

Construction Management Plan

pro forma v2.1

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Revisions & additional material

Please list all iterations here:

Date	Version	Produced by

Additional sheets

Please note – the review process will be quicker if these are submitted as Word documents or searchable PDFs.

Date	Version	Produced by

Introduction

The purpose of the **Construction Management Plan (CMP)** is to help developers to minimise construction impacts, and relates to both on site activity and the transport arrangements for vehicles servicing the site.

It is intended to be a live document whereby different stages will be completed and submitted for application as the development progresses.

The completed and signed CMP must address the way in which any impacts associated with the proposed works, and any **cumulative impacts of other nearby construction sites**, will be mitigated and managed. The level of detail required in a CMP will depend on the scale and kind of development. Further policy guidance is set out in Camden Planning Guidance ([CPG](#) [6: Amenity](#) and [CPG](#) [8: Planning Obligations](#)).

This CMP follows the best practice guidelines as described in [Transport for London's](#) (TfL's Standard for [Construction Logistics and Cyclist Safety \(CLOCS\)](#) scheme) and [Camden's Minimum Requirements for Building Construction \(CMRBC\)](#).

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

It should be noted that any agreed CMP does not prejudice or override the need to obtain any separate consents or approvals such as for road closures or hoarding licences.

If your scheme involves any demolition, you need to make an application to the Council's Building Control Service. Please complete the "[Demolition Notice](#)."

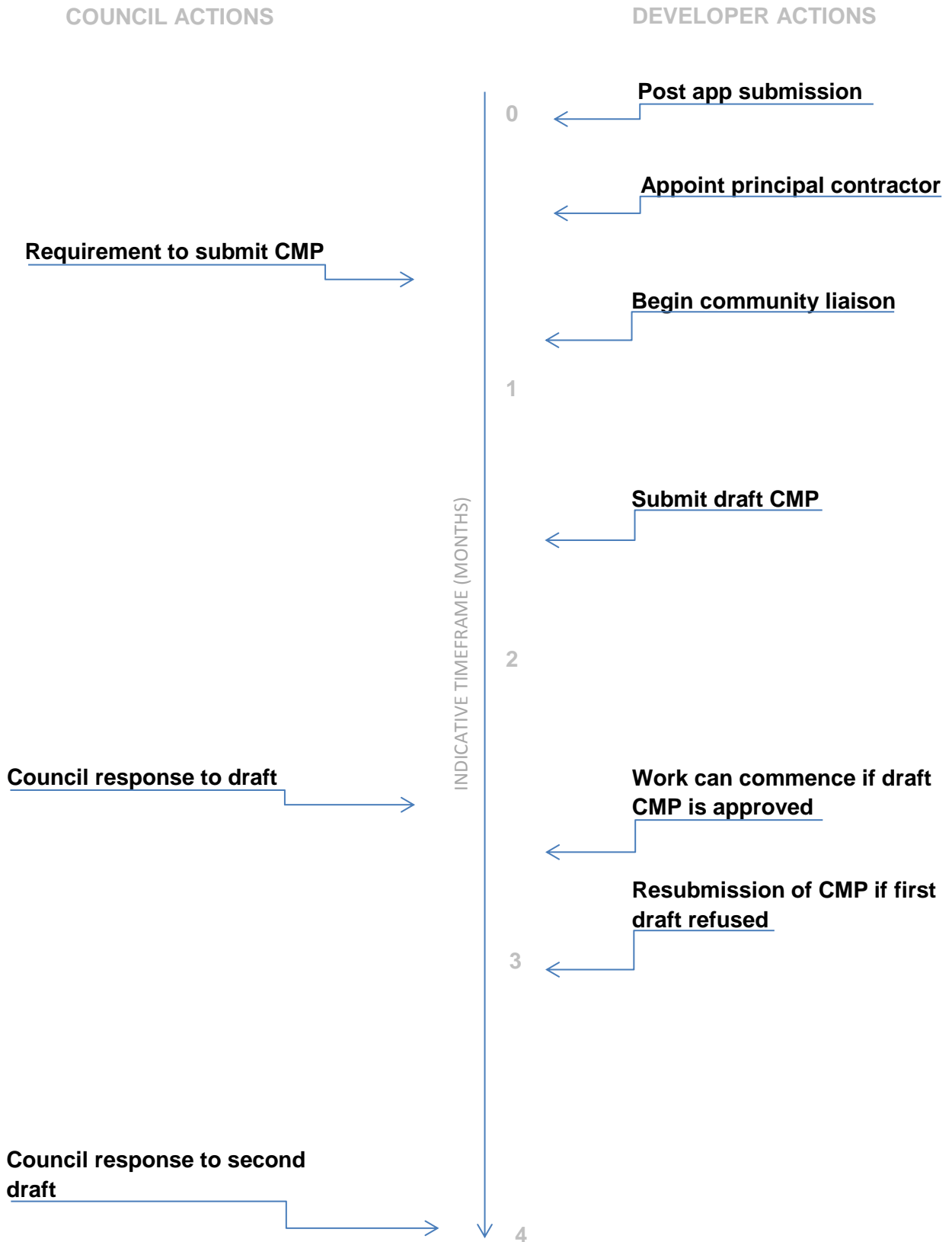
Please complete the questions below with additional sheets, drawings and plans as required. The boxes will expand to accommodate the information provided, so please provide as much information as is necessary. **It is preferable if this document, and all additional documents, are completed electronically and submitted as Word files to allow comments to be easily documented. These should be clearly referenced/linked to from the CMP.**

Please notify that council when you intend to start work on site. Please also notify the council when works are approximately **3 months from completion**.

(Note the term 'vehicles' used in this document refers to all vehicles associated with the implementation of the development, e.g. demolition, site clearance, delivery of plant & materials, construction, etc.)

Revisions to this document may take place periodically.

Timeframe



Contact

1. Please provide the full postal address of the site and the planning reference relating to the construction works.

Address: 190 Enterprise House, High Holborn, London, WC1V 7BH

Planning ref: 2015/6719/P

Type of CMP - Section 106 planning obligation

2. Please provide contact details for the person responsible for submitting the CMP.

Name: Tetris-Bluu

Address: Princess House, 50 Eastcastle Street, London, W1W 8EA

Email: russell.stockton@tetris-bluu.com, vsimmonds@tetris-db.com

Phone: 020 7079 3400

3. Please provide full contact details of the site project manager responsible for day-to-day management of the works and dealing with any complaints from local residents and businesses.

Name: Michael Church

Address: Princess House, 50 Eastcastle Street, London, W1W 8EA

Email: michael.church@tetris-bluu.com

Phone: 07540 141812

4. Please provide full contact details of the person responsible for community liaison and dealing with any complaints from local residents and businesses if different from question 3. In the case of [Community Investment Programme \(CIP\)](#), please provide contact details of the Camden officer responsible.

Name: Adele Rose

Address: Pearson College, 190 High Holborn, London, WC1V 7BH

Email: adele.rose@pearson.com

Phone: 020 7190 4617

5. Please provide full contact details including the address where the main contractor accepts receipt of legal documents for the person responsible for the implementation of the CMP.

Name: Russell Stockton

Address: Princess House, 50 Eastcastle Street, London, W1W 8EA

Email: russell.stockton@tetris-bluu.com

Phone: 020 7079 3400

Site

6. Please provide a site location plan and a brief description of the site, surrounding area and development proposals for which the CMP applies.

190 High Holborn is a modern office building of nine storeys in height which is fully occupied by Pearson. The building occupies circa 10,000sqm of floorspace over 10 floors including basement. The site sits on the south side of High Holborn, located between the former Holborn Town Hall to the east and Smart's Place to the west. The site is bound by Stukeley Street to the south.

7. Please provide a very brief description of the construction works including the size and nature of the development and details of the main issues and challenges (e.g. narrow streets, close proximity to residential dwellings etc).

Change of use of the first and second floors of the existing building from Office (Class B1) use to Education/Training (Class D1). The proposals involve minor refurbishment works.

8. Please identify the nearest potential receptors (dwellings, business, etc.) likely to be affected by the activities on site (i.e. noise, vibration, dust, fumes, lighting etc.).

Tetris-blau shall take all necessary precautions to minimise disturbance to existing and nearby offices/ shops particularly with respect to any noisy and dusty works. Service access routes must remain clear and effectively segregated at all times. The office must be securely locked to prevent unauthorised access.

The noise generated during the works will not affect those using the building in separate use in parts of the building. The building is wholly occupied by Pearson and is predominantly used for Class B1 purposes.

9. Please provide a scaled plan detailing the local highway network layout in the vicinity of the site. This should include details of on-street parking bay locations, cycle lanes, footway extents and proposed site access locations.

Please refer to the attached Location Plan and Transport Assessment

10. Please provide the proposed start and end dates for each phase of construction as well as an overall programme timescale. (A Gantt chart with key tasks, durations and milestones would be ideal).

- Month 1: Site preparation
- Month 2: Refurbishment works relating to the change of use of the site
- Month 3: Finishing work

All works will be carried out in accordance with the Construction Programme(s) as prepared and updated as required. The Construction programme sets a sequence to which all design and works are to be undertaken in a safe and logical approach.

To assist the design team in prioritising the release of design information and associated Designers Risk Assessments, an Information Required Schedule (open items) will be produced. This will link the release of design information to the construction programme and Trade Contractor package procurement. The Designers will be required to follow this schedule in order that each Trade Package obtains all the relevant information, including the relevant Designers Risk Assessments at the required time.

11. Please confirm the standard working hours for the site, noting that the standard working hours for construction sites in Camden are as follows:

- 8.00am to 6pm on Monday to Friday
- 8.00am to 1.00pm on Saturdays
- No working on Sundays or Public Holidays

The site normal working hours will be as follows:

DAY/DAY(S)	WORKING HOURS
Monday - Friday	7.00-16.00
Saturday	08:00 - 13:00
Sunday	No Works unless agreed
Bank Holidays	No works

12. Please indicate if any changes to services are proposed to be carried out that would be linked to the site during the works (i.e. connections to public utilities and/or statutory undertakers' plant). Larger developments may require new utility services. If so, a strategy and programme for coordinating the connection of services will be required. If new utility services are required, please confirm which utility companies have been contacted (e.g. Thames Water, National Grid, EDF Energy, BT etc.) You must explore options for the utility companies to share the same excavations and traffic management proposals. Please supply details of your discussions.

- Works on live electrical services. Isolate wherever possible to reduce risk to operatives. Permits issued by Tetris-blau unless work is within the common or roof areas
- Machinery and other plant to be supplied for common use, such as hoists, cranes etc will be properly selected, taking into account Safe Working Loads and logistics, correctly used by trained and authorised personal only, and maintained. Training will be provided by the Trade Contractor supplying the equipment. Only authorised competent personnel from our multi service gang will be allowed to operate such equipment.

The following temporary services will be provided:

SERVICE	LOCATION
110v power distribution and transformers	As required
415v power supply for welding equipment and flushing equipment	To be determined by the trade contractor
Water supplies	Within the canteen and in the washing area

- All electrical supply installations shall comply with IEE Wiring Regulations and Electricity at Work Regulations. 1989.
- All mains powered portable electrical equipment and tools used on this project shall be 110v, PAT tested, identified and recorded onto a plant register. A copy of all plant registers will be maintained within the Project Office. No power tools, including hammering shall be carried out between 07.00 to 08.00 hours.

Community Liaison

A neighbourhood consultation process must have been undertaken prior to submission of the CMP first draft. This consultation must relate to construction impacts, and should take place following the grant of planning permission in the lead up to the submission of the CMP. A consultation process specifically relating to construction impacts must take place regardless of any prior consultations relating to planning matters. This consultation must include all of those individuals that stand to be affected by the proposed construction works. These individuals should be provided with a copy of the draft CMP, or a link to an online document. They should be given adequate time with which to respond to the draft CMP, and any subsequent amended drafts. Contact details which include a phone number and email address of the site manager should also be provided.

Significant time savings can be made by running an effective neighbourhood consultation process. This must be undertaken in the spirit of cooperation rather than one that is dictatorial and unsympathetic to the wellbeing of local residents and businesses.

These are most effective when initiated as early as possible and conducted in a manner that involves the local community. Involving locals in the discussion and decision making process helps with their understanding of what is being proposed in terms of the development process. **The consultation and discussion process should have already started, with the results incorporated into the CMP first draft submitted to the Council for discussion and sign off.** This communication should then be ongoing during the works, with neighbours and any community liaison groups being regularly updated with programmed works and any changes that may occur due to unforeseen circumstances through newsletters, emails and meetings.

Please note that for larger sites, details of a construction working group may be required as a separate S106 obligation. If this is necessary, it will be set out in the S106 Agreement as a separate requirement on the developer.

Cumulative impact

Sites located within high concentrations of construction activity that will attract large numbers of vehicle movements should consider establishing contact with other sites in the vicinity in order to manage traffic routeing and volumes. Developers in the Tottenham Court Road area have done this to great effect.

The Council can advise on this if necessary.

13. Consultation

The Council expects meaningful consultation. For large sites, this may mean two or more meetings with local residents **prior to submission of the first draft CMP**.

Evidence of who was consulted, how the consultation was conducted and a summary of the comments received in response to the consultation. Details of meetings including minutes, lists of attendees etc. must be included.

In response to the comments received, the CMP should then be amended where appropriate and, where not appropriate, a reason should be given. The revised CMP should also include a list of all the comments received. Developers are advised to check proposed approaches to consultation with the Council before carrying them out. If your site is on the boundary between boroughs then we would recommend contacting the relevant neighbouring planning authority.

Please provide details of consultation of draft CMP with local residents, businesses, local groups (e.g. residents/tenants and business associations) and Ward Councillors.

N/A

14. Construction Working Group

Please provide details of community liaison proposals including any Construction Working Group that will be set up, addressing the concerns of the community affected by the works, the way in which the contact details of the person responsible for community liaison will be advertised to the local community, and how the community will be updated on the upcoming works i.e. in the form of a newsletter/letter drop, or weekly drop in sessions for residents.

N/A

15. Schemes

Please provide details of any schemes such as the 'Considerate Constructors Scheme', such details should form part of the consultation and be notified to the Council. Contractors will also be required to follow the "[Guide for Contractors Working in Camden](#)" also referred to as "[Camden's Considerate Contractors Manual](#)".

Tetris-Bluu are members of the Considerate Constructors Scheme. It should be noted that whilst the CSCS card (Construction Skills Certification Scheme) is the accepted standard for operatives on site, there may be instances where this 'card' is not held/inappropriate;(previous working where card not required ie working for domestic clients and just returning to the building industry) in these cases consultation with Tetris-bluu will ascertain the standards etc of the required operative. Whilst no unreasonable request shall be refused this does not give Companies the automatic right to introduce non CSCS carded operatives and supervision.

The supervisor's induction shall be given to each supervisor before they commence work on site and shall be signed to indicate acceptance, understanding and compliance before access

16. Neighbouring sites

Please provide a plan of existing or anticipated construction sites in the local area and please state how your CMP takes into consideration and mitigates the cumulative impacts of construction in the vicinity of the site. The council can advise on this if necessary.

- 182-184 High Holborn, WC1V 7AP (Ref. 2016/5141/P): Remodelling, refurbishment and extension of existing office building including formation of private terraces, rooftop plant, new entrances and all other enabling works in connection with the use of the building as offices (Class B1) with retail/office uses (Classes A1/B1) and flexible B1/A1/A3 floorspace at ground level.
- 193 High Holborn, WC1V 7BD (Ref. 2015/3782/L): Alterations to third floor and basement to include new perimeter trunking, entrance doors, floor finishes, basement stairs and decorations throughout. Alterations to third floor WCs. New signage to underside of front entrance canopy.
- 74 Chancery Lane, WC2A 1AD (Ref. 2015/6924/P): Change of use of basement and ground floor from retail (A1) to flexible use comprising class A1, A2 and A3 and installation of a flue on the rear elevation.
- Holborn Telephone Exchange, 268 High Holborn, WC1V 7EJ (Ref. 2015/5927/P): Change of use from Telephone Exchange (Sui Generis) to Offices (Class B1) on 1st, 2nd and 4th floors only 2nd and 4th floors only
- Hoxton Hotel, 199-206 High Holborn, WC1V 7BD (Ref. 2015/5788/P): Erection of a single storey side extension fronting Newton Street, containing office and meeting room associated with existing Hotel (C1 Use Class) and publically accessible Café (A3 Use Class) to operate between the hours of 8am-7:30pm Mondays to Saturdays and 10am to 7:30pm on Sundays.
- 193 High Holborn, London, WC1V 7BD (Ref. 2015/3782/L): Alterations to third floor and basement to include new perimeter trunking, entrance doors, floor finishes, basement stairs and decorations throughout. Alterations to third floor WCs. New signage to underside of front entrance canopy.
- Ground Floor Suite, High Holborn, WC1V 6EP (Ref. 2015/3212/P): Change of use of part of the ground floor to a flexible use as B1 (a) office use or Class A1 for a temporary period of ten years.
- 21-31 New Oxford Street, WC1A 1BA (Ref. 2014/5946/P): Remodelling, refurbishment and extension of existing former postal sorting office (Sui-generis use), including formation of a new public roof terrace, private terraces, wintergardens, roof top plant and new entrances in connection with the change of use of the building to offices (Class B1), retail/restaurant/doctors' surgery uses (Classes A1/A3/D1) and 21 affordable housing units (Class C3), along with associated highway, landscaping, and public realm improvement works.
- West End Project Public Realm Improvements (Ref. CENV/2014/20)
Kevin Stears has confirmed that this is outside of the area and the type of construction (internal fitout) should therefore not be an issues.

The proposed development is for internal fit out only and construction involves the installation of partitioning. This will not have an impact on the construction of the above schemes.

Transport

This section must be completed in conjunction with your principal contractor. If one is not yet assigned, please leave the relevant sections blank until such time when one has been appointed.

Camden is a CLOCS Champion, and is committed to maximising road safety for Vulnerable Road Users (VRUs) as well as minimising negative environmental impacts created by motorised road traffic. As such, all vehicles and their drivers servicing construction sites within the borough are bound by the conditions laid out in the [CLOCS Standard](#).

This section requires details of the way in which you intend to manage traffic servicing your site, including your road safety obligations with regard to VRU safety. It is your responsibility to ensure that your principal contractor is fully compliant with the terms laid out in the CLOCS Standard. It is your principal contractor's responsibility to ensure that all contractors and sub-contractors attending site are compliant with the terms laid out in the CLOCS Standard.

Checks of the proposed measures will be carried out by the council to ensure compliance. Please refer to the CLOCS Standard when completing this section. Guidance material which details CLOCS requirements can be accessed [here](#), details of the monitoring process are available [here](#).

Please contact CLOCS@camden.gov.uk for further advice or guidance on any aspect of this section.

Please refer to the CLOCS Overview and Monitoring Overview documents referenced above which give a breakdown of requirements.

CLOCS Considerations

17. Name of Principal contractor:

Tetris Bluu
50 Eastcastle Street
London
W1W 8EA

Russell Stockton
Project Manager
07798 752523
0207 079 3470

Michael Church
Site Manager

18. Please submit the proposed method for checking operational, vehicle and driver compliance with the CLOCS Standard throughout the duration of the contract (please refer to our [CLOCS Overview document](#) and [Q18 example response](#)).

Pedestrians and vehicles will be adequately separated where practicable.

Tetris-bluu will monitor and review the existing site layout, and the existing environment, including the Risk Assessment and the Logistic Plan on a regular basis.

A Logistic Plan specific to this project defines:

- Site Access / Egress Points
- Location of temporary site accommodation / welfare facilities
- Location of unloading, layout and storage areas
- Security arrangements
- Location of fixed plant, such as Hoists etc.
- Client Occupied areas

This plan will be updated and re-issued as site conditions change.

Parking and Delivery Restrictions

Given the nature of the area there will be restrictions on vehicular parking The Principal Contractor will be required to liaise with the landlord to discuss the method, timing and sorting of major deliveries.

Contracts

FORS Bronze accreditation as a minimum will be a contractual requirement, FORS Silver or Gold operators will be appointed where possible. Where FORS Bronze operators are appointed, written assurance will be sought from contractors that all vehicles over 3.5t are equipped with additional safety equipment (as per CLOCS Standard P13), and that all drivers servicing the site will have undertaken approved additional training (eg. Safe Urban Driving + 1 x e-learning module OR Work Related Road Risk Vulnerable Road User training + on-cycle hazard awareness course + 1 x e-learning module etc.). CLOCS Compliance will be included as a contractual requirement.

Desktop checks

Desktop checks will be made against the FORS database of trained drivers and accredited companies as outlined in the CLOCS Standard Managing Supplier Compliance guide. These will be carried out as per a risk scale based on that outlined in the CLOCS Managing Supplier Compliance guide.

Site checks

A delivery booking system will be used which will require the entry of a FORS ID number in order for a delivery to be booked onto site.

Collision reporting data will be requested from operators and acted upon when necessary.

19. Please confirm that you as the client/developer and your principal contractor have read and understood the [CLOCS Standard](#) and included it in your contracts. Please sign-up to join the [CLOCS Community](#) to receive up to date information on the standard by expressing an interest online.

I confirm that I have included the requirement to abide by the CLOCS Standard in my contracts to my contractors and suppliers:

We understand the standards Construction Logistics and Community Safety standards (CLOCS) and have signed up to the CLOCS Community to receive up to date information.

Please contact CLOCS@camden.gov.uk for further advice or guidance on any aspect of this section.

Site Traffic

Sections below shown in blue directly reference the CLOCS Standard requirements. The CLOCS Standard should be read in conjunction with this section.

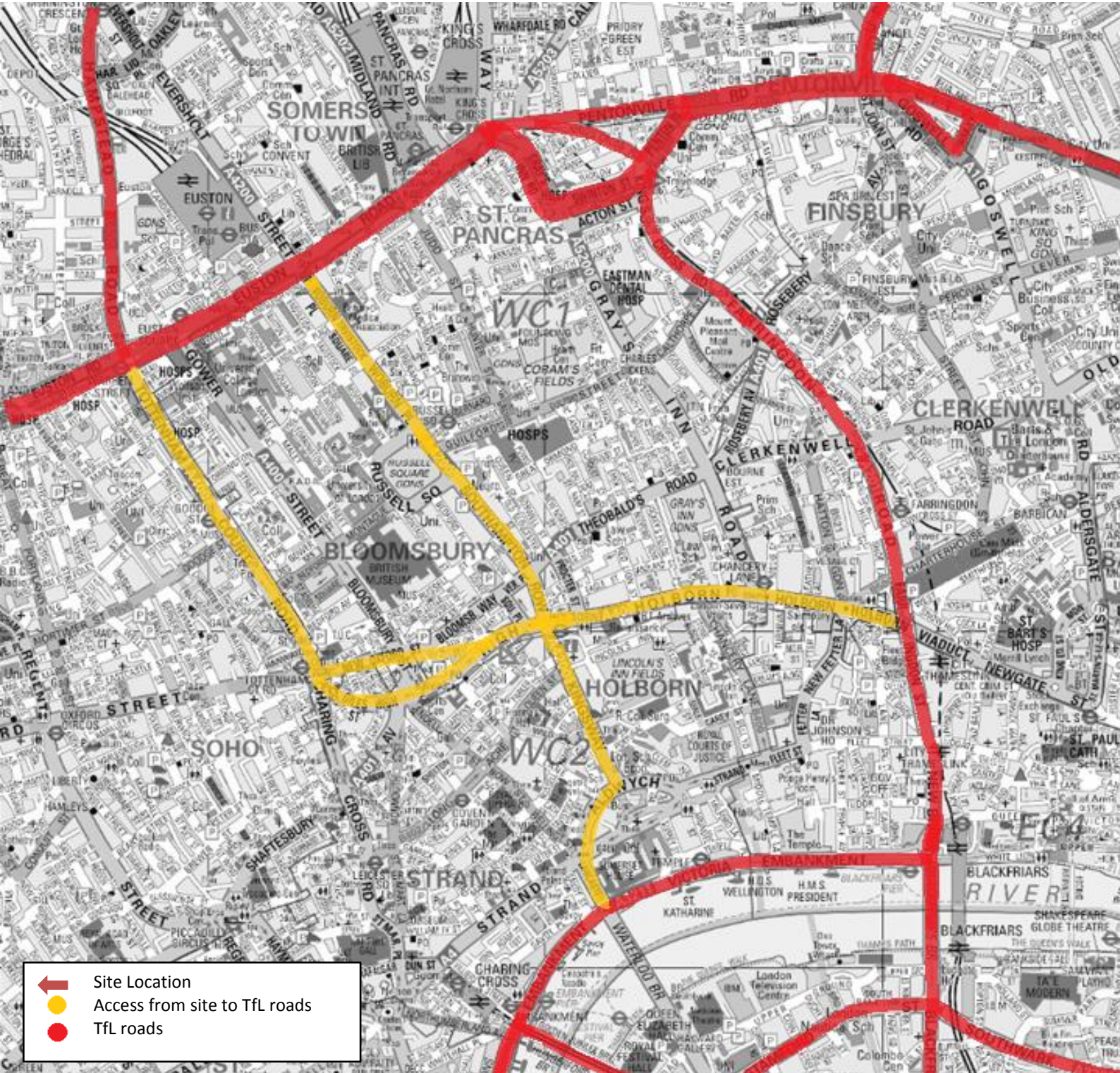
20. Traffic routing: *“Clients shall ensure that a suitable, risk assessed vehicle route to the site is specified and that the route is communicated to all contractors and drivers. Clients shall make contractors and any other service suppliers aware that they are to use these routes at all times unless unavoidable diversions occur.”* (P19, 3.4.5)

Routes should be carefully considered and risk assessed, taking into account the need to avoid where possible any major cycle routes and trip generators such as schools, offices, public buildings, museums etc. Where appropriate, on routes that use high risk junctions (i.e. those that attract high volumes of cycling traffic) installing Trixi mirrors to aid driver visibility should be considered.

Consideration should also be given to weight restrictions, low bridges and cumulative impacts of construction (including neighbouring construction sites) on the public highway network. The route(s) to and from the site should be suitable for the size of vehicles that are to be used.

a. Please indicate routes on a drawing or diagram showing the public highway network in the vicinity of the site including details of links to the [Transport for London Road Network](#) (TLRN).

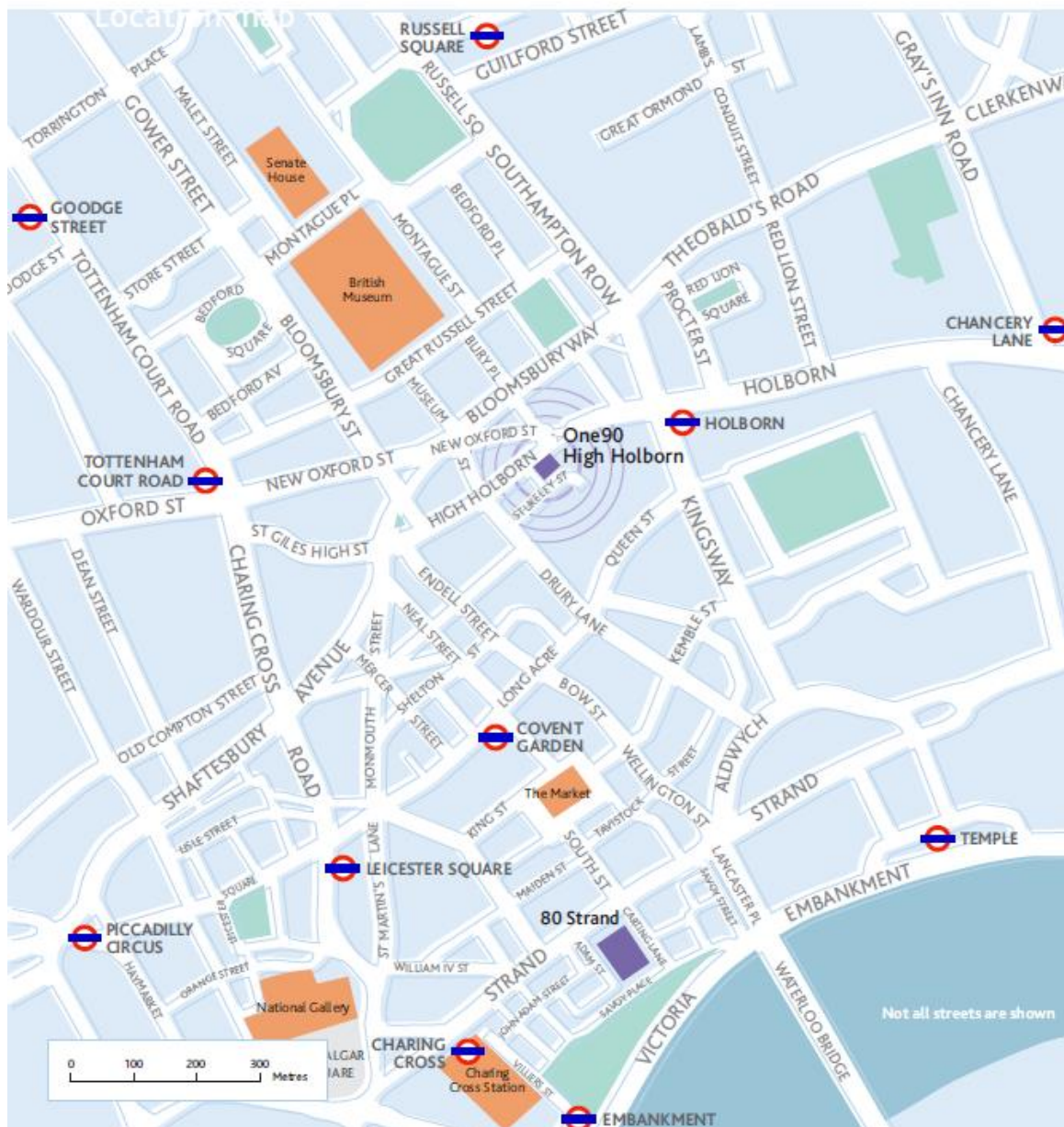
Please refer to the maps below. The use of HGVs to and from the site will not be necessary in this instance due to the nature of the proposals being for a minor refurbishment that involves no demolition and the internal works consist of the provision of partitions.





Pearson

One90 High Holborn
London
WC1V 7BH



b. Please confirm how contractors, delivery companies and visitors will be made aware of the route (to and from the site) and of any on-site restrictions, prior to undertaking journeys.

Given the nature of the area there will be restrictions on vehicular parking The Principal Contractor will be required to liaise with the landlord to discuss the method, timing and sorting of major deliveries.

Deliveries should be made through the Rear entrance in Stukeley Street. Drivers must report to the Principal Contractors site foreman. Large deliveries must be notified to sec

All materials must be restricted to allocated work areas only.

21. Control of site traffic, particularly at peak hours: *“Clients shall consider other options to plan and control vehicles and reduce peak hour deliveries” (P20, 3.4.6)*

Construction vehicle movements are generally acceptable between 9.30am to 4.30pm on weekdays and between 8.00am and 1.00pm on Saturdays). If there is a school in the vicinity of the site or on the proposed access and/or egress routes, then deliveries must be restricted to between 9.30am and 3pm on weekdays during term time. (Refer to the [Guide for Contractors Working in Camden](#)).

A delivery plan should ensure that deliveries arrive at the correct part of site at the correct time. Instructions explaining such a plan should be sent to all suppliers and contractors. Consideration should be given to the location of any necessary holding areas for large sites with high volumes of traffic. Vehicles must not wait or circulate on the public highway. Whilst deliveries should be given set times to arrive, dwell and depart, no undue time pressures should be placed upon the driver at any time.

a. Please provide details of the typical sizes of all vehicles and the approximate frequency and times of day when they will need access to the site, for each phase of construction. You should estimate the average daily number of vehicles during each major phase of the work, including their dwell time at the site. High numbers of vehicles per day and/or long dwell times may require vehicle holding procedures.

Pedestrians and vehicles will be adequately separated where practicable.

Tetris-bluu will monitor and review the existing site layout, and the existing environment, including the Risk Assessment and the Logistic Plan on a regular basis.

A Logistic Plan specific to this project defines:

- Site Access / Egress Points
- Location of temporary site accommodation / welfare facilities
- Location of unloading, layout and storage areas
- Security arrangements
- Location of fixed plant, such as Hoists etc.
- Client Occupied areas

This plan will be updated and re-issued as site conditions change.

b. Please provide details of other developments in the local area or on the route.

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- West End Project Public Realm Improvements (Ref. CENV/2014/20)

c. Please outline the system that is to be used to ensure that the correct vehicle attends the correct part of site at the correct time.

Drivers must report to the Principal Contractors site foreman. Given the nature of the area there will be restrictions on vehicular parking The Principal Contractor will be required to liaise with the landlord to discuss the method, timing and sorting of major deliveries. Delivery slots will be made in advance with the Principal Contractor foreman and arrangements made for the delivery vehicles to be on site at the due time of arrival.

d. Please identify the locations of any off-site holding areas (an appropriate location outside the borough may need to be identified, particularly if a large number of delivery vehicles are expected) and any measures that will be taken to ensure the prompt admission of vehicles to site in light of time required for any vehicle/driver compliance checks. Please refer to question 24 if any parking bay suspensions will be required for the holding area.

Given the nature of the area there will be restrictions on vehicular parking The Principal Contractor will be required to liaise with the landlord to discuss the method, timing and sorting of major deliveries. No off site hold areas are anticipated.

e. Please provide details of any other measures designed to reduce the impact of associated traffic (such as the use of construction material consolidation centres).

N/A

22. Site access and egress: *“Clients shall ensure that access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles.” (P18, 3.4.3)*

Vehicles entering and leaving the site should be carefully managed, using gates that are clearly marked and free from obstacles. Traffic Marshalls must ensure the safe passage of pedestrians, cyclists and other traffic when vehicles are entering and leaving site, particularly if reversing.

a. Please detail the proposed access and egress routes to and from the site

All access/egress for contractors to site is to be via rear goods in/security in Stukeley Street and onto loading bay. Access to 1st & 2nd floor via stairs and protected goods lift.

b. Please describe how the access and egress arrangements for construction vehicles will be managed.

The Principal contractor is responsible for giving access to the relevant parts of the Construction Phase Health and Safety Plan to the other Contractors, and for consulting with those contractors before finalising the relevant parts of the Plan.

c. Please provide swept path drawings for any tight manoeuvres on vehicle routes to and from the site including proposed access and egress arrangements at the site boundary (if necessary).

N/A

d. Provision of wheel washing facilities should be considered if necessary. If so, please provide details of how this will be managed and any run-off controlled.

N/A

23. Vehicle loading and unloading: *“Clients shall ensure that vehicles are loaded and unloaded on-site as far as is practicable.” (P19, 3.4.4)*

If this is not possible, Traffic Marshalls must ensure the safe passage of pedestrians, cyclists and motor traffic in the street when vehicles are being loaded or unloaded.

Please provide details of the parking and loading arrangements for construction vehicles with regard to servicing and deliveries associated with the site (e.g. delivery of materials and plant, removal of excavated material). This is required as a scaled site plan, showing all points of access and where materials, skips and plant will be stored, and how vehicles will access and egress the site. If loading is to take place off site, please identify where this is due to take place and outline the measures you will take to ensure that loading/unloading is carried out safely. Please outline in question 24 if any parking bay suspensions will be required.

N/A

Highway interventions

Please note that Temporary Traffic Orders (TTOs) and hoarding/scaffolding licenses may be applied for prior to CMP submission but won't be granted until the CMP is signed-off.

24. Parking bay suspensions and temporary traffic orders

Please note, parking bay suspensions should only be requested where absolutely necessary. Parking bay suspensions are permitted for a maximum of 6 months, requirement of exclusive access to a bay for longer than 6 months you will be required to obtain [Temporary Traffic Order \(TTO\)](#) for which there is a separate cost.

Please provide details of any proposed parking bay suspensions and TTO's which would be required to facilitate construction. **Building materials and equipment must not cause obstructions on the highway as per your Considerate Contractors obligations unless the requisite permissions are secured.**

Information regarding parking suspensions can be found [here](#).

N/A

25. Scaled drawings of highway works

Please note that use of the public highway for storage, site accommodation or welfare facilities is at the discretion of the Council and is generally not permitted. If you propose such use you must supply full justification, setting out why it is impossible to allocate space on-site. You must submit a detailed (to-scale) plan showing the impact on the public highway that includes the extent of any hoarding, pedestrian routes, parking bay suspensions and remaining road width for vehicle movements. We prefer not to close footways but if this is unavoidable, you should submit a scaled plan of the proposed diversion route showing key dimensions.

- a. Please provide accurate scaled drawings of any highway works necessary to enable construction to take place (e.g. construction of temporary vehicular accesses).

N/A

b. Please provide details of all safety signage, barriers and accessibility measures such as ramps and lighting etc.

N/A

26. Diversions

Where applicable, please supply details of any diversion, disruption or other anticipated use of the public highway during the construction period (alternatively a plan may be submitted).

N/A

27. VRU and pedestrian diversions, scaffolding and hoarding

Pedestrians and/or cyclist safety must be maintained if diversions are put in place. Vulnerable footway users should also be considered. These include wheelchair users, the elderly, those with walking difficulties, young children, those with prams, the blind and partially sighted. Appropriate ramping must be used if cables, hoses, etc. are run across the footway.

Any work above ground floor level may require a covered walkway adjacent to the site. A licence must be obtained for scaffolding and gantries. The adjoining public highway must be kept clean and free from obstructions. Lighting and signage should be used on temporary structures/skids/hoardings etc.

A secure hoarding will generally be required at the site boundary with a lockable access.

a. Please provide details describing how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary), and any Traffic Marshall arrangements.

b. Please provide details of any temporary structures which would overhang the public highway (e.g. scaffolding, gantries, cranes etc.) and details of hoarding requirements or any other occupation of the public highway.

All Trade Contractors bringing Mobile Scaffold Towers onto site shall ensure that they are:

- Erected by a trained and competent person (PASMA trained or equivalent)
- Erected in accordance with the manufacturers' recommendation and Method Statement
- Mobile scaffold access towers and podiums shall be inspected following erection and prior to use.
- The inspection shall be undertaken by a suitably competent person.
- Mobile scaffold access towers that are to remain static should be further inspected at intervals of no greater duration than every 7 days / or sooner should the scaffold have been damaged or affected by / been subject to extreme weather conditions or any other event that might have compromised its integrity.
- The results of inspections shall be recorded using the 'scaff tag' system and a record of the equipment inspected maintained using the Tetris-blau Mobile Scaffold Access Tower & Podium (Inspection) Register.

Daily inspections shall be undertaken by the Tetris-blau Project Leader / Nominated Manager / Site Safety Co-ordinator to ensure compliance.

A competent person shall inspect fixed Scaffolding. That is somebody who is trained and has the relevant experience in scaffold erection and safety, this service can be provided by the Scaffolding company. For further information on Scaffolding please refer to Section 4.8.19 of the SMS. All inspections shall be recorded in a written report / log. Trade Contractors who use Mobile Scaffold Towers are responsible for their maintenance, use and inspection. Mobile Scaffold Towers shall be recorded on a plant register and shall have a scaff tag attached to them that can be reference to the tower

Important: Non fixed guard rail access equipment must only be used for light work and where it is impractical to use fixed guard rail edge protection. A Risk Assessment shall to demonstrate why ladders are the only alternative for the particular task and a permit shall be issued.

• SYMBOL IS FOR INTERNAL USE

Environment

To answer these sections please refer to the relevant sections of **Camden's Minimum Requirements for Building Construction (CMRBC)**.

28. Please list all [noisy operations](#) and the construction method used, and provide details of the times that each of these are due to be carried out.

The proposal involves no works of demolition. Construction works are limited to the erection of internal partitions and do not fall under noisy works.

29. Please confirm when the most recent noise survey was carried out (before any works were carried out) and provide a copy. If a noise survey has not taken place please indicate the date (before any works are being carried out) that the noise survey will be taking place, and agree to provide a copy.

As noted above, the proposals will not generate any noisy works. A noise survey will not be undertaken. Any users within the building will be kept informed of proposed works. The proposed development relating to this application is solely for the change of use. The internal works associated with are not subject to planning permission. The proposal involves no works of demolition. Construction works are limited to the erection of internal partitions and do not fall under noisy works.

30. Please provide predictions for [noise](#) and vibration levels throughout the proposed works.

As noted above. We do not consider there to be any structure borne or vibration generated that will affect other parts of the building in separate use as a result of the works.

31. Please provide details describing mitigation measures to be incorporated during the construction/[demolition](#) works to prevent noise and vibration disturbances from the activities on the site, including the actions to be taken in cases where these exceed the predicted levels.

Tetris-bluu shall take all necessary precautions to minimise disturbance to existing and nearby offices/ shops particularly with respect to any noisy and dusty works. Service access routes must remain clear and effectively segregated at all times. The office must be securely locked to prevent unauthorised access.

Noise shall be kept to a minimum during work hours. Any noisy works will be highlighted in sub-contractors RAMS and carried on out of hours.

Tetris-bluu shall liaise with the landlord during activities likely to cause excessive noise or vibration to agree suitable times to undertake such works. Early or late working as agreed

The Noise at Work Regulations 2005 requires construction operations to have a 'Noise Risk Assessment' carried out before work commences (to be submitted with the Method Statement for approval by the Principal Contractor). To conform to these regulations all activities shall be monitored for Noise and standards maintained. Tetris-bluu site management, Contractor Supervisors and Operatives shall be trained as required in the actions to be taken requirements according to each Action Level (especially the 1st level of 80 dB(A) and the 2nd level of 85 dB(A).

32. Please provide evidence that staff have been trained on BS 5228:2009

Contractors are aware of the Code of Practice for Noise and Vibration however we are not undertaking any noisy works.

33. Please provide details on how dust nuisance arising from dusty activities, on site, will be prevented.

Dust shall be kept to a minimum by rotating tasks. Vacuums attached to saws and using water to suppress the dust. Use of HEPA Filters

During works/processes that create excessive dust adequate dust masks should be provided to all operatives and operatives should have a face fit test for the type of mask being provided.

34. Please provide details describing how any significant amounts of dirt or dust that may be spread onto the public highway will be prevented and/or cleaned.

Please refer to 34.

35. Please provide details describing arrangements for monitoring of [noise](#), vibration and dust levels.

The proposals will not generate any noisy works, as such a noise survey will not be undertaken. Any users within the building will be kept informed of proposed works. The proposal involves no works of demolition. Construction works are limited to the erection of internal partitions and do not fall under noisy works. None of the construction methods involve dust creation.

36. Please confirm that a Risk Assessment has been undertaken at planning application stage in line with the GLA policy. [The Control of Dust and Emissions During Demolition and Construction 2104 \(SPG\)](#), that the risk level that has been identified, and that the appropriate measures within the GLA mitigation measures checklist have been applied. Please attach the risk assessment and mitigation checklist as an appendix.

Prior to any works on site starting each Trade Contractor shall be required to produce and issue Method Statements, Risk Assessments (which shall include Working at Height and Noise Assessments in line with current legislation) and where necessary COSHH Assessments. These will be reviewed by the Project Manager and maintained within the project office. Where lifting operations are required these item shall be reviewed by the Tetris-blau Appointed Person and incorporated within the project lifting plan.

As design develops through the Construction phase, the Design Team shall be required to produce and update Designers Risk Assessments. These will be requested by the Project Manager, and when received will be reviewed and issued to the appropriate Trade Contractors and those that are affected by the findings on the Risk Assessments.

37. Please confirm that all of the GLA's 'highly recommended' measures from the [SPG](#) document relative to the level of risk identified in question 36 have been addressed by completing the [GLA mitigation measures checklist](#).

We understand the guidance set out in the GLA mitigation measures checklist however we consider the impacts of the proposed development to be low/negligible as minimal construction is taking place, as noted in 28.

- 38. If the site is a 'High Risk Site', 4 real time dust monitors will be required. If the site is a 'Medium Risk Site', 2 real time dust monitors will be required. The risk assessment must take account of proximity to sensitive receptors (e.g. schools, care homes etc), as detailed in the [SPG](#). Please confirm the location, number and specification of the monitors in line with the SPG and confirm that these will be installed 3 months prior to the commencement of works, and that real time data and quarterly reports will be provided to the Council detailing any exceedances of the threshold and measures that were implemented to address these.

N/A

- 39. Please provide details about how rodents, including [rats](#), will be prevented from spreading out from the site. You are required to provide information about site inspections carried out and present copies of receipts (if work undertaken).

N/A

- 40. Please confirm when an asbestos survey was carried out at the site and include the key findings.

Asbestos survey from building inconclusive. Additional R&D survey to be taken before works start

41. Complaints often arise from the conduct of builders in an area. Please confirm steps being taken to minimise this e.g. provision of a suitable smoking area, tackling bad language and unnecessary shouting.

'Tetris-bluu' will apply the following site rules and take all measures to ensure that they are observed and complied with by everybody on the project

1. The site shall be kept clean at all times, and waste materials shall be cleared away as soon as possible
2. Hard hat, safety footwear and high visibility clothing must be worn at all times on site, outside the safe areas
3. No safety helmet visors to be worn on site. Unless specific risk assessment is in place and approved by Tetris-bluu.
4. Personal protective equipment appropriate to the task being carried out shall be worn at all times – no shorts to be worn on site
5. All personnel shall be properly trained for the work which they are undertaking
6. All personnel to understand the Method Statement and Risk Assessment that applies to the task. This must be signed and dated by the operative
7. No personnel, including visitors, to have access to the site without an induction
8. All operatives and personnel, including visitors, to be aware of the Emergency Evacuation Procedures
9. All dust, noise and pollution must be kept to a minimum, and all measures taken to prevent any nuisance arising out of the works
10. No drugs or alcohol shall be allowed on the site, nor any person who is considered to be under the influence of alcohol or drugs
11. No smoking shall be permitted within the site boundary. There are no designated smoking areas. Smoking should be away from the building
12. No playing of radios (entertainment receivers), Walkmans, MP3s or similar
13. Mobile telephones/radio transceivers are only to be used in 'safe areas' and in a safe manner
14. Lone working on site is not permitted
15. Strictly no unauthorised access into restricted areas without the correct permit
16. No eating or drinking, with the exception of water, outside the mess area
17. Abusive language, wolf whistling or harassment of any kind [including racist, bullying and sexual] is strictly forbidden. Show considerations for neighbours/general public/building occupants
18. No horseplay or games such as football or golf to be played at any time on any part of the site.
19. All scaffolding (including mobile towers) to be 'Scaff-Tagged' at all times

20. All mains powered electrical power tools to be 110v only, & to be in date Portable Appliance Tested (to include new equipment & leads)
21. All unsafe conditions and practices to be reported to Tetris-bluu management
22. Any person found damaging or vandalising plant, material, welfare facilities or safety equipment will be removed from site
23. No cameras on site without authorisation and no contact with the media
24. Yellow/Red cards are in operation for breaches of Health & Safety
25. No loitering outside the entrance to site.
26. No works are to be undertaken under the raised floors without having a barrier around the affected areas.

42. If you will be using non-road mobile machinery (NRMM) on site with net power between 37kW and 560kW it will be required to meet the standards set out below. The standards are applicable to both variable and constant speed engines and apply for both PM and NOx emissions.

Not applicable.

From 1st September 2015

(i) Major Development Sites – NRMM used on the site of any major development will be required to meet Stage IIIA of EU Directive 97/68/EC

(ii) Any development site within the Central Activity Zone - NRMM used on any site within the Central Activity Zone will be required to meet Stage IIIB of EU Directive 97/68/EC

From 1st September 2020

(iii) Any development site - NRMM used on any site within Greater London will be required to meet Stage IIIB of EU Directive 97/68/EC

(iv) Any development site within the Central Activity Zone - NRMM used on any site within the Central Activity Zone will be required to meet Stage IV of EU Directive 97/68/EC

Please provide evidence demonstrating the above requirements will be met by answering the following questions:

- a) Construction time period (mm/yy - mm/yy):
- b) Is the development within the CAZ? (Y/N): Y
- c) Will the NRMM with net power between 37kW and 560kW meet the standards outlined above? (Y/N): N/A
- d) Please provide evidence to demonstrate that all relevant machinery will be registered on the NRMM Register, including the site name under which it has been registered:
- e) Please confirm that an inventory of all NRMM will be kept on site and that all machinery will be regularly serviced and service logs kept on site for inspection:
- f) Please confirm that records will be kept on site which details proof of emission limits, including legible photographs of individual engine plates for all equipment, and that this documentation will be made available to local authority officers as required:

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Agreement

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

It should be noted that any agreed Construction Management Plan does not prejudice further agreements that may be required such as road closures or hoarding licences.

Please notify that council when you intend to start work on site. Please also notify the council when works are approximately 3 months from completion.

Signed:

Date:

Print Name:

Position:

Please submit to: planningobligations@camden.gov.uk

End of form.



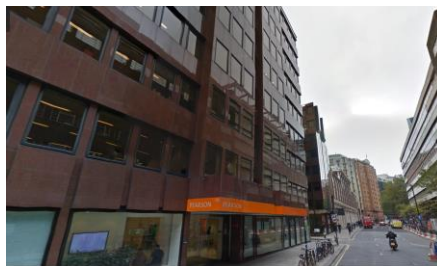
tétris-bluu

TETRIS-BLUU CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

CLIENT : PEARSON COLLEGE

190 HIGH HOLBORN

LONDON WC1V 7BH



Client Name, Site Address and Contact Details	
Pearson College 190 High Holborn London 7BH Nicola Colavito	WC1V
<hr/> <hr/>	
adele.rose@pearson.com	

AUTHORISED BY	TITLE	SIGNATURE
Russell Stockton	CONTRACTS MANAGER	<i>Russell Stockton</i>
Vicki Simmonds	HEALTH AND SAFETY MANAGER	<i>Vicki Simmonds</i>

SECTION

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Revision Record

This document has been reviewed and where necessary updated as detailed below.

Rev	Date	Purpose	Updated By
0	8.4.16	First Copy	PB
A			
B			
C			
D			

1. Introduction

This Construction Phase Health and Safety Plan contains the arrangements that will be implemented to ensure the safe execution of the works in compliance with the Construction (Design and Management) Regulations 2015.

It has been compiled from information obtained from the pre-construction information pack, issued by the Principal Designer and from supporting information obtained from site visits, the landlord and Designers Risk Assessments and drawings and specifications issued by other members of the project team. This is a live document and will be maintained, reviewed and updated by the project team at least monthly.

This project is for Tetris-bluu and once commenced, will last for 21 weeks.

Works will not commence until this plan has been completed to a satisfactory standard and has been deemed suitable by the CDM Consultant. Additionally the Construction Phase Health & Safety Plan must also be authorised and signed by the appropriate persons of the Project Team.

Site address: 1st & 2nd Floor
190 HIGH HOLBORN
LONDON WC1V 7BH

The Scope of works includes:

- Isolations
- Strip out works
- Protection works
- New partitions
- Decorations
- Lighting
- Internal finishes
- Mechanical and electrical works
- Furniture

Whilst undertaking these works it is our policy to endeavour to:

- Prevent accidents and ill Health to our employees, Client, Trade Contractors, third parties and members of the public
- Provide a place of work that is safe and without risk to the Health, Safety and Welfare to all those involved in the project and third parties
- Create a positive Health and Safety culture and ensure that Health and Safety is our highest priority
- Consult and communicate to all those involved in the project and listen when feedback is given

This Health and Safety plan follows procedures and guidance contained within the Tetris-bluu Management System and Health and Safety Policy and reference to these will be made throughout this plan.

The following existing restrictions have been identified from the Pre Tender Health and Safety Pack and supporting information, such as Designers Risk Assessments and site visits. These will be taken into account throughout the works:

Existing Structures Site Description	
Office to classroom conversion. CAT A/B works	
Existing Hazard / Restriction	Notes / Controls
Live Services	Works on live electrical services. Isolate wherever possible to reduce risk to operatives. Permits issued by Tetris-bluu unless work is within the common or roof areas
Boundaries and adjacent land use	Tetris-bluu shall take all necessary precautions to minimise disturbance to existing and nearby offices/ shops particularly with respect to any noisy and dusty works. Service access routes must remain clear and effectively segregated at all times. The office must be securely locked to prevent unauthorised access.
Access to the site	All access/egress for contractors to site is to be via rear goods in/security in Stukeley Street and onto loading bay. Access to 1 st & 2 nd floor via stairs and protected goods lift.
Existing Health Hazards	
Asbestos	Asbestos survey from building inconclusive. Additional R&D survey to be taken before works start
Occupational Health	
Dust	Dust shall be kept to a minimum by rotating tasks. Vacuums attached to saws and using water to suppress the dust. Use of HEPA Filters During works/processes that create excessive dust adequate dust masks should be provided to all operatives and operatives should have a face fit test for the type of mask being provided.
Vibration	Tetris-bluu shall liaise with the landlord during activities likely to cause excessive noise or vibration to agree suitable times to undertake such works. Early or late working as agreed
Noise	Noise shall be kept to a minimum during work hours. Any noisy works will be highlighted in sub-contractors RAMS and carried on out of hours.
Waste	Rubbish and waste materials shall, where possible be bagged up and removed from site on a rolling basis. Waste materials shall be sorted by type and disposed of in an environmentally friendly way. The location of waste drop off is in the loading area with times agreed by security
Working within an occupied building	All segregation and protection will be carried out by Tetris-bluu Permits required for shared space within the building. Consult the contractors guide for all rules
Deliveries	Deliveries should be made through the Rear entrance in Stukeley Street. Drivers must report to the Principal Contractors site foreman. Large deliveries must be notified to sec All materials must be restricted to allocated work areas only.

2. Project Team Details & Organisation

Professional Team

Principal Contractor

Name & Address Contact
Tetris Bluu 50 Eastcastle Street London W1W 8EA Russell Stockton Project Manager 07798 752523 0207 079 3470 Michael Church Site Manager

Principal Designer:

Name & Address Contact
Tetris Bluu 50 Eastcastle Street London W1W 8EA Vicki Simmonds: (0)7772 160530 vicki.simmonds@tetris-bluu.com

CDM Consultant:

Name & Address Contact
W T Hills Hills, Unit 4, Lodge Farm Business Centre, Castlethorpe, Milton Keynes MK19 7ES. Phil Bass Phil.bass@wthills.com

Building Management

Name & Address Contact
PEARSON COLLEGE 190 HIGH HOLBORN LONDON WC1V 7BH adele.rose@pearson.com

The following people make up the Tetris-bluu project team for this project:

Name	Position	Contact No
Vicki Simmonds	Health and Safety (HS)	Mobile: 07772160530 E-mail: vsimmonds@tetris-db.com
Russell Stockton	Project Manager (PM)	phone07798 752523: E-mail: Russell.stockton@tetris-bluu.com
Michael Church	Site Manager	Phone; 07540 141812. Email: Michael.church@tetris-bluu.com

Roles and Responsibilities of the Tetris-bluu Project Team

This must be used as a check list throughout the various stages of the project.

Responsibilities – General	Role
Read and comply with the Tetris-bluu Health and Safety Policies and Safety Management System.	All members of the Project Team

Actions / Responsibilities – Pre-Construction	Role
Organise and Chair Project Start up Meeting	PM
Identify significant hazards and read the relevant sections within the Safety Management System. Obtain from the Health and Safety department guidance and advice as required.	PM
Obtain any tender Health & Safety information such as the Pre tender Health & Safety Pack. Prepare and maintain the Construction Phase Health & Safety Plan	HSM
Issue the Construction Phase Health & Safety Plan to project team and all contractors.	HSM
Prepare a Site Logistics Plan	PM

Display a copy of the F10 Addition Notification if required	SM
Obtain additional notifications from Local Authority, HSE etc	PM
Obtain and display a copy of the Health and Safety Policy Statement	SM
Obtain and display the current Insurance Certificate.	SM
Prepare a project directory.	PM
Plan and arrange Site Welfare Facilities	PM

Actions / Responsibilities – Safety Planning	Role
Display Emergency Telephone Numbers on the site notice boards.	SM
Ensure Trade Contractors have produced Works plans, Method Statements and Risk Assessments prior to any work starting	SM
Ensure all Trade Contractor Method Statements and Risk Assessments are reviewed before work starts	SM
Ensure all operatives, staff and members of the Professional team attend the project inductions	SM
Ensure all Contractors have identified Hazardous Substances and issued the associated COSHH Assessment and Material Data Sheets	SM
Review all COSHH Assessments	HSM
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous materials	SM
Ensure adequate PPE is available for visitors	SM

Actions / Responsibilities – Supervision and Co-ordination	Role
Ensure all Risk Assessments, Method Statements and COSHH Assessments are communicated by the Trade Contractor to their operatives.	SM
Issue requirements for weekly Tool Box Talks to Trade Contractors	HSM
Carry out daily inspections on site to review Trade Contractor compliance with Method Statements and Risk Assessments	SM

Actions / Responsibilities – Inspections/Records/Audits	Role
Ensure welfare facilities are maintained to the required standard	SM
Obtain and maintain up to date plant registers from all Trade Contractors	SM
Maintain an up-to-date register of operative training certificates	SM
Maintain an up-to-date accident book	SM
Complete the company accident report form(s) in the event of a reportable incident.	HSM
Investigate reportable accidents/incidents.	HSM
Ensure an F2508 is completed and submitted to the HSE for all reportable accidents/incidents.	HSM
Immediately notify the health and safety manager of all reportable accidents/incidents and near misses	SM
Carry out daily inspections of the site boundary and hoardings	SM
Carry out daily inspections of all work areas	SM
Carry out weekly fire safety checks and inspections	SM
Ensure inspections are carried out on Scaffolding:	SM

<ul style="list-style-type: none"> • Every 7 days • Before use • After any modification / alteration • After any event that could have affected its stability 	
<p>Ensure all mobile towers have a 'Scaff Tag' , recorded on a plant register and that they are inspected:</p> <ul style="list-style-type: none"> • Every 7 days • Before use • After any event that could have affected stability 	SM
Carry out and record weekly site safety inspections	SM & HSM
<p>Ensure all plant is recorded onto a plant register and that it is inspected</p> <ul style="list-style-type: none"> • Before use • In accordance with manufacturers recommendations and planned maintenance schedule 	SM
<p>Ensure all electrical equipment is PAT tested and inspected:</p> <ul style="list-style-type: none"> • Before use • Every 3 Months 	Trade Contractors
Carry out safety inspections/system checks on the site conditions	HSM
Carry out Health and Safety system audits on the implementation of the Safety Management System	HSM
Report Health & Safety performance to the Client within the Project Reports and Client Meetings	PM
Provide the Principal Designer with the relevant documentation required for the H&S file.	PM

Roles and Responsibilities of Client

Throughout the project the Client will be responsible for:

- Clients have to ensure that suitable arrangements are made to manage the project safely.
- Clients have to ensure that suitable welfare arrangements are in place prior to and during construction.
- Clients have to ensure that suitable arrangements are made to protect the health and safety of users of any structure designed as a workplace, as well as of construction workers, cleaners and maintenance workers.
- Clients to ensure that designers and contractors are promptly supplied with information relevant to their purposes.
- Client must ensure that contractors (Principal Contractors on notifiable projects) are informed of the minimum time to be allowed for planning and preparation before construction commences.

- On notifiable projects the Client must appoint a Principal Designer and a Principal Contractor; otherwise he will himself be deemed responsible for the duties assigned to those roles.
- On notifiable projects the Client must ensure that construction does not commence before a Construction Phase Health and Safety Plan is in place.

Roles and Responsibilities of the Design Team

The Design Team will be responsible for:

- Not commence work on a project unless the Client is aware of his duties.
- Avoid risk to construction workers, cleaners, maintenance workers, and anyone affected by their activities, together with anyone using the structure if it is designed as a workplace, - (an important new requirement)
- Eliminate hazards, and reduce the risk from remaining hazards, giving priority to collective measures.
- Provide sufficient information regarding the design to assist the Client, The Principal Designer, other Designers and Contractors.
- Not carry out design (other than initial design) for a notifiable project unless a Principal Designer has been appointed.
- Provide information regarding a notifiable design promptly so that the Health and Safety File may be prepared and issued on completion of the project.
- Ensure that the design takes into account the Workplace Health, Safety Welfare Regulations 1992.

Roles and Responsibilities of the Principal Designer

- The Principal Designer will have overall responsibility for the pre-construction phase and design risk management/coordination where applicable to health and safety. All Designers whether Client appointed or appointed by the Principal Contractor or others will discharge their duties under the regulations effectively.
- All Designers are to ensure that a recognised design risk management model is followed using such as CDM Red, Amber and Green (RAG Lists) and the Eliminate, Reduce and Control hierarchy.
- The Principal Designer is responsible for co-ordination of all initial and ongoing design work, and will ensure that information is disseminated to all relevant parties in a timely and effective manner.
- All proposed designs, design changes and significant communications regarding design issues are to be directed through the Principal Designer, who will ensure that the significant health and safety elements have been taken into account.
- The Principal Designer will continue to have overall responsibility for design risk management/coordination throughout the project duration (or until the

appointment ceases) however the Principal Contractor must liaise and cooperate with the Principal Designer.

- Where the Principal Designers appointment completes prior to or during the construction phase the Principal Contractor will be appointed by the Client to discharge this role.

Roles and Responsibilities; Tetris-Bluu

- For notifiable projects contractors must not commence work unless they have been provided with the names of the PD and Principal Contractor.
- Principal Contractors must ensure that every contractor is informed of the minimum time provided for planning and preparing before he commences construction works.
- The Principal Contractor must ensure that every construction worker is provided with suitable site induction training.
- The Principal Contractor must ensure that his employees have been provided with the necessary information and training, and that other contractors have complied with a similar duty.
- The Principal Contractor is responsible for planning, managing and monitoring the construction works, and for ensuring that the other contractors carry out their duties.
- The Principal contractor is responsible for giving access to the relevant parts of the Construction Phase Health and Safety Plan to the other Contractors, and for consulting with those contractors before finalising the relevant parts of the Plan.

The Principal Contractor is required to identify to each contractor the information required for the Health and Safety File, and to ensure that the information is promptly provided to the PD

3. Health and Safety Objectives and Standards for the Project

Company Goals

Whilst undertaking these works it is our policy to endeavour to:

- Prevent accidents and ill Health to our employees, Client, Trade Contractors, third parties and members of the public
- Ensure all works are carried out in accordance with all relevant Legislation and Codes of Practice.

- Provide a place of work that is safe and without risk to the Health, Safety and Welfare to all those involved in the project and third parties
- Create a positive Health and Safety culture and ensure that Health and Safety is our highest priority
- Consult and communicate to all those involved in the project and listen when feedback is given
- Reward those who make a positive contribution towards Health and Safety Best Practice
- Cause minimal Environmental Impact and damage

Project Goals

Specific

The specific goals for this project are to execute the works with:

- Maintain high standards of Health, Safety and Welfare at all times to always ensure we achieve a company standard project.
- To achieve zero reportable accidents and incidents
- Have no incidents relating to any lifting activities
- Reward High standards of Health and Safety and Best Practice
- Act on all reported un safe acts and conditions
- Minimise disruption and nuisance to other tenants
- Ensure all operatives and visitors wear the correct PPE at all times throughout the project
- Undertake monthly review of these goals

4. Information for Trade Contractors

Information from Design Team

All Designers Risk Assessments where appropriate and prepared by, _____ will be reviewed and issued to the appropriate Trade Contractor so they can take into account the risks and control measures identified when planning their works.

A register of all drawings prepared by the Design Consultants, and the Trade Contractors will be maintained on site, via the document control system. All drawings and specifications will be reviewed and issued to the relevant Trade Contractor associated with the works, or who may be affected by the works.

Inductions

All personnel (including visitors or the Client's professional team) wishing to access and work on this project must attend the site safety induction. On this project there will be 3 types of Induction:

- Full site specific induction – which everyone **shall** attend
- Site supervisors induction – which the Trade Contractors Foreman and Site Managers **shall** attend
- Visitors induction – which **all** visitors **shall** attend

The full site induction will be given daily.

This informs all operatives, staff and management of the specific risks associated with this project, fire and emergency plans, together with the arrangements in place for Health, Safety and Welfare.

The Supervisors induction is specifically addressed to the site management and foreman and is to complement the full Site Induction. This tells the Trade Contractors site management and foreman what we expect from them and how we expect them to behave and act to set a good example to others and in particularly their own operatives.

The site visitors induction will be given to every visitor that comes on to this site, including our own staff (no matter how senior), any HSE Inspectors, any person from the clients team etc. This induction highlights specific risks to any visitors Health and Safety whilst they are on this site. The visitor's site induction shall be read by/to each visitor as they sign in at the security / signing in point. Additional information may be given to them as required.

It should be noted that whilst the CSCS card (Construction Skills Certification Scheme) is the accepted standard for operatives on site, there may be instances where this 'card' is not held/inappropriate;(previous working where card not required ie working for domestic clients and just returning to the building industry) in these cases consultation with Tetris-blau will ascertain the standards etc of the required operative. Whilst no unreasonable request shall be refused this does not give Companies the automatic right to introduce non CSCS carded operatives and supervision.

The supervisor's induction **shall** be given to each supervisor before they commence work on site and shall be signed to indicate acceptance, understanding and compliance before access to site.

Note: All visitors to site will need to be **accompanied at all times** when they are not in a clearly designated safe route or area. They will also wear visitor coordinated PPE

Non-English Speaking Personnel

All 'non-English speaking' personnel must be able to receive English spoken and written site communications and instructions.

The standards of safety competence and training requirements required within the contractor's workforce are constant for all personnel regardless of native origin and/or language spoken.

The contractor is fully responsible for all additional resources and associated costs required to affect satisfactory levels of 'competence' and 'communication' within their workforce."

In addition, when companies employ non-English speaking operatives as a substantial part of their site workforce they are required to ensure that approved copies of Risk Assessments and Method Statements (RAMS) and other relevant 'paperwork' are supplied in the appropriate language(s).

**Health
Posters**

and

Safety

Information

Site health & safety posters will also be displayed within the Welfare and at the Site Entrance to raise the awareness of Health, Safety and Environmental issues such as:

- Portable Electrical Equipment
- Manual Handling
- Waste Management

Statutory Posters will also be displayed within the Welfare Area.

5. Trade Contractor Selection Procedures

Tendering and Trade Contractor Selection

Tender lists will be prepared of potential Trade Contractors. Trade Contractor's past safety performance will be considered by referring to the Tetris-bluu Trade Contractor database or by taking up references from other Companies that demonstrate an unsatisfactory safety record will not be invited to tender.

Each potential Trade Contractor should be selected from the Trade Contractor Directory as 'Green Do Use', as this shows that they have passed the Pre-Qualification process and

demonstrated their Health & Safety competency. Any potential contractors which are not listed on our Trade Contractor Directory will be asked to submit a Pre-Qualification Questionnaire. The returned questionnaire will be checked by the Health & Safety Department to determine competency.

All Trade Contractors to supply up-to-date insurance certification before commencement of any works. (Public liability and Employers liability are mandatory for all trade contractors on all projects. Professional indemnity is required where the trade contractor has a design responsibility).

Common use Plant and Machinery

Machinery and other plant to be supplied for common use, such as hoists, cranes etc will be properly selected, taking into account Safe Working Loads and logistics, correctly used by trained and authorised personal only, and maintained. Training will be provided by the Trade Contractor supplying the equipment. Only authorised competent personnel from our multi service gang will be allowed to operate such equipment.

6. Co-ordination, Communication and Co-operation

Construction Programme

All works will be carried out in accordance with the Construction Programme(s) as prepared and updated as required. The Construction programme sets a sequence to which all design and works are to be undertaken in a safe and logical approach.

To assist the design team in prioritising the release of design information and associated Designers Risk Assessments, an Information Required Schedule (open items) will be produced. This will link the release of design information to the construction programme and Trade Contractor package procurement. The Designers will be required to follow this schedule in order that each Trade Package obtains all the relevant information, including the relevant Designers Risk Assessments at the required time.

Project Meetings

To assist in the smooth running of this project the following project meetings have been implemented to assist in Co-ordination, Communication and Co-operation between all parties involved.

Meeting	Purpose	Parties Involved	Frequency
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Client Project Meetings	Gives Client an overall picture of the project, including Health and Safety	Tetris-bluu All member of the Client Project Team	Weekly
Trade Contractor Progress Meeting	Review progress against programme Resolve co-ordination issues Discuss Key issues including Health and Safety	Tetris-bluu Contractors	Weekly

Hazard Identification and Communication

Prior to any works on site starting each Trade Contractor **shall** be required to produce and issue Method Statements, Risk Assessments (which shall include Working at Height and Noise Assessments in line with current legislation) and where necessary COSHH Assessments. These will be reviewed by the Project Manager and maintained within the project office. Where lifting operations are required these item shall be reviewed by the Tetris-bluu Appointed Person and incorporated within the project lifting plan.

As design develops through the Construction phase, the Design Team **shall** be required to produce and update Designers Risk Assessments. These will be requested by the Project Manager, and when received will be reviewed and issued to the appropriate Trade Contractors and those that are affected by the findings on the Risk Assessments.

Tool Talks

Box

Each Trade Contractors operatives on site will be required to attend a weekly Tool Box Talk to communicate and reinforce Health and Safety issues, and the requirements of Method Statements and Risk Assessments. All Tool Box Talk records will be maintained within the Project Office.

LIAISON WITH THE HSE

All visits from a H.S.E. representative or inspectors must be notified to the Head of Health and Safety and the Divisional Managing Director as soon as they have been completed. The HSE Activity Sheet form should be completed.

Co-operation must be given to HSE inspectors at all times and any instructions complied with. All correspondence received from the HSE must be copied to the head of Safety. The head of Safety, the Divisional Managing Director or their designee(s) must approve any proposed reply.

Third Party and Client Considerations

Co-operation and communication with third parties and the Client will be maintained at all times throughout this project. The following third party and Client considerations will be taken into consideration:

Issue	Comment
Noise	See Working Restrictions
Access	Goods required to be booked in with landlords
Multiple contractors	Regular harmonisation meetings

7. Project Specific Health and Safety Risks

Construction Phase Hazard Identification and Risk Assessment

Prior to works starting each Trade Contractor **shall** be required to identify significant hazards and prepare Risk Assessments and Method Statements (RAMS) for each work activity. These will be reviewed and authorised by the Project Manager. Copies of all Trade Contractor Risk Assessments and Method Statements will be maintained within the project office.

Control of Substances Hazardous To Health

Where harmful substances cannot be substituted with less harmful substances, each Trade Contractor will be required to maintain and issue a register containing all harmful substances that they intend to use on this project.

For each hazardous substance or process identified, the Trade Contractor responsible **shall** produce a task specific COSHH Assessments and issue a Material Data Sheet for the substances. These will be maintained within the project office.

Each COSHH Assessment and Material Data Sheet **shall** be reviewed by the Project Manager; where possible alternative solutions will be offered to minimise and reduce the risk to health and the environment.

When using Hazardous substances the Trade Contractor must provide evidence that the findings of each COSHH Assessment has been communicated to their operatives and those affected by the use. These records will be maintained within the project office.

Special attention and control measures **shall** be given to the use of the following substances / activities to prevent the risk to the Health of third parties and other operatives:

Activity / Substance	Control Measures
MDF Dust	Now classed as Carcinogenic - not to be used if possible
Rockwool	PPE

Solvent Glue	Adequate ventilation/PPE
Dosing Chemicals	Certificate to Discharge into water supply will be required
Adhesives	COSHH Assessments/Ventilation
Red Oxide/Galvafruid/Solvent Paints	COSHH Assessments/Ventilation
Soldering/Welding/Gas cutting	COSHH Assessments/Ventilation
'Pedfix'	COSHH Assessments/Ventilation

Vibration at Work (Hand Arm Vibration)

Specific activities have greater chance of causing vibration injuries than others on site. It is therefore important that all jobs be 'risk assessed', initially to ensure those with a risk of vibratory injuries are recognised. Any job assessed as having a risk of vibratory injury shall be fully 'risk assessed' by the Contractor involved to ensure a full method of use including a Safe System of Work is fully developed. This system should be developed in such a way that the risk is recognised and 'trigger times' are not over reached, primarily by the rotation of the work through different operatives, or any other way the Contractor decides.

Manual Handling

All Manual Handling activities shall be the subject of a job specific risk assessment and Method Statements as required. These shall be made with a view to eliminating or reducing the manual handling as much as possible with training in Manual Handling techniques frequently carried out in the form of Tool Box Talks etc as required.

Whilst some manual handling cannot be avoided every opportunity should be given to either eliminate or reduce any manual handling by a choice of the following methods.

- Use of wheeled bins
- Flatbed trollies
- Sack trucks
- Pallet trucks
- Pulleys
- Crowbars
- Other mechanical means

It should be noted that this list is by means exhaustive and other means can and should be utilised as appropriate to reduce manual handling activities as much as possible.

Contractors should be aware of the HSE recommendation of the maximum single person lift of 25 Kgs. However they should also be aware that this is not an all-encompassing restriction – each person is an individual with their own limitations. There is therefore a requirement for group training to ensure that 'team lifting' is used for the heavier lifts.

It will therefore be a prerequisite for contractors to review construction with available access restrictions to ensure material is able to be fitted with due cognoscente of the Manual handling Regulations. Specific examples are:

- Sliding / folding partitions
- Joinery partitions
- Glass panelling
- Gypsum boarding

Attention should also be given to the ramping of the storage area and the 'run off' from the hoist.

Noise at Work

The Noise at Work Regulations 2005 requires construction operations to have a 'Noise Risk Assessment' carried out before work commences (to be submitted with the Method Statement for approval by the Principal Contractor). To conform to these regulations all activities shall be monitored for Noise and standards maintained. Tetris-bluu site management, Contractor Supervisors and Operatives shall be trained as required in the actions to be taken requirements according to each Action Level (especially the 1st level of 80 dB(A) and the 2nd level of 85 dB(A)).

Working at Height

All work at Height shall be monitored closely as statistics indicate that falls of both personnel and materials are responsible for a large amount of the accidents on Construction Sites. To This end Working at Height Risk Assessments shall be produced for all activities at height, no matter the height to be worked at! These Risk Assessments shall be presented for approval with the Method Statement required for all activities on site. They shall indicate how attempts to avoid work at height have been looked into, and if required, the provision of stable, fenced work platforms, to work from. Whilst it is recognised that some activities may have to be carried out from ladders (specifically step ladders) their use shall be actively discouraged due to the risks involved in Ladder usage. However should it be found that ladders (step or otherwise) are the only viable means of work, using the principals –

- Short duration
- Low risk
- No alternative means

Ensuring that during any 'ladder' activity three points of contact are maintained at all times and this justification is in the Method Statement as part of the 'Safe System of Work' favourable consideration shall be given to allowing 'ladder' usage for that particular job only (see below on permit system). **All 'Work at Height' Risk Assessments and Method Statements (RAMS) must be Site and Job Specific**

Material Storage and Distribution

**LPG
Use**

–

Storage

and

LPG and highly flammable liquids **shall** be stored in a secure well-ventilated cage, and kept separated from other materials. Additional warning signs will also be put up to warn operatives of the risks.

When not in use LPG Cylinders **shall** be kept in their storage areas, this includes empty cylinders. **The use of LPG will be under strict control and subject to authorise Method Statements and Risk Assessments.**

Storage of Fuels Oils and Chemicals

Fuels, oils and chemicals **shall** be stored away from drains and watercourses, to prevent them from entering the water table through accidental spillage. They will also be stored in well ventilated areas.

In addition all fuels, oils and chemicals will be stored in specific bunded areas (110% of the total volume of the contents) or in double skinned containers which are secure and safe from accidental damage and vandalism, and shall have a spill kit located close to them.

Transport and Traffic Management

Pedestrians and vehicles will be adequately separated where practicable. Tetris-blau will monitor and review the existing site layout, and the existing environment, including the Risk Assessment and the Logistic Plan on a regular basis.

A Logistic Plan specific to this project defines:

- Site Access / Egress Points
- Location of temporary site accommodation / welfare facilities
- Location of unloading, layout and storage areas
- Security arrangements
- Location of fixed plant, such as Hoists etc.
- Client Occupied areas

This plan will be updated and re-issued as site conditions change.

Parking and Delivery Restrictions

Given the nature of the area there will be restrictions on vehicular parking. The Principal Contractor will be required to liaise with the landlord to discuss the method, timing and sorting of major deliveries.

Access / Egress Arrangements

- Access / Egress Points to the building and site
- Welfare locations (site offices, toilets, drying rooms, canteen etc)
- First Aid Points

- Fire Points
- Emergency exits
- **Protection of access points and common areas in the building.** Tetris-bluu will protect all walls floors ceilings stairs and lifts with the appropriate protection to stop damage and wear and tear. All areas to be agreed by the landlord and carried out to Tetris-bluu high specification. This will be part of the site managers weekly inspection to ensure it is suitable for use.

Security Arrangements

To prevent unauthorised access to site the following arrangements will be implemented:

Stringent signing in and out policy
Site office based near the site entrance

Temporary Services

The following temporary services will be provided:

SERVICE	LOCATION
110v power distribution and transformers	As required
415v power supply for welding equipment and flushing equipment	To be determined by the trade contractor
Water supplies	Within the canteen and in the washing area

All electrical supply installations **shall** comply with IEE Wiring Regulations and Electricity at Work Regulations. 1989.

All mains powered portable electrical equipment and tools used on this project **shall** be 110v, PAT tested, identified and recorded onto a plant register. A copy of all plant registers will be maintained within the Project Office.

All Electrical equipment will be subject to planned maintenance and inspections by a competent electrician:

EQUIPMENT	USER CHECKS	FORMAL VISUAL INSPECTION	COMBINED THOROUGH INSPECTION AND TESTING
Office equipment such as computers	No	Yes, every 2 years	Yes, up to 5 years
Photocopiers, fax machines	No	Yes, 2 – 4 years	Yes, up to 5 years
Earthed Equipment e.g. Kettles	No	Yes, every 6 months	Yes, every 12 months
Hand held tools	Yes, prior to use	Yes, every 2 – 4 weeks	Yes, every 3 months
Cables / leads	Yes, prior to use	Yes, every 2 – 4 weeks	Yes, every 3 months
Fixed Installations	No	Yes, earth loops and RCD's every 12 months	Yes, every 5 years

RCD's Portable	Daily / Every Shift	Weekly	Before first use on site and then monthly
RCD's Fixed	Daily / Every Shift	Weekly	Before first use on site and then 3 monthly

Suitable and sufficient safety lighting will be provided to:

- Every work place
- Every traffic route
- Every dangerous opening

Provision will also be made for Emergency lighting in case of mains / power failure.

Trade Contractors shall provide task lighting to undertake their works

Note: Halogen lamps **shall not** be used in any form on this contract.

All gas supplies **shall** be installed by a member of the Gas Safety Register.

Scaffolding

Mobile Towers

All Trade Contractors bringing Mobile Scaffold Towers onto site **shall** ensure that they are:

- Erected by a trained and competent person (PASMA trained or equivalent)
- Erected in accordance with the manufacturers' recommendation and Method Statement
- Mobile scaffold access towers and podiums shall be inspected following erection and prior to use.
- The inspection shall be undertaken by a suitably competent person.
- Mobile scaffold access towers that are to remain static should be further inspected at intervals of no greater duration than every 7 days / or sooner should the scaffold have been damaged or affected by / been subject to extreme weather conditions or any other event that might have compromised its integrity.
- The results of inspections shall be recorded using the 'scaff tag' system and a record of the equipment inspected maintained using the Tetris-bluu Mobile Scaffold Access Tower & Podium (Inspection) Register.

Daily inspections shall be undertaken by the Tetris-bluu Project Leader / Nominated Manager / Site Safety Co-ordinator to ensure compliance.

Important: Non fixed guard rail access equipment must only be used for light work and where it is impractical to use fixed guard rail edge protection. A Risk Assessment shall demonstrate why ladders are the only alternative for the particular task and a permit shall be issued.

Permits to Work

Permits will be required for the following work activities

PERMIT/ACTIVITY	AUTHORISED SIGNATORY
Hot works and FA isolations	Tetris-bluu/Landlord
Confined space working	Tetris-bluu
High risk activity/Structural alterations/roof working	Tetris-bluu/Landlord
Landlord specific works Inc working in shared areas and weekly working	Tetris-bluu/ Landlord
Working on live services within the site	Tetris-bluu

Further procedures shall be prepared and displayed as required.

These form **part** of a **Safe System of work** and **shall** be complied with at all times. All details and parts of the permits must be completed before they can be authorised.

Permits will be available from the Tetris-bluu project office

Specific Project Risks

The following have been identified as specific Risks associated with this project; these have been identified from the Designers Risk Assessments provided:

Risk / Problem	Comment
Manual Handling	Trade Contractors to avoid where necessary, by using mechanical means. All Trade Contractors shall submit a manual handling Risk Assessment.
Hand Arm Vibration	Trade Contractors shall submit a Risk Assessment for the use of all powered hand tools and plant, and carry out Tool Box talks on this subject.
Falls from Height	Trade Contractors shall submit a Risk Assessment for the use of all towers /access platforms
Working within ceiling voids	Trade contractors are to wear gauntlets or arm guards to protect against cuts and abrasions from sharp items within

	the ceiling void. Trade Contractor Shall submit Risk Assessments and Method Statements for all work within ceiling voids that are either in construction or complete.
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8. Emergency Procedures

Emergency Numbers

Emergency telephone numbers will be prominently displayed on the site notice boards, and will be issued to all members of the Project Team. Appendix 7.

The following are the emergency service telephone numbers:

Service	Telephone/Address
Fire/Ambulance/Police	999 Police non-emergency 101
Tetris-bluu Head Office	0207 079 3450
H&S Manager- Vicki Simmonds	07772 160 530
Senior Project Manager – Russell Stockton	0207 079 3470
Local A&E Hospital:	University College Hospital 235 Euston Road London NW1 2BU 02034567890 0.8 mile

First Aid

The following are qualified first aiders:

NAME	CERTIFICATE EXPIRY DATE
Michael Church	TBA

All Trade Contractors are to provide suitable and sufficient 'First Aiders' and equipment in accordance with the Health and Safety (First-Aid) Regulations 1981.

A first aid box is located in the project office located in the main office. Each contractor is to have a fully stocked first aid kit and approved person (first aid trained 3 day course).

A copy of all first aid certificates will be maintained within the project office – only those 'First Aiders' whose certificate copies are lodged in the project office will be deemed suitable 'First Aiders' for this site.

Fire Prevention /Information

To help prevent fires starting the following measures **shall** be taken:

- The amount of flammable materials stored on site will be kept to a minimum. When a Trade Contractor brings a flammable material to site (these will be identified on their COSHH Risk Assessments), it shall be kept in suitable closed containers, and kept away from heat and any hot works. Where possible non-flammable materials will be used as an alternative.
- All flammable solids, liquids, and gases shall be stored safely. They must be separate from each other and kept away from oxygen cylinders or oxidising material. Storage areas shall be well ventilated and away from occupied areas.
- Smoking shall not be allowed anywhere on site. Designated smoking areas will not be provided on site
- Procedure for isolating the fire alarm system as agreed with the landlord on a daily basis with the changeover to the new system at the end of the works. Existing units to be covered in the morning and uncovered at the end of the day.
- All Hot Works such as welding, grinding and cutting, will be carried out under supervision and a permit to work – A Hot Works Permit. The control measures identified in the permit must be adhered to at all times and all operatives shall have a fire extinguisher to hand. Please note that this must not be a Tetris-blau extinguisher, it shall be the Trade Contractors.
- Where practicable rubbish will be removed daily and the site must remain clean and tidy at all times.
- Any storage tanks for diesel or fuels shall be clearly identified and any leaks and spills must be dealt with quickly and safely as possible. All tanks shall be bunded and smoking and hot works must be prohibited in these areas.
- Tools and Plant must be maintained and tested where appropriate.

- The site will be checked at the end of each day, to ensure that all plant and equipment that could cause a fire is turned off (including site office heaters etc). Areas where Hot Works have taken place will also be inspected 1 hour after the work has finished.

The Site Fire Co-ordinator is the Site Manager he will be responsible for ensuring that:

- All firefighting equipment provided is maintained and kept in good working order
- Emergency practice site evacuations are carried out
- The fire assembly point for the building will be the same as the the other offices and to be part of the induction.
 - Operatives are aware of the weekly bell test in communal areas
- A Weekly Fire Coordinators inspection is carried out on site, which checks:
 - Fire Extinguishers
 - Alarms / Warning devices
 - Escape routes / exits and house keeping

Temporary accommodation will be constructed from non-combustible materials and all walls and doors **shall** achieve 30mins fire resistance. Where food is cooked in a canteen the walls **shall** be built to 1 hour Fire Resistance

Heaters in site offices and welfare facilities must be fixed above floor level have enclosed elements and are fitted with metal guards. Drying racks and coat hooks will be located safely away from heaters.

9. Accident and Incident Reporting

Within Tetris-bluu there are 5 classifications of accidents / incidents that we record:

1. Near misses
2. Dangerous Occurrences
3. Minor
4. Major
5. Fatal

All accidents / incidents that occur on this site including those that occur to Trade Contractor operatives and visitors **shall** be recorded **immediately** within our Accident Book which will be located in the Tetris-bluu Project Office.

In the event of a Reportable Accident or Dangerous Occurrence the Major Incident Plan **shall** be referred to. This complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

- Contractors shall ensure that all accidents are recorded within their own accident book following any injury to their personnel. All accidents shall be recorded in the Tetris-bluu accident book.

- All accidents and near misses must be reported to Tetris-bluu Safety Department immediately to allow internal company procedure of accident and dangerous occurrence procedure to be followed.
- Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013.
 - (a) accidents causing injuries, fatal and non-fatal
 - (b) occupational diseases and
 - (c) dangerous occurrences, even when no injury results
- The relevant contractor shall investigate all HSE reportable accidents and a suitable accident report shall be submitted to the Site Manager. The Statutory reports form F2508 used to notify the HSE of such accidents should also be copied to the Site Manager.

Calling for the Emergency Services.

- Only personnel from Tetris-bluu or Security are to call the emergency services unless otherwise directed.
- Security or a designated person will be at the entrance to the site to escort the emergency services to the location of the incident

See section 8 for the nearest hospital contact details.

10. Welfare

Welfare Facilities

The following welfare facilities **shall** be provided by Tetris bluu.

FACILITY	LOCATION
MESS ROOM	Within the site boundaries
TOILETS – MALE	Existing within site boundary. Checked with Landlord
TOILETS – FEMALE	TBA
HOT AND COLD DRINKING WATER	Within the site boundaries

All welfare facilities provided will be in accordance with the Construction (Design and Management) Regulations 2015. The welfare will be use of existing facilities and landlord agreements

Maintenance

All welfare facilities **shall** remain in a good state of repair and cleanliness. A cleaning regime for the site offices and all welfare facilities will be put into place.

Regular daily inspections will be carried out of the toilets, canteen, and drying rooms.

11. Information and Training of People on Site

Induction training **shall** be provided to everyone wishing to work and visit this project. Attention should be brought to the requirements of section 4. (CSCS cards, non-English speaking operatives) within this plan.

The following tasks have been identified as requiring specific training:

Task	Training Required
Manual handling of flooring tiles	Tool box talks to operatives
Use of Mobile Elevating Work Platforms (MEWPs)	Certificate of competence
Hot work Permits – Fire Watcher	Competent training
Scaffold erection	C.S.C.R.S. photo I.D. card to be submitted
Work on electrical systems	Recognised electrical qualification
Use of hand tools	Cert. of competence recognised training establishment
First aid	Certificate of Training approved by the HSE
Mounting abrasive wheels	Certificate of competence
Erection and safe use of mobile towers	Certificate of competence (P.A.S.M.A.)
Scaffold inspection	Scaffold Inspection Course
Work on gas systems	Gas safety register
Work within confined space	Tool box talk

To reinforce the site rules, the requirements of Method Statements and Risk Assessments and to raise the awareness of specific issues, such as Manual Handling and Hand Arm Vibration, each Trade Contractor **shall** be required to provide their operatives with Tool Box Talks. These **shall** be carried out weekly and recorded. A register of all Tool Box Talks given **shall** be maintained and kept within the project office.

Statutory notices and safety awareness posters **shall** be displayed in the welfare area.

Other training, as required, has been indicated in other areas of this plan.

A copy of this Health and Safety Plan, together with the project specific site safety rules **shall** be formally issued to each Trade Contractor prior to their start on site.

12. Health and Safety Consultation

Inductions

All site personnel (including visitors) must attend a site-specific health and safety induction. A company visual presentation will be shown to all site operatives and supervisors and this will be aided by site specific instructions (where necessary).

Site Managers

All Site Managers are made aware of their role and responsibilities and in particular their major contribution to the management of safety by the provision of appropriate clear instructions to the personnel under their control.

Such instructions will include:

- Identification of job-specific risks.
- Methods of work.
- Handling and storage of materials.
- Use of works equipment.
- Use of personal protective equipment.

Notice Boards

Safety notice boards will be established at the site entrance which will display relevant information for the project as indicated below.

- F10 Notification form – for notifiable projects.
- Site Rules.
- Health and Safety Law Poster.
- Site logistics / Fire Plan.
- Tetris-blau Health and Safety Policy Statement.
- Details of First Aiders / Fire Wardens.
- Daily issues

Safety Campaigns

Tetris-blau have prepared and developed a corporate programme of health and safety awareness campaigns. The materials include posters, talk box talks and lessons learnt from good and bad practices principles in the construction sector.

13. Project Specific Site Rules

Personal Requirements	Protective	Equipment	(PPE)
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All Staff, personnel, operatives and visitors to this site **shall** be required to wear the following PPE at all times:

- Safety helmets to BS EN397 ('Bump Caps' not acceptable)
- Safety footwear with reinforced toe caps to BS EN 345
- High visibility vests to EN471

There will be adequate PPE provisions for Tetris-bluu visitors. PPE designated for visitors will be clearly marked and stored in the Tetris-bluu office. A record shall be kept to whom it is issued to, to ensure that it is returned.

Trade Contractors shall be responsible for issuing their own employees with PPE. They shall also be responsible for ensuring that their Sub – Contractors and self-employed operatives provide (are provided with) their own PPE. All Trade Contractors working on this site shall provide their operatives with Safety Helmets, Safety Footwear, Safety Gloves, Light Eye Protection and High Visibility Vests (unless an approved Risk Assessment states otherwise) to the standards set out above.

Any additional PPE required shall be identified on each Trade Contractors Method Statement and Risk Assessment, when this is the case the Trade Contractor shall ensure that the additional PPE identified is provided to each operative, used correctly and stored and maintained in accordance with the manufacturers recommendations.

All PPE zones are clearly identified and areas where PPE will not be required are identified below:

LOCATIONS WHERE PPE IS NOT REQUIRED
SAFE ACCESS / WALKWAYS / OFFICES
SITE WELFARE FACILITIES

Site Hours

The sites normal working hours will be as follows:

DAY/DAY(S)	WORKING HOURS
Monday - Friday	7.00-16.00
Saturday	08:00 – 13:00
Sunday	No Works unless agreed
Bank Holidays	No works

The above times will be displayed on the main site notice board.

If instructed or agreed with the Tetris-bluu Project Manager we may work different hours to those quoted above.

Additional Project Specific Site Rules:

They **shall** be communicated and given to all operatives and personnel at the site induction.

14. Information for the Principal Designer

The Project Manager will establish what information the Principal Designer requires for the compilation/addition to the Health and Safety File at the early stages of the project. This will be communicated to each Trade Contractor as soon as they are appointed where practicable.

At a minimum the Principal Designer **shall** be provided with the following information:

- A description of the works carried out
- Residual hazards and how they have been dealt with (for example asbestos, buried services, contaminated land)
- Key structural principals incorporated in the design of the structure (e.g. bracing) and safe working loads for floors and roofs
- Hazards associated with the materials used (e.g. hazardous substances, lead paint etc.)
- Information regarding the removal or dismantling of installed plant and equipment
- Health and Safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including fire-fighting services and equipment
- Information and as built drawings of the structure, its plant and equipment

15. Arrangements for Monitoring

Site Inspections

Safety

The following site safety inspections **shall** be carried out to monitor Health and Safety standards on site and monitor Trade Contractor compliance with the site rules and project objectives:

INSPECTION	DESCRIPTION	FREQUENCY
Site Managers Inspection	The Site Manager shall carry out an inspection of the site on a daily basis. Any problems or breaches of site rules will be dealt with as found.	Daily
Fire Co-ordinators Check List	The Fire Co-ordinator shall carry out an inspection of the fire fighting equipment and emergency escape routes using the	Once a Week

	Fire Co-ordinators Check List SFM-He / She will also be tasked to attend client liaison meetings to co-ordinate fire drills and the like.	
Scaffold Inspections	A competent person shall inspect fixed Scaffolding. That is somebody who is trained and has the relevant experience in scaffold erection and safety, this service can be provided by the Scaffolding company. For further information on Scaffolding please refer to Section 4.8.19 of the SMS. All inspections shall be recorded in a written report / log.	<ul style="list-style-type: none"> • Before use (handover certificate will be issued) • After an alteration • After adverse weather • Every 7 days
Mobile Scaffold Tower Inspections	Trade Contractors who use Mobile Scaffold Towers are responsible for their maintenance, use and inspection. Mobile Scaffold Towers shall be recorded on a plant register and shall have a scaff tag attached to them that can be reference to the tower.	<ul style="list-style-type: none"> • After erected and prior to use • Every 7 days • After an event that could affect its strength and stability
Plant Inspections and Registers	A plant register is required from every Trade Contractor detailing their plant. All electrical equipment shall be PAT tested at least every 12 months. Specific plant must be inspected and maintained in accordance with the manufacturer recommendations. This shall be detailed within each Trade Contractors Method Statement	<ul style="list-style-type: none"> • When it arrives on site • Before use • In accordance with the specific manufacturers recommendations and planned maintenance schedule. • 110V power tools – every 3 months. • 230v equipment – every 3 months

Health Audits

and

Safety

Independent inspections and audits of the site **shall** be undertaken and reports issued by the visiting Health and Safety Manager. The basis of such inspections and audits will be the Health and Safety Plan, compliance with the Safety Management System and relevant legislation. Trade Contractors **shall** fully co-operate with this activity and provide any information that maybe requested. Trade Contractors are to be given copies of reports and **shall** comply with any corrective actions requested.

The Health and Safety Manager for this project is Vicki Simmonds, and the health and safety team **shall** be carrying out inspections and/or audits

The results of such inspections/audits shall be recorded on specific forms. Any resulting instructions are to be passed in writing to the site management and **shall** be complied with by the action date stated.

16. APPENDICES

Attachments

APPENDIX 1 PROJECT RULES

'Tetris-bluu' will apply the following site rules and take all measures to ensure that they are observed and complied with by everybody on the project

1. The site shall be kept clean at all times, and waste materials shall be cleared away as soon as possible
2. Hard hat, safety footwear and high visibility clothing must be worn at all times on site, outside the safe areas
3. No safety helmet visors to be worn on site. Unless specific risk assessment is in place and approved by Tetris-bluu.
4. Personal protective equipment appropriate to the task being carried out shall be worn at all times – no shorts to be worn on site
5. All personnel shall be properly trained for the work which they are undertaking
6. All personnel to understand the Method Statement and Risk Assessment that applies to the task. This must be signed and dated by the operative
7. No personnel, including visitors, to have access to the site without an induction
8. All operatives and personnel, including visitors, to be aware of the Emergency Evacuation Procedures
9. All dust, noise and pollution must be kept to a minimum, and all measures taken to prevent any nuisance arising out of the works
10. No drugs or alcohol shall be allowed on the site, nor any person who is considered to be under the influence of alcohol or drugs
11. No smoking shall be permitted within the site boundary. There are no designated smoking areas. Smoking should be away from the building
12. No playing of radios (entertainment receivers), Walkmans, MP3s or similar

13. Mobile telephones/radio transceivers are only to be used in 'safe areas' and in a safe manner
14. Lone working on site is not permitted
15. Strictly no unauthorised access into restricted areas without the correct permit
16. No eating or drinking, with the exception of water, outside the mess area
17. Abusive language, wolf whistling or harassment of any kind [including racist, bullying and sexual] is strictly forbidden. Show considerations for neighbours/general public/building occupants
18. No horseplay or games such as football or golf to be played at any time on any part of the site.
19. All scaffolding (including mobile towers) to be 'Scaff-Tagged' at all times
20. All mains powered electrical power tools to be 110v only, & to be in date Portable Appliance Tested (to include new equipment & leads)
21. All unsafe conditions and practices to be reported to Tetris-bluu management
22. Any person found damaging or vandalising plant, material, welfare facilities or safety equipment will be removed from site
23. No cameras on site without authorisation and no contact with the media
24. Yellow/Red cards are in operation for breaches of Health & Safety
25. No loitering outside the entrance to site.
26. No works are to be undertaken under the raised floors without having a barrier around the affected areas.