Authorised' persons are on site. Any person identifying unauthorised people on site will be instructed through the project induction process to contact a member of the project management team, who shall take appropriate action to ensure the unauthorised persons leave the site safely.

Security arrangements for this project will include:

Minimum Requirements
Security Checkpoint and signing in procedures Identity badges following induction Segregation of works from University and Public

Out of hours security contact numbers are as follows:

Name	Position	Telephone Number
Steve Kemp	Project Manager	07870 680 633
Out of hours helpline	Head Office	0800 121 4444

Sufficient arrangements will be in place to ensure that those contacted out of hours are, in the event, contactable and have sufficient resources available and authority to despatch resources in response to a breach of security.

Construction Services UK

Welfare Facilities and First Aid

Project Leadership will ensure provision of the under noted welfare facilities:

Type of Welfare Unit	Number required	Details
Mess room(s)	1 Number UCL shared welfare	• Sufficient seating with back supports will be provided (capable of meeting the demands of the maximum number of persons who may be required to use them at any one time); • Sufficient means of heating food and boiling water will be provided; • Storage of materials and clothing will be prohibited in Mess rooms; • Smoking will be prohibited in Mess rooms.
Drying room (s)	1 Number UCL shared welfare	• Facilities will be of sufficient size and of appropriate type for the changing and storage of clothing (capable of meeting the demands of the maximum number of persons who may be required to use them at any one time); • Facilities will provide seating and a means of hanging clothing; • Facilities will incorporate heating, either a fan type or other suitably guarded heater for drying clothes; • Facilities will be adequately ventilated to prevent overheating;
Toilets	1 Number UCL shared welfare	• Facilities will include suitable and sufficient number of sanitary conveniences and washbasins (capable of meeting the demands of the maximum number of persons who may be required to use them at any one time); • Facilities will be clean, heated, well-lit, easy accessible and well-ventilated; • Facilities will include provision of hot/warm and cold running water and soap and a means for drying hands and forearms; • Facilities will be regularly stocked with Supplies of toilet paper and toilet consumables.
Drinking Water	1 Number UCL shared welfare	• An adequate supply of clearly marked “Drinking Water” will be provided and will be supplemented by the provision of a suitable number of cups

Arrangements will be put in place to ensure that these facilities are cleaned and maintained on a regular basis and their condition will be monitored as part of the weekly inspection by the Management Safety Representative (MSR).

Where Sub-contractors provide their own welfare facilities they will be to at least the same standards as described above.

Construction Services UK

There will be a minimum of 1 trained first aider provided on site at all times.

First Aid personnel will be trained to a standard which will be in line with Health and Safety Executive satndards. Those who are trained as such are as follows:

Name	Customer	Position
Steve Kemp	Balfour Beatty	Senior Project Manager
Gary Kidd	Balfour Beatty	Senior Site Manager

Note: Persons on this register will be entitled to receive payment in recognition of the extra duties and responsibilities he or she is required to undertake in connection with first aid.
The following first aid equipment will be required on the project:

No of first aid kits required for the project:	Small (less than 5 person)	
	Medium (5 – 25 person)	
	Large (more than 25 persons)	2 Number
Other first aid equipment required for the project:	Eyewash Station	
Location of first aid kit(s) and equipment:	Project Site Office	

Project Leadership and Supervision will ensure that regular checks are being carried out to ensure that first aid provisions are maintained and replenished when necessary.
The names of nominated first aid personnel and location of first aid equipment will be included within the project induction.

Reporting Incidents and Near Misses

Construction Services UK

All accidents and cases of work related ill health will be investigated and action taken to prevent a recurrence. This includes accidents, or incidents involving injury, ill-health, property damage, service strikes, loss of production and also those which, although not realised (near misses), are judged as having the potential for injury, damage, or loss.

The depth of the investigation and the nature of the report required for any incident will be determined according to its potential severity (this can never be less than the actual severity) and will be carried out by Project Management and Supervision; however the Company HSE Advisors and Senior Line Management will assist if required and will always participate in investigating and reporting on all serious incidents.

An accident book will be provided at the project office, within which all accidents will be recorded.

Subcontractors are responsible for investigating and reporting accidents under their control. They will submit a copy of all RIDDOR Reportable Accidents (F2508 and a full report if requested) to the Project Management.

Subcontractors will notify Project Management immediately of any major injury, dangerous occurrence or accident to a third party and they will also inform the Health and Safety Executive.

All persons on site will be informed of the processes for accident, incident and near miss reporting through attendance at Project Induction, Pre-Start Meetings and by issue of the "Subcontractors Health, Safety and Environmental Conditions".

Production and Approval of Work Package Plans/Method Statements and Risk Assessments

Project Leadership will produce and include within the PMP, a Schedule of Construction Processes for the project. We will use this to identify whether the process is of a low risk nature, or if a formal Risk Assessment is required.

The Schedule of Construction Processes will also identify those key tasks which have specific safety requirements and will specify dates by which adequate planning and written procedures are produced in the form of Risk Assessments, Procedures and Method Statements prior to the activity commencing.

Our Project Leadership will, using the Schedule of Construction Processes as a check, (and from information received from Designers, pre-construction information and existing records and plans), produce site-specific Risk Assessments for direct works or receive site-specific Risk Assessments from Subcontractors.

The documented controls will be produced as either the Risk Assessment, as a stand-alone document, a specific Procedure, or a Site Control Sheet. Either of these documents will be used as an instructional aid for our Project Leadership and Supervision to brief the personnel who will be carrying out the work, both direct and subcontract operations. Once personnel have been instructed in the hazards and controls for the activity, there is no need for further instruction each time the activity is carried out, on the condition that the hazards and controls do not change.

Construction Services UK

Procedures (i.e. method statements) will be produced for certain key activities. In particular those of a high risk or unusual nature will include the safety controls to be applied and they will in practice be the documented safe systems of work.

Project Leadership will ensure that Risk Assessments and Safe Systems of Work are appraised prior to the work commencing (or following an addendum), routinely reviewed every eight weeks for any activity to which that timescale applies and are amended as necessary as site conditions change.

The Project Lead will ensure that all relevant parties are consulted on interfaced activities.

Project Rules

Project-specific rules and procedures relating to main risks and controls will be produced by Project Management and are brought to the attention of all persons through Induction Training.

A copy of the project rules shall be displayed on project HSE notice boards.

Fire and Emergency Procedures

Significant emergency situations may include fire, explosion, confined space incident, gas leak, fatality, major injury, first aid injury, fall from height and suspension on line, bomb threat, unexploded ordnance, flood, major fuel/ chemical spill, disc, road traffic accident, injury to a member of the public or pandemic or similar events such as swine or avian flu.

The Project Lead is responsible for preparation of the Site Emergency Assessment, Response and Notification Matrix and the Project Fire Safety Plan and Fire Risk Assessment.

Authorisation will be by the appropriate Line Manager through approval of the PMP.
The process is as follows:

- Assess the emergency situations most likely to be encountered during the course of the project by completing the 'Project Emergencies - Assessment, Response and Notification Matrix';
- Stipulate the actions to be taken for those events ticked on the matrix;
- Formally appoint personnel responsible for carrying out the actions in response to an emergency, include their names on the 'Site Safety Organisation and Emergency Arrangements Chart';
- Ensure the appointed personnel, the emergency response team & the deputy emergency response team are aware of their duties in the event of an emergency;
- Display Organisation & Emergency Arrangements information (including route to nearest hospital, muster / fire assembly points) on HSE notice boards.

The emergency arrangements will be brought to the attention of all persons at induction training to ensure that all personnel on site are aware of the action to be taken in the event of an emergency, whether related to health and safety or environmental matters

C1.5 Safety Risks

Activities on site will not be started until appropriate Work Package Plans (Method Statements) and Risk Assessments have been completed and briefed to the workforce. When circumstances change then work will stop and the Risk Assessment re-evaluated.

Health and Safety Risks

All construction risks are controlled via our BMS Management Procedures. The table below identifies the additional project specific requirements to control construction risks on this project.

Operation **(Delete / add as required)**	**Relevant BMS Procedure(s) Ref**	**Additional Project Specific Requirements to Control H&S Risks**
Delivery and Removal of Materials	HSEN-PC-0512	UCL Logistics Zone controlled by Wilson James
Dealing with Utilities	HSEN-PC-0017	
Accommodating Adjacent Land Use		Fortnightly Stakeholder meetings to be attended by Steve Kemp
Stability of Structures	HSEN-PC-0015 ENGN-PC-4001	Robert West Associates to be used as Temporary Works Engineers
Control of Temporary Works	ENGN-PC-4001	Robert West Associates to be used as Temporary Works Engineers
Work at Height/Preventing Falls and Working with or near Fragile Materials	HSEN-PC-0007	Scaffold design to be checked by Paul Turner Associates
Control of Lifting Operations	HSEN-PC-0029	John Datlen to be used as Appointed person for checking of Lift Plans
Maintenance of Plant and Equipment	HSEN-PC-0026 HSEN-PC-0027	
Working on Excavations and Poor Ground Conditions	HSEN-PC-0019	
Work on or Near Water	HSEN-PC-0040 HSEN-PC-0014	Non Applicable
Traffic Routes and Segregation of Vehicles and Pedestrians	HSEN-PC-0033	UCL Logistics Zone controlled by Wilson James
Storage of Materials and Work Equipment	HSEN-PC-0026 HSEN-PC-0027	UCL Logistics Zone controlled by Wilson James

Construction Services UK

Operation **(Delete / add as required)**	**Relevant BMS Procedure(s) Ref**	**Additional Project Specific Requirements to Control H&S Risks**
Confined Spaces	HSEN-PC-0016	
Temporary Traffic Management	TMAN-PC-4204	UCL Logistics Zone controlled by Wilson James
Electricity	HSEN-PC-0067	
Mechanical Operations	HSEN-PC-0030	
Public Interface	HSEN-PC-0022 HSEN-PC-0033	UCL Logistics Zone controlled by Wilson James
Material Storage	HSEN-PC-0512	UCL Logistics Zone controlled by Wilson James
Display Screen Equipment	HSEN-PC-0055	
Legionella	HSEN-PC-0039	
Manual Handing	HSEN-PC-0046	
Gas	HSEN-PC-0017	
Work Involving Specialist Activities and Other Significant Safety Risks	HSEN-PC-0040	
The Removal of, or working in proximity to, Asbestos	HSEN-PC-0047	
Dealing with Contaminated Land	HSEN-PC-0512	
Use of Hazardous Substances and Health Monitoring	HSEN-PC-0034	
Noise and Vibration	HSEN-PC-0506	Weekly Newsletter confirming noisy working activities
Work with Ionising Radiation	HSEN-PC-0051	
Exposure to UV Radiation	HSEN-PC-0038	
Young Persons	HSEN-PC-0023	
Lone Working	HSEN-PC-0042	
Emergency Arrangements	HSEN-PC-0516	
Insert Site Specific		

Construction Services UK

C1.6 Health and Safety File

The project lead will liaise with the CDM Co-ordinator at project commencement on the information that is required, however contractual requirements must be complied with.

Project Management will start the arrangements for the collection, gathering and storage of the information upon agreement of the above. Project Management will co-ordinate the compilation of the Health and Safety File and will pass on the relevant information to the CDM Co-ordinator.

Construction Services UK

C1.7 Schedules of Construction Processes

Direct Works Schedule of Construction Processes

This Schedule identifies and controls the issue of all Procedures, Inspection and Test Plans, Work Package Plans (Method Statements), Risk Assessments and Checklists for construction processes that are undertaken by us on this project.

Task		Documentation Requirements				Date Approved			
		RA	WPP *	TBS*	Author	Date Reqd.	RA	WPP *	TBS*
Key Construction Processes									
1.0	Temporary hoarding provisions	YES	YES	YES	Perimeter solutions	08.06.15			
2.0	Unloading facilities	YES	YES	YES	All	08.06.15			
3.0	Material and Waste Storage Facilities	YES	YES	YES	Covered under Site logistics	08.06.15			
4.0	Asbestos	YES			YES	YES	YES		TBA
5.0	Soft Strip and Demolition	YES			YES	YES	YES		TBA
6.0	Groundworks	YES			YES	YES	YES		TBA
7.0	Steel Erection	YES			YES	YES	YES		TBA
8.0	Brick and Blockwork	YES			YES	YES	YES		TBA
9.0	Roofing	YES			YES	YES	YES		TBA

Construction Services UK

	Internal partitions and Ceilings	YES			YES	YES	YES		TBA
	Stonework	YES			YES	YES	YES		TBA
	Services	YES			YES	YES	YES		TBA

*RA - Risk Assessment WPP Work Package Plan (Method Statement), TBS – Task Briefing Sheet

Construction Services UK

Subcontract Works Schedule of Construction Processes

This Schedule identifies and controls the issue of all procedures, method statements and risk assessments for construction processes that are undertaken by Sub-Contractors.

Task		Assessment			Documentation Requirements					Date Approved			
		Assessment Required?	Date Graded	H&S Grade	S/C Pre Start	RA*	WPP/MS*	TBS*	Date Required.	S/C Pre Start	RA*	WPP/MS*	TBS*
1.0													
2.0													
3.0													
4.0													
5.0													
6.0													
7.0													
8.0													
9.0													
10.0													
11.0													
12.0													

**RA - Risk Assessment WPP Work Package Plan (Method Statement), TBS – Task Briefing Sheet.

Construction Services UK

C2 Environmental

C2.1 Introduction

Existing Records and Plans

C2.2 Management of the Work

Mandatory Environmental Responsibilities

Project Specific Environmental Responsibilities

Environmental Goals for the Project

Regular Liaison between Parties on Site (in Core Information)

Communication with Interested Parties

Identification of Environmentally Sensitive Receptors

Site Plan

Legal Consents and Licenses

Environmental Inspections and Audits

C2.3 Arrangements for Controlling Significant Environmental Aspect

Environmental Review and Risk Assessment

C2.4 Environmental File

C2.5 Appendices

Site Plan

Legal Consents and Licenses

Environmental Review, Risk Assessment and Control Record

Construction Services UK

C2.1 Introduction

The aim of this Environmental volume is to define our specific approach to Environmental management on this project. It details the Environmental controls to be implemented throughout the construction phase, in order to provide assurance that our work meets the agreed requirements.

This volume is a working document and shall be used as a reference when planning and executing work and to control Environmental management issues through to project completion.

It has been developed in conjunction with the following elements of the core section of this Project Management Plan, in line with ISO 14001 requirements:

Feedback and Improvement	Section A0/2
Scope and Requirements	Section A0/3
Objectives	Section A0/3
Resources and Responsibilities	Section A0/5
Supply Chain Management	Section A0/8
Customer Satisfaction	Section A0/9
Documentation and Records	Section A0/11

Existing Records and Plans

The pre-construction information has identified the following details of the extent and location of existing records and plans, and information about existing structures and services that are relevant to the environment on site.

Pre Construction Risks, Records and Plans	
1	Faithful and Gould Preconstruction Information dated July 2014
2	
3	
4	

C2.2 Management of the Work

The Management Structure and Responsibilities, and the General Project Environmental Responsibilities are located in section 5 of the Core Information.

Construction Services UK

Mandatory Environmental Responsibilities

By signing the following Responsibilities you are confirming that you understand and accept your designated duties and responsibilities.

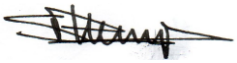
Management Environmental Representative	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Monitoring the appointment and effectiveness of nominated fuelling representatives and emergency response teams. • Monitoring construction works including the sub-contractors for compliance against Environmental Risk Assessment and Method Statement control measures. • Co-ordination of all environmental documentation. • Monitoring environmental training, consultation and implementation of sub-contractor procedures. • Attending site HSE committee meetings • Monitoring of all site environmental incidents and ensuring they are reported and investigated. • Undertaking weekly inspections and ensuring the production of the Weekly Inspection Report. • Accompanying HSE Managers & EA inspections. • Advising Project Manager on the implementation of environmental management system.	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

CoSHH Co-ordinator	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633

Area of Designated Responsibility

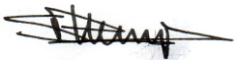
- Familiarising themselves with relevant Company CoSHH procedures contained within the BMS
- Identifying opportunities for reducing risk through substitution, replacement or protection
- Identifying materials and processes that require CoSHH Assessments, including imported materials and materials already in offices.
- Obtaining correct CoSHH Assessments including correct activities
- Maintaining CoSHH File
- Ensuring that relevant personnel are briefed on COSHH Assessments and that these briefings are clearly understood and complied with by all, with records of the briefings being maintained within the site files.
- Arranging face fit testing for personnel requiring to use/wear RPE.
- Requesting CoSHH Assessments from sub-contractors (where required) and review for adequacy.

Designated Signature: 

Deputy(s) Signature(s):

Construction Services UK

Project Specific Environmental Responsibilities

Waste Manager	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Compliance with duty of care, the Site Waste Management Plan (SWMP) or any permits and/or exemptions • Minimisation, reuse, recycling or recovery of waste is implemented. • Monitoring and measurement of waste	
Designated Signature: 	
Deputy(s) Signature(s):	

Support Services	
Name(s)	
Deputy Name(s)	
Contact Number	
Area of Designated Responsibility	
• As necessary through the Pre Contract Information	
Designated Signature:	
Deputy(s) Signature(s):	

Construction Services UK

Environmental Goals for the Project

Goal
UCL have concerns over the Noise, Vibration and dust resulting from the works and the impact of this on the neighbouring buildings. Balfour Beatty will manage the noisy works and implement techniques to reduce the impact on the neighbouring buildings
No long term damage to the environment
No legal prosecutions
Pollution Prevention
To actively involve our employees and the supply chain in developing and sustaining a positive environmental culture which promotes a working environment where everyone makes environmental protection personal and helps to create a Zero Harm culture through understanding their impact on the environment, by stopping work and seeking guidance if they are involved in an activity which they believe could adversely affect the environment
To conduct our operations in an environmentally and socially responsible manner to achieve environmental sustainable solutions

The Monitoring and Review processes are located in section 2 of the Core Information

Construction Services UK

Regular Liaison between Parties on Site

The principal communication lines between parties on site are detailed within the Project Communication Chart located in Sections 3 and 4 of the Core Information.

Communication with the Interested Parties

Environmental specific channels of communication are detailed below: -

Interested Party	Communication Details	Frequency
Angelo Clemo	a.clemo@ucl.ac.uk	Monthly

Identification of Environmentally Sensitive Receptors

The construction site is in close proximity to:

Feature/Issue	Details
Protected Sites eg SSSI	No
Water course (please name)	No
Ground water / aquifer	No
Cultural Heritage	Yes
Archaeology	No
Protected Species eg Bats, Badgers	No
Industrial units	No
Residential properties	No
Educational establishment	Yes
Public buildings	Yes
Woodland	No
Tree Protection Orders (TPO)	No
Invasive Species eg Japanese Knotweed	No

Feature/Issue	Details
Rural/farm land	No
Public footpaths	Yes
Crops	No
Farm animals	No
Derelict Land	No
Parks/recreation areas	No
Other (please detail)	

Site Plan

A copy of the site plan can be found in Appendix of this document and includes the following:

- Surface water drains
- Combined drains/sewers
- Water abstraction points/borehole/private water supply
- Sustainable drainage system area/water environment/river/pond
- Drainage interceptor
- Site services and shut off valves/points
- Raw material storage/bays
- Fuel & chemical storage
- Waste collection points/skips
- Spill kits/emergency response equipment
- Ecology/sensitive areas

Construction Services UK

Legal Consents and Licences

The construction site has the following legal consents, licences and exemptions in place. Copies can be found in Appendix of this document.

Licence Details	Limits	Monitoring Arrangements	Responsibility

Environmental Inspections and Audits

Environmental inspections are carried out weekly using a customised inspection proforma. Records of the inspections are stored in the site office and will be made available for review if requested.

C2.3 Arrangements for Controlling Significant Environmental Aspects

Environmental Review and Risk Assessment

An Environmental Review and Risk Assessment of site activities has been conducted and is fully documented in the Environmental Review, Risk Assessment and Control Record report which is included within this document as Appendix 3C.

The significant environmental aspects identified for this project are as follows and will be communicated in the Site Induction: -

Aspect (refer to items identified in the list)	Activities Affected	Potential Impact	Who Owns Control Measure	Potential Impact
Effect on Neighbours and Public	Site Traffic Impacts	Nuisance and safety	Principal Contractor	Publicity/ Restricted activity
Impact on Staff and Students	Teaching Activities/ Exams	Relationship	University and PC	Publicity/ Restricted activity
Spread of Ground Contaminants	Groundworks	Increased areas for remediation	PC	Cost
Vibration on existing buildings	Groundworks Steel erection	Nuisance	Prinicpal Contractor	Publicity / Restricted activity

C2.4 Environmental File

C2.5 Appendices

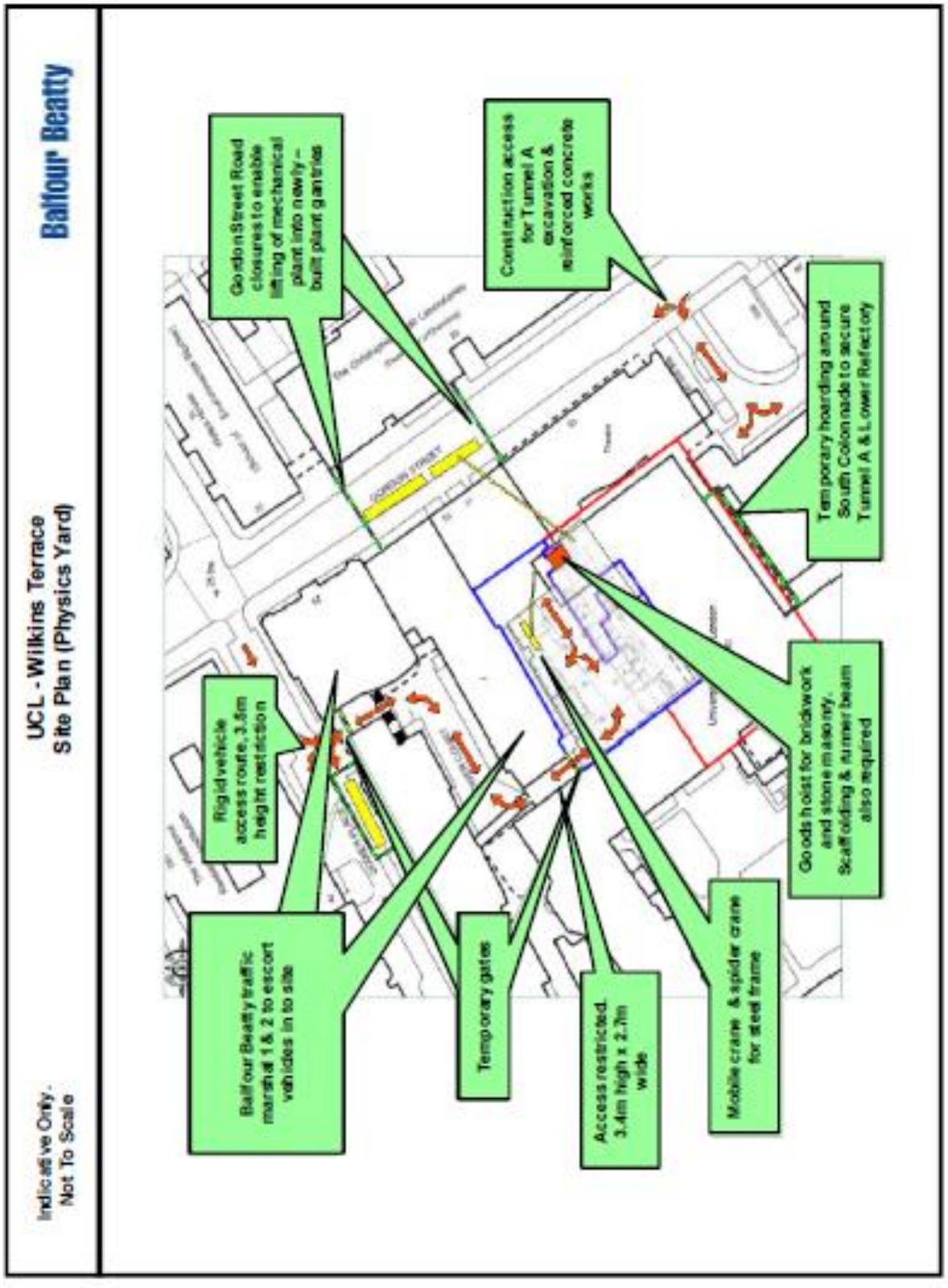
Appendix A Site Plan

Appendix B Legal Consents and Licenses

Appendix C Environmental Review, Risk Assessment and Control

Construction Services UK

Appendix A Site Plan



Construction Services UK

Appendix B Legal Consents and Licences (F10)

Construction Services UK

Appendix C Environmental Review, Risk Assessment and Control Record

Construction Services UK

C3 Quality

C3.1 Introduction

C3.2 Quality Objectives & Mobilisation

C3.3 Quality Commitments

C3.4 Planning for Quality

C3.5 Inspection & Test (Incl. Subcontractors & Sampling and Benchmarking)

C3.6 Asset and Material Storage and Protection

C3.7 Product & Service Non Conformance and Defect Management (Incl. Snagging)

C3.8 Handover Strategy (Incl. Key Deliverables)

Construction Services UK

C3.1 Introduction

The aim of this quality volume is to define our specific approach to quality management on this project. It details the quality controls to be implemented throughout the construction phase, in order to provide assurance that our work meets the agreed requirements.

This volume is a working document and shall be used as a reference when planning and executing work and to control quality management issues through to project completion.

C3.2 Quality Objectives & Mobilisation

Our approach to Quality Management is underpinned by our Quality Culture, which recognizes that it is our people who have the greatest impact on Quality.

We are committed to embedding a Quality Culture on this project whereby individuals at all levels take pride in their work by leaving a job that they can be proud of.

The project is committed to delivering a quality project and will strive to deliver excellence by:

- Ensuring a right first time ethos is embedded in everything we do.
- Ensuring customer requirements are clearly understood and expectations are met.
- Ensuring quality support documents are utilised appropriately and effectively.
- Generating, developing and sharing good practice and innovation both within the project and across the company.
- Utilising recognised Lean Management techniques to drive productivity improvements.
- Recognising and rewarding behaviours that reflect our quality aims.

State any additional controls you will use to deliver Quality on this project:
Consider: • *Quality Induction/Toolbox Talks/Posters* • *Contractual /project specific requirements (e.g. specific product traceability)* • *"Avoiding Defects" brochures – available through Quality page on 360* • *Electronic Snag Tool (e.g. Snagmaster/Priority 1/BIM 360 Field App)*

C3.3 Quality Commitments

Construction Services UK

Each person on the project will be asked to consider the following every day, as part of their individual commitment to successful delivery:

- I have the right information
- I have the right materials and tools
- I have seen the benchmark or understand the desired output
- I know how to leave/protect the finished work

C3.4 Planning for Quality

The project will ensure that quality is planned for, by progressively and proactively completing the following sections of the Quality Performance Dashboard (QUAL-TF-4015):

- Inspection and Test Plan Schedule
- Sample, Benchmark and Material Acceptance Schedule

C3.5 Inspection & Test

Inspection & Test Plans will be produced, reviewed and accepted for all relevant work activities on this project, in accordance with our Inspection & Test Plan Procedure (QUAL-PC-4002).

Work activities requiring Inspection & Test Plans will be identified at the HSEQ Pre-start Meeting and responsibility for their production will be allocated internally within our Project Team or to the relevant subcontractor. A minimum of one Inspection & Test Plan is required on each and every project.

The Project Lead will ensure that the Inspection & Test Plan Schedule within the Quality Performance Dashboard (QUAL-TF-4015) is progressively completed, in order to plan, monitor and manage the production and acceptance of these documents and ensure these activities remain ahead of both the Procurement and Delivery Programmes.

Inspection & Testing of the works will be undertaken as required by each Inspection & Test Plan. Results will be recorded on the appropriate Quality Checklists and Test Certificates (suite of options available on CSUK 360/Quality Pages). The completion of these output/verification documents will be monitored against Inspection & Test Plan Schedule requirements on a monthly basis (where programme allows) and records will be collated in accordance with the completion or handover package requirements specific to the contract. A BBCSUK Work Acceptance Record (QUAL-SF-4003) or Customer-Specific record may also be used to confirm package completion, Company and/or Customer acceptance, where required.

Construction Services UK

Subcontractors

Subcontractors will provide Inspection and Test Plans for their contract works, or come under the relevant BBCSUK Inspection & Test Plan (QUAL-TF-4002). Specific requirements will be agreed with each subcontractor at or before their Pre-Start Meeting. They may be issued with the BBCSUK template where their own is inadequate. The Project Team should determine any HOLD points and mandatory inspections required in the subcontractor's inspection regime.

Completion of subsequent assurance records/verification will also be required. These records/documentation will take the form of Quality Checklists, Test Certificates, marked-up drawings, Work Acceptance Records Commissioning Reports, etc.

Sampling and Benchmarking

The Project Lead will ensure the Sample, Benchmark and Material Acceptance Schedule (part of Quality Performance Dashboard QUAL-TF-4015) is progressively completed to allow planning of these activities to remain ahead of both the Procurement and Delivery Programme.

Our standard Sample/Benchmark Identification Labels (QUAL-TF-4006) will be used to identify the agreed level of Quality as reference points for all stakeholders.

Identify the BBCSUK individual responsible for managing the completion of the Quality Performance Dashboard (QUAL-TF-4015) Inspection & Test Plans, Sample/Benchmarks, NCR, snag/defect and Handover Deliverables Schedule:
Steve Kemp – Project Manager

C3.6 Asset and Material Storage and Protection

The project will implement storage and protection arrangements to ensure that all products, materials and workmanship are safeguarded from damage and remain in perfect condition through to handover and practical completion of the project as a whole. This also ensures that waste generation is minimised.

Describe the project specific arrangements for handling, storage & protection of products and materials. Include by exception/special measures:
Consider: • *Out-of-sequence items* • *Materials of high-value* • *Existing features (e.g. in refurbishment)*

C3.7 Product & Service Non-conformance and Defect Management

Refer to procedure QUAL-PC-4005 and Works Non-Conformance Report QUAL-SF-4001 for process to be implemented.

If Project-Specific NCR and Defect Management system is being used, please include details here:
None

Snagging

Quality Performance Dashboard QUAL-TF-4015 contains a template to track & manage Snags, Damaged & Outstanding Works List.

If Project-Specific control is being used (i.e. electronic snag App), please include details here:
None

Construction Services UK

C3.8 Handover Strategy

From project inception a strategy will be developed for the handing-over of phased and completed works. This strategy will review and engender progressive confirmation that all Customer Requirements have been met.

Table 1 – Handover Process Identification

Process Identification	**Standard BBCSUK Handover Process (See Table 2)**	**Full Perfect Landings Process**	**Project-Specific Handover Process**
Required on this project	Y/N	Y/N	Y/N
Action	Complete Table 2 below	Refer to Procedure QUAL-PC-2004	Complete actions in Table 2 below

Table 2 – Standard & Bespoke BBCSUK Handover Process Actions

Item	**Project Phase**	**Key engagement and collaborative actions to be taken with stakeholders to ensure asset is successfully handed over, as well as ensuring all stakeholders understand the actions required to meet the specified outcomes**
1	Start Up	Agree principles, responsibilities and scopes, brief team, review and establish strategy
2	Design	Manage design development in line with agreed strategy, agree samples, benchmarks, peer review and handover documentation.
3	Construction	Manage trackers and tools, review metrics and deliverables, involve stakeholders, certainty of operational building readiness and "Are we Ready" Gateway
4	Handover	Manage transition, facilitate knowledge transfer
5	Aftercare	Co-ordinated periodic monitoring and review to get the best out of the building

Key:

a. Start Up (or Project Inception) – Agree principles, responsibilities and scopes, brief team, review and establish strategy

b. Design – Manage design development in line with agreed strategy, agree samples, benchmarks, peer review and handover documentation.

c. Construction - planning for Handover. Manage trackers and tools, review metrics and deliverables, certainty of operational building readiness and "Are we Ready" Gateway review

d. Handover (and Initial Aftercare) – Specified requirements are met. Manage transition, knowledge transfer

Construction Services UK

e. Aftercare – co-ordinated periodic monitoring and review to get the best out of the asset

Key Deliverables

Each project has key deliverables that confirm the asset meets the specified requirements. To ensure all of these are addressed correctly, the Handover Deliverables Schedule tab of QUAL-TF-4015 (Quality Performance Dashboard) should be completed and managed progressively throughout the project.

C4 Sustainability

C4.1 CSUK Sustainability Strategy

C4.2 Sustainability Coordinator

C4.3 Project Blueprint Action Plan

C4.4 Customer Experience Map Tool

Construction Services UK

C4.1 CSUK Sustainability Strategy

CSUK's Sustainability Strategy sets out our long term model for a sustainable business and ensures we remain viable in the long-term. It establishes a framework around the three strands of sustainability:

- Profitable Markets
- Healthy Communities
- Environmental Limits

And the six fundamental and strategic business goals:

- Client focus
- Local presence
- Efficient operations
- Innovative thinking
- Responsible behaviour
- Growth

Further information on CSUK's Sustainability Strategy can be obtained **here.**

C4.2 Sustainability Co-ordinator & Innovation Champion

All projects need to assign an individual to have sustainability management responsibilities. By signing the following you are confirming that you understand and accept your designated duties and responsibilities.

Sustainability Co-ordinator	
Name(s)	Steve Kemp
Deputy Name(s)	Gary Kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Communicate sustainability good practice, innovation and targets to the project team, supply chain and sustainability team • Ensure Sustainability KPIs are reported and submitted on a monthly basis to the Sustainability Performance Advisor and are reported to the project team • Ensure customer's sustainability requirements are being met • Act as the main point of contact between the project team and the sustainability department	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

The project is to nominate an Innovation Champion who will generate, capture, share ideas and lessons learnt. Deliver value in cost, time, quality, safety and sustainability through innovation and best practices.

Innovation Champion	
Name(s)	Steve Kemp
Deputy Name(s)	Gary kidd
Contact Number	07870 680 633
Area of Designated Responsibility	
• Innovation Champion should raise the subject at every Team meeting. Generate ideas in groups around the issues at hand or the CSUK priorities, to drive innovation based on need • Capture good ideas/innovations/lessons learnt. Track progress of improvements and support if needed. Maintain a record using the project Opportunity Register & on 360 CSUK Knowledge Centre. • Grow the culture of innovation by effective means of communication e.g. presentations, site visits, engagement with the innovation network and our supply chain. Submit 4 case studies/ year. • Reward and recognise.	
Designated Signature: 	
Deputy(s) Signature(s):	

Construction Services UK

C4.3 Project Blueprint Action Plan

To successfully implement CSUK's Blueprint Action Plan each project will develop a Project Blueprint Action Plan. This sets out the project specific actions which will help deliver the five mandatory CSUK sustainability KPIs (Scope 1 and 2 carbon emissions, water, waste, waste to landfill and community engagement plans), plus any customer specific sustainability KPIs (both contractual and aspirational).

The mandatory KPIs are translated into project objectives in the template plan below. For more information on how we measure these see the **PRM Sustainability Reporting Guidance.**

For guidance on how to formulate the Project Blueprint Action Plan and for information on the project specific actions that could be implemented see the **Sustainability Guidance Document.**

**** Project Lead to update and amend the template action plan below with project specific actions in line with the key objectives and targets.***

Construction Services UK

Objective	What We Measure	2013 Target ***Note: the environmental targets identified below are CSUK targets. If the customer target is more challenging, these will override CSUK targets***	Project Specific Actions	Required by CSUK / Client (Contractual)/ Client (Non-contractual)	Person Responsible
Reduce Energy and Fuel Use	Electricity (kwh)/natural gas (kwh)/fuel used in generators and plant (l)	***5% year on year reduction*** ***Regional: 13 tonnes CO2e/£m revenue*** ***45% reduction on 2010 baseline***	• *Report Sustainability Data via Survey Monkey* • *Monitor and target energy use and reduction using the BB carbon toolkit* • *All subcontractors and suppliers have been instructed to provide method statements on energy management and the reduction solutions associated with their work packages* • *Energy management will be addressed as part of the monthly meeting schedule* • *Eco cabins specified* • *Turn off all equipment at night* • *Timers utilised in drying rooms and heaters in cabins* • *Site generator sized correctly in discussion with Speedy* • *LED temporary lighting used rather than traditional* *Site plant and equipment has been sourced from the BB Sustainable Products Catalogue*	CSUK	*Steve Kemp*

Construction Services UK

Objective	What We Measure	2013 Target ***Note: the environmental targets identified below are CSUK targets. If the customer target is more challenging, these will override CSUK targets***	Project Specific Actions	Required by CSUK / Client (Contractual)/ Client (Non-contractual)	Person Responsible
Reduce Waste Generated	Waste Produced (tonnes)		• *Report Sustainability Data via Survey Monkey* • *Waste and material strategy outlined using BMS Site Waste Management Plan and Materials Management Plan* • *Skip movements will be limited to planned weekly tonnage allowances, in line with the BREEAM target of 3.2 tonnes per 100m^2 floor area* • *All subcontractors and suppliers have been instructed to provide method statements on waste management and reduction solutions associated with their work packages* • *Waste management will be addressed as part of the monthly meeting schedule* • *Take back schemes will be adopted with all key material suppliers and subcontractors* *A just in time delivery system will implemented to prevent unnecessary storage of materials*	CSUK	*M Devaney*

Construction Services UK

Objective	What We Measure	2013 Target ***Note: the environmental targets identified below are CSUK targets. If the customer target is more challenging, these will override CSUK targets***	Project Specific Actions	Required by CSUK / Client (Contractual)/ Client (Non-contractual)	Person Responsible
Reduce Waste to Landfill	Waste Sent to Landfill (tonnes)	***95% diversion from landfill***	• *Report Sustainability Data via Survey Monkey or appropriate* • *Waste and material movements recorded in the Site Waste Management Plan and Materials Management Plan* • *Skip movements will be limited to planned weekly tonnage allowances identified in the SWMP* • *We will reuse or recycle all topsoil and demolition material and will retain on site* • *We will ensure any construction waste leaving site is removed by a waste carrier able to recycle a minimum of 90%* *Waste management will be addressed as part of the monthly meeting schedule*	CSUK	*Steve Kemp*
Reduce Mains and Abstracted Water Use	Water Usage (m3)	***5% year on year reduction*** ***Regional: <100m3/£m revenue***	• *Report Sustainability Data via Survey Monkey or appropriate* • *Monitor and target water use and reduction using the BB carbon toolkit* • *Eco Cabins specified* • *All subcontractors and suppliers have been instructed to provide method statements on water management and reduction solutions associated with their work packages* • *Water management will be addressed as part of the monthly meeting schedule* • *We will use low flow fittings on all hoses used to clean boots and wheels* • *We will collect rain water to damp down dust* *We will Install hard standing early in programme to reduce mud on public highways*	CSUK	*Steve Kemp*

Construction Services UK

Objective	What We Measure	2013 Target ***Note: the environmental targets identified below are CSUK targets. If the customer target is more challenging, these will override CSUK targets***	Project Specific Actions	Required by CSUK / Client (Contractual)/ Client (Non-contractual)	Person Responsible
Community Engagement and Skills Plan	*Whether project has an appropriate level of plan*	*UCL requirement to achieve a CCS score of 40 Fortnightly meetings with stakeholders and other Contractors to discuss short term programming, deliveries, noise etc*	• *All local stakeholders will be contacted in writing to inform them of the schedule of construction operations with the potential to cause nuisance and site contacts* • *We will deliver a minimum of 2 apprenticeships as part of the project works* • *Monitor and report on the % of workforce that are apprentices, graduates or sponsored students on structured programmes – setting out how this supports the CSUK commitment to 5% of the workforce coming from these groups within the next 5 years.* • *We will engage with St John's School to conduct a minimum of 1 get into construction event with the school pupils* • *We will target a minimum CCS score of 40 points.* *Identify local job brokerages that can assist with identifying and supplying potential local candidates.*	CSUK	*Steve Kemp*
BREEAM	*Current BREEAM Score achieved to date*	*BREEAM Very Good to be achieved*	*e.g. BREEAM training sessions and monthly briefings with BREEAM Assessor*	*UCL / CSUK*	Steve Kemp
e.g. Local Employment (25 mile radius of project)	*% of workforce that live within a 25 mile radius as a snapshot one day per month*	*e.g. 35%*	*e.g. Meet CSUK Day Coffee Mornings*	*e.g. Client (Non-contractual)*	*F Gush*
**Insert Details/Delete as appropriate*	**Insert Details/Delete as appropriate*	**Insert Details/Delete as appropriate*	**Insert Details/Delete as appropriate*	**Insert Details/Delete as appropriate*	**Insert details*
**Insert Details/Delete as appropriate*	**Insert Details/Delete as appropriate*	**Insert Details/Delete as appropriate*	**Insert Details/Delete as appropriate*	**Insert Details/Delete as appropriate*	**Insert details*

C4.4 Customer Experience MAP Tool

All projects must initiate a Customer Experience MAP tool kickoff to develop and agree customer success factors. See **this link** for guidance and the scorecard.

Construction Services UK

C5 Commercial

Commercial Team

Organisation / Structure

Jason Parson – Commercial Director

Steve Davidson – Commercial Manager

Tim Jones – Managing Surveyor

Lai Choong – Senior Surveyor

Commercial KPIs

None stated, however sustainability and ecology is a principle requirement for BREEAM.

Customer Specific Requirements

See order documents.

Applications and invoices

Applications to be on a monthly basis submitted to surveying team.

Insurances

Insurance documents are to be provided by each and every subcontractor prior to order being placed.

Bonds, Warranties Guarantees and other Agreements

Collateral warranties in the UCL format will be requested in specific subcontract packages.

Customer Commercial Reporting

See schedule of time limits within the contract.

Performance Bonds may be requested for more complex / higher value packages. Quotation and value to be included in subcontract order.

Customer Approvals

List of samples to be identified in test and inspection plans.

Early Warning

We encourage the use of early warnings in order to highlight and consider any significant issues as the occur.

Considerations include:

- Early Warning Identification, Registers and Meetings (including attendees)
- Early Warning Notice requirements

Construction Services UK

Change Control

The site team will manage change control utilising the following and will expect the subcontractors to abide by the same:

Considerations include:

- Change Register
- Change event Notice requirements
- Change Valuation Pricing requirements (Actual/Forecast Costs, Time, Risk, consequential impacts, project manager assumptions where scope unclear etc)
- Change Valuation submission requirements
- Proactive discussion and negotiation
- Periods for Reply

Instructions will only be provided and issued by the project manager – (note another person may be stated in due course).

Construction Services UK

C6 Design

C6.1 Scope of the Design Requirements

C6.2 Project Organisation

C6.3 Health & Safety Requirements

C6.4 Environmental and Sustainability Requirements

C6.5 Risk & Opportunity

C6.6 Document and Design Control Procedures

C6.7 Design Review

C6.8 Design Progress Meeting and Reporting

C6.9 Contract & Statutory Requirements

C6.10 Design Responsibilities and Interdependencies

C6.11 Design Planning

Appendices Design Record

Construction Services UK

C6.1 Scope of the Design Requirements

Project Description

If DMP is standalone, include a description of the project. If this sections forms part of the PMP, include a reference to the project description contained in the PMP Core Plan.

Scope of the Design

(*Include a brief description of the scope of the design and the method of defining scope, i.e. matrix or standard schedules of services.)*

C6.2 Project Organisation

If DMP is standalone, include the project organisational design. If this section forms part of the PMP, include a reference to the project organisation contained in the PMP Core Plan.

Customer Team

If the DMP is standalone, include the Customer's Team Information within this section. If this information section forms part of the PMP include information within the PMP Core Plan.

Design Team

If the DMP is standalone, include the Design Team Information within this section. If this information section forms part of the PMP include information within the PMP Core Plan.

Project Team

If the DMP is standalone, include the Project Team Information within this section. If this information section forms part of the PMP include information within the PMP Core Plan.

Commercial/Procurement Team

If the DMP is standalone, include the Commercial/Procurement Team Information within this section. If this information section forms part of the PMP include information within the PMP Core Section.

C6.3 Health & Safety Requirements

If the DMP is standalone, include reference to specific Health & Safety matters within this section. If this DMP forms part of the PMP include information within the HSE Plans.

CDM Regulations

Include text defining the key duties of the Designers

Designers Risk Assessments

Define the Design Risk Assessment method which will be followed on the Project

Project Specific Initiatives

Include text defining the Project Specific Safety Initiatives

C6.4 Environmental and Sustainability Requirements

Refer to the Environmental and Sustainability Sections.

Environmental/Sustainability Certification

Define any Environmental/Sustainable Design parameters and any formal certification process ie. BREEAM/CEEQUAL etc)

Sustainability Initiatives

Include text defining the Project Specific Sustainability Initiatives

C6.5 Risk & Opportunity

Refer to the PMP Risk Section.

Risk & Opportunity Management

Define the Project Risk & Opportunity procedures and Project specific actions etc

C6.6 Document and Design Control Procedures

Define and clarify the various Project specific controls used on the Project. Press Enter to remove this text.

- **Design Inputs**
- **Design Output**
- **Design Commenting and Information Status Assignment**
- **Drawing Distribution**
- **Information Requesting**
- **Reviewable Design Data (RDD) Approvals/Acceptance**

C6.7 Design Review

Define the various types of design reviews required to ensure compliance with agreed deliverables and compliance with the Customers Requirements, Statutory Regulations and other relevant standards.

Design Review Process

Define the review process which the designer will follow, to co-ordinate and develop the design refer to the agreed list recorded within Tab 14 of the standard Design Record template

- **Design Development Review**

Construction Services UK

- **Works Package Review**

C6.8 Design Progress Meeting and Reporting

Reference Core Plan and Define the agreed frequency and requirements of the Design Progress Meeting and Reporting protocols

- **Design Team Progress Meetings**
- **Consultant Reports**
- **Client Team Reporting**
- **Project Team Reporting – Monthly Project Review Dashboard**

C6.9 Contract & Statutory Requirements

Define the Project Specific Statutory Compliances and how these will be monitored and tracked

- **Planning Permission Discharge**
- **Building Regulations Discharge**
- **Other Statutory Compliance Discharge**

C6.10 Design Responsibilities and Interdependencies

Define the agreed method of Design Responsibilities identification, allocation and interdependencies

- **Design Responsibilities Matrix**

C6.11 Design Planning

Define the agreed method of monitoring and tracker the Design outputs

- **Design Programme**
- **Integrated Construction Programme**
- **Information Release Schedule**

- **Works Package Schedule**

Appendices Design Record

Adjust to align project agreed record tools

- Monthly Progress Review Dashboard Metrics
- Design Scopes
- Design Responsibilities Matrix
- Works Package Matrix
- Design Risk / Hazard Register
- Sustainability Matrix
- Supply Chain Information Request Log
- Customer Information Request Log
- Design Change Record
- Statutory Compliance Record
- (RDD) Approvals/Acceptance Register
- Design Review Record
- Progress Review Record
- Performance Assessment Record